

Dept. of Environmental Studies
M.D.S. University, AJMER

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M.D.S. University, AJMER

प्रमुख अधिकारी (परिचय)
महाराष्ट्र विश्वविद्यालय
अजमेर

PACHORI

परिशिष्ट - 2

प्रबंध मण्डल बैठक - 27.6.98

मद संख्या - 4

MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

ORDINANCES

**GOVERNING
SERVICES CONDITIONS ETC.
OF
UNIVERSITY TEACHERS & EMPLOYEES**



**AJMER
1998**

**ORDINANCES RELATED TO
CONDITIONS OF SERVICE AND
EMOLUMENTS, CODE OF
CONDUCT, LEAVE OF THE
TEACHERS, OFFICERS AND
EMPLOYEES, THEIR SERVICE
RECORDS AND ALLOWANCES
INCLUDING TRAVELLING AND
DAILY ALLOWANCES PAYABLE
TO THEM, UNDER REFERENCE
TO :**

Sec.5(n)2(q) Powers and Functions of the University

Sec.22(f) Ordinances of the University.

S. 2, 3, 4, 5, 13, 14.

"In these ordinances unless there is anything repugnant to the subject of context the word 'Employees' means as person employed in the University including teachers and officers with the sanction of the competent authority."

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MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

CONDITIONS OF SERVICE ETC.

(As approved by Board of Management dated 27.06.1998)



AJMER

1998

5. **Power to delegate**

The Board of Management may delegate, to any of its officers or authority, subject to any conditions which it may think fit to impose, any power conferred upon or taken under these rules except the powers under rules 3, 4 and 5 of these rules.

6. **Power to interpret**

The power of interpreting these rules lies with the Vice Chancellor, whose interpretation shall be deemed as final.

NOTES: (a) The words used in this Rules and any other Rules relating to service conditions of employees, namely, Pay and Allowances; Leave; Pension; G.P.F., Conduct and Discipline; etc. etc. denoting masculine gender, shall also include the feminine gender except for the purpose of maternity leave or where otherwise specifically provided.

(b) Similarly, the words used in this Rules and other ordinances relating to service conditions of employees denoting singular number shall imply the plural numbers wherever relevant or vice versa.

7. **Definitions**

Unless there is something repugnant in the subject or context or otherwise defined, the terms defined here under are used in these rules and other rules relating to service conditions of employees, namely, Pay and Allowances; Leave; Pension; G.P.F., Conduct and Discipline; Recruitment and Promotion Rules; etc. etc., in the sense here explained:

- (1) 'University' means the Maharishi Dayanand Saraswati University of Ajmer established and incorporated by the Rajasthan State Legislature (Act 38 of 1987).
- (2) 'Board of Management' means the Board of Management of the MDS University of Ajmer.
- (3) 'Vice Chancellor' means the Officer designated as Vice Chancellor under section 18 of the University of Ajmer Act.
- (4) 'Registrar' means the Officer designated as Registrar under Section 18 of the University of Ajmer Act.
- (5) 'Comptroller' means the Officer designated as Comptroller under section 18 of the University of Ajmer Act.
- (6) 'Officer' means an officer of the University as specified by or declared under section 18 of the Act.
- (7) 'Ordinance' means an ordinance of the University made under the Act.
- (8) 'Government' and 'State' means the Government of the State of Rajasthan.

- (9) 'Act' means the University of Ajmer Act, 1987 (Act No. 38 of 1987).
- (10) 'Cadre' means the strength of a service or part of a service sanctioned as a separate unit.
- (11) 'Competent Authority' means authority/officer to whom powers by or under the act or statute or ordinance are delegated. When any power is not delegated to any authority/officer, the 'Competent Authority' means the Board of management (BOM).
- (12) 'Compensatory Allowances' means an allowance granted to the employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the traveling allowance.
- (13) 'Disciplinary Authority' for the purpose of the imposition of the major penalty on an employee means the appointing authority. In relation to the imposition of minor penalty on an employee means officers of the University who have been delegated power to impose minor penalty under the Conduct and Discipline Rules or by the Vice Chancellor, for various category of employees.
- (14) 'Duty' includes (a) service on probation, (b) joining time, (c) a course of instructions or training in India or abroad specially approved as duty by the competent authority, (d) period of compulsory awaiting sanctioned by the competent authority (e) vacation period and all declared holidays; and (f) any other period specially declared as such by the Board of Management.
- (15) 'Employee' means a person appointed by the University with the sanction of the competent authority including officers and teachers of the university.
- (16) 'Fee' means a recurring or a non recurring payment to an employee from a source other than the funds of the University or any Government or any Corporation Board or institution of the Government.
- (17) 'Honorarium' means a recurring or a non recurring payment granted to an employee from the funds of the University or of the Government of any State or India, or any Corporation/Board/Institution of Government, as a remuneration for special work of an occasional or intermittent in character.
- (18) 'Holiday' means a holiday declared by the University.
- (19) 'Leave' includes Earned leave, Half pay leave, Commuted leave, & Leave Not Due, & Extraordinary leave, Special Disability leave, study leave, maternity leave, and as prescribed in relevant leave Rules Hospital leave.
- (20) 'Leave salary' means the monthly amount paid by the University to an employee on leave.
- (21) 'Lien' means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, permanent post, including a tenure post, to which he has been appointed substantively.

- (22) **'Month'** means a calendar month. In calculating a period expressed in terms of months and days completed calendar month, irrespective of the number of days in each, will first be calculated and the broken period shall be calculated separately.
- (23) **'Pay'** means the amount drawn monthly by an employee as the pay, other than special pay or pay granted in view of the personal qualifications; special pay; personal pay and any other emoluments which may be specially classes as pay by the University.
- (24) **'Substantive pay'** means the pay other than special pay, personal pay or emoluments classed as pay, to which an employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.
- (25) **'Special Pay'** means an addition of the monthly emoluments of a post granted in consideration of the specially arduous nature of duties or as specific addition to the work or responsibility.
- (26) **'Personal pay'** means additional pay granted to an employee to save him from the lose of substantive pay in respect of a permanent post.
- (27) **'Subsistence Allowance'** means a monthly grant made to an employee who is not in receipt of pay or any leave salary.
- (28) **'Substantive Appointment'** means the appointment of an employee on a permanent post which gives him a claim or title to the post which is called lien.
- (29) **'Officiating appointment'** means an appointment which confers on the employee benefit of pay etc. only for the period during which he renders duty in the higher post and is an appointment generally on a post on which another person holds a lien.
- (30) **'Temporary appointment'** means an appointment carrying a definite rate of pay for a limited period.
- (31) **'Appointment on probation'** means temporary appointment made on probation. During this period if the work of the employee is found to be unsatisfactory, his services may be terminated without following the procedure laid down in Conduct and Discipline Rules.
- (32) **Officiation/Adhoc Promotion** means an adhoc promotion which confers on the employee benefit of pay etc. and experience for the period during which he renders duty in the higher post on which promoted.
- (33) **Temporary promotion** means a promotion on a temporary post for a limited period generally out of the reserve list of the DPC/DSC.
- (34) **Promotion on Probation** means promotion on a substantive post as per recommendation of DPC/DSC and also temporary promotion made on

probation. During this period if the work of the employee is found to be unsatisfactory, this promotion would liable to be withdrawn and he will be reverted without following the procedure laid down in the Conduct & Discipline Rules.

- (35) 'Permanent Post' means a post carrying a definite rate of pay sanctioned without limit of time.
- (36) 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited time.
- (37) 'Joining Time' means the time allowed to an employee of the University in which to join a new post or to travel to or from a station to which he is posted.
- (38) 'Employee on deputation' means an employee of any Authority whose services are obtained by the University on loan for a specified period from the Government, Corporation or a Board or other Institutions/Organisations.
- (39) 'Foreign Service' means service in which an employee receives his pay with the approval of the University from a source other than the funds of the University.
- (40) Day of Superannuation means when an employee is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day and the employee must retire, revert or cease to be on leave, as the case may be, with effect from and including that day.
- (41) Teachers Services, Officers Service, Subordinate/Technical Service, Ministerial Service and Class IV Service shall mean and include the holders of the posts included in Schedule I, II, respectively attached to Recruitment and promotion Rules.

8. Age on first appointment

Unless otherwise provided in the rules or the orders of the University governing recruitment to any post, the minimum age for entry into University service shall be 18 years.

Note : With a view to reduce chances of appointment of persons who are over age, the date of birth should be invariably indicated in all orders of fresh appointments.

9. Determination of Age

- (1) The age of a person appointed to the University service for the purpose of rule 8 shall be determined with reference to the date of birth entered in the High/Secondary/Higher Secondary School Certificate or in the first certificate issued by any Board of Education where the minimum qualification prescribed for the post/service under the University is High/secondary/Higher secondary.

- (2) Where the minimum qualification prescribed for appointment to a post under the University is below High/Secondary/Higher Secondary or equivalent, the date of Birth shall be determined with reference to the certificate of date of birth issued by the municipality or panchayat or school according to the entry made in their respective records.

10. Educational and other qualifications

The minimum educational, professional and other qualifications including previous experience etc. necessary in respect of each post shall be as indicated in the Recruitment and Promotion Rules issued by the University.

11. Verification of Character

No person recruited directly shall be appointed to any post under the University unless his moral character and previous antecedents have been verified to the satisfaction of the appointing authority.

12. Disqualifications for appointment

No person shall be eligible for appointment -

- (i) who has, previously been dismissed from the service of the University, Central/State Government, or any other University, or from any other Public Sector organisation, Local Body or any other Government Institution; or
- (ii) who has been convicted in a court of law for any offence involving moral turpitude, criminal offence or offence serious in nature; or
- (iii) who is of unsound mind or lunatic; or
- (iv) who is declared insolvent by a court of law.

13. Probation

- (1) Every person appointed to a post under the University, whether by promotion or by direct recruitment shall be on probation on such post for a period of one year or two years respectively.

Provided that in the case of employees having put in three years continuous service in any University or in any recognised/affiliated college, the period of probation on their being appointed in this University shall be one year only.

NOTE (i) This is ruled shall not apply to the Vice Chancellor

- (ii) In the cases of appointments on non teaching posts, the experience put in by the employees concerned in the state or Central Government or Statutory Corporation also shall be reckoned for the purpose of putting them on probation for one year only.

- (2) The appointing authority may, if it thinks fit, in the case of any employee, extend the period of probation, maximum for a period of one year for a direct recruit and six months for an employee appointed by promotion.
- (3) When a person, appointed to a post, under the University on probation is, during his period of probation or at the end of the period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily, then the appointing authority may:
 - (a) in the case of person appointed by promotion revert him to the post held by him/her immediately before such appointment.
 - (b) in the case of person appointed by direct recruitment terminate his/her services under the University without notice.
- (4) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his period of probation, be eligible for confirmation in the post.
- (5) Service of an employee appointed on probation shall be terminable forthwith without any notice before the expiry of the period of probation in the following circumstances or events:
 - (i) absence from duty for ten days or more without notice in writing or without sufficient reasons;
 - (ii) willfully causing loss or damage to the business/property of the University or
 - (iii) leaking any secret or confidential information of the University to the unauthorised person.
- (6) An employee on probation will not require to be given any notice for termination of his service if his work at any stage during his probation is found to be unsatisfactory.

14. Production of Medical Certificate on first appointment

Except as otherwise provided under these rules, no person may be appointed to a post in University Service without a medical certificate of health. University (BOM) may, in individual cases, dispense with the production of a certificate, or may, by general orders exempt any specified class of employees from the operation of this rule.

Note In order to meet the requirements of audit, a certificate to the effect that the medical certificate in the prescribed form has been obtained in respect of the concerned employee, should be recorded on the first pay bill of the employee concerned.

15. Form of medical certificate of fitness

A medical certificate of fitness for University Service shall be in the following form:-

Health Certificate

" I hereby certify that I have examined.....
 (AB) candidate for employment in M.D.S. University and have not discover that he/
 she has any disease (communicable or otherwise), constitutional weakness or bodily
 infirmity except I do not consider this a
 disqualification for employment in the service of the university."

16. Authority competent to issue Health Certificate

The health Certificate prescribed in rule 15 should be signed by a Medical Officer of the State Government not below the rank of a District Medical Officer provided that in case of a women candidate, the appointing authority may accept a certificate signed by a woman Medical Officer of the State Government.

17. Employees exempted from production of Medical Certificate

The Following classes of employees are exempted from the production of a medical certificate of health

- (i) An employee in University Service other than Class IV appointed in a temporary vacancy of less than three months' duration;
- (ii) An employee in a Class IV service appointed in a temporary vacancy of less than three months duration; and
- (iii) A retired Government servant of University servant re-employed immediately after retirement.

18. Fundamental conditions of service

Unless in any case it be otherwise distinctly provided the whole time of an employee is at the disposal of the University and he may be employed in any manner required by proper authority.

19. (a) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- (b) An employee cannot be appointed substantively to two or more permanent posts at the same time.
- (c) An employee cannot be appointed substantively to a post on which another employee holds a lien.

ce to the generality of rule 18 above, an employee may be- 77
undergo a course of study or instruction with in or outside

required to serve the University at any place in the country and at the
post not lower than the post to which he is substantively appointed.

21. Basic condition for substantive appointment

An employee shall be a temporary employee of the University until he is
appointed substantively to a permanent post under the University. No employee shall
be substantively appointed to a permanent post under the University unless -

- (i) such post is permanent and vacant meaning thereby that nobody has
been substantively appointed against the same; and
- (ii) the service of the employee under the University is approved by the Vice
Chancellor of the appointing authority if it is subordinate to the Vice Chancellor.

22. Lien

An employee on substantive appointment to any permanent post acquires
a lien on that and ceases to hold any lien previously acquired on any other post.
An employee holding substantively a permanent post retains a lien on that post while
performing the duties of that post, during joining time, during leave, during
suspension, or on foreign service or holding a temporary post or officiating in another
post. The University may transfer to another permanent post in the same cadre the
lien of an employee who is not performing the duties of the post to which the lien
relates. An employee's lien on a post stands terminated on his acquiring a lien on
a permanent post (whether under the University or State or Central or other State
Governments) outside the cadre on which he is borne.

23. Service Record of employees

- (1) The University shall maintain a Service Book and Confidential dossier of such
employee in the form, and in such manner as may be prescribed by the Vice-
Chancellor.
- (2) Details of leave availed of and all changes affecting the rank, emoluments,
transfer, annual verification of service and other allied matters of each
employee shall be recorded in service book and attested by the Registrar
or such other Officer as may be authorised for the purpose. The record relating
to the Registrar, Comptroller or such other Officer as may be specified by
the Vice-Chancellor shall be attested by the Vice-chancellor.
- (3) The date of Birth as determined under Rule 9 of these rules, shall be recorded
in the service Book, both in words and figures and in Christian era and attested
Cunder the dated signatures and official seal of the officer authorised to sign
the Service Book.

- (4) The data of birth so recorded in the service book shall not be altered by any authority, excepting with the approval of the Board of Management or in the case of clerical error.
 - (5) If any employee applies for duplicate copy of the service book, the same shall be supplied to him on payment of prescribed charges.
 - (6) The service record shall be kept in safe custody to avoid any loss or damage.
 - (7) The service book will also be shown to the employee once a year and his signature obtained in the service book in token of his having seen the same.
 - (8) The entries in the Confidential dossier of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by such officer as may be directed by the Vice-Chancellor.
24. **Transfer of employees**

The University may transfer an employee from one post to another; provided that except on account of inefficiency or mis-behaviour or on his written request, an employee shall not be transferred substantively to, or, except in a case covered by rule . . . , appointed to officiate in a post carrying less pay than the pay of the permanent post of the employee.

25. **Subscription to Provident Fund**

- (1) An employee may be required to subscribe to the General Provident Fund in accordance with the rules made by the Board of Management in this behalf time to time including crediting of any installment of dearness allowance or arrears of dearness allowance to the G.P.F. in accordance with the orders issued by the University from time to time.
- (2) An employee may be required to subscribe to MDS University of Ajmer Pensioners Medical Concession Scheme in accordance with such rules as the University may be order prescribe.

26. **Condition for drawing pay and allowances**

Subject to any exceptions specifically made in these rules or in the rules regulating pay & allowances of University employees, an official shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post and shall cease to draw them soon after he ceased to discharge those duties.

Note: An employee will begin to draw the pay and allowances attached to his tenure of a post if the charge is transferred before noon, of that date. If the charge is transferred after noon, he commence to draw them from the following day.

27. Authority competent to accept resignation

The appointing authority in respect of the service or post in question is the authority competent to accept the resignation of the employee.

28. Authority competent to permit withdrawal of resignation

A resignation becomes effective when it is accepted and the employee is relieved off his duties. When resignation has become effective, an employee ceases to be in University service; and any request made subsequently for withdrawal of resignation shall not be entertained and considered.

29. Refund of payment during training period

(1) Where an employee on appointment is required to undergo training for any specified period before he assumes independent charge of that post, such employee shall, if he resigns or takes another employment during the period of such training or within two years after the completion thereof, refund to the University the emoluments paid to him during the period of such training together with other expenses incurred by the university on such training but excluding the amount paid to him by way of travelling allowances under the relevant rules.

(2) An employee who is deputed for training with in India for a period of more than three months and is treated as on duty under rule 7(14)(c), shall, if he resigns or takes up another employment during the period of such training or within two years after the completion thereof, refund to the University the emoluments paid to him during the period of such training together with other expenses incurred by the University on such training but excluding the amounts paid to him by way of travelling allowance under the relevant rules.

(3) Every employee who undergoes a training under sub rule (1) or sub rule (2) shall be required to execute a bond in the prescribed form before the period of his training starts, for the prescribed period.

30. Condition of employee's ceasing to be in university employment

(1) (a) No employees shall be granted leave of any kind for a continuous period exceeding five years.

(b) In case where an employee does not resume duty after remaining on leave for a continuous period of 5 years, he shall, unless the Board of Management in view of exceptional circumstances of the case, otherwise determine, be removed from service following the procedure laid down in the Conduct and Discipline Rules of the University.

(2) Where an employee remains absent from duty after expiry of sanctioned leave or remains absent from duty without leave or before leave applied for has been sanctioned by the competent authority, the matter will be dealt with in accordance with the provisions contained in the Leave Rules.

31. Handing over of charge on leaving the university

An employee, before leaving the University, shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default the head of the institution in which he is employed shall recover the amount due to him from his dues payable to him by the University.

32. Office hours and attendance

- (i) The working hours of the office of the University shall be such as may be notified by the Registrar with the approval of the Vice Chancellor. Different office timings can be prescribed for different functionaries where it is felt that such work has to be performed continuously for a sufficiently longer period and it is not possible to do that work within the prescribed office timings.
- (ii)
 - (a) There shall be an Attendance Register or Registers for different sections in the University. The Registrar or any other officer (s) authorised by him, shall mark late attendance by means of cross mark against the official who attends late. Ten minutes time may be allowed.
 - (b) One day's casual leave will be deducted if an employee comes to office late on three occasions.
 - (c) Disciplinary action will be taken against employees who habitually come late in the office.

33. Notice for termination of service of a temporary employee

- (1) Except as otherwise provided in sub rule (2), the service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the employee, or in lieu of the notice period or the period falling short of notice, the pay and allowances for the same. The period of such notice shall be one month.
- (2)
 - (a) The service of a temporary employee who has been in continuous service for more than three years and who satisfied the suitability in respect of age and qualifications prescribed for the post and has been appointed in accordance with the provisions contained in Recruitment and Promotion Rules of the University, shall be liable to termination at any time by a notice of three months given in writing either by the employee to the appointing authority or by the appointing authority to the employee, or pay and allowances in lieu of prescribed notice period or for the period for which the notice falls short of, as the case may be.
 - (b) Where reduction has occurred in the number of posts available for employees not in permanent service, termination of service consequent upon the reduction of posts place in the order of juniority.

- (3) The services of temporary employee shall stand terminated:-
- (a) if his appointment is made for a specified period, on expiry of such period;
 - (b) if his appointment has been made against a temporary post, on the abolition of the post or the expiry of the period for which the post is created.
- (4) Except with the specific sanction of the Board of management/Vice-Chancellor, resignation will not be permitted while the conduct of an employoo is under investigation or until all the department claims are settled. While placing before the Board or the Vice-Chancellor an application for resignation, it should be stated whether there is anything adverse to the applicant or whether there is anything duo from him to the University.
- (5) Resignation will be deemed to be operative only after it has been accepted by the appointing authority, or an authority superior to him.

34. Termination of services of a permanent employee

- (1) If on account of abolition of post, the services of an employee who has been confirmed in any post are to be terminated, a written notice of three months or pay and allowances in lieu of the same or for the period for which the notice falls short of, would be necessary. The termination shall take place in order of juniority.
- (2) If an employee who has been confirmed wants to resign, three months notice in writing in advance or a sum equivalent to three months salary in lieu of such notice or for the period for which the notice falls short of, would be necessary.
- (3) Provisions of sub rule (4) and sub rule (5) of rule 33 of these rules shall also be applicable in case of confirmed employees.

35. Joining time on transfer

The Vice-Chancellor or any other authority to whom the powers are delegated by the Vice-Chancellor shall be competent to grant joining time and joining time pay to an employee transferred to a station outside the head quarter. While granting joining time and joining time pay, he will be guided by the rules framed by the MDS University for its employees.

36. Residuary conditions of service

Any matter relating to the conditions of service of an employee for which no provision has been made in these rules or other rules framed by the Board of Management, shall be determined by the Board of Management of the MDS University, Ajmer.



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

HEALTH CERTIFICATE

(As required in rule 14 of Service Conditions)

"I hereby certify that I have examined.....
 (AB) candidate for employment in M.D.S. University, Ajmer and have not discover
 that he/she has any disease (communicable or otherwise), constitutional weakness
 or bodily infirmity except I do not consider
 this a disqualification for employment in the service of the University."

Dated:

Signature & Seal of the
 Medical Officer of the State
 Govt. not below the rank of
 Dist. Medical Officer.

Authority competent to Issue Health Certificate.

The health Certificate prescribed in rule 15 should be signed by a Medical Officer of the State Government not below the rank of a District Medical Officer provided that in case of a women candidate, the appointing authority may accept a certificate signed by a Women Medical Officer of the State Government.

MAHARSHI DAYANAND SARASWATI UNIVERSITY
AJMER

CONDUCT AND DISCIPLINE RULES
(As approved by the Board of Management dated 27.06.1998)



AJMER
1998

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
CONDUCT AND DISCIPLINE RULES OF EMPLOYEES.

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MAHARAJI DAYANAND UNIVERSITY, AJMER
 CONDUCT AND DISCIPLINE RULES

A - CODE OF CONDUCT

1. General

- (1) Every employee shall at all times -
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty;
 - (iii) maintain dignity of office; and
 - (iv) do nothing which is unbefitting of an employee of the University.
- (2) Every employee shall abide by and comply with the orders of the superiors/seniors.
- (3) Every employee shall discharge his duty to the best of his ability in the interest of the University and shall not do more than his best judgement except when superiors.
- (4) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees of the University for the time being under his control and authority.

2. Improper and unbecoming conduct

An employee who -

- (i) is convicted of an offense involving moral turpitude whether in the course of the discharge of his duties or otherwise; or
- (ii) behaves in public in a disorderly manner unbecoming of his position as a University employee; or
- (iii) is proved to have sent an anonymous or pseudonymous petition to any person in authority; or
- (iv) leads an immoral life;

shall be liable to disciplinary action.

3. Devotion to duty shall include the following :

- (1) An employee shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his duties.
- (2) During the hours fixed for his duties, he shall devote himself diligently to his work and give full cooperation in all University work.

- (3) He shall carry on his work with accuracy and reasonable speed.
- (4) He shall act with due courtesy with whom he has to come in contact in the course of his duties.
- (5) He shall see that the University property, articles, apparatus, money etc. in his charge are used with reasonable care, and proper precautions are taken against any possible damage or them or loss to the University.

4. Private trade or employment

- (1) No employee shall whether on duty or on leave or under suspension -
 - (i) apply for any other employment nor accept any other employment with or without remuneration;
 - (ii) engage himself directly or indirectly in any trade or business or undertake any other employment;
 - (iii) enroll himself of higher studies in any educational institution;

without the previous written permission of the competent authority.

5. Unauthorised communication of information

- (1) Unless generally or specially empowered in this behalf, no employee shall communicate directly or indirectly to outside person or association or to the Press any documents or information which has come to his possession in the course of his duties or has been prepared or collected by him in the course of his duties, whether from official sources or otherwise.
- (2) Every employee shall take care to see that the contents of University papers, correspondence, file etc. of a confidential nature are not divulged to an unauthorised person directly or indirectly.

6. Business dealing with University

An employee shall not bid either in person or by agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.

7. Evidence before committee or any other authority

Nothing in this rule shall apply to evidence given in any judicial enquiry, or at an inquiry before any authority appointed by the Government or the State Legislature, or at any departmental inquiry ordered by a competent authority of the University.

8. Gifts

- (1) No employee or his/her family member or any person acting on his behalf shall accept any gift or any pecuniary advance, except from a near relative or personal friend having no official dealings.

- (2) Where it is customary to have gifts on occasions such as weddings, anniversaries, funeral or religious functions, an employee may accept gifts but he shall make a report to the Appointing Authority if the value of any such gift exceeds :
- (i) Rs. 1,000 from relatives or personal friends and Rs. 200 from others in the case of an officer of the University; and

9. Bigamous Marriages

- (1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the Vice-Chancellor, notwithstanding that such subsequent marriage is permissible under personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Vice-Chancellor.

10. Dowry

No employee shall

- (i) give or take or abet the giving or taking of dowry; and/or
- (ii) demand, directly or indirectly, from the parents or guardian or a bride or bridegroom, as the case may be, any dowry.

11. Prohibition to absence without leave

- (1) No employee shall except for unavoidable reasons, abstain himself from duty or from the station of his posting, without prior sanction of leave or overstay the period of sanctioned leave.
- (2) Habitual absence without leave, overstaying the sanctioned leave without sufficient grounds or proper and satisfactory explanation or habitual late attendance shall constitute misconduct.

12. Joining of Association by employees

No employee shall join or continue to be member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality or to the interests of the University or which tends to subvert the government established by law in the country or the State.

13. Submission of representations through proper channel

All applications, representations shall be submitted by employees through proper channel. Combined representations would be entertained only in exceptional circumstances.

14. Certain acts constituting mis conduct

Every employee of the University shall maintain a high standard of moral behaviour and conduct and among other acts, deed or deeds done by him/her in contravention of moral code of conduct, the following acts or omissions shall also be deemed to constitute misconduct on the part of the employee, namely:

- (i) willful insubordination or disobedience, whether in alliance with a co employee or not, of any order of the superior;
- (ii) willfully avoiding work or abetment or instigation thereof;
- (iii) theft, fraud, misappropriation or dishonesty in connection with University's work or property;
- (iv) commission of any act subversive of discipline or good behaviour in the premises or establishment such as drunkenness, riotous, disorderly or indecent behaviour, gambling or taking or giving bribes or any illegal gratification of any kind whatsoever;
- (v) habitual neglect of work or gross or habitual negligence;
- (vi) impertinent, rude and disrespectful language which is subversive to discipline;
- (vii) falsification, defacement or destruction of any records or accounts.

15. Adverse entries in assessment of work

Adverse entries in the confidential dossier maintained for the employees as provided in rule of Service Rules and communicated to him, shall lead to the with-holding of increments if these are made to two successive years and not expunged.

16. Professional Responisbility of Teachers**Aims of Education**

Education is the most potent instrument of social welfare and personal liberty. This is the medium of all round development of humanity and the foundation of its golden future. These universal aims of education can be identified as follows :

1. To prepare the younger generation for grappling with future problems through acquisition of universal knowledge, age-old learning and cultural traditions of its country :
2. To build strong enlightened, useful and patriotic citizens and provide them a prosperous life with a view to enhancing growth, prosperity and peace of society :
3. To promote democratic values for safeguarding the common interests of the people : and
4. To contribute to the efforts for international peace and national welfare.

Teacher and His Rights

A rational attitude of society and administration is essential for protecting the interest of teachers to enable them to play a purposeful role in the field of education. In this context, the teacher should be assured of sufficient pay, social recognition, proper working conditions, reasonable free time, freedom of thought and expression, social security for old age and adequate opportunities of promotion and professional growth. Effective steps should be taken by the state and society to achieve these objectives and ensure a proper place for the teacher in the society.

Duties of the Teacher

The Teacher plays a pivotal role in attaining the general aims of education. That highlights the special role of education vis-a-vis other professions. With the State and the society have a substantial role in enhancing the dignity of teaching, the teachers' own role in this direction is quite important.

(a) Teacher and Student

The teacher has to make all out efforts for the physical, mental and intellectual development of students to make them model citizens in respect of social, economic and moral understanding. The teacher will have to shoulder the following responsibilities to achieve this objective :

1. To accord just and unprejudiced treatment to all students, irrespective of religion, caste or economic status;
2. To make regular contribution in the personal development of students while looking after their interest and welfare.
3. To set a personal example for inculcating the virtues of self-reliance, national feelings and democratic values among students ;
4. To extend confidential information about students only to an authorised agency or in the interest of law ;
5. To assess students only on the basis of merit ;
6. To have an affectionate attitude towards all students and to try to improve their behaviour even after the occurrence of some untoward event rather than have a feeling of revenge, and
7. To abstain from accepting fees or honoraria, other than those permissible under rules, for providing guidance or coaching to students.

(b) Teacher and Guardians

A closer liaison is essential between teachers and guardians for attaining the broad objectives of education. Hence the teacher should :

1. respect the prerogative of guardians to look after the interest of students ;
2. develop friendly and cooperative relations with guardians, and
3. impart to and receive from guardians necessary information about students in the interest of their proper development.

(c) Teacher and Colleagues

The teacher should have fraternal relations with his colleagues, to achieve this objective he should :

1. behave with all those busy in educational activities in a manner he expects them to behave with him.
2. be co-operative towards his colleagues in evaluating the students and in activities relating to the educational world and the development of his profession
3. desist from resorting to the news media and such other sources to express displeasure with his colleagues,
4. avoid writing anonymously to the authorities about his colleagues.
5. resist the temptation of harming the teaching community for selfish interests and
6. refrain from passing information about colleagues to any individual or agency.

(d) Teacher and Employers or other Authorities

There is immense need for amicable relations between the employer and the teacher. A lot of mutual respect and fraternal feelings are needed for the purpose. The following means are suggested for achieving this objective :

- (a) To perform all professional activities through proper channels.
- (b) To avoid talking to unauthorized individuals about professional and secret information.
- (c) To try for promotion only on grounds of competence.
- (d) To refuse appointment or promotion offered out of turn, based on favoritism or against professional interests.
- (e) To continue to work as per bilateral agreement (between the employer and teacher) till the expiry of the period of agreement or change in the terms of agreement through mutual consent.
- (f) To desist from undertaking any responsibility/work involving financial benefit in contravention of professional etiquette and the general interests of the community ;

- (g) To co-operate with the authorities in the fulfillment of educational policies in conformity with professional responsibilities, and
- (h) To avoid the condemnation of authorities, behaviour through anonymous communication in newspapers and also conversational conflicts which harm students interests.

(e) Teacher and Society

The teacher's activities are not only related to educational institutions but they have a serious impact on common social interest.

The following points merit consideration in this regard :

1. To adhere to desirable standards expected of professionals by the society.
2. To participate in diverse activities of the community as a good citizen.
3. To strive for public co-operation in the promotion of educational programmes, and
4. To make necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

(f) Teacher and his professional Career

An unceasing effort for professional development alone can ensure the dignity of a teacher. The following steps would be helpful in this direction :

1. To carry on studies and have greater involvement in research, tours, conferences, seminars etc. for professional development.
2. To attract active youth to the teaching profession through adoption of teaching norms and behaviour to social needs.
3. To make teaching more purposeful through active participation in educational planning, and
4. To have active participation through membership of the associations meant for safeguarding professional growth and welfare of teachers.

17. Further rules of conduct in addition to the above

1. A teacher should occupy University accommodation only when it is allotted to him/her and vacate the same when he/she ceases to be entitled to retain the same. Otherwise, he/she shall be liable to disciplinary action in addition to penal rent chargeable according to the rules.
- ✓ 2. A teacher shall not participate in the activities of a faction of political party at the cost of University work.

3. If a teacher wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the Vice-Chancellor's permission and take leave for the period of his election campaign. He shall also take such leave as is due to him/her or leave without pay so long as he remains a member of the State Legislative Assembly or Parliament.
- ✓ 4. A teacher shall not indulge in adverse criticism of the University and its Officers by means of any article, broadcast or any other document or statement.
5. A teacher shall be entitled to protection by the university if he/she is subjected to any libel in the discharge of his duties.
6. A teacher shall not demand dowry for his marriage nor shall he/she commit bigamy.
7. A teacher shall not engage, without prior permission, in any trade or business or negotiate for or undertake any other remunerative employment in addition to his duties including part time Lectureship or private tuition on payment.
8. A teacher shall so manage his private affairs as to avoid habitual indebtedness and insolvency.
9. A teacher shall not be under the influence of any intoxicating drug or liquor during the hours of his duty.

B - DISCIPLINE**I. CLASSIFICATION**

1. The employee including the teachers of the University shall be classified as under :
 - (a) Teachers Service
 - (b) Officers Service
 - (c) Subordinate/Technical Service
 - (d) Ministerial Service
 - (e) Class IV Service.

The categories of employees covered in each of the above Services shall be as included in the Schedule I & II, respectively attached to Recruitment & Promotion Rules.

2. All the employees of the University who are in the service of the University at present or who are recruited in future shall be classified only in the above heads and their classification shall be treated as final and binding on them.

II. SUSPENSION

3. The appointing authority or any authority to which it is subordinate or any other authority empowered by the Vice-Chancellor in that behalf may place any employee under suspension -

- (a) Where a disciplinary proceeding against him is contemplated or is pending; or
- (b) Where a case against him in respect of a criminal offense is under investigation/enquiry or trial;

Provided that where an order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made; or

- (c) A University employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention by an order of the appointing authority and shall remain under suspension until further orders; or
- (d) Where the Vice Chancellor is satisfied that there are sufficient reasons for an employee to be placed under suspension.

41. Period of Probation

(1) All persons appointed to the service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the service by promotion/special selection against a substantive vacancy shall be placed on probation for a period of one year.

(2) During the period of probation specified in sub rule (1) each probationer may be required to pass such departmental examination and to undergo such training as the Board of Management/Vice-Chancellor may from time to time specify.

(3) In case of persons who die or due to retire on attaining the superannuation, the period of probation shall be reduced so as to end one day earlier immediately preceding the date of his death or retirement from the service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

42. Unsatisfactory progress during probation :

(1) If it appears to the appointing authority, at any time, during or at the end of the period of probation, that a person appointed on probation has not made sufficient use of opportunities or that he has failed to give satisfactory services, he may be reverted to the post held substantively by him immediately preceding his appointment, provided he holds a lien there on or in other cases may be discharged or terminated him from Service.

Provided that the appointing authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any employee by a specified period not exceeding two years in case of person appointed to post in the University Service by direct recruitment and one year in the case of person appointed by promotion/special selection to such post.

Provided further that the Appointing Authority may, if it so think fit in any case of persons belonging to Scheduled Castes or Scheduled Tribes, as the case may be, extend the period of probation by a period not exceeding one year at a time and a total extension not exceeding three years.

(2) Notwithstanding anything contained in the above proviso, during the period of probation, if a probationer is placed under suspension, or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such period the appointing authority thinks fit in the circumstances.

(3) A probationer reverted or discharged from Service during or at the end of the period of probation under sub rule shall not be entitled to any compensation.

43. Confirmation :

A probationer shall be confirmed in his appointment at the end of his period of probation if he has passed the prescribed departmental examination, if any completely and the appointing authority is satisfied that his integrity is unquestionable and he is otherwise fit for confirmation.

4. The appointing authorities shall take into consideration the following guidelines for placing a University employee under suspension :
 - (i) the allegations made against the employee are of a serious nature and on the basis of the evidence available there is a prime facie case for his dismissal or one of the major penalties; or
 - (ii) there is reason to believe that his continuance in active service is likely to cause embarrassment or to hamper the investigation of the case.
5. No employee who has been suspended is entitled to absent himself from his station during the period of his suspension.
6. An order of suspension shall continue to remain in force until it is modified or revoked by the authority who suspended him or an authority superior to him.
7. An employee under suspension on a charge of misconduct shall retire on the date of compulsory retirement but the payment of retirement benefits shall be subject to the final outcome of the enquiry which shall continue to be conducted. Retirement benefits in such cases shall be regulated according to Pension and G.P.F. Rules and other relevant rules.
8. The resignation of employee under suspension and during the pendency of the departmental enquiry shall not be accepted.
9. An order of suspension made or deemed to have been made under these rules may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.
10. Grant of leave during suspension
 - (1) Leave may not be granted to an employee under suspension.
 - (2) A suspended employee is required to remain at his headquarters. He can be asked by the suspending authority to mark his attendance daily in the attendance register of the concerned office situated at the station fixed as headquarters during the period of suspension.
 - (3) In exceptional circumstances looking to the stage of enquiry he can be permitted to leave headquarters for a limited period. Leaving of headquarters without permission will amount to additional misconduct calling for disciplinary action him.

III. PENALTIES

11. The following penalties may for good and sufficient reasons, which shall be recorded, and as hereinafter provided, be imposed on a University employee, namely :-

(a) Minor penalties :

- (i) Censure.
- (ii) Withholding of increments without cumulative effect, not exceeding three, or promotion for a period to be specified in the order.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused by him to the University by his negligence, breach of any law, rule or order.

(b) Major penalties :

- (i) Withholding of more than three increments without cumulative effect or an increment or increments with cumulative effect.
- (ii) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in the time scale.
- (iii) Compulsory retirement on proportionate pension or other retirement benefits.
- (iv) Removal from service.
- (v) Dismissal from service.

