

**National Law University of Meghalaya**  
**EMPLOYEES' SERVICE REGULATIONS 2022**

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## **Chapter I: TITLE AND DEFINITIONS**

### Section 1:

These Regulations shall be applicable to all full-time employees of the University, unless otherwise distinctly provided under the terms of contract, agreement of letters of appointment.

### Section 2:

In these Regulations, unless the context requires otherwise, the following words and phrases have meanings hereby assigned to them:

1. 'Ordinance' means the National Law University of Meghalaya Ordinance, 2022
2. 'Academic Council' means the Academic Council of the National Law University of Meghalaya.
3. 'Absentee' means an employee absent from appointment on which he has a lien, either on leave or on deputation to another appointment whether permanent or temporary or on special duty, unconnected with their own appointment or on joining time during transfer to another appointment or under suspension and an employee on suspension is an absentee if the suspension is confirmed.
4. 'Average Pay' means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of the average pay.
5. 'Completed year of service' or 'one year's continuous service' means continuous service of specified duration under the University and includes the period spent on duty as well as on leave including extraordinary leave.
6. 'Competent Authority' in relation to exercise of any power, means the Executive Council or any authority to which the power is delegated by or under these Regulations.

7. 'Date of Retirement' or 'date of their retirement' means the afternoon of the last day of the month in which a University employee attains the age prescribed for retirement under the terms and conditions governing their services.
8. 'Day' means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
9. 'Duty' includes (i) service as a probationer provided such service is followed by confirmation; and (ii) joining time. 'Vice-Chancellor' means the Vice-Chancellor of National Law University of Meghalaya.
10. 'Executive Council' means the Executive Council or the University.
11. 'Family' means the employee's wife or husband, as the case may be, residing with the employee and legitimate children and step children residing with and wholly dependent upon the employee. It includes, in addition parents, sisters and minor brothers, if residing with and wholly dependent upon the employee. It includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the employee.

Note: - Not more than one wife is included in the term 'family' for the purpose of these Regulations.

12. 'Holiday' means:
  - a. a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act. 1881, and
  - b. in relation to any particular office, a day on which such office is ordered to be closed by a competent authority for the transaction of University business without reserve or qualification.
13. 'Joining time' means the time allowed to an employee in which to join a new post or to travel to or from a station to which they are posted.

14. 'Leave-Salary' means the monthly amount paid by the University to an employee on leave.

15. 'Lien' means the title of a University employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post to which he has been appointed substantively.

16. 'Pay' means the amount drawn monthly by a University employee as

a. the pay, other than special pay or pay granted in view of their personal qualifications, which has been sanctioned for a post held by them substantively or in an officiating capacity, or to which they are entitled by reason of their position in a cadre, and

b. overseas pay, special pay and personal pay, and

c. any other emoluments which may be specially classed as pay by the Executive Council.

17. 'Personal Pay' means additional pay granted to an employee:

a. to save them from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or

b. in exceptional circumstances, on other personal considerations.

c. The personal pay will be absorbed in subsequent increases of pay.

18. 'Permanent post' means a post carrying a definite rate of pay sanctioned without limit of time.

19. 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of-

a. the specially arduous nature of the duties; or

b. a specific addition to the work or responsibility, and includes a non-practising allowance sanctioned to a practising professional.

20. 'Law University' means the National Law University of Meghalaya

21. 'Tenure post' means a permanent post which an individual may not hold for more than a limited period without re-appointment or extension.

22. 'Time-scale of Pay' means scale of pay which rises by periodical increments from a minimum to a maximum.

23. 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited period.

24. 'University employee in permanent employ' means an employee who holds substantively or provisionally substantively a permanent post or who holds a lien on a permanent post or who would have held a lien on permanent post had the lien not been suspended.

25. 'Chancellor' means the Chancellor of the Law University.

26. Year:

- a. Academic year: A 12 month period during which a cycle of work is completed;
- b. Financial year: A twelve month period commencing from first of April to 31<sup>st</sup> March of the year following

27. Words and expressions used herein and not defined but defined in the Ordinance, the fundamental Rules and supplementary Rules of the Government of India shall have the meanings respectively assigned to them in the Ordinance, the Fundamental Rules and the Supplementary Rules of the Government of India.

## **Chapter II: APPOINTMENT REGULATIONS**

### **Section 3: Number of posts**

Subject to Section 12 of the Ordinance, the number of posts under each category of employees of the University shall be such as may be determined by the Executive Council from time-to-time on the recommendations of the Vice-Chancellor in respect of all non-teaching posts and on the recommendation of the Academic Council in respect of teaching and research posts.

### **Section 4: Grade of pay**

The grade of pay of the Vice-Chancellor shall be such as may be determined by the Executive Council while the grades of pay of all other employees other than the teachers shall be determined by the Executive Council on the recommendations of the Vice-Chancellor. While doing so, pay scales of the Central Government along with corresponding allowances shall be adopted. In respect of teachers, the grades of pay shall be determined by the Executive Council on the recommendations of the Academic Council in conformity with the UGC pay scales given from time-to-time, provided that nothing in these Regulations shall affect the inherent rights of the Executive Council at any time to revise the sanctioned grade of pay of any post. Such revision shall, however, not adversely affect the interest of any employee of the University already holding such a post.

