

**RAJASTHAN AGRICULTURAL UNIVERSITY**

**EMPLOYEES SERVICE AND CONDUCT RULES**

**PROPOSED**

**FOR**

**RAJASTHAN AGRICULTURAL UNIVERSITY : BIKANER**

**APPROVED BY THE  
BOARD OF MANAGEMENT  
ON 28.09.1998**

**RAJASTHAN AGRICULTURAL UNIVERSITY**

# EMPLOYEES SERVICE AND CONDUCT RULES

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# RAJASTHAN AGRICULTURAL UNIVERSITY

## EMPLOYEES SERVICE AND CONDUCT RULES

In exercise of the powers vested under section 29 of Rajasthan Agricultural University Act 1987, the Board of Management frames the following rules governing, the service conditions of employees other than teachers and officers of the University.

### CHAPTER 1

**1. Short Title:-** These rules may be called Rajasthan Agricultural University Employees service conditions and conduct Rules, 1998.

**2. Commencement:-** These rules shall come into force from the date these are notified.

**3. Extent of Application:** - These rules shall apply to all employees of the university, (other than officers, Teachers or deemed as teachers) and those on deputation whose conditions of service shall be such as determined by the university in consultation with the authority who lent their services.

**4. Power to alter or amend:** - The Board of management may, subject to the limits of its powers to make such rules of order, relax the provisions of these rules in such manner as may appear to it to be just and equitable.

## CHAPTER 2

5. **Definitions:** In these rules unless the context otherwise requires.

- i. "Act" means Rajasthan Agricultural University Act 1987.
- ii. "Appointing Authority" means the authority empowered by the University to make substantive / regular appointments.
- iii. "Cadre" means the strength of the university service or part of service sanctioned as a separate unit.
- iv. "Board" means the Board of Management (BOM) of the University.
- v. "Competent Authority" means authority / officers to whom powers by or under the act or statute are delegated. When any power is not delegated to any authority / officer, the "Competent Authority" means the Board of Management (BOM).
- vi. "Compensatory Allowance" means an allowance granted to the employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the travelling allowance.
- vii. "Disciplinary Authority" for the purpose of the imposition of major and or minor penalty on an employee means the appointing authority or to whom such powers have been delegated.
- viii. "Duty" includes (a) service on probation, (b) Joining time, (c) A course of instruction or training in India or Abroad specially approved as duty by the competent authority (d) Period of compulsory awaiting sanctioned by the competent authority.
- ix. "Employee" means an employee of the university other than officers and teachers of the university.
- x. "Fee" means recurring or non-recurring payment to an employee from a source other than the funds of the university, whether made directly or indirectly through any intermediary of the university.

- xi. "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.
- xii. "Honorarium" means recurring or non-recurring payment granted to an employee from the funds of the university as remuneration for special work of an occasional or intermittent nature.
- xiii. "Joining Time" means the time allowed to an employee to join a new post or to travel from a station to which he is posted.
- xiv. "Leave Salary" means the, monthly amount paid by the university to an employee who is on leave.
- xv. "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- xvi. "Officers" means officers of the university like Dean /Director, Registrar, Addl. Registrar, Dy. Registrar, Asstt. Registrar, Comptroller, Dy. Comptroller, Sr. Accounts Officer, Account Officers and other officers of the university as designated on whatever name and declared by the statutes to be an officers of the university.
- xvii. "Officiating" means an arrangement when an employee officiates in a post on which another person holds lien and also may include officiating on a vacant post on which no other employee holds lien.
- xviii. "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.
- xix. "Probationer" means a person appointed on probation in or against a substantive vacancy without holding any post.
- xx. "Selection Committee" means a committee constituted for selection of an employee by the Competent authority.

- xxi. "Substantive Appointment" means the appointment of an employee on a permanent post and on which he acquires a lien.
- xxii. "Statutes" means statutes of Rajasthan Agricultural University.
- xxiii. "Teacher" means teacher of the University as mentioned in the Act and Statutes.
- xxiv. "University" means Rajasthan Agricultural University, Bikaner.
- xxv. "Pay" means (i) Monthly pay which is authorised by the university to a Employee in a pay scale for which he is entitled on account of his appointment. The pay which he would be entitled to draw on monthly basis in his regular grade of the cadre other than all allowances.  
(ii) Special pay and personal pay, and  
(iii) Any other emolument which may be specially classed as pay by the Board.
- xxvi. "Salary" means- the pay including allowances, like dearness allowance, house rent allowance etc.
- xxvii. "Office" means a post under the university cadre.
- xxviii. *"Presumptive Pay" means the pay to which an Employee would be entitled if he held the post substantively and were performing its duties, it dose not include special pay.*
- xxix. "Month" means a calendar month. In calculating a period expressed in terms of month and days complete calendar months should be calculated and the odd number of days added there to.
- xxx. "Age" 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 with effect from and including that day.

- xxxi. "Holiday" means-
- (a) a holiday prescribed by or under the Negotiable Instruments Act, and
  - (b) In relation to any particular office, place or college, a day on which such office at such place or the college is ordered to be closed by the vice-chancellor for transaction of university business without reserve or qualifications.
- xxxii. "Pension" means monthly payment made by-the university to its employees after retirement or monthly payment made to the family of Employees after death in the form, of family pension and includes gratuity and or Death-cum retirement gratuity in case the death of an Employee.
- xxxiii. "Tenure Post" means a permanent post which an individual employee may not hold for more than a limited period.

**6. Power to Delegate :-** The Board of Management (BOM) may declare any of its officer or employee as competent authority and delegate to them, such subject to such powers condition which it may impose, any power under these rules.

## CHAPTER 3

### GENERAL CONDITIONS OF SERVICE

7. Unless otherwise provided in the rules or the orders of the university, recruitment to any post, the minimum age for entry into university service shall not be less than 18 years for rectt. any post of employees other than Teachers & Officers. The age of the employee shall be determined with the entries made in the High School certificate, or school leaving certificate. If no date of birth is known and only year is known the date of birth shall be treated as 15th of that month. If neither month nor date is known, then 15th July of the years shall be taken as the date of birth. In case the person appointed in the university is on such post, whose minimum qualification is not High School then the date of birth indicated in the certificate issued by the municipality or panchayat or school according to the entry made in their respective record, and in the event of non availability of the aforesaid certificate, the date of birth declared by the applicant at the time of first appointment may be accepted.
8. Categories and grades of the posts under the University shall be as specified by the competent authority from time to time.
9. The qualifications for appointment to various posts in the university shall be as determined by the competent authority from time to time.
10. (a) Recruitment on various posts in the university shall be made according to the, manner prescribed and determined by the competent authority.  
(b) No person may be appointed for a period exceeding one year without a medical certificate of fitness by the medical officer approved by the university. Form of Medical Certificate of fitness shall be as per appendix -1
11. When an employee has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby 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.

12. The absence of an employee including probationer from duty whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category grade or post which may fall vacant during his absence.
13. (a) An employee appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of two years provided that the appointing authority may extend in any individual case, the period of probation by one year. The intention of extending the period of probation shall be intimated by the appointing authority to the employee concerned in writing atleast one month before the date of expiry of the probation period.
- (b) Where the work of an employee, appointed on probation is not satisfactory the appointing authority may (i) in the case of a person appointed to a higher post revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment, terminate his service without notice.
- (c) Every employee appointed to a permanent post under the university shall, on satisfactory completion of his period of probation, be eligible for confirmation on the post.
- (d) No employee shall be confirmed on any post unless :-
- (i) Such post is permanent and no one else holds a lien on the post, and
  - (ii) The service of the employee is found satisfactory by the appointing authority.
14. If an employee who is not confirmed in service, wishes to resign from service, he shall give one month notice in writing to the appointing authority. If the employee fails to give such notice, the university shall recover one month's salary from him in lieu of notice.