12. The following shall not amount to penalty within the meaning of these Rules:

- (1) Withholding of increments or promotion of an employee for failure to pass departmental examinations in accordance with the rules or orders governing the service or post or the terms of his appointment.
- (2) Non promotion on account of unsuitability or failure to pass the prescribed departmental examination.
- (3) Reversion to lower grade or post of an employee officiating in a higher grade or post for want of vacancy or an administrative ground unconnected with his conduct.
- (4) Reversion to lower service, grade or post on account of juniority, unsuitability or unfitness or failure to pass the prescribed departmental examinations.
- (5) Reversion to his permanent service, grade or post of an employee appointed on probation to another service, grade or post during or at the end of period of probation.
- (6) Termination of service of an employee appointed on probation/probationer during or at the end of period of probation, on grounds arising out of specific conditions laid down by the appointing authority, e.g. want of vacancy, failure to acquire prescribed special qualifications or to pass the prescribed test, or on account of unsuitability or unfitness.

- (7) Termination of services of a person appointed to hold a temporary appointment on the expiration of the period of that appointment.
- (8) Termination of service of any employee employed temporarily or under the terms of such agreement or at one month's notice, for abolition of the post or otherwise.
- (9) Termination of service of a person engaged under contract in accordance with the terms of the contract.
- (10) Compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement.

13. Authority competent to impose a penalty

- (1) The appointing authority or any other authority which may be superior to the appointing authority may impose upon an employee any of the penalties specified in rule 11.
- (2) The Vice Chancellor may delegate powers of imposing minor penalties to any officer other than the appointing authority, for employees working under him.
- (3) In the case of borrowed employees, proposals for taking disciplinary action shall be forwarded to the lending authority for necessary action.

IV. PROCEDURE FOR IMPOSING PENALTIES

(a) Minor penalty :

14. (1) No order imposing any of penalties specified in sub clauses (i) to (iii) of clause (a) of rule 11 - Minor penalties shall be passed except after :
 - (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make.
 - (b) such representation, if any, is taken into consideration by the disciplinary authority.
- (2) The record of proceedings in such cases shall include :-
 - (a) a copy of the intimation to the employee of the proposal to take action against him.
 - (b) a copy of the statement of allegations communicated to him.
 - (c) his representation, if any.
 - (d) the orders on the case together with the reasons therefor.

(b) Major penalty :

15. (1) No order imposing on an employee of the University any of the penalties specified in sub clauses (i) to (v) of Clause (b) of Rule 11 of these rules, shall be passed except after a departmental enquiry held, as far as may be, in the manner hereinafter provided.
- (2) The appointing authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held, such charges, together with statement of allegations on which they are based, shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the appointing authority-
- (a) to such authority, or
- (b) where a board of inquiry or Inquiry Officer has been appointed under these rules, to the Inquiry Officer, a written statement of his defence and also to state whether he desired to be heard in person.
- (3) The appointing authority may inquire into the charges itself, or if it considers it necessary to do so, it may either at the time of communicating the charges to the employee under sub rule (2) or at any time thereafter appoint a board of inquiry or inquiry officer for the purpose.
- (4) The employee shall, for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the Appointing Authority such records are not relevant for the purpose or it is against the public interest or the University's legitimate interest to allow access thereto.
- (5) On receipt of the written statement of defence or if no such statement is received within the time specified, the appointing authority or as the case may be the Board of Inquiry or the Inquiry Officer may enquire into such of the charges as are not admitted.
- (6) The appointing/disciplinary authority may nominate any person to present the case in support of the charges before the authority inquiring into the charges (hereinafter) referred to as the Inquiring Authority. The employee may present his case with the assistance of any other employee approved by the appointing/disciplinary authority, but should not engage any outsider or legal practitioner for the purpose, except for special reasons to be recorded in writing and in consideration of the circumstances of the case.
- (7) The enquiry officer of the Inquiring Authority shall, in the course of the enquiry summon such documentary evidence including the records of the University and take such oral evidence in the presence of the employee as may be relevant or material to the charges.

- (8) The employee shall be entitled to cross examine the witnesses examined in support of the charges and to give evidence in person and the person presenting the case in support of the charges shall be entitled to cross examine the employee and the witnesses examined in his defence.
- (9) Documents shall be admitted to evidence in original and secondary evidence in respect thereof shall be admissible only when it is proved or attested in the presence of the employee concerned.
- (10) The Inquiring Authority may, if he considers that the evidence of any witness, is not material to the subject matter of the enquiry, refuse to examine such witnesses, recording the grounds for the refusal.
- (11) The enquiry officer shall record the statement of the employee concerned.
- (12) In conducting the enquiry, the Inquiring Authority shall act in a quasi judicial manner.
- (13) The Inquiring Authority may alter the charges originally made.
- (14) At the conclusion of the enquiry, the Inquiring Authority shall prepare an inquiry report recording his finding of 'guilty' or 'not guilty' as the case may be, on each of the charges together with reasons thereof.

If in the opinion of such authority the proceedings of the inquiry establish charges different from those originally framed it may record findings on such charges provided that findings on such charges; provided that findings on such charges shall not be recorded unless the employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

- (15) The Inquiring Authority shall not under any circumstances make recommendations relating to the nature or quantum of penalties or punishments that may be imposed.
- (16) The records of the enquiry shall include -
 - (i) The charges framed against the employee and the statement of allegations furnished to him under sub rule (2) of rule 15.
 - (ii) His written statement of defence, if any.
 - (iii) The oral evidence taken in the course of the enquiry.
 - (iv) The documentary evidence considered in the course of the enquiry.
 - (v) The orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.
 - (vi) A report setting out his findings on each charge and the reasons thereof.

- (17) The Inquiring Authority shall, at the conclusion of the enquiry, send his report with other records of the enquiry referred to sub rule (16) above to the Appointing Authority.

16. Action by Appointing Authority

- (1) The Appointing Authority shall, if it is not the Inquiring Authority, consider the record of the enquiry and record its findings on each charge.
- (2) The Appointing Authority may while considering the report of the Enquiring Authority for just and sufficient reasons to be recorded in writing remand the case for further/de-novo enquiry, in case it has reason to believe that the enquiry already conducted has been laconic in some or the other.
- (3) If the Appointing Authority having regard to its findings on the charges, is of the opinion that any of the penalties specified in sub clause (b) of rule 11 i.e. Major Penalty, should be imposed, it shall :-
 - (a) furnish to the employee a copy of the report of the Inquiring Authority and where the Appointing Authority is not the inquiring authority a statement of its findings together with brief reasons for disagreement if any with the findings of the enquiring authority, and
 - (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit in a specified time such representation as he may wish to make against the proposed action.
- (4) The Appointing Authority shall consider the representation, if any, made by the employee in response to the notice under (3) (b) above and determine what penalty, if any, should be imposed on the employee and pass appropriate orders on the case.
- (5) If the Appointing Authority having regard to the findings of the enquiring authority and the circumstances of the case and after consideration of such representation as may be filed by the employee under sub rule (3) above, is finally of the opinion that the penalty to be imposed is minor penalty specified in rule 11 and not a major penalty specified therein, it shall pass appropriate orders in the case. Reasons shall, however, be recorded in the final order as to why a minor penalty has been imposed instead of a major one.
- (6) If the Appointing Authority is of the view, on consideration of the findings of the enquiring authority and records of the departmental enquiry, that the case against the employee concerned on any of the charges has not been established, he shall give an order in writing after recording his reasons, absolve the employee from any disciplinary action and discharge him.

7) Orders passed by the Appointing Authority shall be communicated to the employee who shall be supplied with a copy of the report of the Inquiring Authority and where the Appointing Authority is the inquiring authority, a statement of its findings together with brief reasons of disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

It will, however, not be necessary to furnish a copy of the report of the Inquiring Authority in the case where any of the penalties specified in sub clause (b) of rule 11 above, i.e. minor penalty, is imposed on the employee.

17. Special provisions in respect of certain cases

The procedure laid down in rule 15 and 16 may not be followed and all or any of its provisions may be waived in the following cases :-

- (i) when the order imposing punishment specified in clause (b) of rule 11 is to be based on facts which have led to the conviction of the employee charged in a criminal court. In such cases, the order of punishment may be passed on the basis of enclosed in the criminal case.
- (ii) When the employee charged has absconded or when it is for other reasons impracticable to communicate with him.
- (iii) In exceptional cases when there is difficulty in observing the exact requirements of rule 15. The requirement of this rule should not, however, be waived unless it can be done without injustice to the person charged. In such cases, the Inquiring Authority should record his reasons in writing for waiving the requirements of rule 15.

18. The officer appointed to conduct the inquiry shall not entrust the enquiry to any other person.

V. APPEALS AND REVIEW

19. (1) An employee may appeal against an order of suspension to the authority to which the authority which made the order is immediately subordinate. Appeal against the order passed by the Vice Chancellor shall lie to BOM.
- (2) An employee may appeal against an order imposing upon him any of the penalties specified in rule 11 to the Authority to which the authority which made the order is immediately subordinate. Appeal against the order passed by the Vice Chancellor shall lie to the Board.
- (3) In the case of an order which is applicable, the authority passing the order shall, within a reasonable time, give a certified copy of the order free of cost to the person against whom the order is passed.

- (4) No appeal under this rule shall be entertained unless it is submitted within a period of sixty days from the date on which the appellant receives a copy of the order appealed against :

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

- (5) Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, and shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language, and shall be complete in itself.

- (6) Every appeal shall be submitted through the proper channel to the authority which made the order appealed against :

Provided that a copy of the appeal may be submitted direct to the appellate authority.

- (7) The authority which made the order appealed may withhold the appeal if :

- (a) it is an appeal against an order from which no appeal lies;
- (b) it does not comply with any of the provisions of these rules; or
- (c) it is a repetition of an appeal already decided and no new facts or circumstances are addressed :

Provided that an appeal with held on the ground only that it does not comply with the provisions of sub rule (5) shall be returned to the appellant and, if resubmitted within fifteen days thereof after compliance with the said provisions, shall not be withheld.

- (d) Where an appeal is with held, the appellant, shall be informed of the fact and reasons therefor.

- (8) The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not with held under sub rule (7) above together with its comments thereon and the relevant records.

- (9) On receipt of the appeal, the appellate authority shall consider :

- (a) Whether the procedure prescribed in these rules has been complied with and if not, whether such non compliance has resulted in failure of justice.

- (b) Whether the facts on which the order was based have been established.

- (c) Whether the findings are justified and the facts established afford sufficient ground for taking action, and
 - (d) Whether the penalty imposed is adequate, excessive or inadequate.
- (10) After considering the appeal in the light of the above points, the appellate authority shall pass orders :
- (i) Setting aside, reducing, confirming or enhancing the penalty; or
 - (ii) Directing that further enquiry be held in the case, or
 - (iii) Making such other order in the case as it may deem fit.

Provided that where it is proposed to impose enhanced penalty, the employee concerned shall be given an opportunity of showing cause against the proposed enhancement.

(11) Implementation of the orders in appeal :

The authority which made the order appealed against shall give effect to the order of the appellate authority.

20. Review.

The authority to which an appeal against an order imposing any of the penalties specified in these rules or any authority superior to him, may of its motion or otherwise, call for the records of the case in a disciplinary proceedings, review any order passed in such cases and pass such orders as it deem fit, as if the employee had preferred an appeal against such order and provided that no action under this rule shall be initiated more than six months after the date of the order to be reviewed.

MAHARSHI DAYANAND PRADESHI UNIVERSITY

A R

RECRUITMENT & PROMOTION RULES
(As approved by Board of Management dated 27.06.1998)



AJMER
1998

**MDS UNIVERSITY OF AJMER RECRUITMENT AND PROMOTION
RULES FOR NON TEACHING EMPLOYEES.**

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**MDS UNIVERSITY OF AJMER RECRUITMENT AND PROMOTION
RULES FOR NON TEACHING EMPLOYEES**

CHAPTER I PRELIMINARY

1. Short title and commencement :

These rules may be called the MDS UNIVERSITY OF AJMER RECRUITMENT AND PROMOTION RULES FOR NON TEACHING EMPLOYEES and shall come into force with effect from the date of approval of the BOM.

2. Extent of application

These rules shall apply to all non teaching employees of the University, except following categories of the employees:

- (a) Work charge employees,
- (b) Casual labour,
- (c) Persons on deputation from any State Government, Government of India or any Statutory Board or Corporation or any Local Authority etc. who will be governed by the terms and conditions of deputation.
- (d) Persons appointed on contract who will be governed by the terms of the contract,
- (e) Persons appointed on part time basis, and
- (f) Any class of employees or any individual employee serving in connection with the affairs of the University who may be specifically exempted by the Board of Management from the application of these Rules.

3. Supersession of existing Rules and Orders :

All existing rules and orders in relation to matters covered by these rules are hereby superseded, but any action taken by or in pursuance of such existing rules and orders shall be deemed to have been taken under these rules.

4. Definitions

In these rules unless there is anything repugnant to the subject or context :

- (i) 'Appointing Authority' means the Vice Chancellor or any other authority who has been declared as appointing authority for particular category of posts under these rules.
- (ii) 'Direct recruitment' means recruitment otherwise than by promotion or absorption or transfer or deputation.
- (iii) 'Schedule' means a Schedule appended to these rules.
- (iv) 'Year' means a financial year beginning from 1st April and ending on 31st March following.

(v) 'Substantive appointment' means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

(vi) 'Service or experience' wherever prescribed in these Rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior posts, in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with these rules.

NOTE: Absence during Service e.g. training, leave and deputation etc. which are treated as 'duty' under the MDS UNIVERSITY OF AJMER CONDITIONS OF SERVICE ETC. OF EMPLOYEES (Rule 7(14), shall also be counted as service computing experience or service required for promotion.

5. Interpretation :

Where a doubt arises as to the interpretation or application of any of the provisions of the rules, the matter will be referred to the Board as Management whose decision shall be final.

6. Power to relax :

In exceptional cases where the Vice Chancellor is satisfied that operation of these rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular cases or where the Board of Management is of the opinion that it is necessary or expedient to relax any of the provisions of these Rules with respect of age or experience of any persons, it may dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable than the provisions already contained in these Rules.

CHAPTER II - CLASSIFICATION AND CADRE STRENGTH

7. Classification

- (1) The employees of the University shall be classified as under
 - (i) Teachers Service
 - (ii) Officers Service
 - (iii) Subordinate Technical Service
 - (iv) Ministerial Service
 - (v) Class IV Service

(2) The Categories of employees covered in each of the above Services shall be as included in Schedules I & II attached to these Rules.

(3) The Board of Management may revise the schedule in its discretion from time to time.

(4) The competent authority i.e. Vice Chancellor or any other authority to whom the powers of appointment have been or are delegated may leave unfilled or hold in abeyance any vacant post without thereby entitling any person to compensation or may create additional temporary posts from time to time.

8. Strength of the Services :

The strength of the various posts contained in the five services as classified in Rule 7 of these Rules, shall be such as may be notified by the Board of Management from time to time.

CHAPTER III - RECRUITMENT

9. Determination of Vacancies :

(1) (a) subject to the provisions of these rules, the appointing authority shall determine the actual number of vacancies in the beginning of the financial year.

(b) Where a post is to be filled in by a single method as prescribed in the rule or Schedule, the vacancies so determined shall be filled in by that method.

(c) Where a post is to be filled in by more than one method as prescribed in the rules or Schedule, the appointment of vacancies, determined under clause (a) above, to each such method shall be done maintaining the prescribed proportion for the over all number of posts already filled in. If any fraction of vacancies is left over, after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota.

(2) The Appointing Authority shall also determine the vacancies of earlier years, year wise which were required to be filled in by promotion if such vacancies were not determined and filled earlier in the year in which they were required to be filled in.

10. Reservation of vacancies for the Scheduled Castes and the Scheduled Tribes

(1) Reservation of vacancies for the Scheduled Castes and Scheduled Tribes shall be in accordance with the decision of the Board of Management for such reservation in force at the time of recruitment i.e. by direct recruitment and promotion, for University employees.

(2) The vacancies so reserved for promotion shall be filled in by seniority-cum and merit cum seniority as per quote prescribed.

(3) In filling the vacancies so reserved the eligible candidates who are members of the Scheduled Castes, Scheduled Tribes shall be considered for appointment in the order in which their names appeared in the list prepared for direct recruitment by the Selection Committee/ Appointing Authority, and by the appointing authority i.e. the Promotional Committee in the case of promotes, irrespective of the merit as compared with other candidates.

42 RECRUITMENT & PROMOTION RULES FOR NON TEACHING EMPLOYEES

(4) Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non availability of the eligible and suitable candidates among Scheduled Castes and Scheduled Tribes, as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal Procedure, and an equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled shall be carried forward to the subsequent three recruitment years in total and there after such reservation would lapse :

Provided that there shall be no carry forward of the vacancies in posts or classes/category/group of posts in any cadre or service to which promotions are made on the basis of merit alone, under these Rules.

11. Reservation of vacancies for Other Backward Classes :

Reservation of vacancies for Other Backward Classes shall be in accordance with the decision of the BOM for such reservation in force at the time of direct recruitment. In the event of non availability of eligible and suitable candidates amongst Other Backward Classes in a particular Year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

12. Nationality:

The candidate for the appointment to any of the posts in different Services must be a citizen of India.

13. Age :

Minimum age limit for direct recruitment to the post in the University service shall be 18 years:

14. Qualifications for appointment :

Qualifications for direct appointment and appointment by promotion to the various posts in the University Service shall be as are prescribed in the Schedules I, III & IIIA attached to these Rules.

15. Character :

No Person shall be appointed to any post by direct recruitment unless the appointing authority is satisfied that he possesses good character and antecedents.

16. Physical fitness :

A candidate for direct recruitment to the University Service, must be in good mental or Physical health and free from any mental or physical defect likely to interfere with the efficient performance of his duties in the University Service and if selected must produce a certificate to that effect from a medical authority notified by the University for the purpose.

17. Employment of irregular or improper means :

A candidate who is or has been declared by the examining/selection body/ committee or by the appointing authority guilty of impersonation or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining

admission to the examination or appearance at any interview, shall, in addition to rendering himself liable to criminal prosecution be debarred either permanently or for a specified period -

(a) by the examining/selection body or the appointing authority from admission to any examination or appearance at any interview held by that authority for selection of the candidates; and

(b) by the Vice Chancellor from employment under the University.

18. Disqualifications for appointment :

The disqualifications for appointment are laid down in the MDS University of Ajmer Conditions of Service etc. of employees and MDS University of Ajmer Conduct and Discipline Rules.

19. Qualifying Service for promotion :

No person shall be appointed to the University Service by promotion unless he has been serving the University, on the post from which promotion is made or a post declared equivalent there to by the University, for a period not less than that prescribed in the Schedules attached to these Rules on the first day of April of the year in which the selection is made. This period will include continuous officiation, if any, followed by confirmation.

20. Convassing :

No recommendation for recruitment either written or oral other than that required under the rules, shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his recruitment.

21. Mode of Recruitment :

(1) Recruitment to a post under the University will be made under the following modes :

(i) By direct recruitment (including competitive/oral examination/Departmental Section committee)

(ii) By promotion ;

(iii) By contract ;

(iv) By deputation ; and

(v) By special selection.

(2) The designation, (scale of pay) age limit, educational and other qualifications, experience, method of recruitment etc. for each post shall be as specified in the Schedules attached to these Rules.

22. Ratio between Direct Recruitment and Promotion :

The ratio for appointment by direct recruitment and by promotion shall be as prescribed in the Schedule III - A attached. If suitable person (s) for promotion are not available, the appointing authority may fill the remaining posts by direct recruitment. In case of posts where 2/3rd vacancies are to be filled up by promotion, the cycle order will be First two by promotion and next by direct recruitment.

CHAPTER IV - PROCEDURE OF RECRUITMENT BY DIRECT RECRUITMENT

23. Frequency of Competative examination :

The direct recruitment can be made through Competative examination or oral examination by both. A competitive examination for recruitment to University Service, wherever prescribed, shall be held as and when considered necessary by the MDS University of Ajmer.

24. Authority for conducting the examination and the syllabus :

(1) The Registrar or any other officer authorised by the Vice Chancellor shall be the authority for conducting the competitive examination.

(2) The examination shall be conducted in accordance with the syllabus annexed to these Rules. (annexure I) The syllabus may be revised from time to time by the Vice Chancellor.

25. Inviting of applications :

The appointing authority shall invite applications for appointment in respect of the post which have been determined to be filled by direct recruitment. Along with the notice for inviting such applications or in such manner as the appointing authority may deem fit such instruction giving information inter alia on the following points may also be issued by the appointing authority for the guidance of the candidates :

- (i) The number of vacancies to be filled in by direct recruitment, indicating the number of vacancies reserved for candidates of S.C. and S.T./O.B.C. ;
- (ii) Date of submission of applications and method of submission ;
- (iii) Qualifications required for candidates and methods by which these qualifications shall be established ;
- (iv) Date and place of examination or Interview
- (v) Syllabus of the examination.

26. Form of Application :

The application shall be made in the form prescribed by the Registrar and obtained from his office on payment of such fees as may be prescribed by the University from time to time.

27. Admission to the competitive examination :

(1) No candidate shall be admitted to the competitive examination unless he holds a certificate or admission granted by the appointing authority/Registrar. Before granting such a certificate, the competent authority shall satisfy himself in each case that the application has been made strictly in accordance with the provisions of these Rules :

Provided that the appointing authority may at their discretion, allow any bona fide mistakes made in the filling of the prescribed forms or presentation of the application to be furnished or any certificate or certificates furnished with the application to be furnished good time before the commencement of the examination.

(2) The decision of the competent authority as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

8 RECRUITMENT & PROMOTION RULES FOR NON TEACHING EMPLOYEES

(4) As soon as the appointing authority determines the number of vacancies under these rules and decides that a certain number of posts are required to be filled in by promotion, it shall, subject to special provisions, if any, prepare a correct and complete list of the senior persons who are eligible and qualified under these rules for promotion on the post on seniority cum merit basis or on the basis of the merit cum seniority to the class of post concerned.

(5) The employees enumerated in the column regarding post from which promotion is to be made in the Schedules annexed shall be eligible for promotion to the post specified against them in column 2 there of, to the extent indicated in the Schedule in column 3 subject to their possessing minimum qualifications and experience on the last day of the month of April of the year as specified in the relevant column. In case suitable candidate is not available for making promotion to a post under consideration, than the procedure for direct recruitment shall be adopted.

(6) No person shall be considered for first promotion in the University Service unless he is substantively appointed and confirmed on the lowest post in the service or in his line. After first promotion in the service for subsequent promotion to higher posts in the service, person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under these rules : provided that for first promotion in services if the number of persons substantively appointed and confirmed on the lowest post, equal to the number of vacancies are not available then persons who have been appointed to the lowest post in the service after selection in accordance with one of the methods of recruitment prescribed under these rules, shall also be eligible if they fulfill other conditions of eligibility.

(7) The zone of consideration of persons eligible for promotion shall be as under :

No. of Vacancies	No. of eligible persons to be considered
For 1	5
For 2	8
For 3	10
for 4 or more	Three times to number of vacancies.

Where a number of eligible persons for promotion to the higher post is less than the number specified above, all the persons so eligible shall be considered. Where adequate number of the candidates belonging to the scheduled castes or the scheduled tribes, as the case may be, are not available within the zone of consideration, the same shall be extended to five times of the number of vacancies and the candidates belonging to the SC/ST, as the case may be, within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(8) In selecting the candidates for promotion, regard shall inter alia, be had to their :

- (i) Personality and character ;
- (ii) Act and Efficiency
- (iii) Intelligence and ability to express themselves in Hindi/English in official work ;
- (iv) Proficiency in official work ;
- (v) Integrity ; and
- (vi) Previous record of service.

28. Examination fee :

(1) A candidate for direct recruitment to a post in the University must pay to the University such fees as are fixed by the Registrar.

(2) No claim for the refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination unless the candidate is not admitted to the examination by the University and in the latter case, a deduction of Rs 10 shall be made from the amounts before the refund is made.

29. Medical examination fee :

Candidates who are required to appear before the Medical Board shall pay to the Chairman of the Medical Board, a non refundable fee prescribed by them before the medical examination is held.

30. Personality and viva-voce examination :

(1) Unless the appointing authority decides otherwise the number of candidates to be called for interview may not exceed 10 (Ten) times the number of posts to be filled. In order to enable the appointing authority to select the persons who may be called for interview, the marks obtained in the written test, if conducted, shall be the basis for the same.

(2) Candidates who are selected for interview in accordance with the sub rule (1) shall appear before the relevant Selection Committee as mentioned in Schedule IV.

31. Recommendations of Selection Committee :

(1) Selection Committee referred to in rule 30 (2) shall adjudge the suitability of the candidates for appointment to the posts and shall prepare a list of candidates recommended by it for direct recruitment in order of merit as adjudged by it.

(2) The number of candidates thus recommended by the Committee shall be one and a half times the number of vacant posts and the names shall be arranged in order of merit. The Committee shall send its recommendations, as mentioned above, to the appointing authority who shall select the candidates in order of merit in the list prepared by the Committee under rule 31 (1) provided that it is satisfied after such enquiry as may be considered necessary that such candidates are suitable in all respects for appointment to the service of the University.

CHAPTER V - PROCEDURE FOR RECRUITMENT BY PROMOTION**32. Procedure and criteria for appointment by promotion :**

(1) Subject to provisions of these rules appointment to a post by promotion, whether in a permanent or officiating capacity, shall be made on the basis of seniority-cum-merit from amongst employees serving on next lower posts as specified in Schedule III-A.

(2) The person holding the post specified in the relevant Schedules shall be eligible for promotion subject to their possessing minimum qualification and experience on the last day of the month of April of the year as required.

(3) No person shall be appointed by promotion to a senior post unless he fulfills the requirements laid down in the schedule annexed to these rules.

(4) As soon as the appointing authority determines the number of vacancies under these rules and decides that a certain number of posts are required to be filled in by promotion, it shall, subject to the provisions, if any, prepare a correct and complete list of the senior persons who are eligible and qualified under these rules for promotion on the post on seniority or on the basis of the merit cum seniority to the class of post concerned.

(5) The employees enumerated in column regarding post from which promotion is to be made in the Schedule shall be eligible for promotion to the post specified against them in column 2 of, to the extent indicated in the Schedule in column 3 subject to the condition of possessing minimum qualifications and experience on the last day of the month of the year as specified in the relevant column. In case suitable candidate is not available for making promotion to a post under consideration, then the procedure of direct recruitment shall be adopted.

(6) No person shall be considered for first promotion in the University Service unless he is substantively appointed and confirmed on the lowest post in the service or in his line. After first promotion in the service for subsequent promotion to higher posts in the service, person shall be eligible if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under these rules; provided that for first promotion in services if the number of persons substantively appointed and confirmed on the lowest post, equal to the number of vacancies are not available then persons who have been appointed to the lowest post in the service after selection in accordance with one of the methods of recruitment prescribed under these rules, shall also be eligible if they fulfill other conditions of eligibility.

(7) The zone of consideration of persons eligible for promotion shall be as under:

No. of Vacancies	No. of eligible persons to be considered
For 1	5
For 2	8
For 3	10
for 4 or more	Three times to number of vacancies.

Where a number of eligible persons for promotion to the higher post is less than the number specified above, all the persons so eligible shall be considered. Where adequate number of the candidates belonging to the scheduled castes or the scheduled tribes, as the case may be, are not available within the zone of consideration, the same shall be extended to five times of the number of vacancies and the candidates belonging to the SC/ST, as the case may be, within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(8) In selecting the candidates for promotion, regard shall inter alia, be had to their:

- (i) Personality and character;
- (ii) Act and Efficiency;
- (iii) Intelligence and ability to express themselves in Hindi/English in official work;
- (iv) Proficiency in official work;
- (v) Integrity; and
- (vi) Previous record of service.

(9) For the purpose of recommending candidates for promotion, there shall be a Departmental Promotion Committee in respect of each category of post. The Composition of the Departmental Promotion Committee shall be the same as that of the Selection Committee prescribed for direct recruitment under rule 30 (2) and mentioned in the Schedule IV annexed.

(10) The list prepared under rule 32 (4) shall be put up before the Departmental Promotion Committee constituted for the purpose vide sub rule (9). The Committee shall consider the cases of all the candidates and shall select a number of candidates equal to double the number of vacancies likely to be filled in by promotion, including likely officiating appointments and shall arrange the names in the list in order of merit as adjudged by it. Separate lists for posts under seniority cum merit and merit cum seniority shall be prepared.

(11) The Departmental Promotion Committee may call any of the persons for interview.

(12) The list of candidates selected by the D.P.C. under sub rule (10) above, shall be sent to the appointing authority. Such a list shall be divided in two parts :

(i) First list shall be equal to the vacancies determined ;

(ii) The second list shall be of equal number for filling temporary or permanent vacancies which may occur subsequently. Such a list shall be reviewed and revised by the DPC that meets in the subsequent year and that such a list shall remain in force till the end of the last day of the next year or till the DPC meets, whichever is earlier.

(13) Appointment shall be made by the appointing authority taking persons out of the list finally approved under the preceding sub rule in the order in which they have been placed in the list, till such list is exhausted or reviewed or revised as the case may be.

(14) If in any subsequent year after promulgation of these rules, vacancies relating to any earlier year which were required to be filled up by promotion, the DPC shall consider the cases of all such persons who would have been eligible in the year to which the vacancy is laid irrespective of the year in which the meeting of the DPC is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancy relates and the service and/ or experience of an incumbent who has been so promoted for promotion to a higher post for any period during which he has not actually performed the duties to which he would have been promoted, shall be counted. The pay of such person who has been so promoted shall be revised at the pay which would have drawn at the time of his promotion but no arrears of pay shall be allowed to him.

33. Restoration of promotion of persons foregoing promotions :

In case of promotion and on his appointment by promotion to the next higher post on regular basis or on the basis of D.P.C. foregoes such an appointment shall be considered again for appointment by promotion only after a period of one year.

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

F.1(MDSU/Estt/2005

Date : 07.12.2005

OFFICE ORDER

In accordance with the recommendations of the committee appointed by the Board of Management vide its Res. No. 11 dated 10.4.2004, the Vice Chancellor has been pleased to order that the following Rule 35A be added below the existing Rule 35 of the recruitment and promotion rules for non-teaching staff, 1998 and treated to be in force w.e.f. 27.6.1998 :

35A Notwithstanding anything contained in these rules, the Vice Chancellor may provide/second on any of the post, the services of the University employee to other university in Rajasthan state on consent of the employee concerned and on requisition of the borrowing university. In such a case, the employee shall be allowed to retain lien on his substantive post for a maximum period of three years in general. He will not be paid salary from the parent university but by the borrowing university during the period of deputation, and on repatriation, he will be allowed the admissible annual grade increments to the basic pay drawn on the day of his deputation, for the period of service on deputation. In case, the date of superannuation falls during the period of deputation, the employee must join the parent university back at least a weeks' time before the date of his superannuation. The borrowing university will be liable to deduct out of the salary of the employee on deputation and arrange to deposit every month to the account of the parent university the amount of loan installments, subscription to GPF and Pension Fund & Gratuity and other deductions, as the case may be.

Provided that (1) the leave account of the employee shall be inoperative from the date he is relieved on deputation until he resumes his duty back. However, he would be entitled to avail the leave during the period of deputation in the borrowing University as per the leave balance to his leave account in the parent University. (2) The borrowing University shall be liable to remit at the time of repatriation of the employee, an amount of pay equal to leave earned but not availed by that employee during the period of deputation, so that the burden of encashment of leave to the employee concerned at the time of his retirement is not put on the parent University.

F.1(MDSU/Estt/2005/678-81

Copy Forwarded for information to :

The Comptroller, MDSU, Ajmer

The Asstt. Registrar (Acad), MDSU, Ajmer for reporting it to the Board of Management in its next meeting in compliance of the Res. No.11 dated 10.4.2004 of the Board of Management.

Administrative Secretary to the Vice Chancellor, MDSU, Ajmer

Registrar

Date : 07.12.2005

Dy.Registrar (Estt.)

(2) In the event of non availability of suitable persons, fulfilling the requirements or eligibility for promotion, the Board of Management may, notwithstanding the condition of eligibility for promotion required under sub rule (1) above, lay down general instructions for grant of permission to fill the vacancies on urgent temporary basis subject to such conditions and restrictions regarding pay and other allowances as it may direct.

39. Filling up of vacancy caused due to dismissal, removal etc.

Notwithstanding anything contained in these rules, where an employee has been dismissed, removed or reduced from any class, category or grade in service, no vacancy caused thereby or arising subsequently in such class/cadre in the service, shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

40. Seniority :

(1) Seniority in each class/category of posts shall be determined by the date of order of substantive appointment against the substantive posts in a particular class/category of posts.

(2) The seniority interse of the persons who joined the University of Ajmer on transfer basis upto 26.8.1988 from the University of Rajasthan will be the same as was in the University of Rajasthan irrespective of the fact of the date of joining of the University of Ajmer in a particular cadre.

(3) That the seniority interse of the persons appointed to a particular category by direct recruitment on the basis of one and the same selection, except those who did not join service when the post was offered shall follow the order in which they have been placod in the list prepared by the Selection Committee.

(4) That if two or more persons are appointed to the posts in the same category, during the same financial year, the persons appointed by promotion, shall rank senior to a person appointed by direct recruitment.

(5) That the persons promoted from regular channel/category of posts will be senior to those who have been promoted/appointed from different category/class of posts.

(6) That the persons selected and appointed as a result of selection, which is not subject to review and revision, shall rank senior to the persons who are selected and appointed as a result of subsequent selection.

(7) That the seniority interse of the persons selected on the basis of the seniority and on the basis of merit in the same selection shall be the same as in the next below grade, if otherwise not adjudged under rule 32(10).

(8) That the fixed wage employees appointed in regular grade in initial cadre and in a regular grade against substantive post, the seniority will be determined from the date of substantive appointment.

NOTES : 1. The persons who have joined on transfer from University of Rajasthan in the same category/class of posts alongwith their past service will naturally be treated senior over new recruits.

2. The persons who have joined on higher post will be treated as promoted in view of Government order No. F.5 (13)/Shiksha/4/87 dated 25.11.1987.
3. Cut off date for determining seniority for employees who joined this University over a period of time on the basis of transfer of service from the University; of Rajasthan, Jaipur, has been decided as 26.8.1988, extending the financial year 1987-1988 upto this date for application of sub rule (4) above.

40.A RULES FOR DETERMINATION OF SENIORITY OF UNIVERSITY TEACHERS

Short Title : These rules may be called rules for determination of seniority of University Teachers.

1. DEFINITIONS :

(1) In these rules, unless there is anything repugnant in the subject or context :-

- (i) "Substantive appointment" means an appointment other than temporary/adhoc appointment after due process of selection as laid down in the Rajasthan Universities Teachers & Officers (Selection for appointment) Act., 1974 or after due observance of the provisions of any other relevant law and rules made thereunder to a substantive vacancy and includes appointments made in accordance with the provisions of the Rajasthan Universities Teachers (Absorption of Temporary Lecturers) Ordinance (No. 5) of 1978, the Rajasthan Universities Teachers (Absorption of Temporary Lecturers) Act No. 7 of 1979 and any scheme of promotion to higher posts.
 - (ii) "Temporary/Adhoc Appointment" means an appointment made in accordance with the provisions of sub-section (3) of Section 3 of the Rajasthan Universities Teachers & Officers (Selection for appointment) Act. (Act. No. 18 of 1974).
 - (iii) "Date of Appointment" means the date on which the person concerned was appointed/promoted by the appointing authority.
 - (iv) "Stipulated period allowed for joining" means the period of 14 (Fourteen) weeks allowed to a person to join his duty from the date of appointment
 - (v) "Department" means a teaching or a research Unit of the University..
 - (vi) "Publicly/Notified" means information made available to the persons concerned by notification or circular sent to the concerned teaching department of the University.
- (2) For terms not defined to sub-rule (1) the definitions given in the University of Rajasthan Act of 1946 and Rajasthan Universities Teachers & Officers (Selection for Appointment) Act of 1974 as amended from time to time shall apply.

2. DETERMINATION OF SENIORITY WITHIN THE DEPARTMENT

(1) The seniority, amongst teachers of the same cadre in the same department shall be determined by the date of substantive appointment or selection by a duly constituted Selection Committee set up under the relevant Act/Statutes. However, amongst the persons appointed on the same date, the inter seniority shall be determined by :

- (i) The order of merit/preference/seniority drawn by the Selection Committee amongst the persons so selected and the persons placed in the main list being treated senior to those placed in the reserve list.
- (ii) In case there is no order of merit/preference amongst the persons selected the seniority shall be determined as follows :
 - (a) The seniority of persons who were already working in this University in the lower cadre in the same department shall be determined on the basis of their length of permanent capacity in this University shall be considered senior to the outsider.
 - (b) As amongst the persons some of whom were serving in the lower cadre in this University and some others in some other organisation, the person already serving in permanent capacity in this University shall be considered senior to the outsider.
 - (c) Where a case is not covered under (a) & (b) of this clause, the seniority position shall be determined by the date of birth i.e the elder shall be senior.

3. DETERMINATION OF INTER-DEPARTMENTAL SENIORITY AMONGST TEACHER

- (i) The inter departmental seniority amongst teachers of the same cadre shall be determined by the date of their regular appointment or personal promotion against an ex-cadre post-under the Act as the case may be.
- (ii) Where the teachers of the same cadre have been regularly appointed or promoted against ex-cadre posts under relevant Act on the same date in different departments, their inter-se-seniority shall be determined by their respective date of birth, i.e. the elder will be senior.

4. The provisional seniority lists prepared in accordance with these rules in respect of each teaching department shall be publicly notified and objection invited which shall be submitted within the period specified for the purpose. After consideration of objections by a Committee constituted by the Vice Chancellor, the final lists shall be publicly notified. Objections to Principles of seniority as prescribed in these rule shall not be entertained.

5. These rules shall not apply to individual cases already decided by the University/competent authority.

6. If any difficulty arises in application of these rules, it shall be referred to the Board of Management whose decision shall be final.

