

8 ORDINANCES OF PONDICHERRY UNIVERSITY GOVERNING ADMINISTRATIVE MATTERS AS ON 2006



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ORDINANCES GO..V.ERNING THE TERMS AND CONDITIONS OF SERVICE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS PART—I EXTENT OF APPLICATION 1. These rules may be called the "Pondicherry, University (Non.Teaching Employees Terms Short ii(lc.and eontmnce• and Conditions or Service)' .Hules'*. These rules. shall lbe deemed to h'.vg come intp *force from 6th October 1986

2. Subject to the provisions in the Act and Statute* these rules shall apply to the Extent application employees of the Pondicherry University other than University teachers.PART—II DEFINITIONS AND INTERPRETATIONS fthe . various : terms used in these rules will Definition:, 3. Uaiessthe,, context otherwise '••.requir:es. have the meanings below: : and interpre• ta*ions (ii) (iii) (v) (viii) Average Pay means the average monthly pay earned duriög the 10 compiete caienda•r months immediately préceeding the mohtt* in which the eveht ocetirs which necessi- tates the calculation of ' average pay. Cadre means the strength of a service or a part of a service sanctioned as a separate unit. Compensatory Allowance _mgansa.an allowance granted .to-an employee to meet-the personal expenditure necessitated by the special circumstances in which duty is per- formed.- It includes travel•ting• atiwance. Duty includes (a) service on probation provided that such service is followed by édnfimation; (b) joining time. An employee may be treated as on duty durino the course of instruction or training. Employee (nan-teaching) means a University Employee other than Teaching Staff. Fee means a recurring or notFrecurring payment made to an employee from a source other than the funds of the University whether made directly to the employee or indirectly through the intermediary of the University but it does not include un-earned • incomersuch .as property, dividends and interests on securities and income from liteiary, artistic, cultural, scientific and technological •efforts. Honorarium means a recurring or non-recurring payment granted to an employee from the funds of the University as remuneration. .for special work of an occasional or. intermittent character. 1 (x) (xii) (xiii) Foreign Service means serVice in which an employee receives his pay with the sanction of the University from a source other than the funds Of the University. Joining Tirne means the tfrne allowed to an employee to travel to or from a station to •which- he* is }the jurisdiction of the Univecsity. Leave Salary means the monthly amount paid by the University to an employee who is on leave. Lien means the title of to •substantively. dither 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

"b;antively. Month means a calendar month. In calculating a period expressed in terms, of months and days, cdmplete calendäi months; irtegeptive of the tiumbät of days in each, should first be calculated and the od4 number of days qalculat9d itæpquentty. Officiating means whVtftWVet{öimS. the d@üs of a post on which another employee is holding a lien. An employee may also officiate in a vacant post on which no other employee holds a lien. Pay means the amopnt drawn monthly by an employee-*. (a) The' pay other thän special .pay or pay granted in view of his peréonal qualifi- cations whic.h has beeh sanctioned. or. in an officiating capacity. or to which he a cadre; and (b) Special pay and personal' pay. Personal pay means additional pay granted to an employee— (a) to save him from loss of substantive pay' in, respect of a pecmgnt post, other than a tenure post, due to revision of pay ot to any reduction of. such sub- stantive pay, otherwise', than• as a • (b) in exceptional circumstances on other personal considerations. Probation : A person on probation in a post is one appointed Ito that post for determining his fitness for eventual substantive appointment to the. post. Speciat Pay means an of •.the• ÉiätUré of pay, e%ktments of a post or of an employee, granted in consideratjpn .ofi\$ (a) the specially arduous oa.tur,e .of the duties (b) a specific addition to the work Or respohSibility. Permanent Post means a e•pøst carrying a definite rate of pay-gictioned without limit 'of time. Substantive Pay meahs the pay other than special pay or Vårsön#l pay to which an employee is entitled to on account Of a post tp *fié been appointed substantively. 2 (XX) (xxi) (xxii) (xxiii) (xxiv) Subsistenge ,Grant means monthly grant made to an employee who is not in receipt of pay or 'gave salary. -Temporary. Post means a post carrying definite rate of pay sanctioned for a limited time, Time Scäio Pay means pay which rises 'by periodical increments from a minimum to a maximum. Travelling Allowance means an allowance granted to an employee to cover tho "expenses which he incurs iti travelling in the interests 61 the University. University means the Pondicherry University. PART - GENERAL CONDITIONS OF SERVICE 4. (1) The non-teaching posts in the • University shall be subject to such aassifications as Government by any general order or special order make from time to time be classified as follows:- posts Recruitment and appointnrnens No. 1 2 3 4 DeScription of Posts A post carrying a pay or a scale df pafwith a max!mum of not less than Rs.135'OO/- A post carrying a pay or a scale of pay with a maximum of not less than Rs.90001- but less than Rs. 13500}. A post carrying a pay or a scale of pay with a maximum of over Rs,4000/. but less than Rs.9000/- A post carrying a pay or a seale of pay with a maximum of which is Rs.4000/- ot less 3 Classification of posts Group Group Group Group — 'D' 2. 4. 5. , / 77 ores OF The Registrar shall be a whole-(itne salaried officer of the University and he/she shall of Rs. 16400-45000900-500-22400 or as revised from time to time by the Execütive Council. His/her appointn•tent shall bc for a term of five years and it may be renewed for similar ternns. Provided Ihät in Lhe event of the Office of the Registrar being filled by obtaining (he services of a person on deputation / absorption, *he salary and other service conditions9 shall be such as may be admissible to him öcordinÉ to Lhe terns and conditions finalized in consultation with the parent Organisatidn. Registrar shall perfoml his/her functions and duties as laid down 'in the Statutes and Ordinances. Registrar shall be provided with unfurnished University accommodation for which he/she shall pay rent at the uswal rate. Olher condilidns or service of the Registrac shali be as ptmt'idid ill Ille. "Contract of Set-vice of Offié€rs" (enclosed) and approved by the Executive Council, subject to such other additional •conditions us may be .sp•ccifiéd by the Executive' Council. The contract of service; of the Registrar shall be signed, on behalf of.the University, by the Officer (he. duties of the Registrar at that time or by the Finance Officer of the University. 4 ••Fi.irm of Service for Officers or Agrccmenl made this the belween (hereinafter called lhe 1 Officer') of ai.i4• Elhé Pondichcn-y University being a body cörpd?aié Constituted under (he •Vniversity. A'cl, 1985 (No. 53 01' 1985) (hereinafter .câi{ed .the 'University') of the :sefönd pare. it',TS as rollows: 1. That the University hcreby ap•points with .effect fern. the . ond . lhc said (o be. in officer of the University . hereby accepts lhe engagerment and undertâkes to •take such part ih the activities qf the Uriiversily and perform such duties in Che University as may' be required byi and •in accordaqce with the said Act, Statutes and Ordinances (ramcd thefc tillder, for the being in force, 2. The officers pay will be. fixed in the scale of Rs. accord"lléc wigli npptit:able the (Jitivergily enil)loycc.g hé/.ghc/sile wll bc oligib}c In homal 'increments as applicable in the rule

3. That the said , shall be a whole.time Office? ofähe University and unless the contract is terminated by the Executive Council. or by thé Officer before the expiry of the term of his/her/her appointment for which he/she./she is •ap'poixited or is terminated as hereinafter provided, shall continue in the service •of the University' for •the •period of his/hel appointment -as* aforesaid,

4. That the said Officer agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided (that no change in the terms and conditions of service of Officer shall be made after his/her appointment in regard scale DC pay, increments and provident fund 50 to 100 per cent hitu/her.

5. That the Officer shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly, in any trade or business whatsoever, or other work to which any emolument or honorarium is payable. It is further agreed that his/her engagement shall not be liable to be terminated before the expiry of the aforesaid period of appointment by the University except on the ground of misconduct as laid down in Statute 27 of the Statutes of the University

7. Any dispute arising out of this contract shall be settled in accordance with the clause (2), of Section 31 (reproduced below): "Any dispute arising out of a contract between the University and any employee shall at the option of the employee be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council; one member nominated by the employee concerned and an umpire appointed by the President. (or. The decision of the Tribunal shall be final, and no suit shall lie in any Civil Court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940" 8. The Officer may, at any time terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may at its discretion. 9. The termination of this engagement, for whatever cause, he/she shall handover to the University all records and such other articles belonging to the University as may be due from him/her. In Witness whereof the parties hereto affix their hands and seal. Signature Designation : 1. Signature Designation In presence of 2. Signature Designation Signed and sealed on behalf of the University under the authority of the Executive Council Signature Designation Signature In the presence of 2. Signature Designation 6 12, 3, 4. The Finance Officer shall be a whole-time salaried officer of the University and he/she shall receive pay and other allowances according to the pay scale of Rs. revised from time to time by the Executive Council. His/her appointment shall be for a maximum period of five years, provided that the Finance Officer shall be appointed on deputation basis from salary shall be organized Accounts/ Audit department to him/her according to the rules of deputation of service to which he/she belongs. The Finance Officer shall perform his/her duties and functions as laid down in the Statutes and Ordinances of the University. The Finance Officer shall be provided with unfurnished University accommodation for which he/she shall rent at the usual rates. Other terms and conditions of service of the Finance Officer shall be prescribed in the "Contract of Service of the Officers" and approved by the Executive Council subject to such other additional conditions as may be specified by the Executive Council. The contract of service of the Finance Officer shall be signed by the Registrar on behalf of the University. (2) Qualifications for Appointment The age, qualifications and method of recruitment to appointment to various posts in the University shall be such as may be prescribed in the relevant recruitment rules or as determined by the Executive Council from time to time. (3) Fitness : (a) Appointment of persons by direct recruitment for a period not more than 3 months shall be subject to their being found medically fit by the Medical Officer of the University or any Other Medical Authority authorised for the purpose by the Medical Officer not below the rank of a Civil Surgeon. (b) No person shall be appointed if it is satisfied that he possesses (4) Methods of Recruitment to be by (5) Recruitment good character and conduct. Recruitment : posts may be made— direct recruitment or promotion, transfer or deputation from : Deputation : (i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or temporary posts in the next lower grade. Every appointment shall be subject to seniority. (6) Appointment : (i) Appointment to a post shall be made by the Executive Council or by the Officer authorised by it for the purpose on the recommendations of Selection Committee constituted for the purpose from time to time. The age, educational and other qualifications for appointment to the post and the methods of recruitment shall be such as may be determined by the Executive Council from (7) Ad hoc Appointments : Notwithstanding anything contained in the above clause, the University may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make appointments

a*ohtments. (8) Appointments in the place, of, employees. Where an employee has been dismissed, removed or the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled to the prejudice of such person until the appeal, if preferred by him against such dismissal, 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. (9) Re-employment in service beyond the date of superannuation: Notwithstanding these rules the University shall have power: to extend the services of the employees of the University beyond the age of superannuation; to re-employ persons who have worked under the Central Government or State Government or Union Territory Government or other Universities and who have retired from service on superannuation or on other grounds except on invalid grounds, to absorb permanently Government Servants who have been on deputation to the University and to retain them on re-employment basis. The over-riding consideration by the Executive Council for the grant of extension of service/re-employment is that it must be in the interest of the University and in addition satisfy one or more of the following conditions: (a) that no suitable person could be made available from the lower cadre on promotion; (b) that the officer of the University is a person who has been on deputation to the University and he may be employed in any manner required by proper authority without claim for additional remuneration. 5. (a) The absence of an employee of the University from duty, whether on leave or on Employees absent from foreign service shall not read against him ineligibility to the privileges in respect of seniority, duty promotion and confirmation which he would have enjoyed but for his absence if he is fit: otherwise. (b) No permanent employee shall be granted leave of any kind for a continuous period exceeding five years. (c) Where an employee does not return to duty after remaining on leave for a continuous period where an employee after the expiry of his leave remains absent from duty, other than on OQ foreign service or on account of suspension, or for any period which together with the period of the leave granted to him exceeds five years, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the University service. TENURE 6. (1) Every person appointed on regular basis to a post in the University whether by Probation promotion or by direct recruitment, shall be on probation in that post for a period of two years, and confirmation provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding 2 years the reasons thereof to be recorded in writing. (2) Where a person appointed to a post in the University on probation is, during his regular period of probation, or extended period of probation found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may: (i) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment; and (ii) in the case of a person appointed by direct recruitment terminate his services under the University without notice. (3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his period of probation be eligible for confirmation in that post. (4) No employee shall be confirmed in any post unless— (i) the service of the employee under the University is approved by the Appointing Authority.

7. The seniority of an employee regularly appointed to a post according to rule shall be determined by the order of merit indicated at the time of initial appointment. provided that the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the duly constituted selecting authority irrespective of date of joining the post, persons appointed as a result of an earlier selection being senior to those appointed as result of subsequent selection. 8. (i) An Employee shall be a temporary employee of the University until he is confirmed in a post under the University. (ii) An Employee confirmed in any post under the University shall be a permanent employee of the University. 9. (1) The Services of a temporary employee may be terminated by the Vice-Chancellor/ Executive Council without assigning any reason at any time by notice of one month in writing given to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his service as the Government may determine the period by which such notice fails.

short of one month. (2) The services of a permanent employee may be terminated by the Vice-Chancellor/ Executive Council at any time by a notice of three months or on payment of pay and allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three months' pay and allowances drawn by him immediately before the termination of his service. If the post he was confirmed in is abolished. (3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave. 10. (1) Except as otherwise provided in this rule, every employee of the University shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years provided that an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years. (2) No employee shall be granted extension in service beyond the age of retirement of 60 years (save under special circumstances with the sanction of Executive Council). However, in any case of service exigencies, the services of any employee are required, beyond the age of superannuation, such employee, or, a case to case basis may be allowed to continue in service on ad-hoc employment terms & conditions* for a maximum period of two years or till such time, such exigencies ceases, whichever is earlier with the approval of Executive Council. 10 (3) Notwithstanding anything contained in this rule, the Vice-Chancellor shall, if he is of the Opinion that it is in the interest of the University so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice; (i) If he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years, after he has attained the age of fifty years: (ii) any other case after he has attained the age of fifty-five (4) Any employee may, by giving notice of not less than three months in writing to the Vice-Chancellor, retire from service after he has attained the age of fifty years if he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years and in all other cases after he has attained the age of fifty-five years: (i) it shall be open to the Vice-Chancellor to withhold permission to an employee if, under suspension or when he seeks retirement under this clause. (5) At any time after an employee has completed thirty years qualifying service— (a) he may retire from service, or (b) he may be required by the Appointing Authority to retire in the interest of the University and in the case of such retirement the employee shall be entitled to a retiring pension. Provided that— (4) (a) in writing to the Vice-Chancellor at least three months (b) (ii) date on which he wishes retire, the Vice-Chancellor may also give a notice in writing to an employee at least three months before the date on which he is required to retire in the interest of the University or three months' pay and allowances in lieu of such notice: Provided further that where the employee giving notice under clause (a) of the proviso is, under it shall be open to the Vice-Chancellor to withhold permission to such employee to, retire under this rule. At any time after an employee has completed twenty years qualifying service, he may, by giving notice of not less than three months in writing to the Vice-Chancellor, retire from service. The notice of retirement given under sub-rule (1) shall require acceptance by the Vice-Chancellor: where the Vice-Chancellor does not refuse to grant the permission for retirement, before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period. 11 (iii) An employee, who has elected to resign and has given the necessary notice to that effect to the Vice-Chancellor, shall be precluded from withdrawing his notice, except with the specific approval of such authority: Provided that the request for withdrawal shall be made before the intended date of his retirement. Resignation provision for existing employees Service Books Confidential Reports Tests examination: Residuary conditions of Service 11. Subject to the acceptance of resignation by the Vice-Chancellor a permanent/temporary employee may, by notice of three months/one month as the case may be, (a) in writing addressed to "the Vice-Chancellor, resign from the service of the University, or by payment of salary in lieu thereof: Provided that the Vice-Chancellor may, if it deems proper in any case, permit a permanent/ temporary employee to resign from service on notice of less than three months/one month. 12, Every person holding a post of fiduciary in the University from the commencement of these rules but before the publication of these rules shall be deemed to be governed by the provisions of these rules and shall draw the pay drawn by him immediately before the issue of these 13. (i) the University shall maintain a record of every employee in

such• form as may be (ii) The entries in the Service' Book of an employée made by the officer authorised in this behalf by the Vice-Chancellor. 14. (i) Such officers of the University as may be prescribed by the Executive Council, shall report confidentially on the work and conduct of the# not less than three months in the financial (media.töl.y ,pceceAdlqg..anN forward their reports to the Registrar •or atiY ' purpose. (•ii) The •auth'0Fitvad.WilbQhaüe *the discretion to determine which unfavpu.ra>le. tsp.pr.ts pr por;tlqny •th•Oröof ;äre Weight rpnough to be communi- cated to thd Offi#er • 'ie '8H9d• 'ööttriöö 'shoudt be communicated within a speCific Berid Bi'iB}sehtatlon agäinst the adverse iemarkS •"hä'ie%" Ibe niäde' •two' 'iiiöift5s and would lie to the next higher auth91;iFy' Reviewipg

