

RAJASTHAN AGRICULTURAL UNIVERSITY,  
BIKANER

TEACHERS & OFFICERS SERVICE AND CONDUCT RULES

PROPOSED

FOR

RAJASTHAN AGRICULTURAL UNIVERSITY : BIKANER

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

# RAJASTHAN AGRICULTURAL UNIVERSITY TEACHERS & OFFICERS

## SERVICE AND CONDUCT RULES

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# **RAJASTHAN AGRICULTURAL UNIVERSITY**

## **SERVICE CONDITIONS FOR TEACHERS & OFFICERS**

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 teachers and officers of the University.

### **CHAPTER 1**

**1. Short Title :-** These rules may be called Rajasthan Agricultural University Teachers & Officers 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 Teachers and Officers of the university, (other officers, teachers or deemed as teachers or officers as the case may be) 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 Teachers / Officers 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 Teacher / Officer means the appointing authority or officer to whom such powers have been delegated to impose such penalty on a Teacher / Officer.
- 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer who is on leave.

xv. "Lien" means the title of Teacher / Officer 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, Accounts Officer and other officers of the university as designated by whatever name and declared by the statutes to be an officers of the university.

xvii. "Officiating" means an arrangement when Teacher / Officer officiates in a post on which another person holds lien and also may include officiation on a vacant post on which no other Teacher / Officer holds lien.

xviii. "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.

xvix. "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 Teacher / Officer under the Act and Statutes.

xxi. "Substantive Appointment" means the appointment of Teacher / Officer on a permanent post and on which he acquires a lien.

- xxii. "Statutes" means statutes of Rajasthan Agricultural University.
- xiii. "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 Teacher / Officer 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 emoluments 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 a Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teachers / Officers after retirement or monthly payment made to the family of Teachers / Officers after death in the form of family pension and includes gratuity and or Death-cum retirement gratuity.

xxxiii. "Tenure Post" means a permanent post which an individual Teacher / Officer 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 Teacher / Officer as competent authority and delegate to them, such powers subject to such 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. to any post of Teacher / Officer. The age of the Teacher / Officer shall be determine with the entry made in the High School certificate.

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 under the provision of the Rajasthan Universities Teachers and Officers (selection for appointment) Act-1974 as amended from time to time and the statutes made there under.

(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 a Teacher / Officer 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 Teacher / Officer 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) A Teacher / Officer 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 Teacher / Officer concerned in writing at least one month before the date of expiry of the probation period.



(b) Where the work of Teacher / Officer, appointed on probation is not satisfactory the appointing authority may (a) in the case of a person appointed to a higher post revert him to the post held by him immediately before such appointment, (b) in the case of a person appointed by direct recruitment, terminate his service without notice.

(c) Every Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer is found satisfactory by the appointing authority.

14. If Teacher / Officer 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 Teacher / Officer fails to give such notice, the university shall recover one month's salary from him in lieu of notice.

15. Unless any Teacher / Officer's service has been terminated during the probationary period, the Head of the office or the institution under whom the Teacher / Officer 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 Teacher / Officer appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.

16. If the university decides to relieve a Teacher / Officer, 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 Teacher / Officer 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 a Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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. Teacher / Officer, before leaving the university, shall hand over the charge of his post to a duly authorised Teacher / Officer 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 misbehavior 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 Teachers / Officers :-** 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 Teacher / Officer in the form as has been prescribed.

(b) Entries, in the service book of Teacher / Officer shall be authenticated by the officer / officers under whom Teacher / Officer is working.

23. **Confidential Reports :-** The appointing authority shall maintain annual confidential reports of all Teachers / Officers working in the university. Different proformas for Teachers / Officers are appended to these rules as appendix 2 and 3.

24. **Residuary Conditions of Service :-** Any matter relating to the conditions of service of Teacher / Officer for which no provision is made in these rules shall be determined by BOM.

25. (1) In the event of death of an university Teacher / Officer while in service, a lump sum amount equal to the amount of leave salary admissible in respect of earned leave that may due to the deceased Teacher / Officer on the date of death not exceeding 300 earned leave may be paid to the nominee of the deceased Teachers / Officers and in case there is no nominee the legal heir of the deceased Teacher / Officer.

(2) Subject to the provisions of paragraph 1 above lumpsum payment may also be allowed to the nominee of the Teacher / Officer and in case there is no nominee, the legal heir of the Teacher / Officer.