41. Period of Probation

(1) All persons appointed to the service by direct recruitment against a substantive vacancy shall be placed on probation for a period of two years and those appointed to the service by promotion/special selection against a substantive vacancy shall be placed on probation for a period of one year.

(2) During the period of probation specified in sub rule (1) each probationer may be required to pass such departmental examination and to undergo such training as the Board of Management/Vice-Chancellor may from time to time specify.

(3) In case of persons who die or due to retirement attaining the superannuation, the period of probation shall be reduced so as to end one day earlier immediately preceding the date of his death or retirement from the service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

42. Unsatisfactory progress during probation :

(1) If it appears to the appointing authority, at any time, during or at the end of the period of probation, that a person appointed on probation has not made sufficient use of opportunities or that he has failed to give satisfactory services, he may be reverted to the post held substantively by him immediately preceding his appointment, provided he holds a lien there on or in other cases may be discharged or terminated him from Service.

Provided that the appointing authority may, if it so thinks fit in any case or class of cases, extend the period of probation of any employee by a specified period not exceeding two years in case of person appointed to post in the University Service by direct recruitment and one year in the case of person appointed by promotion/ special selection to such post.

Provided further that the Appointing Authority may, if it so think fit in any case of persons belonging to Scheduled Castes or Scheduled Tribes, as the case may be, extend the period of probation by a period not exceeding one year at a time and a total extension not exceeding three years.

(2) Notwithstanding anything contained in the above proviso, during the period of probation, if a probationer is placed under suspension, or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such period the appointing authority thinks fit in the circumstances.

(3) A probationer reverted or discharged from Service during or at the end of the period of probation under sub rule shall not be entitled to any compensation.

43. Confirmation :

A probationer shall be confirmed in his appointment at the end of his period of probation if he has passed the prescribed departmental examination, if any completely and the appointing authority is satisfied that his integrity is unquestionable and he is otherwise fit for confirmation.

CHAPTER VIII : PAY AND ALLOWANCES AND CONDITIONS OF SERVICE ETC.**44. Scale of pay :**

The scale of pay of the employees of the University shall be such as may be admissible according to the rules referred to in rule 47 or as may be sanctioned by the University from time to time.

45. Pay during probation :

The initial pay of person appointed by direct recruitment to a post in the University shall be the minimum of the scale of pay of the post :

Provided that the pay of person already serving in connection with the affairs of the University shall be fixed in accordance with the provisions of the RULES REGULATING THE PAY AND ALLOWANCES OF THE UNIVERSITY EMPLOYEES.

46. Increment during probation :

A probationer shall draw increment, in the scale of pay admissible to him in accordance with the provisions of the Rules Regulating the Pay and Allowances of the University Employees.

47. Regulation of leave, allowances, pension etc :

Except as provided in these Rules, the pay, allowances, pension, leave and other conditions of service of the persons appointed as University employees shall be regulated by :

- (1) MDS University of Ajmer Conditions of Service etc. of employees.
- (2) MDS UNIVERSITY OF AJMER - Rules regulating the pay and Allowances of University employees.
- (3) Leave Rules.
- (4) Conduct and Discipline Rules.
- (5) MDS University of Ajmer GPF Rules.
- (6) MDS University of Ajmer Travelling Allowance Rules.
- (7) MDS University of Ajmer House Rent allowance Rules.
- (8) MDS University of Ajmer Dearness Allowance Rules.
- (9) MDS University of Ajmer Compensatory (city) All. Rules.
- (10) MDS University of Ajmer Medical Attendance Rules.

(11) Any other rules governing general conditions of service or specific conditions made by the Board of Management and for the time being in force.

48. Repeal and Savings :

The Rajasthan University Employees (Non-Teaching) Recruitment Rules as were adapted under orders of the Vice chancellor dated 6.9.1987 and confirmed vide Board of Management Resolution No. 1 dated 7.12.1987 are hereby repealed.

Notwithstanding such repeal, all things done, action taken or orders made under those rules, shall be deemed to have done, taken or made under those rules as amended by this Ordinance

ANNEXURE-I
(Ref. Rule 24(2))

कनिष्ठ लिपिक कम टंकक पद पर नियुक्ति की प्रक्रिया

विश्वविद्यालय में कनिष्ठ लिपिक कम टंकक की नियुक्ति हेतु चयन की प्रक्रिया निम्नानुसार होगी।

(1) पात्रता—(अ) न्यूनतम शैक्षणिक योग्यता—आवेदक मान्यता प्राप्त विश्वविद्यालय की स्नातक उपाधि अथवा इसके समकक्ष परीक्षण उत्तीर्ण हो। अधिमान्यतः कम्प्यूटर डाटा एन्ट्री के ज्ञान के साथ।

(ब) हिन्दी अथवा अंग्रेजी टंकण का आवश्यक ज्ञान।

(2) आयु सीमा—विज्ञापन की दिनांक को आवेदक की आयु 21 वर्ष से कम और 30 वर्ष के अधिक नहीं होनी चाहिए।

(3) चयन प्रक्रिया—आवेदकों को एक प्रतियोगिता परीक्षा देनी होगी। इसमें दो लिखित प्रश्न पत्र (प्रथम एवं द्वितीय) तथा अंग्रेजी अथवा हिन्दी की टंकण परीक्षा, (ऐसे आवेदक जो कम्प्यूटर डाटा एन्ट्री कौशल की परीक्षा में सम्मिलित होना चाहें उनके लिए टंकण परीक्षा के साथ अतिरिक्त डाटा एन्ट्री कौशल की परीक्षा) एवं मौखिक परीक्षा/साक्षात्कार सम्मिलित होगी। प्रतियोगिता परीक्षा का पाठ्यक्रम एवं विस्तृत विवरण आगामी अनुच्छेदों में उल्लेखित है।

(4) परीक्षा शुल्क—रु. 50/- का रेखांकित डिमाण्ड ड्राफ्ट जो कि कुल सचिव, महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर के नाम देय हो, निर्धारित आवेदन पत्र के साथ संलग्न करना होगा।

(5) परीक्षा आवेदन पत्र—निर्धारित परीक्षा आवेदन पत्र विश्वविद्यालय कार्यालय से 10/- रु. जमा करवाकर कैश काउन्टर से प्राप्त होगा तथा जो अभ्यर्थी अपना आवेदन पत्र डाक से भंगवाना चाहेंगे उन्हें 25/- रु. का रेखांकित पोस्टल आर्डर अथवा रेखांकित डिमाण्ड ड्राफ्ट आवेदन पत्र भेजने हेतु कुल सचिव, महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर को प्रेषित करना होगा।

(6) वेतनमान—रु. 950-20-1150-25-1400-30-1640-40-1680 (गंहगाई भत्ता एवं अन्य भत्ते विश्वविद्यालय के नियमानुसार देय होंगे)

(7) परीक्षा योजना—प्रतियोगी परीक्षा की योजना निम्न प्रकार है:-

(I) लिखित परीक्षा

(क) प्रथम प्रश्न पत्र समय 3 घण्टे पूर्णांक न्यूनतम उत्तीर्णांक अन्य विवरण

खण्ड (अ)	50 अंक	} 200	45%
खण्ड (ब)	50 अंक		
खण्ड (स)	50 अंक		
खण्ड (द)	50 अंक		

(ख) द्वितीय प्रश्न पत्र समय 2 घण्टे

हिन्दी—	50 अंक	} 100
अंग्रेजी—	50 अंक	

प्रथम प्रश्न पत्र के न्यूनतम उत्तीर्णांक 45% अंक व उससे अधिक अंक अर्जित करने वाले अभ्यर्थियों में से, अंकों की वरीयता के आधार पर रिक्त पदों की संख्या के पचास गुना प्रथम वरीयता अर्जित अभ्यर्थियों

की ही द्वितीय प्रश्न पत्र की उत्तरपुस्तिकाओं का मूल्यांकन किया जाएगा अन्य का नहीं।

(II) टंकण एव डाटा एण्ट्री कौशल परीक्षा	150
(1) केवल टंकण परीक्षा देने वाले अभ्यर्थियों के कुल 150 अंक अथवा	
(2) टंकण परीक्षा के साथ डाटा एण्ट्री कौशल परीक्षा देने वाले अभ्यर्थियों के लिए टंकण परीक्षा 100 अंक डाटा एण्ट्री कौशल परीक्षा 50 अंक	
(III) मौखिक परीक्षा/साक्षात्कार	50
कुल पूर्णांक	500

(8) लिखित परीक्षा, टंकण परीक्षा एवं मौखिक परीक्षा सम्बन्धी विवरण व पाठ्यक्रम :
प्रथम प्रश्न पत्र

प्रथम प्रश्न पत्र तीन घण्टे का बहुविकल्पीय उत्तरोंवाला, वस्तुनिष्ठ प्रकार का प्रश्न पत्र होगा। इसका उत्तर पत्र कम्प्यूटरीकृत मूल्यांकन वाला होगा एवं यह प्रश्न पत्र 200 अंकों का होगा। इसके निम्न खण्ड होंगे -

भाग "अ" मानसिक योग्यता	50 अंक
1. अंक गणित और संख्या विषयक एवं तार्किकता सम्बन्धी अभिरोग्यता।	
2. सामान्यीकरण तथा निष्कर्ष निकालना।	
3. समझने, आंकलन करने एवं निर्णय लेने की योग्यता।	
भाग "ब" सामान्य ज्ञान एवं सामयिक विषय	50 अंक
1. सामयिक विषय	
2. सामाजिक विज्ञान एवं सामान्य विज्ञान	
3. राजस्थान की संस्कृति एवं इतिहास	
4. सामान्य सामाजिक चेतना	
भाग "स" हिन्दी भाषा	50 अंक
भाग "द" अंग्रेजी भाषा	50 अंक

इस प्रश्न पत्र के खण्ड "स" एवं "द" में शब्द ज्ञान, क्रियात्मक व्याकरण, भाषा एवं अन्य परिज्ञान सम्बन्धी प्रश्न सम्मिलित होंगे।

द्वितीय प्रश्न पत्र

प्रथम प्रश्न पत्र के तुरन्त बाद द्वितीय प्रश्न पत्र की लिखित परीक्षा देनी होगी (जो दो घण्टे की होगी), में सभी अभ्यर्थी प्रविष्ट होंगे। इस प्रश्न पत्र द्वारा अभ्यर्थी के हिन्दी एवं अंग्रेजी लेखन एवं ग्राह्यता

के कौशल की परीक्षा ली जावेगी। इस प्रश्न पत्र में हिन्दी एवं अंग्रेजी के 50-50 = 100 अंक होंगे। प्रथम एवं द्वितीय प्रश्न पत्र का स्तर स्नातक परीक्षा (ग्रेज्युएशन) का होगा।

प्रथम प्रश्न पत्र के तुरन्त बाद ही द्वितीय प्रश्न पत्र की परीक्षा में सभी प्रत्याशी प्रविष्ट होंगे किन्तु प्रथम प्रश्न पत्र की न्यूनतम उत्तीर्णांक 45% अंक व उससे अधिक अंक अर्जित करने वाले अभ्यर्थियों में से अंकों की वरीयता के आधार पर रिक्त पदों की संख्या के पाचास गुना प्रथम वरीयता अर्जित अभ्यर्थियों की ही द्वितीय प्रश्न पत्र की उत्तरपुरितकाओं का मूल्यांकन किया जाएगा अन्य का नहीं।

टंकण परीक्षा :

प्रथम एवं द्वितीय प्रश्न पत्र की संयुक्त वरीयताक्रम के आधार पर रिक्त पदों के 7 गुना प्रत्याशियों को, जो अन्य दृष्टियों से भी नियुक्ति पात्रता रखते हों, टंकण परीक्षा हेतु बुलाया जावेगा। इन प्रत्याशियों की सूची बर्गधार होगी। प्रत्याशियों की अंग्रेजी अथवा हिन्दी (गैररी एक) की टंकण परीक्षा देनी होगी। न्यूनतम मान्य टंकण गति हिन्दी 35 और अंग्रेजी 40 शब्द प्रति मिनट रखी गई है। केवल टंकण परीक्षा देने वाले अभ्यर्थियों के लिए टंकण परीक्षा 150 अंकों की होगी अथवा टंकण परीक्षा के साथ डाटा एन्ट्री कौशल की परीक्षा देने वाले अभ्यर्थियों के लिए टंकण परीक्षा 100 अंक और डाटा एन्ट्री कौशल परीक्षा 50 अंकों की होगी।

कम्प्यूटर डाटा ऐन्ट्री परीक्षा :

टंकण परीक्षा के लिये आमन्त्रित ऐसे प्रत्याशी जो "कम्प्यूटर डाटा ऐन्ट्री कौशल" की परीक्षा में प्रविष्ट होना चाहेंगे उन्हें अतिरिक्त कम्प्यूटर परीक्षा देनी होगी जो 50 अंकों की होगी। इस परीक्षा के प्राप्तांक लिखित परीक्षा एवं टंकण परीक्षा के प्राप्तांकों में जोड़े जावेंगे। उपर्युक्त परीक्षाओं के कुल पूर्णांक 450 के आधार पर योग्यता-क्रमयुक्त सूची तैयार की जावेगी।

मौखिक परीक्षा/साक्षात्कार :

उपर्युक्त परीक्षाओं के आधार पर निर्मित योग्यता क्रम सूची में से प्रत्येक श्रेणी के लिए रिक्त पदों की निर्धारित संख्या में तीन गुना अगर्था श्रेणीवार मौखिक परीक्षा/साक्षात्कार के लिये योग्य हो सकेंगे। मौखिक परीक्षा/साक्षात्कार 50 अंकों की होगी।

चयन :

प्रत्याशियों का चयन लिखित परीक्षा, टंकण एवं कम्प्यूटर तथा डाटा ऐन्ट्री परीक्षा, साक्षात्कार/मौखिक परीक्षा की के कुल 500 पूर्णांक के आधार पर निर्मित संयुक्त वरीयता सूची के आधार पर होगा। अनारक्षित वर्ग की सूची एवं आरक्षित वर्ग की सूची पृथक-पृथक तैयार की जावेगी। अनारक्षित वर्ग एवं आरक्षित वर्ग में उपलब्ध रिक्तियों के अनुरूप सम्बन्धित सूची के वरीयता क्रमानुसार उन्हीं अभ्यर्थियों की भर्ती की जावेगी। जो अर्हता शर्तों (Eligibility conditions) के अनुरार अन्तिम रूप से पात्र माने जा सकेंगे।

आवेदन पत्र प्रस्तुत करने सम्बन्धी अन्य आवश्यक निर्देश

1. कनिष्ठ लिपिक कम टंकक पद हेतु आवेदन पत्र निर्धारित आवेदन पत्र पर ही स्वीकार्य होंगे।
2. ऐसे अभ्यर्थी जो कि राज्य सरकार/केन्द्रीय सरकार के किसी कार्यालय अथवा अर्द्ध-सरकारी एवं अन्य किसी भी स्थान पर कार्यरत हों, वे अपना आवेदन पत्र अपने विभाग के माध्यम से प्रस्तुत करें। उचित माध्यम से नहीं भेजे गये आवेदन पत्र एवं सम्बन्धित अभ्यर्थियों की परीक्षा में प्रविष्टि स्वतः ही रद्द मानी जावेगी।
3. लिखित परीक्षा के लिए जो भी परीक्षा केन्द्र निर्धारित किया जावेगा, आवेदक को उसी पर परीक्षा अपने व्यय पर देनी होगी, इसके लिए कोई यात्रा भत्ता देय नहीं होगा। टंकण परीक्षा हेतु अपनी अपनी टंकण मशीन अभ्यर्थियों का स्वयं ही लानी होगी।
4. अभ्यर्थी को आवेदन पत्र में निर्धारित स्थानों पर हाल, ही में लिए गए पासपोर्ट साइज के फोटो लगाने होंगे।
5. (अ) अधिसूचना/विज्ञप्ति में निर्धारित तिथि तक विश्वविद्यालय में प्राप्त हुए आवेदन पत्र ही स्वीकार्य होंगे।
(ब) वे अभ्यर्थी ही आवेदन पत्र प्रस्तुत करें जो उपर्युक्त दिनांक तक सभी आवश्यक अर्हताएं अर्जित कर चुके हों और सभी प्रकार से पात्र हों। इस प्रकार प्रथमतः अभ्यर्थी अपनी सभी आवश्यक अर्हताओं की जांच स्वयं कर आवेदन करें।
(स) चूंकि विश्वविद्यालय इन आवेदन पत्रों की जांच परीक्षा से पूर्व नहीं करेगा। अतः ऐसे सभी अभ्यर्थी जिन्हें टंकण परीक्षा के लिए आमन्त्रित किया जाता है वे टंकण परीक्षा के समय अपने सभी मूल प्रमाण पत्र एवं एक सैट सत्यापित प्रमाण पत्रों का साथ लेकर आवेंगे एवं विश्वविद्यालय में प्रस्तुत करेंगे। उस आधार पर ही उनकी पद के लिए पात्रता की जांच की जावेगी, तत्पश्चात् टंकण परीक्षा में सम्मिलित होने की अनुमति दी जावेगी।
6. किसी भी स्तर (Stage) पर कोई भी सूचना गलत पाई जाने पर उस अभ्यर्थी की अभ्यर्थिता समाप्त कर दी जायेगी।
7. स्वयं का पता लिखकर एवं आवश्यक डाक टिकट लगाकर दो लिफाफे जो कि फार्म के साथ उपलब्ध कराये गये हैं, आवेदन पत्र के साथ आवश्य भेजे जाने चाहिए।
8. क्राफ्ट पेपर का लिफाफा जो आवेदन पत्र भेजने के लिये है, आवेदन पत्र उसी में रखकर विश्वविद्यालय को भेजना चाहिए।

SCHEDULE - I

(Ref. Rule No. 7 Chapter II)

Categories & nature of Teaching & Non-Teaching posts in the University

TEACHERS SERVICE

Sec. 2 (r) Teachers

Sec. 5 (n) 2 (q) Powers and Functions of the University

A. The duties of the University Teachers shall be as follows.

See on Page

- (1) to engage in research and teaching post graduate and under-graduate classes.
- (2) to guide and supervise research work wherever permissible of such students as are assigned to him by the Board of Management.
- (3) to give extension lectures at various centres as arranged by the Board of Mngement.
- (4) to work as Head of the Department and carry on such other duties as are assigned to him by the Authorities.
- (5) to do such examination work as is assigned by the authorities from time to time.

B. The following shall be the scales of pay for University teachers :

- | | |
|------------------------------------|---|
| 1. Professor | 4500-150-5700-200-7300 |
| 2. Reader
(Associate Professor) | 3700-125-4950-150-5700 |
| *3. Lecturer
(Asstt. Professor) | (i) 2200-75-2800-100-4000
(Ordinary Pay Scale) |
| | (ii) 3000-100-3500-125-5000
(Senior Pay Scale) |
| | (iii) 3700-125-4950-150-5700
(Selection Pay Scale) |

*As conveyed by the Ministry of Human Resources and Development (Deptt. of Edu.) vide letter 22.7.1988 and approved vide Board of Management Res. No. 11 at 16.4.1994 the Assistant Professors who possess P.hd/M.Phil degree at the time of recruitment in the pay scale of Rs. 2200-4000 will be granted three and one advance increments respectively as the case may be.

C. The following shall be the minimum qualifications for University teachers:

- A. Minimum qualifications required for appointment of Lectuers in Arts, Social Sciences, Science, Commerce, Education, Physical Education, Foreign Languages and Law (except Management studeis).
 - (i) Good academic record with atleast 55% marks or an equivalent grade at Master's degree level in the relevant subject from an Indain University or an equivalent degree from a foriegn University.

- (ii) Candidates besides fulfilling the above qualifications should have cleared the eligibility test for Lecturership conducted by U.G.C., CSIR or a similar test accredited by the U.G.C., (Candidates who have submitted their Ph.D thesis upto December, 1993 or who have been awarded M. Phil degree upto December, 1993 have been exempted from passing the eligibility test.

Note : A relaxation of the minimum marks at the PG level from 55% to 50% will be allowed for appointment as Lecturer to the candidate who have cleared the JRF examination conducted by U.G.C., CSIR only, prior to 1989, when the minimum marks required to appear for JRF was 50%.

B Minimum qualifications for Professors and Associate Professors in all subject (except Management studies):

(i) PROFESSOR :

An eminent scholar with published work of high quality, actively engaged in research with 10 years of experience in post graduate teaching and/or research experience at the University/National level Institutions in relevant subject including guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

(ii) ASSOCIATE PROFESSOR (Reader) :

Eight years experience of teaching and/or research including upto 3 years for research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contributions to educational innovation and design of New courses and curricula. Candidates from outside the University system in addition shall possess at least 55% or an equivalent grade at the Master's degree level in relevant discipline.

EXPLANATION :

1. 'Good academic record' wherever occurring in schedule means :-

- (i) A candidate holding an M.Phil degree or a recognised degree beyond the Master's Degree level should possess Master's degree with at least 55% marks.or
- (ii) A candidate not holding an M.Phil degree or a recognised degree beyond the Master's level should have obtained at least 55% marks at the Master's degree level and second class in the first degree/ B.A./B.Sc./B.Com.

2. 'High second class' wherever occurring in this schedule means a candidate should have obtained more marks than the mid point of the

minimum marks prescribed for passing an examination in second division and first division.

C. The following shall be the minimum qualifications for appointment of Professor, Associate Professor (Reader) and Asstt. Professor (Lecturer) in the Management Studies :-

(i) PROFESSOR :

Eminent scholar with Doctoral Degree and published work of high quality, actively engaged in research. Ten years experience of Postgraduate teaching and research in relevant area. Experience of guiding research at Doctorate level.

OR

An outstanding scholar with established reputation, who has made significant contribution in knowledge.

(ii) ASSOCIATE PROFESSOR (Reader) :

Good academic record with a Doctoral Degree in the relevant area and evidence of being actively engaged in :-

- (i) Research or,
- (ii) Innovation in teaching methods, or
- (iii) Production of teaching methods.

Five years; experience of postgraduate teaching in the related field.

(iii) ASSISTANT PROFESSOR

Good academic record with MBA/M.Tech./Master's Degree in related area, with atleast 55% marks in the aggregate and qualified in the eligibility test for lecturership conducted by the UGC or a similar test accredited by the UGC, in those subjects where such test is conducted.

EXPLANATION

1. 'Good academic record' wherever occurring in this schedule means :-
 - (i) A candidate holding a Ph.D.Degree should possess atleast a second class master's degree, or
 - (ii) A candidate without a Ph.D.Degree should possess a high second class Master's Degree and second class in the Bachelor's Degree, or
 - (iii) A candidate not possessing a Ph.D.Degree but possessing a second class Master's Degree should have obtained first class in the Bachelor's Degree.
2. 'High Second Class' wherever occurring in this schedule means a candidate should have obtained more marks than the mid-point of the minimum marks prescribed for passing an examination in Second Division and First Division.

SCHEDULE II
(Ref. Rule 7 Chapter II)

Categories & nature of Non-teaching post in the University

- A. Administrative Services :**
- I Central and other Officers :**
- (a) Director C.D.C.
 - (b) Director Research
 - (c) Registrar
 - (d) Comptroller
 - (e) Controller of examinations
 - (f) Add. Registrar
 - (g) Dy. Registrar
 - (h) Asstt. Registrar
 - (i) Pub. Relation Officer
 - (j) P.S. to V.C.
- II Library**
- (a) Librarian
 - (b) Dy. Librarian
 - (c) Asstt. Librarian
- III Engineering Office**
- (a) Assistant Engineer
- IV Computer Centre :**
- (a) System Analyst
 - (b) Analyst cum Programmer
- V Student's Advisory bureau**
- (a) Director
- VI Health Centre**
- (a) Medical Officer
- B Ministerial Services (Central & Other Offices)**
- (a) Section Officers
 - (b) Stenographers Grade I (Personal Asstts.)
 - (c) Stenographer Grade II
 - (d) Accountants/Senior Assistant/Statistical Asstt.
 - (e) Junior Accountant
 - (f) U.D.Cs/Computer
 - (g) L.D.Cs/Store Keeper
- C. Technical Subordinate Services :**
- I Central Office**
- (a) Telephone Operator
- II Library**
- (a) Senior Technical Asstt.
 - (b) Junior Technical Asstt.
- III Engineering Office**
- (a) Junior Engineer

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- (b) Garden Supervisor
- (c) Motor Mechanic
- (d) Drivers

IV Computer Centre

- (a) Programmer
- (b) Asslt. Programmer
- (c) Computer Operator
- (d) Data Entry Operator

V Laboratory

- (a) Junior Technical Assitant (Hi-Tech.lab.)
- (b) Herbarium Assistant
- (c) Acquarium Assistant
- (d) Laboratory Assistant

VI Guest House

- (a) Manager

D.A Class IV Services

I Central Office

- (a) Machine Operator
- (b) Poen
- (c) Chowkidar
- (d) Sweeper

II Library

- (a) Book Attendent

III Engineering Office

- (a) Electrician
- (b) Plumber
- (c) Gradener
- (d) Carpenter

IV Guest Hose

- (a) Cook
- (b) Waiter

V Laboratory

- (a) Lab Boy

VI Physical Education

- (a) Games boy

B. Security Services

- (a) Security Officer
- (b) Security Gaurds.

* The Board of Management vide Res. No. 9 at 25.9.93 fixed the strength of Guards as 30 and resolved (i) to obtain Govt. concurrence. (ii) Future requirements of Gaurds be met by engaging persons on contract basis from Competent Agencies engaged in this line or from the Soldier Board. The Board of Management vide Res. No. 16 dt. 12.2.97 refixed the strength of Gaurds as 38.

SCHEDULE - III
(Reference Rule 14)

Qualifications for Direct appointment and appointment by Promotion

A-I (a) DIRECTOR, COLLEGE DEVELOPMENT COUNCIL (As approved vide BOM Resolution No. 5 (ii) dated 12.7.1993)

Essential Qualifications : An eminent scholar/educational administrator with a minimum of 20 years of experience of teaching and / or research.

Desirable Qualification :

- a. Experience of 5 years in educational administration at College level as Principal/Vice-Principal or experience of educational administration at University level as Principal/Vice-Principal of a constituent college or Head of Department/University Unit.
- b. Familiarity with the working of the U.G.C. and other funding agencies.
Age: Preferably under 55 years.

A-I (b) DIRECTOR, PROFESSIONAL HIGHER STUDIES AND RESEARCH (As approved vide BOM Resolution No. 5 (ii) dated 12.07.1993)

Essential Qualifications : An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in post-graduate teaching and/or research at the National level institutions, including experience of guiding research of doctoral level which should include experience in organising and coordinating advanced specialised, multi-disciplinary, skill-oriented programmes of learning and interdisciplinary research programmes of learning and interdisciplinary research programmes in the areas of physical sciences.

or

An outstanding scholar with established reputation who has made significant contribution to knowledge.

Age : Preferably below 55 years.

A-I (c) REGISTRAR

Essential Qualifications : At least a second class Post Graduate Degree and At least 10 Years administrative experience in a position involving supervision, control and planning or at least 10 years of teaching at the University level with adequate knowledge and experience of research, planning and administration.

Desirable Qualifications :

Familiarity with the life and working of a University or with the educational administration in a College, University or an institute of higher learning or research.

NOTE : Experience in the Cadre of Assistant Registrar or an equivalent post and higher will be considered as administrative experience.

One year means completed 12 months on the date of advertisement issued by the University.

A-I (d) COMPTROLLER

A-I (e) CONTROLLER OF EXAMINATIONS (As amended vide BOM Resolution No. 24 dated 6.12.1995)

Essential qualifications :

- a. Atleast a Second Class Post Graduate Degree.
- b. Atleast 10 years experience of conducting University Examinations and other allied work at the executive level and having record justifying entrusting of confidential work.

or

Atleast 8 years of administrative experience in a position involving supervision, control and planning.

Desirable Qualifications : Experience of Univesity Administration and familiarity with the working of University Bodies and Institutions.

NOTE : Persons already working in the University and who do not possess post graduate degree but are graduate may be considered for the post provided that such person possess a minimum total administrative experience of 10 years of working as Deputy Registrar or Assistant Registrar.

A-I (f) ADDITIONAL REGISTRAR (As approved vide BOM dated 11.04.98)

Essential Qualification :

- a. Atleast a Second Class Postgraduate Degree; and
- b. Atleast 8 years experience in a position involving Supervision, Control and Planning at the University level with adequate knowledge and experience of Educational Research, Planning and Administration.

Desirable Qualifications :

Familiarly with the life and working of Unversity or with the educational Administration in a College, University or an Institute of higher learning or research.

Note : One year means completed 12 months on the date of advertisement issued by the University.

A-I (g) DEPUTY REGISTRAR (As approved vide BOM dated 11.04.98)

Essential Qualifications :

- (i) Atleast a Second Class Postgraduaate Degree; and
- (ii) Atleast five years administrative experience in a position involving supervision, control and planning or at least five years experience of

teaching/research at the University level, with some knowledge and experience of Educational Research, Planning and Administration.

Desirable Qualification :

Familiarity with the life and working of University or with the Educational administration in a College, University or an institute of Higher Learning or Research.

Note : Persons who possess a Bachelor's Degree and are already working in the University as Assistant Registrar for atleast four years, possessing a minimum total administrative experlonce of 10 years could be considered for the post. Experience in the cadre of Section Officer or an equivalent post and above will be counted as administrative experience.

One year means completed 12 months on the date of advertisement issued by the University.

A-I (h) ASSISTANT REGISTRAR

Essential Qualification :

- (i) Atleast a Second Class Postgraduate Degree; and
- (ii) Three years experience of administration in a position involving supervision, control and planning or three years experience of teaching/research in a college or University or an Institute of Higher learning or three years experience in Management of a project of academic significance sanctioned by a University, UGC or the Central or State Government.

Note : Persons already working in the University on the lpost of Section Officer or an equivalent post and who do not possess Postgraduate degree, but who are graduate, could be considered provided that such persons possess six years experience of administration in a position involving supervision, Control and Planning.

A-II (a) UNIVERSITY LIBRARIAN (As appd. vide BOM Res. 3 dt. 1.10.94)

Essential Qualifications :

- a. Master's degree in Library Science/Information Science / Documentation with at least 55% marks or its equivalent grade and a consistent good academic record.
- b. One year specialisation in an area of information technology/archives and manuscript keeping Master's degree in an area of thrust in the institution.
- c. At least ten years experience as a Deputy Librarian in a University Library or fifteen years experience in a College Library ; and

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d. Evidence of innovation library service and organisation of published work.

Desirable Qualification :

M.Phil/Ph.D. degree in Library Science/Information Science/Documentation/ Archives and Manuscript keeping.

A-II (b) ASSISTANT UNIVERSITY LIBRARIAN/ASSISTANT COLLEGE LIBRARIAN/ DOCUMENTATION OFFICER (As approved vide BOM Resolution No. 3 dated 1.10.94)

Essential Qualifications :

- i. Qualifying the national level test conducted for the purpose by the UGC or any other agency approved by the UGC ; and
- ii. Master's degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record.

or

Master's degree in Arts/Science/Commerce or equivalent degree with at least 55% marks or its equivalent grade with Bachelor's degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record.

Note : The term "good academic record" wherever it appeared means that:

- a. The candidate should have at least 50% marks at graduate and 10+2/Higher Secondary/Intermediate Level ; and
- b. If the candidate possesses a Ph.D. Degree than condition at (a) above may be relaxed to at least 48% marks at graduate and 10+2/ Higher Secondary/Intermediate.

A-III (a) ASSISTANT ENGINEER

A-IV (a) SYSTEM ANALYST

A-IV (b) ANALYST-CUM-PROGRAMMER (As appd. vide BOM Res. No. 12 dated 25.9.1993)

Essential Qualifications :

Master's degree in Computer Application (MCA) or M.Tech. in Computer Science with three year's experience in Programming and System Analysis and Design. Should have a good knowledge of UNIX Operating System, 'C' language and Integrated Net Working System.

B (a) SECTION OFFICER

- (i) Graduate with a minimum service of 10 years out of which atleast 4 years he/she must have worked as Assistant /Accountant

(ii) In the case of non-graduate 14 years service out of which atleast 4 years, he/she must have worked as Assistant/Accountant.

B (b) STENOGRAPHER GRADE - II

Graduate with a minimum speed of 80 words per minute in Hindi Shorthand and 35 w.p.m. in Hindi Typing.

Graduate with a minimum speed of 100 w.p.m. in English Shorthand and 40 words per minute in English Typing.

B (c) STATISTICAL ASSISTANT (As approved by BOM dated)

आवेदक अर्थशास्त्र, सांख्यिकी, वाणिज्य अथवा गणित विषय में से कम एक विषय में प्रथम अथवा द्वितीय श्रेणी में स्नात्कोत्तर होना चाहिये।

अथवा

उपरोक्त विषयों में किसी एक विषय में स्नात्कोत्तर के साथ किसी विधि मान्य संस्था/विश्वविद्यालय से सांख्यिकी में एक वर्षीय डिप्लोमा प्राप्त होना चाहिये।

B(d) COMPUTER (As approved by BOM dated)

स्नातक उत्तीर्ण अर्थशास्त्र/गणित/सांख्यिकी में अथवा स्नातक उत्तीर्ण, इंडिया स्टेटिस्टिकल इंस्टीट्यूट, कलकत्ता का सर्टिफिकेट भाग-1 (ए.बी.सी.) पास।

B(e) LOWER DIVISION CLERK & STORE KEEPER

(अ) आवेदक मान्यता प्राप्त विश्वविद्यालय की स्नातक उपाधि अथवा उसके समकक्ष परीक्षा उत्तीर्ण हो। अधिमान्यतः (प्रोग्राम्मी) कंप्यूटर डाटा एन्ट्री के ज्ञान के साथ।

(ब) हिन्दी अथवा अंग्रेजी टंकण का आवश्यक ज्ञान।

पदोन्नति हेतु अनुसूची III A के अनुसार।

C-I(a) TELEPHONE OPERATORE

आवेदक हाई स्कूल परीक्षा उत्तीर्ण। इलेक्ट्रॉनिक पी.वी.एक्स. पर कार्य का अनुभव/जानकारी एवं मान्यता प्राप्त संस्थान से प्रशिक्षण प्राप्त अभ्यर्थी को प्राथमिकता।

C-II(a) SENIOR TECHNICAL ASSISTANT

Essential Qualifications : Bachelor's Degree in Library Science with 55% marks.

— Desirable Qualifications : Masters of Library Science and/or Data Entry ability.

C-II(b) JUNIOR TECHNICAL ASSISTANT

C-III(a) JUNIOR ENGINEER

C-III(b) GARDEN SUPERVISOR

कृषि विज्ञान में स्नातक एवम् हॉर्टीकल्चर (Horticulture) विशेष विषय के रूप में।

C-III(c) MOTOR MECHANIC

(1) आठवीं कक्षा उत्तीर्ण या उसके समकक्ष।

(2) तकनीकी योग्यता राष्ट्रीय/राज्य व्यावसायिक प्रशासनिक परिषद द्वारा आई.टी.आई. उत्तीर्ण प्रमाण-पत्र।

- (3) राष्ट्रीय व्यावसायिक प्रशासनिक परिषद द्वारा निर्धारित होने पर राष्ट्रीय व्यावसायिक प्रशासनिक परिषद द्वारा दिया गया राष्ट्रीय शिक्षित प्रमाण-पत्र आई.टी.आई. प्रमाण-पत्र के समकक्ष है।

C-III(d) DRIVER

हिन्दी और अंग्रेजी भाषा के लिखने पढ़ने का ज्ञान तथा वाहन चलाने का लाइसेंस तथा वाहन चलाने एवं वाहन मरम्मत का पाँच वर्ष का अनुभव।

C-IV (a) PROGRAMMER

- (1) द्वितीय श्रेणी में स्नातक (गणित/सांख्यिकी/कंप्यूटर विज्ञान/अर्थशास्त्र अथवा वाणिज्य विषय सहित)।
(2) किसी मान्यता प्राप्त संस्थान से प्रोग्रामिंग भाषाओं (जैसे-बेसिक, फोरटान, कोबोल) का छः माह का प्रशिक्षण।
(3) प्रोग्रामिंग भाषाओं में कार्य करने का दो वर्ष का अनुभव।

C-IV (b) ASSISTANT PROGRAMMER

भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय का गणित या सांख्यिकी या कंप्यूटर विज्ञान या अर्थशास्त्र या वाणिज्य, एक विषय के साथ स्नातक अथवा राज्य सरकार द्वारा उसके समतुल्य मानी गई कोई विदेशी अर्हता तथा किसी संस्थान से प्रोग्रामिंग लैंग्वेज जैसे-बेसिक/कोबोल/फोरटान में छः माह का औपचारिक प्रशिक्षण और उपरोक्त लैंग्वेज में कंप्यूटर प्रोग्रामिंग का दो वर्ष का अनुभव परन्तु यह कि विहित अनुभव वाले व्यक्ति/कोबोल/फोरटान में कंप्यूटर प्रोग्रामिंग अनुभव वाली शर्त को कम करके एक वर्ष तक किया जा सकेगा।

C-IV(c) COMPUTER OPERATOR

मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि के साथ कंप्यूटर डाटा एंट्री प्रोग्रामिंग व प्रबंध का एक वर्ष का अनुभव।
विशेष योग्यता: मान्यता प्राप्त विश्वविद्यालय/संस्थान से कंप्यूटर एप्लीकेशन डिप्लोमा/प्रमाण पत्र अर्जित अभ्यर्थी को प्राथमिकता दी जायेगी।

C-IV(d) DATA ENTRY OPERATOR

स्नातक, 8000 डिप्रेशन प्रति घंटा ऑन कंप्यूटर।

C-V(a) JUNIOR TECHNICAL ASSISTANT (Hi-Tech.lab.)

(As approved vide BOM Resolution 11 dated 12.2.1997)

Essential Qualifications : B.Sc. Second division with Diploma or Post Graduate Diploma in Lab Technology and Instrumentation from University or recognised Government Institutions.

Desirable Qualifications : One year working experience in a Science laboratory.