### **Section 5: Qualifications for Posts**

1. The qualifications for the post of Vice-Chancellor shall be determined by the Executive Council based on the recommendations of a high level expert committee of three persons constituted by the Executive Council.
2. The qualifications for the posts of other officers, administrative and ministerial staff shall be determined by the Executive Council based on the recommendations of the Vice-Chancellor.
3. The qualifications for the posts of teachers shall be determined by the Executive Council based on the recommendations of the Academic Council.

### **Section 6: Tenure of Appointments**

1. Either for a specific period on contract basis, which shall be on such terms as may be agreed upon by the Executive Council and the person concerned: and the same may, at the discretion of the Executive Council, be renewed any number of times each such renewal being for a period not exceeding two years; or
2. On a permanent basis till the age of superannuation against a substantive post.

### **Section 7: Age of Appointment**

The age of a person at the time of appointment to the service of the University shall ordinarily be not less than 18 years and not more than 40 years in respect of

administrative and ministerial staff and 60 years in respect of officers and teachers provided that the Executive Council shall have the discretion to relax or waive these limits: whenever it considers necessary in the interest of the University.

#### Section 8: Mode of Appointment

##### 1. Officers:

##### a. Vice-Chancellor:

- i. Subject to the provisions provided in Section 17 (1) of National Law University of Meghalaya, the Vice-Chancellor of the University shall be appointed by the Chancellor based on the recommendations of General Council, from out of a panel suggested by a high level committee consisting of two persons of eminence in legal profession nominated by the Executive Council and one distinguished educationist nominated by the Chancellor. The person nominated by the Chancellor shall be the Chairman of the Committee.
- ii. The Committee, after considering academic persons of great distinction in the field of legal education who could eminently fit into the post of Vice-Chancellor, shall submit a panel of not more than three persons out of whom the General Council shall choose one, in consultation with the Chancellor.

Provided that at the time of considering the panel of names submitted by the Committee, the General Council shall be presided over by a member chosen by the members present at the meeting.

- iii. The salary and other terms of appointment shall be as determined by the Executive Council in consultation with the Chancellor.

##### (b) Registrar:

- i. The Registrar shall be appointed by the Chancellor based on the recommendations of a Selection Committee consisting of the Vice-Chancellor as Chairman, with the Chairman of the Bar Council of India, and one expert from outside the University nominated by the Vice-Chancellor from among a panel of names recommended by the Vice-Chancellor and approved by the Executive Council as members.

- ii. The Selection Committee, after considering the applications of all eligible candidates received in response to the advertisement for the post, shall submit a panel of not more than three persons suitable for the post from out of whom the Executive Council shall appoint one as the Registrar either on a permanent basis or for a specified term of not less than 5 years at a time.

Provided that the Executive Council shall reserve the right to appoint a person of proven administrative and academic experience as Registrar on a contract basis for a specific period/s on such terms as may be mutually agreed upon, *or* on deputation from other Universities or Institutes without going through the advertisement and selection process as stipulated above.

- iii. The post of Registrar shall carry the same pay scale as in the case of a Professor in the University.

c. Finance and Accounts Officer:

- i. The Finance and Accounts Officer shall be a full-time officer of the University in the scale of a Professor.
- ii. The Finance and Accounts Officer shall be appointed by the Executive Council based on the recommendations of a Selection Committee consisting of the Vice-Chancellor as Chairman, with the Chairman, Bar Council of India, and one expert from outside the University nominated by the Vice-Chancellor from out of a panel approved by the Executive Council.
- iii. The Selection Committee, after considering the applications of all eligible candidates received in response to the advertisement for the post, shall submit a panel of not more than three persons suitable for the post, one of whom shall be appointed by the Executive Council.

Provided that the Executive Council shall reserve the right to appoint a person of proven ability and experience in the field on a contract basis for a specific period on such terms as may be mutually agreed upon, or on deputation from other Universities/Institutes without going through the selection process stipulated above

d. Heads of Departments:

The Heads of Departments shall be appointed by the Executive Council on the recommendations of the Academic Council.

2. Teachers:

- a. The **Teaching Staff Selection Committee** shall make recommendations to the Executive Council for appointments to posts of Professors, Associate Professors, Assistant Professors, and other teachers. The Executive Council shall constitute the committee as follows:
- i. The Vice-Chancellor; who shall be the chairman of the committee;
  - ii. The Registrar;
  - iii. The Head of the Department concerned;
  - iv. Three experts, nominated by the Vice-Chancellor from amongst a panel of names recommended by the Academic Council and approved by the Executive Council;
  - v. The meeting of the selection committee shall be convened by the Vice-Chancellor whenever necessary. The Vice-Chancellor shall preside over the meetings of the selection committee.

The Committee shall follow the UGC Regulations, as amended from time-to-time in order to determine the minimum eligibility and assess the suitability of candidates for appointment.