26. Unless and otherwise distinctly provided in these rules the whole time Teacher / Officer will be treated to be at the disposal of the University whenever and wherever required, he / she can be put to any additional work without the claim for additional remuneration.

27. (a) **Principle of Lien :** Two or more Teachers / Officers cannot be appointed substantively to the same permanent post at a time.

(b) A Teacher / Officer cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.

(c) A Teacher / Officer cannot be appointed substantively to a post on which another Teacher / Officer holds a lien.

28. **Lien :-** Unless in any case it be otherwise provided in these rules, Teacher / Officer 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. Teacher / Officer 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. Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer on appointment to some university post is required to undergo training for any specified period before he assumes independent charge of that post, such Teacher / Officer 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 Teacher / Officer shall be required to execute, before the period of his training starts, a bond covering above provisions.

33. Teacher / Officer shall not be granted leave of any kind for a period exceeding 5 years continuously. In case Teacher / Officer 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 Teacher/ Officer'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, Teacher / Officer 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 BOM.

36. **Pay during the Period of Training :-**

(a) If Teacher / Officer 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 Teacher / Officer 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 :

Period of Training	Period to serve the university for which bond is to be executed
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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer, 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 Teacher / Officer 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 Teacher / Officer is, immediately before his promotion / appointment to higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the lower post by an amount equivalent to last increment in the lower post. This would however, not be applicable in those cases where specific recommendation is made by a selection committee and approved by the BOM or where specific provision is made in a particular scheme of the UGC/ICAR as the case may be, and approved / adopted by the State Govt./BOM.

39. Where the pay of Teacher / Officer 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 Teacher / Officer's control.
  - (b) Prosecution of higher studies 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 Teachers / Officers 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) A Teacher / Officer 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 a Teacher / Officer 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 Teacher / Officer, 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) A Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer has been fully exonerated, the Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer's absence on its progress. Teacher / Officer 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 :-** Teacher / Officer 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 Teacher / Officer whose contribution to the university justify sanction of merit pay.

48. **Special pay and honorarium :-** The Board may sanction special pay to a Teacher / Officer in consideration of at the specially arduous nature of duties or (b) a special addition to the work or responsibilities.

49. The Vice-chancellor or other authorities whom powers have been delegated under these rules may grant to a Teacher / Officer 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) Teacher / Officer 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 Teacher / Officer 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 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 Teacher / Officer holding one post and is placed in-charges of the current duties of a lower post.

(c) Teacher / Officer 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 pay of additional post, if the period of holding additional charge is not less than 60 days.

52. Teacher / Officer 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 Teacher / Officer as 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teachers / Officers is the afternoon of the last day of the month in which he attain 60 years at age.

**57. Compensatory allowance :-** The Teacher / Officer 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.

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

## **CHAPTER 5**

### **LEAVE**

#### **GENERAL CONDITIONS OF EAVE**

**60. 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 Teacher / Officer 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.

**61. 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.

**62. Address while on leave:-** Every university Teacher / Officer, 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.

**63. Grant of leave beyond the date of retirement :-** No leave shall be granted beyond the date on which a Teacher / Officer must compulsorily retire.

**64. Encashment of leave after Superannuation:-** A Teachers / Officers 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 Teachers / Officers on their death or on premature retirement.

#### **64. A. Admissibility of Terminal leave :**

(1) Terminal leave to the extent of Privilege Leave 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 Teacher / Officer on termination of their employment :-

- (a) a temporary University Teacher / Officer whose services are terminated by University on account of retrenchment or on the abolition of the post before attaining the age of uperannuation.
- (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 Teacher / Officer, 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 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 sub-rule (3) and (4) of rule 63.

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

- (i) A Teacher / Officer who is not in the whole time employment of the University.
- (ii) A Teacher / Officer dismissed or removed from service ; and
- (iii) A Teacher / Officer whose service have been terminated for taking part in any anti-national movement.

**65. Joining duty on Return from leave on Medical grounds :-** Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 4. 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 Teacher / Officer resumes duty without prejudice to the normal date of increment.

**69. Absence after the Expiry of Leave :-** Teacher / Officer 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 Teacher / Officer.

**71. Admissibility of leave to Temporary Teacher / Officer made Permanent:-**

A temporary Teacher / Officer 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 78.

**72. Casual leave :-** The amount of casual leave granted an individual in a year (1st July to 30th June) shall be 15 days only, provided that in the case of Teacher / Officer 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 Teacher / Officer to the extent noted below for undergoing sterilisation operation :-

- (1) Male Teacher / Officer
  - (a) 6 days for his own operation.
  - (b) 7 days for his wife's operation.