C-V(b) HERBARIUM ASSISTANT

Higher Secondary with 50% marks and proficiency in horticulture/gardening. Relaxable in case of persons having adequate experience in horticulture/gardening.

C-V(c) ACQUARIUM ASSISTANT

Higher Secondary with Science Biology with 50% marks and proficiency in handling fish aquaria and amphibian habitats. Relaxable in case of persons having adequate experience in handling fish aquaria and amphibian habitats.

C-V (d) LABORATORY ASSISTANT

मान्यता प्राप्त विश्वविद्यालय से विज्ञान संकाय में स्नातक।

C-VI MANAGER, GUEST HOUSE

(1) भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय से कला/विज्ञान/साहित्य/अभियांत्रिकी में डिग्री।

(2) भारत सरकार के किसी मान्यता प्राप्त संस्थान से होटल मैनेजमेंट और कैंटरिंग व्यवसाय में डिप्लोमा।

(3) किसी सर्किट हाऊस/होटल/ट्यूरिस्ट बंगलो में कार्य का तीन वर्ष का अनुभव।

D-I(a) MACHINE OPERATOR

(1) उच्च प्राथमिक (मिडिल) अथवा समकक्ष परीक्षा उत्तीर्ण।

(2) हिंदी अथवा अंग्रेजी का अच्छा ज्ञान तथा ड्रुप्लीकेटिंग मशीन पर कार्य करने का अनुभव।

D-I (b) PEON**D-I (c) CHOWKIDAR****D-I (d) SWEEPER****D-II (a) BOOK ATTENDENT**

Secondary pass with experience of Library work.

D-III (a) ELECTRICIAN

संबंधित व्यवसाय का आई.टी.आई. प्रमाण पत्र व मुख्य विद्युत निरीक्षक का समकक्षता प्रमाण पत्र या विद्युत सुपरवाइजरी प्रमाण पत्र।

D-III (b) PLUMBER

संबंधित व्यवसाय का आई.टी.आई. प्रमाण पत्र व किसी भी संस्थान में कार्य करने का 2 वर्ष का अनुभव।

D-III(c) GARDNER**D-III(d) CARPENTER****D-IV(a) COOK**

आठवीं कक्षा उत्तीर्ण।

D-IV(b) WAITER

(क) मान्यता प्राप्त शिक्षण संस्थान से पांचवी कक्षा उत्तीर्ण।

(ख) किसी होटल/सर्किट हाऊस/ट्यूरिस्ट बंगलो में कुकिंग कार्य में अनुभवी व्यक्तियों को प्राथमिकता दी जायेगी।

D-V (a) LAB BOY

D-VI(a) GAMES BOY

(अ) शारीरिक रूप से सक्षम।

(ब) मान्यता प्राप्त शिक्षण संस्थान से आठवीं कक्षा उत्तीर्ण।

D-(a) SECURITY OFFICER

भारत की जल, थल व वायु सेना में सूबेदार/रसलदार या उच्च रैंक में योद्धक/भूतपूर्व सैनिक, एवं हायर सेकण्डरी प्रमाण पत्र या आर्मी शिक्षण संस्थान से प्रमाण पत्र रोमन/उर्दू प्रथम श्रेणी, अथवा स्नातक के साथ एन.सी.सी. का "सी" प्रमाण पत्र।

D-(b) SECURITY GUARD

SCHEDULE - III - A
(See Rule 22 and 32 (1))

S.No.	Name of the Post	Source of recruitment with Percentage By Direct recruitment By promotion	Condition of eligibility & qualification for direct recruitment	Post from which appointment by promotion is to be made	Minimum experience and qualification required for promotion	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	Section Officer	34% 66%	(i) Graduate with a minimum service of 10 years out of which at least 4 years must have worked as Assistant/ Accountant. (ii) In the case of non graduate 14 years service out of which atleast 4 years must have worked as Assistant/Accountant.	Assistant/ Accountant	(1) Graduate with a minimum service of 10 years out of which atleast 4 years must have worked as Asstant/ Accountant. (2) In case of non graduate 14 years service out of which atleast 4 years must have worked as Assistant/accountant.	
2.	Assistant	34% 66%	Graduate with 5 years service as U.D.C and in case of non graduate 10 years service which would include 5 year service as U.D.C.	U.D.C	Graduate with a minimum of 5 years service as U.D.C. and in case of non graduate 10 years service which would include 5 years service as U.D.C.	
3.	LDC	34% 66%	Graduate with 3 years service as LDC and in case of non graduate 6 years service as L.D.C. cum typist.	L.D.C.	Graduate with 3 years service as LDC and in case of non graduate 6 years service as L.D.C. cum typist.	

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4.	L.D.C.	80%	20%	Graduate or a equivalent examination of a recognised University preferably with knowledge of Computer Data Entry. (b) knowledge of Hindi/English typing	Class IV employee	Secondary or equivalent examination with three years service as Class IV after regular appointment.
5.	Stenographer Grade - I (Personal Assistant)	-	100%	-	Stenographer Grade - II	Who have completed 5 years service as Steno. Gr. II.
6.	Stenographer Gr.II	100%	-	Graduate with minimum speed of 100 w.p.m. in English shorthand & 40 w.p.m. in English Typing & 80 w.p.m. in Hindi Shorthand & 35 w.p.m. in Hindi Typing.	-	-

NOTE: The 34% posts of Section Officers, Assistants, and LDCs as allocated for direct recruitment shall be filled up from amongst the internal eligible employees on Merit-Cum-Seniority basis as recommended by the Departmental Selection Committee as per Rule 30 (2). The scheme of marks for selection of the candidates will be as under:

- Educations Qualifications**
 - Hr. Secondary Exam. 30 marks
 - Degree Exam. 20 Marks
 - Post-graduate/LLB 10 Marks
- Length of Service in the University in the present cadre**
 - Minimum experience required for the post NI
 - Additional experience over and above the minimum 2½ Marks per year subject to a maximum of 20 marks required for the post 20 Marks
- Confidential Report for the period of experience in the lower post as required for the post of promotion. Average marks shall be counted.**
 - Ordinary/Average 5 Marks
 - Good 10 Marks
 - Very Good 15 Marks
 - Excellent/Outstanding 20 Marks
- Interview** 30 marks

SCHEDULE - IV

(Reference Rule 30 (2))

Composition of Selection Committee/Departmental Promotion Committee in respect of Teaching/Non-teaching posts.

1. The Selection Committees for the Teachers Services and the Administrative Services under Schedule I & II (A) shall be as per Section 5 of the Rajasthan Universities Teachers and Officers (Selection for Appointment) Act, 1974.
2. The composition of Selection Committee/Departmental Promotion Committee for the post of Section Officer, Stenographer Gr. I, Sr. Assistant/Accountant, Statistical Assistant, Computer, UDC and LDC cum typist shall be as follows:
 - (i) One of the Dean as may be nominated by the Vice-Chancellor.
 - (ii) Registrar
 - (iii) Dy. Registrar (Estt.)
3. The composition of Selection Committee for the post of Sr. Technical Assistant and Jr. Technical Assistant in Library shall be as follows :
 - (i) University Librarian.
 - (ii) One Expert nominated by the Vice-chancellor.
4. The composition of Selection Committees of other Posts under Technical subordinate services, Class IV services including Security services shall be as follows :

Name of the Post	Composition of Selection Committee
C. I (a) Telephone Operator	1. Registrar 2. One expert from the Telephone Deptt. preferably SDO 3. Dy. Registrar (GAD)
C. III (b) Garden Supervisor	1. Registrar or his nominee. 2. Estate Officer-cum-University Engineer 3. An executive Engineer to be associated for post.
C. III. (c) Motor Mechanic	1. Registrar 2. RTO or his nominee
C. III (d) Driver	1. Registrar 2. RTO or his nominee
C. IV (a) Programmer	1. Director Computer Centre 2. One subject expert as may be nominated by the V.C. 3. Registrar.

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C.IV(b)	Assistant Programmer	<ol style="list-style-type: none"> 1. Director, Computer Centre 2. One subject expert as may be nominated by the V.C. 3. Registrar
C.IV(c)	Computer Operator	<ol style="list-style-type: none"> 1. Director, Computer Center 2. One subject expert as nominated by the V.C. 3. Additional Registrar
C.IV(d)	Data Entry Operator	<ol style="list-style-type: none"> 1. Director, Computer Center 2. One subject expert as nominated by the V.C. 3. Additional Registrar
C.V(a)	J.T.A(Hi-Tech-Lab)	<ol style="list-style-type: none"> 1. Dean, University studies in Science. 2. Head of the Deptt. 3. Registrar
C.V(b)	Herbarium Assistant	<ol style="list-style-type: none"> 1. Dean, University Studies in Science 2. Head of the Deptt. 3. Additional Registrar
C.V(c)	Aquarium Assistant	<ol style="list-style-type: none"> 1. Dean, University Studies in Science 2. Head of the Department 3. Additional Registrar
C.V (d)	Lab Assistant	<ol style="list-style-type: none"> 1. Dean, University Studies in Science 2. Head of the Department.
C.VI(a)	Manager Guest House	<ol style="list-style-type: none"> 1. Registrar 2. One member of the Board of Management nominated by the V.C. 3. Dy. Registrar (Estt.) 4. Officer Incharge University Guest House
D.A I(a)	Machine Operator	<ol style="list-style-type: none"> 1. V. C 's Nominee 2. Addl. Registrar 3. Dy. Registrar (Estt.)
D.A I(b)	Peon	Registrar
D.A I(c)	Chowkider	Registrar
D.A I(d)	Sweeper	Registrar
D.A II(a)	Book Attendant	<ol style="list-style-type: none"> 1. Registrar 2. Head of the Department concerned.
D.A III(a)	Electrician	<ol style="list-style-type: none"> 1. Registrar or his nominee 2. Estate Officer-cum-University Engineer

D.A III(b)	Plumber	1. Registrar of his nominee 2. An Executive Engineer from PHED
D.A III(c)	Gardner	1. Registrar 2. Head of the Deptt. Concerned
D.A III(d)	Carpenter	1. Registrar or his nominee 2. Estate Officer-cum-University Engineer.
D.A.IV(a)	Cook	1. Registrar 2. Dy. Registrar (Estt.) 3. Officer-Incharge, University Guest House.
D.A IV(b)	Walter	1. Teacher Incharge Guest House 2. Dy. Registrar (Estt.)
D.A V(a)	Lab Boy	1. Dean University Studies in Science 2. Head of the Deptt. concerned
D.A VI(a)	Games Boy	1. Director Physical Education 2. Dy. Registrar (Estt.)
D.B (a)	Security Officer	1. V. C 's Nominee 2. Registrar 3. Comptroller of Finance 4. Additional Registrar
D.B (b)	Security Guard	

MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

PAY AND ALLOWANCES RULES

(As approved by the Board of Management dated 27.06.1998)



AJMER

1998

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
RULES REGULATING THE PAY AND ALLOWANCES OF UNVIERSITY EMPLOYEES.

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
RULES REGULATING PAY AND ALLOWANCES OF UNIVERSITY EMPLOYEES

Title, applicability & definitions

1. These rules shall be called "Rules regulating the pay and allowances of University employees."

2. **Applicability :**

These rules shall apply to all the University employees to teaching and non-teaching units, other than the following :

- (i) Persons on deputation from the State Government/Government of India or Statutory Boards or Corporations who will be governed by the terms and conditions of deputation;
- (ii) Employees appointed on contract or on consolidated salary or on part time basis;
- (iii) Employees appointed on work charge basis and who are not on regular establishment;
- (iv) Casual workers; and
- (v) Any class of employees or any individual employee employed in connection with the affairs of the University, who may be specifically exempted from application of these rules.

3. **Definitions**

- (i) **Competent authority** means the Registrar or any other Officer authorized by the Vice Chancellor, in consultations with the Comptroller.
- (ii) **Pay** means basic pay in time scale of pay attached to a post and would not include Dearness Allowance and other allowances.
- (iii) **Vice Chancellor**, the Vice Chancellor of the University.
- (iv) **Comptroller/Officer** - means an employee classed in Officers service under 'Discipline Rules'.

PAY AND PAY FIXATION

4. **Scale of Pay :**

The scale of pay of the posts in cadre/cadres of employees in University shall be such as may be prescribed from time to time by the Board of Management or as may be directed by the Government.

5. Initial Pay :

- (1) A person appointed in University service to a post on a time scale of pay shall draw as initial pay the minimum of the scale or such stage as may be prescribed by the Board of Management. Higher initial start can be granted by the Vice Chancellor on the recommendations of the Selection Committee.
- (2) No special pay or personal pay shall be granted to an employee without the sanction of the Board of Management.

6. Pay during the period of training

An employee deputed for training by the University shall draw such pay as he would have drawn had he not been deputed for training, provided that the period of training is treated as on duty.

7. Pay during awaiting posting orders

An employee who is compulsorily kept under awaiting posting orders, shall be entitled to the pay and allowances at the rate at which he was drawing immediately before relinquishing the charge in the old post.

8. Fixation of pay when pay of the post is revised :

Whenever the pay scale of a post is revised, the pay of an employee, unless otherwise specified in the pay revision orders, shall be fixed at a stage equal to the stage of the pay last drawn by him and if there is no such stage, at the next lower stage plus personal pay equal to the difference to be absorbed in future increments provided that he may at his option retain his old pay scale until the date on which he is to earn his next or any subsequent increments in the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final.

9. Fixation of pay on promotion in the regular line :

- (1) When an employee holding a post in a substantive, temporary or officiating capacity is promoted to a post in the regular line of promotion in his service, cadre or department, in a substantive, temporary or officiating capacity, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn.

Provided that where an employee is, immediately before his promotion to a higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the lower post by an amount equivalent to the last increment in the lower post.

- (2) (i) Notwithstanding the provisions contained in Rule 16 in 'Increment' Section, where the pay of a University employee is fixed under sub rule (1) above, the next increment shall be granted on the date he would have

drawn his increment had he continued in the lower post, provided that where the pay is fixed at the minimum of the time scale and the pay so fixed is more than the pay drawn in the lower post by an amount equal to the amount of the next increment in the lower post plus the amount of first increment in the higher post, the next increment shall be admissible after completion of service for the full incremental period of one year under Rule 16 in 'Increment' Section.

- (ii) Where an employee while drawing pay at the maximum of the pay scale of post is promoted to a post in regular line of his promotion and his pay is fixed under sub rule (1) of this rule, the next increment subject to clause (i) of this sub rule shall accrue to him on the date he would have drawn his increment had he continued in the lower post.

Explanation : The expression 'in the regular line of promotion' means appointment by promotion in a service or cadre in accordance with the method of appointment provided in recruitment and promotion rules framed by the Board of Management.

- (3) The provisions of sub rule (2) of rule 13 shall not be applicable in any case where the initial pay is fixed under this rule.
- (4) (i) In case where an employee gets his regular promotion after getting the Selection Grade (identical to or lower than the pay scale of the promotion post), his pay shall be fixed in the pay scale of the promotion post at the equal stage and if there is no equal stage at the next higher stage.
- (ii) In case where the Selection Grade (second or third) already granted to an employee is higher than the pay scale of the promotion post, the employee shall continue to draw pay in the selection grade and his pay shall not be fixed in the pay scale of the promotion post.

10. Regulation of special pay on promotion

Notwithstanding anything contained in these rules where an employee has drawn a special pay granted for higher responsibilities or specially arduous nature of duties continuously for a period of not less than two years and his pay, on promotion or appointment to a post carrying duties and responsibilities of greater importance than those attached to the post held by him, under the provisions of other rules in this Section plus special pay attached to the higher post, if any, works out to be less than the pay of the post held by him, the difference shall be allowed as personal pay to be absorbed in future increments.

Note : The continuous period of two years referred to in this rule will include all periods of leave taken by an employee provided it is certified by the appointing authority that the officer would have continued to draw special pay but for his proceeding on leave.

11. Regulation of initial pay on appointment of an employee to another post in a time scale :

An employee already serving in one service, cadre or department who is appointed to another service, cadre or department by direct recruitment or special selection (including transfer other than by deputation), and not by promotion according to service rules, shall have his initial pay fixed as follows :

- (i) The pay of a permanent employee or an employee who has been temporarily appointed in accordance with the Recruitment and Promotion Rules, appointed in a pay scale identical to one in which he was working prior to the appointment in question will be fixed at an equal stage; and in such case, his date of increment will remain unchanged.
- (ii) The pay of an employee who is permanent or temporary appointed in accordance with Recruitment and Promotion Rules, appointed on a post the maximum of which is higher than the maximum of the old post, shall be fixed at the stage of the time scale of the new post next above the last substantive/ temporary pay in the old post; and in such case, his date of increment shall remain unchanged.

NOTE : In case of sub clause (ii), when an employee is appointed to a higher post on the date on which his increment in the lower post falls due, his pay for the purpose of fixing his initial pay in the higher post shall be inclusive of his increment accruing on that date.

- (iii) The pay of an employee who is permanent or temporary having been appointed in accordance with the Recruitment and Promotion Rules, appointed to a post the maximum of the scale of which is lower than the old post, shall be fixed at the stage which he would have been entitled to as if the period of service rendered on the old post would have been counted as rendered against the new post, subject to the condition that the pay fixed shall be restricted to the pay last drawn in the old post. In no case he will draw more than the maximum of the new post even though he was getting more than that in the old post. In such case, his date of increment shall remain unchanged.
- (iv) The pay of a temporary employee having been appointed adhoc without following the procedure laid down in the Recruitment and Promotion rules, on appointment to another post - higher, equal or lower, shall be fixed at the minimum of the scale or such higher stage as may be approved by the Vice Chancellor on the recommendations of the Selection Committee, in accordance with rule 5(1).

12. Pay of officiating employees

- (1) An employee who is appointed to officiate in a post will draw the presumptive pay of that post.
- (2) From the date the officiating pay of an employee becomes equal or lower than the substantive pay, the officiating pay shall be re fixed at the stage next above the substantive pay. The next increment of the employee concerned will be drawn on completion of requisite qualifying service counting

under Rule 16 under head 'Increments', with effect from the date of such re-fixation of pay.

INCREMENTS

13. Increments to be drawn as a matter of course-

Subject to the provisions of Rules 9 & 12, an increment shall ordinarily be drawn as a matter of course unless it is withheld by the such increment in accordance with the relevant provisions of Conduct and Discipline Rules. Any order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

14. Increment to be admitted from the 1st of month :

The increment of an employee may be admitted from the 1st of the month in which it would fall due under the operation of the normal rules and orders regulating increments. An increment accruing during leave cannot be drawn during leave, but will be drawn from the date of resumption on duty on return. These orders of admitting increments from the first of the month will not apply where increments are withheld as a measure of penalty; cases of grant of advance increments; and cases of promotion where increment accrues during the same month.

15. Service counting for increment in time scale :

All leave except extraordinary leave taken otherwise than of medical certificate shall count for increment.

16. Grant of premature increments :

An authority which has the power to create a post in a cadre on a particular scale of pay may grant a premature increment to an employee on that time scale of pay.

STEPPING UP OF PAY

17. Stepping up when promoted :

Consequent upon the fixation of pay of an employee who in the existing scale was drawing immediately prior to the date of fixation more pay than another employee junior to him in the same cadre gets fixed in the higher scale at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the higher scale as that of a junior who started drawing more pay.

18. Advancing of date of Increment :

Consequent upon fixation of pay of an employee who is senior to another employee in the same cadre and whose pay is fixed at the same stage in the same scale of pay the one fixed for another junior to him and drawing pay at a lower stage shall be granted his next increment in the same date as admissible to his junior if the date of increment of the junior happens to be earlier.

19. Conditions under which stepping up not possible :

The provisions of rules 17 and 18 shall not be applicable in the following conditions :

- (i) The junior and senior University employee belonging to the same cadre/service or class of posts and where drawing pay in the same scale of pay before fixation of pay.
- (ii) The anomaly is directly attributable to fixation of pay under rule only.
- (iii) The authority competent to make substantive appointment on the posts certifies that there is no dispute about the inter-se-seniority of senior/junior University employoo.

19-A. Conditions under which stepping not possible :

- (i) Where a junior University employee is holding the higher post in an officiating capacity during leave vacancy or a short term vacancy or any other circumstances where the officiating appointment is for a period of 120 days only.
- (ii) When a junior University employee already drawing the pay higher than that admissible to the senior University employee due to advance increment(s) or higher initial pay for possessing higher qualification or any other such reason.
- (iii) Where a junior University employee begins to draw pay more than a senior due to exercising the option for revised pay scale from a different date.
- (iv) The appointment/promotion of junior University employee is regular and in accordance with the provisions of the relevant service rules.
- (v) When the junior employoo is already drawing the more pay than that of his senior working in the University in any cadre.
- (vi) When the date of increment of the senior has been shifted on account of granting extraordinary leave.
- (vii) When the senior continues to draw lesser pay than that of the junior on account of withholding increments.

20. Date of next increment on stepping up of pay

On stepping up of pay under rules 17 to 19, the next increment of the senior employee will be drawn on completion of the full requisite qualifying serviced counting for increment under rule 16 with effect from the date of re-fixation of pay.

FIXATION OF PAY OF RE-EMPLOYED PENSIONERS**21. Re-employment after superannuation or retiring pension**

Any person who is in receipt of Superannuation or Retiring pension from the State Government or any other Government, Local Fund or Public Sector Undertakings etc. or a University including MDS University, Ajmer shall not be re-employed or continue to be employed in service paid from the University, except on University interest. Sanction to re-employment or extension of the term of employment may be given by the Vice Chancellor with a report to the Board of Management in the next meeting stating the University interest served.

22. Fixation of pay of retired persons on re-employment

The pay of a person who has retired on Superannuation or Retiring Pension consequent to appointment or re-appointment in the University shall be fixed at the minimum of the pay scale of the post on which he is appointed/re-appointed with such other allowances admissible as per University rules unless the Vice Chancellor is convinced that (a) no person is available on the initial of the pay scale of the post concerned; (b) it will be hardship for such an appointee to be fixed at the minimum of the scale. In such cases the pay may be fixed on the basis of the last pay drawn by him less the retirement benefits/pension benefits admissible to the person concerned in such a way that the total emoluments now admissible do not exceed the emolument drawn by him last, and further subject to the condition that pay so fixed plus gross pension taken together shall not exceed Rs. 8,000 per month.

23. Drawal of increments

The re-employed person shall be allowed to draw normal increments in the time scale of the post to which he is appointed provided that the pension and gross pension taken together do not at any time exceed Rs. 8,000 per month.

**DISMISSAL, REMOVAL, SUSPENSION AND COMPULSORY *
RETIREMENT****24. Stoppage of pay and allowances from the date of dismissal**

The pay and allowances of an employee who is dismissed or removed from service cease from the date of dismissal or removal.

25. Subsistence Allowance

- (1) An employee under suspension shall be entitled to the following payments, namely :-
 - (a) subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay and in addition dearness allowance based on such leave salary :

Provided that where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :-

- (i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee;
 - (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of first six months if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.
 - (iii) the rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub clause (i) and (ii) above.
- (b) Any other compensatory allowances admissible from time to time on the basis of pay which the employee was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawal of such allowances.
- (2) No payment under sub rule (1) shall be made unless the employee furnishes a certificate, that he is not engaged in any other employment, business, profession or vocation:
 - (3) An employee under suspension is required to remain at his headquarters and he cannot leave the same without obtaining prior permission. In case an employee under suspension leaves the headquarters without permission, the suspending authority has no discretion to stop payment of subsistence allowance. An employee under suspension has to be paid subsistence allowance during suspension period. The competent authority may, however, initiate another enquiry under provisions of Conduct and Discipline Rules against the suspended employee who has left the headquarters without permission of the competent authority.

26. Reinstatement

- (1) When an employee who has been dismissed, removed, compulsorily retired or suspended is re-instated or would have been reinstated but for his retirement on superannuation while under suspension, the authority competent to order the reinstatement shall consider and make a specific order :-

- (a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty or for the period of suspension ending with the date of his retirement on superannuation as the case may be; and
- (b) whether or not the said period shall be treated as a period spent on duty.
- (2) Where such competent authority holds that the employee has been fully exonerated or, in the case of suspension that it was wholly unjustified, the employee shall be given the full pay and dearness allowance to which he would have been entitled had he not been dismissed, removed or compulsorily retired as a penalty or suspended, as the case may be.
- (3) In other cases, the employee shall be given such proportion of such pay and dearness allowance as such a competent authority may prescribe.
- (4) In a case falling under clause (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (5) In a case falling under clause (3) the period of absence from duty shall not be treated as a period on duty unless such authority specifically directs that it shall be so treated for any specified purpose.

Provided that if the employee so desires, such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the employee.

- (6) Any payment made under this rule to an employee on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through any employment, business, profession or vocation during the period between the date of removal, dismissal or compulsory retirement, as the case may be, and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than the amounts earned during such employment, business, profession or vocation elsewhere, nothing shall be paid to the employee.

27. Attendance

An employee under suspension is required regularly to attend office to prove his presence at the headquarters unless it is not so desired by the competent authority.

28. Leave to employees who ought to be dismissed etc.

Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from University service.

COMPULSORY RETIREMENT ON ATTAINING THE AGE OF SUPERANNUATION

29. Compulsory retirement on attaining the age of superannuation:

Except as otherwise provided in the Rules, the date of compulsory retirement of University employees is the afternoon of the last day of the month in which he

attains 60 years of age. He may be retained in service after the date of compulsory retirement with the sanction of the Board of Management on special grounds which must be recorded in writing but in no case he may be retained after the age of 62 years except in very special circumstances.

NOTE: (1) An employee whose date of birth is the first day of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

(2) An employee who is granted extension of Service after he has attained the prescribed age of superannuation shall not be promoted to another post during the period of extension.

COMPENSATORY ALLOWANCES

30. Compensatory Allowances to be sanctioned by the Board

The employees of the University shall be entitled to Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Travelling Allowance and other allowances as may be sanctioned by the Board of Management from time to time and subject to the conditions laid down by them.

OTHER PROVISIONS

31. Drawal of Pay

- (1) An employee shall be entitled to draw pay of the post to which he is appointed from the date on which he takes over charge of the post.
- (2) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.

32. Patent for an invention

An employee whose duties involve the carrying out of scientific and technical research shall not apply for or obtain, cause or permit any other person to apply, or obtain patent for an invention made by such employee save with the permission of the Board of Management/Vice-Chancellor and in accordance with the conditions as the University may impose.

33. Rent free accommodation

The Vice Chancellor may from time to time specify the posts, the holders of which may be provided with rent free accommodation where such accommodation is made available, subject to reporting the same to the Board of Management in its next meeting.

COMBINATION OF APPOINTMENTS

34. Pay and allowances for holding additional charge of a post

- (1) An employee holding one post placed in charge of an equal or higher post may be allowed pay in the basic post plus 10 per cent of the minimum of

the scale of pay applicable to the additional post, if the period of holding additional charge is not less than 30 days.

- (2) No allowance will be admissible when an employee holding one post is placed in charge of current duties of a lower post.
- (3) An employee holding one post placed in charge of a post of status equal to his own basic post, or higher than his basic post, may be allowed allowance upto 20 percent of the minimum of the scale of additional post, if the period of holding additional charge is not less than 60 days.
- (4) Such an allowance shall not be admissible for more than one post.
- (5) Dual arrangements shall remain in force for a maximum period of six months, thereafter the additional post shall be deemed to have been kept in abeyance.

MISCELLANEOUS

35. Interpretation

Where any doubt arises as to interpretation of these rules, it shall be referred to the Vice Chancellor, whose decision shall be final. The advice of the Comptroller shall be obtained before final decision.

36. Power to relax

Where the Vice Chancellor/Board of Management is satisfied that the operation of any of these rules, causes undue hardship in any particular case, it may, by order, for reasons to be recorded in writing, dispense with or relax the requirements 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.

Provided that no such order shall be passed without obtaining the advice of the Comptroller of the University.

37. Power to delegate

The Board of Management/Vice Chancellor may delegate to any of its officers subject to any conditions which it thinks fit to impose, any power conferred upon or taken under these rules except the power under rules 37 and 38.

38. Repeal and Savings

- (1) On the commencement of these rules, every rule, regulation or order including any Notification, circular etc. (hereinafter referred to as old rule) in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.
- (2) Notwithstanding such cease of operation, anything done or any action taken under the old rule shall be deemed to have been done or taken under the corresponding provisions of these rules.

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महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

क्रमांक एफ-1()संस्था/मदसविदि/2004/

दिनांक

कार्यालय आदेश

विश्वविद्यालय के वेतन एवं भत्ते नियम में चयनित वेतनमान के लिये निर्धारित नियमों में नियम संख्या 3 के अंतर्गत 9 वर्ष की सेवा अवधि की गणना किये जाने हेतु प्रथम नियमित नियुक्ति की दिनांक तय किये जाने के लिये माननीय कुलपति महोदय के आदेशानुसार गठित समिति की अनुशंसा को प्रबंध मण्डल की पुरि के अध्यक्षीय स्वीकृत करते हुये माननीय कुलपति महोदय ने निम्नांकित आदेश प्रदान किये हैं :-

- (अ) विश्वविद्यालय द्वारा दिये गये प्रथम नियमित वेतनमान के प्रकरणों में एक रूपता रहे इसके प्रथम चयनित वेतनमान देने हेतु कार्यालय की वेतन श्रृंखला में प्रथम नियुक्ति की तिथि से ही 9 वर्ष की अवधि की गणना की जाय।
- (ब) अस्थाई एवं तदर्थ नियुक्ति के सेवाकाल से अंतःवरीयता (Inter-se-seniority) प्रभावित नहीं होगी।

ये आदेश दिनांक 17.2.98 से प्रवृत्त किये जाते हैं।

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कुलसचिव

क्रमांक एफ-1()संस्था/मदसविदि/2004/13949-51

दिनांक 31-12-04

प्रतिलिपि निम्नलिखित को सूचनाार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. वित्त नियंत्रक, महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर
2. उप कुलसचिव (शैक्षणिक) को इस उल्लेख के साथ कि उक्त आदेश एवं समिति के संलग्न कार्यवाही विवरण की रिपोर्ट हेतु आगामी प्रबंध मण्डल की बैठक में प्रस्तुत करें।
3. निजी सचिव, कुलपति, महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

—
उप कुलसचिव (संस्था)

RULES PRESCRIBING SELECTION GRADES

The Board of Management vide its Res. No. dated adopted the following order of the State Govt., for the employees in Class IV, Ministerial and Subordinate Services in the MDS University, Ajmer

No. F. 16(2)FD(Rules)/98

Jaipur, dated February 17, 1998.

Subject: *Prescription of selection grades for employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and fixation of pay in Selection Grades consequent upon revision of pay scales of State employees from 1.9.1996.*

With a view to providing relief to the employees in Class-IV, Ministerial and Subordinate Services and those holding isolated posts, three selection grades on completion of service of nine, eighteen and twenty seven years were prescribed vide this Department order No. F. 20(1)FD(Gr.2)/92 dated 25.1.1992. This order was amended from time to time. Consequent upon revision of pay scale of the State Government employees from 1.9.1996 under Rajasthan Civil Services (Revised Pay Scales) Rules, 1998, the matter has been considered and in-supersession of all orders issued in this regard in the past, the Governor is pleased to order that the Government servants of the categories mentioned hereunder and who are drawing pay in the pay scale prescribed under the Rajasthan Civil Services (Revised Pay Scales) Rules, 1998 may be granted Selection Grades as indicated below -

1. This order shall be applicable to all Government servants in Class-IV, Ministerial and Subordinate Services and those holding isolated posts and drawing pay in Revised pay Scales, 1998 the maximum of which does not exceed Rs. 10,500/-. This order shall not apply to Government servants in the State Services as defined in the Rajasthan Civil Services (Classification, Control & Appeal) Rules, 1958 and to those who have got selection grades equivalent to the pay scales of the lowest post of State Service to which they are eligible for promotion or selection grade of 8000-13500 whichever is lower in terms of this order.
2.
 - (i) The first selection grade shall be granted from the day following the day on which one completes services of nine years provided that the employee has not got one promotion earlier as is available in his existing cadre.
 - (ii) The second selection grade shall be granted from the day following the day on which one completes service of eighteen years, provided that the employee has not got two promotions earlier as might be available in his existing cadre and the first selection grade granted to him was lower than the pay scale of the lowest post of State Service to which he is eligible for promotion or selection grade of 8000-13500 whichever is lower.
 - (iii) The third selection grade shall be granted from the day following the day on which one completes service of twenty seven years, provided that the

employee has not got three promotions earlier as might be available in his existing cadre and the first or the second selection grade granted to him, as the case may be, was lower than the pay scale of the lowest post of State Service to which he is eligible for promotion or selection grade of 8000-13500 whichever is lower.

3. The service of nine, eighteen or twenty seven years, as the case may be, shall be counted from the date of first regular appointment in the existing cadre/service in accordance with the provisions contained in the relevant recruitment rules. The period during which a Government servant remained/ remains on extra ordinary leave with or without medical certificate shall also be counted for reckoning the period of service for grant of selection grade;

Provided that if an employee subsequent to his first appointment to a post in a cadre, service, as a result of direct recruitment, is appointed to some other post in the same cadre or other cadre, service from the date of later appointment shall be taken into consideration for the purpose of grant of selection grade;

Provided further that if an employee subsequent to his first appointment to a post in a cadre/service, in accordance with provisions contained in the relevant recruitment rules, is promoted to a post in some other cadre, then in such a case service from the date of promotion shall be taken into consideration for the purpose of grant of selection grade;

Provided also that in case of an employee who has been/is declared surplus and absorbed against a new post either in the same or another department excluding absorption on higher post, the service of nine, eighteen or twenty seven years, as the case may be, shall be counted for the purpose of grant of Selection Grade from the date of initial regular appointment in the Government service in accordance with the provisions contained in the relevant recruitment rules. As a result of counting of service rendered prior to absorption for grant of selection grade, if the pay of a junior Government servant happens to be more than the pay of his senior, no stepping up of pay of senior Government servant shall be permissible;

Provided further also that in case of an employee who has been transferred from one department to another department or from one Appointing Authority to another Appointing Authority within the same Department in public interest or at his own request or while serving in one department of the State Government is recruited directly in other department on the same post, the service of nine, eighteen or twenty seven years, as the case may be, shall be counted for the purpose of grant of Selection Grade from the date of initial regular appointment on the same post in accordance with the provisions contained in the relevant recruitment rules. The term 'same post' for this purpose shall mean post carrying the same designation and payscale. As a result of counting of service rendered in previous department / under previous

PAY AND ALLOWANCES RULES

appointing authority for grant of Selection Grade, if the pay of a junior Government servant becomes more than the pay of his senior, no stepping up of pay of senior Government servant shall be permissible.

4. (i) The first selection grade, wherever admissible in terms of this order shall be the pay scale of the next promotion post in the same service/cadre i.e. Class-IV/Ministerial/Subordinate Service; provided that in case there is no next promotion post in the same service/cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the first selection grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held) as specific in paragraph 5.
- (ii) The second selection grade, wherever admissible, in terms of this order, shall be the pay scale of the second promotion post available to that employee in the same service/cadre provided that in case the second promotion post available in the same service/cadre carries a pay scale higher than the pay scale of 8000/13500 (13) or there is no second promotion post in the same service/cadre or the employee does not possess academic qualification, prescribed for promotion and in respect of the isolated posts, the second selection grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade), as specified in the paragraph 5.
- (iii) The third selection grade wherever admissible in terms of this order, shall be the pay scale of the third promotion post available to that employee in the same service/cadre, provided that in case the third promotion post available in the same service/cadre carries a pay scale higher than the pay scale of 8000-13500 (13) or there is no third promotion post in the same service / cadre or the employees does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the third selection grade shall be the pay scale corresponding to his existing pay scale (pay scale of the post held or the selection grade), as specified in paragraph 5.
5. In case there is no post for first, second or third promotion, as the case may be, in the same service/cadre or the employee does not possess academic qualifications prescribed for promotion and in respect of the isolated posts, the selection grades shall be as specified below -

Sl.No.	Existing Pay Scale		Selection Grade	
1.	2550-3200	(1)	2610-3540	(2)
2.	2610-3500	(2)	2650-4000	(3)
3.	2650-4000	(3)	2750-4400	(4)
4.	2750-4400	(4)	3050-4590	(6)
5.	2950-4475	(5)	3200-4900	(7)

6.	3050-4590	(6)	4000-6000	(9)	
7.	3200-4900	(7)	4000-6000	(9)	
8.	3400-5200	(8)	5000-8000	(10)	
9.	4000-6000	(9)	5000-8000	(10)	
10.	5000-8000	(10)	(i) 6500-10500	(12)	In those cases where next promotion post is in a State Service. In other cases
			(ii) 5500-9000	(11)	
11.	5500-9000	(11)	6500-10500	(12)	
12.	6500-10500	(12)	8000-13500	(13)	

6. The appointing authority for the post held by the employee shall be competent to grant Selection Grade. In respect of categories of posts where seniority is maintained by an authority senior to the appointing authority, such senior authority shall be competent to grant Selection Grade.
7. Selection Grades in terms of this order shall be granted only to those employees whose record of service is satisfactory. The record of service which makes one eligible for promotion on the basis of seniority shall be considered to be satisfactory for the purpose of grant of the Selection Grade.
8. Notwithstanding anything contained in the foregoing paragraphs, if an employee has forgone/foregoes promotion or seeks reversion, he shall not be granted second or third Selection Grade under this order.

In cases where a Government servant who is drawing pay in second or third selection grade if on his actual promotion to second/third promotion post forgoes the promotion, the benefit of second and third selection grades, as the case may be, shall be withdrawn from the date he forgoes the promotion. The pay of such an employee shall be fixed either in pay scale of the first promotion post or in the first selection grade or in pay scale of second promotion post, at the stage he would have drawn had he not been granted second and/third selection grade(s), as the case may be.
9. Grant of Selection Grade shall not affect the seniority in the cadre nor the sanctioned strength of each category of posts in the cadre.
10. When a Government servant is granted first, second or third Selection Grade, as the case may be, has initial pay in the Selection Grade shall be fixed at the stage next above the pay notionally arrived at by increasing the pay being drawn by him the pay notionally arrived at by increasing the pay being drawn by him in the existing pay scale (pay scale of the post held or the Selection Grade) by one increment. In cases where an employee is drawing pay at the maximum of the pay scale of the post or the selection grade his pay shall be fixed at the stage next above the pay notionally arrived at by adding an amount equivalent to the last increment. If Selection Grade is

granted to an employee with effect from the date on which he earns increment, pay in the Selection Grade will be fixed with reference to the pay admissible in the existing pay scale including the increment.