15. Unless an employee's service has been terminated during the probationary period, the Head of the office or the institution under whom the employee is working, shall send to the appointing authority, at least two months before the date of expiry of the probationary period, a report about the working and conduct of the employee appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.
16. If the university decides to relieve an employee, not confirmed in service, one month's notice in writing shall be given to him or in lieu of notice he shall be paid salary of one month. Provided that no notice of discontinuance shall be necessary in case of (i) appointments for specific periods, and (ii) appointment against leave vacancy.
17. A confirmed employee shall be required to give three months notice in case he desires to be relieved from service or he shall pay to the university three months salary in lieu of such notice, or salary for the period notice falls short of three months.
18. (a) If the university decides to relieve an employee who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice the university shall pay to him three months salary.  
  
(b) Termination of service by notice in case of permanent employee shall be resorted to only when the post he holds ceases to exist and university does not have suitable alternative post to offer him. Services of an employee may be terminated on account of unsatisfactory work, misconduct etc, only after fulfilling the conditions laid down under the rules contained in chapter 9 of these rules.
19. 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.

20. Willful absence from duty may be treated as misbehaviour for the purpose of these rules. Absence without leave, moreover amounts to interruption in service involving for feature of past service, unless on satisfactory reasons being furnished, the absence is commuted into extraordinary leave by sanctioning authority.
21. **Special provision for existing employees:-** All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules, and any person so appointed, shall draw the pay drawn by him immediately before such commencement provided that he may on his option, to be exercised within six months of the date of enforcement of these rules, seek retirement and get all benefits available to him.
22. **Service Records:-**
- (a) The Head of Office / Institution shall maintain a-service book of each employee in the form as has been prescribed.
- (b) Entries, in the service book of an employee shall be authenticated by the officer / officers under whom an employee is working.
23. **Confidential Reports:-** The appointing authority shall maintain annual confidential reports of all employees working in the University in Performa as per appendix-2.
24. **Residuary Conditions of Service:-** Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by BOM.
25. (1) In the event of death of an university employee while in service, a lumpsum amount equal to the amount of leave salary admissible in respect of earned leave that may due to the deceased employee on the date of death not exceeding 300 earned leave may be paid to the nominee of the deceased employees and in case there is no nominee the legal heir of the deceased employee.
- (2) Subject to the provisions of paragraph 1 above lump sum payment may also be allowed to the nominee of the employee and in case there is no nominee, the legal heir of the employee.

26. Unless and otherwise distinctly provided for in these rules the whole time employee will be treated to be at the disposal of the university whenever required, he /she can be put to any additional work without the claim for additional remuneration.
27. (a) **Principles of Lien:** Two or more employees cannot be appointed substantively to the same permanent post at a time.
- (b) An employee cannot be appointed substantively except as a temporary measure 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.
28. **Lien :-** Unless in any case it be otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
29. **An employee holding substantively permanent post retains a lien on that post:-**
- (a) While performing the duties of that post.
- (b) While on foreign service or holding temporary post or officiating on another post.
- (c) During joining time on transfer to another post unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post.
- (d) While on leave.
- (e) While under suspension.
30. An employee may be required to subscribe to general provident fund in accordance with the rules framed by the university in this behalf from time to time.

31. **Conditions of drawing pay and allowances :-** Subject to any exception specially made in these rules an employee 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 as soon as he ceases to discharge these duties.
32. When employee on appointment to some university post 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 up another employment during training period or within two years after the completion thereof, refund to the university the emolument paid to him during the period of such training but excluding the amount paid to him by way of travelling and daily allowance under the relevant rules. Every such employee shall be required to execute, before the period of his training starts, a bond covering above provisions.
33. An employee shall not be granted leave of any kind for a period exceeding 5 years continuously. In case an employee does not resume duty after remaining on leave for a continuous period of 5 years, he shall, unless the Vice –Chancellor in view of exceptional circumstances of the case, otherwise determines be removed from service following the procedure laid down in chapter 9 of these rules.

## CHAPTER 4

### PAY AND ALLOWANCES

34. **Scale of Pay :-** The scale of pay of the posts in a cadre / cadres of employee's in university shall be such as may be prescribed from time to time by the Board and the Government.
35. **Initial Pay :** Unless the appointing authority decides otherwise, an employee shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by the Vice - Chancellor.
36. **Pay during the Period of Training :-**

(a) If an employee of the university is deputed for training by the university, he shall draw such pay as he would have drawn, had he not been deputed for training. Every such employee shall be required to execute, before proceeding on training, a bond in the term prescribed by the Board, to serve the university after completion of the training for a period mentioned below:

|      | <b>Period of Training</b>              | <b>Period to serve the university for which bond is to be executed</b> |
|------|--|--|
| i.   | Exceeding 3 months but upto six months | One year   |
| ii.  | Exceeding six months but upto one year | Two years  |
| iii. | Exceeding one year but upto two years  | Three years  |

- (b) If the university employee is deputed for training and the period of course of study is treated as duty, he shall be entitled to compensatory allowance at the rates prescribed under university travelling allowance rules.
- (c) When a university employee is sent or deputed to undergo regular course of study or training within the state or outside the state for the purpose of acquiring a degree or diploma from a university or any other autonomous institution or college etc., the compensatory allowance under these rules shall not be admissible irrespective of whether the period of training is treated on duty or not.
37. **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 provided 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.
38. **Fixation of pay for in-service candidates on appointment to higher posts :-** When a university employee holding a post in a substantive, temporary, or officiating capacity is promoted / appointed by a competent authority on a higher post in a substantive, temporary or officiating capacity, his initial pay in the time scale of 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. When an employee is, immediately before his promotion / appointment to higher post, drawing pay at the maximum of the time scale of the lower post by an amount equivalent to last increment in 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. This would however, not be applicable in those cases where specific recommendation is made by selection committee and approved by the Vice - Chancellor.

39. Where the pay of an employee is fixed under rule 38 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, if the pay is fixed at the minimum of the time scale and the pay so fixed exceeds, the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completing of service for the full incremental period to be counted for increment under rule 41.
40. **Increment:** An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority, for unsatisfactory work or conduct.
41. **Service Counting for increments:** The following service shall count for increments on the time scale of post:
- (i) Duty on post or any other post of the same or higher grade, whether continuous or not;
  - (ii) Time spent as joining time from one post to another.
  - (iii) Duty on equivalent or higher post in foreign service.
  - (iv) Duty on temporary post and on probation, and
  - (v) Leave other than Extra-ordinary leave, provided that the Board may direct by a special order relating to an individual case that extraordinary leave shall count for increments for any of the following reasons:
    - (a) Any cause beyond the university employee's control.
    - (b) Prosecution of higher studies up to Master Degree beneficial for the discharge of his duties.
    - (c) Any other reason considered to be in the interest of the university by the Vice- Chancellor.

42. **Date of Increment:-** The increment of university employees may be admitted from the first of the month in which it would fall due under the operation of the normal rules and orders, regulation increments.
43. **Pay during suspension:-**
- (1) An employee under suspension be entitled during the period of suspension to draw *a subsistence allowance* at an amount equal to the half pay which is admissible and allowances as based on such pay.
  - (2) In case an employee remains under suspension for period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended employee, the competent authority may increase the subsistence allowance upto 75% of his pay. The allowances in that case will be based on such increased pay.
  - (3) An employee who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement shall consider and make specific orders :-
    - (a) Regarding the pay and allowance, to be paid to the employee for the period of absence from duty or for the period of suspension.
    - (b) Whether or not the paid period shall be treated as period spent on duty.
  - (4) When the competent authority holds that the employee has been fully exonerated, the employee shall be given the full pay and allowance to which he would have been entitled had he not been suspended.
  - (5) In other cases the employee shall be given such proportion of such pay and allowances as competent authority may determine.
44. No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

45. **Grant of leave during suspension:** - Leave may not be granted to a university employee under suspension. However, permission to leave headquarters may be given in case of serious illness in the family etc. by the competent authority for a reasonable period keeping in view the state of enquiry and the possible effect of the employee's absence on its progress. An employee under suspension shall be required to mark his attendance daily at the place as may be directed by the competent authority.
46. **Pay during awaiting posting order:** - An employee, who is compulsorily kept under awaiting posting orders, shall be entitled to the pay and allowance at the rate at which he was drawing immediately before relinquishing charge in the old post.
47. **Premature increments:** - The Board may at its direction or on the recommendations of the Vice-Chancellor allow merit pay to an employee whose contributions to the university justify sanction of merit pay.
48. **Special pay and honorarium:** - The Board may sanction special pay to an employee in consideration of at the specially arduous nature of duties or (b) a special addition to the work or responsibility.
49. The Vice-Chancellor or other authorities whom powers have been delegated under these rules may grant to an employee an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.
50. **Drawal of Pay:-**  
(a) 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.  
  