(2) **Female Teachers / Officers :-** 10 days in the case of a university Teacher / Officer who is hospitalised due to complication caused as a result of vasectomy or tubectomy operation, the period during which he / she remains as in door 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. Academic Leave :**

(1) Academic leave of absence from duty upto a limit of 15 days in an academic year may be sanctioned to the teachers or deemed as teachers by the competent authority for the following purposes :-



(a) To conduct an examination of a university and other recognised institution or of a statutory board.

(b) To deliver academic lectures.

(c) To attend meetings of the committees, Boards, Faculties and other academic bodies of a university or of a statutory Board.

(d) To inspect academic institution attached to a university or a statutory Board.

(e) To attend meetings .of the selection committees of other institution, Boards, statutory corporation and public service commissions.

(f) Any other purpose which is deemed by the competent authority to be of academic nature.

(2) Applications of academic leave shall ordinarily be submitted and sanction of competent authority obtained before the leave is actually availed of.

(3) During the first year of service of a teacher the grant of academic leave will be regulated as follows :-

(a) For service of 3 months or less 5 days.

(b) For service exceeding 3 months but not exceeding 6 months 10 days.

(c) For service exceeding 6 months -15 days.

(4) Sundays or university Holidays falling in between period of academic leave will not be debitable to the academic leave account.

(5) The Sanctioning authority may at its discretion permit combination of academic leave with holidays and casual leave.

(6) Un-availed academic leave shall not be carried forward in the next academic year.

**75. Special Academic Leave :-**

(1) When a university teacher is invited by another university institute under UGC or ICAR etc., scheme as a visiting professor for a period of three months to 12 months, he may be granted special academic leave without pay and allowance.

(2) When a university teacher is invited by another university / institution under the UGC / ICAR scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he may be granted special academic leave with pay and allowance for the duration of visiting fellowship.

(3) When a university teacher is made a national lecturer by the UGC/ICAR and is invited to deliver lecture under the programme, he may be granted special Academic leave for the purpose with pay.

(4) When a teacher is invited to deliver memorial lectures in a University he may be granted special academic leave with pay and allowance for the purpose.

**76. 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.

**77. Deputation leave: -**

Deputation leave on full pay and allowances may be granted to a teacher provided he has been deputed by the university for :-

(a) Attending conferences, congress and conventions recognised by the university in India and abroad on behalf of the university.

(b) Delivering lectures in institutions and universities in India and abroad at the invitation of such institutions or universities recognised by the university.

(c) Working on delegations or committee appointed by the government or by another agency recognised by the university.

(d) Attending such short term courses, workshops as the vice-chancellor may approve as useful for the university where the person does not receive any salary or honorarium.

(e) Availing himself of the fellowship award under the cultural exchange program and other programmes in whose case, the applications were forwarded by the university to the UGC/ICAR/Govt. of India etc. according to the terms and conditions attached to the programme of such award/ fellowship.

(f) If a teacher has availed such leave for visiting abroad for more than 3 months, he will not be entitled for deputation leave upto 5 years of his return from leave.

(g) The Vice-Chancellor may sanction deputation leave upto 30days at a time in an academic year. If the period of deputation leave is for more than 30 days, sanction of the Board will be necessary.

(h) If the teacher concerned receives any honorarium or remuneration and period of deputation leave is more than three months, such leave be sanctioned on half pay and allowances only.

(i) Deputation leave shall not ordinarily be combined with any other kind of leave. However, if an employee on deputation leave, outside India applies for any kind of leave, which is due to him in continuation of deputation leave, such application may be considered on its merits.

## **78. Privilege Leave :-**

(a) A Teacher / Officer whether temporary or permanent shall be entitled to privilege leave of 30 days in a calendar year.

(b) A Teacher / Officer shall be entitled to accumulate leave upto a maximum period of 300 days.

(c) The leave account of every Teacher / Officer 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 Teacher / Officer remains on any kind of leave other than extra ordinary leave. If Teacher / Officer 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 Teacher / Officer 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) A Teacher / Officer 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 inservice 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.

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

(1) Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer.

(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 Teacher / Officer.

(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 Teacher / Officer 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.

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

(1) A Teacher / Officer shall be entitled to half pay leave of 20 days in respect of each completed year of service.

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

(3) (i) 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 a Teacher / Officer 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 Teacher / Officer returning to duty on its expiry.