3. Administrative and Ministerial Posts:

- (a) The Administrative and Ministerial posts shall be advertised and/or receive nominations from Employment Exchanges or other sources and filled up by the Executive Council based on the recommendations of a **Administrative and Ministerial Staff Selection Committee** constituted by the Executive Council, consisting of:
- i. The Vice-Chancellor; who shall be the chairman of the committee;
  - ii. The Registrar;
  - iii. Three experts, nominated by the Vice-Chancellor from amongst a panel of names recommended by the Executive Council and approved by the Executive Council;
- (b) The Committee shall recommend the minimum eligibility for appointment to the posts, as per the requirement of the University; after which the advertisements shall be released.

Provided that for posts of ministerial nature carrying a basic pay of not more than Rs.\_\_\_\_\_p.m, the Vice-Chancellor is authorised to make the appointments based on the recommendations of a Selection Committee consisting of Registrar as the Chairman and two experts nominated by the Vice-Chancellor from outside the University as members.

Provided further it is open to the Executive Council to appoint persons of proven ability and experience to certain high level administrative posts of technical nature

on contract basis on such terms and conditions as may be mutually agreed upon or by deputation without going through the selection process stated above, but based on the recommendations of the Vice-Chancellor.

#### Section 9: Proof of Date of Birth

Every person newly appointed in the University shall, if he has had the SSLC or Matriculation Certificate, produce the original of such certificate. In the case of those who have not obtained such a certificate, an authenticated copy of the extract from the Registrar of Births or a certificate from the Head of the Institution where he studied or a horoscope or a baptismal certificate or a declaration made before a magistrate be produced.

On the acceptance of the date of birth, it shall be entered in the service records of the person concerned and shall not be altered under any circumstances.

#### Section 10: Agreement of Service

Every employee of the University, other than the Vice-Chancellor and those who are appointed on specific terms and conditions, appointed to any substantive post the minimum pay scale attached to which is not less than \_\_\_\_\_ or to such other posts as may be determined by the Executive Council from time to time shall sign an agreement of service in the prescribed form accepting in writing the terms and conditions of appointment before joining duty.

#### Section 11: Commencement of Service

All appointments shall take effect from the dates on which the appointee reports themselves for duty at the University or the place prescribed in their order.

#### Section 12: Probation

1. Every person appointed in the University against substantive posts, other than the Vice-Chancellor and those appointed by invitation. Unless otherwise, provided for in the appointment order of the person concerned, shall be on probation for a period of not less than one year. In computing the period of probation extraordinary leave, if any; granted to an employee on probation shall be omitted.
2. The period of probation being a period of testing the worth and ability, competence and moral stature of the individual concerned, shall be deemed to be a crucial period of service and shall, therefore, have to be watched carefully for the performance and suitability of an employee.

3. Well before the termination of the period of probation, the Registrar shall call for the report of work and conduct from the immediate superior of the employee. If, at the end of the period of probation, the work and conduct of the employee continues to be unsatisfactory, a report to the Vice-Chancellor shall be made by the immediate superior of the employee as certifying officer as to whether the services of the employee should be terminated or the period of probation extended.
  
4. Any extension of the period of probation shall not be longer than one year and there shall be only one such extension except as provided under clause below. The following shall be the officers empowered to certify satisfactory completion of the period of probation:
  - a. Heads of Departments in respect of all teachers and service personnel, if any, working in their respective disciplines or departments;
  
  - b. Librarian in respect of all employees working in the Library;
  
  - c. Registrar in respect of all other administrative and ministerial staff working in the rest of the office;
  
  - d. The Vice-Chancellor in respect of all officers.
  
5. As soon as possible after completion of the prescribed period of probation, orders of declaration of probation shall be issued by the Registrar based on the report of the certifying officer and approved by the Vice-Chancellor. The certifying officers shall base their decisions on the evaluation reports and such other additional evidence as may be available to them.
  
6. If the work of an employee is found to be unsatisfactory even after the extended period of probation, the Executive Council shall have the right to terminate the services of the employee on the recommendation of the Vice-Chancellor and discharge them from the service of the University provided, however, that in the event of the Executive Council desiring to give one more chance to the employee recommended by the Vice-Chancellor "for termination of their probation, the Executive Council for reasons recorded, cause a final warning with a special extension of probation for a period not exceeding six months. If after this extension, their performance is still not satisfactory as reported by the certifying officer, the

Vice- Chancellor shall terminate their services. No appeal shall lie against the order of discharge of a probationer.

7. Any delay in an order either extending the period of probation or discharging a probationer shall not entitle an employee to claim that he has satisfactorily completed such probation.
8. All employees shall be eligible for the grant of first increment in the time scale in-which they are appointed only from the date of confirmation or declaration of probation.
9. Notwithstanding anything contained in the foregoing, if a probationer's work or conduct is found to be grossly unsatisfactory, a probationer can be terminated at any time during the period of probation by the authority who has appointed them.

#### Section 13: Increments

1. Increments in the time scale shall normally be drawn as a matter of course unless otherwise decided upon beforehand by the appropriate authority as a disciplinary measure. All orders regarding withholding of an increment to any employee shall indicate the period for which it is withheld and also whether the withholding shall have the effect of postponing future increments. The increments of the employees may be admitted from the first of the month in which it would fall due under the operation of the normal Rules and Orders regulating increments
2. Service counting for increments: The following periods shall count for earning increments of an employee:
  - a. All periods of duty in a post on a time scale;
  - b. All periods of leave including extra-ordinary leave for pursuing higher studies;
  - c. All periods spent on foreign service;
  - d. All periods of joining time on transfer.