(b) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.

**51. Pay and Allowance for holding Additional Charge of a post:-**

(a) The employee holding one post placed in charge of an equal or higher post may be allowed pay in the basic post plus 3% of the presumptive of pay applicable to the additional posts, if the period of holding additional charge is not less than 30 days.

(b) No allowance will be admissible when an employee holding one post and is placed in charges of the current duties of a lower post.

(c) 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 6% of the presumptive of additional post, if the period of holding additional charge is not less than 60 days.

**52. An employee already serving in one service or cadre of the university is appointed to another service, cadre or scheme by direct recruitment or special selection and not by promotion shall have his initial pay fixed in the following manner :-**

If the maximum of the scale of the new post is higher than the maximum of the old post, then pay shall be fixed at the stage of the time scale of the new post next above the last substantive pay in the old post. If the maximum of the scale of the new post is equal to or lower than the maximum of the old post, then pay shall be fixed at the stage of that time scale of the new post which is equal to his last substantive pay on the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference. If the minimum pay on the new post is higher than pay drawn in the old scale, then minimum pay shall be allowed.

**53. Pay on transfer to lower grade or post:-** The authority which orders the transfer of an employee is a penalty from a higher to a lower grade of post may allow him to draw any pay not exceeding the maximum of the lower grade post.

**54. Future increments on reduction to lower grade or post:**

(a) If an employee is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration to postpone future increments and if so, to what extent.

(b) If an employee is reduced as measure of penalty to a lower grade or post to a lower time scale, the authority, ordering the reduction may or may not specify the period for which the reduction shall be effective, due where the period is specified, that authority shall also state operate to postpone future increments and if so to what extent.

55. Where an order of penalty of with-holding of increment of an employee or his reduction to a lower post or to a lower time scale or to a lower stage in a time scale, is set aside or modified by a competent authority on appeal or review, the pay of the employee shall be regulated in the following manner :-

(a) If the said order is set aside, he shall be given for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn.

(b) If the said order is modified, the pay shall be regulated as if the order so modified had been made in the first instance.

**56. Compulsory Retirement on attaining age of superannuation:-**

Except as otherwise provided in these 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 at age.

57. **Compensatory allowance :-** The employee shall be eligible to house rent allowance, dearness allowance, travelling allowance and other allowance as sanctioned by Board according to rules in force from time to time.

58. **Rent free accommodation :-** The BOM 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.

## CHAPTER 5

### LEAVE

#### GENERAL CONDITIONS OF LEAVE

59. **Earning of leave and Right to Claim leave :-**
- (a) Leave is earned by the actual period of duty and it cannot be claimed as a right. When 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 is recalled on duty before the expiry of the 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 headquarter. He will get leave salary for the period preceding the date on which he joins the duty.
60. **Commencement and Expiry of leave:-**
- (a) Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expired.
- (b) Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.
61. **Address while on leave:** - Every university employee, 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.
62. **Grant of leave beyond the date of retirement:** - No leave shall be granted beyond the date on which an employee must compulsorily retire.
63. **Encashment of leave after Superannuation:-** Employees 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 conditions:-

- (1) The payment of cash equivalent to leave salary shall be limited to a maximum of 300 days privilege leave.
- (2) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lump sum as one time settlement.
- (3) 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 rates in force on the date of retirement. No city compensatory allowance and / or House Rent allowance shall be payable.
- (4) The amount of leave salary as provide under sub-rule (3) above will be sanctioned by competent authority on the date of retirement.
- (5) This concession will also be admissible to the employees on their death or on premature retirement.

**64. Admissibility of Terminal leave:**

- (1) Terminal leave to the extent of Leave on full pay not exceeding 180 days may be sanctioned at the discretion of the authority competent to grant leave even when it has not been applied for and refused in the public interest to the following categories of University employees on termination of their employment :-
  - (a) a temporary University Employee whose services are terminated by University on account of retrenchment or on the abolition of the post before attaining the age of superannuation.
  - (b) reemployed pensioners.
  - (c) persons employed for a period exceeding one year on contract basis under University rules.
  - (d) unqualified persons who have to vacate their temporary posts to make room for qualified candidates, and

(e) Persons whose services may have to be dispensed with as a matter of administrative convenience as an alternative to the initiation of disciplinary proceeding against them.

(2) A temporary University employee who resigns on his own may at the discretion of the sanctioning authority be granted terminal leave not exceeding half the amount of privilege leave at his credit subject to a maximum of 90 days.

(3) The cash payment of leave salary under sub-rule (1) and (2) shall be paid in lump sum as one time settlement in accordance with method of computation laid down in rule 63.

(4) Terminal leave under sub-rule (1) and (2) above shall not be admissible to:

- (i) apprentices and persons not in the whole time employment of the University.
- (ii) a University employee dismissed or removed from service ;  
and
- (iii) an employee whose service have been terminated for taking part in any anti-national movement.

65. **Joining duty on Return from leave on Medical grounds :-** An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorised medical attendant before resuming duty. The competent authority may also require an employee to produce a medical certificate when the ground of leave applied for is illness.

66. **Re-joining of Duty before the Expiry of the leave:** - Except with the permission of the competent authority, no employee on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.

67. **Application for leave:** - Leave other than casual leave, duty leave, deputation leave for availing a grant of Government of India, I.C.A.R., U.G.C., other Governments for which application is initially recommended and forwarded by the University shall be applied for in the prescribed form given in appendix 3. It shall be applied for sanction sufficiently in advance before it is availed of, except in special cases of emergency and on stating satisfactory reason.

68. **Increment during Leave :-** If the increment falls due during leave on full pay and half pay other than casual leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of increment.
69. **Absence after the Expiry of Leave :-** An employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.
70. **Leave Account:-** A leave account in the form given in service book will be maintained for each employee.
71. **Admissibility of leave to Temporary Employee made Permanent :-** A temporary employee if without interruption of duty, is appointed substantively to a permanent post, his leave account will be credited with the amount of leave as per provisions contained in rule 74.
72. **Casual leave :-** The amount of casual leave granted an individual in a year (1<sup>st</sup> July to 30th June) shall be 15 days only, provided that in the case of employee 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 6 months.
  - (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 duty leave but it may be taken in combination with university holidays provided the period of total absence does not exceed 15 days. Normally casual leave will be sanctioned by the competent authority as and when applied for. 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.

73. **Special Casual Leave:-** Special casual leave may be granted to a university employee to the extent noted below for undergoing sterilisation operation:-
- (1) **Male employees**
    - (a) 6 days for his own operation.
    - (b) 7 days for his wife's operation.
  
  - (2) **Female employees:-** 10 days in the case of a university employee 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.
74. **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.
75. **Privilege Leave:-**
- (a) An employee whether temporary or permanent shall be entitled to privilege leave of 30 days in a calendar year.
  - (b) An Employee shall be entitled to accumulate leave upto a maximum period of 300 days.
  - (c) The leave account of every employee shall be credited with privilege leave in advance, in two installments of 15 days, on the first day of January and July of every calendar year irrespective of whether it is an even or uneven year.