(4) **Leave not due :-** Leave not due may be granted to a Teacher / Officer in permanent employment subject to the following conditions :

(a) That no privilege 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 Teacher / Officer 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 Teacher / Officer may earn subsequently.

(5) A temporary Teacher / Officer, 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 Teacher / Officer 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 Teacher / Officer shall return to duty on its expiry.

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

## 81. **Maternity Leave :-**

(a) A female Teacher / Officer 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 to a Teacher / Officer.

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

(c) A female Teacher / Officer 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 a female Teacher / Officer 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 Teacher / Officer 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) A female Teacher / Officer 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 is supported by a certificate from an authorised medical officer.

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



## **82. Leave without pay to take up Employment elsewhere :**

(a) A teacher/officer 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 BOM/ 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 teacher shall be retained on the post held by him substantively before proceeding on leave, provided further, that in the case of a teacher 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 teacher shall be retained as mentioned above.

(b) A teacher/officer who has put in at least 10 years permanent service in the University and is offered a tenure appointment as Vice-Chancellor of another University or any other such high position with a tenure appointment for a period exceeding two years may be permitted to accept the same and granted leave without pay for only one term of such appointment irrespective of the length of the term at the discretion of the BOM. During the period of such leave the lien of the teacher shall be retained on the post held by him substantively before proceeding on leave.

(c) A teacher 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 wilfully absented himself from duty.

(d) 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.

(e) A teacher 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.

(f) 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.

**83. 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 Teachers/ Officers 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 Teacher / Officer 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 Teacher / Officer.

(iii) Where Teacher / Officer 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 Teacher / Officer 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.

**84. 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 a Teacher / Officer. 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. A Teacher / Officer on quarantine leave is not treated as absent from duty and his pay is not affected.

**85. Hospital Leave :-**

(a) A competent authority may grant hospital leave to such Teacher / Officer 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 Teacher / Officer 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.

**86. Special Disability Leave :-**

(a) This leave may be granted to a Teacher / Officer, 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 Teacher / Officer 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 a Teacher / Officer 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.

#### **87. Study Leave :-**

(a) Study leave may be granted to a regularly selected teacher/officer so as to enable him to undertake research/higher studies or specialised training in the subject having a direct and close connection with his sphere of duties and thus likely to increase his usefulness to the University.

(b) A teacher/officer may be granted study leave provided he has rendered five years continuous service in any department/college/research center/extension center/schemes etc. on the date of application. Five years of continuous service of a teacher/officer 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 teacher/officer who has attained the age of 45 years. However it may be allowed to such teachers who have attained the age of 45 years or more but have not attained 50 years, subject to the condition that study leave availed previously, if any, and the study leave being considered for sanction does not exceed one year during the entire period of service.

(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 of higher learning/research may be given preference over other applicants.

(6) Normally not more than 10 per cent of the sanctioned strength of teachers will be granted study leave at any one time except when in special circumstances, the BOM/Vice-Chancellor may otherwise decide.

(g) During the leave period the employee will send report of the progress of the research project/programme/work at least once in six months through his supervisor/guide to the University, through the Head of Department/Dean / Director of the University.

(h) Study leave shall ordinarily not exceed maximum period of three 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.

(i) A teacher/officer 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. Study leave shall be granted for one year in case if the teacher undertaken further higher studies in RAU and for three year's in other cases.

(j) 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 minimum period of 2 years if the study leave sanctioned was upto one year for 3 years if the study leave was for more than one year but not exceeding 2 years and for 5 years if the study leave exceed 2 years 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 this 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.

(k) 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.

(l) 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.

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

(n) Study leave shall count as service for increment and for the benefit of provident fund / pension and gratuity but not for earning any other kind of leave. The benefit of increment (s) falling during the period of study leave shall be operative only after the person has resumed his duty.

## **88. Sabbatical Leave**

The Sabbatical Leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to promote their professional competence.

*Eligibility:*

- (i) Sabbatical Leave may be granted to a scientist in senior scale (Rs.3700-5700 of Reader's scale) and above. The scientist should have rendered not less than six years of service in RAU.
- (ii) The leave would be granted once in ten years provided the Scientist/Faculty Member concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding ten years.
- (iii) The Scientist/Faculty Member must have at least five years service left before superannuation after completion of the Sabbatical Leave.

*Duration:*

The Sabbatical Leave will be limited to a maximum period of one year, twice during the entire career of a Scientist/Faculty Member.

