

NATIONAL LAW UNIVERSITY OF MEGHALAYA

RECRUITMENT AND PROMOTION REGULATIONS, 2022 (Non Academic Group A, B & C Employees other than statutory officers)

1. SHORT TITLE AND COMMENCEMENT

1. These regulations may be called “National Law University, Meghalaya (Non Academic Group A, B & C Employees other than statutory officers) Recruitment and Promotion regulations, 2022.” These Regulations will apply to the following categories of regular employees:

2. Group ‘A’ Posts (Administrative and Technical)

3. Group ‘B’ and ‘C’ (Administrative, Secretarial, Technical) & Multi Tasking Staff

4. These Regulations shall come into force with effect from the date of notification of these Regulations by the National Law University, Meghalaya, or otherwise as decided by the Executive Council of the University.

2. DEFINITIONS

1. 'University' means the National Law University, Meghalaya
2. 'Government' means Govt. of NCT of Meghalaya and/or Govt. of India as the case may be as per the context.

3. CLASSIFICATION

1. The details of sanctioned non-academic posts, classification and the Pay Band / Grade Pay attached thereto, shall be as specified in Annexure "A".
2. The National Law University may
 - a. create new posts/cadres as it deems fit;
 - b. make such alterations, variations, and other modification in the existing cadres and their structure as it deems fit; and
 - c. amalgamate two or more cadres or divide one or more cadres into such number (s), as it deems fit.

4. INITIAL RECRUITMENT

1. The employees working on regular basis/temporary basis other than on ad-hoc appointment or on deputation or on daily wages or on contract on the date of commencement of these Regulations, would be deemed to have been recruited under these Regulations.

5. FUTURE RECRUITMENT

1. On notification of these Regulations, the method of recruitment shall be as specified under these Regulations. The qualifications, age, experience etc. required for direct recruitment to the various posts will be as specified in Annexure 'B'.
2. Age, qualifications and experience specified for direct recruitment may not be insisted upon in case of promotion, unless otherwise specified under eligibility for promotion.

6. APPOINTMENT – RECRUITMENT AND PROMOTION

1. The various grades with scales of pay, method of recruitment, grade from which promotion is to be made under each cadre referred to in Rule 1.1, shall be as specified in the Annexure-B.

2. Wherever the mode of recruitment is indicated alternatively – for e.g promotion failing which Tenure/Direct Recruitment/Deputation/Transfer etc, the sequence to be followed is promotion failing which Tenure failing which Direct Recruitment failing which Deputation/Transfer. Transfer is indicated only for absorption of a deputationist, if needed in the interest of the University.

3. (a) Notwithstanding anything contained in Rule 6, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, may be filled by taking officials of appropriate grade on deputation for specified periods from Central / State Governments / Autonomous Bodies without prejudice to the right of the existing employees for promotion in so far as promotion quota is concerned.

(b) In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year from the date of promotion of the first candidate, such vacancy may be filled by

appointment on contract or on deputation.

7. MODE OF RECRUITMENT

1. The following shall be mode of recruitment for various posts available in the University in accordance with these Recruitment and Promotion Regulations.

- i. Direct Recruitment:
- ii. Promotion
- iii. Deputation/ Transfer (Absorption)
- iv. Appointment on Contract
- v. Appointment on Tenure

2. The University may resort to the modes of appointment mentioned in Clause 7.1(iv) and 7.1(v), if the exigencies so warrant, for the reasons to be recorded and approved by the Appointing Authority, provided the claim of the existing employees for promotion under promotion quota is not affected.

8. MINIMUM QUALIFICATION AND EXPERIENCE

For recruitment to various posts, the qualifications and experience shall be as prescribed in the Recruitment and Promotion Regulations and wherever the qualifications are not prescribed, the same may be prescribed by the Executive Council from time to time.

9. AGE LIMIT

The upper age limit for appointment to various posts wherever not prescribed under the Recruitment Regulations will be as may be prescribed by the Executive Council from time to time. Generally, the age limit prescribed by the Government for various posts shall be followed. Relaxation of age may be given to candidates belonging to SC/ST/Ex-serviceman/Govt. Servant/PWD etc. and other categories as per the rules of Government issued from time to time. Age limit will not be applicable for the regular employees of the University. Any relaxation to be given in deserving cases shall be on the recommendation of the screening committee and to be approved by the Appointing Authority before inviting the candidates for interview.

If the Appointing Authority is the Executive Council, the Vice-Chancellor may approve and report the matter to the Executive Council.

10. DIRECT RECRUITMENT BY OPEN SELECTION

1. Procedure

1. Direct Recruitment means Open Recruitment and Selection on the basis of written test/skill test and/or interview as may be decided by the Appointing Authority. The ratio of percentage of weight age is 80:20(written: interview)

2. Appointment by direct recruitment to any post shall be made on the recommendations of a Selection Committee, wherever applicable, from amongst the eligible candidates applying in response to an advertisement, notification through Employment News and website.

2. Advertisement

- i. The post to be filled in through open recruitment shall be advertised in two or three leading newspapers including Employment News and website.

- ii. All the applications received are indexed post wise and category wise.
- iii. (a) Minimum age shall not be less than 18 years.
Maximum age limit for different positions is as specified in Annexure 'A'. The age relaxation shall be given as per Govt. Rules.

- iv. The condition of maximum age limit is not applicable in case of the serving employees of the the University.

- v. The minimum qualifications and experience for these posts shall be as prescribed.
- vi. It shall open to the Executive Council to make appointments to these posts in any other manner specified by the Act and the Statutes.
- vii. The prescribed qualifications and experience shall be the minimum, and the mere fact that the candidate possessed the same shall not entitle him to be called for interview.

- viii. The details of Written Test, if any, shall be specified in the advertisement
- ix. Internal candidates shall be eligible to apply for the positions to be filled up on contract basis/tenure basis, if they fulfill the prescribed qualification.

- x. The University shall have the right to
 - a. offer the post at a level lower than that advertised, depending upon the qualifications, experience and the performance of the candidate;
 - b. draw reserve panel against the possible vacancies in the future;
 - c. consider the applications received after the last date;
 - d. relax any of the qualifications/experience at its discretion; in exceptional cases on the recommendation of the Screening Committee.
 - e. not to fill up any of the advertised positions.

3. Procedure for making appointments through Direct Recruitment under different modes:

The University shall decide in advance the mode of Selection for a particular post i.e. Selection through only written test; written test and skill test; written test, skill test and interview; only interview etc. The details of written test shall be specified in the advertisement. The details of written test, skill test etc. shall be made available to the applicants along with the applications.

- a. Selection through the mode of Interview only.
 - i. All the applications received for a particular post shall be short-listed/screened by a Committee constituted by the appointing authority/Vice-Chancellor for the purpose, as the case may be. Fulfillment of minimum qualifications may not necessarily lead to shortlisting.
 - ii. The Screening Committee may be headed by an officer nominated by the Vice- Chancellor and where appropriate, consist of specialists in the concerned fields, and shall not, in any case, consist of any person who is a candidate for the post for which selection is being made.
 - iii. The Committee shall lay down the criteria followed while shortlisting the applications, taking into consideration the number of posts, the number of applications received etc.
 - iv. The recommendations of such committee are to be approved by the Appointing Authority/Vice- Chancellor, as the case may be, before inviting the candidates for interview.
 - v. The Screening Committee, constituted for the purpose by the Appointing Authority, may also make recommendations for relaxation of any of the advertised eligibility
 - vi. conditions in deserving cases for consideration by the Appointing Authority. The Screening Committee may recommend to the competent authority any modification in qualification(s) advertised for future guidance or for re- advertisement.
 - vii. The minutes of the Screening Committee shall be submitted to the Appointing Authority/Vice-Chancellor who may approve the minutes or may ask for reconsideration.
 - viii. The maximum number of candidates to be invited for one post shall not ordinarily exceed 15; and for every additional post 5 candidates each.

- ix. The Selection Committee, constituted by the Appointing Authority/Vice- Chancellor as per the composition, shall interview the candidates and recommend a panel of candidates in the order of merit. The Selection Committee may even consider the candidature of even those candidates who did not apply for the post if necessary.

The Selection Committee shall also make the following recommendations:

- a. Basic Pay recommended for each candidate
 - b. Advance increment(s) recommended, if any, in case of deserving candidates
 - c. Inter-se-seniority of the candidates recommended under different categories.
- x. Appointment shall be made from panel recommended by the Selection Committee as approved by the Appointing Authority/Vice-
 - xi. Chancellor/Executive Council as the case may be.

b. Selection through written examination only.

- i. The syllabus for the written examination shall be prescribed by a committee, appointed for the purpose by the Appointing Authority/Vice-Chancellor, as the case may be.
- ii. The fact that selection is made through written examination shall be clearly mentioned in the advertisement.
- iii. The syllabus for written examination shall be supplied along with the application to all applicants.
- iv. All the applicants who fulfill the minimum advertised qualifications shall be invited for the examination.
- v. The University may conduct written examination or may assign the job to an outside agency.
- vi. A category wise merit list shall be prepared, after getting the

answer scripts of the written examination evaluated both merit wise and category wise.

- vii. The merit list so prepared shall be approved by the Appointing Authority/Vice-Chancellor, as the case may be.
- viii. Appointment(s) shall be made from the approved merit list in order of merit Selection through written examination and skill test

In addition to (i) to (vi) of (b) above -

- i. i. All the applicants who qualify in the written exam shall be arranged in the order of merit.
- ii. The applicants for skill test shall be invited in the ratio of 1:10 for each post according to merit.
- iii. The final category wise merit list shall be drawn based on the weightage assigned for written exam and skill test, both common and category wise.
- iv. Appointment(s) shall be made from the final approved merit list in order of merit.

c. Selection through written examination, skill test and interview:

In addition to (i) to (vi) of (b) and (i) and (iii) of (c) above –

- i. Candidates appearing in the final merit list prepared as per the procedure laid down in above, shall be invited for an interview in the ratio specified in (a) above.
- ii. Appointment shall be made on the recommendation of the Selection Committee, following the procedure specified at (a) above.