(d) No deductions in leave balance shall be made if an employee remains on any kind of leave other than extra ordinary leave. If an employee remains on extra ordinary leave in a half year, deduction shall be made at the rate of one tenth of the period of extra ordinary leave during that half year subject to a minimum of 15 days.

(e) The minimum amount of privilege leave that may not be granted to an employee at a time shall be 120 days but in case the privilege leave is taken for the purpose of undergoing treatment of T.B., leprosy or cancer or a mental disease in a recognised sanatorium/hospital, the maximum period for which privilege leave can be granted shall be 240 days at a time.

(f) An employee shall earn P.L. @ 2½ days for each completed month of his service in a half year in which he is appointed. In case of resignation, termination, discharge, removal or dismissal from service or death while in service or on retirement from service the privilege leave shall be re-reckoned with effect from 1st January or 1st July as the case may be in the half year of occurrence of the event and credited to his leave account at the rate of 2½ days for each completed calendar month upto the end of the month in which he ceases to be in service.

**76. Encashment of Privilege leave while in Service:**

(1) An employee may, on surrender of privilege leave not exceeding 30 days in a block of two years, be granted leave encashment equal to the period of leave surrendered.

(2) No encashment of privilege leave may be allowed to a temporary employee unless he has completed one year of service.

(3) The authority who is competent to sanction privilege leave shall be competent to accept surrender of privilege leave and grant leave encashment benefit thereof.

(4) The number of employees in an office or institution, to whom leave encashment benefit is admissible, sanctioned during a financial year under this rule shall not exceed 50% of the total employees.

(5) The number of days of privilege leave surrendered shall not be referred to any particular period, but may be reckoned as surrendered on the date of application of leave for encashment benefit debited against leave account of university employee.

(6) The amount of leave salary for the period for which leave is surrendered shall be calculated as follows:

(a) Equal to the pay to which he is entitled to on the day before the date of sanction of encashment of privilege leave and in addition dearness allowance at the rates in force from time to time.

(b) In case an employee is / was in receipt of a special pay granted in consideration of additional work or was in receipt of Additional pay on account of holding a post in addition to his own post, such special pay and additional pay shall not be taken into account for computing leave salary paid in lieu of the surrender of privilege leave.

(c) Only pay and dearness allowance shall be paid for surrender of leave. Other allowance like house rent allowance, city compensatory allowance etc. shall not be admissible.

(d) A month for the purpose of calculation of leave salary and allowance shall mean 30 days.

**77. Admissibility of Half pay leave and commuted leave :-**

(1) An employee shall be entitled to half pay leave of 20 days in respect of each commuted year of service.

(2) The leave under clause (1) may be granted on medical certificate or on private affairs.

(3) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate of an authorised medical attendant or on private affairs to an employee subject to the following conditions :-

- (a) When commuted leave is granted twice the amount of leave shall be debited to half pay leave due.
- (b) That the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- (4) **Leave not due:** - Leave not due may be granted to an employee in permanent employment subject to the following conditions:
  - (a) That no privilege leave and half pay leave are available in his / her leave account.
  - (b) The authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
  - (c) The leave not due shall be limited to the half pay leave, he is likely to earn thereafter.
  - (d) Leave not due during the entire service shall be limited to a maximum of 360 days, out of which not more than 90 days at a time and 240 days in all may be otherwise than on medical certificate of the authorised medical attendant.
  - (e) Leave not due shall be debited against the half pay leave the employee may earn subsequently.
- (5) A temporary employee, who has been appointed in accordance with the rules regulation recruitment and conditions of service framed by the university or where such recruitment rules have not been framed, the appointment has been in accordance with the orders issued by the authorities of the university from time to time prescribing academic qualification, experience etc. shall on completion of three years of service be entitled to commuted leave and leave not due under sub rule 2 and 4 respectively.
- (6) No leave salary shall be recovered where an employee who has been granted commuted leave or leave not due, dies or is compulsorily retire by the university or is retired by the university or is retired on invalid pension. In all other case like resignation, voluntary retirement, removal, dismissal etc., the recovery of leave salary shall be made.

(7) (a) Commuted leave during entire service shall be limited to a maximum of 300 days.

(b) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days, provided that no commuted leave may be granted under this rule unless it is believe that the university employee shall return to duty on its expiry.

(c) The total duration of privilege leave and commuted leave taken in conjunction by an employee who is undergoing treatment, for tuberculosis, leprosy, cancer, mental disease or any other disease considered appropriate by the Vice-Chancellor, in a recognised hospital / sanatorium shall not exceed 300 days.

**78. Maternity Leave:-**

(a) A female employee of the university who is pregnant, on giving notice to the university in writing that she expects to deliver a child, shall be permitted if she so desires to absent herself on maternity leave for a period of 120 days from the date of its commencement. Maternity leave will be granted only twice during the entire period of service of an employee.

(b) The university may at its option have her medically examined by a lady doctor.

(c) An employee who has availed herself of the maternity leave for more than two occasions before the enforcement of these rules, shall not be entitled to any maternity leave under these rules. However, if there is no surviving child even after availing such leave twice, maternity leave may be granted on one more occasion. Similarly female employee who has not availed of the maternity leave and already has three surviving children may not be sanctioned maternity leave when applied for.

(d) Maternity leave will also be admissible to a temporary female employee provided she has been in continuous service of not less than 160 days in the 12 months preceding the date of her expected delivery.

(e) An female employee on maternity leave shall draw leave salary equal to the pay and allowance she draws on the day preceding that on which she proceeded on such leave.

(f) Maternity leave under this rule may also be granted in case of miscarriage or abortion subject to the condition that leave does not exceed six weeks immediately following the day of miscarriage and abortion. The application of leave should be supported by a certificate from an authorised Medical Officer.

(g) Maternity leave is not debit table to the leave account. It may be combined with leave of any other kind except casual leave.

**79. Leave without pay to take up employment elsewhere**

(a) An employee having completed 5 years permanent service in 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 Vice-Chancellor. In such cases, he may be granted leave without pay for one year. During the period of such absence the lien of the employee shall be retained on the post held by him substantively before proceeding on leave, provided further, that in the case of an employee who has completed 10 years of permanent service in the University may be sanctioned 2 years leave without pay at the discretion of the BOM/ Vice-Chancellor. Lien of the employee shall be retained as mentioned above.

(b) An employee seeking leave under this rule 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.

(c) An employee proceeding abroad for employment shall be required to give an undertaking in writing to contribute to the University a sum equal to one per cent of the total emoluments drawn by him abroad or a sum equal to 5 per cent of the total emoluments he would have drawn from the University, had he contributed to be in the University whichever is less, as per procedure prescribed for this purpose.

(d) An employee will not earn increments in his grade of the University for the period, he avails leave under this rule and the period spent by him on leave under this rule shall not be included in the total period of the service calculated for the purpose of pension.

(e) If some University employee contests election of parliament or state legislature and is declared elected, leave under this rule may be granted by the BOM and all the provisions under this rule shall apply in the case of such employees mutatis mutandis.

**80. Extra Ordinary Leave:**

(a) Extra ordinary leave shall be without pay and allowance.

(b) The period of extra ordinary leave shall not count towards increments. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.

(c) In case of permanent employees the duration of extra ordinary leave in the entire service period shall not exceed the following limits :-

(i) Three months on any one occasion for reasons, other than medical grounds, to be recorded in writing.

(ii) 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 for the length of the service of the employee.

(iii) Where an employee 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.

(d) In case of temporary employee extra ordinary leave without pay and allowance may be granted for a period not exceeding one month, when no other leave is admissible to him.

81. **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 house hold of an employee. Quarantine leave may be granted on the certificate of the medical officer 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. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

82. **Hospital Leave:-**

(a) A competent authority may grant hospital leave to such employee of university 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 if such illness or injury is 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.

(b) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.