*How to apply?*

- (i) The scientist desirous of availing Sabbatical Leave should apply in the prescribed proforma which can be obtained from University headquarter.
- (ii) The scientist concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training/teaching or the related professional activities relevant to the mandate of RAU.
- (iii) Application for Sabbatical Leave shall be forwarded by the concerned institution with its recommendations to the University headquarter at least four-six months in advance. Undertaking of the host institution should also be made available while applying for sanction of the leave.

*Competent authority:*

The Vice-Chancellor will be the competent authority to grant Sabbatical Leave.

*Payment of salary and other allowances:*

- (i) During the period of Sabbatical Leave within the country, the scientist will be entitled to full salary and other allowances as would have been otherwise admissible to him / her while serving on regular position.
- (ii) For all purpose, the period of Sabbatical Leave will be treated as a period spent on duty without entitlement of TA and DA. If however, the scientist is not a recipient of a fellowship/travel grant he / she will be entitled to lumpsum amount not exceeding Rs. 50,000 for meeting the cost of travel and other incidentals to and from the institute to host institution.
- (iii) In addition to the salary, the Scientist / Faculty Members is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he / she is spending the period of Sabbatical Leave in a foreign university / laboratory / institute.

*Other Conditions :*

- (i) Sabbatical Leave could be availed by a Scientist / Faculty Member while receiving any kind of scholarship or fellowship from ICAR or any other organization, national or international.
- (ii) The Sabbatical Leave cannot be combined with any other leave.
- (iii) The scientist concerned will give an undertaking before proceeding on Sabbatical Leave that he / she would utilize the leave for the purpose (s) mentioned in IV (ii) above for which the Sabbatical Leave has been sanctioned and would not accept any commercial employment during the period of the leave and that he / she would refund the salary and other emoluments paid to him in case he / she resigns within three years after availing the leave to join other institution.
- (iv) During the period of Sabbatical Leave, the Scientist / faculty Members will continue to retain official accommodation that may have been provided to him / her on the same terms and conditions as are applicable to other University scientists.



(v) The host institution within the country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

## CHAPTER 6

### 89. Joining Time:

(i) Joining time may be granted to a Teacher / Officer 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 a teacher / officer 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.

90. (a) In cases involving transfer from one station to another and also involving change of residence, the University Teacher / Officer 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 joining time, the normal joining time may be deemed to have been extended to cover such holiday.

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 travellers 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.

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

(b) If a Teacher / Officer 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 a Teacher / Officer 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) A Teacher / Officer 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) A Teacher / Officer returning from extra ordinary leave shall not be entitled to joining time.

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

a) when a Teacher / Officer is unable to use the ordinary mode of travelling or has had to spend more time inspite 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.

**93.** When a Teacher / Officer 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.

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

**95.** When a Teacher / Officer does not join his post after the expiry of the joining time, it will amount to wilful 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**

96. (a) The BOM shall have full discretion in the matter of (i) permitting a Teacher / Officer 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 deutes a Teacher / Officer 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 Teacher / Officer so deputed are not to his disadvantage.

97. (a) During the period of deputation, the Teacher / Officer 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 Teacher / Officer would have earned by service had he not been deputed. The amount of contribution by the university shall be received from the foreign employer of the Teacher / Officer every month.

(b) If the Teacher / Officer so deputed is governed by pension scheme, then the foreign employer shall have to pay 10% of the pay drawn by a Teacher / Officer to the university as pension contribution every month.

(c) The Teacher / Officer will be permitted to earn his annual grade increments during the period of deputation.

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

(e) Teacher / Officer 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

98. (1) Teacher / Officer 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 Teacher / Officer to hold such business or undertaking.

(11) Unless generally or specially empowered in this behalf, he shall not communicate directly or indirectly to outside 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 to 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 Teacher / Officer who has wife/husband living shall contract another marriage (without first obtaining the permission of the vice-chancellor) notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

(15) He shall perform his academic duties such as preparation / lectures, demonstrations, assessment, guidance, invigilation etc. work diligently and sincerely.

(16) He shall not show gross partiality in assessment of students, deliberately over marking / under marking or attempts at victimisation on any grounds.

(17) He shall not excite students against other student colleagues or administration (this does not interfere with the right of a teacher / officer to express his difference on principles in Seminars or other places where students are present).