#### Section 14: Issue of Retirement Notice:

Six months prior to an employee's attaining the age of superannuation in the University, a notice shall be sent to them about their impending retirement.

#### Section 15: Age of Retirement:

No employee of the University shall be entitled to be in the service of the University after he reaches the age of 60 years.

*Provided* that in the case of teachers, the age of retirement shall be 65 years.

*Provided* further that in respect of officers and teachers, the Executive Council may, on the recommendation of the Vice-Chancellor, appoint persons of exceptional standing on contractual basis, after their retirement, for specific periods.

*Provided* further that in respect of an employee attaining the age of retirement, where the date of such age falls on a day other than the first day of the month, he shall retire on the last day of that month.

### **Chapter III: LEAVE**

#### Section 16: General:

All employees of the University other than those paid out of contingencies are entitled and governed by the following leave regulations. The rule in the C.C.S shall be followed in respect of matters which are not specifically provided by these regulations.

#### Section 17: Right of Leave

Leave except half-pay leave is earned by duty only and no leave can be claimed as of right. When the exigencies of University services so require, discretion to refuse and revoke leave of any kind is reserved to the authority empowered to grant it.

#### Section 18: Various Kinds of Leave:

##### 1. Earned Leave:

a. Earned leave is leave earned in respect of periods spent on duty. The leave account of every employee who is serving in a non-vacation department shall be credited with earned leave, in advance, in instalments of 15 days each on the first day of January and July of every calendar year. Earned leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which they are likely to render in a half year of the calendar year in which they are appointed.

b. When the employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which they are removed or dismissed from service or dies in service.

c. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so

carried forward plus the credit for the half year do not exceed the maximum limit of 240 days.

- d. A period spent in Foreign Service shall count as duty for the purpose of this rule, if contribution towards leave salary is paid on account of such period.
- e. The maximum earned leave that may be granted at a time shall be 120 days, provided it may be extended for a period exceeding 120 days but not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India.

*Provided* that where earned leave for a period exceeding 120 days is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

## 2. Half-Day Leave:

- a. The half-pay leave account of an employee shall be credited with half-pay leave in advance, in two instalments of 10 days each, on the first day of January and July in every calendar year.
  - i. The leave shall be credited to the said leave account at the rate of  $5/3$  days for each completed calendar month of service which they are likely to render in the half-year of the calendar year in which they are appointed.
  - ii. The credit for the half-year in which an employee is due to retire or resigns from the services shall be allowed at the rate of  $5/3$  days per completed calendar month upto the date of retirement or resignation.
  - iii. When an employee is removed or dismissed from service or dies in service, credit of half-pay leave shall be allowed at the rate of  $5/3$  days per completed calendar month upto the end of the calendar month in which they are removed or dismissed from service or dies in service.
- b. The leave under this rule may be granted on medical certificates or on private affairs.

- c. While affording credit of half-pay leave, a fraction of a day shall be rounded off to the nearest day. .

Provided that in the case of an employee not in permanent employ or quasi-permanent employ, no half-pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority. .

### 3. Commuted Leave:

- a. Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to an employee subject to the following conditions:
  - i. The authority competent to grant leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.
  - ii. When commuted leave is granted twice the amount of such leave shall be debited against the half-pay leave due;
  - iii. Commuted leave during the entire service should be limited to a maximum of 240 days. The maximum commuted leave on private affairs that may be granted at a time shall be 120 days. If commuted leave is combined with earned leave, the total period should not exceed 180 days.
  - iv. The total duration of earned leave and commuted leave on medical certificate taken in conjunction shall not exceed 240 days.
  - v. An employee of half-pay leave or on commuted leave is entitled to leave salary equal to half the pay or full pay he would be entitled to had he not gone on leave. An employee on half-pay leave is entitled to a salary equal to half of the pay he would be entitled to had he not gone on leave and an employee on commuted leave will be entitled to the pay he would be entitled to had he not gone on leave.
  - vi. Where an employee who has been granted commuted leave resigns from service or at their request is permitted to retire voluntarily without returning to duty, the

commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of their death.

Note: Commuted leave may be granted at the request of the employee even when earned leave is due to them.

#### 4. Extraordinary Leave

- a. Extraordinary leave may be granted to an employee in special circumstances
  - i. when no other leave is admissible
  - ii. when other leave is admissible, but the employee applied in writing for the grant of extraordinary leave.
- b. The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave
- c. An employee on extraordinary leave is not entitled to any leave salary.

#### 5. Maternity Leave:

- a. A female University employee with less than 2 surviving children may be granted maternity leave by an authority competent to grant leave, for a period of 135 days from the date of its commencement. During such period, she will be paid leave salary equal to the pay drawn immediately before the proceeding on leave.
- b. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that
  - i. the leave does not exceed six weeks;

- ii. The application for the leave is supported by a medical certificate of an approved medical authority.
  
- c. Maternity leave may be combined with leave of any other kind.
  