(c) 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.

(d) 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.

**83. Special Disability Leave:-**

(a) This leave may be granted to an employee, 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.

(b) The period of leave granted shall be such as is certified by a competent medical authority to be necessary and shall in no case exceed 24 months in consequence of any one disability.

(c) Special disability leave may be combined with leave of any other kind and shall be counted as duty.

(d) Special disability leave may also be granted to an employee who is disabled by an injury caused by a violent action or criminal assault in due performance of his duties.

(e) Leave salary during the period of special disability leave shall be:

(i) Full pay for the first 4 months, and

(ii) Half pay for the remaining period.

**84. Study Leave:-**

(a) Study leave may be granted to a regularly selected employee so as to enable him to undertake 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.

(b) A employee may be granted study leave provided he has rendered five years continuous service in any department/college/research centre/ extension centre/schemes etc. on the date of application. Five years of continuous service of an employee in the University shall include the period of probation.

(c) An application for study leave shall be submitted through the Head of Department and the Dean or Director of the University duly forwarded and recommended.

(d) The study leave shall not ordinarily be admissible to an employee who has attained the age of 45 years.

(e) Applications for study leave submitted shall be considered by an advisory committee constituted by the Vice-Chancellor. The committee shall examine the applications and make its recommendations to the Vice-Chancellor.

(f) 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:

- (1) The recommendation of the forwarding officer.
- (2) The possibility of increased usefulness of the applicant after the expiry of study leave to the University.
- (3) Prior study leave, if any, granted to the applicant.

- (4) The pendency of any enquiry or disciplinary proceedings against the applicant.
- (5) An applicant who has been awarded financial assistance for the period of study leave by any institution or higher learning may be given preference over other applicants.
- (6) Normally not more than 10 per cent of the sanctioned strength of an employee will be granted study leave at any one time except when in special circumstances, the Vice-Chancellor may otherwise decide.
- (g) Study leave shall ordinarily not exceed maximum period of two years during the entire period of service in the University. A period of 12 months at one time should ordinarily be regarded as a reasonable period.
- (h) An employee to whom study leave has been sanctioned shall be entitled to leave salary equal to full pay and other allowances as admissible on such pay.
- (i) Any person who avails himself of study leave shall bind himself by signing a bond, that on his return after the expiry of the said leave, he shall continue to serve the University for a maximum period of 2 years if the study leave sanctioned was upto one year and for 3 years if the study leave was for more than one year on the salary and in the grade which he enjoyed at the time of his proceeding on study leave increased by normal increments due during the period of leave. In case during these period he desires to leave the University, he may be allowed to do provided he refunds the whole amount received by him from the University as study leave pay and allowance except when in the opinion of the BOM which shall be recorded in writing that wider public/university interest is involved.
- (j) Study leave shall count as service for increment, pension and gratuity. The benefit of increments falling during the period of study leave shall be operative only after the person has resumed his duty.
- (k) 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 sanction.

(1) The study leave can be combined with earned leave, half pay leave, extra ordinary leave and other breaks.

85. **Compensatory Leave:** - A permanent or a temporary employee of the university may be sanctioned compensatory leave for duties performed by him / her under the orders of the competent authority on Sundays and holidays as well as during 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 year.

## CHAPTER - 6

### JOINING TIME

86. **Joining Time:**

(i) Joining time may be granted to an employee to enable him :-

(a) To join a new post to which he is appointed while on duty in his old post or directly relinquishing the charge of the post.

(b) To join a new post on return from leave on full pay.

(c) To join a new post when he had not sufficient notice of his appointment to new post, on return from any other kind of leave other than casual leave and academic leave.

(ii) Joining time is admissible if an employee has been awaiting posting orders under orders of competent authority on the expiry of leave or otherwise at place of last duty, provided he is specifically authorised to avail joining time.

87. (a) In cases involving transfer from one station to another and also involving change of residence, the University employee shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel indicated in the following schedule. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday (s).

| Distance between the headquarter and the new headquarter | Joining time admissible | Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km |
|--|-------------------------|--|
| 1000 km or less  | 10 days                 | 12 days  |
| More than 1000 km  | 12 days                 | 15 days  |
| More than 2000 km  | 15 days                 | 15 days  |

(b) A day is allowed for any fractional portion. Travel by road not exceeding 8 kms to or from a railway station at the beginning or end of the journey does not count for joining time.

(c) A Sunday or and / or Holiday (s) does not count as a day for the purpose of calculating joining time.

(d) Joining time for journey will be allowed by the route which travelers ordinarily use irrespective of the route of actual travel.

(e) On appointment or transfer to a new post while in transit, joining (journey) time begins on the day following the day of the receipt of orders but a second period of joining time for preparation shall not be allowed in such cases.

88. (a) If charge is to be made over at a place other than the headquarters of employee, joining time is calculated from the place where he hands over the charge.

(b) If an employee takes leave, during transit, the period which has elapsed since handing over charge of his old post shall be included in his leave.

(c) When an employee is on leave, joining time shall be calculated from the old station or from the place where he received the orders, whichever entitles him to less joining time.

(d) An employee during joining time shall be treated on duty and shall be entitled to be paid at the rate of pay of his old post or the new post whichever is less.

(e) An employee returning from extra ordinary leave shall not be entitled to joining time.

89. Joining time can be extended up to 30 days in the following cases:-

a) when an employee is unable to use the ordinary mode of travelling or has had to spend more time in spite of due diligence on his part on the journey period allowed.

b) For university convenience or for saving of expenditure.

c) When rules have in a particular case operated harshly.

90. When an employee joins the new post without availing of the full joining time, the number of days of joining time, as admissible subject to a maximum of 15 days reduced by the number of days actually availed of, shall be credited to his leave account as privilege leave.

91. Joining time may be combined with vacation and or regular leave of any kind or duration except casual leave.

92. When an employee does not join his post after the expiry of the joining time, it will amount to willful absence from duty and shall not be entitled to get pay on leave salary from the date of handing over charge of the old post.

## CHAPTER 7

### FOREIGN SERVICE

93. (i) (a) The BOM shall have full discretion in the matter of (i) permitting an employee to apply for or accepting assignment elsewhere and, (ii) Accepting an invitation from another university or any other agency or organisation including state or Central Governments requesting for placing his services for any specified service at the disposal of any such body.
- (b) All invitations shall be extended, received and or accepted through the university.
- (c) If the BOM deposes an employee to work in another institution or organisation including central and states government, he will ensure that the employments (salary and allowances) and other service conditions of the employee so deputed are not to his disadvantage.
- (ii) (a) During the period of deputation, the employee will be allowed to subscribe to his contributory provident fund account and in that event the university shall also contribute its share at the rate that the employee would have earned by service had not been deputed. The amount of contribution by the university shall be received from the foreign employer of the employee every month.
- (b) If the employee so deputed is governed by pension scheme, then the foreign employee shall have to pay 10% of the pay drawn by an employee to the university as pension contribution every month.
- (c) The employee will be permitted to earn his annual grade increments during the period of deputation.

(d) If the employee sent on deputation is promoted by the university and some person junior to him is also promoted then such employee will be entitled to get pay at the increased rates automatically while working under foreign employer.

(e) An employee sent on deputation will have option of being governed by the service conditions of the foreign employment provided that such conditions are not disadvantageous to him.

## **CHAPTER 8**

### **CONDUCT RULES**

94. (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 co-operation 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 comes in contact in the course of his duties.
- (5) He shall respect all lawful orders from superiors and carry them out faithfully.
- (6) 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 to them or loss to the university.
- (7) He shall take care to see that the contents of university papers, correspondence, file etc, or a confidential nature are not divulged to an unauthorised persons directly or indirectly.
- (8) He 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.
- (9) Whether on duty or on leave or under suspension, he shall not apply for any other employment nor accept any other employment with or without remuneration or enroll himself of higher studies in any educational institution without the previous permission of the competent authority.