## CHAPTER 9

### PENALTIES, APPEALS & REVIEW

#### *Suspension*

99. (1) The appointing authority or any other authority empowered by the BOM / the Vice-chancellor in that behalf may place any Teacher / Officer 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) Teacher / Officer 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 on Teacher / Officer under suspension is get 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.

100. **Penalties:-** The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed on Teacher / Officer.

*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 or 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 Teacher / Officer at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.

(ii) Non-promotion of Teacher / Officer whether in a substantive or officiating capacity, after consideration of his case for appointment to a grade or post to which the Teacher / Officer is eligible.

(iii) Reversion of Teacher / Officer, 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 Teacher / Officer officiating in a higher grade or post to a lower grade or post, on the ground that the Teacher / Officer 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 Teacher / Officer whose service has been borrowed from outside authority, at the disposal of such authority.

(vi) Compulsory retirement of Teacher / Officer in accordance with the provision relating to his superannuation or retirement.

(vii) Termination of the services:-

(a) of a Teacher / Officer 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 Teacher / Officer in accordance with the files made in this behalf by the university

(c) of a Teacher / Officer engaged under an agreement, in accordance with the terms of such agreement.

#### **101. Disciplinary Authorities:**

(i) The appointing authority may impose on a Teacher / Officer any of the penalties specified in rule 94.

(ii) A competent authority as declared by BOM may impose on a Teacher / Officer any of the penalties specified in sub clause (i), (ii) and (iii) of Rule 94.

**102. 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 Teacher / Officer.

### 103. **Procedure for Imposing Major Penalties:**

(1) No order imposing any of the penalties on the Teachers / Officers as specified in sub-clauses (iv) to (vi) of rule 94 (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 a Teacher / Officer 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 Teacher / Officer 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 Inquiry or an Enquiring Authority for the purpose and where all the articles of charges have been admitted by the Teacher / Officer in his written statement of defence, the Disciplinary Authority shall record its findings on each charge.

(5) If the teacher / Officer who has not admitted any of the articles of charges in the written statement of defence or has not submitted any written statement of defence appears before the Enquiring 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 Teacher / Officer thereon.

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

(6) If the delinquent Teacher / Officer 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 Teacher / Officer thereon.

(7) The disciplinary authority may nominate any person to present the case in support of charges before the enquiry officer. The delinquent Teacher / Officer may present his case with the assistance of any other Teacher / Officer 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 Teacher / Officer 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 Teacher / Officer. 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 Teacher / Officer or his assisting Teacher / Officer 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 Teacher / Officer 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 (es) 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 Teacher / Officer 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 Teacher / Officer and withdraw the requisition made by it for the production or discovery of such documents.

(9) 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 Teacher / Officer has admitted the facts constituting them or has had an opportunity of defending himself against them.

(10) The record of enquiry shall include: -

- (a) The charges framed against the Teacher / Officer 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 there of.

(11) (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.

(12) If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in sub clause (iv) to (vii) of Rule 94 should be imposed it shall :-

(a) Furnish to the Teacher / Officer 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.

(13) If the disciplinary authority having regard to his finding is of the opinion that any of the penalties specified in sub-clause (i) to (iii) of Rule 94 should be imposed, it shall pass appropriate orders in the case.

(14) Orders passed by the authority shall be communicated to the Teacher / Officer 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.

#### **104. Procedure for imposing minor penalties :**

(1) Order for imposing minor penalties specified in clauses (i) to (iii) of Rule 94 shall be passed after following the procedure as mentioned here under :

(a) The Teacher / Officer 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 Teacher / Officer 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.

### 105. **Joint Enquiry**

(1) Where two or more Teachers / Officers 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 Teachers / Officers 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 Teachers / Officers.

106. **Special Procedure in certain cases :-** Not with standing any thing contained in these rules :-

(1) Where a penalty is imposed on a delinquent Teacher / Officer 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.

### 107. **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 appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

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

(1) Every person submitting an 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.

**109. 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.

**110. 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 102.

(c) It is not submitted within period specified in Rule 101 (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 with holding them.



### **111. 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 104 and thereupon such appeal be transmitted to the authority with-holding the appeal and the relevant records.

### **112. Consideration of Appeal:-**

(1) In an appeal against an order of suspension the appellate 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 94, the appellate authority shall consider :-

(a) Whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in 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 appellate 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 appellant 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 appellate authority proposes to impose is of the penalties specified the sub-clause (iv) to (vii) of Rule 94 (major penalties) and an inquiry has not already been held in the case, the appellate 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 appellant an opportunity of making any representation which he may wish to make against any such penalty, pass such order as it may deem fit.