- d. Maternity leave shall not be debited against the leave account

## 6. Casual Leave

Casual leave may be granted to all employees of the University for twelve days in each calendar year but not more than seven days at a time. Casual leave to temporary staff will be granted in the same manner as to those holding permanent appointments.

Casual leave shall be granted only when it can be given without inconvenience to University services.

It shall not ordinarily be granted in continuation of other leave but it may be combined in any manner with Sundays and other authorised holidays but not more than seven days casual leave exclusive of such Sundays and holidays shall be taken during one period of absence and provided also that such period of absence shall not exceed ten days in all.

Casual leave for half a day may also be granted to employees. For purposes of reckoning half day casual leave, the working day is treated as two half days from 10.00 a.m. to 2 p.m. and from 2.00 p.m. to 5.00 p.m. If a person took half a day casual leave, he will be noted as such in the Attendance Register. An employee on casual leave is treated as on duty.

### Section 19: Leave to Probationer – a person on probation

- a. A probationer shall be entitled to leave under these rules if they had held their post substantively otherwise than on probation. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to them shall not exceed,
  - i. beyond the date on which the-probationary period as already sanctioned or extended expires, or
  - ii. beyond any earlier date on which their services are terminated by the orders of an authority competent to appoint them.

(b) A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent employee according as their appointment is against a temporary or a permanent post.

Provided that where such a person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent employee.

#### Section 20: Persons re-employed after retirement

In the case of a person re-employed after retirement, the provisions of these rules shall apply, insofar as the leave is concerned, as if he had entered the University services for the first time on the day of their re-employment.

#### Section 21: Leave preparatory to retirement

An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 240 days together with half-pay leave due, subject to the condition that such leave extends upto and includes the date of retirement.

Note: The leave granted as leave preparatory to retirement shall not include extraordinary leave.

#### Section 22: Ad-hoc leave rules for temporary employees in the University

- (1) These rules shall apply to employees who are appointed on a temporary and consolidated salary basis.
- (2) The kinds of leave and leave entitlement shall be as follows:
  - (a) For employees who have completed one year of service:
    - (i) Casual Leave: 12 days in a calendar year.
    - (ii) Medical Leave: 15 days to be credited in advance as on 1st January and 1st July every year, provided if an employee joins in the middle of a month, credit shall be given only for the remaining calendar months at the rate of 2 ½ days per month. This leave can be availed only on Medical grounds.
    - (iii) Compensatory Leave : If an employee is required to work on Sundays/general holidays by an order, compensatory leave to the extent of the number of such days worked.
  - (b) For employees during the first year of service:
    - (i) Casual Leave: 12 days in a calendar year
    - (ii) Compensatory Leave: If an employee is required to work on Sundays/General Holidays by an order, compensatory leave to the extent of the number of such days worked.

#### Section 22-A: Leave Rules for vacation enjoying employees

1. All teachers of the University other than those appointed on ad-hoc and consolidated salary basis shall be treated as those enjoying vacation and as such are not entitled to any kind Earned Leave in respect of duty performed in any academic year.
2. A teacher coming under the above category entitled to not less than two months of vacation in an academic year during the periods so declared by the University. One week before the closure of the trimester, the Registrar shall notify the commencement and the ending of the vacation between the trimesters.
3. If in any academic year a teacher is required by a general or special order of the Vice-Chancellor to forego such vacation or a portion of a vacation in the interest of the University work, he/she shall be entitled to;
  - a. an earned leave at the rate of one day for every three days of vacation foregone, and such earned leave could be accumulated upto a maximum of 240 days in one's period of service in the University, or
  - b. A 'compensatory leave' of equal number of days foregone which shall however be utilised within one year from the date of refusal of leave.

#### **Chapter IV: CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY SCHEME PROVIDENT FUND**

##### Section 23:

1. Every full-time employee, on confirmation, shall subscribe monthly to the University Provident Fund. The rate of subscription may not be less than 10% of their emoluments and not more than their total emoluments, the amount so calculated being rounded off to the nearest rupee, provided that in the case of subscription at the minimum or maximum rates, the rounding off will be to the next higher or the next lower rupee respectively. The Provident Fund deductions will be made after confirmation with effect from the date of appointment.
2. The University shall contribute to this fund 10% of pay from the date of subscription. No subscription or contribution shall be made in the Provident Fund by an employee who is on leave without pay. Subject to the condition that no deduction be made which reduces the credit by more than the amount of any contribution by University with interest thereon credited before the amount standing to the credit of the subscriber in the fund is paid out of the Fund.
3. The Vice-Chancellor may direct the deduction there from and payment to University of -

- a. all amounts representing such contribution and interest, if the subscriber within five years of commencement of their service as such, resigns from the service or ceases to be an employee of the University otherwise than by reason of death, superannuation, or a declaration by a competent medical authority that they are unfit for further service, or the abolition of the post or the reduction of establishment or under a contract.
- b. any amount due under a liability incurred by a subscriber to University.
- c. all amounts representing such contribution and interest, if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency;

*Provided* that where the Vice-Chancellor is satisfied that such deduction would cause exceptional hardship to the subscriber, he may, by order, exempt from such deduction an amount not exceeding two-third of the amount of such contribution and interest which would have been payable to the subscriber, if he had retired on medical grounds:

*Provided* further that if any such order of dismissal is subsequently cancelled, the amount so deducted shall on their reinstatement in the service be replaced to their credit in the Fund.