(10) Whether on duty or on leave or under suspension, he shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his position as a university employee to hold such business or undertaking.

(11) Unless generally or specially empowered in this behalf, he shall not communicate directly or indirectly to out side persons of 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 these duties, whether from official sources or otherwise.

(12) He shall not give evidence in his official capacity without the previous permission of the Vice-Chancellor or other competent authorities.

(13) He shall not take part in or subscribe in aid or assist in any way in movement, organisation or activity which tends of directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.

(14) No employee who has wife/husband living shall contract another marriage (without first obtaining the permission of the Vice-Chancellor) not withstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

(15) He shall not excite students against other students, colleges or administration. This does not interfere with the rights of a non teaching staff to express their differences on principles in seminars or other places where students are present.

**CHAPTER 9**  
**PENALTIES, APPEALS AND REVIEW**

**SUSPENSION:**

95. (1) The appointing authority or any other authority empowered by the BOM / the Vice-Chancellor in that behalf may place any employee under suspension:
- (a) Where he / she has found to have committed grave misconduct / misbehaviour.
  - (b) Where disciplinary proceeding against him are contemplated or are pending or
  - (c) Where a case against him in respect of any-criminal offense has resulted in arrest of conviction.
- (2) An employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until further orders.
- (3) Where the penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to revoke by the authority which made or deemed to have made it or by a superior authority.

96. **Penalties:-** The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed on an employee.

*Minor Penalties*

- (i) Censure
- (ii) Withholding of increments or promotions
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the university by negligence of breach of the rule of the university or orders or directions of superior authorities.

*Major Penalties*

- (iv) Reduction to a lower grade or post or to lower stage in a time scale of pay.
- (v) Compulsory Retirement
- (vi) Removal from service, which shall not be a disqualification for future employment
- (vii) Dismissal from service which shall be a disqualification for future employment

*Explanations*

The following shall not amount to penalty within the meaning of this rule, namely

- (i) Stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.
- (ii) Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case for appointment to a grade or post to which the employee is eligible.
- (iii) Reversion of an employee, appointed on probation to any other grade or post to his permanent post or grade during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.

- (iv) Reversion which does not amount to reduction of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such grade or post or on any administrative grounds unconnected with his conduct.
- (v) Replacement of the services of an employee whose service has been borrowed from outside authority, at the disposal of such authority.
- (vi) Compulsory retirement of an employee in accordance with the provision relating to his superannuation or retirement.
- (vii) Termination of the services:-
  - (a) of an employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment and orders governing such probation; or
  - (b) of a temporary employee in accordance with the files made in this behalf by the university
  - (c) of an employee engaged under an agreement, in accordance with the terms of such agreement.

97. **Disciplinary Authorities:**

- (i) The appointing authority may impose on an employee any of the penalties specified in rule 96.
- (ii) A competent authority as declared by BOM may impose on an employee any of the penalties specified in sub clause (i), (ii) and (iii) of Rule 96.

98. **Authority to institute proceedings:-** the appointing authority or a competent authority empowered by him by a general or special order may institute disciplinary proceeding against an employee.

99. **Procedure for Imposing Major Penalties**

- (1) No order imposing any of the penalties on the employees as specified in sub-clauses (iv) to (vii) of rule 96 (major penalties) shall be passed except after an enquiry held, as far as may be in the manner here in after prescribed.
- (2) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held, such charges together with the statement of allegation 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 disciplinary authority, a written statement indicating whether he admits the truth of all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person:-

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statements of allegations made by the person charged in the course of his defence.

- (3) The employee shall, for 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 disciplinary authority such records are not relevant for the purpose or it is against university/ public interest to allow him access there to.
- (4) On receipt of the written statement of defence, or if no such statement is received within the time specified, the Disciplinary Authority may itself inquire into such of the charges, as are not admitted or if, it considers it necessary to do so, appoint a Board of Enquiry or an Enquiring Authority for the purpose, and where all the articles of charges have been admitted by the Employee in his written statement of defence, the Disciplinary Authority shall record its findings on each charge.
- (5) If the employee who has not admitted any of the articles or charges in the written statement of defence or has not submitted any written statement of defence appears before the Inquiring Authority, such Authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the Enquiring Authority shall record the plea, sign the record and obtain the signature of the Employee thereon.

The enquiry authority shall return findings of guilt in respect of these charges which the employee pleads admitted.

- (6) If the delinquent employee who has not admitted any of the articles of charge in the written statement of defence or has not submitted any written statement of defence appears before the enquiry officer, such officer shall ask him whether he admits charges or has any defence to make and if he admits to any of the articles of charge, the enquiring authority shall record the plea, sign the record and obtain the signature of the delinquent employee thereon.
- (7) The disciplinary authority may nominate any person to present the case in support of charge before the enquiry officer. The delinquent employee may present his case with the assistance of any other employee of the university, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstance, of the case, so permits.
- (8) (a) Where the delinquent employee has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer shall ask the presenting officer appearing on behalf of the disciplinary authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent employee. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presenting officer, and also to the delinquent employee or his assisting employee whosoever may be present for cross examination. The presenting officer shall be entitled to re-examine the witness on any points, on which they have been cross-examined, but not on any new matter, without the permission of the enquiry officer. After the close of the prosecution evidence, the delinquent employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his defence. The enquiry officer after considering the relevance of the witness and the document/s shall summon only the relevant witness/ as and document/s and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close evidence. The enquiry officer shall consider the relevance of the witness/ as and the documents called for by both the parties and in case their refusal to summon any witnesses or documents, he shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

- (b) The Enquiry officer shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the enquiry officer may allow, for the discovery or production of any documents which are in possession of the university but not mentioned in the list referred to in sub-clause (a) of this rule.

**Note:** The delinquent employee shall indicate the relevancy of the documents required by him to be discovered or produced by the university.

The enquiry officer shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the document by such date as may be specified in such requisition.

Provided that the enquiry officer may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case. On receipt of the requisition, every authority having the custody or possession of the requisitioned document shall produce the same before the Enquiry Officer.

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the university, it shall inform the enquiry officer accordingly and the enquiry officer shall, on being so informed communicate the information to the delinquent employee and withdraw the requisition made by it for the production or discovery of such documents.

- (7) At the conclusion of the enquiry, the Enquiry officer shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

- (8) The record of enquiry shall include:-
- (a) The charges framed against the employee and the statement of allegations furnished to him.
  - (b) His written statement of defence, if any.
  - (c) The oral evidence taken in the course of enquiry.
  - (d) The documentary evidence considered in the course of inquiry.
  - (e) The order if any made by the disciplinary authority and the enquiry officer in regard to the enquiry and
  - (f) A report setting out the findings on each charge and reasons thereof.
- (9) (a) The disciplinary authority shall, if it is not the inquiring authority, consider the record of the inquiry and record its findings on each charge.
- (b) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing remand the case for further enquiry in case it has reason to believe that the enquiry conducted had lacuna in some respect or the other.
- (10) If the disciplinary authority having regard to its findings on the charges in of the opinion that any of the penalties specified in sub clause (iv) to (vii) of Rule 96 should be imposed it shall :-
- (a) Furnish to the employee a copy of the report of enquiry officer and where the disciplinary authority is not the inquiring authority, a statement to be furnished together with brief reasons for disagreement, if any, with the finding of the enquiry officer and
  - (b) Give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty. Provided that such representation shall be based on the evidence produced during the enquiry.
- (11) If the disciplinary authority having regard to his finding is of the option that any of the penalties specified in sub-clause (i) to (iii) of Rule 96 should be imposed, it shall pass appropriate orders in the case.

- (12) Orders passed by the authority shall be communicated to the employee who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its findings together with brief reasons for disagreement, if any, to him.