4. Procedure for Written Examination and Skill Test

1. Written Examination

1. The University shall ordinarily conduct the written examination as per the prescribed syllabus at Head Quarters and different Centres depending on the strength of candidates spread over different states.
2. The examination activities - setting of question papers, moderation of question papers, printing of question papers, dispatch of question papers, answer books and examination stationery, advance to Centre Superintendent, appointment of Observers, conduct of examination, receipt of answer books, preparation of merit lists etc. shall be done as per the procedure followed by the examination department of the University.
3. The Administration Division shall be responsible for these activities. The task may be undertaken wholly by it or in cooperation/consultation with the examination department of the University.
4. The whole exercise of the written examination may be outsourced to a reputed outside agency, if the University desires so.

2. Skill-Test

The Skill-Test shall be conducted by the University or a reputed outside agency, as the University may decide. The modalities shall be devised by the Administration Division depending on the expertise required for the purpose.

11. APPOINTMENT ON DEPUTATION/TRANSFER (ABSORPTION)

1. Appointment on Deputation shall be initially for a period of three years extendable upto five years.

2. If any person is appointed on deputation basis in any post against an advertisement inviting applications for appointment on deputation /transfer (absorption), he/she can be absorbed in the service of NLU against the post in which he/she was appointed on deputation basis without any further selection/appointment process with the approval of the Vice Chancellor. If any post is advertised to be filled up through Direct Recruitment and for any compelling reasons, the selected person is appointed on deputation basis, he/she can be absorbed in the services of NLU against such post with the approval of the Vice Chancellor, without any further process of selection/appointment. If any person is appointed on deputation basis only in any post against an advertisement which mentions the mode of appointment as deputation only, he/she can be absorbed in the services of NLU only after placing a proposal before the Appointing Authority for its approval exploring the reasons and justification for such an absorption provided the career progression of any of the employee of the NLU is not affected.

12. APPOINTMENT ON CONTRACT

1. Appointment on contract for specific assignments shall be made by the Vice-Chancellor on consolidated amount, taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. Duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a period as required if the exigencies of service so warrant with the approval of the Vice-Chancellor.

13. APPOINTMENT ON TENURE

1. Appointment on tenure basis shall be made for the posts wherever the Recruitment Regulations prescribe Tenure as mode of appointment. The tenure shall be for a period of three/five years with a provision of renewal of tenure for another period of three/five years, if necessary.

The persons appointed on tenure basis, if they are serving in Government/Autonomous organization may be granted deputation terms. There shall be no absorption against the post for which the mode of appointment is prescribed as tenure as well.

14. RESERVATIONS AND CONCESSIONS

1. The policy of the Government of NCT of Meghalaya on Reservations and Concessions shall be applicable.
2. Nothing in these Regulations shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribe, PWD, Ex- Servicemen and other special categories of persons, in accordance with the orders issued by the Government from time to time in this regard.

15. DATE OF EFFECT OF APPOINTMENT

An appointment shall take effect from the date on which the appointee joins duty at the National Law University, Meghalaya.

16. CONSTITUTION OF SELECTION COMMITTEES

1. The constitution of Selection Committees for various posts shall be as indicated below. However, as per the rules of the Government, if none of the officers included in the DPC/Selection Committee as per the composition given in the Recruitment Regulations is an SC/ST officer, it would be necessary to co-opt a member belonging to SC/ST Community. This provision would be applicable for all cadres in NLU Meghalaya.

2. For all posts carrying the Pay Band: 3 - Rs. 15600-39100 with Grade Pay of 5400/- and above

1. Vice-Chancellor
2. Registrar
3. One expert not in the service of the University to be nominated by the Vice Chancellor.
4. One member of the Executive Council, not being in the service of the University to be nominated by the Vice-Chancellor.
5. An officer belonging SC/ST in the Grade Pay of one step higher than the Grade Pay of the post.
Representative of woman/OBC/PWD - As per Govt. Rules. (Note: Quorum 4 including 3)

3. For posts carrying the Pay Band: 2 - Rs. 9300-34800 with Grade Pay of Rs.4800/-, Rs. 4600/- and 4200/-

1. Registrar - Chairman.
2. HOD of the concerned Division/Unit.
3. & 4. Two experts not in the service of the University to be nominated by the Vice- Chancellor
5. SC/ST representative to be nominated by the Registrar. Representative of Woman/OBC/PWD - As per Govt. Rules. (Note: Quorum 4 including 3 or 4)

4. **For posts carrying the Pay Band: Rs. 9300-34800/- below Grade Pay of Rs. 4200/-**

1. Registrar - Chairman.
2. HOD of the concerned Division/Unit.
3. One expert not in the service of the University to be nominated by the Vice- Chancellor.
4. SC/ST representative to be nominated by the Registrar.
Representative of Woman/OBC/PWD - As per Govt. Rules. (Note: Quorum 4 (3 must))

17. **PROCEDURE FOR SELECTION COMMITTEE**

1. The Selection Committee shall be constituted by the Appointing Authority/Vice Chancellors as per the composition laid down in clause. 16.
2. The Selection Committee so constituted shall meet on the date and time decided by the Appointing Authority/Vice Chancellor to hold the meeting for each post.
3. A notice of not less than 21 days shall be given to the applicants to be called for interview. The notice period can be reduced in exceptional circumstances with the prior approval of the Vice-Chancellor, depending on the merits of the case and the reasons and justification is to be recorded.
4. Every Selection Committee shall be competent to adopt its own procedures for the assessment of the suitability for appointment of candidates appearing before it. While making the recommendations the Selection Committee shall take into consideration the overall assessment based on the credentials of the candidates as well as the performance in the interview.
5. Outstation candidates called for interview shall be paid such travel expenses as decided by the University from time to time.
6. The Selection Committee shall consider all candidates referred to it before making its recommendation. Candidates belonging to the Scheduled Castes and the Scheduled Tribes shall be considered separately.
7. The Selection Committee shall draw up the panel of selected candidates in the order of merit. Any candidate belonging to a reserved category who is selected on his own merit under general standards of eligibility without any relaxation in qualifications or other conditions of eligibility shall not be adjusted against the reserved quota.

8. The Selection Committee shall recommend candidates from among those referred to it, who it finds suitable for appointment to the post(s) for which the Committee was constituted.

9. It shall be open to the Selection Committee to recommend, in exceptional cases to be recorded in writing, eminent persons who may not have applied for appointment, to the Appointing Authority.

10. The decision of a Selection Committee shall be by consensus. Wherever necessary, the decision will be by a majority vote. In case of a tie, the Chairperson of the Selection Committee shall exercise a casting vote.

11. Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay not exceeding five additional increments over and above the last pay drawn by the candidate or what is normally admissible under the Rules.

12. The recommendations of the Selection Committee shall be submitted to the Appointing Authority/Vice Chancellor/Executive Council and after the acceptance of the recommendations by the Authority concerned offer of appointment shall be issued to the selected candidate(s).

13. Provided that, in an emergency, the Vice-Chancellor may make an offer of appointment to a candidate recommended by the Selection Committee and report the matter to the Executive Council, wherever it is necessary.

14. The proceedings of the Selection Committee shall ordinarily be kept in a sealed cover to be opened by the Appointing Authority/Vice Chancellor/Executive Council following the selection, as the case may be.

15. The validity of the panel drawn up by the Selection Committee shall be one year from the date of approval of the Appointing Authority/Vice-Chancellor / Executive Council as the case may be. The Validity of the panel may be extended for another six months but not exceeding one year in exceptional cases, if the circumstances so warrant, for the reasons to be recorded in writing.

18. PROMOTIONS

1. All cases of promotion shall be considered by the appointing authority on the recommendations of the DPC.
2. There shall be Departmental Promotion Committee (DPC) for considering promotion to various posts.
3. The period of service which will qualify for promotion under these Regulations shall be completed years of temporary/continuous service in the University.
4.
 - (a) Under rule 7, provision has been made for Promotion. Unless otherwise, provided, such promotions shall be on the basis of seniority and Annual Confidential Reports (ACR)/Annual Performance Appraisal Reports (APAR), as applicable, and shall mean seniority subject to rejection of unfit.
 - (b) In case of promotion up to the posts in the Grade Pay of Rs. 6600/- a minimum grade of 'Good' for the preceding 5 years is required for consideration.
 - (c) In case of promotion to the post of Deputy Registrar and equivalent positions, a minimum grade of 'Very Good' for the preceding 5 years is required for consideration. The assessment of the DPC on the performance in terms of grading shall be final

Note: For considering ACRs/APARs by DPC, instructions issued by Govt. rules shall be applicable as amended from time to time.

5. Interpretation

The ratio of promotion and direct recruitment i.e. 75% : 25% shall be scrupulously followed as per details given in Annexure 'B'. However, when the post is only one on first three occasions the post will be filled up by promotion and on fourth occasions shall be filled up by direct recruitment. Same pattern will be followed in case of other ratio.

6. Refusal of Promotion:

An employee under orders of promotion shall

- (i) convey his acceptance or otherwise within one month of receipt of orders of promotion, and
- (ii) in case of acceptance, join duty of the new post within a maximum period of three months of the date of receipt of the said orders. When an employee does not accept a promotion other than adhoc promotion which is offered to him, he may make a written request that he may not be promoted. The appointing authority may, after considering the request, enforce the promotion, if the reasons advanced for refusal of promotion are not acceptable; promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/date of expiry of three months or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-a-vis his erstwhile juniors promoted to the grade earlier. However if an employee refuses promotion for two consecutive times, he shall not again be considered for promotion.

Further, on the eventual promotion to the higher grade, such employee will lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier.

7. Persons in the Pay Band: 3 - Grade Pay of Rs.5400/- will have a senior scale of Pay Band: 3 Grade Pay of Rs.6600/- placement to be done after 8 years of services in the Grade Pay and satisfactory performance and appraisal reports.