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

114. **Revision and Review :**

(i) 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 Teacher / Officer 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 94 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 Teacher / Officer 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.

**115. 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 94, 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 Teacher / Officer 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**

116. (1) The Teacher / Officer 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 Teachers / Officers 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 Teacher / Officer, 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 Teachers / Officers 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 .....

.....

## Appendix 2

### RAJASTHAN AGRICULTURAL UNIVERSITY PERFORMANCE APPRAISAL REPORT

#### SELF APPRAISAL

(For Teachers / Officers deemed as teachers including Deans/ Directors/  
Scientists etc.)

##### *General Information:*

a. Name \_\_\_\_\_

b. Address  
(Residential) \_\_\_\_\_

Phone Number  
if any \_\_\_\_\_

c. i. Designation \_\_\_\_\_

ii. Scale of Pay \_\_\_\_\_

d. Department/  
Institution/ Unit  
from where salary  
is being drawn  
\_\_\_\_\_

e. Date of birth \_\_\_\_\_

f. Background Rural/Urban \_\_\_\_\_

g. Native State \_\_\_\_\_

*Academic Qualifications:-*

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Examination passed	Board/ University	Subjects	Year	Division, Grade Merit etc.
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High School/ Secondary  
Higher Secondary Pre  
degree Intermediate/  
Sr.Higher Sec. Bachelor's  
degree/M.Phil/ Ph.D./ DLT/  
Dsc/ Other Diploma/  
Certificate etc.

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b. Area of Specialization

c. Research experience:

---

Research State	Title of work	University/Institution where work was carried out
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Post Doctoral

Publications (give list  
separately)

Research guidance/ give names  
of students alongwith subjects  
guided successfully for

(i) M.Phil (ii) Ph.D./

Editorship/ Reviewer of Research

Journal training (please specify.)

d. Details of participation in the following

1. University Evaluation
2. Internal Evaluation
3. Paper setting

4. Assessment of Home Assignments
5. Conduct of examinations
6. Evaluation of dissertations etc.

e. Teaching and Guidance:

1. Number of courses taught at U.G.\_\_\_\_\_and at P.G.\_\_\_\_\_
  2. Number of Periods taken at U.G.\_\_\_\_\_and at P.G.\_\_\_\_\_
  3. Number of students guided in the year under report: at P.G.\_\_\_\_\_and Ph.D.\_\_\_\_\_.
3. Details of innovations/ contributions in teaching during the year.
1. Design of curriculum
  2. Teaching methods
  3. Laboratory experiments.
  4. Evaluation methods
  5. Preparation of resource material including books, reading material, laboratory manuals etc.
  6. Remedial teaching/ student counseling (academic)
  7. Any other.
4. Improvement of Professional Competence
- Details regarding refresher course/ orientation attended/participation in summer schools/workshops, seminars symposia etc.



5. Research Contribution:-

- a. Number of students (M. Phil/ Ph.D.)
- b. Number of Research papers published  
(Please enclose list)
- c. Research projects  
(attach separate statement)

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Title of the projects	Your status	Name of funding agency	Duration	Results
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- d. Details of seminars, conferences, symposia organised
- e. Patents taken, if any, give a brief description
- f. Membership of academic/ administrative/ Professional bodies, editorship of journals etc.
- g. Talks/ Lectures given.

Extension work:-

6.1 No. of Extension/ Training Programmes organised by you as a Leader\_\_\_\_\_ & as an Associate\_\_\_\_\_.

6.2. No. of Kisan Melas organised by you as a Leader\_\_\_\_\_ and as an Associate\_\_\_\_\_

6.3. No. of Field trips (& or Field days) organised by you as a leader \_\_\_\_\_ and as an Associate\_\_\_\_\_.

6.4. No. of Demonstrations organised by you as a leader \_\_\_\_\_ and as an Associate\_\_\_\_\_.

6.5.1. Total number of programmes organised by you at your work place (on campus)\_\_\_\_\_ and at farmer's place (off campus).