11. The next increment in the Selection Grade shall be granted to an employee on the date he would have drawn his increment had he not been granted the Selection Grade, provided that where the pay is fixed at the minimum of the Selection Grade and the pay so fixed is more than the pay drawn in the existing pay scale by an amount equal to the amount of the next increment in the existing pay scale plus the amount of first increment in the Selection Grade, the next increment shall be admissible after completion of service for the full incremental period of one year under Rule 31 of the Rajasthan Service Rules.
12. In case of an employee who gets his regular promotion after getting the Selection Grade (identical to or lower than the pay scale of the promotion post) his pay shall be fixed in accordance with the provisions contained in Note 4 Rule 26A of Rajasthan Service Rules.
13. In case of Government servants drawing pay in selection grades of pay granted under FD order No. F20(1)FD(Gr.2)/92 dated 25.1.1992 as amended from time to time, the revised selection grades under Rule 6(ii) of Revised Pay Scales, 1998 are the corresponding pay scale as indicated in Selection 'A' of Schedule-I appended to Revised Pay Scales, 1998. If the existing selection grade revised as above is lower than the selection grade admissible under this order, the selection grade admissible under this order shall be applicable. In such a case pay shall be refixed with effect from 1.9.1996 in the selection grade as per this order at the equal stages where the existing selection grade revised under Rule 6(ii) of Revised Pay Scales, 1998 is higher than the selection grade admissible under this order than that selection grade shall be applicable as personal to the existing incumbent however, the next selection grade shall be admissible as per the provisions of this order.

This order shall come into force with effect from 1.9.1996. No arrears shall accrue to Government servants who have been granted selection grades under these orders between 1.9.1996 to 31.12.1996 (both days inclusive) for the period upto 31.12.1996.

By Order of the Governor
Sd/-
(Dr. Adarsh Kishore)
Principal Secretary to the Government

Note : The words 'Govt. Servant', 'State Service(s)' appeared in these Rules are treated as 'University Employees', 'University Services' respectively.

DEARNESS ALLOWANCE RULES**1. Short title and commendement**

- (1) These rules may be the MDS University of Ajmer Dearness Allowance Rules,
- (2) They shall come into force with effect from the date of approval of the Board of Management.

2. Applicability

- (1) These rules shall apply to all the employees of the University who are paid their pay in pay scales prescribed by the University.
- (2) These rules shall not apply to those University employees -
 - (i) who are employed on contract,
 - (ii) who are part time or paid from contingencies,
 - (iii) who are on work charged establishment, or are paid on daily or piece work rates, or are casual workers,
 - (iv) whose services have been borrowed from Government or any Public Sector Undertaking or Local Authority or any other organisation.
 - (v) Industrial employees.

3. Definition

'Pay' for the purpose of the grant of dearness allowance or interim relief will mean only basic pay drawn by an employee in a time scale of pay as defined in rule 7(23) of MDS University of Ajmer Conditions of Service etc. Rules, 1997.

4. Regulation of allowance in different conditions**(1) Admissibility of allowance during leave**

- (a) The allowance may be drawn during any period of leave other than (i) extra ordinary leave, in or outside India and (ii) any portion of leave preparatory to retirement spent outside India except that in case of leave preparatory to retirement in India, it will be admissible only during the first 240 days.

NOTE: An appropriate amount of dearness allowance shall be paid on the cash equivalent of leave salary paid to the families of deceased employees under rule 18 of Leave Rules.

- (b) The allowance during leave will be based on leave salary actually drawn minus the amount of special pay, if any, taken into account for determining leave salary, both for the purpose of monetary limits within which the allowance is admissible and for calculation of the amount of the allowance.

(2) Dearness allowance during joining time

During joining time the allowance will be based on the joining time pay i.e. the basic pay last drawn at the time of handing over charge to join a new post.

(3) Dearness Allowance during suspension

An employee under suspension may be granted dearness allowance on the basis of the subsistence allowance paid from time to time.

(4) Dearness Allowance during foreign service

Subject to the sanctioned terms of appointment of an employee of foreign service, he may draw the allowance on the basis of his pay in foreign service.

(5) Dearness Allowance to those who are entitled to free boarding and lodging

In the cases of employees who are entitled to the concession of free board and lodging as a condition of their appointment, the dearness allowances should, in the absence of orders to the contrary, be restricted to 50% of the rates which would otherwise be admissible to the employee on the basis of his pay.

(6) Dearness allowance to re-employed pensioners

Retired employees who have been or may be re-employed and who are allowed to draw their pension in addition to pay, will be eligible to draw the dearness allowance if their pay (or leave salary) plus pension does not exceed the monetary limits prescribed. In such cases, the allowance will be calculated as follows :

- (a) In the case of persons whose pay plus pension exceeds the sanctioned maximum pay of the post, the allowance will be calculated on the maximum.
- (b) In the case of persons whose pay on re-employment in the University is fixed without taking into account the entire pension or a part thereof the amount of pension so ignored shall also not be taken into account for the purpose of calculating dearness allowance.
- (c) In the case of persons on leave during such re-employment, the allowance will be calculated on leave salary alone (excluding pension).

(7) Treatment of fraction of a rupee in the amount of the allowance

The payment on account of dearness allowance involving fractions of 50 paise and above shall be rounded off to the next higher rupee and the fractions of less than 50 paise ignored.

5. Rates of dearness allowance

- (1) The rates of dearness allowance shall be as may be laid down by the University from time to time.
- (2) In laying down the rates of dearness allowance, the University will be guided by the rates, terms & conditions laid down by the Government of Rajasthan for their employees from time to time.

6. Dearness Allowance to be distinct element of remuneration

Dearness Allowance will continue to be a distinct element of remuneration and will not be treated as pay within the ambit of Rule 7(23) of MDS University of Ajmer-General Conditions of Service etc. Rules.

COMPENSATORY (CITY) ALLOWANCE RULES

1. Short title and commencement :

- (1) These rules may be called the 'MDS University of Ajmer Compensatory (City) Allowance Rules'.
- (2) These rules shall come into force with effect from the date of approval of the Board of Management.

2. Applicability

- (1) These rules shall apply to the University employees posted within the municipal limits of the Ajmer City/Bikaner/Kota/Pali/Sriganganagar.
- (2) These rules shall not apply to :
 - (i) staff employed on daily wages, work charged employees/fixed pay employees.
 - (ii) employees employed on contract unless specific term in regard to admissibility of Compensatory (City) Allowance has been provided in the terms of contract.

3. Definition

For the purpose of these rules, 'Pay' means pay as defined in rule 7(23) "MDS University of Ajmer Conditions of Service etc., 1997", but it does not include special pay and personal pay.

4. Rate of Compensatory (City) Allowance

- (1) - The rates of compensatory (City) allowance shall be as may be laid down by the University from time to time.
- (2) In laying down the rates of compensatory (City) allowance, the University will be guided by the rates, terms & conditions laid down by the Government of Rajasthan for their employees from time to time.

NOTE: Employees who are allowed to concession of free board and lodging or messing allowance as a condition of service, will be entitled to Compensatory (City) Allowance at 50 per cent of the above rates.

5. Regulation of Compensatory (City) Allowance in different circumstances

The drawal of Compensatory (City) Allowance shall be regulated as follows, in the following cases :-

- (a) During leave and during temporary transfer - An employee shall be entitled to draw Compensatory (city) Allowance during leave for temporary transfer at the same rate at which he was drawing before proceeding on leave.

- Notes: (1) 'Leave' means total leave of all kinds not exceeding 120 days and first 120 days of leave if the actual duration of the leave exceeds that period, but does not include extraordinary leave, study leave, leave preparatory to retirement refused leave whether concurrently with notice period or not. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave should be taken as one spell of leave.
- (2) The limits of 120 days referred to in Note 1 shall be extended to 240 days for the purpose of grant of this allowance in case of an employee suffering from T.B., Cancer, Leprosy or Mental disease during the period of his leave taken on medical certificate from a qualified specialist or Civil Surgeon irrespective of the fact whether the leave is on medical certificate from the very commencement or is in continuation of other leave as defined in Note 1 above.
- (3) Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For purposes of this rule, it includes deputation. Subject to the limit of four months, the total Compensatory (City) Allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact upto the date of the order of extension.

(b) During awaiting posting orders

Compensatory (City) Allowance during the period of awaiting posting order shall be admissible at the same rates at which it was drawn immediately before the period of awaiting post orders.

(c) During training within India

An employee who is sent on training in India and whose period of training is treated as duty under rule of MDS University of Ajmer Service Conditions etc. Rules, shall be entitled to draw Compensatory (City) Allowance during the entire period of such training at the same rates at which he was drawing at the station from which he proceeded on training.

(d) During suspension

An employee under suspension shall be entitled to draw Compensatory (City) Allowance during the period of suspension, at the rates at which it was paid to him on the date of suspension subject to the fulfilment of the conditions laid down in rule 26 of MDS University of Ajmer regulating the Pay and Allowances of University employees Rules 1997.

NOTE: If the headquarters of an employee under suspension are changed in the University interest by the orders of the competent authority, he shall be entitled to allowance as admissible at the new station and not otherwise.

(e) During re-employment

A person re-employed after retirement shall be entitled to be paid the Compensatory (City) Allowance, on the pay plus pension subject to the maximum of the post if the amount of pension is taken in to account.

6. Regulation of Compensatory (City) Allowance on posting at places other than Ajmer

The Registrar would be competent to grant Compensatory (City) Allowance to an employe posted at a place other than Ajmer, at the rates and subject to the conditions laid down by the State Government for their employoes posted at that station.

7. Repeal

These rules shall supersede all existing orders and rules issued from time to time in regard to grant of Compensatory (City) Allowance to employes of MDS University of Ajmer.

LOCAL CONVEYANCE RULES

1. Short title and commencement :

- (1) These rules may be called "MDS University of Ajmer Local Conveyance Rules".
- (2) They shall come into force with effect from the date of approval by the Board of Management.

2. Applicability

These rules shall be applicable to the employees of the University who are to carry out local tours within the Municipal limit of the place of posting.

3. Types of conveyance allowance/charges

- (1) Local tour means tour undertaken within the Municipal limits by various members of the staff of the University in the course of conducting official business.
- (2) Keeping in view duties attached to various posts, two types of conveyance allowance/charges may be considered by the University, at their discretion:
 - (a) Conveyance Allowance.
 - (b) Conveyance Charges.

4. Conveyance Allowance :

- (1) Conveyance Allowance may be granted to an employee by the Board of Management whose duties require extensive travelling at or within a short distance from the headquarters, under conditions which do not entitle him to Travelling Allowance.
- (2) This Allowance will be drawn all the year round except when the person remains on leave, joining time, temporary transfer etc.

5. Rates of Conveyance Allowance

The Conveyance when sanctioned shall not exceeding following limits :

Type of vehicle owned by the employee	Rate of allowance
1. Car / Jeep	Rs. 400 p.m.
2. Scooter/Motor Cycle	Rs. 150 p.m.
3. Moped	Rs. 100 p.m.

Where conveyance allowance is not paid/payable, employees required to undertake local journey on official work shall be reimbursed expenses incurred by them @ Rs. 20/- per trip.

6. Other conditions for Conveyance Allowance

Where fixed local conveyance allowance is paid, the employee concerned will not be entitled to use of staff vehicles for undertaking official journeys within the limits of the town in which he is posted or within a radius of 8 kms. from office, whichever is higher.

MAHARSHI DAYANAND SARASWATI UNIVERSITY
AJMER

HOUSE RENT ALLOWANCE RULES
(As approved by the Board of Management dated 27.06.1998)



AJMER
1998

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

HOUSE RENT ALLOWANCES RULES

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

HOUSE RENT ALLOWANCE RULES

1. Short title

These Rules shall be called "The MDS UNIVERSITY OF AJMER HOUSE RENT ALLOWANCE RULES".

2. Commencement

These rules shall come into force with effect from the date of approval by the Board of Management.

3. Applicability

- (1) These Rules shall apply to University employees who are posted within the municipal limits of Ajmer, Kota, Bikaner, Sriganaganagar towns.
- (2) These rules shall not apply to :-
 - (i) Staff employed on daily wages/Fixed wages.
 - (ii) Persons employed on contract unless specific terms in regard to admissibility of house rent allowance have been provided in the terms of contract.

4. Definitions

For the purpose of these rules -

- (i) 'Pay' means pay as defined in rule 7(23) of MDS University of Ajmer Conditions of Service etc. Rules, but does not include special pay and personal pay.
- (ii) 'Family' means a University servant's wife/husband, children and other persons residing with and wholly dependent upon him/her. A husband/wife/child/parent having independent source of income is not treated as dependent upon him except when he is in receipt of a gross pension (including pension equivalent of Retirement gratuity or other retirement benefits) not exceeding Rs. 1000/- p.m.

5. When not admissible

The House Rent Allowance shall not be admissible to a University employee-

- (i) who is occupying University accommodation including accommodation belonging to Devasthan Department or any other Department of the Government.
- (ii) who accept allotment of University accommodation from the date of occupation or from fifteenth day after the date of allotment of University accommodation whichever is earlier.

- (iii) (a) who shares University accommodation allotted rent free to another University employee or who resides in accommodation allotted to his wife/her husband or to his/her parents/son/daughter by the University, Government or autonomous body, or public undertakings or bodies or Corporations or semi Government Organisations such as Municipalities etc.
- (b) If his wife/her husband has been allotted family accommodation at the same station by the Central-Government, State Government or autonomous public undertaking or Body or Corporation, Semi Government Organisation such as Municipalities etc.

6. When admissible.

- (1) (i) A University employee who is living in a rented accommodation shall be entitled to house rent allowance at the rates mentioned in rule 7 of these Rules.
- (ii) In case where both husband and wife are in the service of the University and are living together in a rented/owned accommodation both of them shall be entitled to claim house rent allowance at the rates mentioned in rule 7 of these rules, subject to fulfillment of other conditions for drawal of the allowance i.e. furnishing of certificate as required in rule 9(1) of these rules.
- (iii) The allowance shall be granted to him from the date of occupation of the rented accommodation on his making an application in accordance with the procedure prescribed under these rules provided, however, that if the said application is not made within one month of the date of occupation of the accommodation, the allowance shall be admissible from the date of application.
- (2) A University employee living in a house owned by him, his wife, children, father or mother or in a house owned by a hindu undivided family in which he is a Copartener, shall also be entitled to house rent allowance at the rates mentioned in rule 7 of these rules subject to his furnishing certificate, that he is paying contributing towards house for property tax or maintenance of the house.
- (3) In case of a University employee who owns a house at a place of duty but resides in a rented house instead, house rent allowance shall be paid in respect of the rented house, if otherwise admissible.

7. Rates of House Rent Allowances

- (1) The House Rent Allowance to a University employee admissible under these rules, shall be granted at the rates as prescribed by the BOM from time to time.

- (2) House Rent Allowance is admissible, without reference to the quantum of rent paid, to all employees without requiring them to produce any rent receipts.
- (3) If an employee who is living in a rented house and has sub let a part of the accommodation and if the sub letting amount is equivalent to or more than the house rent being paid by him, no house rent allowance shall be payable.

8. Regulation of House Rent Allowance in different circumstances

The drawal of house rent allowance shall be regulated as follows in the following cases :-

(a) During leave for temporary transfer :

A University employee shall be entitled to draw House Rent Allowance during leave or temporary transfer at the same rate at which he was drawing before proceeding on leave.

- Notes :
1. 'Leave' means total leave of all kinds not exceeding 120 days and the first 120 days of the leave if the actual duration of the leave exceeds that period and in the case of leave preparatory to retirement, earned leave not exceeding 120 days taken as leave preparatory to retirement, but does not include extra ordinary leave, study leave and refused leave whether running concurrently with notice period or not. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave, should be taken as one spell of leave.
 2. The limit of 120 days referred to in Note No. 1 above shall be extended to 240 days for the purpose of grant of this allowance in case of a University employee suffering from T.B., Cancer, Leprosy or a mental disease during the period of his leave taken on medical certificate from a Senior or Junior Specialist, or an Officer of the Rajasthan Medical Service (Collegiate Branch) specialist in the disease irrespective of the fact whether the leave is on Medical certificate from the very beginning or in commencement of other leave as defined to Note 1.
 3. 'Temporary Transfer' means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For the purposes of this rule it includes deputation. Subject to the limit of four months the total house rent allowance if the temporary duty is subsequently extended beyond four months in all will remain intact upto the date of the order of extension.

(b) During training within India

A University employee who is sent on training in India and whose period of training is treated as duty under rule 7(14) of MDS University of Ajmer conditions of service etc. Rules, shall be entitled to draw House Rent Allowance during the

entire period of such training at the same rates at which he was drawing at the station from which he proceeded.

(c) During suspension

A University employee shall be entitled to draw House Rent Allowance at the rates at which it was paid to him on the date of suspension subject to the fulfilment of the conditions laid down for drawal of the same.

NOTE: If the headquarters of a University employee under suspension are changed in the public interest of orders of the competent authority, he shall be entitled to allowance as admissible at the new station and not otherwise.

(d) During Training Abroad

A University employee who is deputed for training abroad by the University under various training schemes of the University or operated through non official channels as a Government sponsored candidate, the House Rent Allowance shall be admissible during the entire period of training at the same rates at which he would have drawn at the station from which he was deputed for training abroad.

(e) During re employed period

In case of an employee re-employed after retirement, the house rent allowance shall be calculated on the pay plus the amount of pension including pension equivalent of retirement gratuity, if any, irrespective of commutation of a part of pension, if any, of pensionary equivalent of a part of University contribution with interest thereon and special contribution included in the total retirement benefits in respect of an employee governed by Contributory Provident Fund, as the case may be, but not exceeding the maximum pay of the post in any case.

9. Certificates

- (1) Every University employee shall furnish alongwith his first claim for house rent allowance a certificate in the form given in the Annexure 'B'.
- (2) The drawing and disbursing officer shall record a certificate after obtaining the same from the Registrar in January and July on every establishment pay bill in which House Rent Allowance is drawn by him that the University employees for whom House Rent Allowance is drawn in this bill have not been provided with University accommodation."

10. Procedure for grant of House Rent Allowance.

- (1) Every University employee who is eligible for grant of House Rent Allowance under these rules shall make an application in the prescribed form given in Annexure 'A' to the Registrar or any officer empowered by the Vice Chancellor and in case of Registrar to the Vice Chancellor, as the case may be.

ANNEXURE-A
(Ref. Rule 10(1))

**APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE IN
RESPECT OF UNIVERSITY EMPLOYEE LIVING IN RENTED
ACCOMMODATION/OWN HOUSE**

- 1. Name :
- 2. Designation and department in which employed :
- 3. Pay: (i) Pay as per Rule 4(I) of these rules : Rs.
(ii) Pay plus pension for re-employed persons only : Rs.
- 4. (i) Full address of the house :
(ii) Whether rented or own :
- 5. Details of accommodation (Number of rooms, kitchen, w.c and bath, verandah etc. be shown separately) :
- 6. Amount of house rent allowance claimed as admissible under rule :
- 7. Whether certificates required under rules are attached :
- 8. Date of occupation of the accommodation :

Signature.....
Designation.....
Department.....

FOR USE IN THE OFFICE OF HEAD OF OFFICE

Certified that

1. I have examined the claim for house rent allowance and I am satisfied that the claim is in accordance with the rules. The certificates prescribed by University have been obtained from the employee.

2. House Rent Allowance of Rs. is hereby sanctioned.

Date:

Signatures:.....
Registrar

ANNEXURE-B

CERTIFICATE TO BE FURNISHED BY AN EMPLOYEE WHO IS APPLYING FOR GRANT OF HOUSE RENT ALLOWANCE

Certified that:

1. I am living in a rented house situated within municipal limits of (Name of City/Town) and incurring some expenditure on rent/ contributing towards rent.
2. The portion of accommodation in respect of which house rent allowance is claimed has not been sub-let/has been sub-let and the monthly rent which is received is Rs. P.M.
3. I am living in a house situated within municipal limits of (Name of City/Town) and owned by me/ my wife/husband/ Children/father/ mother/Hindu undivided family in which I am co-partner and paying/ contributing towards house or property tax or maintenance of the house.
4. I have not been provided with government accommodation by the Central Government, State Government or Autonomous Public Undertaking or Body or Corporation or Semi-government Organisation such as Municipalities etc.
5. I am not living in government accommodation/university accommodation which has allotted to another government servant/University employee.

(Signature of the University employee)

**MAHARSHI DAYANAND SARASWATI UNIVERSITY
AJMER**

TRAVELLING ALLOWANCE RULES
(As approved by the Board of Management dated 27.06.1998)



**AJMER
1998**

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

TRAVELLING ALLOWANCE RULES

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

TRAVELLING ALLOWANCE RULES

CHAPTER I

1. Title

These rules shall be called the "MDS University of Ajmer Travelling Allowance Rules, 1997".

2. Commencement

These rules shall come into force with effect from the date of approval by the Board of Management.

3. Applicability

These provisions shall apply to -

- (1) Vice Chancellor of MDS University of Ajmer/Other Universities.
- (2) Members of the duly constituted bodies/committees of the University.
- (3) Examiners, moderators, tabulators, checkers, inspectors of colleges and managers, coaches and observers appointed by the University.
- (4) Invitees for addressing special lecture series under Extension/Exchange of Teachers Programme.
- (5) Research Fellows and Research Scholars of the University.
- (6) Employees of the University except the following :
 - (a) work charge employees
 - (b) employees paid from contingencies.
 - (c) Employees on contract where the term of contract specifically provides otherwise, and
 - (d) employees on deputation from Central or any State Government, or body corporate where the terms of deputation provide for the application of other rules.

4. Definitions

- (1) 'University' means the MDS University of Ajmer established and incorporated under the University of Ajmer Act, 1987.
- (2) 'Competent Authority' means the Board of Management (BOM) or any other authority subordinate to Board of Management to which the power is delegated by or under these rules.

- (3) 'Day' means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (4) (i) 'Pay' means basic pay in a time scale of pay plus personal pay, if any, but it excludes special pay and other allowances.
- (ii) In case of an employee re-employed after retirement, in term 'Pay' means pay plus the amount of pension including pension equivalent of Retirement Gratuity, if any, irrespective of commutation of a part of pension, if any, of pensionary equivalent of a part of University contribution with interest thereon and special contribution included in the total retirement benefits in respect of an employee governed by Contributory Provident Fund, as the case may be, but not exceeding the maximum pay of the post in any case.
- (iii) In case one is drawing consolidated pay, the term 'pay' will mean the amount which is equal to 60% of the consolidated pay.
- (5) 'Travelling allowance' means and includes mileage allowance and halting allowance.
- (6) 'Mileage Allowance' means an allowance granted to a person to meet the cost of a particular journey, on the basis of distance travelled by rail, road or air.
- (7) 'Halting allowance' means an allowance granted to a person to meet the cost of lodging and boarding and other incidental expenditure necessitated at the place of halt.
- (8) 'Period of absence from headquarters' means period of absence from headquarters which begins on the day on which the person actually leaves his headquarters and ends on the day on which he returns thereto.

CHAPTER II

CATEGORISATION FOR THE PURPOSES OF TRAVELLING ALLOWANCE AND HALTING ALLOWANCE

- 5 (1) Categorisation for the purpose of travelling allowance other than halting allowance

For the purpose of calculating Travelling Allowance other than Halting Allowance, to whom these rules are applicable, are divided into four categories :-

CATEGORIES

- 'A' The Vice Chancellor and the non official member of the University bodies/ Committees and employees drawing pay of Rs. 3000 per mensem or above.

- 'B' Employees drawing pay of Rs. 1,800 or above but below Rs. 3,000 per mensem.
- 'C' Employees drawing pay of Rs. 1,200 or above but below Rs. 1,800 per mensem.
- 'D' Employees drawing pay below Rs. 1,200 per mensem.

(2) **Categorisation for the purpose of calculating halting allowance**

For the purpose of calculating halting allowance, the University employees are divided in six categories, viz. :-

CATEGORIES	Class (pay range) of employees
I	Rs. 5,100 and above p.m.
II	Rs. 2,800 and above but less than Rs. 5,100 p.m.
III	Rs. 1,900 and above but less than Rs. 2,800 p.m.
IV	Rs. 1,400 and above but less than Rs. 1,900 p.m.
V	Rs. 1,100 and above but less than Rs. 1,400 p.m.
VI	Below Rs. 1,100 per month."

CHAPTER III

PRINCIPLES OF CALCULATION OF MILEAGE ALLOWANCE

6. (1) Travelling allowance is a compensatory allowance and is so regulated that it is not on the whole a source of profit to the recipient.
- (2) (i) A person's claim to Travelling Allowance shall be regulated by the rules in force at the time of journey in respect of which the claim relates.
- (ii) No revision of claims of T.A. is permissible in cases where a person is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period in travelling between the date of promotion or reversion or of increased rate of pay and that on which it is notified unless it is clear that there has been an actual change of duties. Claim for revised T.A. is, however, permissible in cases where correct rate of pay has been determined and authorised in accordance with rules in force with retrospective effect in place of provisional payment.
- (iii) A competent authority may prescribe the limits of the sphere of duty and a place as a headquarter for the University employee. In case of doubt the competent authority may decide whether particular absence from headquarter is to be treated as journey on tour for the purpose of these rules or not.

7. (1) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practical routes or by the cheapest of such routes.
- (i) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary mode of travelling.
- (2) If a person travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated by the route actually used.
- (3) A competent authority may, for special reasons which should be recorded, may permit mileage allowance to be calculated, and route other than the shortest or the cheapest provided that the journey is actually performed by such route.
- (4) (i) Where a person performs journey by road in a public conveyance or in his own car/motor cycle/moped etc. owned by him between the places connected by rail, he shall be entitled to mileage allowance as admissible for road journey limited to rail mileage allowance unless road mileage allowance works out to be less than the rail mileage allowance. In case of Officers entitled to travel by rail in air conditioned class, the expression 'rail' mileage allowance for the purpose of this sub rule includes mileage allowance admissible in respect of journey by rail in air-conditioned class also, if air conditioned accommodation in train is provided on that route.
- (ii) For the purpose of this rule, a journey performed between places not directly connected by rail, but which can be reached by rail upto rail terminus and then by bus or any other means of public conveyance shall be treated as journey partly by rail and partly by road unless the mileage allowance calculated by road works out to be less than mileage allowance calculated for journey partly by rail and partly by road.
- (5) A journey on transfer is held to begin or end at the actual residence of the University employee concerned. Any other journey is held to begin or end in any station at the duty point in that station.

NOTE : The term 'duty point' means the place or office of employment of the University employee of the headquarters, or place or office visited by the University employee on duty at an outstation and where there are two or more points at an outstation, the point farthest from the railway station/bus stand/air booking office or airport, as the case may be, shall be treated as duty point.

- (6) If an employee performs a journey by road in a motor car owned by him or in University vehicle between places connected by rail, he will have to certify about the public interest served or economy of time etc. In case of travel by the Vice Chancellor, the provisions of this rule will however not apply.

CHAPTER IV

T.A. FOR JOURNEY ON TOUR

8. Rates of Mileage Allowance and Halting Allowance

- (1) The rates of mileage allowance admissible for journey on tour performed by rail or road or air shall be as indicated in Appendices I, II and III appended to these rules.
- (2) The Halting Allowance including hotel accommodation charges and allowances for meals shall be admissible at the rates and subject to the conditions mentioned in Appendix IV (A) and (B) to these rules.

9. Admissibility of Travelling Allowance for journey on tour :

(i) For Journey by rail :

- (a) Mileage allowance at the rate of railway travel shown in columns 2 and 3 of Appendix I, plus,

- (b) Halting allowance at the rates prescribed for the station of halt.

(ii) For Journey by road in a public conveyance :

- (a) Mileage allowance at the rates shown in Column 3 of Appendix II, plus,

- (b) Halting allowance at the rates prescribed for the station of halt.

(iii) For journey partly by road in a public conveyance and partly by rail :

- (a) For the road journey in a public conveyance mileage allowance at the rates for travel by road shown in column 3 of the Appendix II.

- (b) For the rail journey mileage allowance at the rates for rail travel shown in column 2 and 3 of Appendix I, plus

- (c) Halting Allowance at the rates prescribed for the station of halt.

(iv) For Journey by Air :

- (a) Mileage Allowance at the rates for air journey shown in Appendix III, plus

- (b) Halting Allowance at the rates prescribed for the station of halt.

(v) For Journey by car or any other conveyance owned by the employee :

- (a) Mileage Allowance at the rates prescribed in Column 2 of Appendix II- plus,

- (b) Halting Allowance at the rates prescribed for the station of halt.

Note : Mileage Allowance under (a) above shall not be admissible if the propulsion charges are not borne by the employee.

(vi) For journey by car or any other conveyance which is not his own :
Halting Allowance according to item (5) of Schedule to Appendix IV.

(vii) For mixed journey by road i.e. partly by own car or University Vehicle or vehicle provided by any other authority free :

Travelling Allowance for each type of journey as separate individual journey under clause (v) to (vii) as the case may be subject to the condition that total Mileage Allowance shall not exceed the mileage allowance to which he would be entitled had he covered the whole distance in his own or hired car.

(2) (i) No travelling allowance is admissible for any day on which a person does not reach a destination outside the limits of his headquarters, the distance of which is more than 8 kms. from his duty point or return thereto from a distance exceeding 8 kms. whether by rail or road. For the purpose of this rule the limit of headquarters in case of a town or city extends upto municipal limits of the town or city.

(ii) A University employee travelling on duty, from his duty point at his headquarters to any other place, within the limits of his headquarters i.e. within the municipal limits of a town or city is entitled to get actual amount spent by him in payment of fare for bus or conveyance charges admissible to him under the University rules, whichever is higher.

10. The Vice Chancellor or any other authority to whom the powers are delegated by the Board of Management or the Vice Chancellor, may, for special reasons to be recorded by him justifying payment of actual travelling expenses in the interest of the University work, allow payment of actual travelling expenses incurred in connection with journey on tour by an employee under the express orders of the Registrar.

11. If short journeys are undertaken a person belonging to category 'A' and 'B' on tour in cities of Mumbai/Calcutta Chennai/Delhi including New Delhi and all state capitals within the municipal limits between the place of his actual stay and the place(s) or office(s) visited by him in connection with University work, he shall be entitled to actual amount spent by him in payment of fare for taxi, tonga, scooter, bus as the case may be. A person belonging to category 'C' and 'D' shall be entitled to claim actual amount spent by him in payment of fare for tonga, scooter, and bus. A detailed statement in the prescribed proforma be appended to Travelling Allowance Claim.

PROFORMA

DETAILS OF SHORT JOURNEYS

Date	Brief particulars of places between which taxi conveyance was used	Approximate distance	Purpose of Journey	Mode of conveyance	Rate of fare prevailing at the time journey was undertaken.	Actual fare paid.
1.	2.	3.	4.	5.	6.	7.

Certified that I have actually travelled _____ Kms.
by _____ as stated above from the place of actual stay and paid
Rs. _____ on account of fare/hire charges.

Signature :

Designation :

CHAPTER V

GENERAL

12. Special Journeys

The Vice Chancellor may permit claims of Travelling Allowance in the case of transferee of an employee to an outside station in the University interest; to employees on retirement; to the families of the employees on death while in service to home town; and to private persons and part time employees, etc. While permitting such claims he will be guided by the rules framed by the State Government for their employees in this regard.

13. Special condition for attending meetings

When a member is required to attend two meetings of the University with an interval of less than 4 days between the meetings attended excluding the days of meeting, he may be allowed to charge only halting allowance of the intervening days.

14. No travelling allowance to be paid for attending convocation :

Travelling allowance including halting allowance shall be paid for the members of the Academic Council for attending the Convocation.

15. Payment of conveyance allowance for attending meetings of University:

Conveyance allowance of Rs. 40/- per meeting may be paid to all the local members of different bodies or committees; provided that (1) adjourned meeting on the same day will be treated as one meeting and (2) the amount of conveyance allowance is subject to a ceiling of Rs. 100/- per day.

CHAPTER VI

MISCELLANEOUS

16. Power to Interpret

In the event of any doubt regarding interpretation of these rules, the power to interpret the rules will vest with the Vice Chancellor whose decision shall be final.

17. Power to amend

Power to amend any or all the provisions of these rules will vest with the Board of Management only.

18. Power to relax

Notwithstanding anything contained in these rules, the Vice Chancellor may for the reasons to be recorded in writing, relax any of the provisions of these rules in the case of any individual.

19. Repeal and Savings

From the date these rules are made applicable, the old rules of the University shall stand repealed. However, all the claims relating to the period prior to the date of coming into force of these rules, shall be governed by old rules.

APPENDIX - I
Rule 8(1)

Rate of Admissibility of Mileage Allowance for Travel by Rail

Category of Persons	Actual rail fare of class of accommodation	Incidental charges	Remarks
	2.	3.	4.
<p>1. Category 'A'</p> <p>(i) The Vice Chancellor and the non official members of the University bodies/Committee's & those drawing pay of Rs. 4500/- & above</p>	<p>First class or A.C.C. or any lower class on any train including reservation charges paid to Railway, if any.</p>	<p>5 Paise per K.M. Those drawing pay of Rs. 4500/- or above when under-take journey by rail/bus may claim incidental charges their option limited to those admissible for air journey if places are connected with air.</p>	<p>Instructions appended to column No.2 are applicable to all Categories of persons :</p> <p>1. Every person who travels on duty by occupying a berth in First Class in a railway train shall be required to produce evidence of having actually performed the journey in the class for which rail fare is claimed by producing cash receipt or mentioning serial numbers of real tickets on TA Bills.</p>
<p>(ii) Employees drawing pay of Rs. 3000 and above but below Rs. 4500/-</p>	<p>First Class or A.C.C./ Sleeper Class & reservation charges paid to Railways.</p>	<p>4 paise per K.M.</p>	<p>2. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is</p>
<p>Category 'B'</p> <p>(i) Employees of the University in receipt of pay of Rs. 1800/-p.m. and above but below Rs. 3000/-</p>	<p>First Class or ACC sitting accommodation including reservation charges paid to Railway, if any.</p>		

Category 'C' & 'D

(i) Employees in receipt of II class or Class including Pay below Rs. 1800/-p.m. reservation charges paid and Research Fellows and to railway if any.

Note : If an employee entitled to travel in Class II actually uses II Class Sleeper accommodation he shall be re-imbursed the cost of sleeping accommodation in addition to rail fare provided the distance travelled by rail is not less than 300 kms and the night journey involved is for a period of not less than 6 hours.

3 paise per K.M.

available. In the former case they can claim actual fare of the lower class plus incidental charges of the class in which they are entitled and in the latter case they may claim the railway fare and incidental charges of the category to which they belong.

3. Claim for refund on unused tickets should be preferred to concerned Railway, Road, Transport concerned & Airlines. The amount of cancellation fee charged by the Rail, Airlines or Road transport concerned etc. shall be reimbursed by the University on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of the person like sudden illness or death of near relative etc. The ordinary reservation fee in

such cases may also be reimbursed to the person without waiting for the acceptance of his claim for refund of cancellation charges by the Railway Road Transport or Airlines Authorities. Refund of Agency charges paid to a travel agency for booking journeys for his own convenience are not to be made. The cancellation charges shall be claimed in the T.A. Bill.

APPENDIX - II
Rule (8) (1)

Mileage Allowance for Travel by Road

Category of persons	Special Rates		Ordinary Rates	
	1.	2.	3.	
Category 'A' (i) The Vice Chancellor and the non-official members of the University bodies/committees and those drawing pay of Rs. 4500/- and above. (iii) Employees drawing pay of Rs. 3000/- and above but below Rs. 4500/-.	(i) Journey in Motor Car owned by a person 2.60 paise per Km. (ii) Journey by a Scooter/Motor Cycle/Moped etc. 1.00 per Km. (iii) Journey by any other means of conveyance like Rickshaw, Tonga Auto Rickshaw etc. 1.00 per Km. (iv) Journey on cycle or on foot 25 paise per Km.	(a) Actual Air conditioned/Deluxe including semi-Deluxe/Upper Class Bus fare plus passenger tax and local tax charges if any, plus incidental charges at the rate of 5 paise per km. as admissible for rail journey. (b) Mileage allowance for journey to reach IAC/Railway Station, Bus stand from duty point and vice versa.	(i) Place Jaipur/Jodhpur/Kota/Bikaner/Udaipur/Ajmer (ii) All State Capitals in India(except Jaipur) including Delhi (iii) At other places	Rate Rs. 25/- fixed charges. Actual Charges paid in payment of fare for taxi/rail/train/bus etc. Rs.180 per km.
	NOTE: (i) A person shall not undertake a journey by a scooter/Motor Cycle, Moped etc. owned by him for a distance exceeding 15 km. from his headquarters to places connected by rail or regular bus service. (ii) Owned Car would also include the car in the name of the spouse.			NOTE: A person who uses departmental vehicle (including staff car) for road journey from office or residence to Air-port or Railway Station or Bus stand and Vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to IAC Office, Railway Station or Bus Stand and Vice-versa.

(c) Where a person alights from a train at a railway station in order to catch a connecting train from another railway station at particular place enroute his destination, he shall be entitled to road mileage allowance at the rates indicated in para (b)(iii) above.

- (a) Actual Air conditioned/Deluxe including semi-Deluxe/Upper class bus fare plus passenger tax plus local tax charged, if any, plus incidental charges at the rate of paise 4 per Km. as admissible for rail journey.
- (b) Mileage allowance for journey to reach IAC/ Railway Station/Bus stand from place of stay or vice versa mentioned against Category 'A' above shall also apply here.