8. The University may insist on participation of two training programmes on educational administration, university management, accounts and finance or other relevant subject(s), each of approximately four weeks duration provided such arrangements are made to facilities the employee to undergo these programmes. This provision of senior scale is applicable to all the posts at the level Assistant Registrars and equivalent in the University.

19. TEMPORARY PROMOTION

1. Notwithstanding anything contained in these Regulations, the Appointing Authority/Vice-Chancellor may make temporary promotion against a vacancy exceeding one year and report such appointment to the Executive Council in respect of Group A positions in cases where

a. there is an injunction by a Court/Tribunal directing that the post may not be filled up on a regular basis and the final judgment is not expected

- b. short-term vacancies arising due to employees proceeding on leave or deputation etc. for a period of one year or more.
- c. the panel for appointments by promotion is exhausted or expired and/or delay is anticipated in preparing a fresh panel.
- d. in all such cases, the posts cannot be kept vacant.

2. All temporary appointments by promotion will be made through DPC on the basis of either seniority-cum-fitness or benchmark as specified in Rule 18.4 of these Regulations, after ensuring that:

- a. the records of the employee concerned are screened by the Appointing Authority.
- b. the employees concerned fulfill the eligibility conditions prescribed in the recruitment Regulations.
- c. the claims of the SC/ST in temporary promotions are considered in accordance with the guidelines issued by the Government.
- d. The officials promoted on temporary basis are also eligible for fixation of Pay under FR 22 (I) (a) (i).

3. Services rendered in temporary appointment followed by regular appointment shall count for seniority and promotion purpose.

4. Temporary appointments, wherever necessary, for periods more than 45 days and up to one year may be made by the Appointing Authority.

20. AD-HOC PROMOTIONS

The Appointing Authority may make ad-hoc promotions whenever necessary up to a period of one year ordinarily based on the general guidelines laid down by the Government for such ad-hoc promotions. However in exceptional cases for the reasons to be recorded, the period of ad-hoc promotion may be extended by the appointing authority. The period of service rendered on Ad-hoc basis shall be treated/reckoned for different purposes as per the Govt. rules.

21. COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES AND DEPARTMENTAL CONFIRMATION COMMITTEES

1. For all posts carrying the Pay Band: 3 - Rs. 15600-39100 with Grade Pay of Rs.5400/- and above

1. Vice-Chancellor - Chairman
2. Registrar
3. One member of the Executive Council, not in the service of the University, to be nominated by the Vice-Chancellor.
4. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor. (Note: Quorum shall be 3)

2. For posts carrying the Pay Band: 2 - 9300-34800 with Grade Pay 4800, 4600 & 4200 /-

1. Registrar -Chairman.
2. HOD of the concerned Division/Unit.
3. A Professor to be nominated by the Vice-Chancellor.
4. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor. (Note: Quorum 3)

3. For posts carrying the Pay Band: 1 - 5200-20200 with Grade Pay 1800 and above.

1. Registrar - Chairman.
2. Deputy Registrar(s) to be nominated by Registrar.
3. An Officer belonging to SC/ST to be nominated by the Registrar. (Note: Quorum 3)

21A. The University will conduct qualifying written efficiency test to verify the suitability of candidates for promotion to the posts of Section Officer and above and other equivalent posts in other cadres. It will be only a qualifying test and has no weightage in the promotion/seniority. Under these categories, the cases of only those employees, who qualify the qualifying written efficiency test, will be referred to the Departmental Promotion Committee for consideration. The University will notify the broad syllabus/criteria of examination with the approval of the Vice-Chancellor at least 30 days in advance before the date of examination

22. GUIDING PRINCIPLES FOR PROMOTION

1. (a) Every person eligible for promotion and coming within the zone of considerations shall be considered for promotion.
- b. The meeting of the Departmental Promotion Committee (DPC) may be convened as per the guidelines of NLU or as per the Government guidelines.
- c. The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for DPC.
- d. Normally the DPC shall be held as per the vacancy year following the Govt. rules. However, the DPC may be held as and when necessary.
- e. The period of service that will qualify for promotion under these Regulations shall be the completed years of service as on the date of DPC meeting for which the panel is to be prepared.
- f. The documents to be placed before the DPC are (a) completed CRs, Integrity, Certificate/Vigilance Clearance, Seniority, Details of Penalties awarded, if any, Vacancy Position etc. as per the Government rules.

- g. The minimum grading should be 'Good'
- h. The recommendations of the DPC stands accepted unless the Appointing Authority disagrees within three months. If the Appointing Authority disagrees, the reasons are to be recorded shall normally be binding on the organization. Review DPC can be held if some factual error comes to notice. Govt. of India order relates to Review D.P.C as amended from time to time shall be applicable.

2. Functions of the DPC

- 1. The Departmental Promotion Committee (DPC) will consider and make recommendations in all cases of Promotion of employees to selection as well as non selection posts.
- 2. The Departmental promotion committee will function as Departmental Confirmation Committee (DCC) to make recommendations in all cases of Confirmation of the employees on their respective posts.

3. Procedure of DPC

- 1. Each Departmental Promotion Committee will decide for itself the method and procedure to be followed. Generally, the DPC may not hold personal interviews for all or any single category of posts under its consideration and may do so only if it deems necessary. DPC may also recommend relaxation of any condition of recruitment regulations in exceptional cases, if necessary
- 2. For each DPC, the zone of consideration, i.e. the number of eligible officers/officials to be considered for inclusion in the panel, will be as per the Government guidelines.

3. For promotion to the post with grade pay of Rs.7600 and above.

The DPC shall, for promotions to the said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench mark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

4. For promotion to grades below the grade pay of Rs. 7600/- (including promotions from lower Groups of Group 'A' posts/grades/services)

The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.

5. Promotion for other Posts

The employees should be placed in the panel in the order of their seniority, for its consideration. The DPC should categorize the employees as 'Fit' or 'not yet fit' for promotion on an assessment of their records. The inter-se seniority of the persons thus promoted shall not be disturbed.

23. CAREER PROGRESSION

1. The National Law University Meghalaya is following policies/regulations of the Govt. of NCT of Meghalaya/UGC in pay scales and pay fixation matters. Therefore, the National Law University Meghalaya shall follow the Modified Assured Career Progression (MACP) scheme of Govt. of India/Govt. of NCT of Meghalaya/UGC for career progression of University employees.

24. SENIORITY

1. The seniority shall be fixed as per the Government rules.
2. In cases where provision exists in these regulations, for promotion from amongst employees of two or more feeder cadres/posts, the ranking in the panel for promotion will be determined with reference to the seniority assigned in the combined seniority list of the employees relating to the feeder cadres/posts.
3. The combined seniority list of the employees shall be prepared based on their dates of appointment in the feeder cadre/posts but the inter-se seniority of employees in the respective feeder cadre/post shall be maintained in the combined seniority list wherever the fixation of such seniority results in tie, age shall be the determining factor.

25. PROBATION

1. Every person appointed to a permanent post under the University on direct recruitment shall be on probation in such a post for a period of one year. Persons appointed on promotion which involves change in the Group viz. promotion from Group 'B' to 'A' will also be on probation for a period of one year. There shall be no probation for appointments made on Tenure or Deputation basis.

2. The Appointing Authority may extend the period of probation of an employee not exceeding one more year. However, the concerned employee should be given advance intimation about the extension of probation prior to completion of original period of probation.

3. Wherein the performance, progress and general conduct of an employee appointed to a post under the University on probation is not found satisfactory or up to the standard required for the post or such an employee does not complete his period of probation satisfactorily, the Appointing Authority may terminate his service under the NLU at any time during or immediately at the end of probation or extended period of probation without assigning any reason.

4. Where a post is available temporarily, the same will be filled up as per Recruitment Regulations on temporary basis only. As soon as that post is available permanently, the employee appointed/promoted on that post on

temporary basis will be put on probation as laid down in sub rule (i) of this Rule. The period spent on temporary post shall count towards probation.

26. CONTROLLING AUTHORITY OF POSTS

1. The Controlling Authority of Group 'A' and Group 'B' posts of all the cadres shall be the Vice-Chancellor. The Controlling Authority for Group 'C' posts shall be the Registrar
2. Schedule Showing the Appointing/Disciplinary and Appellate/Reviewing Authorities for various posts in National Law University, Meghalaya under CCS (CCSA) Rules 1965

Sl.	Posts	Appointing Authority	Disciplinary Authority	Penalties under Rule 11 of CCS (CCA) Rules 1965	Appellate Authority	Revisioning/ Reviewing Authority
1.	Group A Level Posts	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Executive Council	Chancellor
Sl.	Posts	Appointing Authority	Disciplinary Authority	Penalties under Rule 11 of CCS (CCA) Rules 1965	Appellate Authority	Revisioning/ Reviewing Authority
2.	Group B Level Posts	Registrar with the approval of Vice-Chancellor	Registrar	Registrar	Vice-Chancellor	Executive Council
3.	Group C Level	Registrar	Registrar	Registrar	Vice-	Executive

27. POWER TO RELAX

Notwithstanding anything contained in these Regulations, where the Executive Council/Vice-Chancellor as the case may be is of opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Regulations with respect to any clause in the case of any employee.

28. REMOVAL OF DIFFICULTIES

The Executive Council/Vice-Chancellor as the case may be, from time to time, issues such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these Regulations. The directions issued by the Vice-Chancellor, if any, shall be reported to the Executive Council, if necessary.

29. AGE OF SUPERANUATION

The age of superannuation for non-academic posts covered under these Regulations shall be 60 years.

30. GENERAL

- i. In respect of all matters not specifically provided for in these Regulations, the corresponding provisions prescribed by Govt. relating to its employees, as amended from time to time, shall be followed.
- ii. Wherever there is a change in the policy of the Govt., in the matters of Pay Scales, age of superannuation, services matters in respect of recruitment, promotion seniority etc., these Regulations shall stand amended to that extent.

31. AMENDMENT OF REGULATIONS

The Executive Council shall have the authority to amend, modify change, withdraw, suspend, relax any or all of these Regulations.