Notwithstanding the foregoing provisions and the provisions of Clause (3), persons who have retired from State/Central Government, Universities or National Institutes, if re-employed in the University may be permitted to subscribe to the Provident Fund, provided that where the term of reemployment is initially for a year or less but is later extended so as to exceed one year the contribution with interest will be credited only after the completion of one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re- employed person is allowed to contribute to the Provident Fund if such period exceeds one year.

Section 24:

- d. No employee of the University shall be entitled to the benefits of Provident Fund whose services in the University entitle them to a pension or on whose account the University contributes towards their pension or who has been appointed by the University on a consolidated salary on special terms or on a part-time or daily wage basis.
- e. If an employee admitted to the benefit of the Fund was previously a subscriber to any contributory/non-contributory Provident Fund of the Central Government/State Government, .or of a body corporate, owned or controlled by Government or Universities/Colleges or Institutions of University status or an autonomous organisation registered under the Societies Registration Act of 1860 immediately before their appointment in the University, the amount of their accumulations in such contributory or non-contributory Provident Fund shall be transferred to their credit in the Fund.

Section 25:

1. When the amount of Provident Fund becomes payable to a subscriber, the Accounts Officer of the University will be entitled to deduct therefrom any amount due under any liability incurred by the subscriber to the University but not exceeding in any case the total amount of the contributions credited to the account of the subscriber by the University and of any interest which has accrued on such contributions.
2. Notwithstanding anything contained in the preceding clauses of these Regulations, a subscriber who ceases to be in service of the University by reason of their taking up an appointment with another University or College or a national institute without any break and with prior permission, may be declared to be entitled to the contribution of the University in accordance with the rules framed by the Executive Council.

Section 26:

The management of the Provident Fund shall vest in the Executive Council which may, from time to time, make regulations or issue such general or special directions as may be consistent with the Regulations as to the conduct of the business of the Fund, or its management or the privileges of the depositors, not herein expressly provided for, or vary, or cancel any regulations made or directions given.

*Provided* that there shall be a Provident Fund Committee, consisting of the Vice-Chancellor, the Treasurer, the Registrar and one member nominated by the Executive Council from amongst its own members for the purpose of advising the Executive Council in the matters relating to investments, payments and other matters in respect of the Provident Fund.

All members of the Provident Fund Committee, other than ex-officio members, shall hold office for a term of three years.

Section 27:

Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read the Regulations and agrees to abide by it, and shall hand in for registration in the University Office the names of the person or persons to whom he wishes the balance at their credit to be paid in the event of their death;

*Provided* that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of their family;

*Provided* further that the nomination made by the subscriber in respect of any other Provident fund to which he was subscribing before joining the Fund shall, if the amount to their credit in such other fund has been transferred to their credit in the Fund, be deemed to be a nomination under this Regulation until he makes a nomination in accordance with these Regulations.

The subscriber may, from time to time, add or change their nominee by written application to the Vice-Chancellor.

A register of such nominees shall be kept in the University office.

Section 28:

1. The amounts accruing to the Fund shall be placed in such banks as may be approved, from time-to-time, by the Executive Council, or invested in securities authorised by the Indian Trust Act 1882 (11 of 1882) at the discretion of the Executive Council.

Interest at the rate fixed for the purpose by the Executive Council from time to time, shall be credited to each subscriber's account.

2. The Subscription paid by the subscriber and the contribution by the University shall be entered monthly in a separate account for each subscriber.
3. The accounts of the Fund shall be audited once a year and a statement of the total amount of the credit of each subscriber shall be furnished to them.

Section 29:

A subscriber, at the termination of their service, shall be entitled to receive the amount which accumulates to their credit, viz., their subscription with interest and contribution by the University with interest thereon.

Section 30:

On the subscriber's death, the amount at the credit of the subscriber shall be paid to the person or persons duly nominated by them or when no such nomination is made, to their legal heir or heirs.

Section 31:

1. No final withdrawal shall be allowed until the termination of the subscriber's service or their death. But in case of necessity, of which the Vice-Chancellor shall be sole judge, the Vice-Chancellor may allow a subscriber an advance of sum not exceeding the total amount subscribed by them.
2. Recoveries towards the amount shall be made in equal monthly instalments not exceeding thirty as may be decided by the Vice-Chancellor commencing from the first payment of a full month salary after the advance is granted but no recovery shall be made from a subscriber when they are on leave otherwise than on full pay.
3. When an advance is sanctioned under clause (2) before repayment of the last instalment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.
4. Withdrawal from the fund:

Subject to the conditions specified hereunder, the withdrawals from the Fund may be sanctioned by the Vice-Chancellor at any time:

- a. after completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of their retirement on superannuation, whichever is earlier, for one or more of the following purposes:
  - i. meeting the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber actually dependent on them in the following cases:
    - foreducation outside India for academic, technical. professional or vocational course beyond the high schoolstage; and
    - for any medical, engineering or other technical or specialised course in India beyond the high school stage provided that the course of study is for not less than three years.
  - (ii) meeting the expenditure in connection with the marriage of subscriber's son or daughter and of any other female relation dependent on him;
  - (iii) meeting the expenditure in connection with the illness, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him;
  - (iv) building or acquiring a suitable house for their residence including the cost of site or reconstructing or for making additions and alterations to a house already owned or acquired by a subscriber;
  - (v) purchasing a house site;
  - (vi) for constructing a house on a site purchased.
- (b) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Section 31(4)(a) from the amount standing to their credit in the Fund shall not ordinarily exceed one-half of such amount or six months' pay of the subscriber, whichever is less. The Vice- Chancellor<sup>1</sup> may, however, sanction the withdrawal of an amount in excess of these limits upto three-fourths of the balance at their credit in the Fund, having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount to their credit in the fund.
- (c) A subscriber who has been permitted to withdraw money from the Fund under Section 31(4)(a) shall satisfy the Vice-Chancellor within a reasonable period as may be specified by them that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it withdrawn shall forthwith be repaid in one lump sum and in default of such payment it shall be ordered by the Vice-Chancellor to be recovered from their emoluments either in a lump sum or in such number of monthly instalments as may be determined by the Executive Council.

(d) A subscriber who has already drawn or may draw in future an advance under clause 31(2) for any of the purposes specified in Clause 31(4)(a)(i-vi) may convert at their discretion by written request to the sanctioning authority, the balance outstanding into a final withdrawal on their satisfying the conditions laid down in Clause 31 (4).

#### Section 32:

On a written application from a subscriber to the Provident Fund and with the approval of the Vice-Chancellor, the University may allow premia on the Life Insurance Policy of the subscriber to be paid out of the subscriber's share in their Provident Fund. In all such cases the Life Insurance Policy for which the premia are so paid shall be assigned in favour of the University. On the retirement of the subscriber from the service of the University, the Policy shall be reassigned to them by the University.

In case of the maturity of the Policy during the service of the subscriber in the University, the full amount of the Policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber. During the service of the University, the full amount of the Policy shall be paid to the nominee or, in the absence of nomination, to the legal representative of the deceased entitled to the Provident Fund.

#### Section 33:

The word "subscription", wherever it occurs in these Regulations, means the amount paid by the subscriber and similarly the word "contribution" means the amount contributed by the University.

### **Chapter V: Gratuity**

#### Section 34:

1. An employee who has completed five years of qualifying service at the University shall be granted Death-cum-Retirement Gratuity in accordance with the scale indicated in Section 35. This gratuity shall be payable on their retirement from the service of the University. In the event of their demise this gratuity shall be payable to the nominee or' nominees of the deceased in the manner prescribed in this regard.
2. If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:
  - (a) If there are one or more surviving members of the family as in the following sub-clauses (i),(ii),(iii) and (iv) to all such members in equal shares;

- i. wife or wives, in the case of male employee;
- ii. husband, in the case of a female employee;
- iii. sons including step-sons and adopted sons;
- iv. unmarried daughters including step-daughters and adopted daughters.

(b) If there are no such surviving members of the family as in Clause above, but there are one or more members as in the following sub-clauses (i), (ii), (iii), (iv), (v), (vi), and (vii), to all such members in equal shares:

- i. widowed daughters including step-daughters and adopted daughters;
- ii. father }including adoptive parents in the} case of individuals whose personal
- iii. mother} law permits adoption;
- iv. brothers below the age; of eighteen years including step-brothers;
- v. unmarried sisters and "widowed sisters including step-sisters;
- vi. married daughters; and
- vii. children of a predeceased son.

*Note 1:* The right of a female member of a family, or that of a brother of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or remarries, or the brother attains the age of eighteen years, after the death of the employee and before receiving her or their share of the gratuity.

*Note 2:* Where gratuity is granted under this rule to a minor member of the family of the deceased employee, it shall be payable to the guardian on behalf of the minor.

*Note 3:* Where an employee dies while in service, or after retirement without receiving the amount of gratuity and

- leaves behind no family; or
- has made no nomination; or
- the nomination made by them does not subsist;

the amount of death-cum-retirement gratuity payable to them under this rule shall lapse to the University

(3) No gratuity shall be payable on resignation from service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age.

#### Section 35:

The amount of death-cum-retirement Gratuity shall be one-fourth of the emoluments of an employee for each completed six monthly period of qualifying service subject to a maximum of sixteen and half times the emoluments or Rs.1,00,000/- whichever is less.

Section 36:

If a person who has become eligible for payment of University's share of contribution to the Contributory Provident Fund under the rules of the University dies within a period of 5 years after he retires from the service of the University, and the sums actually received by them at the time of death on account of University's share of contribution to the Contributory Provident Fund, together with the gratuity under the above Clause is less than the amount equal to 12 times the emoluments, a gratuity equal to the deficiency shall be granted to the person or persons nominated by them.

Section 37:

If a person in permanent employment dies before becoming eligible for the University's share of the contribution to the Contributory Provident Fund of the Universities, their family will be eligible for a gratuity equal to six times their emoluments at the time of their death, except in cases in which death occurs in the first year of service, when the gratuity admissible shall be equal to two months' emoluments.