6.5.2. In the programmes organised by you as a leader, how many technical persons were trained (give number).....

6.5.3. In the programmes organised by you as a leader, how many farmers were trained (give number)

6.6. If you are a member of any committee or team (e.g. diagnostic team/ Zonal advisory committee, farmers advisory Committee, etc.), indicate number of such committees you are involved at:-

Block Level	:	_____
District Level	:	_____
Regional Level	:	_____
State Level	:	_____
National Level	:	_____
International Level	:	_____

6.7. Nature of association with the following Programmes (Mention regular if you are either employed or spending more than 50% of your time in activities of such programmes/ agencies) :-

1. KVK	:	Regular/ Occasional / None
2. NARP	:	Regular/ Occasional/ None
3. Lab to land	:	Regular/ Occasional/ None
4. National Demon- stations	:	Regular/ Occasional/ None
5. N.G.O's	:	Regular/ Occasional/ None
6. Private Agencies	:	Regular/ Occasional /None
7.Other (Specify)	:	Regular/ Occasional/None

6.8. On how many occasions have you communicated the information through the following mass media:-

1. T.V. \_\_\_\_\_
2. Radio \_\_\_\_\_

3. News papers & popular Magazines\_\_\_\_\_

4. Special talks/Lectures given\_\_\_\_\_

7. Participation in corporate life:-

a. College/ University/ institution

b. Extra Curricular activities

c. Enrichment of campus life (hostels, sports, games, cultural activities etc.)

d. Student welfare and discipline.

e. Membership/ Participation in bodies/ Committees of various activities,

f. Professional organisation of teachers/ research workers/ extension.

8. Training details (Mention important programmes: Do not include seminars/ workshops)

S.No.	Institute	National/ International	Duration (Weeks)	Year	Field (Give Code)
1.					
2.					
3.					
4.					
5.					

Field : F1. Management/ Administration

F2. Specific Field

F3. Skill Oriented

F4. Methodologies.

General data

(State briefly assessment of your performance indicating)

- a. Achievements
  - b. Difficulties faced
  - c. Suggestions for improvement
10. State whether you have fully complied with the code of conduct prescribed by the University.

Name and Designation

Signature of the Teacher/  
Research/ Extension Officer.

11. Verification of factual data:-

- a. General information
- b. Teaching
- c. Details of improvement/ contribution in teaching during the year.
- d. Improvement of professional competence.
- e. Research Contribution.
- f. Extension work contribution
- g. Participation in Corporate life.
- h. Overall assessment of the Teacher / Officer

Dean/ Director/ Head of Deptt.

Note:

1. In case of teachers, verification of factual data will be done by the Head of Deptt. concerned in case of Asstt. Professors and the Dean in case of Associate Professor and professors. For research and extension, of associate professors and above, verification will be done by the concerned directors and of assistant professors by the Head of Department.

2. In case of Deans/ Directors, this will be done by the vice-chancellor.

3. If any adverse remarks are made, the same shall be communicated to the Teacher / Officer concerned by the vice-chancellor and the reply received from such Teacher / Officer shall be kept on record along with the reports.

4. The Vice-Chancellor on receipt of reply from the Assistant Professor, Associate Professor and the Professor about the adverse remarks, shall obtain the remarks of the reporting officer and after examining them shall take further action of keeping the remarks or expunging the remarks as the case may be.

### APPENDIX 3

#### RAJASTHAN AGRICULTURAL UNIVERSITY

(For Officers except Dean's / Director's )

#### 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 K.R.A would vary from post to post.

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

9. 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

10. 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

11. 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	Unsasti-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-factory	Unsasti-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 resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also consider the capacity and resourcefulness of officer in handling unforeseen situations on his/her own; willingness to take additional and new areas of work.

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

4. Decision making ability  
Consider the soundness and promptness of decision making and also ability to weigh pro and cons of alternatives.
5. Supervisory ability  
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. Communication skill  
Consider the ability to communicate with accuracy, clarity, and consciousness. Also quality to present argument cogently.
7. Inter-personal relations and team work  
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	Unsasti- 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 officer's integrity or his ability to honestly execute his duties ?

Yes (        )                      No (        )

If yes please give details.

11. Efforts made you during the year to improve the 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 characteristic 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





(10) Leave at credit on full pay \_\_\_\_\_ month \_\_\_\_\_ days

(11) Certified that leave on

(i) Full pay (PL) for ----- month ----- days ----- from--- to---

(ii) Commuted leave for ----- month----- days ----- from

to be debiting ----- month ----- days leave on half pay to his  
leave account.

(iii) Half pay for ----- month ----- days ----- from ----- to -----

(iv) Leave without pay ----- month ----- days -----

from ----- to ----- is admissible under leave rules.

Section Officer

Establishment clerk

(12) Recommendation

(13) Order of sanctioning authority.