32. **OUTSOURCING**

The University, if necessary, may outsource the entire gamut of activities of screening of applications, conduct of written exam, skill test, and preparations of merit lists to an established and reputed agency.

33. **SAVING / INTERPRETATION**

Where any doubt arises as to the interpretation of any of the provisions of these Regulations, the matter shall be referred to the Executive Council for a decision, which shall be final.

Annexure-A

NATIONAL LAW UNIVERSITY OF MEGHALAYA

Details of Sanctioned non Academic posts (Other than Statutory Officers)

	Category/Designation	Pay Band & Grade Pay	
	Chief Warden/Warden (Girls Hostel)	To be decided later on	
	Deputy Registrar	PB-3 & G.P. 7600 On completion of 5 years of service, PB IV 37400- 67000 with GP	

		of Rs.8700	
	Principal Private Secretary	PB-3 & G.P. 6600 On completion of 5 years of service, PB-III Rs.15,600-39,100 with Grade Pay of Rs.7600/-	
	Assistant Registrar	PB-3 & G.P. 5400	
	Technical Officer(I.T.)	PB-3 & G.P. 5400	
	Section Officer	PB-2 & G.P. 4800 On completion of 4 years of service, PB-II Rs.9300-34800 with Grade Pay of Rs.5400/-	
	Private Secretary	PB-2 & G.P. 4800 On completion of 4 years of service, PB-II Rs.9300-34800 with Grade Pay of Rs.5400/-	
	Senior Assistant	PB-2 & G.P. 4200	
	Senior Stenographer	PB-2 & G.P. 4200	
	Professional Assistant (Library)	PB-2 & G.P. 4200	

11	Technical Assistant(I.T.)	PB-2 & G.P. 4200	2
12	Assistant	PB-1 & G.P. 2400	6
13	Stenograph	PB-1 &	3**

	er	G.P. 2400	
14	Auxiliary Nurse (Female)	PB-1 & G.P. 2400	1
15	Semi Professional Assistant (Library)	PB-1 & G.P. 2400	5
16	Junior Technical Assistant(I.T.)	PB-1 & G.P. 2400	2
17	Technician (Audio & Video)	PB-1 & G.P. 2400	1
18	Junior Assistant	PB-1 & G.P. 1900	6
19	Electrician	PB-1 & G.P. 2400*	1
20	Driver	PB-1 & G.P. 1900	8
21	Cook	PB-1 & G.P. 1900	3
22	Multi Tasking Staff	PB-1 & G.P. 1800	24
Total		94	

Sr. No	Name of the post(s)	No. of Post(s)	Pay Scale	Mode of Recruitment	Qualifications & age
1	Deputy Registrar	2	PB-III Rs.15,600-39,100 with Grade Pay of Rs.7600/- On completion of 5 years of service, PB IV 37400-67000 with GP of Rs.8700	Promotion 50% , Direct Recruitment 50% failing which Deputation	<u>For Direct Recruitment (No Age Limit)</u> i.Master's Degree with at least 55% marks or equivalent grade of 'B' in UGC seven-scale point 9 years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education or 5 years of administrative experience as Assistant Registrar or in an equivalent post <u>For Deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment. <u>For Promotion (No Age Limit)</u> 1. Master Degree from a recognized University. 2. Five years of experience as Assistant Registrar in the GP of Rs.5400/- and above
2	Assistant Registrar	4	PB-III Rs.15,600-39,100 with Grade Pay of Rs.5400/-	Promotion and Direct Recruitment in	<u>For Recruitment(No Age Limit)</u> Master's Degree with at least 55% marks or equivalent grade of 'B' in UGC seven-scale point

			the ratio of 1 : 1 failing which Deputation or Tenure	at least Three years of experience as Section Officer in the University administration/finance and accounts/purchase procedures/examination and evaluation/estate management, store keeping, guest house management, Hostel management etc. preferably in govt. sector. <u>For deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.
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				<p><u>For Promotion(No Age Limit)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university. 2. Four years of experience as Section Officer in the Grade Pay of Rs.4800/-
3	Section Officer	5	PB-II Rs. 9300-34800 with Grade Pay of Rs.4800/- On completion of 4 years of service, PB-II Rs. 9300-34800 with Grade Pay of Rs.5400/-	<p>Promotion and Direct Recruitment in the ratio of 3 : 1 failing which Deputation</p> <p><u>For Direct Recruitment (Age upto 37 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University. 2. Five years experience in the GP of Rs.4200 in the in a University/examining body. <p>ble: i. Working experience in computer ii MBA/CA/LLB</p> <p><u>For deputation</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p> <p><u>For Promotion(No Age Limit)</u> Four years experience as Senior Assistant or equivalent non- academic cadre in the University</p>
4	Senior Assistant	6	PB-II Rs.15600-39100 with Grade Pay of Rs.4200/-	<p>Promotion and Direct Recruitment in the ratio of 3 : 1</p> <p><u>For Direct Recruitment (Age upto 35 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university. 2. Five years experience of drafting, noting, correspondence in, preferably in govt. sector <p><u>For promotion(No Age Limit)</u></p>

				Four years of experience in the cadre of Assistant or equivalent non-academic cadres in the university.
5	Assistant	6	PB-I Rs.5200-20200 with Grade Pay of Rs.2400/-	<p>Promotion and Direct Recruitment in the ratio of 3:1</p> <p><u>For Direct Recruitment(Age upto 32 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University. 2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computer 3. Three years working experience in office, preferably in govt. sector <p><u>For Promotion(No Age Limit)</u> Three years experience as Junior Assistant in GP of Rs.1900</p>

6	Junior Assistant	6	PB-I Rs.5200-20200 with Grade Pay of Rs.1900/-	Promotion and Direct Recruitment in the ratio of 1:3	<u>For Direct Recruitment(Age upto 30 years)</u> 1. Bachelor's Degree from a recognized university. 2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computer <u>For Promotion(No Age Limit)</u> 1. Matriculate with 3 years experience as MTS 2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computers
7	Multi Tasking Staff	24	PB-I Rs.5200-20200 with Grade Pay of Rs.1800/-	Direct Recruitment	<u>For Direct recruitment(age upto 30 years) 10th Pass</u>
8	Auxiliary Nurse-cum-Midwife	1	PB-I Rs. 5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<u>For Direct recruitment(age upto 32 years)</u> 1. Diploma in Auxiliary Nursing 2. Two years experience as ANM
9	Technician (Audio/Video)	1	PB-I Rs.5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<u>For Direct recruitment(Age upto 32 years)</u> 1. Diploma in Electronic/Radio and TV servicing from a recognized institution 2. Five years experience in the field of servicing <u>Desirable</u> Bachelor's degree in Electronic/Radio and TV servicing

					from a recognized institution
10	Electrician	1	PB-I Rs.5200-20200 with Grade Pay of Rs.2400	Direct Recruitment	<u>For Direct recruitment(age upto 30 years)</u> 1. I.T.I. certificate in Electrical Trade 2. 5 years experience in the field
11	Driver	8	PB-I Rs.5200-20200 with Grade Pay of Rs.1900/-	Direct Recruitment	<u>For Direct recruitment(age upto 30 years)</u> 1. 10 th pass or equivalent 2. 5 years valid License holders of Heavy/Medium motor vehicles 3. At least 3 years experience in driving a car/Heavy/Medium vehicles with knowledge of car mechanism

12	Cook	3	PB-I Rs.5200-20200 with Grade Pay of Rs.1900/-	Director Recruitment	<u>For Direct recruitment(age upto 30 years)</u> 1. 10 th pass or equivalent 2. Three years experience of cooking food in Guest House/ Hotel of repute
13	Technical Officer(I.T.)	1	PB-III Rs.15,600-39,100 with Grade Pay of Rs.5400/-	Direct Recruitment 50% : Promotion 50%	<u>For Direct Recruitment(Age upto 42 years)</u> 1. Post Graduation in IT or Computer Science or Computer Applications with at least 55% marks from a recognized university. 2. Five years of experience in software development or EDP, computer programming, Information Technology, Conducting Training programmes. <u>For Deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment. <u>For Promotion(No age limit)</u> 5 years of experience as Technical Assistant(I.T.)
14	Technical Assistant (I.T.)	2	PB-II Rs. 9300-34,800 with Grade Pay of	Promotion and Direct	<u>For Direct Recruitment(Age upto 35 years)</u> 1. Post Graduation in IT or Computer Science or Computer

			Rs.4200/-	Recruitment in the ratio of 3:1	Applications from a recognized university. Three years of experience in software development or EDP, computer programming, Information Technology, Conducting Training programmes. <u>For Deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment. <u>For Promotion(No Age limit)</u> Four years of experience as Junior Technical Assistant(I.T.)
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15	Junior Technical Assistant(I.T.)	2	PB-I Rs.5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<u>For Direct Recruitment(Age upto 32 years)</u> 1. Bachelor's Degree from a recognized university. 2. Diploma in Computer/I.T. OR 1. Bachelor Degree in Computer Applications
16	Semi Professional Assistant (Library)	5	PB I Rs. 5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<u>For Direct Recruitment(Age upto 32 years)</u> 1. Bachelor's degree in Library Science or equivalent degree from a recognized university. 2. Three years working experience in a library of a recognized academic institution or research institution.
17	Professional Assistant (Library)	5	PB II Rs.9300-34,800 with Grade Pay of Rs.4200/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<u>For Direct Recruitment(Age upto 35 years)</u> 1. Bachelor's degree in Library Science or equivalent degree with 50% or more marks or equivalent degree from a recognized university. 2. Five years experience in a library of a recognized academic institution or research institution. <u>For Promotion(No Age Limit)</u> 3. Four years experience as Semi Professional Assistant