15. University employees shall be other tests or examinations as may be prescribed by the Executive Council; The Executive Council may also lay down rules regarding the periods Within whichMtHä• of not passing the tests and other cognate matters. , Any .m•attet relating to 'the aFårdÄöyee for which no provision is made in these rules shall be determined by the Exöcutivå Council. 12 f 7. Notwithstanding anything contained in these Rules the Vice-Chancellor may, if he is satisfied Maintaining of essential .at. there existed an extraordinary situation, notify certain categories and number of employees as service may, deem necessary. as essential to perform certain duties for maintaining services considered ispensabie for a period not exceeding 90 days. Refusal to attend to such duties will tender them fable for major penalty including dismtssa•l frotn service

18. Notwithstanding anything contained in these rules.the Executive Council may, in the case power to of any em>loyee, relax any of the provision of these rules to relieve him of any undue hardship relax arising from the opesration of such provisions. or in the interests of the University

19. Where a doubt arises as to the interpretation of anptication of any of the.provisions of Removal Of itthese rules. the matter wili be referred to the Executive Council and its decision shall be final. PART - V PAY AND ALLOWANCES 20. The standard scales of pay for the posts created in the University service shall be as detailed doubts \$0.—.Q.a. below: Classification GrouÅ A Group A Group A ' Classification Group B Group B Group C Group C Group C Group C Groüp C Group C Group C Group C Group D Group D Scale of Pay Pee-revised (2) Rs.4500-150-5700-200-7300 Rs.3700-1254950-150-5700 Rs.2200-75-2800-100•4000 With effect from 1.1.86 Rs.2000-60-2300.EB-75-3200-100-3500 Rs.2000-60-2300-EB-75-3200 Rs. 1400-40-1800.EB-50-2300 Rs.1320-30-1560-EB-40-2040 Rs. 1200-30-156Ö-EB-40-2040 Rs.975-25-1150-EB-30-1540 Rs.950-20-1150-EB-30-1500 Rs.950-20-1150-EB-25-1400 Rs.825-15-900.EB-20-1200 Rs.750-12-870-EB.14-940 Revised (3) Rs.13400-450-20qoo.500-22460 Rs.12000-420-18300 Rs.8DOO.27+13500 With effect from 1.1.96 Rs.6500-200-10500 Rs.6500-200-105DO Rs.5500-175-9000 Rs.5000450-8dOO Rs.4500-125-7000 Rs.4000-100-6000 'Rs.4000-10&6000 Rs.32CO-85-4900 Rs.3050-75-3950-80.4590 Rs.3050-75-3950-804590 Rs.2750-70-3800-754400 Rs.2650-65-3300-70-4000 Rs.2550-552660-60-3200 Note : The pay scales which have been extended to the existing incumbents with prior permission of the competent authorities, but are different from those approved by the Government, shali be given as personat to the current incumbents of those posts on the consideration that they have already been drawing banefits of the grade in the pre-revised scale. Once the incumbents vacate the post, the pay scales would be reverted to the approved level, which exists in the Government. 13 initial pay No Post shali ordinarily be created in a scale of pay diher" Chan those mentioned above

21. An employee Shatt.on his appointment to a post on a time•scale of pay, draw pay at the minimum of the time-scale unless the Appointing Authority decides that he Shall drew pay at any higher stage Provided that, When such appointment made by promotion— The pay of the first bet Encrpased, by one' increment in the lower scale, and then fixéd in the higher scale at the stage next above: The employee shall, however, 'have the optibn to be exerejsed in writing within a period of three months of 'his promotion. either to have his pay • fixed in the higher scale of pay from the clade of promotion or from the . daw. on which his next. annual . jnctßmönt falls due. The option, once exerAsqué, If he had ppvioüsfy sewed in the -same post or iW*.ny other: post under the Univer- sity on the same or identical time.scale of, pay. and ya'S drawing pay higher than Khe pay admissible to him undec clause (i) he shall cit>W such higher pay and the period of his duty in such post on such pay shan also count for purpose ot increment in the .higher post. Fixation of • pay of re-employed pensioners . Thq.. initkal& pay of a penstoner including officers pensioned off and retired on iiov:dent fund and from the service of *State Government. Railways and' Défence•

Establishments, etc.. re-employed in the University -should be *fixed, at the Minimum stage of the scale pay prescribeCf6r the post 'in which the' individual is re-employed. 'In addition hé may be permitted to draw separately any pension sanctioned to him énd to retain any other form of retirement. benefit (G.P. Fund* Gratuity commuted valuasof pension, etc...) provided the iOtaI amount of initiat pay plus the gypss amount of pension and/or rhe pension equivalent of other fo'rms of retirement "Refits does"hbt exceed (1) The pav' he drew before his pay) or (2) Rs. 26,000/- whichever is less Note: (1) In ail cases where either of these limits is exceeded the pension and other retirement benefits' may bg paid in full and the made in the pay so as to ensure that the Rotali of pay end within the prescribed timits. After the pay is fixed either* at the minimum .ot: • hiähir süäe, or below tbd miciictium as a result of the said adjustments increase in pay: may at(gw.ed after each year of service at the tate of increments admissible, as if the pay hid been• fixed at ghe minimum or *the higher stage as the case may be. 14 Note: (2) Pay tast drawn before retirement will be taken to be substantive pay plus special pay, if any: pay drawn in an officiating appointment may be. taken into account if it was drawn continuously foc at least one year before retirement. in minimum pay of the post in which the officer is re-employed is more .t.tpn the officer concerned may be -allowed the minimum of the prescribed and pension equivalent of other retirement benefits. Once initial pay of re-employed pensioner has been fixed in the manner indicated above he may be allowed to draw normal increments in the time scale of the post to which he is appointed provided that the pay and gross pensioh/Pension equivalent of the retirement benefit taken together does not at any time exceed In the case of Officers holding Group A post who retire before attaining of 55 years, their 1st Rs, 1500/- of Pension, -shall be ignored in fixing their initial pay on re-employment. Persons who were in re-employment in the University service as on 1.1.96 and who were drawing pay- in the pre-revised seale of pay, the initial pay of such re-em>loyed employees of the University. shall be fixed in the manner indicated in the Govt, of India O.M. Dept. of Personnel & Training O.M.No.3/12/97. Estt..dt.19.11.1997. anything contained in the foregoing paragraphs the Vice-Chancellor, in special circutnstances, shalt have the power to fix the pay of the re.employed pensioner at a higher stage and permit him to draw the normat increments in the time-scale of the post to which he is appointed. Increments 22, (i) An increment shall ordinarily be drawn as a matter of course unless it is.withheld by the competönt authority if the conduct of the employee has not been good or hiS nov been* • SâtBGetary. Gi) . bar ise•päscribed in. the time:scale, the increment next above that beresha.liem* be givenito ap., employee .withouxspßFifiG, the Vice.Chancellor. 23. 3%'AlLO duty in a pest oti ahimwscale •coudts th3t,time.scate. Service counting for increments •Séæiee •another: equivalént ot higher•post, foreign service and joining time wilt (c) (d) count -incremens. All jeave except ext.raotdinary leave taken witheut medical certificate wili also count for increments. „ox,ttaord.iaary,. putpo*ps shall automatically co.unt as qualifying service for pension and increments without any•further sanctions (i) Extraordinary leave granted duo to inability .of a University employee to join or rejoin doty on account of civil commotion. (il) Extraordinary leave granted to a University employee for prosecuting higher techhical and scientific studies. 24. A'NéaipLöYööuiider>su'SbenSioh :sháll., during.the periodvofswspension, draw subsistence Pay during suspension allowance equivalent to half r-äte• .of is•• him immediately before the commencement pf the• suqpæiSion and in addition the deamess allowance as admissbile on the basis of that pay aid comp%iSatoty •åfröwānces admiSsi'ble from •time to •time on the basis of pay which he was iin .teceiot on. the date of suspension. subject to fulfilment of other conditions laid down for the drawal of such allowances. 15 Provided that where the period • of suspension, .exceeds; thæt' months, .the• authority which made or is deemed to have made the- order of suspension. shall to vat-y the• amount of subsistence allowance for any period petiod of the •first three. months as. follows : (iii) The amount of subsistence allowance may be increased' 'by a: ' sUitå5le amount, not exceeding 50 per cent of the subsistente• attowan•€e. admissible: dutiri9 the period of the first three months,iift in the opiniöh-öf theusaid authÖHty, .the period of suspension has been prolonged for reasons, to be recorded in writing. not directly attributable to tha employdé. • The amount of subsistence allowance by a suitable amount, not exceeding 50% of the subsistence allowance:admtssible: during .the• period of the first three months, if in the opihion Qf the authority, the ypeqiöd of suspension has been ptotonged for reasons to be !ecöded. in writtöd;• diréci19' äiiribuGbjb "to. tie employee. The rate of the dearness allowanee;nwill on tHs fñcreased' asr the case may be the decreased amount of subsistence' allowance admissible, •u.ndet sub•ctause (i) and (ii) •above. (2) No payment under sub.rule (i) shall .bß:. mq4a ggqgess,. furnishes a declaration that he is not

of a competent Court. or stepdaughter of the employee wholly dependent on him; or a child or .Who is no in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law; Any other person related whether by blood or marriage to the employee or to the employee's wife or husband. and wholly dependent on the employee. , "finesque, Authority" means the Vice-Chancellor authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule. PART—II (1) Every employee shall at all times Short title and commencement Definitions General (i) Maintain absolute integrity; (ii) Show due regard, and (iii) Do nothing which is unbecoming of an employee of the University. (2) (i) Every employee shall take all possible steps to ensure the integrity and devotion to duty of himself and his subordinates under his control and authority; (ii) In the performance of his official duties, or in the exercise of his powers, he shall be guided by the best judgment except when he is acting under the direction of his superior. 19 Employment of near relatives of University employees in companies or firms Taking part (iii) (iv) (v) (ii) (b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction is unavoidable, the official superior shall confirm it in writing immediately thereafter: (c) An employee who has received oral directions from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the same in writing. Unless otherwise specifically provided in the contract, an employee may be assigned to him by the competent authority beyond the scheduled working hours and on closed holidays and Sunday. An employee shall observe the scheduled working hours and must be present at the place of his duty. Except for valid reasons and in his best judgment he shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of more than three days as absconding from duty and his service is deemed terminated. Explanation : Nothing contained in clause (f) of sub-rule 32. shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from his superior, or otherwise. No employee shall use his influence, directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University. No employee shall, in the discharge of his official duties deal with any matter or give any aid or assistance to any person if any member of his family is interested in such matter or contract in any other manner. No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics; or shall in, subscribed in aid and elections of, or assist in any other manner, any political movement or activity.. [2] it shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any movement or activity which is, or tends directly or indirectly to subvert the Government. or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of any such movement or activity, he shall make (3) If any organisation takes part in politics or movement within the scope of sub-rule 5.2. the decision of the University thereon shall be final. (4) No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority: Provided that— 6. 7. (ii) An employee qualified to vote at such election may exercise his right to vote. but where he does so. he shall give no indication of the manner in which he proposes to vote or has voted; An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the performance of a duty on him by or under any law for the time being in force. Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall not amount to using his influence in connection with an election within the meaning of sub-rule. No employee shall be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India. public order, decency or morality. No employee shall— engage himself or participate in any demonstration or strike which is prejudicial to the interests of sovereignty and integrity of India, the security of the State, friendly relations with foreign states. public order, decency or morality or which involves sedition or incitement to rebellion; or resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee. No employee except with the previous sanction of the University, own

wholly or in part, or conduct, or participate in the editing or management of newspaper or other periodical publication. No employee shall, except with the previous sanction of the University, or of the prescribed authority or except the bona fide discharge of his duties— (a) publish a book himself or through a publisher, or contribute an article to a book, or a compilation of articles, (b) a radio broadcast or contribute any article or write a letter to any periodical either in his own name or anonymously or in the name of any person: Provided that such sanction shall be required— if such publication is through a publisher and is of a purely literary, artistic or scientific character, or (ii) such broadcast or such contribution or writing is of a purely literary, artistic or scientific character. 21. Joining or associations employees Demonstration and strikes Connected with press or radio Representation Criticism of Government and for University Evidence a committee. of any other authority Unauthorised communication of information Subscriptions Gifts (ii) Whenever an employee wishes to put forward any claim or to seek redress of any grievance or any wrong done to him, forward his case through proper channel and shall not forward any advance copies of his application to any higher authority, unless the authority has rejected the claim, or refused to entertain, or the disposal of the matter is delayed by more than three months. No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter, or to in the 9. No employee shall in any radio broadcast or in any document published in his own name, pseudonymously or in the name of any person or in any communication in the press or in any public utterance, which has the effect of policy or action of the University or the University Grant or which is capable of creating dissensions between, the University and the Government or the Government: Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him. -10. (1) Save as provided in sub-rule 10.3, no employee except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority. (2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticise the policy or any action of the University or Government. (3) Nothing in this rule shall apply to— (a) The evidence given in any judicial enquiry; or (b) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor

11. No employee shall, except in accordance with any or special order of the University or in the performance in good faith of, the duties assigned to him, communicate directly or indirectly any official document, or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document information

12. No employee shall, except with the previous sanction of the University, or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever. 13. (1) Save as otherwise, provided: an employee shall accept, or permit any member of his family or any other person acting on, his behalf to accept any gift. 22. Expressions 'The expression free transport', boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with employee. Note

1. A casual meal, lift or other special hospitality shall not be deemed to be a gift. Note: 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm, organisations, or from universities and Colleges, etc. (2) On Occasions, such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds— (i) Rs. 600 in the case of an employee holding any Class I (Group A) or Class II (Group B) post; (ii) Rs. 250, in the case of an employee holding any Class III (Group C) post; and (iii) Rs. 100, in the case of an employee holding any Class IV (Group D) post. (3) On such occasions as are specified in sub-rule 13.2 an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the University if the value of any such gift exceeds— (i) Rs. 200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; (ii) Rs. 100, in the case of an employee holding any Class III (Group C) post; and (iii) Rs. 50, in the case of an employee holding any Class IV (Group D) post. (4) In any other case, an employee shall not accept, or permit any member of his family or any other

peisâii• his behalf to acceÖt, any gift without the sahction of the University. if the value thereov e*cöeds— (i) Rs. 75. in the case of an employee holding any Class I (Group A) Of Class 11 (Group B) post: and (ii) Rs. 25, in the case of an employee holding any Class III (Group C) or Class IV (Group post. (5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts. (6) Gifts from foreign dignitaries which ate not of symbolic nature may be retained by ant empldyee•. if it-feretnärkoövalue• ggifv in thö. :country •OT origin does not exceed Rs. 3.000. (7) Where ...thee . is deubB• from a foreign _dignitary is o. symbolic nature or not. or •whéré ••.the market value of the gifts in the country of origin apparontiy exceeds Rs. 3000 or where: then is any doubt about the. actual market value of the: gifts, the acceptance of such gifts and retentioen thereof by the employee shall bo regulated by the instructions issued by the Government/Unlvetsity in this, regard , from. time: to time. 23 Dowry Public demoostntion (8) An employee shall •not -contracting with the University or. is one with* which the •ffict8t dealings; Acceptance of gifts by an employee from any.'•othet to the, •provisions. of sub-rule 13.4. 13. A. No •employee shall— (i) give ot take ot abet the• giving. :or• (ii) demand, directly or parents-06 guardian.:ofi..a• bride - gr bridegroom, as the case may be.. any,' Explanation : For the, purpose •of this rule, 'dowry* has the same meaning in the Dowry Prohibition Act, 1961 (28 of 1961)