Note : Note given below item (b) above in this column against category 'A' shall also apply here.

- (a) Actual Ordinary/Express or Mail class bus fare plus passenger tax plus local tax charges, if any, plus incidental charges at the rate of 3 paise per km. as admissible for rail journey.
- (b) Mileage Allowance for journey to reach Railway Station/Bus Stand from place of stay or vice versa.
- | Place | Rate |
|--|-------------------------|
| (i) Jodhpur/Bikaner/Ajmer/
Udaipur/Kota | Rs. 20/- fixed charges. |
| (ii) All State Capitals in India | Actual charges |

Note (1) & (2) mentioned in this column against Category 'A' shall also apply here.

Category 'B'
Employees of the University in receipt of pay of Rs. 1800/- and above but below Rs. 3000/-

- (i) Journey by any other means of conveyance other than Motor car like Tonga, Rickshaw, Motor, Rickshaw etc. Re. 1.00 per Km.
- (ii) Journey on Cycle or on foot 25 paise per Km.
- NOTE :
Note mentioned in this column against category 'A' shall also apply here.

Category 'C' & 'D'
(i) Employees of the University in receipt of pay below Rs. 1800/-

- (ii) Research Fellows & Research Scholars, irrespective of pay drawn by person concerned.

(except Jaipur) including Delhi	paid in payment of fare for taxi/ rail/train bus etc. Re1.80 per km.
(iii) At other places	

Note: Note given below item (b) above in this column against category 'A' shall also apply here.

General Note :

- (i) The procedure laid down in item 3 of Remarks columns of Appendix I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerns.
- (ii) Every employee who travels on duty in Air Conditioned/Delux including Semi-Delux, upper class shall be required to attach the bus ticket or mention serial number of bus ticket purchased by him in the travelling allowance bill.

APPENDIX - III
Rule 8 (1)

Mileage Allowance for Travel by AIR

Eligibility	Mileage Allowance	Remarks
1.	2.	3.
(i) The Vice Chancellor of the University of Rajasthan and employees in receipt of pay of Rs. 3700/- & above.	1. One actual single fare including tax or 1. surcharges on fare, if any plus incidental charges equal to 20% of actual fare (excluding the element of tax or surcharge on fare, if any,) limited to three fourth of the allowance.	If persons not authorised to travel by Air on tour, perform journey by Air, they may draw mileage allowance which would be admissible if they had travelled by rail or road.
(ii) Any invitee of University or employee not eligible to travel by air can do so only with prior approval of the Vice Chancellor when the journey by air is urgent and necessary in University interest.	2. If more than one Air journey or return journey is performed within 24 hours the incidental charges for all journeys shall be restricted to one Halting Allowance.	2(i) All bookings with National Air Lines Viz. Indian Air Lines Corporation & Air India International shall be made directly with them and not through travel agencies.
3. For combined journey by Air and by rail or road, mileage allowance shall be admissible for such journeys transport included in Air fare.	3. The amount of bus fare charged by the Indian Air Lines for road journey from Air Lines Office to Air Port and vice versa separately in addition to the Air	The procedure, laid down in item 3 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused Air per-tickets.

NOTE:

The rate of Halting Allowance for the purpose of incidental charges shall be the rate of Halting Allowance indicated in column 2 or 3 of Appendix IV (A) at the place where journey ends.

If more than one Air journey or return journey is performed within 24 hours the incidental charges for all journeys shall be restricted to one Halting Allowance.

For combined journey by Air and by rail or road, mileage allowance shall be admissible for such journeys transport included in Air fare.

The amount of bus fare charged by the Indian Air Lines for road journey from Air Lines Office to Air Port and vice versa separately in addition to the Air

The procedure, laid down in item 3 of Remarks column of Appendix-I shall apply in respect of refund of cancellation charges on unused Air per-tickets.

fare shall not admissible.

5. Mileage allowance for journey to reach Airport from duty point and vice versa within Rajasthan.

- (i) Jai pur & Udaipur Rs. 50/- fixed charges.
- (ii) Jodhpur & Kota Rs. 30/- fixed charges.

APPENDIX IV (A)
RULE 8(2)

RATES OF HALTING ALLOWANCE

Category	For all localities within the State & except towns included in columns 3 & 4.	For all State Capitals including Jaipur, but excluding capital towns included in column 4, Allahabad and hill stations outside the state.	For Mumbai/Calcutta/Chennai/Kanpur/Delhi/Hyderabad/Bangalore/Lucknow/Ahmedabad/Nagpur/Patna	Remarks applicable to University employees of all categories.
1.				
	Rs.	Rs.	Rs.	
	2.	3.	4.	
I	78	85	106	Admissibility of Halting Allowance is subject to the conditions mentioned in the Schedule appended to this Appendix.
II	70	84	105	
III	60	75	98	
IV	53	68	83	
V	45	60	75	
VI	30	38	53	
Category I		Rs. 5100/- and above p.m.		
Category II		Rs. 2800/- and above but less than Rs. 5100/- p.m.		
Category III		Rs. 1900/- and above but less than Rs. 2800/- p.m.		
Category IV		Rs. 1400/- and above but less than Rs. 1900/- p.m.		
Category V		Rs. 1100/- and above but less than Rs. 1400/- p.m.		
Category VI		Below Rs. 1100 p.m.		

APPENDIX IV (B)
RULE 8(2)
SPLIT RATES : HOTEL ACCOMMODATION CHARGES AND ALLOWANCES FOR MEALS

Category (Pay Range)	Split Rates for localities within the country :		Split Rates for all State Capitals (except Capital Towns included in column Nos 6 & 7 Allahabad and stations outside the State :		Split Rates for Bombay/ Nagpur/Calcutta/Hyderabad Patna/Chennai/Bangalore Kanpur/Ahmedabad/ Lucknow/Delhi and New Delhi :	
	Hotel Accommodation Charges	Allowances for meals	Hotel Accommodation Charges	Allowances for meals	Hotel Accommodation Charges	Allowances for meals
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	2.	3.	4.	5.	6.	7.
1. Employees drawing pay -						
A. Rs. 3000/- p.m. or above	80/-	31/-	125/-	50/-	225/-	61/-
B. Rs. 1800/- p.m. or above but below Rs. 3000 p.m.	40/-	24/-	75/-	35/-	150/-	46/-
C. Rs. 1200/- p.m. or above but below Rs. 1800/- p.m.	25/-	19/-	35/-	30/-	70/-	41/-
D. Below Rs. 1200/- p.m.	12/-	13/-	25/-	21/-	35/-	33/-

Remarks applicable to all Categories of Persons -

- Admissibility of Halting Allowance is subject to the conditions mentioned in the Schedule appended to this appendix.
- Conditions for drawing Halting allowance at split rates :-
 - The split rates for Hotel accommodation charges will be admissible if any officer stays in a Hotel/Circuit House/ Dak Bungalow or any other Institutions like Young Men's Christian Association, Cricket Club of India, University Guest House, Youth Hostels, etc. which provide for lodging arrangements at schedule tariff and produces vouchers/ receipts in token of payment made on account of hotel accommodation charges. In case the actual charges paid

on account of hotel accommodation are less than the ceiling prescribed in columns 2, 4 and 6 of this Appendix, actual charges paid for hotel accommodation, shall only be admissible.

- (b) No vouchers are to be presented for allowance for meals under columns 3, 5 and 6.
 - (c) The actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed under columns 2, 3, 4, 5, 6 and 7, the actual charges paid shall only be admissible.
 - (d) Hotel accommodation charges as mentioned in column No.2 will not be payable to the persons coming to Ajmer for the purpose of local assessment.
3. Actual taxi charges admissible under rule 10 shall be in addition to Halting Allowance at split rates.
 4. (a) T.A. claims not submitted within 6 months of the completion of each journey will become time-barred and will require sanction of the Vice Chancellor for making it admissible upto a period of one year.
 - (b) T.A. bills submitted after one year of the completion of each journey shall not be admissible.

SCHEDULE TO APPENDIX-IV

Conditions for admissibility of Halting Allowance

1. Halting allowance may not be drawn except during a period of absence from headquarters on duty.
2. Halting allowance shall be admissible for each day of stay at a station beyond 8 kms. from the duty point at the headquarters of the person provided the stay at that station on a particular day is atleast for 8 hours. In the case of members of statutory bodies the requirement of 8 hours stay will not be applicable.
3. (a) Halting allowance shall be admissible upto a period 30 days for a continuous halt at a particular station. In case the halt is continued beyond a period of 30 days, sanction of the Vice-Chancellor will be necessary.
- (b) If a person is allowed or avails himself of free boarding and lodging during halt at a particular station provided by the University or the host organisation or body responsible for causing the halt, the rate of halting allowance shall be 25% of the normal rates prescribed for that station.
4. Halting allowance may be drawn for halt on duty on a holiday other than restricted holiday occurring during the period of a tour for such days as he spends in camp on duty. No halting allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour, for the day(s) he so remains away from the camp on duty.
5. Halting allowance for one day shall be admissible to a person who travels in a University vehicle or if provided with free conveyance and the journey begins and ends at the University employee's headquarters on the same day provided that the absence from head quarter is for at least 8 hours.

Voucher No.....

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

TRAVELLING ALLOWANCE BILL

1. Name.....
2. Designation..... Basic Pay
3. Address.....
4. Purpose of Journey

PARTICULARS						Railway fare First Second Class Single Amount	Incidental Charges Per Kilometer		Distance travelled by road (mode of Conveyance)		Days for which Daily Allowance is admissible		Total Amount
DEPARTURE			ARRIVAL				Kilo- meters	Amount	Kilo- meters	Amount	Days	Amount	
Station	Date	Hour	Station	Date	Hour	7.	8.	9.	10.	11.	12.	13.	14.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.

- N.B.
1. Journey of different kinds, journeys and halts should not be entered on the same line.
 2. Travelling claim shall be payable in accordance with the Travelling Allowance Rules of University of Ajmer & as may be amended from time to time.
 3. The dates on which meeting or meetings are attended, or inspection or practical examination conducted, as the case may be, as well as the names of meetings etc. should be noted.
 4. There should be separate bill for meetings, inspections or exams.
 5. It is essential to mention No(s) for ACC/First Class/ Sleeper Class rail journey/AC Delux & Semi-Delux buses or Upper Class Journey by Air.

Received Payment

Revenue Stamp to be Affixed here if the net amount payable is over Rs.500/-

THIS BILL SHOULD BE DULY STAMPED AND SIGNED

Dated 19

Signature

Space for use the Office

T.A. to
Pay Rupees (in words)

Paid Rs. by Cheque No.

Dated
Section Officer (A & F)

Dy. Registrar (A & F)

DETAILS OF SHORT JOURNEY

Date	Brief Particulars of place between which taxi/conveyance used	Approximate Distance	Purpose of Journey	Mode of Conveyance	Rate of fare prevailing at the journey was undertaken	Actual fare paid
1.	2.	3.	4.	5.	6.	7.

Certified that I have actually travelled. ... Kms. by as stated above from the place of actual stay and paid Rs. ... on account of fare hire charges.

Signature

Designation.....

GENERAL REMARKS FOR TRAVELLING AND HALTING ALLOWANCE

1. No TA or D.A. will be paid to the members of the Academic Council for attending the Convocation.
2. When a member has to attend two meetings of University with an interval of less than four days between the meetings attended excluding the days of meetings, he/she shall be entitled to charge only daily allowance for the intervening days.
3. Actual Air fare plus incidental expenses equal to 20% of fare limited to three fourths halting allowance will be paid, in exceptional cases, to persons who actually travel by air even though there are other means of travelling at the discretion of the Vice-Chancellor.
4. For purpose of the above rules the allowance for railway and road journeys shall be admissible by the shortest route. If the journey is performed by an alternative route at a fare greater than by the shortest route, the Vice-Chancellor may sanction the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he considers necessary to the route actually taken, provided that he is satisfied after making such enquiry as he considers necessary that there was a considerable saving in time by taken the longer route.
5. If travelled by road, clearly mention about the mode of travelling i.e. own Car, Taxi or Bus etc. In case the journey has been performed by Bus the payment will be made for actual Bus fare plus incidental charges at approved rates for the places not connected by Rail.

MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

GENERAL PROVIDENT FUND RULES

(As approved by the Board of Management dated 27.06.1998)



AJMER

1998

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
GENERAL PROVIDENT FUND RULES

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

GENERAL PROVIDENT FUND RULES

1. Title, commencement and scope

- (1) These rules shall be called the MDS University of Ajmer General Provident Fund Rules.
- (2) They shall come into force from the date of approval of the Board of Management.
- (3) These rules shall apply to all existing employees - both teaching and non teaching, excepting those who had opted for CPF Regulations in 1990. They shall also apply to all persons regularly appointed to the service of the University of Ajmer on or after the date of approval of the Board of Management.

2. Definitions

In these rules unless the context otherwise requires :

- (i) 'Account' means the account of the Account holder with the University in which all his deposits and interests are credited and withdrawals debited.
- (ii) 'Account holder' means the subscriber who is required to subscribe to provident fund account under these rules.
- (iii) 'Accounts Department' means the Finance and Accounts Sections of MDS University of Ajmer.
- (iv) 'Family' means :

- (a) in the case of male subscriber, the wife or wives, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent :

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community, to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently intimates, in writing to the Registrar that she shall continue to be so regarded ;

- (b) in the case of female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent:

Provided that if a subscriber by notice in writing to the Registrar expresses her desire to exclude for husband from her family, the husband shall

henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels such notice in writing.

- (v) 'Fund' means the GENERAL PROVIDENT FUND to which all receipts and disbursements of the University with G.P.F. Scheme are carried.
- (vi) 'University' means the Maharshi Dayanand Saraswati University of Ajmer established by and under the University of Ajmer Act, 1987 (Act No. 38 of 1987).
- (vii) 'Year' means the financial year starting from 1st April and ending on 31st March.
- (viii) 'Board of Management' means the Board of Management of the University as constituted under section 11 of the University of Ajmer Act, 1987.
- (ix) 'Head of Office' means head of the office as declared under the Financial & Accounts Rules of the University.
- (x) 'Pay' means the basic pay as defined in the Service Rules of the University.
- (xi) 'Pass Book' means the pass book issued to the Account holder by the specified officer of the University and verified in accordance with the provisions of these rules.
- (xii) 'State' means the State of Rajasthan.
- (xiii) 'Subscriber' means an employee of the University - both teaching and non teaching - regularly appointed to the service of the University under rules applicable to.
- (xiv) 'Provident Fund Scheme' means the General Provident Fund Scheme as described in these rules.
- (xv) 'Subscription' means the contribution made by the employee at the prescribed rate to the General Provident Fund either by way of deduction from the monthly salary or by cash deposit.

3. Compulsory subscription to Provident Fund Scheme

- (1) Every person appointed regularly to a post whether permanently or temporarily under the University shall subscribe to the Provident Fund Scheme of the University.

Exception : Those who had opted for CPF Scheme and have not opted for Pension Rules in 1990 shall not be covered under this GPF Scheme of the University.

- (2) The Scheme shall cease to be applicable to the Account holder upon ceasing of his employment with the University.

NOTE: Subscribers who have been reappointed after retirement for more than one year at a time shall also subscribe.

4. Account holder to have the option of continuing with the account after retirement

- (1) An account holder shall have the option of continuing his Provident Fund Account with the University for a maximum period of one year from the date the Scheme ceases to be applicable to him.
- (2) No withdrawals shall be permitted from the Account during the extended period. The entire balance alongwith interest shall be paid to such account holder immediately upon expiry of extended period.

5. Nominations

- (1) A subscriber shall, at the time of joining the Fund, send to the Registrar through the Head of Office a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death, before that amount has become payable or having become payable has not been paid :

Provided further that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family :

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

- (2) If a subscriber nominates more than one person under sub rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be made in the form prescribed by the Registrar.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Registrar. The subscriber shall, alongwith such notice or separately, send a fresh nomination made in accordance with the provisions of this rule.
- (5) A subscriber may provide in a nomination -
 - (a) in respect of any specific nominee, that in the event of his pre-deceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other

henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels such notice in writing.

- (v) 'Fund' means the GENERAL PROVIDENT FUND to which all receipts and disbursements of the University with G.P.F. Scheme are carried.
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- (xii) 'State' means the State of Rajasthan.
- (xiii) 'Subscriber' means an employee of the University - both teaching and non teaching - regularly appointed to the service of the University under rules applicable to.
- (xiv) 'Provident Fund Scheme' means the General Provident Fund Scheme as described in these rules.
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- (2) The Scheme shall cease to be applicable to the Account holder upon ceasing of his employment with the University.

NOTE : Subscribers who have been reappointed after retirement for more than one year at a time shall also subscribe.

4. Account holder to have the option of continuing with the account after retirement

- (1) An account holder shall have the option of continuing his Provident Fund Account with the University for a maximum period of one year from the date the Scheme ceases to be applicable to him.
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- (1) A subscriber shall, at the time of joining the Fund, send to the Registrar through the Head of Office a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death, before that amount has become payable or having become payable has not been paid :

Provided further that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family :

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

- (2) If a subscriber nominates more than one person under sub rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be made in the form prescribed by the Registrar.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Registrar. The subscriber shall, alongwith such notice or separately, send a fresh nomination made in accordance with the provisions of this rule.
- (5) A subscriber may provide in a nomination -
 - (a) in respect of any specific nominee, that in the event of his pre-deceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other

members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to each of such persons, in such a manner as to cover the whole of the amount payable to the nominee.

- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub rule (5) or on occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub rule (5) or the proviso thereto, the subscriber shall send to the Registrar a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.
- (7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar.

6. Fund Account and Its Audit

- (1) All deposits received from the subscribers shall be credited into a Fund called General Provident Fund and all withdrawals made from it shall be debited to it.
- (2) The University shall credit interest as declared from time to time every year on the balance standing to the credit of the fund account in the beginning of the financial year for one year and by months product basis on net receipts during the year.
- (3) The accounts of the Fund shall be closed by 30th September each year and shall be audited by the Chartered Accountant appointed for the purpose by the University with the approval of the State Government. The accounts shall also be open to audit by the Accountant General, Rajasthan, Jaipur.

7. Administrative Report of the Fund:

A report as to the administration and affairs of the provident fund scheme during the previous financial year, shall be submitted by the Registrar to the Vice Chancellor and the Board of Management.

8. First Deposit by Account holder :

All persons to whom these rules apply shall make their first deposit from the pay of the month in which they join the service of the University.

9. List of all new subscribers to be filed with first deposits :

Every head of office shall file a list of all new subscribers in the prescribed form with each salary bill.

10. Account number and the pass book

- (1) Every account holder shall be allotted his Account number within 60 days of his first deposit by the Comptroller.
- (2) Every Account holder shall be supplied with a pass book in the prescribed format along with intimation of his account number with the entry of first deposit duly verified by the Comptroller or any other officer nominated by him.
- (3) All deposits made by the account holder by way of deductions through salary bill or deposited in cash in the University shall be verified in the pass book yearly by the Accounts & Finance Section.
- (4) The pass book shall be updated for interest entry and balance every year by the University upon presentation thereof by the account holder.

11. Deposits to be made in the Account

- (1) Every Account holder shall be required to compulsorily deposit the amount out of his pay bill drawn by the University as per rates decided by the Board of Management.
 - (i) Any other amount ordered to be deposited by the University.
 - (ii) The prescribed deposit out of surrender leave encashment as per Leave Rules of the University.
 - (iii) No subscription shall be deducted during the period of suspension.

Notes : (i) Wherever the subscriber's salary is not drawn by a pay bill drawn by the University, he shall deposit the same in cash or by way of a demand draft in the name of the University.

(ii) Any amount not exceeding the total emoluments during the year after reducing the amount mentioned in (i), (ii) and (iii) above can be deposited voluntarily by the Account holder.

12. Deposits to cease :

The deposits by the subscriber shall cease upon his death, quitting the service, dismissal/removal from the service, proceeding on leave preparatory to retirement or three months before retirement.

13. Recovery of deposits :

The head of the office shall be responsible for ensuring that the deposits specified in Rule 11 are deducted for all subscribers in his office from the pay bill or otherwise, every month. The University shall be entitled to stop payment of any salary bill if the requisite deposit in respect of subscribers has not been made.

14. Interest**(1) Interest when credited**

- (a) Interest shall be credited into the account of the account holder in the month of April of the following year for deposits at the beginning and during the financial year. Withdrawal - temporary or permanent - shall be adjusted in the month of drawl while calculating interest.
- (b) In the case of closure of the account upon ceasing of deposit in accordance with the provisions of rule 12 or upon the scheme becoming non applicable to the account holder as per the provisions of rule 3(2) the interest shall be paid upto the month in which account is settled by the University.

(2) Rate of Interest

The rate of Interest shall be as may be decided by the Board of Management from time to time.

(3) Method of crediting interests

Interest shall be calculated by the months product basis taking the deposits and withdrawals made in the month of receipt or withdrawal as the case may be irrespective of the date. However, interest on amount ordered to be impounded by the University under rule 11(1)(ii) shall be given from the date of impounding order irrespective of the date on which it was received in the University accounts.

15. Temporary withdrawals**(1) Temporary withdrawal from the fund :**

An account holder shall be entitled to withdraw temporarily an amount equal to 50% of the balance in his account or three months basic pay whichever is less for one or more of the following reasons :

- (a) To pay expenses in connection with illness, confinement or a disability, including where necessary, the traveling expenses of the subscriber and members of his family or any person actually dependent upon him;
- (b) To meet cost of higher education, including where necessary, the traveling expenses of the subscriber and members of his family of any person actually dependent on him in the following cases, namely :-

- (i) For education outside India for academic, technical, professional or vocational course beyond the High School stage; and
 - (ii) For any medical, engineering or other technical or specialised course in India beyond the High stage, provided that the course of study is for not less than three years;
- (c) To pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with the betrothal or marriages, funerals or other ceremonies;
 - (d) To meet the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependent upon him, the advance in this case being available in addition to any advance admissible for the same purpose from any other University/Government source.
 - (e) To meet the cost of the subscriber's defense where he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part;
 - (f) To meet the cost of repair and renewal of house owned by him or his/hor spouse.

(2) Procedure for sanctioning temporary withdrawal

- (a) The account holder shall apply to his Head of Office for temporary withdrawal in the prescribed form. He shall enclose the pass book duly completed by the Head of Office and verified in accordance with these rules, alongwith the application.
- (b) The Head of Office shall issue sanction in four copies in the prescribed sanction cum bill form and send the same to the Pay and Account Office alongwith the pass book for passing the bill and issuing the cheque.
- (c) The authorised person of the Pay and Accounts Office in the University shall examine the bill and the pass book. He shall pass the bill and make the entry of withdrawal in the pass book. He shall retain one copy of sanction cum bill for use in the Pay and Accounts office.
- (d) No advance shall be granted to any subscriber before repayment of last installment of previous advance.

(3) Refund of temporary withdrawal

The temporary withdrawal shall be refunded in 24 equal installments beginning with the month following the month of such withdrawal or such less installments as requested by the subscriber.

16. Permanent withdrawal :

Permanent withdrawal shall be allowed from the account only in the following cases :-

- (a) After fifteen years of service (including broken periods of service, if any) or ten years before the date of his retirement, whichever is earlier, to the extent and for specified purposes as mentioned in rule 17.
- (b) Any time during the service of a subscriber's to the extent mentioned in Rule 18 for housing purposes.
- (c) Within twelve months before the date of subscriber's retirement on superannuation without linking to any purpose upto 90% of the amount standing to the credit in the Fund.

17. Permanent withdrawal for purposes other than housing :

- (1) Permanent withdrawal upto 50% of the amount standing to the credit of the subscriber for the following purposes :-
 - (a) Meeting the cost of higher education, including where necessary, the traveling expenses of the subscriber or any child of the subscriber in the following cases, namely :-
 - (i) For education outside India for academic, technical, professional or vocational course beyond the Secondary School stage; and
 - (ii) For any medical, engineering or other technical or specialized course in India beyond the Secondary School stage, provided that the course of study is for not less than three years;
 - (b) Meeting the expenses in connection with the illness, including where necessary, the traveling expenses, of the subscriber and members of his family and parents dependent on him/her.
 - (c) Meeting the cost of purchases of Jeep/Motor Car/Motor Cycle, Scooter etc. Subject to the condition that withdrawal for such purposes shall not be sanctioned for more than 75% of the cost of vehicle purchased.
 - (d) Meeting the cost of purchases of consumer durable items like Fridge, T.V., Air Conditioner, Washing Machine etc. Subject to the condition that withdrawal for such purposes shall not be sanctioned for more than 75% of the cost of such equipment purchased.
- (2) Permanent withdrawal upto 75% of the amount standing to the credit of subscriber may be sanctioned for meeting the expenditure in connection with the betrothal/marriage of the subscriber or his/her sons or daughters.

18. Permanent withdrawal for housing

Permanent withdrawal upto 75% of the amount standing to the credit of subscriber may be sanctioned for following purposes :

- (a) Building or acquiring a suitable house or ready built flat for his residence including the cost of the site or any payment towards allotment of a plot or

flat by the Jaipur Development Authority, U.I.T., State Housing Board or Municipal Corporation/Municipality.

- (b) Repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his residence;
- (c) Purchasing a house site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (d) Reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;
- (e) Renovating, additions or alterations or to upkeep of the ancestral house or a house built with the assistance or loan from University or Government;
- (f) Constructing a house on a site purchased under clause (c) ;

Note : 1 If a subscriber has an ancestral house, or built a house at a place other than the place of his duty with the assistance of loan taken from the University/Government, Nationalised Bank and authorised Corporation/ Agency, he shall be eligible for the grant of a final withdrawal under sub clauses (a), (c) and (f) of Rule 18 for purchase of a house site or for construction built flat at the place of his duty.

Note 2. Withdrawal under sub clauses (a), (d), (e) or (f) of Rule 18 shall be sanctioned only after a subscriber has submitted a plan and estimated cost of the house to be constructed or of the additions or alterations to be made, duly approved by the local municipal body or the area where the site or house is situated and only in cases where the plan is actually got to be approved.

Note 3. The amount of withdrawal sanctioned under sub clause (b) of Rule 18 shall not exceed $\frac{3}{4}$ th of the balance on the date of application together with the amount of previous withdrawal under sub clause (a), reduced by the amount of previous withdrawal. The formula to be followed is : $\frac{3}{4}$ th of (the balance as on date plus amount of previous withdrawal(s) for the house previous withdrawal(s).

Note 4. Withdrawal under sub clause (a) or (b) of Rule 18 shall also be allowed where the house-site or house is in the name of wife or husband provided she or he is the first nominee to receive Provident Fund money in the nomination made by the subscriber.

Note 5. Only one withdrawal shall be allowed for the same purpose under this rule but a further addition or alteration to a house or flat covered by a fresh plan duly approved by the local municipal body of the area where the house or flat is situated shall not be treated as the same purpose, second or subsequent withdrawal under sub clause (a) or (f) of Rule 18

for completion of the same house shall be allowed upto the limit laid down under Note 3.

Note 6. A withdrawal under this rule shall not be sanctioned if an advance under Rule 15 is being sanctioned for the same purpose and at the same time.

19. Procedure for permanent withdrawal

- (1) The account holder shall apply for permanent withdrawal upto the extent of his entitlement mentioned in Rule 16 or 17 or 18 as the case may be, by making application alongwith his pass book to the Registrar in the prescribed form through his head of office.
- (2) The Registrar shall be the authority competent to sanction permanent withdrawal.
- (3) The Registrar shall issue the sanction of permanent withdrawal in the prescribed sanction cum bill form. A copy of the sanction shall also be endorsed to applicant.
- (4) On the authority of the sanction given by the Registrar, the Head of Office concerned shall present the bill in duplicate to the Pay and Accounts Office alongwith the pass book of the account holder. The authorised concerned clerk of the Pay and Accounts Office shall make the entry of the withdrawal in the pass book while passing the bill, and preparing the cheques. The head of office concerned shall make over the cheque to the account holder alongwith his pass book verified by him.

20. Closure of account on cessation of service

- (1) The account of the subscriber shall be closed in the month next to the month in which deposits shall cease as provided in rule 12.
- (2) The Comptroller shall repay the balance in the account alongwith interest upto the month preceding the issue of payment authority after deducting withdrawal made during the year when an account is closed.
- (3) The payment shall be made to the account holder except in case of death when it shall be made to the nominee and in absence of nominee to the legal heir(s).

21. Procedure for closure of account when subscriber retires :

- (1) The Comptroller shall cause to issue a notice three months before the month in which deposit is to cease to ask subscriber to file claim alongwith claim form and pass book in the month of stoppage of deposit through his/her Head of Office or directly to him, as the case may be.
- (2) The Comptroller shall close the account as provided in Rule 20 after receipt of claim form in the prescribed format. If the claim form is not received before

the month in which the deposit is to cease, the Comptroller can close the Account based on record available with him.

- (3) In the absence of ledger, payment will be made on the basis of pass book. Pass book will also be taken as conclusive proof for completing gaps in ledger.
- (4) An Indemnity bond shall be furnished by the subscriber/nominee duly stamped and executed in the prescribed form along with claim form with an undertaking to refund and/or to authorise the University to recover the amount of over payment from the fund, from pension, gratuity and any other payment due to the subscriber from the University.

22. Procedure on death of a subscriber

On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made :

(1) When the subscriber leaves a family -

- (a) if a nomination made by the subscriber in accordance with the provisions of Rule 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares;

Provided that no share shall be payable to -

- (1) sons who have attained majority;
- (2) sons of a deceased son who have attained majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (1), (2), (3) and (4) subsists :

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

(2) When the subscriber leaves no family

If a nomination made by a subscriber in accordance with the provisions of Rule 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

23. Transfer of existing balances to new Fund & Accounts

- (1) The balance available in G.P.F. under MDS University G.P.F. Regulations 1990 shall form part of the Fund established under these rules, from the date of its promulgation.
- (2) The balance available in the accounts of subscribers under MDS University of Ajmer Regulations 1990, shall form part of their respective accounts and entered in the Pass Book from the date of its promulgation.

24. Transfer of Balance from the Fund

- (1) If a person who is an account holder with a Provident Fund Scheme of any Government/Institution/Body etc. is appointed on a post the University, the balance in his account shall be transferred to the Fund with the University.
- (2) In the case of transfer vice versa, the amount deposited in his account shall be transferred to the Fund of the Government/Institution/Body etc.

25. Management Expenses

The expenditure required to manage the Provident Fund Scheme shall be provided by the University by way of allotment in the budget (in addition to the interest allowed on the P.F. deposits with the University).

26. Delegation of Powers

In the cases of final payment -

- (i) Vice-Chancellor of the University will be the authorised officer to sanction the interest on the payable amount.
- (ii) Comptroller shall be the authorised person to return the contribution received from a person not eligible under these rules to be a subscriber with interest specified in rule 14 (2) for the period for which amount remained deposited with the University.

27. Administration of the Fund

Subject to the provisions contained in these rules, the General Provident Fund created under these Rules will be operated and administered by the Officer/Officers authorised by the Board of Management according to the instructions/ directions and the procedure set down by the Board of Management from time to time.

28. Repeal and Savings

- (1) The MDS University of Ajmer General Provident Fund Regulations, 1990, as amended from time to time shall stand repealed on the date these rules come into force.
- (2) Anything done under the rules hereby repealed shall, notwithstanding such repeal, continue in force as if it was done under these rules.

MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

LEAVE RULES ORDINANCE

(As approved by Board of Management dated 27.06.1998)



**AJMER
1998**

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

LEAVE RULES ORDINANCE

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**MAHARISHI DAYANAND SARASWATI UNIVERSITY
LEAVE RULES ORDINANCE**

Short title and Commencement

1. This Ordinance shall be called the Maharishi Dayanand University Employee's Leave Rules Ordinance.
2. It shall come into force with effect from the date of adoption by the Board of Management.
3. This Ordinance shall apply to all University employees and teachers other than the following:-
 - (a) Persons on deputation from any State Government, the Government of India or Statutory Board or Corporation, who will be governed by the terms and conditions of deputation;
 - (b) Employees appointed on contract or on part-time basis;
 - (c) Employees appointed on work-charge basis;
 - (d) Casual workers; and
 - (e) Any class of employees or and individual employed in connection with the affairs of the University who may be specifically exempted from the application of this ordinance.

SECTION-A

Definitions:

4. In this Ordinance unless there is anything repugnant to the subject or context :-
 - (i) **Competent authority** : In relation to the exercise of any power under this ordinance, means the Board of Management constituted under Section 11 of the Act or any Authority to which power is delegated by the Board of Management under this Ordinance.
 - (ii) **DUTY** : means and includes service in the University :-
 - (a) temporary/adhoc employees
 - (b) employees on probation.
 - (c) permanent employees.
 - (iii) **Employee** : means a person employed in the University with the sanction of the competent authority.

- (iii)(a) Teacher : (see sec.2 (r) of the Act on page....)
- (iv) Leave : includes Casual leave, Special Casual Leave, Academic Leave, Special Academic Leave, Deputation Leave, Leave on full pay (Privilege Leave), Leave on Half Pay, Maternity Leave, Leave without pay to take up employment elsewhere, Extra Ordinary leave, Leave not due, Hospital leave, Special Disability leave, Quarantine leave, Study leave or any other kind of leave as approved to be included in this Ordinance by the Board of Management.
- (v) Leave Salary : means the monthly amount paid by the University to its employees or teachers on leave.
- (vi) Month : means an academic/calendar month. In calculating a period expressed in terms of months and days completed calendar month; irrespective of the number of days in each, will first be calculated separately.

Illustration :

In calculating a period of 3 months and 20 days from the 25th January, 3 months should be taken as ending on 24th April, and the 20 days on 14th May. In the same way the period from 30th January to 2nd March should be reckoned as 1 month, and 2 days, because one month from 30th January ends on 28th Feb. A period of one month and 29 days commencing from 1st January will expire in an ordinary year (in which February is a month of 28 days) on the last day of February, because a period of 29 days cannot obviously exceed a period of full calendar month and leave for two months from 1st January would end on the last day of February. The same would be the case if February was a month of 29 days or if the broken period were 28 days (in an ordinary year).

5. The Board of Management may relax the provision of this Ordinance for reasons to be recorded.

Power to Amend or Delete

6. The Board of Management may amend or delete any or all provisions of this ordinance or frame any new ordinance as it may deem fit from time to time.

Interpretation :

7. The power of interpretation of these rules lies with the Vice-Chancellor, whose interpretation shall be deemed as final.

Power to Delegate :

8. The Board of Management may delegate any power under this Ordinance to an authority or officer of the University subject to such conditions as it may deem fit.

Notes : (a) The words used in this Ordinance denoting masculine gender, shall also include the feminine gender except for the purpose of maternity leave.

(b) The words used in this ordinance denoting singular number shall imply the plural numbers wherever relevant or vice-versa.

SECTION-B**GENERAL CONDITIONS OF LEAVE****Earning of Leave and Right to Claim Leave.**

9. (a) Leave is earned by the actual period of duty and it cannot be claimed as a right. When the exigencies of service so demand leave of any kind may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.

(b) When an employee or a teacher is recalled on duty before the expiry of his leave, he shall be entitled to be treated as on duty from the date he starts for the station of his duty and to draw travelling allowance to the headquarters. He will get leave salary for the period preceding the date on which he joins duty.

Commencement & Expiry of Leave :

10. (i) Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expires.

(ii) Sundays, other holidays and vacation, excluding summer vacation, may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

Address while on Leave :

11. Every University employee or teacher proceeding on leave shall record on his application for leave, the address at which the letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

Grant of Leave beyond the date of Retirement :

12. No leave shall be granted beyond the date on which an employee/teacher must compulsorily retire.

Encashment of Leave After Superannuation :

13. Employees/Teachers retiring on superannuation be paid cash equivalent to leave salary in respect of the period of privilege leave at their credit at the time of retirement on superannuation. This concession will be subject to the following condition :-

- (i) the payment of cash equivalent to leave salary shall be limited to a maximum of 240 days privilege leave.
- (ii) the cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lump-sum as a one time settlement.
- (iii) Cash payment under this Rule will be equal to leave salary as admissible for Leave on full pay and dearness allowance admissible on that pay at the rate in force on the date of retirement. No city compensatory allowance and/or Houserent allowance shall be payable.
- (iv) The amount of leave salary as provided under sub-rule(iii) above will be sanctioned by competent authority on the date of retirement.

N.B. : (a) *An employee already on leave preparatory to retirement and who has been allowed to return on duty shall also be entitled to the above benefit.*

(b) *The concession will also be admissible to the employees on their death or on pre-mature retirement on account of permanent disability before superannuation or tendering resignation from university services.*

Joining Duty on Return from Leave on Medical Grounds :

14. An employee/teacher who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorised medical attendant as defined in the M.D.S. University Medical Attendance Rules before resuming duty. The competent authority may also require an employee/teacher to produce a medical certificate when the ground of leave applied for is illness.

Re-Joining of Duty before the Expiry of the Leave :

15. Except with the permission of the competent authority, no employee/teacher on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.

Application for Leave :

16. Leave other than Casual leave, Academic leave, Duty leave, Deputation leave for availing a grant by the Govt. of India, U.G.C./ Govt. of Rajasthan for which application is initially recommended and forwarded by the University shall be applied for in the prescribed form given in APPENDIX—'A'. It shall be applied for sanction sufficiently in advance before it is availed of, except in special cases of emergency and on stating satisfactory reasons.

Increment During Leave :

17. If the increment falls due during leave on full pay or half pay of any kind increment will be given on the normal date of increment.

Absence after the Expiry of Leave :

18. An employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such has been regularised by the competent authority. Wilful absence from duty after the expiry of sanctioned leave shall be liable to punishment Conduct and Discipline Rules.

Leave Account :

19. A leave account in the form given in APPENDIX-'B' will be maintained for each employee.

Admissibility of Leave to Temporary Employees/Teachers made Permanent :

20. If a temporary employee/teacher is without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave which he would have earned by his previous duty if he had performed it as if holding a permanent post substantively. The amount of leave actually taken during his temporary service shall be debited to his leave account.