18	Stenographer	3	PB I Rs.5200-20,200 with Grade Pay of Rs.2400/-	Direct Recruitment	<u>For Direct Recruitment(Age upto 32 years)</u> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 80 w.p.m. 3. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer 4. Three years experience in stenography in any academic institution
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19	Senior Stenographer	3	PBII Rs. 9300-34,800 with Grade Pay of Rs.4200/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<p><u>For Direct Recruitment(Age upto 35 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 100 w.p.m. 3. Typing speed of 50 w.p.m. in English or 40 w.p.m. in Hindi on Computer 4. Four years experience in stenography in any academic institution <p><u>For Promotion(No Age Limit)</u> Four years experience as Stenographer in GP Rs.2400</p>
20	Private Secretary	3	PBII Rs. 9300-34,800 with Grade Pay of Rs.4800/- On completion of 4 years of service, PB-II Rs. 9300-34800 with Grade Pay of Rs.5400/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<p><u>For Direct Recruitment(Age upto 37 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 120 w.p.m. 3. Typing speed of 50 w.p.m. in English or 40 w.p.m. in Hindi on Computer 4. Five years experience in stenography in any academic institution <p><u>For Promotion(No Age Limit)</u> Four years experience as Senior Stenographer in GP of</p>

					Rs.4200
21	Principal Private Secretary	2	PB-III Rs.15,600-39,100 with Grade Pay of Rs.6600/- On completion of 5 years of service, PB-III Rs.15,600-39,100 with Grade Pay of Rs.7600/-	Promotion and Direct Recruitment in the ratio of 1 : 1	<p><u>For Direct Recruitment(No age limit)</u></p> <ol style="list-style-type: none"> 1. Master's Degree from a recognized university with at least 55% of marks or equivalent grade 2. 5 years experience as Private Secretary in the GP of Rs.4800/- or equivalent grade. <p><u>For Promotion</u> 5 years experience as Private Secretary in the GP of Rs.4800/- or</p>

					equivalent grade.
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The probation period will be one year for all non-teaching positions.

Note: The post of Coordinator (Distance/Online Programmes) has been included in the Teaching Academic Positions

NATIONAL LAW UNIVERSITY OF MEGHALAYA

Recommendations on cadre review of Non-Academic employees of the National Law University, Meghalaya.

The issue was examined by the committee which is appointed for framing the Recruitment Regulations for Non-Academic employees of the university. The committee noted that at present there are 36 types of cadres in the university. The details are at Annexure-I.

The Committee, while appreciating the concern of the University for resorting to need based appointments, observed that the cadres need restructuring due to following factors:

1. The structured hierarchy is required to provide opportunity to the employees for their promotion and growth in the University.
2. The hierarchy helps in defining accountability and responsibility.
3. It helps the University to induct new blood to face to challenges of ever changing time.
4. It facilitates implementation of the policies of the Government particularly in respect of reservations for SC, ST, OBC and PWD.
5. Implementation of the recommendations of the pay commission also needs structured cadres.
6. It brings uniformity with other university system.
7. Most of the isolated positions also gets accommodated in the cadre structure so that the incumbents get their opportunities for growth, unless it is also absolutely necessary to keep the post separate.
8. It helps to create new posts, as and when required, as the University is a growing institution.

On analysing the existing cadres. The committee noticed that the following cadres are of the nature of an isolated post, with no scope for further growth promotion.

- i.) Chief Warden
- ii.) Accounts Officer
- iii.) Technical Officer
- iv.) Estate Officer
- v.) Junior Accounts Officer
- vi.) Manager, Guest House
- vii.) Technical Assistant
- viii.) Store Keeper
- ix.) Jr. Technical Assistant-GP 1900
- x.) Junior Caretaker-GP Rs.1900
- xi.) ANM-GP Rs. 2400/-
- xii.) Technician (A/V)-GPRs.1900/-
- xiii.) Electrician
- xiv.) Plumber
- xv.) Typist-Cum-Computer Operator

Thus, almost 50% of the cadres carry only one sanctioned post. The remaining 50% cadres, though have more than one sanctioned post, they are yet to be made a part a defined and structured hierarchy.

The committee after deliberations at length recommended the following cadre stucture by merging the different cadres currently available in the University.

A. Administrative and Ministerial cadres.

1. Deputy Registrar PB-III GP Rs. 7600/- (After 5 years GP Rs. 8700/-)
2. Assistant Registrar PB-III GP Rs. 5400/-
3. Section Officer PB-III GP Rs. 4800/-
4. Senior Assistant PB-II GP Rs. 4200/-

5. Assistant PB-I GP Rs. 2400/-
6. Junior Assistant PB-I GP Rs. 1900/-
7. Multi Tasking Staff PB-I GP Rs. 1800/-

B. Secretarial Cadres

1. Principal Private Secretary PB-III GP Rs. 6600/-
2. Private Secretary PB-II GP Rs. 4800/-
3. Senior Stenographer PB-II GP Rs. 4200/-
4. Stenographer PB-I GP Rs. 2400/-

C. Computer Cadres/IT

- 1) Technical Officer (I.T.) PB-III GP Rs. 5400/-
- 2) Technical Assistant (IT) PB-II GP Rs. 4200/-
- 3) Jr. Technical Assistant(IT) PB-II GPRs. 2400

D. Library

- 1) Professional Assistant PB-II GP Rs. 4200/-
- 2) Semi Professional Assistant PB-II GP Rs. 2400/-

E. Isolated Cadres

1. ANM PB-I GP Rs. 2400/-
2. Technician(Audio/Video) PB-I GP Rs. 2400/-
3. Driver PB-I GP Rs. 1900/-
4. Electrician PB-I GP Rs. 1900/-
5. Cook PB-I GP Rs. 1900/-

The rationale followed for suggesting the above cadre structure.

1. All the cadres with GP of Rs. 1800/- have been merged into one cadre of Multi Tasking Staff (an approved nomenclature recommended by the sixth pay commission and notified by the GOI). The University may have different working fields like office work, Gardening, Plumbing, Room Attendant, Gym Attendant, Xeroxing etc. but they form one cadre under MTS.
2. Now a days, there is no concept of typing on type writers. Every incumbent is expected to know the functioning computer and work on computer. Over a period of time typist and Computer Operator or Key Punch Operator have become synonymous. Therefore, the cadres Computer-cum-Xerox Operator, Typist-cum-computer operator, Junior Caretaker have been merged as one cadre of Junior Assistant. The Junior Assistant is expected to type or work on computer, do noting and drafting , file work etc. The Cadre of Assistant-cum-Computer Operator with GP of Rs.2400 has been designated as Assistant.
3. All the non-technical cadres (Such as General Assistant, Caretaker, Storekeeper, Hostel Supervisor etc.) carrying GP of Rs. 4200/- have been designated as Senior Assistant with GP of Rs. 4200/-. They can work even as Store Keeper, Hostel Supervisor, Care Taker depending on their posting. If they are posted in any Unit/Section, they have to do all the file related work including noting and drafting, dealing the cases Independently etc.
4. All the non-technical cadres (Such as Section Officer, Junior Accounts Officer, Manager Guest House etc.) carrying GP of Rs. 4800/- have been merged and designated as Section Officer. The SO may be in Administration, Finance and Accounts, Office of Library, Guest House (Manager), etc., wherever first level supervision is required.
5. The Positions like Estate Officer, Accounts Officer, Assistant Registrar have been merged as Assistant Registrar. The Assistant Registrar may be in Administration, Finance and Accounts, Estate, Security etc. depending

on posting. Even a person appointed as Assistant Registrar (Legal) shall be part of the cadre of Assistant Registrar.

6. The secretarial cadres have been restructured as shown under (B) above.
7. The Computer/ I.T. Personnel will form Separate cadres as shown under (C) above
8. The Library Personnel have been restructured into academic and non-academic cadres on par with University Library System.
9. The remaining cadres like ANM, Technician(Audio/Video), Driver, Electrician etc. shall continue as isolated cadres which are covered under career progression scheme.
10. The Statutory officers i.e Vice –Chancellor, Registrar are not covered under these recruitment Regulations. Separate regulations are to be framed for statutory officers.

LEAVE REGULATIONS FOR NON-TEACHING EMPLOYEES
SECTION –I

1. Extent of Application :-

Save as otherwise provided in these regulations, these Regulations shall apply to the non-teaching staff of the University, but shall not apply to –

- a) persons in casual or daily-rated or part-time employment;
- b) persons paid from contingencies;
- c) persons serving on deputation from a Central Government Department or a State Government or any other source, for a limited duration.

2. Interpretation :-

Under these Regulations, unless the context otherwise requires –

- a. “Authority competent to grant leave” means the Vice-Chancellor or any subordinate authority to which the Vice-Chancellor may delegate the power to sanction leave to any category of staff, subject to any condition that may be specified in the delegation.
- b. “Completed years 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 deputation to foreign service or on leave including extraordinary leave;
- c. “Date of retirement” or “date of his retirement” in relation to a non-teaching University employee, means the afternoon of the last day of the month in which the non-teaching University employee attains the age prescribed for retirement under the terms and conditions governing his service;

- d. Earned leave, half-pay leave, leave not due, Commuted Leave, Extraordinary leave etc; means the leave as provided in these Regulations;
- e. “Earned leave” means leave earned in respect of period spent on duty; and
- f. “Half Pay leave” means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained;
- g. “Commutated leave” means leave commuted as provided for in Regulations hereafter.
- h. “Employee in permanent employ” means an officer 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.

3. **Right to Leave:-**

SECTION – II

GENERAL CONDITIONS

1. Leave of any kind cannot be claimed as of right.

2. When the exigencies of service so demand, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Employee.

4. **Effect of dismissal, removal or resignation on leave at credit :-**

1. Except as provided in Rule 28 and this rule, any claim to leave to the credit of an Employee, who is dismissed or removed or who resigns from University service, ceases from the date of such

dismissal or removal on resignation.

2. Where an Employee applies for another post outside the University and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit.
3. An employee, who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.
4. An employee, who having retired on compensation or invalid pension or gratuity is re-employed and allowed to count his past service for service benefits, shall be entitled to count his former service towards leave.

5. Commutation of one kind of leave into another :-

1. At the request of an Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Employee cannot claim such commutation as a matter of right.

Provided that no such request shall be considered unless received within a period of 30 days of the concerned Employee joining his duty on the expiry of the relevant spell of leave availed of by him.