14. No employee shall texcept with the.:ptevius sanction? •.thö• Vice-CGBhcetIor. receive •any complimentarr' or valedictoryladdtess •or •entertainment in honour of employecs of the univcrsity Private trade ot empioy• ment held in his honour, or in the honour orf.;aqy. Provided that nothing im this :rutå •shall: apply':tb— (i) a farewell entertainment of a substantially private end informal character held in honour of an employee on the occasion of his ratirement or transfer or any person who has recently quitt6d the service .6f•the Uhiverstty; or • (ii)v the acéptance of simple and inexpensive entertainment arranged by •publ:fc bodies or iostitutions: •Exercise• of pressuie•• ihflÖence dhy •sort äny '-employee to induce Nbte : him to subscribe towards any farewell. enteinqment even •if. .it is ot a Nbstantially private or informal choragj?! 4Qd collection...pf t*gbfffiæiens. from Group "C" or Group "D" • employees undec a•ny ctrcumsmnces *for pf. •employee not Group "C" or Group is foibiddén. 15. (1) No employee shall except with theorevious• unction of the VHiv:ersitY. engage ditedcy or. indirectly in any Wide gr.. •bu\$iness, •wnpment•. Provided that an employee may. without such• sanction— (i) undertake honorary work of •a chetitabl&. (ii) undertake occasiqnal work of a literary, artistlc or scientific character; or (iii) participate in sports amateur, all •the ..cases. his official duties do not thereby suffer. He• shall not Undertake or shall discontinue such work •or •actiVity: if Canvasging by an employee' in Siupport- of the • business of insurance Explanation : agerscy, commission agancy.i •mother rhimb6t of his family shalt be deemed SbretÖK 24 (2) shall. if any. ,member, Ofc his •family;" is engagod Zia a trader Or &usiaöss•• or own or, manages tan *insurance , .commission .agenc9, (R) Np. employee. shall, without -the pravius. sanction of .the University except in the i discharge of his official duties. take part in the registration, promotion or management of any bank or othér company which is required to be registered under the Companies Act. 1956 (1 of 1956) the time being force ot' any ?co-o-pérative• soerety. for commercial purposes: public Pr.ovid4d 4hat an employee may in promotion•ormanagement- of— (i) a co-operative society substantially for the benefit ot the employees registeråd uhdor •the Co-operativßdcieties •1912 (2 of 1912) or any otheratåw"for• in force; or (ii) a literary, scientific or charitable society registered ..undet the Societies Registration Act, 1960 (2 of 1-960) cr any other law for the time being in force. (4) No employee ; fae for : any work: him .;for any .private or body or any ptivete persorp withoutiiEhe sanbntion of the competent authority: of the University, 16. (1) No employee shall speculate in any stockc share, or othe,• investment. Explanation : Frequent purchase or sale or both, of shares, securities or other invéstments shall be deemed to be speculation within the meaning of! this sub-rule. (2) •No emp(öyöe shall make or permit any m•amhgr nf bis {family or any* person acting Investment lending and borrowng on his b'ehälf, to make, any 'investment which is likely to embarrass or' influence him in the discharge of,- his (3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of ihQU0ivzrsitYÄb9teon shall be final.. (4) (i) No employee Shal-I. save in the ordinAfY,,gourse. of business wi!h ya bank or a 'public limited company, either himself •any member of his family or any other person acting on his behalf— *lead. Qt. borrow or deposit money, as •a, ,péuipai-pr,;. an agent, to, xor. {rom. or with any or firm or private limited company within: *the • locel limits of his authority or. wtljwbam•he is likely to haye of tjcialydealingst.or otherwise place himself under any

pecuniary obligation to such person or firm or private limited company: or •Qb) ••lén'd to' any :pevson af interest. •zor in- a mannet •whereby return in money or in kind is charged or paid: •Providöd9that an-employeomay. • *give to or, accept from. a relative or a personal friend, loan of-a; smalli amount free of iriterest or Operate a credit account tradesman or make en advance of pay to. his private employee : - PwÅd9d that nothing•imRhi;, sub-ruleshall..tapply in• respect of any transaction entered into by an employee . wjth,,the prev.ioqs;sanction• of. the, .University. (ii) When an employee• Is ',nâtuie as would involve •him, in. •.the. of ••thg• .sub«rule• or .eub-eulø .16.4, he shall forthwith report the circumstances to the prescribed authority and shatt thereafter act in accordance Witli sudh 'brdet"ås by such authority. employee or Insolvency and habitual indebtcdncÆ Movable, immovable and valuable property insolvency. An employee against whom any •legal pr,ceedihgs is initituted for the recovery of any debt due from him or for äjudaihg• .ittte t.feill#facts of the legal proceedings to the University. The burden of proving that the insolvenéy w.as the result of circumstances which with the exercise of ordinary diligence, the. could not have foreseen ot over which he had no control, and had not proceeded from extravagant ot dissipatäd• •fabits;• a •return the full 18. (1) • Every employee Shatt.. post submit of his ;liäbllltlesp in .by 'the University-c. giving particulars regarding— (a) the immovable property inhaiiied hiiii or. 6Wned ot a'éâÜiüd by him or held by him on lease or mongage reither- name of.. any. member of his. family or in- the name of any • (b) shares. •debentures and cash including bank déposits inherited by him or similarly owned, -acquir9d, ot •held by hint;' (c) other movable property' inherited by him or similarly owned. acquired. or hetd by him; and (d)' debts and other liabilities 'direétiy ot Indirectly. Nata- : Note 2: Note 3: éhBVl hot otdiöäriily _ 'fy (Group D) servants Sub-rule 18.1. but the University iiiaY• it •ehäl) to any such employee or class (Group) of such ehtpt09eäS. in all' Rs. 2.000 may•be daily use such "•tloth6G, 'ifteh@ilFäoékÖi668öU•, in.' such retum. (i) Where ar. employee atf6adY%élohging to •artéöiee. -or *Kolding a post is appointed to any •other .civilr. servico 0F.post he, shall not be required to submit a fresh return under this clause. (ii) Every employee belonging included in Group A or Group .B • "turr be prescribed by, Univecsity• inathi% the immovable property inherited by him or acquitddh by •hin •or hard by him on lease or .mortgage eithÖr {in Of "«any-•member of his fami19f Of in the name any: person. 26 1 Bto• shall except with knowledge the University, acquire or dispös&. of any immovable property • by lease, •.mongage; purchase; •sale, cgift or otherwise either in his own name or in the name of any mämber of •his±faniilv: Provided that the previous sanction 'Of the' University shall be obtained by the employee if any such transaction is— •Ci)• with a person having officiaiv-dealings with the •employee. (3) Where an employee enters into a transaction in respect of movable property either . in his own name or in Nte name of a member of his family, he shall, Within one month from tfie date of such transactfört, report the same to the University, if •the value of such property exceeds Rs. 10,000 in the éäse •of an employee holding any Ctess I (GFOUp A) or CtasS 11 (Group B) post or Rs. 5,000, in th'aVCäSe of an employee holding any Class ITT• (Group C) or Class IV (Group D) prnv.iouxsäñction of the University any such transaction— with a person having official dealings with th6 emiloyee. may, at time by general ot négial order, require an employee to tqtni\$h, wit a specified in the order, a full and com'plete stâtémént of such movable or immovable property held 06 acquired by him or on his boh@lf or by any member of his family as may be specified in the order, Such statament shall if so required by ghe University, include the. details of the • mean\$ by wmhiQh, the source from which, eych•.. pr.operty• was acquired. (5) Th9"• Univetsity may category of to Claés III (Group C) or Class IV (Group D) from any of Ehe provisions of this rule except sub-rule (4). No such exemp- tion shall, however. be made without the concurrence of the Executive Council. Explanation 1 For the purpose of sub-rule (1) the expression movapeny propeny includes (a). .Jéwöllöry, insurance policies ithe- annual ptemja,,p\$ Rs. 2.000 or önb sixth of the total annual emoluments received from the University, whichever is -less, shares, •securities and •debentures; (b) such employees wheth@h.segur.ed ot not; (c) .motgr molor cycles, horses, oc any .other_ means of conveyance; and (d) refrigerators. radios, radiograms and 'televiéion safs. For the purposes of this rule, "leaSe" means; except where it is obtained from 01 Explanation 2 : ;8i.persan having official dealings with th9\$:remployee,• a lease of immovable property from year to year or for any term exceedinâ or receiving a yearly rent. 18—A Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc. NotwithStanding ari9thing contained in sub-rule 18.2,- noa employee shirr. " except with the previous santtion of the ' prescribed authority:— lease, gift or otherwise, either in •his own name or (a) acquire by purchase, mortgagee •in the name of any member pf his family,

6. The following penalties may be imposed on an employee namely Minor Penalties (iii) (iv) CengurV Withholding of promotion Recovery from the pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of rules of the University or directions of superior authorities. Withholding of increments of pay Major penalties (v) (vi) (vii) (viii) (ix) (iii) Reduction to a lower stage in the time scale 'Of pay for a specified period; with future directions :whether or net earn. increments of pay during the period of such reduction and after expiry of such period the reduction will not have the effect of postponing the further increments of his pay. Reduction to a lower time-scale of pay, shall ordinarily be a bar to the promotion of the employee to a higher time-scale pay grade, post or service from which was reduced & with JGC Withholding of increments of pay directions regarding conditions of restoration to the grade or post or service from which was reduced. Where such reduction has been made. Compulsory retirement Removal from service Dismissal from service Explanation: The following shall not amount to a penalty within the

meaning of this rule; ha'måly:— Stoppage of an employee at the efficiency bar on the ground of his unfitness to cross the bar; Non-promotion of an employee; a withdrawal of officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible; Reversion of an employee appointed on probation to any other grade or post; his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment; rules governing such probation. 32 (v) (vi) (vii) employee. Reversion of an employee officiating in a higher grade or post to a lower grade or post on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct. Replacement of the services of an employee whose services had been borrowed from outside authority, at the disposal of such authority. Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement. Termination of services— (a) of an employee appointed on probation during or at the end of the period of his probation in accordance with the terms of his appointment or the rules and orders governing such probation; or (b), of a temporary employee in accordance with the terms of appointment; or (c) of an employee employed under an agreement, in accordance with the terms of such agreement. The Executive Council may impose any of the penalties specified in rule 6 on any employee. The Vice-Chancellor may impose on an employee any of the penalties specified in clauses (i) to (iv) of rule 6. (3) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them a penalty of censure or the withholding of increment: Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him. (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a). (c) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Council with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty. 8. (1) The Executive Council or any other authority empowered by it by general or special Order (a) institute disciplinary proceedings against any employee; (b) direct a disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose any of the penalties specified in rule 6. (2) A disciplinary authority competent under those rules to impose any of the penalties specified in clauses (i) to (iv) of rule 6 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clause (v) of rule 6 notwithstanding that such disciplinary authority is not competent under those rules to impose any of the latter penalties. PROCEDURE FOR PROCEEDINGS FOR 9. No order imposing any of the penalties specified in clause (v) of rule 6 imposing shall be made except after an enquiry held as may be, in the manner provided in this rule. 4 major penalties (2) Whenever the disciplinary authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or may itself enquire into or appoint under this rule an authority to enquire into the truth thereof. Where the disciplinary authority itself enquires, reference in sub-rule (7) to and in sub-rule (20) (22) to the disciplinary authority construed as a reference to the disciplinary authority. (3) Where it is proposed to hold an enquiry under rule 11, the disciplinary authority shall: (i) (4) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge; a statement of the imputations of misconduct or misbehaviour in support of each article of charge which shall contain— (a) a statement of all relevant facts, including those made by the employee; (b) a list of which articles of charge are proposed to be sustained. The disciplinary authority shall deliver or deliver to the employee a copy of the articles of charge, the statement of facts and a list of the articles of charge and a list of documents and witnesses by whom the employee shall be required to submit within such time as may be fixed. Written statement of his defence and to state whether he desires to be heard. 34 (6) On receipt of the written statement of defence the disciplinary authority may itself enquire into each article of charge as are not admitted, or if it considers it necessary to do so, appoint under sub-rule (2) an inquiring authority for the purpose and where all the articles of charge have been admitted by the employee in his written statement the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Rule 10. (b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself enquire into the

•articles of charge, or may, if it considers it neces- sary to do so, appoint, under sub-rule (2) an inquiring authority for the purpose. (c) Where the disciplinary authorityvlgqlfökuuquires into any article of, charge or appoints an inquiring authority. for holding an inquiry into Such charge, it .may by an order. appoint an employep officer;' to presont oh its behalf the case in support to the articles of charge. (6) The disciplinary authority shall, where it is not the inquiring authority forward to the inquiring authority : (iii) (v) a copy of the articles of charge and the statement of the imputations of misconduct or, ,misbehaviour; the written if - any, submitted. by the employee; a copy of thæst@tements-of witnesses, any, referred to in sub-rule. (3) evidence proving the delivery of the documents referred to in sub-rule (3) to them; a copy of the order appointing the Presenting Officer, (7) The .in. person before the Q.n .such day and of receipt by articläs of.charng and the statement of the .or misbehaviour as' the.ainquiting-auth•ority• may, by a notice in writing specify in this behalf, or within such further time, not exceeding fifteen days, as tha inquiring •authofity may stiöw, (8) •The employee may takp the assistance pf any . other employee to present the case on his bdhtalf"but• Shall- not ehÉa6e (9) If the employee who has not admitted any of the articles of charge in his written statemente Ot defence, appears before *the •zinquiiinj.?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 inquiring authority shall record the plea, sign the record and obtain the signature of the employee Chereon. (10) The inquiring authority shatl return a finding of guilt in respect of those articles of charge to which the,, emp!oyeq pleads g.qilty.t. if*the•, employee fails to appear within : lh•e specified The •authority• time ..d"áfÜseÉ omits itb€,øread réqüiie? •Presenting Officer to produce the evidence by, which": he •attiC16S Of shali adjourn the •taSö to later date not exceeding thirty days,. after recdrding ah may for the PüfBosé of 'preparing his evidence; 35 (iii) (12) inspect within five days af the order or within such futthe't time ndt exceeding five days as the inquiring authority may allow, the documents spécifted In the list referred to in sub-rule (3). Submit a list of Witnessas.-to be qumine.d hist behilfi Note: If the Sä"libs onlli'öi .iâ writitig of 3tâtemesit of witnesses mentioned ; in tho list referred to in sub-rule (2) the inquiring authority shall furnish to the employee- •with' •such copiés as early and- in any case hot less than threo commencement of the •examinatidn• of "the witnesses on behalf, of the• disciplinary authority. Give. a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, the ptoducgon any documents which ate in the possesåorf of the University but not mântiöie4 ih• the list .räförred to in sub•ruie 3. Note : The employee shait- indicaie the relevanco± ot the documents required.by him to be produced by the Universi ty, The inquiring author.ity,,fhalle on receipt of the no.tÄipr the preduction of documents forwardüthe famert,qc.gopies authority in whose? *Qossession ..thff documents are kept, with a requisition for the production of the documents by 4ate• as may be-spœified in such requisition •the inqlurine,äuthority may, for reasons .to•bö tecotddd it •in wrWng, refuse raquisition •such.- in its öplnion. thö not iri tFté best interests OF.. thöI"UtiiVöTsitYla»» (13) On receipt of the requisition referred to in sub-rule (12) every authority having the custody documents shallm•pöduce tbe same boföre• the inquiring authOKity : Provided that. it the authority having the custody 0', possession of the requisitbnd documents is satisfied for reasons to be recorded by it in writing that" the production of all or any of such döcündnts could be against the public interest of the UnivÖr31iV, it 'shall •Trfform the inqjffng authority accordingly" and the inquiring authority shall. on being informed, 'infötmation to the é'rnöloyöSi ah•d Withdraw the requisition made• by the" piödUction of éüchl documents. (14) On the date fixed for the inquiry the oral and documentary evidence by which the articles, of :chatgq. are be proved shall äÖß76ehalf .Of the disciplinary by or •onnb•öiälfitof RhéväMß16Y.ee». •.Tih•e (Presenting Officer shal}f.bé on hue. been. cross examined. .The •.authotity: such questiöns tC'&th6' •it thinks. fit. If it shall- appear necessary before the close of the case on behalf of the disciplinary authority the. inquiring authority, may in its dlscrerion, allow the Presenting 'Officer to produco evidence not included• 'in the li'st: given •to ?the. employee, or may Itself fbr\ hew äidence or recall and re-examine any witnesses and in such case tho employee shall be entitled toxha+•s, 'ff he demands it, 36 a copy Of the list efe further ev(dence proposed to be..produced and an adjournment of lhe inquiry fgt ag. lea;; betre such new evidence, of the day of adjournment a•nd the day to which the • inquiry is adjdurned. The inquiring authority shall give the employee an opportunity of inspecting •such documents before they are taken on the record. The inquiring authority may also anow the employee to produce new evidence if it is of the that the production of such evidence is necessary ih the interests of justice. Nate New evidence shall not b'e permitted or called for or any witness shah not be recalled to till •up ahy. gag.,;iR. the evidence. Such

evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally. (16): When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed. (17) The evidence on behalf of the employee shall then be produced, The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employer shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority. (18) The inquiring authority may, after the employee closes his case, and shall if the employee has not examined himself generally question him on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in evidence against him. (19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire. (20) If the employee to whom the copy of the articles of charge has been delivered, does not submit the written statement of the defence on or before the date specified for the purpose, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex-parte. (21): (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (iv) of rule 6 but not competent to impose any of the penalties specified in clauses (v) to (ix) of the rule has itself enquired into or caused to be enquired into the articles of any charge and that authority having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it, is of the opinion that the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties. (b) The disciplinary authority to which the records referred may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witness and examine, cross-examine and re-examine the witnesses and may impose on the employee such penalty as it may deem fit in accordance with these rules. (22) Whenever any inquiring authority, after having heard, and considered the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself: Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided. (23) (i) After the conclusion of the inquiry, report shall be prepared and it shall, contain— (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour; (b) the defence of the employee in respect of each article of charge; (c) an assessment of the evidence in respect of each article of charge; (d) the findings on each article of charge and reasons therefor. Explanation : If in the opinion of the authority the proceedings of the inquiry establish any article of the charge different from the original articles of charge it may record its findings on such article of charge: Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such articles of charge is based or has had a reasonable opportunity of defending himself against such article of charge. The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include— (b) (c) (d) The report prepared by it under clause (i) the written statement of defence, if any submitted by the employee; the oral and documentary evidence produced in the course of the enquiry; written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry and the order, if any made by the disciplinary authority and the inquiring authority in regard to the inquiry. (38) Action on the inquiry : (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded in writing remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of: rule 9, as far as may be. (2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority article of charge— (a) record its own findings on such disagreement and (b) record its own findings on such disagreement and, if the evidence