Casual Leave :

21. The amount of casual leave granted to an individual in a year (1st July to 30th June) shall be 15 days only, provided that in the

case of employees joining service during the course of a year it will be granted as under :-

- (a) Upto 5 days for service of 3 months.
- (b) Upto 10 days for service of more than 3 months, but less than six months, and
- (c) Upto 15 days for service of more than 6 months.

Casual leave may be taken in one or more installments as the applicant desires, but shall not ordinarily exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave, except academic leave and duty leave but it may be taken in combination with University holidays. Normally casual leave will be sanctioned by the competent authority as and when applied for.

Note : Sundays or other University holidays falling within the period of casual leave shall not be counted as casual leave. Unavailed casual leave shall lapse after the close of the year.

Special Casual Leave :

22.(a) Special casual leave may be granted to a University employee/teacher to the extent noted below for undergoing Sterilisation Operation :-

(1) Male employee :-

- (i) 6 days for his own operation.
- (ii) 7 days for his wife's operation.

(2) Female employee :-10 days.

In the case of a University employee/teacher who is Hospitalised due to complication caused as a result of Vasectomy or Tubectomy Operation, the period during which he/she remains as indoor patient in the hospital shall be treated on special casual leave provided such period is in excess of 6 days in the case of male and 14 days in the case of female. The special casual leave for the period of hospitalisation shall be granted subject to the production of Medical Certificate from the authorised medical attendant.

22(b) Special casual leave may be granted by the Registrar to a University employee to the extent noted below for the following purpose :-

"Maximum of 30 days in a year but not more than 10 days at a time for participation as player in various Local/State/National/International sports or Games competitions."

SECTION-C

UNIVERSITY TEACHERS

23. Academic leave :

- (1) Academic leave of absence from duty upto a limit of 15 days in an academic year may be sanctioned by the competent authority for the following purposes :
- (a) To conduct an examination of a University and other recognised Institution or of a Statutory Board.
 - (b) To deliver academic lectures.
 - (c) To attend meeting of the Committee, Faculties and other academic bodies of a University or of a statutory board.
 - (d) To inspect academic institutions attached to a University or to a statutory board.
 - (e) To attend meeting of the Selection Committees of the Public Service Commission.
 - (f) Any other purpose which is deemed by the competent authority to be academic nature.
- (2) Applications for academic leave shall ordinarily be submitted and sanction of competent authority obtained before the leave is actually availed of.

Notes : (1) During the first year of service of a teacher the grant of academic leave will be regulated as follows :-

- (a) For service of 3 months or less - 5 days
 - (b) For service exceeding 3 months - 10 days but not exceeding 6 months and
 - (c) For service exceeding 6 months - 15 days
- (2) Sundays or University Holidays falling in between period of academic leave will not be debatable to the academic leave account.

(3) The sanctioning authority may, at its discretion, permit combination of academic leave with holidays and casual leave.

(4) Unavailed academic leave shall not be carried forward in the next academic year.

24. Special Academic Leave :

(i) When a University teacher is invited by another University/ Institute under the U.G.C.'s Scheme as a Visiting Professor for a period extending from 3 months to 12 months, he may be granted special academic leave without pay and allowance.

(ii) When a University teacher is invited by another University/ Institute under the U.G.C.'s Scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he may be granted special academic leave with pay & allowances for the duration of visiting fellowship.

(iii) When a University teacher is made a national lecturer by the U.G.C. and is invited to deliver a lecture(s) under the programme, he may be granted special academic leave for the purpose.

(iv) When a teacher is invited to deliver memorial lectures in a University he may be granted special academic leave with pay and allowances for the purpose.

25. Permission for absence from Head Quarters :

Permission for absence from head quarters on University work of non-remunerative nature (including the work of various projects) will be sanctioned by the competent authority upto a limit of 30 days in an academic year, provided that the work is undertaken with the prior permission of the competent authority.

26. Deputation Leave :

(1) Deputation leave on full pay and allowances may be granted to a teacher provided he has been deputed by the University for :-

(a) attending Conferences, Congresses and Conventions recognised by the University, in India and abroad on behalf of the University.

- (b) delivering lectures in institutions and Universities in India and abroad at the invitation of such Institutions or Universities recognised by the University.
- (c) working on delegations or committee appointed by the Government or by another agency recognised by the University;
- (d) attending such short term courses, workshops as the Vice-Chancellor may approve as useful for the University where the person does not receive any salary or honorarium.
- (e) availing himself of the fellowship award under the cultural exchange programmes, bursaries and other programmes in whose case, the applications were forwarded by the University to the U.G.C. and Govt. of India, according to the terms and conditions attached to the programme such award/fellowship.

- N.B. :**
- (i) If a teacher has availed such leave for visiting abroad for more than 3 months, he will not be entitled for deputation leave upto 5 years of his return from the leave.
 - (ii) The Vice-Chancellor may sanction deputation leave upto 30 days at a time in an academic year. If the period of deputation leave is for more than 30 days, sanction of the Board of Management will be necessary.
 - (iii) If the teacher concerned receives any honorarium or remuneration and period of deputation leave is more than three months, such leave be sanctioned on half pay and allowances only.
 - (iv) Deputation leave shall not ordinarily be combined with any other kind of leave. However, if an employee on deputation leave, outside India applies for any kind of leave, which is due to him, in continuation of deputation leave, such application may be considered on its merits

27. Privilege leave :

- (i) A teacher whether permanent or temporary shall earn privilege leave on full pay at the ratio of 15 days for each completed year of service.
- (ii) Privilege leave shall also be admissible to a teacher if he is required to work during vacation time. Such leave shall be in proportion of 1:2 i.e. one day's privilege leave for the days of

MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

No.F.1()Estt./MDSU/99/934

Dated : 21.1.99

NOTIFICATION

Sub : Amendment in Leave rules Ordinance.

In terms of Govt. Notification No.F.1(5)FD (Rules)/96, dated 2nd April, 1998, the Board of Management vide its Resolution No.9 dated 27.6.98 accepted the amendments in the leave rules ordinance of this University as follows and decided that these amendments shall be deemed to have come into force with effect from 1.1.1998:-

- (i) The existing figures and words "240 days" wherever appearing under rule 13(i), 27(iii), 27(iv), 27(v) & 39 shall be substituted by the figures and words "300 days".
- (ii) The existing figures and words "3 months" appearing in first line of Rule 30 (i) shall be substituted by the figures and words "120 days".
- (iii) The existing word "Three" wherever appearing in Rule 30 (iii) and Note (i) and (ii) shall be substituted by the word "Two". The word "Thrice" appearing in note No. (i) shall be substituted by the word "Twice".

S. Ghosh
Offg. REGISTRAR

NO.F.1()Estt./MDSU/99/935-94

Dated : 21.1.99

Copy forwarded to the following for information and necessary action :-

1. All the Directors, M.D.S. University, Ajmer.
2. Librarian/Asstt. Librarian, M.D.S. University, Ajmer.
3. All the Heads of the Department, M.D.S. University, Ajmer.
4. All the Dy. Registrar/Asstt. Registrar/Section officer, M.D.S. University, Ajmer.
5. All the B.S.D.s, Regional Centre, Kota/Bikaner, Coordinator, Sampark Karyalaya, Sriganganagar, M.D.S. University, Ajmer.
6. P.S. to V.C./P.A. to Registrar, M.D.S. University, Ajmer.
7. Guard file.

S. Ghosh
Asstt. Registrar (Estt.)

duty. Such leave shall not exceed 20 days in one academic year. No teacher shall normally be asked to work for more than 40 days during the vacations. Such Heads of Departments whose presence is necessary in their departments during the vacations shall be entitled to such leave provided that they obtain prior permission of the Vice-Chancellor.

(iii) Privilege leave shall not be allowed to accumulate beyond 240 days.

- N.B. :
1. The summer, the Dushora and the Winter breaks are treated as Vacation for the purpose of this sub-rule.
 2. Privilege leave in lieu of working during vacation time shall not be allowed to such category of teachers as are in receipt of allowance during vacations for holding Administrative appointments.

(iv) A teacher whether permanent or temporary shall be entitled to 15 days privilege leave in an Academic Year (commencing from 1st July and ending on 30th June). The leave account of every teacher shall be credited with 15 days privilege leave immediately after the expiry of every academic year. The grant of such privilege leave shall be subject to the following conditions :-

- (a) Fifteen days Privilege leave in an academic year shall qualify for encashment while in service or for accumulation upto a maximum 240 days to be encashed at the time of superannuation as provided for in Rule No. 13.
- (b) (i) A University teacher appointed during an academic year shall be allowed privilege leave @ $1\frac{1}{4}$ days for each completed month of his service immediately after the expiry of the end of the academic year.
- (ii) In case of resignation, death while in service or retirement from service on superannuation, invalid compensation or retirement under O.376 F-1 during the academic year the P.L. @ $1\frac{1}{4}$ days for each completed month shall be credited to the leave account of the teacher concerned.

Note : The existing amount of privilege leave as credited to the privilege leave account of a teacher on 30.6.1994 shall be carried forward in the leave account to be maintained in pursuance of the above rule from 1.7.1994.

- (v) A University teacher will be allowed to surrender 15 days privilege leave while in service (in an academic year) credited in his account in pursuance of Rule 27 (iv) of in an academic year and will be sanctioned leave salary and allowances for the leave so surrendered on the following conditions :-
- (1) The aforesaid encashment of privilege leave shall be allowed once in an academic year first year commencing with effect from 1.4.1989.
 - (2) The total of the privilege leave surrendered shall not exceed 240 days in whole of the service period.
 - (3) The number of days of privilege leave surrendered under this rule need not be referred to any particular period but may be reckoned as surrendered on the date of commencement of the actual leave taken and debited against the leave account of the University employees.
 - (4) The authorities who are empowered to sanction privilege leave will be competent to accept surrender of leave.
 - (5) In the cases of University teachers who are on the verge of retirement, the period of leave surrendered should not exceed the period of duty between the date of expiry of the leave on full pay actually availed of and the date of retirement.
 - (6) The leave salary and allowances admissible for the leave surrendered will be computed on the basis of the monthly rate of pay which a University teacher is drawing immediately before the date of the commencement of leave. A month for the purpose of calculation of leave salary and allowances shall mean 30 days.
 - (7) This leave salary is not liable to deduct on account of Insurance premium, Provident Fund, House Rent and repayment of dues to Co-operative Societies, etc. Income-Tax should be deducted on this additional income.
 - (8) This rule shall apply to such teachers who are on foreign

services or on deputation to Government of India or State Government or non-Government body or Institution or have been sent on training within the country or abroad.

- (9) The benefit of surrender of privilege leave will not be allowed in the cases of leave preparatory to retirement, or refused leave granted under the leave rules for University employees. This rule will also not be available to re-employed teachers or those under extension of service.
- (10) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered, the details of the leave surrendered should be noted in the body of service book and in leave account in red ink when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the leave register should be furnished by the Drawing Officer in the bill in which the leave salary for surrendered leave is drawn.
- (11) Payment on account of surrender of leave shall be drawn on a separate bill. A statement of leave surrendered and encashed shall be attached to the bill.
- (12) The office order sanctioning grant of encashment leave may be issued in the modal form given in Appendix-II. The sanction for such encashment of leave would not exceed 20% of the total number of teachers in a Department/College in a month and that the leave may be granted once in a block year.

28. Leave on half pay

- (i) A teacher in temporary/permanent employment of the University will earn leave on half pay @ 10 days for each completed period of 6 months service.
- N.B. : Period of vacation & breaks will count as period of duty for the purpose of this rule.
- (ii) Commuted leave on full pay, not exceeding half the number of days of leave on half pay due to a teacher may be granted upto a maximum of 30 days during the entire period of service, provided that a temporary teacher shall be entitled to avail such leave only after he has put in three years continuous service in the University.

- (iii) When commuted leave is granted twice the amount of such commuted leave availed shall be debited against the half pay leave due.
- (iv) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 300 days.

29. Combination of Leave with Vacation :

No leave other than study leave/maternity leave shall ordinarily be taken in combination with or in continuation of summer vacation except with special permission of the sanctioning authority for reasons to be recorded in writing.

30. Maternity Leave :

- (i) Maternity leave upto 3 months may be granted to a female employee/teacher on full pay on submission of a medical certificate from an authorised medical attendant. Maternity leave may also be granted in cases of miscarriage, including complete abortion, subject to the condition that the leave applied for does not exceed 42 days and the application for leave is supported by a certificate from an authorised medical attendant as defined in M.D.S. University Medical Attendant rules.
- (ii) Maternity leave is not debatable to the leave account. It may be combined with leave of any other kind except casual leave but leave applied for a continuation of maternity leave may be granted only if the application is supported by a Medical certificate from an authorised medical attendant.
- (iii) Maternity leave will not be admissible to an employee/teacher for more than three occasions during the entire period of her service in the University.

Note : (i) An employee/teacher who has availed herself of the maternity leave for more than three occasion before this ordinance came into force, shall not be entitled to any maternity leave under this ordinance. However, if there is no surviving child even after availing such leave thrice, maternity leave may be granted on one more occasion.

- (ii) An employee who has not availed of the maternity leave and already has three surviving children may not be sanctioned maternity leave when applied for.
- (iv) Maternity leave will also be admissible to a temporary teacher provided she has been in continuous service of the University for not less than one year before the commencement of leave applied for.

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER.

NO:F-1(ESTT./MDSU/2005/ 1897

DATED 18-07-05

NOTIFICATION

Subject: Amendment and addition in leave rules Ordinance

In terms of Government notification No. F.1(43)FD/(Gr.2)/83 dated Dec. 6, 2004, the Board of Management wide its resolution no. 9/19 dated 01-07-2005 accepted the amendment and addition in the leave rules Ordinance of this University as follows, and decided that these amendments and additions shall be deemed to come into force with immediate effect:

I. The existing figures and words "120 days" appearing in first line of rule 30(i) shall be substituted by the figures and words "135 days".

II. After the existing rules 30, the following new rule 30-A shall be inserted namely:-

30-A. Paternity Leave

A male University teacher with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife i.e. 15 days before to three months after child birth; and if such leave is not availed of within this period, it shall be treated as lapsed.

During the period of such leave, the University teacher 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 but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of maternity leave).

Such leave shall not be allowed in case of miscarriage including abortion of the University teacher's wife.

The provisions of Rule 30-A in leave rules shall also apply mutatis mutandis to the University employees other than teachers.

Sd/-
REGISTRAR

31. Leave without Pay to take up Employment elsewhere :

(i) A permanent teacher of the University may be permitted to take up employment outside the University (the pay of which is not chargeable to the University) - at the discretion of the Board of Management/Vice-Chancellor. In such a case he may be granted leave without pay for one year on the basis of every 5 years of completed service, in the University; provided that leave without pay under this category may be granted for a maximum period of two years at one stretch, after which the teacher concerned shall have to join the University. A teacher who has availed the leave for a period of two years under this rule shall not be eligible for leave under this category unless he has served the University for atleast one year after rejoining the University. Provided further that the total period of leave permissible to a teacher under this category during the entire service in the University shall not exceed five years.

(a) A teacher who has put in atleast 10 years permanent service in the University and is offered a tenure appointment as Vice-Chancellor of another University or any other such high position with a tenure appointment for a period exceeding two years may be permitted to accept the same and granted leave without pay for only one term of such appointment irrespective of the length of the term at the discretion of the Board of Management. During the period of such leave the lien of the teacher shall be retained on the post held by him substantively before proceeding on leave.

(ii) A teacher seeking leave under the above provision must return and join the University service on the expiry of the leave, failing which he will be deemed to have willfully absented himself from duty.

N.B: The temporary service rendered by a teacher if followed by permanent service, without any break shall be counted as permanent service for the purpose of this clause.

(iii) In case the employment outside the University of Ajmer (MDS University) is against the substantive post through statutory provisions, though temporary, the lien of the teacher on the post held by him in the University before proceeding on leave will be retained only for the period of the leave sanctioned. A teacher seeking leave under the provisions of

Rule 31 (i) above must return and join the University services positively on expiry of the period of leave, failing which his lien on the post shall stand automatically cancelled and he will be deemed to have willfully absented himself from duty as defined in Rule 18 of these rules.

32. Extra Ordinary Leave :

- (i) Extra-Ordinary leave shall be without pay and allowances.
- (ii) The period of extra-ordinary leave shall not count towards increment. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.
- (iii) In case of a permanent teacher the duration of extra-ordinary leave in the entire service period shall not exceed the following limits :
 - (a) Three months on any one occasion for reasons, other than medical grounds, to be recorded in writing.
 - (b) Extra-Ordinary leave on medical grounds of illness of the employee may be granted upto a period of one year for every period of 5 years service subject to a maximum of 5 years during his entire period of service. However, in cases involving hospitalisation and post-operative treatment such leave upto 90 days in any one year be granted irrespective of the length of service of the employee.
 - (c) Where a teacher is suffering from Tuberculosis, cancer or leprosy and is undergoing treatment in a recognised hospital/clinic he/she may be granted such leave on any one occasion upto 18 months irrespective of his/her length of service.
- (iv) In case of temporary teachers extra-ordinary leave without pay & allowances may be granted for a period not exceeding one month, when no other leave is admissible to him.

33. Leave not Due:

- (i) Save in the case of leave preparatory to retirement 'Leave not due' may at the satisfaction of the sanctioning authority be granted on Half Pay to a teacher in permanent employment on the following grounds :
 - (a) that in no case the leave not due shall be granted exceeding 360 days during the entire service out of which

not more than 90 days leave at time and maximum 180 days for self illness on production of medical certificate from the authorised medical attendant; balance on other grounds.

- (b) The number of days of leave not due to be sanctioned shall not be more than the number of days the employee concerned could earn during the remaining period of his service after availing the leave so granted. As such the leave will necessarily be debited against the Half Pay Leave which an employee may earn subsequently.
- (ii) If a teacher to whom 'leave not due' is granted resigns from the University or his services are terminated before 'leave not due' granted to him is fully adjusted an amount equivalent to leave salary for the period of 'leave not due' remaining unadjusted shall be recoverable from his provident fund/ gratuity or any other payment due to him from the University.

34. Hospital Leave

- (i) A competent authority may grant hospital leave to the University employees/teachers whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks, while under medical treatment for illness or injury of such illness or injury as directly due to risks incurred in the course of their official duties. Hospital leave is an addition to other forms of leave that may be admissible to a University employee under these rules.
- (ii) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.
- (iii) The amount of Hospital leave which may be granted is limited to 3 months on full pay in any period of three years. Hospital leave on half pay counts for the purpose of this limit as half the amount of leave on full pay.
- (iv) Hospital leave may be combined with any other kind of leave which may be admissible provided that the total period of leave after such combination shall not exceed 180 days.

35. Special Disability Leave :

- (i) This leave may be granted to a teacher, whether permanent or temporary who is disabled by injury inflicted upon him or caused in, or in consequence, of the due performance of his official duties or in consequence of his official position. Such

leave shall not be granted unless the disability manifests itself within 3 months of the occurrence to which it is attributed, and is promptly brought to the notice by the employee to the competent authority.

- (ii) The period of leave granted shall be such as certified by a competent medical authority to be necessary and shall in no case exceed 24 months in consequence of any one disability.
- (iii) Special disability leave may be combined with leave of any other kind and shall be counted as duty.
- (iv) Special disability leave may also be granted to a teacher who is disabled by injury accidentally incurred in or in a consequence of the due performance of his duties or by illness incurred in the performance of any particular duty, involving more risk than is ordinarily attached to his post.

36. Quarantine Leave :

Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of an infectious disease in the family or in the household of an employee. Quarantine leave may be granted on the certificate of the Medical Officer, University Health Centre or Public Health Officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose 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. An employee/teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

37. Study Leave :

- (i) Study leave may be granted to a teacher so as to enable him to undertake research/Higher studies or specialised training in the subject having a direct and close connection with his sphere of duties and thus likely to increase his usefulness to the University. Normally, it will be granted before the commencement of the academic session or at the convenient time during the session so that teaching work in the University does not suffer.
- (ii) A teacher (excluding a temporary teacher) may be granted study leave provided he has rendered five years continuous service in any department/Faculty/Institution/College/Unit of Maharshi Dayanand Saraswati University, Ajmer on the date of application.

Explanation :

Five years of continuous service of a teacher in the University shall include the period of probation.

- (III) An application for study leave shall be submitted in the prescribed form (Appendix-C). The application shall be submitted through the Head of the department and the Principal of the College/Director concerned, duly forwarded & recommended.
- (IV) Study leave shall not ordinarily be admissible to a teacher who has attained the age of 55 years. However, it may be allowed to such teachers who have attained the age of 55 years or more, subject to the condition that study leave availed previously; if any, and the study leave being considered for sanction does not exceed one year during the entire period of service.
- (V) An application for study leave submitted in accordance with the clause (I) above shall be considered by an Advisory Committee constituted under clause (vi). The Committee shall examine the applications and make its recommendations to the Vice-Chancellor.
- (VI) The Advisory Committee for the purpose of clause (v) above shall consist of three members nominated by the Vice-Chancellor, every two years at the beginning of the session.
- (VII) The Advisory Committee shall consider the applications for study leave in the order in which they are received, and shall take into consideration the following :
 - (a) (i) The recommendations of the appropriate officer referred in clause (II) above of the Department/ College/Institution.
 - (ii) The possibility of increased usefulness of the applicant after the expiry of the study leave to the University.
 - (iii) Prior study leave, if any, granted to an applicant.
 - (iv) The pendency of any enquiry or disciplinary proceedings against the applicant.
 - (v) Whether a person has got Ph.D. already.
 - (b) (i) An applicant who has been awarded financial assistance for the period of study leave by any

institution of higher learning/Research may be given preference over other applicants.

- (ii) Normally an applicant who applies for the first time will have priority over other applicants.
 - (iii) Normally not more than 10% of the sanctioned strength of teachers will be granted study leave at any one time in any of the University Teaching Departments except when in special circumstances the Board of Management/Vice-Chancellor may otherwise decide.
- (Viii) (a) (i) A teacher taking up an approved Research Programme leading to M.Phil./Ph.D. degree may be granted study leave for a period not exceeding two years in the first instance. The period of leave may be extended for an additional period of one year provided the supervisor and the Head of the Department concerned recommends it on the basis of the six monthly progress report.
- (ii) Notwithstanding anything said in para (Viii) (a) (i) above, in case a teacher is sanctioned study leave for a Research Programme leading to Ph.D. degree of a foreign University, leave may be extended up to 4 years in all (i.e. two years in the first instance and further extension of leave of one year each at a time). However, the study leave sanctioned for the fourth year will be without pay & allowances.
- (b) The study leave for post doctoral research work, D.Litt. D.Sc. or any other research programmes (equivalent to post doctoral research work) may be granted for a period not exceeding six months. It may further be extended upto a maximum period of study leave permissible under the category, subject to the condition that after every six months the teacher produces satisfactory report and recommendations of the Head of Deptt./Institution where he is working for research.
- Provided further that the total study leave under this category will not exceed two years in the entire service of the University.
- (ix) During the leave period, the teacher will send report of the progress of the research project/programme/work atleast

once in six months through his supervisor/Guide to the University through the Head of Deptt. concerned.

- (X) (i) A teacher who is granted study leave will be entitled to leave salary as per norms prescribed below :
- (i) For study leave up to a period of 2 years-Full pay.
 - (ii) For study leave for next one year-Half pay.
 - (iii) For study leave for further next year-without pay for the purpose of this calculation the entire study leave period taken at different times in service period will be reckoned.
- (xi) (i) A teacher availing himself of study leave shall execute a bond on a non-judicial stamp paper of Rs.5/- (Appendix-D) in favour of the Maharishi Dayanand University, Ajmer thereby under-taking to serve the University for a period equivalent to the leave period, after expiry of the study leave and resumption of duty. The bond will state that in the case where the period of study leave is extended, validity of the bond will be extended proportionately.
- (ii) A teacher who has availed himself of the study leave and has not completed the required period of service as per condition of the bond executed shall not be allowed to take any employment elsewhere, but if he desires to be relieved from service for this purpose, he shall be required to refund the whole amount paid to him during the period of study leave.
- (iii) A teacher failing to serve the University for the period as stated in (i) above, after the expiry of the leave period and resumption of duty shall be liable to refund the leave salary actually paid to him by the University. Provided that a teacher who joins duty and serves the University for a period not less than six months shall refund to the University a sum actually paid to him as leave salary in proportion to the unexpired period of the required service.
- (xii) (i) The study leave can be combined with earned leave, half pay leave, extra-ordinary leave provided that such leave is admissible to him.
- (ii) The study leave period may also be combined with the summer vacation and Breaks either before the commencement or after the expiry of the leave period.

- (XIII) The study leave shall be deemed to have been cancelled in case it is not availed of within a period of six months from the date of issue of the sanction.
- (XIV) Teachers who have availed themselves of study leave for a Research Programme leading to Ph.D. degree may apply for post doctoral research programme after an interval of atleast 5 years between the date of resumption of duty on return from first study leave and date of application for the second study leave.
- (XV) The total period of study leave shall not exceed five years during the entire period of teacher's service in the University.

N.B. : In case any change in purpose as well as the institution is made for which the study leave is granted, without prior permission, the study leave may be cancelled.

SECTION-D

University Employees other than Teachers

Privilege leave :

- 38.(A) A permanent employee of the University other than a teacher shall be entitled to the grant of privilege leave on full pay as under :
- (a) Each employee's privilege leave account shall be credited with 33 days privilege leave on 1st January every year. The leave taken during the course of calendar year from time to time, shall be accounted for from the balance of privilege leave.
 - (b) If an employee remains on leave without pay of any kind during a calendar year, deduction shall be made at the rate of one-tenth of the period of extraordinary leave subject to a maximum of 33 days.
 - (c) The maximum amount of privilege leave that can be granted to an employee at a time shall be 120 days, but in the following cases the maximum period for which the privilege leave can be granted shall be 180 days at a time (1) for the purpose of undergoing treatment for T.B., Leprosy or Cancer or a mental diseases in a recognized sanatorium, hospital, and (2) if any portion of privilege leave is spent outside India provided that such leave

spent within India shall not in aggregate exceed 120 days.

- 38.(B) **Leave on half pay** : 20 days leave on half pay shall be credited to the leave account of an employee on completion of one year service. The leave on half pay may be granted on medical as well as on other grounds.
- (C) **Commutated Leave** : Leave on full pay be commuting 2 half pay leave for a day may be granted by debiting the number of the half pay leave commuted.
39. **Privilege Leave to Temporary Employees** : A temporary employee shall earn privilege leave at the rate of one twenty days of the period spent on duty in the first year, and one-eleventh thereafter. An employee shall cease to earn such leave when the leave so earned by him/her amounts to 240 days.
40. **Compensatory leave** : A permanent or a temporary non-teaching employee (including administrative Officers) of the University may be sanctioned compensatory leave for duties performed by him/her under the orders of competent authority on Sundays and holidays as well as during the breaks. The total number of extra hours will be commuted into six hours days to determine the number of days for which compensatory leave on full pay is to be credited to his/her leave account. Compensatory leave shall lapse if not availed of during the same academic year.
41. The provisions of the following rules under Section-C shall also apply mutatis mutandis to the University employees other than teachers :
21. Casual leave
 22. Special Casual leave
 23. Academic leave
 24. Special Academic leave
 25. Permission for absence from Headquarters
 26. Deputation leave
 30. Maternity leave
 31. Leave without pay to take up employment elsewhere

32. Extra ordinary leave
33. Leave not due
34. Hospital leave
35. Special disability leave
36. Quarantine leave
37. Study leave

42. Persons employed on fixed wages shall be deemed as temporary employees for the purpose of grant of casual leave, leave on full pay and leave on half pay.

Notwithstanding anything mentioned above, the Board of Management shall have the power to relax these rules in special cases and grant such leave as it may deem fit for reasons to be recorded in writing.

Note : On the basis of the D.O. letter No.F 27(13)RB/3761 dt. 22.9.89 of the Chancellor, the Board of Management vide Res. No.7 dt. 24.2.90 has resolved that 15 days Duty Leave in an academic session be allowed to the teachers and officials of the University/Colleges who are nominated by the U.G.C. or any other state/Central Body like DSD/CSIR/ICMR/etc. or nominated by the chancellor or the State Govt. to serve the various Bodies of a University as per provisions of the Act. and statutes of the Respective University without any liability of T.A. & D.A.

APPENDIX-'A'
 MAHARISHI DAYANAND SARASWATI UNIVERSITY, AJMER
 (Ref. Rule 16)

Section/College/Department

APPLICATION FOR LEAVE

1. Name of applicant
2. Date of joining service..... Temporary/Probationer/
Confirmed.
3. Designation and place of posting
4. Pay and Grade
5. Nature and period of leave applied for
6. Date from which it is required
7. Leave Address/Address in case
the applicant leaves the Head Quarter
8. Grounds on which leave is applied for
9. Reason for not submitting application sufficiently in advance for
sanction before avail
- Date of making application 19 Signature of applicant
Employees' Code No.....
10. Leave at credit -On full pay :Month(s).....day(s)
-On half pay :Month(s).....day(s)
11. Certified that leave on
 - (1) Full pay formonth(s) andday(s) from to
 - (2) Commuted leave formonth(s) andday(s) from
..... to by debitingmonth(s) and day(s)
leave on half pay to his leave account.
 - (3) Half pay formonth(s) andday(s) from to
 - (4) Leave without pay formonth(s) andday(s) from
..... to is admissible under leave rules.
- Section Officer Establishment Clerk
12. Recommendations of the
forwarding Officer
13. Orders of the Sanctioning Authority



MAHARSHI DAYANAND SARASWATI UNIVERSITY
AJMER

F.1()Estt/MDSU/2007/ 44024

Office Order

In pursuance of Res. No.5 dated 11-06-2008 of the Board of Management. The rules for forwarding applications of the University employees for appointment/ research scholarship/ fellowship etc. are promulgated w.e.f. 11-06-2008 as follows.

RULES FOR FORWARDING THE APPLICATIONS OF THE UNIVERSITY EMPLOYEES FOR APPOINTMENT/RESEARCH SCHOLARSHIPS/FELLOWSHIPS ETC.

- (1) The applications of the staff appointed on a purely temporary basis in connection with or leave vacancies may be forwarded to the addresses without any condition.
- (2) The applications of the staff appointed temporary against substantive vacancies, subject to the approval of their appointments by a duly constituted Selection Committee/Competent authority may be also forwarded as in (1) above.
- (3) The applications of the staff appointed on temporary basis, against a substantive vacancy, by a duly constituted Selection Committee or by the competent authority may be forwarded to the outside agencies provided the University work is not likely to suffer on account of his relief.

Such applications may be forwarded on the express condition that in the event of selection of the applicant on the post applied for, he shall be required to submit one month's notice failing which he shall be required to deposit notice pay for one month or for the period failing short of one month's notice before relieved from the University.

Notes: (1) The Vice Chancellor shall have the power to relax the condition of notice in special cases

(2) A note regarding the condition of notice should be made in the endorsement or the forwarding letter under which such an application is forwarded.

- (4) The applications of the staff appointed on probation against a substantive vacancy shall not be forwarded till the probation period is over.
- (5) The applications of the staff promoted under Career Advancement Scheme shall be forwarded only after completion of one year service after such promotion.
- (6) The applications of the confirmed employees of the University may be forwarded in any one of the following manners at the discretion of the Vice Chancellor :-
 - (a) Where to the satisfaction of the Vice Chancellor the services of the applicant have been found to be sincere and honest in the University and the Vice Chancellor feels that the applicant deserves encouragement and promotion, the application may be forwarded with such recommendations as the Vice Chancellor may deem fit. In the event of his selection to the post applied for, his lien may be retained on the substantive post held by him in the University for a period of one year provided one is eligible for the same. In a case where the applicant is not eligible for the same, the applicant may be granted leave without pay not exceeding one year, subject to normal rules and regulations of the University.
 - (b) In all other cases, the applications of the confirmed employees may be forwarded to the addresses by the University staff. It should be noted that in the event of the selection of the applicant to the post applied for,

for, he may be required to give a notice of three months before being relieved from this University failing which he may be required to deposit notice pay for three months or for the period of notice failing short of three months. This condition will be relaxable at the discretion of the Vice Chancellor.

Note : The Vice Chancellor shall have the power to relax the condition of notice in special cases.

(7) The application of the employees who have attained qualifications and/or have acquired any training at the cost of the University shall not be forwarded for employment under the outside agencies for a period for which such an employee is under an obligation to serve this University in terms of the agreement made or bond executed in this behalf, or for a period of three years from the date of declaration of results of the study or training if not such agreement was made or bond executed in this behalf unless such a person gives an undertaking in writing that in the event of his selection/appointment he shall refund the total expenditure of the studies/training incurred by the University plus interest on the total amount for the period involved @ 6% per annum. Nevertheless, the usual condition of serving the University with 3 months/1 month notice as applicable in his case shall be observed, failing which the employee shall deposit notice pay for 3 months/1 month or for the period failing short of the notice period as applicable in his case.

(8) The applications of the employees for the posts advertised by the University itself to be filled in by open competition shall be forwarded by a Director/Head of a Department/Registrar (where he is appointing authority), to the other Director/Head of the Department etc. (who has advertised the post) with such remarks as the forwarding officer may deem fit provided that the requisite qualifications are fulfilled by the applicant (except the age which shall be relaxable in case of University servants already employed). The applicant shall have his chance on merits. In the event of such a person being selected for the post, it will be entirely upon the direction of the Head of the Department/Director/ Registrar to relieve him at a notice not exceeding a period of three months.

Note : This does not, however, apply to the requests/applications for mutual transfers, or for the posts though advertised but in respect of which the applicant does not fulfil the requisite qualifications, which shall be dealt with by the officer concerned on their own merits.

(9) Applications of University employees will be forwarded by the appointing authority only. No application shall be forwarded for a lower post than the post the staff is holding.

— RA —
Registrar

Date: 9/2/08

F.10 Dist/MDSU/2007/ 44022 - 87.

Copy forwarded for information & necessary action to:

All the Heads of the Department, MDS University, Ajmer

Chief Controller of Finance/Addl. Registrar/Controller of Examinations MDS University, Ajmer

Chief Librarian/ACP/All Dy. Registrars/All Asstt. Registrars/Accounts Officer, MDS University, Ajmer

Secretary, V.C. Sectt., MDS University, Ajmer

Secretary, MDS University, Ajmer

Secretary, MDS University, Ajmer

67012
Dy. Registrar (Dist)

APPENDIX-B
M.D.S.

LEAVE ACCOUNT OF SHRI _____											
1			2			3			4		
Duty			Leave earned on			Leave at Credit (2-3)			Leave		
From	To	Days	Years	Months	Full pay period of 1/12	Half pay for 1/12	Full pay period of 1/12	Half pay	Full pay	Half pay	Full pay
Full Pay											

UNIVERSITY, AJMER _____ COLLEGE/DEPTT.

DATE OF COMMENCEMENT OF SERVICE _____												
5			6			7			8			
Taken on			Balance of leave after returning from leave on			Leave taken on Quarter Pay on Medical Certificate			Leave taken Without Pay			Remarks and Signature of the attesting officer
From	To	Days	Years	Months	Full Pay	Half Pay	Full Pay	Half Pay	Full Pay	Half Pay	Full Pay	
												Y

APPENDIX-'C'
MAHARISHI DAYANAND SARASWATI UNIVERSITY, AJMER
APPLICATION FORM FOR THE GRANT OF STUDY LEAVE

1. Name
2. Designation
3. Pay and Allowances
4. Permanent/Probation/Temporary
5. Date of joining the University service
6. Period of Study Leave required
7. Date from which Study Leave required
8. Details of Study Leave to be undertaken
(Whether in India or abroad to be specified)
9. Is he registered for Ph.D./D.Litt.
(Copy enclosed)
10. Name of the supervisor designation
and address
11. Whether any fellowship/Scholarship/
financial assistance awarded (copy
of award enclosed)
12. Details of Study Leave granted by the
University Previously. If any
13. Is he agreeable to execute the bond
prescribed by the University?
14. Name of the surety/his designation
and address

(Signature of the applicant)

Recommendation of the Supervisor :

*Signature of the Supervisor
alongwith the Designation*

Recommendation of the Head of the Department :

*Signature of the Head
of the Department with Seal*

Recommendation of the Principal of the College :

*Signature of the Principal
of the College with Seal*

APPENDIX-'D'

Agreement to be Executed by the Teachers Proceeding on Study leave

This agreement made this day of between the M.D.S. University, Ajmer herein after called University of the First part and I S/o Shri..... by cast resident of at present employed as in the Department of of the M.D.S. University hereinafter called the "Teacher" of the Second Part.

Whereas the above named teacher of the Second Part has applied to the University for grant of study leave as per rules of the Board of Management permitted to avail study leave by the University for a period of- years commencing from on full/half salary amounting to Rs.....

That in furtherance of the said leave sanctioned by the University vide its order No..... dated the teacher undertakes to abide by the rules and regulations framed by the University and which shall be in force at the time of grant of study leave. The teacher further undertakes to serve the University on the expiry of the study leave at least for a period years.

The teacher to whom study leave has been granted shall strictly abide by the terms of this agreement and will report himself on duty on the expiry of the period granted to him. He will not be entitled to prolong his stay without the permission of the Vice-Chancellor under any circumstances. The Vice-Chancellor may in his discretion judging the circumstances of each case grant a reasonable time to the teacher to join his duties on the expiry of the study leave.

If the teacher does not report himself on duty on the expiry of the study leave, unless otherwise permitted by the University to join later or fails to comply with the conditions of the agreement and the rules made by the University from time to time, the University at its discretion can terminate the services of the teacher. The teacher shall be further liable to refund the entire amount advanced by the University to him as per the terms of this agreement alongwith interest @ 6% and can be further asked to pay a sum of Rs..... as compensation to the University for the loss suffered.

The teacher further undertakes that he shall not on the expiry of the study leave be entitled to join the services of any other University, Government, educational institutions, private firm or work with any individual without the prior sanction of the Vice-Chancellor.