2. The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

6. Combination of different kinds of leave

Except as otherwise provided in these Regulations, any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave subject to any limit on the

aggregate period of absence as may be prescribed in such cases.

7. Maximum amount of continuous leave

Unless the Executive Council of the University, in view of the exceptional circumstances of the case otherwise determines, no Employee of the University shall be granted leave of any kind for a continuous period exceeding five years.

8. Acceptance of service or employment while on leave

An official (other than an official who is permitted to undertake casual literary work or service as an Examiner or similar employment) while on leave, shall not take up any service or employment elsewhere, including the setting up of professional practice as accountant, Consultant or legal practitioner, without obtaining prior sanction of the competent authority.

SECTION –III

GRANT OF AND RETURN FROM LEAVE

9. Application for leave

Any application for leave or for extension of leave shall be made in prescribed form to the authority competent to grant leave. It should be applied for and sanctioned before it is availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.

10. Leave Account

A leave account shall be maintained in prescribed form for each employee. The order sanctioning earned leave, half pay leave to an employee shall hereafter indicate the balance of such leave at his credit.

11. Leave not to be granted in certain circumstances

1. Leave shall not be granted to an Employee whom a competent punishing

authority has decided to dismiss, remove or compulsorily retire from University service.

2. No leave during suspension :- Leave may not be granted to an Employee undersuspension.

12. Grant of leave on medical certificate

1. An application for leave on medical certificate shall be accompanied by a medical certificate in prescribed form from such Medical Officer as may be prescribed or a Registered

Medical Practitioner; defining as clearly as possible the nature and probable duration of illness.

2. A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Employee concerned will ever be fit to resume his duties and in such case, the opinion that the Employee is permanently unfit for University service shall be recorded in the medical certificate.

3. The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Medical Officer not below the rank of a Civil surgeon or Staff surgeon, to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the University.

4. The grant of medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

5. The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

13. Commencement and termination of leave

Except as provided in Rule 14 leave ordinarily begins on the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

14. Combination of holidays with leave

1. (i) When the day, immediately preceding the day on which an Employee's leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the Employee shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing / suffixing holidays to leave specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays.

ii. In the case of leave on medical certificate-

a. When an employee is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and

- b. When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any preceding the day he is so certified shall be treated as part of the leave.
2. Unless the authority competent to grant leave in any case otherwise directs-
 - a. if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and
 - b. if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

Note :- A compensatory leave granted in lieu of duty performed by an Employee on Sunday or holiday for a full day may be treated as a holiday for the above purpose.

15. Recall to duty before expiry of leave

In case an Employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases and the Employee shall be entitled to be treated as on duty from the date he starts for the station to which he is ordered, and to draw-

- i. travelling allowance under Regulations for the journey; and
- ii. leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty;

16. Return from leave :-

1. An Employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.
2. Notwithstanding anything contained in sub-rule (1), an Employee on leave preparatory to retirement shall be precluded from returning to duty, save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement.
3. An Employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness.

17. Absence after expiry of leave

1. Unless the authority competent to grant leave extends the leave, an Employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
2. Wilful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.

Explanation :-

- i. Treatment of wilful absence from duty not recognised.-

Wilful absence from duty, even though not covered by grant of leave does not entail loss of lien. The period of absence not covered by grant of leave shall have to be treated as “dies non” for all purposes, viz., increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will

constitute an interruption of service and unless sanctioning authority exercises its powers to treat the period as leave without allowance, the entire past service will stand forfeited.

ii. Action for overstayal of leave

As to how the cases in which an official overstays the prescribed quantum of extraordinary leave, should be dealt with, it is clarified that the amendment does not take away the power of the disciplinary authority to take appropriate disciplinary action for any misconduct. Action can be taken under these Regulations for unauthorized absence from duty or overstayal of leave even for one day, treating it as misconduct, if the facts and circumstances of the case warrants such an action.

iii. Action for unauthorized absence from duty or overstayal of leave.

- a. When a temporary University employee asks for leave in excess of the limits prescribed under Rule 24 and if the, circumstances are exceptional, a decision could be taken by the leave sanctioning authority to grant further leave in excess of the limits with the approval of the Vice-Chancellor.
- b. When a temporary University employee applies for leave beyond the prescribed limit of extraordinary leave and the leave sanctioning authority is not satisfied with the genuineness of the grounds on which further leave has been asked for, nor does it consider the grounds as exceptional, the leave cannot be granted. In such a case the University employee should be asked to rejoin duty within a specified date failing which he would render himself liable for disciplinary action. Disobedience of orders to rejoin duty within the specified period would afford good and sufficient reasons for initiating disciplinary action under University Regulations. If he rejoins duty by the stipulated date, he may be taken back to service and the period of absence not covered by leave be treated as overstayal of leave and dealt with in accordance with the orders regarding regularization of overstayal of leave.

If the University employee does not join duty by the stipulated date it would be open to the disciplinary authority to institute disciplinary proceedings against him. If during the course of disciplinary proceedings he comes for rejoining duty, he should be allowed to do so without prejudice to the disciplinary action already initiated against him (unless he is placed under suspension) and the disciplinary action concluded as

quickly as possible. The question of regularisation of the period of overstay of leave be left over for consideration till the finalisation of the disciplinary proceedings.

- c. If a University employee absents himself abruptly or applies for leave which is refused in the exigencies of service and still he happens to absent himself from duty, he should be told of the consequences, viz., that the entire period of absence would be treated as unauthorised entailing loss of pay for the period in question, thereby resulting in break in service. If, however, he reports for duty before or after initiation of disciplinary proceedings, he may be taken back for duty because he has not been placed under suspension. The disciplinary action may be concluded and the period of absence treated as unauthorised resulting in loss in pay and allowances for the period of absence and thus a break in service. The question whether the break should be condoned or not and treated as “dies non” should be considered only after conclusion of the disciplinary proceedings and that too after the University employee represents in this regard.

- iv. It is made clear that a University employee who remains absent unauthorisedly without proper permission should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in the Rule. However, the disciplinary authority should consider the grounds adduced by the University employee for his unauthorised absence before initiating disciplinary proceedings. If the disciplinary authority is satisfied that the grounds adduced for unauthorised absence are justified, the leave of the kind applied for and due and admissible may be granted to him.

SECTION –IV

KINDS OF LEAVE- DUE AND ADMISSIBLE

18. The following kinds of leave, shall be admissible to the employees :-

- a. Leave earned by duty :

Earned leave, half pay leave, commuted leave and leave not due.

ii. Leave not earned by duty :

Casual leave, special casual leave, maternity leave, hospital leave, study leave, quarantine leave and extraordinary leave.

19. (1) Earned leave admissible to employees :-

- a. Each employee's leave account shall be credited with earned leave in advance, in two instalments of 15 days each on 1st January and 1st July of every calendar year.
- b. The leave at the credit of the 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 300 days. If a University employee is on leave on the last day of any particular half year of the calendar year, he shall be entitled to earned leave credited on the first day of the succeeding half year provided that the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry.

Provided that where the earned leave at the credit of University Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (a) of clause (i) of Rule 19 shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the University employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

- c. A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

(2)(i) Maximum earned leave that may be granted at a time shall be 180 days.

Provided earned leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days.

(ii) Earned leave may be granted to a University Employee for a period exceeding 180 days but not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.

Provided that where earned leave exceeding 180 days is so granted, the period of such leave spent in India shall not in the aggregate exceed aforesaid limits.

20. Calculation of Earned Leave

1. Earned leave shall be credited to the leave account of a University employee at the rate of 2 ½ days for each calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

2. (a) The credit for the half year in which a University employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days for completed calendar month upto the date of retirement or resignation.

(b) When a University employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½

days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

3. If a University employee has availed of extraordinary leave and/ or some period of absence has been treated as “dies non” in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/ or “dies non” subject to maximum of 15 days.

4. While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

21. Half Pay Leave

1. The half pay leave account of every University employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.
 2. (a) 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 he is likely to render in the half-year of the calendar year in which he is appointed.
 - b. The credit for the half-year in which a University employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
 - c. When a University employee is removed or dismissed from service or dies while 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 preceding the calendar month in which he is removed or dismissed from service or dies in service.
 - d. Where a period of absence or suspension of a University employee has been treated as “dies non” in a half-year, the credit to be afforded in his half pay leave account at the commencement of next half-year, shall be reduced by one- eighteenth of the period of “dies non” subject to a maximum of ten days.
3. The Half-pay leave under this rule may be granted to an employee on medical certificate or on private affairs.

Provided that in case of an employee not in 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.

22. **Commuted Leave**

1. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a University employee, subject to the following conditions :-

a. the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

b. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(1-A) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the University interest by the leave sanctioning authority.

2. Where a University employee who has been granted commuted leave resigns from service or at his 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 University employee for further service or in the event of his death.

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

23. **Leave not Due**

1. Save in the case of leave preparatory to retirement, leave not due may be granted to a University employee in permanent employ limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-

- a. the authority competent to grant leave is satisfied that there is reasonable prospect of the University employee returning to duty on its expiry;
 - b. leave not due shall be limited to the half pay leave he is likely to earn thereafter;
 - c. leave not due shall be debited against the half pay leave the University employee may earn subsequently.
- (1-A) Leave not due may also be granted to such of the temporary employees as are suffering from TB, Leprosy, Cancer or Mental illness, for a period not exceeding 360 days during entire service, subject to fulfilment of conditions in clauses (a) to (c) of sub- rule (1) and subject to the following conditions, namely :-
- i. that the employee has put in a minimum of one year's service;
 - ii. that the post from which the employee proceeds on leave is likely to last till his return to duty; and
 - iii. that the request for grant of such leave is supported by a medical certificate.
2. (a) Where a University employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.
- (b) Where a University employee who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the University employee for further service or in the event of his death.

24. Extraordinary leave

1. Extraordinary leave may be granted to a University employee in special circumstances –
 - a. when no other leave is admissible;
 - b. when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.