Section 38: Persons in temporary Employment

1. Terminal Gratuity:- A person in temporary employment who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service will be eligible for a gratuity at the rate of one-third of a month's pay for each completed year of service, provided that he has completed not less than five years of continuous service at the time of retirement, discharge or invalidment.
  
2. Death Gratuity: The family of a person in temporary employment who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below:
  - a. On death after completion of one year of a equal to one month's gratuity service but before completion of pay  
three years of service:
  
  - b. On death after completion of three years a gratuity equal to two of service but before completion of five month's pay  
years of service:

- c. On death after completion of five years a gratuity equal to three of service or more; month's pay or the terminal gratuity mentioned in Clause 38(i) above, whichever is more

Section 39:

For the purpose of determining the amount of terminal *or* death gratuity under Clause 38(1) and 38 (2) will mean only basic pay at the time of relinquishing service *or* of death, as the case may be. It will not include special pay, personal pay and other emoluments as pay. In case the person concerned was on leave with or without allowance immediately before retirement discharge, invalidment or death, pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.

**Chapter V: TRAVELLING AND DAILY ALLOWANCES**

Section 40: For Non-official Members

1. Travelling Allowance: Members of the General Council, Executive Council, Academic Council, Finance Committee, Selection Committees, External Examiners or any of their sub-committees, shall be paid travelling allowances as follows:
  - a. Where the journeys are made by Air: Return air fare by the economy class
  - b. Travel by train: First class or 2nd Class A.C-2-tier return fare or the actual fare paid, whichever is less, together with the reservation charges paid but not the agency charges paid to a travel agency.
  - c. Travel by Taxi/own Car: When the journeys are made by taxi/own car, either fully or partly, the T.A shall be limited to the I class Rail fare between places connected by rail if two stations are connected by Rail. When they are not connected by rail, road mileage for such travel or a portion thereof will be paid at Rs. 4.00 per k.m. on certification by member.

(2) (a) Daily Allowance:

Payment of daily allowance shall be as follows:

- i. Meeting days- Sitting Fee Rs. 300/- per day
- ii. Journey period Rs. 100/- per day

(b) Journey Period Note:

- i. If the members arrive one day prior to the date of the meeting or depart one day after the meeting. they would be entitled for the D.A of Rs.150/per day.
- ii. Local experts/members will be entitled to the reimbursement of conveyance charges of Rs. 200/- per visit in addition to the sitting fee Honorarium of Rs. 300/- per day, when the University has not provided its conveyance.
- iii. Travel to/from airport/railway station: Conveyance hire charges incurred by the member/expert for travel from / to residence/ Headquarters to/from the airport / railway Station as the case may be and from airport/railway station to the place of meeting/stay and back at the Station of meeting will be reimbursed a sum not exceeding Rs.300/- each way.

Section 41: For Officers, Teachers and other employees of the University

1. For the purpose of travelling and daily allowance. the employees of the University are classified as follows:

- a. All Officers, teachers (including Visiting Professors, Adjunct Professors and Research Associates) GROUP A
- b. Other employees with a basic, pay of Rs.2,000/- and above (equal to Rs. 6,500/-, V Pay Commission)GROUP B
- c. All other employees with basic pay of .less than Rs. 2,000/- (less than Rs. 4,000/-) GROUP C

2. Entitlement of travel shall be as follows:

- a. Vice-Chancellor Airfare/First Class Train fare or by A C Coach
- (b) Group A and Group B employees First class or 2<sup>nd</sup> Class AC 2 Tier Train fare
- (c) Group C employees Second Class by Train

Daily Allowances:

(3)

Category	University Work	Journey period
Group A employees	Rs.300/-	100.00
Group B employees	RS.250/-	100.00
Group C employees	Rs. 150/-	70.00

The D.A should be calculated for the period from the time of arrival at the outstation to the time of departure from the outstation and as under:-

For absence not exceeding 6 hours            50%    For absence between 6-12 hours  
70%  
For absence above 12 hours            100%

4. Students who undertake tours on official work:

Students who are on official tours outside the University are treated on par with the Group 'C' employees of the University for the purpose of T.A & D.A with the modification that they may be eligible for a II class sleeper fare whenever they have to travel by that category.

Section 42: General

1. The Air/ Train Fares payable shall be by the shortest route.
2. The daily allowance for journey periods shall be restricted for the minimum possible time absolutely required to complete the journeys to and fro by the shortest route.
3. An employee who takes casual leave while on tour on University work or extends stay for non-availability of accommodation in train etc. is not entitled *for* any daily allowance *for* such extended stay.
4. No other allowances, like conveyance allowance shall be paid.

Section 43:

Notwithstanding anything contained in the above Regulations the Vice- Chancellor shall have power to authorise Air Travel in such cases as he deems fit and necessary.

Section 44:

T.A and D.A for attending Conferences, Seminars, Workshops etc.

Notwithstanding anything contained above, Teachers and other employees sponsored by the University to attend Conferences, Seminars, Workshops, etc. shall be entitled for the payment of only I Class Train fare to and fro and a Daily allowance of Rs.100/- for the conference days, besides the Registration fee, if any.