Adrr•record (is-idffieient for the purpose. (3) if the disciplinary authority having regard to its findings on all or any of tho articles of charge is of the opinion that any of the penalties specified in clause (i) to (iv) of fü!e 6 should be Gimpdsed? employee, it shall, notwithstanding .enylthing contained -in :tule T, •make an order imposing •penalty. (4) It the disciplinary authority having regard to its findings on all or any of the articles of charge and- on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (v) to (tx) of rule 6 should be imposed' on the i University emplqyee«- it-shalt make an Older Imposigg such penalty and it shatl not bev ogcessary to give the University employee any opportunity of making representation on the penalty proposed to be imposed. kocedure for IT. (1) Subject to- the provisioh of sub-rule (3) of rule 10. no order imposing on an employee tie any. of the penalties specified . in clauses. (i) to (iv) of culo 6 shall be made except after— (a) informing the eniployee in writing, of the Öroposal to take action against him and Of the imputations of miscdndÜät or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal; (b) holding an inquiry iR {he 'manner laid down insub•rüte (3) to (23) of ruLø9 in every case In which the disciplinary authority is of the opinion sthat such inquiry is necessary. (c) taking the reptesentation if. any, submitted b.y. •the employee under clause (a) and .the record of inqui% if. (b) .into consideration, and (dj recording a finding "dri of misconduct or rpisbehaviour; '(1 A) Notwithstanding anything contained in catuse (b) of sub-rule (1) if in a caso it is proposed. after •considering the representation, if any, made by the employee under' clauso (a) of that sub-rule to withhold . increments of pay and such withholding of increments is likely to affect adversely the amount Of pension payable to the employee or to withhold increments of pay for a period exceeding three -years or to withhold increments of pay with cumulative effect for any period, an inquiry shall ba held in the manner laid down in sub-rule (3) to (23) of rule 9, bofore making any oh the emplöyee any such penalty. (2) The record of the proceedings\$' irit •such cases shall include— (t) a copy of the intimation to the employee of the proposal to take action against him. 39 a copy of the statement of imputations of misconduct or .misbehaviour delivered to (iii) (v) him: his representation.' if. any; the evidenca produced during inquiry: the findings on each imputation •of. misconduct ot • miSbehaviour; the ogdets oh the case together with .xhe reasons thereof. and i2. Orders passed by the disciplinary authority shali be communicated to the employee who Communi- cadon Of shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary otjets authority and a copy of its findings. on each article of charge, Or where the disciplinary authority is not the inquiring authority .a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority unless they have already been supplied to him. 13. (1) Where two .or moro employees are concerned in any case. the Executive Council Common pmeaddiugs or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary . action against ait of them may be taken in a common proceeding. Note : If the authorities competent to impose the .penalw of. .diynissal on such employees arg different an order for ' taking disciplinary action' •in a common• .proceeding may be made by the highest of such authorities with •the consent of the others. (2) Subject to the provisions of sub-rule (2) of tule 7 any such order shall specify— authority which may fuqction as the disciplinary authority for the purpose of_\$UGh (ii) (iii) common proceedings: the penalties;specied in rule 6 such diSciplinary authority shall impose; whether the procedure laid down in, rule 9 and tule 10 Of rule 11 in the proceedings. be c•ompetent to shall be followed 14. (i) Notwithstanding anything contained in rule 9 to rule 1-3— whete any penalty is imposed on an employee- on "the ground of conduct which has ted to his •conviction on B criminal charge, or where the disciplinary authority is satisfied. for reasons to . be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided- in these rules, the •disciplinary authority .mqy consider the. of -the case and make such orders. thereon as it deems fit. 40 Spccinl procedure in certain cases Provisions regarding nployeæ Eat to hovåision toapøugidö 15. (1) Where tho sorvicos of an omplayoe are lent to an outside authority (hereinafter in this rule referred to as the 'borrowing authority') the borrowing authority shall havé tho power of the appointing authority for tha purpose of placing such, employee , suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him: Provided that the borrowing authority Shail forthwith inform tho University which lent the services of the employee oi the circumstances leading to the order of suspension of such employee or the commencement of disciplinary proceeding, as the case may

be. (2) In the light of the findings in the disciplinary proceedings conducted against the employee. (i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on the employee, it may after consultation with the lending authority, make such orders on the case as it deems necessary: Provided that in the event of a difference of opinion between the borrowing authority and the lending authority the services of the employee shall be replaced at the disposal of the lending authority. (ii) If the Borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may pass such orders thereon as it may deem necessary. Provided that, before passing any such order, the disciplinary authority shall comply with the provisions of sub-rule (3) and (4) of rule 10. Explanation : The disciplinary authority may make an order under this clause on the record of the Inquiry transmitted to it by the borrowing authority, after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 9. 16. (1) Where an order of suspension is made or a disciplinary proceeding is conducted against an employee whose services have been borrowed from outside authority lending his services (hereinafter in this rule referred to as "the lending authority") shall forthwith be informed the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be. (2) If, in the light of the findings in the disciplinary proceedings conducted against the employee, the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 10, after consultation with the lending authority, pass such orders on the case as it may deem necessary : (i) Provided that, in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority. 41 17

18. If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee it shall replace the services of such employee at the disposal of the lending authority. and transmit to it the proceedings of the inquiry for such action as it may deem necessary. PART—V APPEAL Notwithstanding anything contained in this part, no appeal lie against — against which any order made by the Executive Council; an appeal does not lie against any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding other than: (i) suspension any order passed by an inquiring authority in the course of an inquiry under rule 9. Subject to the provisions of rule 17 an employee may prefer and appeal against all or any of the following orders, namely :— (ii) (iii) (iv) (v) which appeal an order of suspension made or deemed to have been made under rule 5, an order imposing any of the penalties specified in rule 6 whether made by the disciplinary authority or by an appellate or reviewing authority; an order enhancing any penalty imposed under rule 6; an order which— (a) (b) (c) denies or varies to his disadvantage his pay allowances, pension or other conditions of service, as regulated by rules or by agreement; or interprets to his disadvantage the provisions of any such rule or agreement; order— stopping him at the efficiency bar in scale. Of: pay on the ground of his' unfitness to cross the bar; reducing or withholding the pension or denying the maximum pension admissible to him under the rules; reverting him, while officiating in a higher grade or post to a lower grade or post otherwise than as a penalty; determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof.; 42 Appellate Authority Period of limitation for appeal determining his pay and allowances: (i) for the period of suspension; or (ii) for the period from the date of his dismissal, removal, or compulsory retirement from service or from the date of his reduction to a lower grade, post, time-scale or stage in the time-scale of pay, to the date of his reinstatement or restoration to his grade or post or determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement, or reduction to a lower grade, post time-scale of pay or stage in a time-scale of pay to the date of his reinstatement to his service, grade or post shall be treated as a period spent on duty for any purpose. Explanation : the expression 'employee' in this rule, includes a person who has ceased to be in the service of the University. The expression 'pension' includes additional pension, gratuity and any other retirement benefits

19. An employee, including a person who has ceased to be in the service of the University may prefer an appeal against all or any of the orders specified in rule 18 to the authority specified In this behalf by a general or special order of the .University or whet  no such authority is specified; (a) to the appointing authority, where the order appealed against is made' by an authority subordinate to it: (b) to the Executive Council where such -order is made by, any other authority: (c) notwithstanding anything contained in' -rule An appeal against an order in common proceeding' held' under rule 13 will lie to the authority to which the authority functioning as' the disciplinary authority for the purpose of that proceeding is immediately subordinate. Where the person who made the order- appealed -against became by virtue, of his subsequent •appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall tie to the authority to which such person is immediately subordinate: Provided that the Executive Council may appoint a Committee of Appeals' to which all appeals against major penalty of removal or dismissal referred to in (iii) rule 6 (viii) and (ix) or against the orders of the for final decision. The composition and terms of the Committee of for the conduct of its business would be determined Any dispute arising out of a contract between the shall, at the request of • the employee, be referred as provided in section 31 (2) of the Act. Executive Council would hear Appeals and also the rules by the Executive Council. University and an Employee to a Tribunal: of Arbitration 20. .No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days, from the date on which. a copy of the order .appealed against is delivered to the appellant 43 Provided that the appellate authority may •entertain the. appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause, for not preferring the appeal in time. 21. (1) Every person preferring an appeal shall do so separately and .in his own name. Form and contents of appeal (2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall not contain any disrespectful or improper language and shall be complete in itself, (3) The authority which made the 'order appealed against shall on receipt of copy of the appeal. forward the same with its comments thereon together with the relevant records, to the appellate authority without any avoidable delay, and without waiting. for any direction from the appellate authority. 22, (1) In the case of an appeal against an order of suspension the appellate authority shall Consider- doo of consider whether in the light of the provisions of rule 5 and having regard to the circumstances of appeal 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 6 or enhancing any penalty imposed under the said rule the appellate authority shall consider- (a) Whether the procedure -laid down in these rules has been complied with; (b) •Whether the findings of the disciplinary •authority? are warranted by the evidence on the record; and (c) Whether the penalty or the enhanced penalty imposed is adequate or *inadequate. or severe and pass orders— (i) Confirming, enhancing reducing. or setting• aside the penalty; or remitting the case to the authority which imposed •or enhanced the penalty of to any other authority with such direction as it may deem fit in the circumstances of the case : Provided that— (ii) if such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 6 and an inquiry under rule 9 has not already been held the case, the appellate authority shall subject to the provisions of rule 14 itself hold such inquiry or direct that Such inquiry be, held in accordance with the provisions of rule 9 and thereafter on a consideration of the proceedings of such inquiry and after giving the appellant a. •reasonable opportunity as far as may be in accordance with the provisions of sub-rule (4) of rule 10 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit, no order imposing an enhanced penalty shall be made in any case unless the appellant has been given a reasonable opportunity as far as may be, in accordance with the provisions of rule 11 of making representation against such enhanced penalty. 44 (iii) in an appeal against any other order specified in rule 18, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable

23. The authority which made the order appealed against shall give effect to the orders passed by the appellate authority. 24. (1) PART—VI REVIEW Notwithstanding anything contained in these rules The Executive Council; or The appellate authority; within six- months of the date 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 any order made under these rules from which an appeal is

allowed but from which no appeal has been preferred or from which no appeal is allowed and may— (b) (c) confirm, modify or set aside the order; confirm, reduce, enhance or set aside the penalty imposed by the order. Of impose any penalty where no penalty has been imposed, or remit the case to the authority which made the order or to any other authority directing such authority to make further inquiry as may consider proper in the circumstances of the case: or pass such other orders as it may deem fit: Provided that no order imposing or enhancing any penalty shall be made by a reviewing authority unless the employee 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 clauses (v) to (ix) of rule 6 or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in those clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in rule 9 and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the basis of the evidence adduced during the enquiry. (2) No proceeding for review be commenced until after— (i) the expiry of the period of limitation for an appeal, or (ii) the disposal of the appeal, where any such appeal has been preferred. (3) An application for review shall be dealt with in the same manner as if it were an appeal under these rules. 45 PART VI MISCELLANEOUS 25. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post and such communication if delivered at the address recorded in the official records of the University, is deemed to be a proper service

26. Save as otherwise expressly provided in these rules, the authority competent under these rules to make an order may for good and reasons or if sufficient cause is shown, extend the time specified in these rules or condone any delay

27. Unless there is anything repugnant in the Pondicherry University Act, Statutes, Ordinances, any amendment to the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued or to be issued by the Central Government shall be deemed to be the orders or administrative orders as brought into force. If any doubt or matter shall be referred to the final, Service of orders, notices, etc. Power to relax time-limit and to condone delay. Removal of doubt. Instructions under these rules with effect from the date of such amendments/ force by the Central Government. arises as to the interpretation of any of the provisions of these rules, to the Executive Council which shall decide the same and its shall 46

4. ORDINANCES GOVERNING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS 1.2. 3

5. These rules may be These rules shall PART—I PRELIMINARY called the "Pondicherry University (Leave) Rules", be deemed to have come into force on 16th October 1985. **PART—II GENERAL CONDITIONS** (ii) (ii) Leave cannot be claimed as a matter of right. When the exigencies of service so require, leave of any kind may be refused or revoked by the authority empowered to sanction leave but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee. Any claim to leave to the credit of an employee who is dismissed or removed or who resigns from the service of the University ceases from the date of such dismissal or removal or resignation. Provided that the University may, in any case, grant terminal leave to an employee prior to his resignation which may extend beyond the date on which the resignation becomes effective, if in the opinion of the University, the circumstances justify the grant of such leave. At the request of an employee, the sanctioning authority may commute any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted; but the employee cannot claim such commutation as a matter of right. The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid. Extraordinary leave granted on medical certificate or otherwise may be converted retrospectively into "leave not due" subject to the provisions of Rule 18. Except otherwise provided in these rules, any kind of leave these rules may be granted short of its full extent or Right to Leave Effect of dismissal. Renewal of leave on leave a credit of one of leave into another of different kinds or in combination with or in continuation of any other kind of leave. Explanation : Casual leave which is not recognised as

half year in which he is appointed or resigns from the service shall be afforded only at the rate of 2 1/2 days per completed calendar month up to the date of retirement or resignation. When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 1/2 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed from service, or dies. If an employee has availed of absence has been treated as dies-non in a half year, the credit, to be afforded to his leave account, at commencement of the leave shall be 15 days of the period of such leave and for dies subject to a maximum of 15 days. While affording credit of earned leave, the credit shall be rounded off to the nearest day. The half pay leave account of employee shall be maintained with half pay leave in advance. In two instalments, on 1st day of January and July of every calendar year, with effect from 1-1-86. (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed. (b) The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation. (c) When an employee is removed or dismissed from service or dies while in service credit of half pay leave shall be at the rate of 5/3 days per completed calendar month. (d) The leave shall be granted on the basis of the service rendered by the employee. The leave under this rule may be granted on private affairs. No half pay leave can be granted to an employee in temporary appointment except on medical certificate. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions:— (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry. (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due. Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service leave is utilised. For an employee of the University the leave sanctioned shall be 50 days. (iii) 18. Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered: Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death. Leave not due shall be granted on half pay to an employee in permanent employment only on medical certificate subject to the following conditions (a) Leave not due shall not be granted unless the sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry. (b) The leave not due shall be limited to 180 days during his entire service. (c) It shall not exceed the amount of half pay leave he is likely to earn thereafter. (d) It shall be debited against the half pay leave the employee may earn subsequently. (a). Where an employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered. Where an employee who, having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death. Extraordinary leave may be granted to an employee in special circumstances:— (a) When no other leave is admissible; (b) When commuted leave is admissible, but the employee applies in writing for the grant of extraordinary leave. Unless the Vice-Chancellor, in view of the exceptional circumstances of the case otherwise determines, no employee, who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits: (a) Three months. (b) Six months, where the employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical Certificate from the Authorised Medical Attendant of the University. Eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for— 2. 3

4. Pulmonary tuberculosis or pleurisy of the tubercular origin in a recognised sanatorium; Tuberculosis of any other part of the body by a qualified tuberculosis specialist or by a civil Surgeon or staff Surgeon; or Leprosy in a recognised leprosy institution or by a civil surgeon or staff surgeon or a specialist in leprosy. Cancer Of mental illness, in an institution recognised for the treatment of such disease or by a civil surgeon or staff surgeon or a specialist in such disease. Twenty four months, where the leave is required for the purpose of prosecuting studies certified to be in the interest of the University provided the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a). Two spells of extraordinary leave, if intervened, by any other kind of leave shall be treated as one continuous spell of extraordinary leave for the purpose of sub-clause (ii). The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave: leave on probation and persons re-employed. 20. A probationer shall be entitled to leave under these rules as if he had held his post substantively otherwise. An apprentice shall be (a) leave, on medical not exceeding one (b) extraordinary leave than on probation. entitled to— certificate, on leave salary equivalent to half pay for a period month in any year of apprenticeship; under rule 19. In case of a person re-employed after retirement, the provisions of these rules shall apply 21, as if he had continued service in the University for the first time on the date of his re-employment. 52