No teacher shall be permitted to leave the services of the University without prior sanction of the University authorities.

The party of the second part by this agreement binds himself, his heirs, executors assigns to faithfully comply with the terms of this agreement.

If a teacher while studying abroad stays there without the permission of the University, his heirs, executors shall be liable for the refund of the amount advanced to him as salary or allowance by the University along with interest and shall be further liable to pay damages. He shall have to furnish security for the refund of this amount.

In witness where of the teacher of the second part has put his signature in token of the acceptance of the terms of the aforesaid agreement.

*Signature of the party
of the First Part*

*Signature of the party
of the Second Part.*

- 1. Witness.....
- 2. Witness.....

With reference to the agreement executed by the said Mr./Mrs./Miss in favour of the University. I stand myself a surety for the whole amount referred to the agreement and shall discharge his/her liability on his/her failure, and in token of it I have signed below.

Signature of the Surety

- 1. Witness.....
- 2. Witness.....

**RULES FOR ENCASHMENT OF SURRENDER LEAVE ON FULL PAY
FOR NON-TEACHING EMPLOYEES
INCLUDING ADMINISTRATIVE OFFICERS**

1. The University Non-Teaching employees (including Officers) will be allowed to surrender the balance of leave on full pay to their credit on the date of commencement of the leave or any portion thereof, at their option, subject to a maximum of 30 days and will be sanctioned leave salary and allowance for the leave so surrendered.
2. The concession of encashment of leave on full pay shall be allowed once in a block of two years, first block commencing with effect from 1.4.1988.
3. The number of days of leave on full pay surrendered under these Rules need not be referred to any particular period but may be reckoned as surrendered on the date of commencement of the actual leave taken and debited against the leave account of the University employees.
4. The authorities who are empowered to sanction leave on full pay will be competent to accept surrender of leave on full pay.
5. The leave salary and allowances admissible for the leave surrendered will be computed on the basis of the monthly rate of pay which a University servant or employee is drawing immediately before the date of the commencement of leave. A month for the purpose of calculation of leave salary and allowances shall mean 30 days.
6. The benefit of surrender leave will not be allowed to any employee after he attains the age of superannuation prescribed by the University.
7. The term 'Leave' used in this Rule for the purpose of surrender of leave means 'Leave on Full Pay' only and not any other kind of leave.
8. In order to guard against omission to post a debit in the Leave Account in respect of the leave surrendered, the details of the leave surrendered and the block year to which such leave pertains should be noted in the body of the service book and in the leave account in red ink when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the Leave register should be furnished by the Drawing Officer in the bill in which the leave salary for surrendered leave is drawn.

9. Payment on account of surrender of leave shall be drawn on a separate bill.
10. The office order sanctioning grant of encashment leave may be issued in the model form given in Appendix.

APPENDIX

MAHARISHI DAYANAND SARASWATI UNIVERSITY LEAVE

Shri.....Designation.
..... working in
who applied for surrendering 30 days leave with full pay for
encashment vide his application dated ... is hereby sanctioned the
payment of 30 days leave salary in lieu of 30 days surrender of Leave
With Full Pay for encashment, which will be equal to the amount of
leave salary to which he was entitled immediately before the date of
sanction of leave (except house rent allowance and city compensatory
allowance).

30 days leave has been debited to his leave account for
Privilege Leave.

Signature & Designation
of competent authority

No.

Dated :

Copy forwarded to the following for information and
necessary action :

1. Accounts Section with one spare copy.
2. Shri
3. Office Superintendent/Guard File.
4. Surrender Leave File.

Signature & Designation
of forwarding officer

MAHARSHI DAYANAND SARASWATI UNIVERSITY

AJMER

MEDICAL ATTENDANCE RULES

(As approved by the Board of Management dated 27.06.1998)



AJMER

1998

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
MEDICAL ATTENDANCE RULES

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
MEDICAL ATTENDANCE RULES

1. Short title and commencement :

- (1) These rules may be called the MDS University of Ajmer Medical Attendance Rules, 1997.
- (2) These rules shall come into force with effect from the date of approval by the Board of Management.

2. Extent of application

(1) These rules shall apply to -

- (i) Vice Chancellor,
- (ii) all University employees, including persons on probation, whose conditions of service are regulated in accordance with the rules framed by the University from time to time,
- (iii) temporary University employees only after completion of one year service in the University,
- (iv) re-employed persons,
- (v) members of the family of such University employees who are on leave and have gone outside India or on deputation abroad,
- (vi) retired University employees to the extent indicated in Rule 12 of these Rules.

(2) These rules shall not apply to :

- (i) employees who are governed or covered by the Employees State Insurance Act and Schemes framed under the said Act.
- (ii) those University employees who are on leave and have gone outside India or on deputation abroad.
- (iii) retired University employees, not covered under the Pensioners' Medical Scheme.
- (iv) Work charged, casual and part time employees and employees on fixed pay.
- (v) persons appointed on contract basis, unless their terms of contract provide otherwise.

3. Definitions

In these rules unless there is anything repugnant in the subject or context :

- (1) 'Authorised Medical Attendant' in respect of a University employee or class of University employees means :
- (i) A University Medical Officer (Allopathic/Homopathic/Ayurvedic/Unani) on duty in University Health Centre/Clinic maintained by the University or a Medical Officer on duty in a Government Hospital/Dispensary, or
 - (ii) a specialist to whom an employee or his family member has been referred by the Authorised Medical Attendant or a Specialist nominated by the Head of the Government Hospital as provided in rule 8 of these Rules, or
 - (iii) Authorised Medical Attendant on duty in a non-government Medical/ Ayurvedic / Unani/Homocopathic Hospital/Dispensary or Institution recognised as Government Hospital by the Government of Rajasthan, or
 - (iv) A registered medical practitioner/Homoeopathic/Vaidya/Hakim, if approved and declared as Authorised Medical Attendant by the University.

EXPLANATION: An Authorised Medical Attendant in one spell of illness at a time shall be either a Medical Officer or a Hakim or a Vaidya or Homoeopath.

- (2) 'Government Hospital' means a Medical, or Ayurvedic or Unani or Homeopathic Hospital, Dispensary or Institution maintained by the Government for purpose of medical, ayurvedic, unani or homoeopathic treatment and also includes a dispensary maintained by a local authority, or a hospital within or outside the State of Rajasthan (Appendix-2).
- (3) 'Head of Government Hospital' means Chief Administrative Medical Authority not below the rank of a Professor of a Government Medical College.
- (4) 'Family' means an employee's wife (not more than one)/husband in the case of a woman employee, son(s) including son(s) adopted legally, daughter(s) and parent(s) if wholly dependent on the employee and their monthly income from all sources does not exceed Rs. 1,000.

NOTE: A declaration regarding income and the residence of the parents shall be furnished by the employees once in the beginning of every calendary year. In case the declaration is submitted subsequently, the reimbursement shall be admissible in respect of parents who undergo treatment after the date of submission of the declaration (Appendix-8).

- (5) "Medical Attendance" means in respect of an employee, attendance in a Government Hospital or the Clinic of the Authorised Medical Attendant/ University Health Centre or in case of illness which compels the patient to

be confined to his residence, at the residence of the University employee by the Authorised Medical Attendant, and includes :

- (a) such pathological, bacteriological, radiological or other method of examination for the purposes of diagnosis as are available in any Government Hospital or laboratory recognised by the University and are considered necessary by the Authorised Medical Attendant, and
 - (b) such consultation with any other Medical Officer specialist in the service of the Government as the Authorised Medical Attendant certifies to be necessary, to such extent and in such manner as the Medical Officer or the Specialist may, in consultation with the Authorised Medical Attendant, determine.
- (6) "Patient" means an employee and his 'family' as given in rule 3(4) who has fallen ill and to whom these rules apply.
- (7) "Treatment" means the use of all medical and surgical facilities available at the Government Hospital or Clinic of the Authorised Medical Attendant in which the patient is treated, and includes :
- (a) the employment of pathological, bacteriological, radiological or any other methods as are considered necessary by the Authorised Medical Attendant,
 - (b) dental treatment where the diagnosis of the physiological or other disability from which a patient is suffering indicates that the teeth are the real source of disturbance provided it is of major kind such as treatment of a bone disease, wholesale removal of teeth or impacted wisdom tooth but it excludes treatment for pyorrhoea and gingivitis of teeth,
 - (c) surgical operations needed for the removal of adontomes and including the oral surgery of the mouth,
 - (d) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in Government Hospital or University Health Centre,
 - (e) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily available, as the Authorised Medical Attendant may certify in writing to be essential for the recovery or for prevention of serious deterioration in the condition of the patient, but excluding medicines which are regarded as food, tonics, tonics having more food value, disinfectants and other similar preparations. Confinement in Government Hospital or Clinic of the Authorised Medical Attendant and prenatal and postnatal treatment in case of a female employee, or wife of a male employee.

- (f) Provision of accommodation in Government Hospital or Clinic of Authorised Medical Attendant on the scale and subject to the conditions mentioned in Rule 5(1).
- (g) (i) consultation fee charged by Medical Officer (Authorised Medical Attendant) from the employees in accordance with the scale of fees laid down by the Government for them and also fee charged by Compounder/Nurse for administering injection at the residence of the employee as per rates laid down by the Government for them; and
- (ii) consultation fee paid to an Authorised Medical Attendant other than a Medical Officer of the Government, and the fee charged by the Compounder/Nurse for administering injection at the residence of the University employee as per rates laid down by the University.
- (8) "Pay" for the purpose of these rules means the basic pay (excluding special pay for personal pay) drawn by an employee, in a prescribed pay scale.

4. Medical Attendance and Treatment of University Employees

- (1) An employee shall be entitled to medical attendance and treatment free of charge in accordance with provisions of these rules.
- (2) (i) The expenses incurred by an employee on account of medical attendance and treatment shall, on production of essentiality certificate from the Authorised Medical Attendant in the prescribed form, be reimbursed to him to the extent and in the manner provided in these rules.
- (ii) The following charges paid by the employees for treatment are reimbursible:
- (a) Cost including sales tax paid by the employee on medicines purchased of Allopathic drugs, medicines, vaccines, sera or other therapeutic substances not ordinarily available in Government Hospital or University Health Centre or Clinic of Authorised Medical Attendant.
- List of allopathic drugs, medicines which are not reimbursible shall be the same as is laid down by the Government of Rajasthan for its employees. This list shall be subject to revision/modification as per amendments made by the Government of Rajasthan from time to time. (Appendix-3)
- (b) Cost (including sales tax paid by the employees on medicines purchased) of Ayurvedic/Unani drugs of approved "Rasayanshalas" not ordinarily available in Government hospital or with the approved Medical Attendant.

List of Ayurvedic and Unani drugs with Rasayanshalas which are reimbursible shall be the same as is laid down by the Government of Rajasthan for the employees with amendments and revision made from time to time. (Appendix-4)

- (c) Cost (including sales tax paid by the employees on medicines purchased) of homeopathic drugs and medicines prescribed by the Authorised Medical Attendant.

List of homeopathic drugs and medicines which are reimbursible and the approved manufacturers shall be the same as is laid down by the Government of Rajasthan for its employees with amendments and revisions made from time to time. (Appendix-4)

- (d) Ambulance charges incurred to carry the patient from residence to a hospital and vice-versa, or from one Government hospital to another for treatment or examination.

- (e) Blood transfusion charges.

- (f) Cost of wholly or partly or hearing aid or artificial limb, Eye lenses (including cost of replacing a limb) or calipers after obtaining the concurrence of the Vice-Chancellor and if a hearing aid equipment is required to be purchased again on the opinion of the competent authorised medical attendant and that the earlier equipment is beyond repairs, the reimbursement of cost would be limited to 50% only.

- (g) consultation fee charged by a Medical officer of the Government (Authorised Medical Attendant) from the employees for treatment of employees and on the scale laid down for them by the Government of Rajasthan, and fee paid to Compounder/Nurse per visit for administering injection at the residence of the employee to the extent and on the scale laid down for them by the Government of Rajasthan. (Appendix-1)

- (h) consultation fee paid to an Authorised Medical Attendant other than a Medical Officer of the Government and the fee charged by the Compounder/Nurse for administering injection at the residence of the employee as per rates and conditions laid down by the University. (Appendix-12 & 13)

- (i) X-Ray charges paid by the employee in a Government Hospital/ Dispensary or at the rates and conditions laid down by the University in case of approved clinics.

5. Treatment at Government Hospital or Clinic of the Authorised Medical Attendant as Indoor/Outdoor Patient etc.

- (1) An employee who receives Medical Attendance and treatment at a Government Hospital or Clinic of the Authorised Medical Attendant as an Indoor patient shall be entitled to the following concessions :

- (a) (i) Accommodation in Government Hospital as classified below shall be provided subject to availability :

Employees drawing pay Rs. 10,500 p.m. & above	Deluxe or cottage ward.
Employees drawing pay Rs. 6,000 p.m. & above but below Rs. 10,500 p.m.	Cottage ward.
Employees drawing pay Rs. 6,000 p.m. but above Rs. 2,800 p.m.	Rental ward of lowest category.

- (ii) If the class of accommodation to which the employee is entitled under sub clause (i) above is not available, accommodation of a higher class may be provided if the admission of patient cannot be delayed without danger to his health. A certificate to this effect from the Superintendent/Principal Medical Officer of the Hospital be furnished with the claim for reimbursement.
- (iii) Class of accommodation and its charges in respect of private clinics approved by the University shall be determined by the Vice Chancellor in each case separately.
- (iv) Ordinary nursing facilities available in a Government Hospital/ University Health Centre.
- (v) Medical Attendance and treatment as provided in Rule 4.

(2) An employee who receives Medical Attendance and treatment at a Government Hospital or a clinic of an authorised medical attendant as an Outdoor patient shall be entitled to benefits provided in these Rules.

(3) **Treatment at residence :** If the Authorised Medical Attendant is of the opinion that owing to absence or remoteness of a suitable hospital/clinic or to the severity of the illness, an employee cannot be given treatment as provided in sub rule (1) and (2) of this rule, he may receive medical attendance and treatment at his residence under rule 4.

(4) **Admissibility of travelling allowance to ailing employees in certain circumstances :**

- (i) If an employee falls ill at a place which is not the Headquarters of the Authorised Medical Attendant, he shall be entitled to travelling allowance as on tour except the halting allowance for the journey to and from such headquarter provided that he does not undertake journey for attendance by a Dentist or an Oculist. In case the condition of the ailing employee is so serious that he cannot be carried to the headquarter of the Authorised Medical Attendant in any conveyance, the A.M.A. attending the patient at his residence shall be entitled to travelling allowance as on tour for

forward and return journeys from his headquarters to the place of the residence of the ailing University employee under the MDS University of Ajmer Travelling Allowance Rules.

- (ii) If the A.M.A. is of the opinion that the condition of the patient is so serious or of a special nature as to require medical attendance by a specialist Medical Officer other than himself, he may send the patient to the nearest specialist or other Medical officer concerned. The ailing employee sent to another station from the headquarters of the A.M.A. shall be entitled to travelling allowance without any halting allowance for the forward and return journey from and to the headquarters of the Specialist or Medical Officer. An attendant/escort accompanying the patient under written instructions from the A.M.A. for the safety of the patient shall also be entitled to Travelling Allowance on the scale admissible to the employee himself on tour without halting allowance. In case an employee travels by air or in air conditioned class for this purpose, the travelling allowance shall be limited to travelling allowance admissible to him for journey by Rail (except in air conditioned coach)/Road under MDS University of Ajmer T.A. Rules as on tour without any halting allowance.

6. Medical Attendance and Treatment of Members of family of employees:

- (1) The members of the family of an employee shall be entitled to medical attendance and treatment at a Government Hospital or Clinic of an Authorised Medical Attendant on the scale and conditions allowed to an employee himself under Rule 4 and sub rules (1), (2) and (3) of Rule 5. For the purpose of admissibility of concessions under this Rule, it is not necessary that the member(s) of the family of the University employee should reside with him at the time of illness.
- (2) In case the wife/husband of an employee is working in an organisation/ office where medical aid is not provided to employees, the employee will be entitled to claim reimbursement in respect of treatment of his/her wife/husband. Where both husband and wife are University employees they shall be entitled to medical attendance and treatment as independent entities according to his/her status under these rules. In such a case the claim for reimbursement of medical expenses of the members of family dependent upon them shall be preferred by either husband or wife whoever is in receipt of higher pay.
- Note :** A certificate in the prescribed proforma shall have to be produced while claiming reimbursement for the member(s) of the family by an employee.
- (3) If the husband or wife of a University employee, as the case may be, is employed in a service outside other than service under University which provides medical facilities of its own then the University employee would be

entitled to choose, in respect of husband/wife the medical facilities, either under these rules or if the service in which he/she is employed does not provide for medical facilities, then the University employee would be entitled to claim medical facilities as provided in sub rule (1) to rule 6.

Note : Such a University employee is required to give a declaration electing the medical facilities of the University or otherwise duly countersigned by the Head of the University.

7. Medical Attendance and Treatment Outside Rajasthan :

- (1) An employee including member(s) of his family posted to a station or sent on duty or spending leave at a station outside Rajasthan in India and who falls ill shall be entitled to Medical Attendance and treatment as indoor and outdoor patient in a Hospital maintained by the Central Government or other State Government on the scale and conditions which would be admissible to him under these Rules had he been on duty or on leave in Rajasthan.
- (2) For the purpose of this rule "Authorised Medical Attendant" in respect of an employee or class of employees at a station outside Rajasthan shall mean an officer of Medical Department of Central or other State Governments (as the case may be) on duty in a Government Hospital or Dispensary at that station.

8. Treatment of a disease for which treatment is not available in Rajasthan :

An employee suffering from a disease for which treatment is not available in any Government Hospital in Rajasthan shall be entitled to medical attendance and treatment to the extent indicated below in a Hospital/Institution outside the State recognised by the State Government/University. (Appendix-11)

- (1) Medical Attendance and treatment in such cases shall be allowed at such Hospital/Institutions outside the State as the Specialist may recommend for any particular disease. A certificate to this effect be enclosed with the claim.
- (2)
 - (i) Reimbursement of sums actually paid to the Hospital/Institution including charges for surgical operations and nursing facilities.
 - (ii) For the purpose of reimbursement under this rule, the original receipt issued by such Hospital/Institution shall be countersigned by the specialist on whose advice the treatment outside the State was undertaken.
 - (iii) Cost of allopathic drugs, medicines, vaccines, sera, or therapeutic substances reimbursible under these rules.
- (3) The treatment and medical attendance would be permissible only when it is certified by the Principal Medical College/Director Medical & Health Services on the basis of opinion of the Authorised Medical Attendant/Specialist to the effect that the treatment of a particular disease from which the patient is

suffering is not available in any Government Hospital in the State and it is considered absolutely essential for the recovery of the patient to have treatment at a hospital outside the State.

- (4) The patient shall be entitled for journey by rail/road from duty point station at the station at which he fell ill to the place of treatment outside the State and back to a single fare of the class to which his classification entitles him under the MDS University of Ajmer Travelling Allowance Rules. Such travelling allowance shall also be admissible for an attendant if the A.M.A. certifies in writing that it is unsafe for the patient to travel unattended and that an attendant is necessary to accompany the patient to the place of treatment and back.

9. Grant of advance for medical attendance and treatment outside the State :

- (1) An employee and members of his family, who are entitled to medical attendance and treatment outside the State under Rule 8, may be granted advance not exceeding Rs. 10,000/- to meet the expenses of treatment in respect of diseases to be specified in rule for Interest free Advance from time to time.
- (2) The advance shall be sanctioned by the Registrar on the basis of a certificate issued by the Principal of Medical College.
- (3) After the advance has been sanctioned under sub rule (1) above, further advance shall not be sanctioned unless the medical reimbursement claim to the extent admissible has been submitted in adjustment against the previous advance.
- (4) The entire amount of advance shall finally be adjusted against the due medical reimbursement claims under these rules not later than the expiry of a period of one month from the date of release of the patient from the hospital. The unspent amount of advance, if any, shall invariably be paid in cash.
- (5) "The amount of advance shall be further subject to the conditions laid down in the Rules relating to interest free advance to the employees of the University."

10. Procedure for claiming reimbursement :

The procedure to be followed for claiming reimbursement of expenses incurred by an employee on account of medical attendance and treatment under these rules shall be as follows :-

- (1) Every employee claiming reimbursement of medical expenses incurred on account of medical attendance and treatment for himself and/or members of his family, shall make an application in form prescribed (Appendix-5). All claims for medical reimbursement should be submitted by the claimant duly

countersigned by the A.M.A. within six months from the date of completion of treatment. The claim is to be submitted in duplicate.

- (2) (i) Each form of application referred to in clause (1) shall be accompanied by an Essentiality Certificate from the A.M.A. in the form prescribed along with any other certificate(s) required to be attached under any rule. (Appendix-6)
- (ii) The cash memo(s) attached to the medical bills for purchase of medicines, shall be verified and signed by the authorised medical attendant prescribing the medicines.
- (iii) An employee or member of his family who receives medical attendance and treatment at his residence under sub rule (3) of rule 5 shall be reimbursed the consultation fee paid to an Authorised Medical Attendant as prescribed or fee paid to Compounder/Nurse for administering injection as prescribed on production of a certificate from the Authorised Medical Attendant in the prescribed form and shall be attached with the application form. (Appendix-8).
- (iv) Every Authorised Medical Attendant while signing the Essentiality Certificate shall make an entry in the register maintained by him. He shall indicate the serial number (with date) at which the entry has been made in the aforesaid register. The register maintained by the Authorised Medical Attendant in the prescribed form shall be available for inspection and check without notice to an officer appointed by the Vice Chancellor (Appendix-7).
- (3) (i) (a) The bill for medical expenses shall be drawn in the form prescribed and charged to appropriate budget head "Medical Aid to Staff."
- (b) Claim for Travelling Allowance admissible to ailing employee and/or attendant/escort under sub rule (4) of Rule 5 of these rules shall be drawn on Travelling Allowance bill form. Such a travelling allowance claim shall be accompanied by a certificate from the Authorised Medical Attendant permitting the employee along with attendant/escort, where necessary to undertake journey.
- (ii) The bill shall be countersigned by the authority competent to sign Travelling Allowance bill of the employee concerned.

An employee shall present a consolidated claim for reimbursement of medical expenses not more than once in a month in respect of all the members of his family including himself/herself after the treatment is over. In cases where treatment continues over a long period a part claim for reimbursement of medical expenses may be presented by the employee as prescribed by the University time to time.

- (5) The claims for reimbursement of medical expenses upto Rs. 150/- presented by the employee for himself and members of his family under these rules shall be paid on the basis of prescription of Authorised Medical Attendant if the treatment is taken in a Government Hospital/Dispensary; and the cost of medicines prescribed by the Authorised Medical Attendant approved/recognised by the University.

The procedure for claiming reimbursement in the type of claims referred to in sub rule of this rule shall be the same as laid down in these rules except the provisions of rule 10(1) and (2) (i) (ii) & (iv) shall not be made applicable in such cases.

The procedure for reimbursement of medical expenses upto Rs. 150/- presented by the employees as mentioned in sub rule (1) will be as under:

The prescription of the Authorised Medical Attendant referred to in sub rule (5) shall bear OPD Registration Number and date of the Hospital/Dispensary/Clinic where treatment is taken and the Authorised Medical Attendant shall subscribe his signature on such prescription under his official seal and the same shall be enclosed with the bill.

11. Special concessions to University employees suffering from tuberculosis and cancer :

An employee suffering from tuberculosis and cancer shall be entitled to the following special concessions :

1. Special efforts shall be made by the University to get reasonable facilities for admission to Government Sanatorium, in cases where institutional treatment is considered necessary under advice of the Authorised Medical Attendant.
2. An employee admitted as an indoor patient in a Government hospital/T.B. Sanatorium shall, in addition to the expenses on medicines reimbursement in accordance with the provisions contained in Rule 4 of these rules, be allowed reimbursement of the expenses incurred by the employee on non reimbursible medicines i.e. medicines having more food value on the following conditions :
 - (i) The medicines are prescribed by the Medical officer of the Government T.B. Hospital/Sanatorium.
 - (ii) The amount to be reimbursed under this clause shall not exceed Rs. 50 per month.
 - (iii) The amount shall be reimbursible on production of vouchers duly countersigned by the Medical officer attending the case alongwith a certificate from the Medical Officer in the prescribed form. (Appendix-9)

(iv) The travelling allowance shall be admissible for any journey undertaken in the circumstances in Rule 5, of these Rules to the extent admissible under the rail concessions allowed to a T.B. and Cancer patient by Railways as given in the Appendix-10.

(v) An allowance not exceeding Rs. 75 per month shall be paid towards the cost of special diet, if any, prescribed by the Authorised Medical Attendant to the employee (where pay does not exceed Rs. 2150 per month) subject to production of a certificate signed by the employee and countersigned by the Medical Officer attending on him as given in Appendix-9.

3. The concession outlined in clause 2 shall also be admissible to a University employee who is on leave and is being treated as an outdoor patient on the advice of the Medical Officer incharge of a Government Hospital/T.B. Sanatorium or Clinic.

Note: Concession provided under sub rule (2) of rule 11 shall not be admissible to the members of the family of employees when they are treated as outdoor patient.

4. When an employee is admitted in private sanatorium in Rajasthan after he has obtained a certificate from the Medical Officer Incharge of a Government Hospital, T.B. Sanatorium or Clinic for non availability of accommodation, the University shall assist in payment or following charges in respect of employees whose pay does not exceed Rs.2150 p.m.

(i) Amount not exceeding Rs.50 per month for charges on ordinary accommodation in the private sanatorium, if paid by him.

(ii) Amount not exceeding Rs.75/- per month, towards the cost of special diet, if any, prescribed by the Medical Officer of the Sanatorium under the conditions laid down in sub clause (v) of clause 2 above for such employees.

(iii) Charges for non reimbursable medicines not exceeding Rs.50/- per month shall also be paid on the conditions laid down in clause (2) above for such charges.

(iv) Travelling Allowances as provided in sub clause(iv) of clause 2 of this rule.

(v) During Institutional treatment in a private Sanatorium ordinary medicines reimbursable under the rules shall also be reimbursable on certification by the Medical Officer incharge of the private Sanatorium.

5. The concession laid down in this Rule shall also be admissible to the members of family of the employees on conditions on which they are admissible to employees themselves provided the treatment is taken as indoor patient and not otherwise.

12. An employee who is retired from service on pension or with Contributory Provident Fund benefits shall be entitled to medical attendance and treatment as may be laid down by the University from time to time.

13. Approval of private practitioners, clinic or Laboratory and Clinic/ Nursing Home

The University may, if it consider necessary, approve

- (i) a private registered medical practitioner/Vaidya/Hakim/Homoeopath as Authorised Medical Attendant who in its opinion is considered suitable/qualified to become Authorised Medical Attendant in respect of University employees, for outdoor treatment, on terms and conditions to be laid down by the University.
- (ii) a Clinic or Laboratory for pathological, bacteriological, radiological etc. tests as are considered necessary by the A.M.A. and to prescribe the charges which will be reimbursed to employees.
- (iii) a private Clinic/Nursing Home for the treatment of University employees which in its opinion is suitable and prescribe the charges which would be reimbursed to the employees.

Notes : 1. The charges on account of medicines supplied by the A.M.A. under the above rule from his dispensary/clinic shall be subject to the limits of Rs..... per day for allopathy/Ayurvedic and Rs..... per day for homoeopathy.

2. Reimbursement to private A.M.A. shall be restricted upto..... days and clinic charges up to days in a year .

(2) The list of approved private Authorised Medical attendants/Laboratories/ Clinics/Nursing Homes etc. are contained in appendixes 14, 15 and 16 respectively.

(3) The Vice Chancellor would be competent to withdraw recognition of any A.M.A./Clinic/Laboratory/Nursing Home approved under the above rules without assigning any reason. he would also be competent to add to these lists contained in Appendices 14, 15 and 16.

14. Limit on reimbursement of expenses on medical attendance and treatment:

(i) The expenses incurred by an employee on account of medical attendance and treatment under the above rules shall be reimbursed to the extent given below :

- (a) Expenses upto Rs. 3500/- in a financial year 100%
- (b) Expenses above Rs.3500/- 75%

(ii) An employee suffering from T.B. or Cancer, Kidney, Cardiac, shall be entitled to the special concessions under Rule 11 of the above rules regardless of any limit laid down under sub rule (i) above.

- (iii) An employee suffering from T.B. shall be entitled to take treatment as T.B. patient only at Chest Clinic/Hospital within the state which are specialist units of Government for treatment of T.B. and from no other A.M.A. of the University.
- (iv) In deserving cases, the Vice Chancellor is authorised to allow the medical expenses incurred by an employee on account of Medical Attendance and treatment on himself or any member of his family in full over the limit of Rs.3500/- provided in sub rule (i) above.

15. Savings

Nothing in these rules shall be deemed to (1) entitle a University employee to reimbursement of any cost incurred in respect of medical services obtained by him or to travelling for any journey performed by him otherwise than as expressly provided in these rules; (2) prevent the University from granting to an employee any concessions relating to medical treatment or attendance or travelling allowance for any journey performed by him which is not authorised by these rules.

16. Interpretation

If any question arises as to whether any service is included as 'medical attendance' or 'treatment', it shall be referred to the Vice-Chancellor whose decision thereon shall be final and binding.

17. In cases where it is found to the satisfaction of the Vice-Chancellor that the privileges granted under these rules have been misused, suitable penalty may be imposed on the employee concerned which may include debarring the person concerned from the benefits under these rules for ever or for a shorter period of time.

18. These rules shall supersede the existing Medical Attendance Rules and all orders issued thereunder and the cases of treatment taken after 27.6.98 shall be dealt with in accordance with the provisions of these Rules.

**LIST OF APPENDICES TO
MDS UNIVERSITY OF AJMER MEDICAL ATTENDANCE RULES**

Appendix No.	Subject	Corresponding Appendix No. of Rules for govt. Servants.
1.	Schedule of fees prescribed in Rajasthan Medical Officers Fee Rules, 1964 (Rule 4(2)(g))	Raj. Medical Officers fee Rules
2.	List of Dispensaries/Hospitals with which arrangements have been made by the Govt. for treating Government employees. (Rule 3(2))	2.
3.	List of non-reimbursible Allopathic Drugs and medicines (Rule 4.2(a)).	3.
4.	List of reimbursible Ayurvedic Medicines including approved Rasayanshala; Unani medicines; homoeopathic medicines. (R.4(2)(b))	4.
5.	Form of application for claiming refund of medical expenses incurred in connection with Medical Attendance and/or treatment of University employees and their families.(R.10(1)).	5.
6.	Essentially certificate (R.10(2)(i)).	6.
7.	Form of Register (R.10(2) (iv)	7.
8.	Form 'A' Certificate (For AMA's visit) Form 'B' Certificate (For Nurse/Compounder) Form 'C' Certificate (For parent's claim) (Rule 10(2) (iii) (R.3 note below (4).	8.
9.	'Form 'A' Certificate of special medicines (R.11(2) (iii) 'Form 'B' Certificate of Special Diet (R.11(2)(V)	9.
10.	Rail Concession to T.B. & Cancer Patients (R.11(2)(iv)	10.
11.	List of Hospitals/Institutions outside the State recognised by the Government for medical attendance and treatment. (R.8)	11.
12.	Schedule of consultation fee reimbursible Allopathy/Ayurvedic/University Medical Officer/Private A.M.a./private A.M.A. as Specialist. (Rule 4(2) (h)).	

13. Schedule of fee reimbursible to employees for Nursing staff of Government/University. (Rule 4(2) (h). -
14. List of Doctors/Vaidyas/Homoeopaths/Hospitals/ Clinics recognised by the University.(R.13(2)) -
15. List of approved private Clinics/Labs. for pathological, bacteriological, radiological etc. tests.(Rule 13(2)). -
16. List of approved Clinics/Nursing Homes for treatment of University employees (Rule 13(2)). -

MAHARSHI DAYANAND SARASWATI UNIVERSITY
AJMER

ADVANCES TO UNIVERSITY EMPLOYEES
(As approved by the Board of Management dated 27.06.1998)



AJMER
1998

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MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
INTEREST FREE ADVANCES TO UNIVERSITY EMPLOYEES

1. Introductory :

These rules deal with the interest free advances to University employees like Advances on tour, Advances on transfer, Advance in lieu of leave salary, medical attendance Advance etc.

2. General Conditions :

- (1) Unless otherwise provided the Registrar may grant advance in accordance with the provisions contained in these rules.
- (2) The Vice Chancellor would be competent to delegate powers of sanction to any other officer of the University.
- (3) In case an advance is sanctioned to the temporary employee, the authority sanctioning such advance should be satisfied that the same could be fully recovered or adjusted during the period of temporary employment of the University employee concerned, otherwise the same would be sanctioned only when he produces a surety from a permanent University employee.
- (4) For the purpose of Advance on travel, the pay means the basic pay as defined in conditions of Service etc. Rules.

3. Advances for Travel

A - Advance for journey on tour :

a. First Advance

(1) Conditions of eligibility

- (i) Advance may be made to a University employee proceeding on tour upto an amount necessary for a particular journey to cover his travelling expenses for a period not exceeding 30 days as admissible under the Travelling Allowances of the University as well as his expenses on contingent charges arising out of the need like hire of conveyance for carriage of records, or other University property.

NOTE : Travel expenses includes road mileage, halting allowance, fare and incidentals for the journey both ways.

- (ii) Advance may also be paid to an employee when he is not getting his pay for want of competent sanction for continuance of his post for extension in his appointment.
- (iii) Advances may be sanctioned by the Registrar or any other Officer to whom powers have been delegated by the Vice Chancellor. Advance to the Registrar shall be sanctioned by the Vice-Chancellor.

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

ADVANCES TO UNIVERSITY EMPLOYEES

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b - Second Advance**(2) Conditions of eligibility :**

- (i) A second advance shall not be given to an employee until an account of previous advance has been given by him.
- (ii) An employee who has taken an advance under this rule for any particular journey may not take payment on travelling allowance or other bills drawn in respect of the same journey while the advance or any portion of it shall remain unadjusted.

Exception : In cases where an employee is required to proceed on tour frequently under emergent circumstances or at short notices necessitating the undertaking of a journey soon after completing of earlier journey, thus leaving little time for him to prefer his T.A. Bill, a second T.A. advance may be sanctioned by the competent authority subject to the following conditions :

- (a) the second journey is required to be undertaken soon after the first one, that is, within a week after completion of the first tour ;
- (b) the bills for the advances drawn are submitted atleast within a week after completion of second journey; and
- (c) in any case, not more than two advances are allowed to remain outstanding at a time.

(3) Adjustment of Advance :

The amount of advance granted shall be adjusted within 15 days from the completion of tour or the date on which the employee resumes duty after completion of tour.

(4) Account head and drawal :

The advance and recovery shall be accounted for in detailed head 'Travel Expenses' and drawn in the prescribed T.A. Bill form.

B - Advances for journey on transfer

(4) Advance of pay and travelling allowance may be made to a University employee who, while on duty or leave, is required to proceed on transfer in the public interest by the Vice Chancellor, in accordance with the scale and conditions laid down herein under.

C - Advance in lieu of Leave Salary

The Registrar or any other officer to whom the powers have been delegated by the Vice Chancellor may sanction an advance in lieu of leave salary to an employee who proceeds on earned leave which is due for a period not

less than 30 days. Advance to the Registrar shall be sanctioned by the Vice-Chancellor.

- (2) The amount of advance so granted under sub rule (1) of rule 4 shall be fixed in whole rupee and shall not exceed the net amount of leave salary, including allowances, for the first 30 days of leave, that is clearly admissible to him after usual deductions on account of income tax, GPF, House Rent, Recovery of advances, insurance court attachment etc. etc.
- (3) When an employee proceeds on leave for more than a month from about the middle of the month, the advances in lieu of leave salary may be made on the basis of leave salary payable for one month of leave from the date of the commencement of the leave.
- (4) The usual deductions on account of Income Tax, GPF, House Rent, recovery of advances, insurance, court attachment etc.etc., shall be effected from the duty pay which the employee will draw for the portion of the month in which the leave commences if the period of duty is for the major part of a month. Otherwise, such deductions may be made from the leave salary.
- (5) The amount of advance granted shall be adjusted in full in the leave salary bill in respect of leave availed of by the employee concerned. If the amount of advance cannot be so adjusted the balance shall be recovered from the next payment of salary or/and leave salary.
- (6) The amount of advance will be debited to the detailed head 'Salaries' to which the pay etc. of the employee is debited.

**5. Advance for medical attendance and treatment outside the state :
Conditions of eligibility and powers of sanction :**

- (1) The Registrar or any other officer to whom powers may be delegated by the Vice Chancellor may sanction an advance to a University employee and members of his family, who are entitled to medical attendance and treatment outside the State under Rule 9 of MDS University of Ajmer Medical Attendance Rules, to meet the expenses of treatment in respect of the following diseases :
 - (i) Kidney transplantation,
 - (ii) Cardiac Vascular Surgery including/providing a pace maker of heart.
 - (iii) Cancer surgery including brain tumor,
 - (iv) Body Scanner as diagnostic method for identifying the location of the disease for proper diagnosis.
- (2) The advance shall be sanctioned on the basis of a certificate issued by the Principal of Medical College.

- (3) The amount of advance shall not exceed Rs. Ten thousand.
- (4) The Vice Chancellor shall be competent to sanction a higher amount of advance than that provided in sub rule (3) on such conditions as it may deem fit to impose, in special circumstances justifying the higher advance.
- (5) No further advance shall be sanctioned unless the medical reimbursement claim to the extent admissible has been submitted in adjustment against the previous advance.
- (6) The entire amount of advance shall finally be adjusted against the due medical reimbursement claims under these rules not later than the expiry of a period of one month from the date of discharge of the patient from the hospital. The unspent amount of advance, if any, shall be refunded in cash immediately.
- (7) The advances and recovery shall be accounted for in the detailed head 'Medical reimbursement' (to which such expenses of the University employee are debited).