100. **Procedure for imposing minor penalties:**

- (1) Order imposing minor penalties specified in clauses (i) to (iii) of Rule 96 shall be passed after following the procedure as mentioned hence under:
- (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 had been 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 proceeding in such cases shall include :-
- (a) A copy of the statement of allegation's communicated to him.
  - (b) A copy of the intimation, to the employee of the proposal to take action against him.
  - (c) His representation, if any
  - (d) The orders of the case together with the reasons there of.

101. **Joint Enquiry:-**

- (1) Where two or more employees are concerned in any case, the BOM / Vice-Chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.

(2) In case of joint departmental enquiry, any one or more delinquent employees fail / fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice, the enquiry officer may proceed with the enquiry in the absence of such delinquent employees.

102. **Special Procedure in certain cases:-** Notwithstanding anything contained in these rules:-

(1) Where a penalty is imposed on a delinquent employee on the ground of conduct which has led to his conviction on a criminal charge, or

(2) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or

(3) Where the disciplinary authority is satisfied that in the interest of the security of the university, it is not expedient to follow such procedure.

The disciplinary authority may consider the circumstances of the case and pass such orders as it deems fit.

103. **Appeals**

(1) Appeals against the order of suspension and imposing penalty.

(2) In the case of an order which is appealable, 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.

(3) No appeal under these rules shall be entertained unless it is submitted within a period of 60 days from the date on which the appellants receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.

104. **Form and Contents of Appeal:**

(1) Every person submitting on appeal shall do so separately and in his own name.

(2) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be completed in itself.

105. **Submission of Appeals:** - Every appeal shall be submitted "through 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.

106. **With holding of the Appeal :-**

(1) The authority which made the order appealed against may with hold the appeal if :-

(a) It is an appeal against on order from which no appeal lies.

(b) It does not comply with any of the provisions contained in Rule-103.

(c) It is not submitted within period specified in Rule-103 (3) and no cause is shown for delay.

(2) Where an appeal is with-held the appellant shall be informed of the fact and the reasons there of.

(3) A list of the appeal, with held by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.

107. **Transmission of Appeal:-**

(1) 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, together with its comments there on and the relevant record.

(2) The authority to which the appeal lies may direct transmission to it of any appeal with held under rule 106 and thereupon such appeal be transmitted to the authority with-holding the appeal and the relevant records.

108. **Consideration of Appeal :-**

(1) In an appeal against an order of suspension the appeallate authority shall consider whether on having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in Rule **96**, the appeallate 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 violation of any provisions or in failure of justice.

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

(c) Whether the penalty imposed is excessive, adequate or inadequate provided that,

(i) The appeallate authority shall not impose any enhanced penalty which made such authority nor the authority which made the order appealed against is competent in the case to impose.

(ii) No order imposing an enhanced penalty shall be passed unless the appeallant is given an opportunity of making any representation which he may wish to make against such enhanced penalty and

(iii) if the enhanced penalty which the appeallate authority proposes to impose is of the penalties specified the sub-clause (iv) to (vii) of Rule **96** (major penalties) and an inquiry has not already been held in the case, the appeallate authority shall itself hold such inquiry or direct that such inquiry to be held and there after on consideration of the proceedings of such inquiry and after giving the appeallant an opportunity of making any representation which he may wish to make against any such penalty, pass such order as it may deem fit.

109. **Implementation of order in appeal:-** The authority which made an order appealed against shall give effect to the order of appellate authority.

110. **Revision and Review:-**

(1) Notwithstanding anything contained in these rules:- The Vice-Chancellor ; or the appellate authority, within six months of the orders proposed to be reviewed may at any time either on its own motion or otherwise call for the records of any inquiry and review an order made under these rules for which an appeal lie but for which no appeal has been preferred or for which no appeals lies and may:-

(a) Confirm, modify or set aside orders or

(b) Confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed or

(c) Remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case; or

(d) Pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in sub-clause (iv) to (vii) of Rule -96 or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence produced during enquiry.

(2) An application for review shall be dealt with in the same manner as if it was an appeal under these rules.

111. **Chancellor's Power to Review:-** Notwithstanding anything contained in these rules, the chancellor may within three years from the date of special order sought to be reviewed on his own motion or otherwise, after calling for the records of the case, review only order made under these rules and where considered necessary:

(a) Confirm, modify or set aside the order.

(b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.

(c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case: or

(d) Pass such orders as he deems fit; provided that:-

(i) An order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

(ii) If the chancellor proposes to impose any of the penalties specified in sub clause (iv) to (vii) of Rule 96, in case where an inquiry has not been held, he shall direct that such enquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the employee an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

## **CHAPTER 10**

### **PENSION, GRATUITY AND PROVIDENT FUND**

112. (1) The employee appointed to the service of the university on or after 01/01/90 shall be entitled to pension and gratuity as per condition/terms of university pension regulations. The pension regulation shall also apply to all existing employees who opt for pension scheme under these regulations within the period specified and in accordance with the provisions contained in regulation 4 of these rules.
- (2) Every employee of the university who is governed by Rajasthan Agricultural University pension regulations, shall also have to subscribe to the general provident fund, the constitution and management of which has been prescribed under "general provident fund" regulations of Rajasthan Agricultural University.
- (3) The employees in service on 01/01/90 and who do not opt to be governed by pension rules, shall continue to be entitled to contributory provident fund scheme.

## Appendix -1

### Health Certificate

I hereby certify that I have examined Shri \_\_\_\_\_  
a candidate for employment in \_\_\_\_\_ department/  
college of Rajasthan Agricultural University and cannot discover that he/she has any  
disease, constitutional weakness or bodily infirmity except \_\_\_\_\_. I don't  
consider this a disqualification for employment in the office of \_\_\_\_\_  
\_\_\_\_\_.

Signature

## APPENDIX 2

### RAJASTHAN AGRICULTURAL UNIVERSITY

(For employees other than teachers)

### ANNUAL PERFORMANCE APPRAISAL YEAR

**(Part-I)**

1. Name \_\_\_\_\_ (S/O, W/O) \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ Home. District \_\_\_\_\_
3. Post held \_\_\_\_\_ date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
4. Department/Office \_\_\_\_\_
5. Length of period served under the reporting officer \_\_\_\_\_
6. Period of absence of leave/training etc. \_\_\_\_\_ days  
from \_\_\_\_\_ to \_\_\_\_\_

- (a) Self appraisal in terms of the standards of performance prescribed for the Key Result Area (Please be specified)

| S.No. | Key Result area | Prescribed standards of performance | Actual achievement | Comments of reporting officer |
|-------|-----------------|-------------------------------------|--------------------|-------------------------------|
| 1.    |                 |                                     |                    |                               |
| 2.    |                 |                                     |                    |                               |
| 3.    |                 |                                     |                    |                               |
| 4.    |                 |                                     |                    |                               |
| 5.    |                 |                                     |                    |                               |
| 6.    |                 |                                     |                    |                               |
| 7.    |                 |                                     |                    |                               |
| 8.    |                 |                                     |                    |                               |

**Note :-** There need not be 10 KRAs for each officer as number of KRA would vary from post to post.

9. Resume of his performance by the Reportee (in not more than 200 words). No annexure to be attached.
10. Additional education qualification acquired/ training received during the year.
11. What is your preferred field of work in order of preference.
- a.
  - b.
  - c.
  - d.

12. Did you have any Physical/Psychological problem which milted against the effective discharge of your duty ? If so, please specify :

Date of submission to the  
Reporting authority

Signature of the Reportee  
Designation

13. Comments of reporting officer on the self assessment by the Reportee. The reporting officer may also like to indicate where any type of training is required by the reportee and whether he would be more suitable for a different type of job. He may also like to give any advisory remark which will not be in the nature of an adverse remarks about the work of the reportee officer.

Date of submission to  
the reviewing officer

Signature and Designation  
of the reporting officer

14. General comments of the Reviewing Officer specially regarding achievements, training and placement of the Reportee Officer.