22. An employee. may be permitted by the authority competent to grant leave to take leave preparatory to the extent of earned leave due not exceeding 300 days together with to retirement half pay leave due subject to the condition that such leave extends up to and includes the date of retirement. Note : The leave granted as leave preparatory to retirement shall not include extraordinary leave* 23. (i) (a) (b) (ii) (a) (b) No leave shall be granted, to an employee beyond— the date of his retirement, or the date of his final cessation of duties, or the date of his resignation from service. Where an employee retires on attaining the normal age prescribed for retirement. he will be paid cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement. subject to a maximum of 300 days. The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lump sum as a one time settlement. No house rent allowance or city compensatory allowance shall be payable Pay admissible on the date of Number of days of unutilized retirement plus dearness allowance, less earned leave or Cash payment In lieu of Leave beyond the date of Retirement or quitting Of Cash equivalent— 30 x credit on the date of retirement subject of a maximum of 300 days (iii) Where the service of an employee are terminated by notice or by payment of pay and allowances in lieu of notice; or otherwise in accordance with the terms and conditions of his appointment he may be granted cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days. (iv) If an employee resigns or quits service, he shall be granted cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit. subject to a maximum of 150 days. An employee who is re-employed after retirement may on termination of his re-employment be granted cash equivalent of EL at his credit on the date of termination of re-employment subject to a maximum of 300 days including encashment of unutilized EL at the time of retirement. 23(A) (i) An employee is eligible for encashment of 10 days of EL at his credit at the time of availing of L.T.C. The calculation of cash equivalent of leave salary may be done in the manner prescribed under Rule 23(ii)(b) Provided he should avail EL of at least an equivalent duration simultaneously to the extent of leave encashed. Provided to balance of at least 30 days of EL at his credit should be available after deducting the total of leave availed plus leave for which encashment was availed. (ii) The total leave encashed for availing LTC during the entire service should not exceed 6 days in aggregate. (iii) The period of EL encashed shall be deducted from the quantum of leave that can be leave saved in normally encashed by him at the time of superannuation. 24. In case an employee dies while in service, the cash equivalent of the leave salary in respect of earned leave at his credit on the date of death subject to a maximum of 300 days shall be paid to his family. 53 Leave Salary Casual Leave Special Leave 26. 27. (i) An employee who is drawn immediately before (ii) An employee on half pay leave or leave not due is entitled to leave half the amount specified in sub-rule (i) (iii) An employee on commuted leave is to leave salary equal to the amount admissible under sub-rule (i). (iv) An employee on extraordinary leave is not entitled to any leave salary. (i) (ii) (iii) (v) (vi) (vii) (iii) FRART—V. LEAVE NOT ACCOUNT Casual leave is granted to and when required it is ;

discretion of the authority subject of 8 calendar year. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. An employee on casual leave is treated as on duty. Persons who join in the middle of the calendar year shall be eligible to proportionate casual leave. The total period of leave, at one time- including Sundays and other holidays shall not exceed 8 days. Casual leave cannot be combined with any other kind of leave. Unavailed casual leave at the close of the year shall lapse. Note : Holidays and Sundays falling between will not count as Casual leave, An employee summoned to serve as Juror or to give evidence before the court of law as a witness in a civil or in which his private interests are not at issue may be officiated to, cover the period of absence necessary. It may also be granted when an employee is deputed to attend reference libraries of other institution and conference or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committees appointed by the University/Government/University Grants Commission. The period of such leave admissible in a year shall not exceed 15 days. Male employees who undergo, Vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and Closed holidays within the period of special casual leave. If any for the second time on account of the failure of the first operation, up to 54 (v) (vii) (viii) (ix) leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation. (a) Female employees who undergo tubectomy operations whether puerperal or non-puerperal may be granted special casual leave not exceeding 14 days. (b) In the case of female employees who undergo tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation. (c) Female employees who have insertions of contraceptive devices may be granted special casual leave on the day of the IUCD insertion. (d) Female employees who have re-insertion of IUCD may be granted special casual leave on the day of the IUCD re-insertion. (e) Female employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days. (a) Male employees whose wives undergo either puerperal or non-puerperal, tubectomy for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days Subject to the production of a medical certificate stating that their wives have undergone tubectomy operation, for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence. (b) Male employees whose wives undergo tubectomy/salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence. The special casual leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave. An employee who requires special casual leave beyond the limits laid down for undergoing sterilisation operation owing to the development of post-operation complications may claim the same at the discretion of the Vice-Chancellor. special casual leave to cover the period for which he or she is hospitalised on account of the production of a certificate from the medical authorities of post-operational complications, subject to the production of a certificate from the hospital authorities/an Authorised Medical Attendant. The may also be applied to cases where the sterilisation operation is performed by laproscopic method. 55 Maternity leave leave Authority is competent to grant 1, 28, 29. (i) Special casual leave may be combined either with usual regular leave, It cannot be combined with casual, leave and regular leave: Special casual leave may also be granted for any other purpose in the interest of the University by the Vice-Chancellor subject to the approval of the Executive Council. Maternity leave may be granted to a women employee (including an apprentice) for a period of 135 days (Date effect from 7.10.97) from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions

that the leave does not exceed six weeks and the application the leave is supported by 'D medical certificate from an Authorised Medical Attendant. (a) Maternity leave may be combined with leave of any other kind. (b) Any leave (including commuted leave) for a period not exceeding sixty days, applied for in continuation of maternity leave may be granted without production of medical certificate. Leave in further continuation of leave granted under clause (b) of sub-Wie (iii) may be granted on production of a medical certificate for the illness of the female •employee. Such leave may also be granted in case of illness of the newly. born baby. subject to the production of medicat certificate -to the effect that • condition- of the airing baby warrants mother's per.sonat attention and that hér•presence by the baby's sidd is absolutely necessary. Paternity Leave A male employee (including an apprentice) with jess than two sutviving children may be granted Paternity Leave for a period of 15 dâys during the confinement of his wife. During the period of such leave, he shall paid leave salary equal to the pay drawn immediatefy before proceeding on leave. (i) (Paternity leave may be combined with-leave •of any kind and it shall not bZ debited against the leave 'account. (iii) Paternity leave hay not be normally refused undet any circumstances of effect from 7.10.97

30. The' following authorities are competent to grant leave: Kinds of Leave Eatned ieave.Hall Pay leave, Leave not due, Extraordinary Maternity Leave, and Special Casual Leave. Leave. 56 Authority competent to grant leave a) Deputy Registrar (Administration) • in respect of all Group 'C' & 'D' employees. b) Registrar - in respect of all Group 'A' officers except Registrar/Finance Officer/ Controller of Examinations/Superintending Engineer/Libratian. c) Vice-Chan*cellor in respect of Registrar/ Finance Officer/ Controller of Examinations/ Superimending Engineer/Librarian, STUDY: LEAVE (1) Study •teaVe may be .granted to an employee with due regard to The exigenceis of Conditions 31. for grant service of the Univirsity enable him to undergo. in or out of India. Sspecial course of study consisting of study leave of higher studies or •sbeciâtised training in a professional or a technical subject having a direct and •close connect'pn . with the sphere of his duty. {2} may also 'bc •granted . (i) (iii) (3) fol .a course of .training or Stuey tour in s&hiGh an .etjployee may. not attend a regular academic or semi-academic course it the course of training or ' the study tour is certified to be of definite advantage to the University - from the view of its interests and iS related to the sphere of @uxies of the employee; and for the pupo"\$, *tu4.i\$ connected with itho fiainawor.k or "ckground of public the conditions that (a) . Iha. particular study or study tour should be *DPÆQUOd .b.y., the Executive Council; and (b) the employee should be required to submit. on his return, a full report on the work done by him while on study leave. for the studies which may not be closely or directly connected with the work of an employee. but which capable of widening his .mindt;in a manner likely to improve his abilities as an -employee.ancel to equip tlim with Ghose employed in •other, branches of the public Service. Study leaveZShâi! not •éranted ,unies— (i) it is certified by the Vice•Chancellot that the proposed course of study or training shall be .of definite- advantage from the point of viaw of the interests of the University; (•iL) -it subjects •other "thary academic or -Uteräry' subject. (4) Study •leaye out of India. shan not be granted for the prosecution ot studies in subjects tar which adequn& ċciäties exist in lüdiäi. (5) Stu4y leave shall not be grahted to an employee (i) Who has rendered less than five years' service under tho University; (ii) Who is dide to retire; or •hdS the option to' retire, :Gbm the University service within three years of the data on which he is expected to return to duty after the expiry of the leave. (6) shall not ba granted to an employee with such frequency as to remove him from contact with Hisnrägular work or to cause cadta difficulties owing to his absence on leave

32. The maximum amount of study leave, which may bo granted to an employee shall be :—anp 'one-time, and (b) duking "tire service, all. of Similat 'kind of Iéavgitöt' Study or training granted uhder any other rule). 51 Maximum amount of study leave 33, 1 Applications for 5tudy lave (b) of study Of study Leave and combination with leave of other Linds Regulation of study 'cavc beyond the course of study Leave salary during study (a) Every application for study teave•shall be submitted through proper channel to the Executive Co•uncil The .course or courses of by the. •employee• and any ex@mination which he proposes to undergo shall. be clearly specified in such application. 2. after leaving Where it is not possible for the employee to give full déteils •in his application. or if. Indim F.a is to make any change in the Atogramme which has been •approved in India. he shall submit the particular' as soon as possj.ble.,to •the VicæCha"ncelebr and shall'?riot., •unless prepared to • do so at his own risk, commence thä of Study OY •inéuy• aöy• ikääâses• in' COhn•ection therewith until he receives the approval of th'e Vice-Chancöllor. 34. I.ka) Every employee who has been granted study leave or extension of such study leave shall be

required to execute a bond in the prescribed form before the study leave or extension of such study leave granted to him' commence. (b) The bond shall be signed by two sureties who are holding posts of equal or higher status. 2.(a) On completion of the course of study, the employee shall submit to the Vice-Chancellor the certificates of examinations passed Or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course. (1) Study-leave shall not be debited against the leave account of the employee. - 35. (2) Study leave may be combined with other kinds of leave, but in the event of this leave in combination with leave other than extraordinary leave, shall involve total absence of more than twenty-eight months from the regular duties of the employee. Explanation : The limit of twenty-eight months of absence prescribed in this sub-rule includes the period of vacation, (3) An employee granted study leave combination other leave may if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down 'being satisfied, draw' study allowance in respect thereof: Provided that the period of such leave coinciding with the course of study shall not count as study leave

36. When the course of study falls short of study leave granted to an employee. he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Vice-Chancellor has been obtained to treat the period of shortfall as ordinary leave, 37. (1) During study leave availed of outside India, an employee shall, draw leave salary equal to the pay that the employee drew while on duty with the University before proceeding on such leave - and in addition the dearness allowance as admissible in accordance with the provisions (2) (a) During study leave availed of in India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible in accordance with the provisions of Rule 41. (b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing a certificate to the effect that he is not in receipt of any scholarship or remuneration in respect of any part-time employment. - (c) The amount, if any, received by the employee during the period of study leave as scholarship or stipend or remuneration in respect of any employment as envisaged in sub-rule (2) shall be adjusted against salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave. (d) No study allowance shall be paid during study leave courses of study in India. 38. (1) A study allowance shall be granted to an employee who has been granted study leave for studies Outside India for the period spent in prosecuting a definite course of study at a study allowance recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. (2) Where an employee has been permitted to receive and retain, in addition to his leave salary any scholarship or may be awarded him from any source, or any other remuneration in respect of any part-time employment : (a) no study allowance shall be admissible in case the net amount of such scholarship stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the employee from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible. case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any employment and the study allowance may be granted by the Vice-Chancellor. (3) Study shall not be granted for any period during which an employee interrupts his course of study to suit his own convenience: Provided that the Vice-Chancellor may authorise the grant of study allowance for period not exceeding 14 days at a time during such interruption if it was due to sickness. (4) Study allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that— (a) the employee attends during vacation any special course of study or practical training under the direction of the University; or (b) in the absence of any such direction, he produces satisfactory evidence to the Vice-Chancellor that he has continued his studies during the vacation : Provided that in respect of vacation falling at the end of the course of study it shall be allowed for a maximum period of 14 days, 39. (5) 39. The period for which study allowances may be granted shall not exceed 24 months (1) The rates of study allowance shall be as follows : Rates of study allowance Name of the country Australia Continent of, Europe New Zealand United Kingdom United States of America Study allowance per diem C 1.00 (Sterling) C 2.00 (2) The rates of study allowance prescribed in sub-rule shall be revised when the Central Government revise them. (3) The

rates of study allowance to be granted to an. in any country other than the one specified in sub-rule (1) shall be fixed by the Executive Council in each case. (1) may be revised from time to time by the employee who takes study leave such as may be specially determined. 40. (1) Payment of study allowance shall be subject to the furnishing of a certificate by the employee for payment of study allowance to the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment. (2) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the employee that he would refund to the University any over-payment consequent on his failure to certify of attendance or on his failure to satisfy the Vice-Chancellor as to the amount of study allowance claimed. (3) (a) In the case of a definite course of study, the study allowance shall be payable by the Vice-Chancellor on claims submitted by the employee from time to time, supported by proper certificates of attendance. (b) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the month, if the employee is undergoing study in an educational institution, or at intervals not exceeding three months if he is undergoing study at any other institution. (4) (a) When the programme of study approved does not include or does not consist entirely of such a course of study, the employee shall submit to the Vice-Chancellor a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adapting such methods or operations to the conditions obtaining. (b) The Vice-Chancellor shall decide whether the diary and report show that the time of the employee was properly utilised and shall determine accordingly for what periods study allowance may be granted. 41. (1) For the purpose of this rule, study allowance shall be paid at the rate of Rs. 100 per month for the first 10 days to the production of a certificate to the effect that the employee has not either in whole or in part from time to time. (2) For house rent allowance as admissible under sub-rule (1) and the dearness allowance and gratuity allowance, who is admissible. No other allowance shall be paid to an employee on study leave granted to him. 42. (1) An employee to whom study leave has been granted shall not ordinarily be paid travelling allowance but the Executive Council may in exceptional circumstances sanction the payment of such allowance. 43. An employee to whom study leave has been granted shall ordinarily be required to meet the cost or fees paid for the study but in exceptional cases, the Executive Council may sanction the grant of such fees. 44. (1) Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship from whatever source or who is permitted to receive. (2) In addition to his leave salary, any remuneration in respect of part-time employment. 44. (1) If an employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under Rule 40 he shall be required to refund the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the University, thereon at the rates, for the period being in force on Government loans, from his accepted resignation or retirement. (2) Provided that except in the case of an employee who fails to complete the course of study nothing in this rule shall apply to an employee who returns to duty from permission to retire from service on medical grounds. leave availed of by such employee shall be converted into regular leave - and credit on the date on which the study leave commenced, any regular continuation of study leave being suitably adjusted for the purpose and leave. (b) - In the case of an employee - under sub-rule (2) he shall be refunded by the University the leave salary and the amount of the 61 Admissibility Of allowances in addition to study allowance Travelling allowance during study leave cost or for study Resignation or retirement after study leave or non-completion of the course of study. 62. (1) Notwithstanding anything contained in this rule, the Executive Council may, if it is necessary or expedient to do so, either in the interest of the University or having regard to the peculiar circumstances of the case or classes of cases, by order waive or reduce the amount required to be refunded under sub-rule (1) by the employee concerned or class of employees.

45. Unless there is anything repugnant in the Pondicherry University Act. Statutes. Ordinances any amendments to the Central Civil Services (Leave) Rules, 1972 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/ to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from, the date of such amendments/orders are brought into force by the Central Government. 1. 2. 3. 5. 6. 7. 8. 9. 10. 11. 12. '13.