2. Unless the Vice-Chancellor in view of the exceptional circumstances of the case otherwise determines, no University employee, who is not in permanent employ, shall be granted extraordinary leave on any one occasion in excess of the following limits :-
 - a. three months
 - b. Six months, where the University employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these Regulations, including three month's extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these Regulations;
 - c. eighteen months, where the University employee has completed one year's continuous service is undergoing treatment for –
 - i. pulmonary tuberculosis or pleurisy of tubercular origin on production of medical certificate from a tuberculosis specialist under whom he is taking treatment;
 - ii. tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil surgeon or staff surgeon; or

- iii. leprosy in a recognised leprosy institution;
 - iv. cancer or for mental illness, in an institution recognised for the treatment of such disease or by a specialist in such disease.
- d. twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the University interest, provided the University employee concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these Regulations, including three months' extraordinary leave under clause (a).
3. (a) Where a University employee is granted extraordinary leave in relaxation of the provisions contained in clause (d) of sub-rule (2), he shall be required to execute a bond undertaking to refund to the University the actual amount of expenditure incurred by the University during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
- (b) The bond shall be supported by sureties from two permanent University employees having a status comparable to or higher than that of the University employee concerned.
4. Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of sub-rule (2).
5. The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Note :- The power of commuting retrospectively the periods of absence without leave into extraordinary leave is absolute and not subject to any condition.

25. Leave to a person on probation

A person appointed to a post on probation shall be entitled to leave under these Regulations as a temporary or a permanent University employee according as his appointment is against a temporary or a permanent post:

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

26. Leave to persons re-employed after retirement

In the case of a person re-employed after retirement, the provisions of these Regulations shall apply as if he had entered University service for the first time on the date of his re-employment.

27. Leave preparatory to retirement

A University 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 300 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.

28. Leave/ cash payment in lieu of leave beyond the date of retirement, Compulsory retirement or quitting of service.

1. (1) No leave shall be granted to a University employee beyond –
 - a. the date of his/her retirement, or
 - b. the date of his/her final cessation of duties, or
 - c. the date on which he retires by giving notice to the University or he is retired by the University by giving him notice or pay and allowances in

lieu of such notice, in accordance with the terms and conditions of his service, or

d. the date of his/her resignation from service.

2. (a) Where a University employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement.

No House Rent Allowance or Compensatory (City) Allowance shall be payable –

Pay admissible on the date of retirement plus
dearness allowance
unutilized admissible on that date
Cash equivalent = $\frac{\text{Number of days of earned leave at credit on the date of retirement subject to the maximum of 300 days}}{30}$

3. The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a University employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University dues, if any.

4. (a) Where the service of a University employee has been extended, in the interest of public service beyond the date of his retirement, he may be granted-

i. during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on

the date of his retirement subject to a maximum as prescribed in Rule 19.

- ii. after expiry of the period of extension, cash equivalent in the manner provided in sub-rule (2) in respect of earned leave at credit on the date of retirement, plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 300 days.
- (b) The cash equivalent payable under sub-clause (ii) of clause (a) of this sub-rule shall be calculated in the manner indicated in clause (b) of sub-rule (2) above.

5. A University employee who retires or is retired from service in the manner mentioned in clause (c) of sub-rule (1), may be granted suo motu, by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit subject to a maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave plus dearness allowance admissible on the leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other

retirement benefits, if admissible, and ad hoc relief / graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No House Rent Allowance or Compensatory (City) Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

- (5-A) Where a University employee is compulsorily retired as a manner of penalty and the disciplinary authority has not imposed any reduction in the amount of his/her retirement benefits (including gratuity), the authority competent to grant leave shall suo motu issue an order granting

cash equivalent of leave salary for earned leave, if any, at credit of the University employee on the date of such retirement, subject to a maximum of three hundred days in the manner indicated in clause (b) of sub-rule (2).

6. (a) (i) Where the services of a University employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.
 - ii. If a University employee resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.
 - iii. A University employee, who is re-employed after retirement may, on termination of his re-employment, be granted suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.
- b. The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule (2) and for the purpose of computation of cash equivalent under sub-clause (iii) of Clause (a), the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the dearness allowance appropriate to that pay.

28-A. Cash equivalent of leave salary in case of death in service

In case a University employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for

the death on the date immediately following the death and in any case, not exceeding leave salary for 300 days, shall be paid to his family (in the manner specified in Rule 28-C) without any reduction on account of pension equivalent of death-cum-retirement gratuity.

Note :- In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased University employee shall also be entitled to payment of dearness allowance only.

28-B. Cash equivalent of leave salary in case of invalidation from service

A University employee who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under sub-rule (5) of Rule 28. A University employee not in permanent employ shall not however be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service

28-C. Payment of cash equivalent of leave salary in case of death, etc., of University employee

In the event of the death of a University employee while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under Regulations 28, 28-A and 28-B, such amount shall be payable-

- i. to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male University employee, or to the husband, if the deceased was a female University employee;
- ii. failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;

- iii. failing (i) and (ii) above, to the eldest surviving unmarried daughter;
- iv. failing (i) to (iii) above, to the eldest surviving widowed daughter;
- v. failing (i) to (iv) above, to the father;
- vi. failing (i) to (v) above, to the mother;
- vii. failing (i) to (vi) above, to the eldest surviving brother below the age of eighteen years;
- viii. failing (i) to (vii) above, to the eldest surviving unmarried sister;
- ix. failing (i) to (viii) above, to the eldest surviving widowed sister;
- x. failing (i) to (ix) above, to the eldest surviving married daughter; and
- xi. failing (i) to (x) above, to the eldest child of the eldest predeceased son.

28-D. Cash equivalent of leave salary in case of permanent absorption in public sector undertaking/ autonomous body wholly or substantially owned or controlled by the Central/ State Government.

An employee who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the
date of

absorption subject to a maximum of 300 days. This will be calculated in the samemanner as indicated in Clause (b) of sub-rule (2) of Rule 28.

Decisions :-

1. Cash equivalent of leave salary for earned leave to be paid in cases of voluntary retirement/ pre-mature retirement/ invalidation even if the period goes beyond the date of superannuation :-

Encashment of Earned Leave due and admissible subject to a maximum of 300 days may be allowed in cases of pre-mature / voluntarily retirement or retirement on invalidation, even if this exceeds the period between the date on which the officer retires and the date on which he would have retired in the normal course on superannuation.

2. Increment during leave :-

- a. If the normal date of increment of an employee falls during a period when he remains on earned leave/ commuted leave/ half pay leave/ leave not due, the benefit of such increment will be given to him only from the date he joins duty on expiry of such leave though the actual date of next increment shall remain unaffected.

- b. In the case of an employee who dies while on any of leave for which leave salary is payable, a lumpsum ex-gratia payment, in addition to the normal entitlements under leave Regulations, may be allowed to the member of his family as specified in Rule 28-C. The ex-gratia payment shall be equivalent to the difference between the amount of leave salary as well as cash equivalent of leave salary admissible as per Regulations and 28-A and the amount of leave salary as well as cash equivalent of leave salary which would have been admissible if the benefit of the increment falling due during the currency of leave period until date of death was allowed from its due date without waiting for rejoining duty of the employee.

3. Applicable to re-employed pensioners also :- The provision of rule 28-A is applicable in the case of re-employed pensioners also.

4. Calculation of cash equivalent in respect of half pay leave at credit :-

The amount so calculated shall be paid in one lumpsum as a one-time settlement.

5. Encashment of earned leave while availing LTC :-

Encashment of 10 days' earned leave may be allowed at the time of availing of Leave Travel Concession, subject to the conditions that :-

- a. the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
- b. earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
- c. a balance of 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and
- d. the period of leave encashed shall not be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

29. Leave salary

1. A University employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave. **Note** :- In respect of any period spent on foreign service out of India, the pay which the University employee would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.
2. A University employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).
3. A University employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).
4. A University employee on extraordinary leave is not entitled to any leave salary.

5. In the case of a University employee who is granted leave earned, by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

30. Advance of leave salary

A University employee, including an employee on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary upto a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances etc.

SECTION –V

31. Maternity Leave

1. A female University employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.
2. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
3. Maternity leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service of that employee in case of miscarriage including abortion on production of medical certificate.
4. (a) Maternity leave may be combined with leave of any other kind.

(c) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 22 or sub-rule (1) of Rule 23, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) upto a maximum of one year may, if applied for, be granted in continuation of maternity leave granted under sub- rule (1).

5. Leave in continuation of leave granted under clause (b) of sub-rule (4) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of a new born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and thather presence by the baby's side is absolutely necessary.

6. Maternity leave shall not be debited against the leave account.

Note :-

i.(i) Unmarried female University employees also eligible for maternity leave. Since the word 'female' in the rule does not specifically refer to the marital status of the female and the word 'married' is not prefixed to the word 'female', the maternity leave as admissible may be grated to an unmarried female employee also.

ii. (ii) The abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting maternity leave under the Regulations.

iii. (iii) No maternity leave for threatened abortion – It is clarified that 'abortion' does not include 'threatened abortion' and maternity leave cannot be granted in case of threatened abortion.

Paternity Leave for 15 days - A male University employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave (as

in the case of Maternity leave). It may not normally be refused under any circumstances.

31-A. Leave to a female University employee on adoption of a child

A female University employee on adoption of a child, may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period upto one

year or till such time the child is one year old, whichever is earlier. However, this facility will not be admissible in case she is already having two surviving children at the _____ time _____ of adoption.

31-B* Child Care Leave

Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible. Further, the clarifications/guidelines issued by the Govt. of India from time to time for availing the Child Care Leave will also be applicable on the University employees.

32. Hospital Leave

1. The authority competent to grant leave may grant hospital leave to an employee for medical treatment in a hospital or otherwise for illness or injury if such illness or injury is directly due to risks incurred in the course of official duty. This leave will be available to such employees only, whose duties expose them to such illness or injury.