Date

Signature and Designation  
of the Reviewing Officer  
(Name in block letters)

## Part II

N.B. Please put your initials in the appropriate column against each factor. You must study the various ingredients of factor before making an assessment

| S. No. | Factor | Out Standing | Very Good | Good | Satis- factory | Unsatis- factory |
|--------|--------|--------------|-----------|------|----------------|------------------|
| 1      | 2      | 3            | 4         | 5    | 6              | 7                |

### A. NATURE AND QUALITY OF WORK

1. Output of work

Consider the actual against the expected level of performances particularly in the key result areas, and constraints, if any.

2. Quality of output

Consider the quality of performance having regard standard of work and programme objective and constraints, if any

3. Professional competence

Consider the breadth, depth and accuracy of professional knowledge required for the job proficiency in the application of knowledge professional growth orientation

## B. ATTRIBUTES

### 1. Leadership qualities

| S. No. | Factor | Out Standing | Very Good | Good | Satis-<br>factory | Unsatis-<br>factory |
|--------|--------|--------------|-----------|------|-------------------|---------------------|
| 1      | 2      | 3            | 4         | 5    | 6                 | 7                   |

## B. ATTRIBUTES

1. Leadership qualities Consider the capacity to set targets and objectives understand the environment anticipate change and contribute new ideas and new methods of work to-wards achieving the targets and objectives
2. Management qualities Consider the willingness to assume responsibilities, organising, capacity, ability to motivate, ability to provide guidance and regard for training and development of subordinates
3. Initiation and Planning ability Consider the capacity and resource fullness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also consider the capacity and resource-fulness of officer in handling un-fore seen situations on his/her own; willingness to take additional and new areas of work.

| <b>S.<br/>No.</b> | <b>Factor</b>  | <b>Out<br/>Standing</b> | <b>Very<br/>Good</b> | <b>Good</b> | <b>Satis-<br/>factory</b> | <b>Unsatis-<br/>factory</b> |
|-------------------|--|-------------------------|----------------------|-------------|---------------------------|-----------------------------|
| <b>1</b>          | <b>2</b>   | <b>3</b>                | <b>4</b>             | <b>5</b>    | <b>6</b>                  | <b>7</b>                    |
| 4.                | <u>Decision making ability</u><br>Consider the soundness and promptness of decision making and also ability to weigh pro and cons of alternatives.   |                         |                      |             |                           |                             |
| 5.                | <u>Supervisory ability</u><br>Planning and monitoring schedule organising the work in a systematic and judicious manner, allocation and utilisation of resources optimally and monitoring the task for meeting present and future requirements |                         |                      |             |                           |                             |
| 6.                | <u>Communication skill</u><br>Consider the ability to communicate with accuracy, clarity, and consciousness. Also quality to present argument cogently.  |                         |                      |             |                           |                             |
| 7.                | <u>Inter-personal relations and team work</u><br>Consider the quality or relationship with superiors, colleagues and subordinates and the spirit to form a team.   |                         |                      |             |                           |                             |

| S. No. | Factor | Out Standing | Very Good | Good | Satis- factory | Unsatis- factory |
|--------|--------|--------------|-----------|------|----------------|------------------|
| 1      | 2      | 3            | 4         | 5    | 6              | 7                |

8. Relations with public  
Consider the promptness and courtesy in handling people accessibility to the public and responsiveness to their needs.
9. Attitude towards the S.C./S.T. Weaker sections of society
10. Assessment of integrity  
Has anything come to your knowledge which reflects adversely on this employee's integrity or his ability to honestly execute his duties ?

Yes ( ) No ( )

If yes please give details.

11. Efforts made by you during the year to improve working of the Reportee in cases where his performance was found to be below average or unsatisfactory.

12. General assessment of the Reporting Officer

13. Overall rating- after considering your assessment of the reportee in the item mentioned from S.No. 1 to 12. Please place your initials in the appropriate column.

| Outstanding | Very good | Good    | Satisfactory | Unsatisfactory |
|-------------|-----------|---------|--------------|----------------|
| [     ]     | [     ]   | [     ] | [     ]      | [     ]        |

Date of submission to the  
Reviewing Officer

Signature of Reporting Officer  
(Name in block letters)  
Designation

### **Part-III**

1. Length of service under the Reviewing Officer
2. General remarks with special comments about the remarks given by Reporting Officer. You may also remark about outstanding work if any, performed by the Reportee Officer.
- 3.a. Has the officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn. If yes, please mention those characteristics briefly.
- b. Recommendation regarding suitability for other spheres of work.

Signature of the Reviewing Officer  
(Name in block letters)  
Designation  
Date

### **Part IV**

Remark of the accepting officer

Signature of the accepting officer  
(Name in block letters)  
Designation  
Date

### Appendix -3

Rajasthan Agricultural University\_\_\_\_\_

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 in case applicant  
Leaves the Head Quarters
- (8) Grounds on which leave is applied for
- (9) (a) Date of return from last leave  
(b) Nature and period of that leave

Date:

Signature of applicant

(10) Leave at credit- on full pay \_\_\_\_\_month\_\_\_\_\_days.

(11) Certified that leave on

(i) Full pay for\_\_\_\_ month \_\_\_\_\_days \_\_\_\_\_from \_\_\_\_\_to\_\_\_\_\_

(ii) Commuted leave for \_\_\_\_\_month \_\_\_\_\_days\_\_\_\_\_from \_\_\_\_\_  
to \_\_\_\_\_ by debiting \_\_\_\_\_month\_\_\_\_days leave on half pay to his  
leave account.

(iii) Half pay for \_\_\_\_\_month \_\_\_\_\_days\_\_\_\_\_from \_\_\_\_\_ to\_\_\_\_\_

(iv) Leave without pay for \_\_\_\_\_month \_\_\_\_\_days\_\_\_\_\_  
from \_\_\_\_\_to \_\_\_\_\_ is admissible under leave rules.

Section Officer

Establishment clerk

12. Recommendation

13. Orders of sanctioning authority,

# RAJASTHAN AGRICULTURAL UNIVERSITY: BIKANER

No.F.4(1-R)( )RAU/C/2003/ 73

Dated: 07/11.04.2005

## ORDER

In consonance of the Govt. Notification No.F.1(43)FD/ (Gr.2)/83 dated December 6, 2004, the Vice-Chancellor has been pleased to implement the amendments made by GOR for granting maternity leave to the university employees with effect from 6.12.2004, as under:-

- (i) the existing Rule 103 except 'note' and 'clarification' appearing there under shall be substituted by the following namely;-

**"103. Maternity Leave:** Maternity leave may be granted to a female Government servant with less than two surviving children upto a period of 135 days from the date of its commencement. However, if there is no surviving child even after availing it twice, Maternity Leave may be granted on one more occasion.

During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account but such entry should be made in the service book separately."

- (ii) after the existing Rule 103, the following new Rule 103A shall be inserted namely:-

**"103A.Paternity Leave:** A Male Government servant 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 childbirth; and if such leave is not availed of within this period, it shall be treated as lapsed.

During the period of such leave, the Government servant 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).

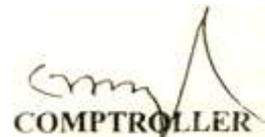
Such leave shall not be allowed in case of miscarriage including abortion of the Government servant's wife."

These amendments shall be read with the Maternity Leave rule 81 of the Teachers & Officers service condition rules of RAU & Rule 78 for Maternity Leave Rule of Employees Service & Conditions rules be read with the Govt. amendments rules for the purpose of grant of maternity leave to the university employees.

Sd/-  
COMPTROLLER

Copy to:

1. All Deans/Directors ADRs/OIC/DDO.....
2. Registrar, RAU, Bikaner
3. Treasury Officer. RAU. Bikaner/Sub- Treasury. Durgapura
4. PS to the Vice-Chancellor
5. S.O. Meeting for put up the matter to the next BOM for confirmation.
5. Guard file

  
COMPTROLLER