FORM 1 (See Rule 7) APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE Name of Applicant : Post held : Department, office and section : House rent and other compensatory allowances drawn in the present post : Nature and period of leave applied for and dates from which required : Sundays and holidays, if any. proposed to be prefixed/sufixed to leave : Grounds on which leave is applied for : Date of return from last leave, and the nature and period of that leave : I propose/do not propose to avail myself of leave travel concession for the block years.... during the ensuing leave : Address during leave period : Signature of Applicant (with date) Remarks and/or recommendation of the Controlling Officer. Signature (with date) Designation Orders of the authority competent to grant leave. Signature (with date) Designation 'If the applicant is drawing any compensatory allowance, it should be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance. 62 Commuted leave w/o M.C. for studies certified to be in public interest (Limited to 180 days of Z.H.P.L. Converted into up to 90 days commuted leave Commuted leave converted into half pay leave (Twice of col. 22 and 25) Total of leave not due (col. 29-32) Total half pay leave (col. 19-33) Balance of half pay leave on return from leave (col. 16-34) Other kinds of leave taken From To Completed months of service in the half year of a calendar year E.L. credited at the beginning of half year No. of days of E.O.L. availed of and dies-non during the previous calendar half year E.L. to be deducted (1/10th of the period in col. 5) Total E.L. at credit in days (col. 4 + —6) From No. of days Balance of E.L. on return from leave (col. 7—10) Completed month of service in the half year of a calendar year H.P.L. credited at the beginning of half year No. of days treated as dies non during the previous half year H.P.L. to be deducted (1/18th of period in Col. 14) Total H.P.L. at credit in days (col. 35 + —13— 15) From No. of days 0 e. FORM 3 (See Rule 9) MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE Signature of the Employee : and after careful personal examination of the case hereby certify that Shri/Shrimathi/Kumari. whose signature is given above, is suffering from. with effect from I consider [that a period of absence from duty of. . . is absolutely necessary for the restoration of his/her health. Authenticated Medical: • Attendant, Hospital/Dispensary or Other Registered • Medical Practitioner. • Dated. —1 The nature and probable duration of the illness should be specified. Note . :—2 This form should be adhered to as closely as possible and should be filed in after the Note signature of the Employee has been taken. The certifying officer is not at liberty to certify that the Employee requires a change: from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him; whether the applicant should go before a Civil Surgeon Or Staff Surgeon to decide the question of his/her fitness for service. —3 Should a second medical opinion be required, the authority competent to grant leave should Note . arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil Surgeon or Staff Surgeon. who shall express an opinion both as regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Employee to appear before himself or before a medical officer nominated by himself. Note 4 recommendation contained in this certificate. Shall be : evidence of a claim to any leave not admissible to the Employee. 64 FORM 4 (See rule 10) MEDICAL CERTIFICATE OF FITNESS TO RETURN TO Signature of University employee We, the members of Medical Board Civil Surgeon/Staff Surgeon, University Medical Officer Authorised Medical Attendant Registered Medical Practitioner I do hereby certify that we have carefully examined Shri/Smt/Kumari...., . . . , DUTY whose signature is given above. and find that he/she recovered from his/her illness and is now fit to resume duties in University service. We also certify that before arriving at this decision, we have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my - decision. Member of the Medical Board (2) (3) University Medical Officer Civil Surgeon/Staff Surgeon Authorised Medical Attendant Registered Medical Practitioner Dated Note : The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above Certificate. For this purpose.. the original certificate(s) and statement(s) Of the case should be prepared in duplicate, one copy being retained by the University employee concerned. 65 s. ORDINANCES GOVERNING THE TRAVELLING ALLOWANCE OF THE

EMPLOYEES OF THE UNIVERSITY PRELIMINARY 2. 3. (1) These rules shall be called the "Pondicherry University (Travelling Allowance) Rules", (2) These rules shall be deemed to have come into force on the 1st Day of January 1987. These rules shall apply to all employees of this University. In these rules, unless there is something repugnant on the subject or context :— (1) "Pay" means basic pay excluding special pay, personal pay and any other emoluments specially classed as pay, to which the employee is entitled at the commencement of his journey in case of employee who opt to retain the pre-revised scales of pay or continue to draw pre-revised scale on account of non-announcement of revised scale or non-finalisation of revised pay, the pay includes besides pay in the pre-revised scale appropriate Dearness Pay, Dearness Allowance, and Interim Relief thereon at the rate applicable Under the orders in force prior to 1—1—1986. (2) "Day" means a calendar day beginning and ending at midnight. "Family" means wife or husband of the employee as the case may be begittung children, step children, parents, step mother, sisters including widowed sisters and minor brothers residing with and wholly dependent upon the employee. Note 1 Note 2 : Children includes adopted child, major sons and married daughters and widowed daughters residing with and wholly dependent upon the employee. Any family member whose income from all sources does not exceed Rs. 500 p.m. is deemed to be Wholly dependent on the employee. 4, Persons in the service of the University shall be classified in grades according to the pay ranges as detailed below for the purpose of TA & H.A. Allowance. Short title and commencement • Extent of application Definitions Grade I Grade J Grade II Grade III Grade IV Grade V (a) Vice Chancellor Rs. 16,400 and above Rs.8,000 and above but less than Rs. 16,400 Rs.6,500 and above but less than Rs.8,000 Rs.4, 100 and above but less than Rs.6,500 and below Rs.4, 100 66 General 5. Honorary and part-time employees whose whole-time is not retained for the University service or who are remunerated wholly or partly by fees, or honorary workers rank in such grade as the Vice-Chancellor may with due regard to their status declare. 6: The gradation of re-employed pensioners will be determined On the following basis . (i) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioners shall be determined in accordance with the pay actually received from time to time. (b) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should for the purpose of Rule 11 be deemed to be in receipt of actual pay plus the pension, subject to the proviso that if the sum of actual pay plus pension exceeds the pay of the post, if it is on fixed rate of pay, or the maximum pay of the post, it shall be deemed to be the pay of the post. 7. A University employee is in tour when absent on duty from his headquarters with proper sanction: Travelling allowance on tour is admissible from duty point at headquarters to the duty point at the distant station and vice versa

8. Transfer means the movement of a University employee from one headquarters station in which he is employed to another such station either to take up duties of a new post or in consequence of change of headquarters. 9. If an employee of a department combines tour with vacation i.e., proceeds on tour and then avails of without return to headquarters, he will be granted tour travelling allowances under these rules for the onward journey only

10. A University employee on leave, other than casual Leave, while on tour will not be paid travelling allowance for the journey

11. NO Travelling allowance shall ordinarily be granted to any person for a journey to join his first appointment

12. Persons on deputation on foreign service terms serving the University shall be governed by the travelling allowance Rules of their parent department, so far as their transfer travelling allowance is concerned. For other journeys, they will be governed by the University rules, unless otherwise specified in the terms and conditions of their deputation

13. Unless there is anything repugnant in the Pondicherry University Act, Statutes, ordinances, any amendments to the Central Government Rules relating to travelling allowances shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date such amendments/orders are brought into force by the Central Government

14. An employee on tour will draw the actual fare for journey by rail, sea or air at the revised Journey rates of road mileage, as the case may be, and in addition draw daily allowance for, the

absence from headquarters starting with departure from headquarters and ending with arciyat at headquartets to cover both on the way expenses as well as expenses for halt at outstation.For the time spent in journey the daily allowance will be admissible at the rate applicable for. ordinary localities. Note : Note : if available. return tickets at reduced rates should always be purchased when an officer expects to .pertotm the return journey by •rait within the period for Which b geturn ticket is available

2. Tax levied on railway passenger faie and collected by railways in addition to the rail fare by inclusion in the cost of, passenger tickets should be reimbursed

3. When through booking involves the payment, for part of a journey, if rates for accommoda- tion of a c(éss higher than that to which the University employee is entitled, he may draw a single railway fare for • the whole journey at the rate at which he is actually required to pay for the through booking

15. A mileage allowance is an allowance calculated on the di\$tpnce travailed which is givan Mileage to meet the cost of a particular journey

16. A journey between two •places.is held to have been performed by the shortest of two or more. practicable rōute\$ or by the- cheapest of such routes as mav be equally short. The shortest route is that by 'which the traveller can most speedily reach his destination by the ordinary mode of travelling. If an employee travels by a route which is not the shortest, but is cheaper thgn the shortest. his mileage allowance should be calculated on the route actually used

17. An employee' is requited to travel by Ähe class of, accommodation for Which traveltifig allowance is admissible.to him. If he. a lower elass of accommodation, he Shali be erititted to the fare of the class of accommodatign actually used

18. When a University employee is compulsorily tecalled to duty before the expiry df his leave and the leave is thereby curtailed he is entitled to dcaw mileage allowance for the journey from the place at which the order of rocall leaches him, or if the journey inyo)vas travelling by sea from the part he lands in India

19. The employees, when travelling by tail, shali be entitled to accommodation as follows (a) Grade I • Vice-Chancellor - Accommodation of the highest class by whatever nama it may be called including ait conditioned accommodation provided on the railway by which he travels.68 Allowanæ General Mileage Allowance: fOf journey by rgil (b) Other employees : Rs. 5,100 Rs. Rs. 1.900 Rs.. 1.100 Below Rs. Pay and and and and and Ronge above above above above above but but but but less less less than than than less than Rs. 5,100 Rs. 2800. Rs. 1,900 1.400 1.100 Travel entitlomont First Class Air Conditioned Air conditioned two Tier Sleeper/First Class First Class/AC Chair-car. First class/AC Chair.Car. Second Clasö (Slöepar) Second Class (Steeper) Nota Mileage for journey Employees of alt grades will be entitled to reimbursement of reservation charges foc a seat (for day journeys) and sleeper berth (for night journeys) in addition to 'he *are for new second class. 19 (A) (i) Mileage Allowance By Sea or by River Steamer: An employee when traveling by Sea or River Steamer Shal be entitled to accommodation as follows: Pay Range Rs.8000 and above Rs.6500 and above büt less than' 8000 Rs.41QO and above but less than 6500 Less than Rs.4100 Entitlement Highest class. If thére be,,Wvo classes only on the Steamer the lpwer class If there be two classes only on the Steamer the lower class. If there be three Glasses, the middle or the second class. If there be four classes the third class. Lowest Class (ii) An employee's accommodation entitlement for. travel. between the main land and Nicobar Group of Islands And Lakshadweep Group of tslknds by ship operated by Shipping Corporation of India Ltd. will be as follows: Mi leage Allowance foc journey by road Pay Range Rs.8000 and above Rs.6000 and .above but less than 8000 Rs.4100 and above but less thán 6500 Less than Rs.4100 (B) Other employees (i) Travel by Rail Pay Range Rs. 16,400 and above Rs.8000 arid above but less than 16,400 Rs.6500 and above but less than 8000 Rs..4100 and above but less than• Rs.•6500 Below Rs.4100 Entitlement Deluxe class FirsVA Cabin Class Second/B Cabin Class Bunk Class Entitlemeftl NC First Class 11 AC two Tier Sleeper First ctass/ll AC a. Tier Sleepet/AC Chair Car* First Class/AC 3 Tier Sleeper/AC Chair car* Second Sleeper Note': Employees who are entitled to travel on tour/Transfer by first class/AC.3 tier sleeper/AC chair car may at their discretion travel by AC 2 Tier sleeper where any of the trains connecting the originating and destination Stations concemed by the direct shonest route do not provide these three classes of accommodation. 69 (ii) Travel by Rajdhani Express Trains Pay Range Rs. 16.400 and above Rs.8,000 and above but less than 16,400 All others drawing pay below Rs.8,000 Travel Entitlement NC Class AC 2 -Tier Sleeper AC Chair Car Note: Tiavel by AC 3 Tier Steeper will be permissible in trains in

which AC Chair ear accommodation is not provided. (iii) Travel by Shatabdi Express Trains Pay Range Rs. 16.400 and above All other drawing pay below 16.400 Travel Entitjemngt Executive Class AC Chair Car •Note: Employees of all guides will be entitled to be re-imbursement of reservation charges for a Seat (for day journey) and Sleeper berth (for. night journeys). in additionto the fate 20. (i) The Vice — Chencellor may travel by eir at his own discretion. Travel by air within the country is permissible on tour in case of Officers in ieceipt of pay of Rs.16,400/- and above at their discretion, provided that employees drawing pay bebetween Rs. 12,300/- and Rs.16,400 may also be permitted to travel by air at the discretion of the Vice- Chancellor if the distance involved is more than 500 kms and journey cannot be performed overnight by direct train service/diregt sleeper coach service. (i) (iii) (iv) Vice-chancellor shall be entitled for Travel by air in the case of Intemational travel by First Class. The employees in the cadre of Registrar and equivalent status shall be entitled to Business/Club Class and alt others by Economy Class All others shall be entitled to travel by Economy Class (Date of effect : 1.10.1997) A person entitled to travel by air On tour is entitled to mileage allowance equal to One 21. standard air fare for the journey plus daily allowance as admissible under these rules. Provided that if at either end of the journey by Air he had to perform a connected journey by rail ot road he may draw the mileage allowance admissible for such journey as laid down in these rules: Provided further that no mileage allowance may be drawn in respect of the surface transport which forms part of the Air Journey and included in the fare for Air Journey. If available. return tickets at reduced rate should always be purchased when a person 22. expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the fotward and the return journeys when such return tickets ate available will, however, be the actual cost of return ticket. 70

23. The rates of Road Mileage will be as given below: Pay Range (i) Rs.18.400 and above (ii) Rs.8000 and above but less than Rs. 18.400 (iii) Rs.6,500 and above but less than Rs.8,000 (iv) Rs.4,100 and above but less than RS.6,500 (v) Below Rs.4, 100 Travel Entitlement Actual fare by any type of public bus, including AC bus (or) At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi (or) At prescribed rates for Auto rickshaw for journeys by Auto rickshaw/own Scooter/motor cycles/Moped etc. Same as at (i) above with the exception that journeys by. AC Taxi will not be permissible Same as at (ii) above with the exception that journeys by AC bus will not be permissible. Actual fare• by any type of public bus other than AC bus; (or) At piescribed rates for Auto rickshaw for journeys by Auto rickshaw/own ScootedMotor cycle, Moped etc. Actual fare by ordinary public Bus only (or) At prescribed •rat-es- for Auto rickshaw/OWn Scooter/Motor Cycle/Moped etc. Note: The Mileage attowance •for Road journey shall be regulated at the following rates in places where no specific rates have been prescribed either by Jtrector of Transport of the concemed state or of the neighboring state ii For journey performed by Own Car I Taxi For journey performed by Auto rickshaw. Own Scooter, etc. 71 Rs.8 per km Rs.4 per km. 23 (A) Mileage Allowance for journeys on Foot and the Bicycte; The Mileage allowance for Journey on foot and bicycle on tour and transfer will be 60 paise per km

24. Whenever a road journey.is pèrformed between places connected by rail, rail being the Ordinary mode to travelling, the road mileage pæscribed in rule 23 limited to rait mileage will be admissible

25. When an employee who is supplied with means of conveyance without charge returns to his headquarters on the same day, he wili draw daily allowance anty and no mileage allowance will be admissible

26. A daily allowance is a uniform allowance for each day of absence from headquartere which •is intended to dover the ordinary dail'ö chârges incurred by an employee in consequence of Allowance such absence

27. Unless in any case, ii be otherwise exptassly provided in these rules.a daily allowance may be drawn while on •tour on duty by every employee whose •dbties and may not be drawn except while on tour

28. Daily allowance mays not be drawn for any day on which a point outside a radius of eight kilometres (16 kilometres, in the case allowance) from the duty point i.e. the place/office of employment at it from a similar point. require that he.. should travel an employee does not reach of those getting conveyance his headquarters or return to meaning a distance of eight Note : Note : 1

2. The term "radius of eight kms" Should be interpreted as kilometres by the shortest practicable' route by which a traveller can reach his destination by the ordinary mode of travelling. For local journeys (i.e. those beyond 8 kilometres within the same and/or contiguous Municipality, etc. in which the headquarters of the employee is located) an employee will draw, for the journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in rule 31 i.e. where the absence from headquarters is less than 6 hours but more than 3 hours, he will draw 50% of 70% daily allowance as so on

29. Daily allowance may also 'be drawn during halt on ' tour or on a holiday occurring during a tour. Note, Note . 1

2. An employee who takes leave (including casual leave) while on tour is not entitled to draw daily allowance during such leave. Daily allowance is not admissible for any day, whether Sunday or holiday unless the officer is actually and not merely constructively on camp (i.e. actually spends at least a portion of the particular Sunday or holiday in camp)