2. Hospital leave shall be granted on the production of medical certificate from an Authorised Medical Officer.

3. Hospital Leave may be granted for such period as the authority granting it may consider necessary, on leave salary-

i. equal to leave salary while on earned leave, for the first 120 days of any

period of such leave; and

- ii. equal to leave salary during half pay leave, for the remaining period of such leave.

4. Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible, provided the total period of leave, after such combination, does not exceed 28 months.

33. Quarantine Leave :-

Quarantine Leave is leave of absence from duty necessitated by orders not to attend office in consequence of infectious diseases in the family, in the household of an employee. Quarantine Leave may be granted on the certificate of the medical or Public Health Officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for Quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted if necessary in continuation of other leave subject to the above maximum limit. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

SECTION –VI

CASUAL LEAVE AND SPECIAL CASUAL LEAVE

34. Casual Leave

1. Casual leave is not a recognised form of leave. An official on casual leave is not treated as absent from duty and his pay is not intermitted on this account.
2. Casual leave cannot be combined with any other kind of leave except with special casual leave., It may be combined with holidays including Sundays.
3. Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
4. Sundays/ public holidays/ weekly offs can be prefixed/ suffixed to casual leave.

5. Casual leave can be taken for half-day also.
6. Casual leave is essentially intended for short periods. It shall not normally be granted for more than 5 days at any one time.
7. Casual leave cannot be carried over to the next calendar year.
8. Casual leave cannot be claimed as of right and its grant is always subject to exigencies of service.
9. A whole time official shall be entitled to 12 days casual leave in a calendar year.
10. Officials joining during the middle of a year may avail casual leave proportionately for the full period at the discretion of the competent authority.

35. Special Casual Leave

35-A. For participation in sports and cultural activities.

1. (a) Sports events :- Special casual leave admissible for a period not exceeding 30 days in a calendar year for –
 - i. participating in sporting events of national/ international importance;
 - ii. coaching or training campus under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;
 - iii. Coaching or training campus at the National Institute of Sports, Patiala
 - iv. Coaching camps in sports organised by National Sports Federation/ Sports Boards recognised by Government

v. Participating in mountaineering/ trekking expeditions.

(b) Special casual leave for a period not exceeding 10 days in any one calendar year may also be granted for participating in inter-university and inter- departmental tournaments and sporting events held in or outside Meghalaya.

2. Cultural Activities :- Special casual leave may also be granted to employees participating in dancing and singing competitions at Regional, National or International level, organised by Government of India / State Government/ Government sponsored Bodies, i.e.,

Institutions and organisations which are substantially controlled by Government and receive substantial assistance in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

35-B. For Family Planning

In addition to above, special casual leave to the extent mentioned below, may also be granted

—

1. In the case of Male Employees :- Male University employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

2. In the case of Female Employees :-

a. Female University employees who undergo tubectomy operations – whether puerperal or non-puerperal, may be granted special casual leave not exceeding 14 days.

- b. In the case of female University employees who undergo tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.
 - c. Female University employees who have insertions of Intra-Uterine Contraceptive Devices may be granted special casual leave on the day of the IUCD insertion.
 - d. Female University employees who have re-insertions of Intra- Uterine Device (IUD) may be granted special casual leave on the day of the IUD re- insertion.
 - e. Female University employees who undergo salpingectomy operation alongwith Medical termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days. Female employees who undergo salpingectomy operation alongwith medical termination of pregnancy and avail the facility of maternity leave for six weeks will NOT be entitled to additional 14 days of special casual leave.
3. Male employees whose wives undergo tubectomy operation –
- a. Male University employees whose wives undergo either puerperal or non-puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.
 - b. Male University employees whose wives undergo tubectomy/ salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave upto 7 days subject to the production

of the medical certificate stating that their wives have undergone tubectomy/ salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.

- c. Special casual leave has to follow the date of operation – The grant of special casual leave to a male University employee whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the special casual leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave.

4. Special casual leave to women employees when their husbands undergo vasectomy operation – Special casual leave for one day, on the day when their husbands undergo vasectomy operation may be given to women University employees, to enable them to attend on their husbands.

5. In case of post-sterilization operation complications – A University employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post-operation complications may be allowed special casual leave to cover the period for which he or she is hospitalized on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities / an authorized medical attendant. In addition, the benefit of the additional special casual leave may also be extended, to the extent of seven days in case of vasectomy operation and fourteen

days in case of tubectomy operation, to such University employees who after sterilization operation do not remain hospitalized but at the same time, are not found fit to go to work, subject to the production of a medical certificate from the appropriate authority in the concerned hospital/ authorised medical attendant.

6. Admissible for sterilization operation by laproscopic method also – The provisions relating to grant of special casual leave to male and female University employees may also be applied to cases where the sterilization operation is performed by laproscopic method.

7. For
undergoing recanalization operation :- University employees who undergo operation for recanalization may be granted special casual leave up to a period of 21 days or actual period of hospitalization as certified by the authorised medical attendant, whichever is less. In addition special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalization operation (without any

commitment to the re-imburement of medical expenses) is subject to the following conditions :-

- i. the operation should have been performed in hospital/ medical college/ institute where facilities for recanalization are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/ Union Territory Administration for performing recanalization operations.
- ii. the request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the University employee for the period stipulated therein was essential for the operation and post-operation recovery.
- iii. The concession indicated above is admissible to University employees who-

- a. are unmarried; or
- b. have less than two children; or
- c. desire recanalization for substantial reasons, e.g., a person has lost all male children or all female children after vasectomy/ tubectomy operation performed earlier.

8. Combining with regular/ casual leave :- Special casual leave connected with sterilization/ recanalization under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed both to regular leave and casual leave. Special casual leave should either be pre-fixed to regular or to casual leave and not both. Similarly special casual leave may be suffixed either to regular leave or to casual leave and not both. The intervening holidays and or Sundays may be prefixed/ suffixed to regular leave, as the case may be. 35-C. Miscellaneous

Special casual leave not exceeding ten days in any one calendar year may also be granted—

1. to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are at issue. The leave so granted should be sufficient to cover the period of absence necessary;
2. when deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the Committees appointed by the University / Government/ U.G.C; lecturing and examination work or such other work as may be specified by the University.
3. to participate in literary, scientific or educational symposia or seminar or cultural or athletic or sports activities conducted by the University or by bodies recognised by the University; or
4. Natural Calamities, Bandhs etc. – When employees residing at places 8 km. away from office, are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc.; if the absence was

due to picketing or disturbances or curfew, special casual leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g., medical grounds etc; for the day/ days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.

5. During Elections – During General Elections/ bye-elections to Lok Sabha / State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's special casual leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

6. Donating blood to recognised Blood Banks on working days (for that day only).

7. To do such other work as may be approved by the University.

8. Combination of special casual leave with ordinary casual leave/ regular leave

It is open to the competent authority to grant casual leave in combination with special casual leave; but in cases where it is permissible to grant regular leave in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.

Note :- In computing the ten days' leave admissible, the days of actual journey, if any, to and from the place where activities specified above, take place will be excluded.

36. **Study Leave**

1. (1) Study Leave may be granted to University employees with not less than five year's service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject

having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability.

2. Sanctioning authority :- Executive Council of the University on the recommendation of the Vice-Chancellor, subject to the condition –

- i. Course should be certified to be of definite advantage to University from the point of view of public interest.
 - ii. The particular study or study tour should be approved by the authority competent to grant leave
 - iii. The official on his return should submit a full report on the work done during study leave.
3. Not granted-
- a. for studies out of India if facilities for such studies exist in India.
 - b. to an official due to retire within three years of return from the study leave.
 - c. to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.

4. The official should have satisfactorily completed period of probation and rendered not less than five years of regular continuous service including the period of probation.
5. Maximum period is 24 months in the entire service and may be granted at a stretch or indifferent spells.
6. This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, including vacation, if any, but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
7. Requisite Bonds in the prescribed forms are required to be executed by the official.
8. Before grant of leave outside India, Finance Ministry's agreement for release of foreign exchange is necessary.
9. If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
10. Leave Salary – (a) Outside India :- Pay last drawn plus dearness allowance, house rent allowance, compensatory (city) allowance and in addition, such allowance admissible; (b) In India : Leave salary will be equal to pay last drawn plus dearness allowance, HRA and CCA. No study allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during half pay leave.

Note :- HRA and CCA are payable for the first 180 days at the rates applicable at the last place of a duty, continuance beyond 180 days will be subject to the production of prescribed certificates for the drawal.

11. Officials granted study leave shall not be paid T.A.

12. Resignation or retirement after study leave or not completing the course of study – An official, who after availing of study leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, should refund

(i) the actual amount of leave salary, study allowance, cost of fees, T.A., and other expenses, if any, incurred by the University, and (ii) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest

thereon at the prescribed rates. In exceptional cases, the Executive Council may waive or reduce such recoveries.

37. Compensatory Off :-

i. Compulsory attendance on Sundays or other public holidays justifies the grant of compensatory leave in lieu of duty on Sundays etc., for the number of days an employee is required to attend the office unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible.

ii. The attendance in such cases should be under the previous orders of the officer-in-charge/ Registrar.

iii. The accumulation of compensatory leave will not be subject to any limit, but such leave should ordinarily be allowed within a month of its becoming due.

Provided that not more than two days' compensatory leave is allowed to be availed at a time.

38. Earned Leave to Ad-hoc/ Contract employees:-

In cases of ad-hoc/contract appointments, which are for brief periods, the ad-hoc/contract employees may be allowed earned leave at the rate of 2 ½ days per month of completed service. While granting the

leave, the leave should be for full days and not half a day. They will not be entitled to the benefit of encashment of earned leave on termination of their service.

If ad-hoc/contract appointments made for brief periods initially, however, for some reasons, continue beyond a period of three years without a break, such ad- hoc/contract employees may be extended the benefit of all kinds of leave as admissible to temporary employees under these Regulations, from the date of their initial employment.

39. Interpretation :-

Where any doubt arises as to the interpretation of these Regulations, the clarifications, decisions as contained in Government rules shall be applicable.

40. Power to Relax :-

Where University is satisfied that the operation of any of these Regulations causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the Executive Council.