30. Daily allowance is admissible on the following scales "A" The daily allowance admissible to the Vice-Chancellor shall be as determined by the Executive Council' from time to time. 72 30 (B) When an employee does not stay in a hotel or makes his own arrangement: Pay Range Rs. 16400 and above Rs. 8000 and above but less than Rs. 16400 Rs. 6500 and above but less than Rs. 8000 Rs. 4100 and above but less than Rs. 6500 Below Rs. 4100 'Localities other than mentioned in col. & 5 (2) Rs. 135 Rs. 120 Rs. 105 Rs. 90 Rs. 55 B-I Class Cities & Expensive Localities (3) Rs. 170 Rs. 150 Rs. 130 Rs. 70 A Class & Specialty Expensive Localities (4) Rs. 210 Rs. 185 Rs. 160 Rs. 135 Rs. 85 A-1 Class Cities (5) Rs. 260 Rs. 230 Rs. 200 Rs. 170 Rs. 105 'As specified by the Government from time to time. 30 (C) When the employee stays in a hotel or other establishment providing board and/or lodging at scheduled tariffs: Pay Range Rs. 16400 and above Rs. 8000 and above but less than Rs. 16400 Rs. 6500 and above 'Localities other than mentioned in col. (2) Rs. 335 Rs. 225 Rs. 200 but less than Rs. 8000 Rs. 4100 and above but less than Rs. 6500 Rs. 130 Below Rs. 4100 Rs. 65 Expensive Localities (3) Rs. 425 Rs. 330 Rs. 250 Rs. 160 Rs. 85 A Class Cities & Specially Expensive Localities (4) Rs. 525 Rs. 405 Rs. 305 Rs. 100 A-1 Class Cities Rs. 650 Rs. 505 Rs. 380 Rs. 245 Rs. 125 As specified by the Government from time to time. 73 Note : (b) When an employee stays in a hotel or other establishment providing board and/or lodging at scheduled tariffs, subject to production of hotel receipt, the D.A., will be 90% of the standard rate plus the lodging charges (exclusive of breakfast/meal) actually incurred for each calendar day but the total of the two should not exceed the corresponding rate prescribed for stay in hotel. Where an employee stays in government or public sector guest house and pays lodging charges in excess of 25% of daily allowance admissible to him in the concerned localities under Table (B) above, daily allowance shall be payable as under. Note: 2. The respective rate of daily allowance for the concerned localities as shown in Table (B) shall be reduced by 25% and the lodging charges (exclusive of breakfast meals) paid by the employee to the Government Public Sector guest house authority for each calendar day shall be added thereto. Daily allowance equal to the amount calculated in (i) above shall be admissible to the employee concerned subject to the condition that where it exceeds the hotel rate to which the employee is entitled for the respective locality as per Table (C) above, it shall be restricted to the latter rate. On day(s) when the employee on tour is provided with free board and lodging he will draw only 1/4 D.A., for that (those) day(s). If he is provided with only free board he will draw 1/2 D.A., for that (those) day(s). If he is provided with only free lodging he will draw 3/4 D.A., for that (those) day(s). Note: a. For the time spent in journey, only ordinary rate of daily allowance as in the Table at (B) will be admissible. When the total absence from the headquarters is partly spent in Journeys/ordinary locality and partly in expensive locality the total number of daily allowance in terms of rule 31 below will first be calculated. From this, the number of daily allowance at halt in the expensive locality for which daily allowance at special rates allowed will be deducted. The remaining number of daily allowance will then be calculated at ordinary rates as prescribed in 2 of the Table at (3) above. Note: 4, When an employee returns to headquarters the same day, the daily allowance admissible will be at ordinary rate only irrespective of the journey to an expensive locality. 31. Daily allowance for the entire absence from headquarters will be regulated as follows Full daily allowance may be granted for each completed calendar day of absence reckoned from mid-night to mid-night. For absence from headquarters, for less than 24 hours, the daily allowance will be admissible at the following rates :- If the absence from headquarters does not exceed 6 hours If the

absence from Headquarters exceeds 6 hours but does not exceed 12 hours. If the absence from headquarters exceeds 12 hours Nil 70% In case the period of a absence from headquarters falls on two calendar days. it is reckoned as two days and daily allowance is calculated for each day as above. Similarly, daily allowance for days of departure from and arrival at headquarters, will also be regulated accordingly. 74 Journey on transfer 32. In case of continuous absence from headquarters, full daily allowance will be admissible for the first 180 days. No daily allowance is payable beyond IBO days. 33.

(a) (i) An employee on transfer in the interest of the University may draw actual traveling allowance for self and each member of family on the scale admissible. but the claim in respect of dependent children shall be to only two children with effect from (ii) This will not be applicable to those employees who have more than two children prior (ii) The restriction of claim to only two children shall not be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results in multiple birth as a consequence of which the number of children exceeds two. (b) For journeys by Rail/Road/Air/Steamer the admissibility of traveling allowance will be as for journeys on tour both for self and family. Between places not connected by rail, if the journey is performed by public bus, actual bus fare for self and each member of family is admissible. If the journey is performed otherwise than by public bus road mileage at the appropriate rate will be admissible as follows. One mileage for self and one additional member of the family. Two mileages if two members of family accompany, three mileages if more than two members of family accompany. (c) An employee on transfer is eligible for a composite transfer grant equal to one month's basic pay in the case of transfer involving a change of station located at a distance of more than 20 kms from each other. In the case of transfer to station which are at a distance of less than 20 kms from the old station and transfers within the same city, the composite transfer grant shall be restricted to one third of the basic pay. provided a change of residence is actually involved. (d) An employee on transfer is eligible for cost of transportation of personal effects as detailed below : (i) Transportation of personal effects by rail: Pay Range Rs. 16,400 and above Rs.8,000 and above but less than Rs. 16,400 Rs.6500 and above but less than Rs.8000 Rs.4100 and above but less than Rs.6500 Below 4100 Personal Effects that can be carried Full four wheeler wagon or 6000kg by goods train or one Double Container. Full four wheeler wagon or 6000kg by goods train or one Single Container. 3000kg by goods train 1500 kg by goods train. 1000kg by goods train Note: An employee in receipt of a revised pay of Rs.3350- p.m. and above shall be permitted to transport 1500 kg of personal effects by goods train. (ii) Transportation of Personal effects by Road: The rates of allowances for carriage of personal effects between places connected by road only shall be as indicated below with effect from 1.10.97 Pay Range (1) Rs. 8000 and above Rs. 6500 and above but less than Rs. 8000 Rs. 4100 and above but less than Rs. 6500 Below Rs. 4100 AIWBI Class Cities (Rs. Per Km) (2) Rs. 30.00 Rs. 15.00 Rs. 7.60 Rs. 6.00 Other Cities (Rs. Per Km.) (3) Rs. 18.00 Rs. 9.00 Rs. 4.60 Rs. 4.00 Note (1) : The allowance at higher rates mentioned in Column (2) will be admissible as at present only for carriage. Of personal effects from one place to another within the limits of AIWBI class Cities. Note (2) : An employee in the revised pay of Rs: 3350 per month and above shall be entitled to the rates of allowances prescribed for employees in the pay range of Rs. 4100 and above but less than Rs. 6500 Note (3) : In the case of transport by road, an employee can draw the actual expenditure (or) the amount admissible on transportation of maximum admissible quantity by rail and then an additional amount of not more than 25% thereof, whichever is less. Personal effects should not be at owner's risk between places connected by rail. If transported by road, the actual expenditure or 1.14 times of the amount admissible for transport by goods train whichever is less will be admissible. The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of A or B1 class cities. The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail. e) Transport of conveyance: The scales for transportations of conveyance at University expenses will be as follows with effect from 1.10.97 Pay Range Rs. 6500 and above Less than Rs. 6500 Transport by rail : Entitlement One Car. or one Motorcycle/Scooter. or one horse One Motorcycle/Scooter/Moped or one Bique (a) By Passenger train: Actual freight charged by the railway. (b) By Goods train : Cost of packing, cost of transporting the packed car, motor cycle to and from the goods shed, cost of crating the car, loading and unloading charges cost of ropes. etc. are all reimbursable. Claim to be limited to the amount under (a) above. (c) One second class fare by the shortest route between the stations from and to which the car is actually transported can be drawn for a chauffeur or cleaner Transport by road : RS. 1.30 per

Km. for motorcar Rs. 0.50 per Km. for motor cycle/scooter. limited to freight rate by passenger train. Between places connected by rail • Actual cost of transportation, limited to the freight charges by passenger train. Between places not connected by rail. 30. per Km. 34, (i) Except on resignation, dismissal and removal from services. an employee. who on retirement from University service settled down at places other than the last station of their duty located at a distance of more than 20 Km. is eligible for composite transfer grant equal to a month's basic pay last drawn (ii) In case of employee who on retirement settles at the last station of duty itself or within a distance of less than 20 km. the composite transfer grant is equal to one third of the basic pay last drawn by him subject to the condition that a change of residence is actually involved. (iii) In the case of transportation and conveyance by employees on their retirement. the expenditure shall be reimbursable without insisting the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest

35. The family of an employee who dies in harness may draw travelling allowance from the last headquarters of the deceased employee to the home town or to another selected place of residence where the family wishes to settle down.

4. Advance of Travelling Allowance on tour! transfer -4 an in 36. Finance Officer may sanction to an employee who is required to proceed on tour/transfer advance to cover his personal travelling expenses, The Vice-Chancellor may sanction tour advance his favour. 77 37.. Second advance is not permissible, except under special orders of the Vice-Chancellor until an account has been given of the first advance. An employee who has taken an advance for any particular journey may not take payment of Travelling Allowance bills, before rendering complete account of the advance or any part of it, 38. The amount of advance granted shall be adjusted within one month from the date of completion of the tour. or by 31st March, Advances drawn in: the month of March. may, however, be adjusted on completion of the tour by 30th April whichever is earlier

39. No claim of travelling allowance which is not deferred within six months of the completion of journey shall be paid without the specific sanction of the Vice-Chancellor

40. No revision of travelling allowance, once drawn, shall ordinarily be permissible

41. All other cases not covered by these rules, shall be dealt with in accordance with the general or specific orders of the Vice-Chancellor after considering the corresponding provisions in the Government Rules on the point

42. Where it is satisfied by the Vice-Chancellor that the operation of any of these rules causes or likely to cause undue hardship to any employee, he may, notwithstanding anything contained in these rules, deal with the case of such employee in such manner as may appear to him to be just and equitable subject to approval of the Executive Council

43. Members of the University Bodies (Executive Council, High Power Committees, Finance Committees, Court, Board of Governors; Boards of Studies, Academic Council and other authorities)

are entitled Travelling Allowance indicated in the following rules : Journey by rail : Normally a member should travel by first class by rail. In respect of such journeys, he will be treated at par with Government servant of the First Grade and will be entitled to first class rail fare. Where, however the Vice-Chancellor considers that a non-official should travel by A.C.C., he may, at his discretion, allow A.C.C. travel. where this concession is, in his opinion, justified by fulfilment of one or more of the following conditions Miscellaneous not the service of the University 1) 2) 3) When a person is required to travel in air-conditioned accommodation on grounds of health or because of very advanced age and/or infirmity. Where a person is or was entitled to travel in air-conditioned coach under the rules of the organisation to which he belongs or might have belonged before retirement. Where the Vice-Chancellor is satisfied the A.C.C. travel by rail is the customary mode of travel by, - the non-official concerned in respect of journeys unconnected with the performance of Government duty. Non-official members of University Bodies, etc. will be entitled to travel by Second Class AC. 2 tier sleeper coach while performing journeys, to attend meetings of University Bodies. However, this concession: 'Would not be available for travel by Second Class AC. 2-tier sleeper coach. in Rajdhani Express train. 78 Journey by road : In respect of journeys by road between places not connected by rail, the member will be entitled to road mileage admissible to an officer of the First Grade under rule 23 above for travel in own car/full taxi or on motor cycle/scooter. In a case. where journey between two places connected by rail, is performed by road, he will be entitled to the prescribed road mileage limited to first class fare by rail.

However, if, in an individual case, the Vice-Chancellor is satisfied that the journey by road was performed in the public interest, full road mileage allowance may be granted „Without restricting it to rail fare. Journey by sea or by River Steamer : In respect of journey by sea or by river steamer, a non-official member will be entitled to one fare at the lowest rate (exclusive of diet) of the highest class of accommodation. The non-official members of the University Bodies will be eligible for daily allowances conveyance allowances at the following rates : (i) High Powered Committees/Commissions Classification of Cities 'A' Class cities 'B' Class cities 'C' Class cities Daily allowance (for outstation non-official members)." for stay in a hotel Rs. 300 per day Rs. 250 per day Rs. 200 per day Conveyance allowance (for local non-official members) Actual conveyance hire charges subject to a ceiling of Rs. 75 per day. Actual conveyance hire charges subject to a ceiling of Rs. 50 per day. If an outstation non-official member does not stay in a hotel, the above rate will be reduced by Rs. 50 per day, according to the classification of the city. For routine/less important Committees/Commission Classification of Cities 'A' Class Cities (iii) Daily Allowance (for outstation non-official members) At a flat rate of Rs. 150 per day if the member stays in a hotel: and Rs. 100 per day if the member does not stay in a hotel, irrespective of the classification of the city Conveyance allowance (for local non-official members) Actual conveyance hire charges subject to a ceiling of Rs. 50 per day irrespective of the classification of the city When a non-official appointed to a Committee, Commission or Board of Enquiry is allowed free board and lodging at the expense of the Central Government or a State Government or an autonomous industrial or commercial undertaking or a corporation, or a statutory body or a local authority, in which Government funds have been invested in: wholly without any other interest, he shall be entitled to the same admissible rates under these orders. If the board is allowed free, daily allowance shall be admissible at three-fourth of the admissible rates. The entire absence (or calculating the DVA shall be reckoned from and to the ordinary place of residence of the members. T.A. 6 D.A. to members will be admissible on production of a certificate that they have not drawn any travelling or daily allowance for the same journey and halts from any other source, The bills prepared and signed by, the member shall be countersigned by Finance Officer. Payments will not be made earlier than the last date up to which the allowance is claimed. The travelling allowance for onward journey and return journey will be included in the bill and the payment will be treated as final. Members are eligible for travelling allowance for the journey actually performed in connection with the meeting of the Committee, etc. to the place of permanent residence. If any member's permanent residence is at a place other than the place of his permanent residence to which he is entitled, he shall be entitled to his permanent residence after the termination of his travelling allowance shall be on the basis of or the distance between the place of permanent residence and the venue of the meeting, whichever is less. 44. Road mileage is admissible to a member Rs. 1.30 per km. if he/she is in his own car/taxi subject to the approval of the Vice-Chancellor

46. Deleted. 46. It shall be the duty of a Controlling Officer before signing or countersigning a travelling allowance bill:— (a) to scrutinise the frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey was unnecessary or unduly protracted or that a halt was of excessive duration. (b) to scrutinise carefully, the distance entered in travelling allowance bill (c) to satisfy himself (i) that the fares for journeys by railways or steamer excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and (ii) that concessional return tickets for the journeys charged for in the bill were purchased wherever and whenever possible. (d) to observe any subsidiary rules or orders which the Executive Council or the Vice-Chancellor may make for his guidance. 80 (e) to satisfy himself before permitting a claim under rule 34 that the individual actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available

47. Unless there is repugnant in Pondicherry university Act, Statutes, Ordinances, any amendments Amendments Savings to Fundamental Rules and Supplementary Rules be deemed to be the amendments of the Clause relevant provisions of these rules or any order or any Administrative instructions already issued/to be issued by the Central Government shall be deemed to be the order or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government 81

6. ORDINANCES GOVERNING THE LEAVE *RAVEL CONCESSION •ro THE EMPLOYEES OF THE UNIVERSITY

1. These rules may be called the "Pondicherry University (Leave Travel Concession) Rules" • They shall be deemed to have come into force on the first day of January 1986. 2. (a) They shall apply to all employees in whole-time employment of this University Who have rendered a continuous service of more than one year on the date of commencement of the journey. (b) Re-employed officers shall be eligible for the concession on completion of one year Short tide commencement Extent application 3. continuous service and subject to the condition that the succession block of two/four calendar years in the case of such employee•es shall be reckoned from the .actual date of their Joining the post und& the University and that he is iikely to continue to serve under this University fos- a period o! 214 years from the date of joining the post in the University. Definitions Save as otherwise provided in these rules: (a) "Family' means an employee's wife or husband. As the case may be residing with the employee and two surviving children oc stepchildren residing with and wholly dependent upon the employee; whose income from ait sources does not excéed Rs, 15001* p.m; It includes In addition. parents, step mother, unmarried/ divorced/ abandoned/ separated from husbands or widowed sisters, minor brothers and married' daughters; who have been divOcced abandoned or separated"from their with and wholly dependent upon the employee. Widowed sisters are also included, if residing w}th and wholly dependent upon the employee (provided their parents either nat alive or they themselves dependent on the employee). Note 1 - The Restriction of two surviving children as indicated above shait not apply tn respect of existing children of an employee and a child born within one year of the restriction co'ming into force and also in-case of multiple quilts after ex•child: Note 2 — Not more than one wife is included. in the terms family for the pucpose of these rates. However, if a Government servant has two legally wedded wives and 2nd marriage is with the specific permission of the University, the 2nd wife shall also be included in the definition of (b) "Home town' means the permanent hometown or village as entered in the service book ot other appropriate office record or such other place as has been declared by him duly supported by. reasons such as ownership of immovable property. permanent residence of close relative, etc., or the place where the employee would normally reside but for his absence on account of service in the University. Declaration once made shall be final. 82 (c) "Once in a period of two calendar years" means once in each block ot two calendar years commencing from the year | 1986 i.e., year 1986 and 1987 constituting one block of two calendar years. (d) "Once in a period of {Our calendar years" means a period of four calendar year 1986 i.e., the years 1986, 1987, 1988 and 1989 constituting one block of four years. (e) "Any 51ace in India" wilt cover, besides the home town of the, employee. any place within the territory of India whether it is on the mainland of India or overseas. (f) "Shörtäst route" is that by which the traveller can most speedily reach his déstination by the ordinary modes of travelling. 4.(1) An employee of this University shall avail leave travel concession for self and tamas Journey to home-town to visit hometown declared by him/her by the shortest route once in a period of two calendat year- teiid he/she shall be eligible for full. rg•imbursement of the entire actual fare for the journey to home town from headquarters and back limited to the eligible Air/Rail/Road mileage. etc., as on tour: P'ovided that the rate ot road mileage between places not connected by raile faro paid for any type of bus including super deluxe, deluxe, express excluding air-conditioned bus. (2) When the husband and wife are both employees of this University the couple should be treated as a single family unit and should declare only one place to be their hometown which should be the same place for both of tiem for •alt times: Provided that if, for any reasons the husband and wife are residing separately they can claim the concession ihdépendently as two separate employees according to his or own entitélements: Provided further if the .family pedorms journeys separately there is no-okjection to an employee presenting separate claims. (3) When the spouse of an employee employed in an office other than this University where L.T.C. facilities are available or otherwise not so employed, the claim for spouse should be accompanied by an emptoyment/non-employment certificate in respect of the spouse as in Form (PU)I. 5 (1) (j) An employee of this University shall avail Leave Travel Concession for self and members of his family to visit any place -in India once In a block of •four years and he shall-be élllaible for full re- imbursement of the entire actual fare for the journey from head quarters a place of visit in India as declared by the employee in advance and back. (ii) The actual fare is limited to the ellgible Air/Rail/Road mileage as on tour as per entitlement detailed below• (A) Journey by AirlRail: Pay Range Rs. 18,400 and above. ks.16,400 and above, but less than Rs. 18,400. Rs.8,000 and above, but less than Rs. 16,400 Pay Range Rs.4.100 and above. but tess than

Rs.8,000 Below Rs.4,100 Entitlement Air Economy (Y) Class by National Carriers or AC First Class by Train. at their option. AC First Class. Second AC 2.tier Sleeper. Entitlement First Class/AC 3 - tier Sleeper/AC Chair Car. • Second Sleeper. • All Government servants who are entitled to travel on LTC by First Class/AC 3- tier Sleeper/AC Chair Car may, at their discretion, travel by AC 2.tier Sleeper In cases where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation. 83 Travel by Rajdhani Express Trains: Pay Range Rs. 16,400 and above. Rs.8,000 and above. but less than Rs. 16,400 Rs.4,100 and above. but less than Travel by Shatabdi Express Trains: Pay Range Rs. 16,400 and above, Rs.4,100 and above but less than Rs. 16,400 Entitlement AC First Class. Second AC 2 — tier Sleeper AC 3 — tier Sleeper Entitlement , Executive Class. AC Chair Car. NOTE. - Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis. Both ends of the journey. I.e., place of start of the journey and the destination should be directly connected by Rajdhani/ Shatabdi.Express. (B) Journey by Sea or by River Steamer: Pay Range Rs.8,000 and above. Rs.6,500 and above, but less than Rs.8,000. Rs.4,100 and above, but less than Rs.6,500 Below Rs.4,100 Entitlement Highest Class If there are two classes only on the steamer, the lower class. If there are three classes. the middle or the second class. If there be four classes. the third class. The lowest class. Accommodation entitlement for 'travel between the mainland and the Andaman & Nicobar Group' of Islands and the Lakshadweep. Group or islands by ships operated by the Shipping Corporation of India Limited Will be as follows: Pay Range Rs.8,000 and above. Rs.6,500 and above, but less than Rs.8,000 Rs.4,100 and above. *but less than Rs.6,500 Less than (C) Journey by Road: (iii) (iv) (v) Pay Range Rs. 18,400 and above. Rs.8,000 and above but less than Rs. 18,400..A' Rs.6,500 and above, but less than Rs.8,000. Rs.4,100 and above, but less than Rs.6,500. Below Rs.4,100 Entitlement Deluxe Class First Cabin Class. Second/B' Cabin Class Bunk Class. Entitlement Actual fare by any type of public bus, including air-conditioned bus: OR At prescribed rates for AC Taxi/Taxi (AC Taxi when journey is actually performed by AC Taxi) for journey to the places not connected by rail, subject to condition that the claim shall be restricted to the bus fare by entitled class or fare actually paid, whichever is less. Same as at (i) above with the exception that journeys by AC Taxi will not be permissible. Same as at (ii) above with the exception that journeys by air-conditioned bus will not be permissible. Actual fare by any type of public bus other than air-conditioned bus: OR At prescribed rate for autorickshaw for journey to places not connected by rail. subject to condition that the claim shall be restricted to bus fare by entitled class or the fare actually paid: whichever is less. As at (iv) above with the condition that the claim shall be restricted to the bus fare by ordinary bus. NOTE: In all cases of travel by AC Taxi, Taxi or Autorickshaw. production of fare receipt will be necessary. 84 (2) Journey by road - (i) (ii) •Where a public transport system as aforesaid does not exist the assistance will be regulated as in case of journeys undertaken on transfer. (iii) Notwithstanding anything contained in sub-rule (1) or clauses (i) and (ii) of sub-rule (2) where a Government servant traveling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporation in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired). or a bus. van or other vehicle owned by private operators. (3) BY Air... The Government servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive. (4) In regard to places in territory of India connected by shipping services, the entitlement of a Government servant to travel By ship will be regulated as in the case of journeys by ship undertaken on transfer. (5) Travel between places not connected by any other means of transport. — FOR travel between places not connected by any other means of transport. a Government servant can avail of animal transport like pony elephant, camel, etc. In such cases mileage allowance will be admissible at the same rate as for journey on transfer. Provided that the L.T.C. will not be admissible for journeys performed by private car (owned), borrowed (hired) or in a chartered bus, van or other vehicle owned by private operators. However, if the journey is performed by vehicles operated- by Tourism Development Corporations in Public Sector State Transport Corporations and Transport Services run by Government or local bodies, the claim will be restricted to the actual expenses limited to the railway fare by the authorised class of

accommodation: Provided further that between places not connected by rail, where a recognised public transport system exists, the fares actually charged by such a system, shall be admissible. (2) When the employee travels in a higher class, the assistance will be restricted to the fare of the appropriate class and if he/she travels by lower class the assistance will be based on the lower class fare actually paid. (3) For journeys performed by purchasing a circular tour ticket the claim shall be admissible as between the headquarters and the declared place or visit by the shortest direct route by the class of accommodation actually used or entitled class whichever is less, (4) For journeys to Port Blair the journey up to the port of embarkation shall be admissible as usual. From the port of embarkation to Port Blair the employee will be entitled to the cost of sea passage by the entitled class which is given below : (a) First grade Officers drawing pay of Rs. 00 (Revised) and above (b) Other first grade Officers (c) Second grade (d) Third grade (e) Fourth grade Deluxe I Class 11 Class 11 Class cabin (A) cabin (B) cabin However the Vice-Chancellor may permit Grade I Officers to travel from the nearest point in mainland to Port Blair by Air 85 6. (1) The grade of the employee shall be decided on the date of journey. (2) The L.T.C. is ordinarily admissible for those journeys performed during regular or casual leave including special casual leave and maternity leave. (3) The concession to go to any place in India is in lieu of one of the two concessions to hometown available in a block of four calendar years. (4) If a University servant's hometown is outside India the assistance is admissible up to the India Railway station or port nearest to hometown. (5) A child/children of an employee studying at a place further than the hometown residing in hostels he/she shall be eligible for L.T.C. as members of the family from the place of study to the hometown/any place in India and back from the headquarters of the employee to the hometown/any place in India and back whichever is less. (6) The L.T.C. not admissible to an employee who proceeds on regular leave and then resigns his post without returning to duty. (7) The L.T.C. can be combined with journeys on transfer or tour. (8) In the case of an employee who is under suspension, the L.T.C. is admissible to his/her family only. (9) An employee can change the declared place of visit before the commencement of the journey with the approval of the Registrar. (10) The employee or members of his family visit either the same place or different places of the choice under the scheme to visit anywhere in India. (11) The L.T.C. admissible for a particular block of two/four years which is not availed of during the block may be availed of in the first year of the next block by the employee and the family independently of each other. (12) The right of an employee for reimbursement of Leave Travel Concession shall stand forfeited if he has been deemed to have been relinquished if the claim is not preferred within six months of the date of completion of the return journey. (13) All other cases not covered by these rules shall be dealt with in accordance with the general or specific order of Vice-Chancellor after taking into consideration the corresponding provisions in Government Rules on the subject. (14) The Registrar of the University shall be competent to grant advance to the employees of the University to enable them to avail themselves the L.T.C. The amount of such advance shall be limited to 4/5 of the estimated amount which the University would have to reimburse in respect of the cost of journey both ways. If the family of these employees travel separately the advance may also be drawn separately to the extent admissible. (15) An employee can draw advance for LTC journey for his family members 65 days before the proposed date of onward journey. However he should produce the outward railway tickets within 10 days of the drawal of advance to the competent authority to show that he has actually utilized the amount to purchase the ticket. The advance drawn for the purpose should be refunded in full if the onward journey is not commenced within 65 days of the grant of advance. (16) General (17) bill within one (18) of advance or return journey interest @ 2 An employee who has taken an advance for L.T.C. should submit the adjustment month of the completion of return journey. If the onward journey is not commenced within one month from the date of sanction if the adjustment bill is not presented within one month of the completion of the or if any of the rules for granting advance for L.T.C. has been violated, a penal over and above the rate of interest for purchase of conveyance shall be charged. 7, Unless there is anything repugnant in the Pondicherry University Act, Statutes and Ordinances Amendments any amendments to the orders regarding the grant of travel concessions to Government servants during, regular leave shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued or to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government. 81

cases immediately to him for approval. 4. (i) A University employee, shall be of charge to treatment : (a) in the University recognised hospital or any other Government hospital at or near the place where he/she is ill, in the Opinion of the Authorised Medical Officer, treatment or (b) if there is no such hospital as is referred to in sub-clause (a), in such hospital other than a Government hospital at or near the place as can, in the opinion of the Authorised Medical Attendant, be given the necessary and suitable treatment. (ii) Where an employee is entitled, free of charge, to treatment in hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the Authorised Medical Attendant in this behalf, be reimbursed to him by the University. Note: 1. Expenses incurred by an employee or a member of his family on treatment for "Venereal Diseases" and "Deliriums-Tremens" should be regarded as reimbursable. Note: 2. Reimbursement of expenditure incurred on account of treatment of stillbirth will be admissible. Note: 3. Expenses incurred on medical termination of pregnancy: is reimbursable provided 'the medical termination of pregnancy has been performed at Government or other institutions/hospitals/institutions approved' under... the Medical Termination of Pregnancy Act, 1971 : Provided that the Finance Officer shall reject any claim. If he is not satisfied with its genuineness on facts and circumstances of while doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice-Chancellor within a period of forty-five days of the date of receipt of the order rejecting the claim. If the Authorised Medical Attendant is of the opinion that owing to the severity of treatment at residence, the illness, an employee cannot move to the hospital, he may receive treatment at his residence. (2) Such employee receiving treatment at his residence shall be, entitled to receive towards the cost of such treatment incurred by him a sum equivalent of the cost of such treatment as he would have been entitled to receive had he been treated in the University recognised hospital or any other Government (3) Claims for sums admissible under sub-clause (2) shall be accompanied by a certificate in writing by the Authorised Medical Attendant stating his reasons for the treatment at the residence of the patient and the cost of similar treatment in the hospital.

6. In special cases, the Vice-Chancellor may sanction treatment of a University employee or special treatment his/her family at special hospital/clinic/nursing home, In such case, the extent of reimbursement over and above the expenses admissible. under these rules will be decided by the Vice-Chancellor. Concession 7. Families of the University employees are entitled to medical attendance and/or treatment on for families the scale and conditions allowed to the employees themselves, subject to such exceptions or restrictions specified in these Definition of Family : "Family" means wife of husband as the case may be, parents, children and step-children wholly dependent upon the University employees. 90 Explanations : (a) The term "Family." does not include any other dependent relations such as brother, sister, widowed sister, etc. The term "Parents" does not include "Step-parents". The term "Children" will include children adopted legally. (b) The husband or wife of the employee, as the case may be, employed under the Government or any other of wholly by the Central or State Government local bodies and private organisations' which provide medical facilities provided by the organisations in which he/she is employed. (c) For this purpose, every declaration at the commencement of these rules or immediately her husband is employed if employed a joint declaration as to who will prefer or not. the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in 'Husband and child: the above declaration should be submitted by the employee and wife. (d) Such parents should be regarded as "Wholly/mainly dependent" upon an employee who normally reside with the employee concerned and whose total monthly income does not exceed Rs, 600 p.m. (e) For the purpose of attendance, up to four consultations at the rate of one consultation a day completed within a period of ten days from the date of commencement of treatment is allowed in respect of one single and continuous spell of illness/disease. There should be a reasonable gap between the closing of first spell of illness from one disease and the recurrence of a second time to justify a 'Wholly/mainly dependent' The employees may be required to produce prescriptions by the claimants, if considered necessary in order, verify the prescribed ceiling on the number of consultations/visits. end: in order to satisfy about the genuineness of the claims. In cases which are definitely not prolonged, treatment (limited to the administration of injections only) prescribed while medical attendance is received, may be taken at the hospital or at the residence of the employee.

such cases, normally ten injections Riti' a' betiod 'df suffice. These limits may be exceeded slightly (not exceeding five) viz., 15 injections spread over a period of 10 to 15 days depending on the opinion of the Authorised Medical Attendant is essential for the recovery of the patient. charges for injections will be payable at the prescribed rate. (i) Every consultation after the first in respect of the same patient be treated as "subsequent consultation" and charged for at the prescribed lower rates irrespective of that the patient has been under the treatment of 91 (ii) Where a patient after being cured of a particular illness develops a "fresh" illness and consults the same doctor that consultation should be regarded as a "fresh consultation" and may be charged for at full rates and (iii) Where a patient consults the same doctor in connection to the super-imposition of another disease during the course of treatment of one disease, that consultation should be regarded as "fresh consultation" and charged for at full rates. If at the time of consultation the medical officer consulted also admits the patient, he will be entitled to charge fees both for the consultation and for the injection at the prescribed rates. However if at a later stage the medical officer administers injections prescribed at the previous consultation, fees should be charged for injections only. (i) Diet-charges paid to hospitals and T.B. Sanatoria, etc. by the University employees and members of their families during the course of their in-door treatment will be reimbursed in full in case where the pay of the employees concerned is not more than, 1) Rs. 400 per month (pre-revised) in the case of patients suffering from diseases other than T.B. and mental; and 11) Rs. 640 per month (pre-revised) in the case of patients suffering from T.B. and mental diseases. In the case of reimbursement of medical expenses incurred by University employees on hospitalisation themselves and their families in hospitals the tariffs of which indicate a flat rate inclusive of diet charge, the diet charges should be regulated as follows: (a) Where the flat charge made by the hospital includes (1) diet (2) accommodation. (3) ordinary and (4) medical and surgical services 20% of the flat charges will be reckoned as diet charges; and (b) Where the flat charge made by the hospital includes (1) diet (2) accommodation. (3) ordinary nursing only, but not (4) viz. charges for, medical and surgical services. 50% of the flat charge will be reckoned as diet charges. 9. - Cash memos for purchase of medicines must be countersigned by the Authorising Officer prescribing the medicines and the essentiality certificate must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine. 10. The final claims for reimbursement of medical expenses of University employees and their families in respect of a particular illness should be submitted within 3 months from the date of completion of treatment as shown in the Essentiality Certificate Issued by the Authorised Medical Attendant. 91 Cash Memo essentiality certificate Time-limit for claims' Consultation/visiting fees and injection fees Maintenance of Suffering registered employees 11. a) b) c) a) C) The present rates of consultation/visiting fees are as follows: Fees for medical attendance/Specialist Fees for visit For first consultation For subsequent Civil Surgeon/Senior Specialist Junior Specialist Assistant Surgeon. Senior Specialist Junior Specialist, Assistant Surgeon Injection Intra-venous Intra-muscular Subcutaneous Fees for. Specialist Rs. 5.00 . 2.00 . For consultation 16 5 3 'Fees' for Civil (per injection) 5 3 injections For Assistant Surgeon (per injection) 3 3 2 consultation Rs. 6.00 2.00 1 .50 For subsequent consultation Rs. 3 2 For Sub-Assistant Surgeons (per injection) 2 2 2 12. The pay 'bill' section should be entered therein, and attested by the Medical Officer. 93 Name of the patient injection fee (7) (2) Total (8) Relationship with the employee (3) Period of claim (9) Name of disease (4) Name of the medical shop Name of the doctor (5) Cost of medicine purchased Consultation fee (6) Pathological charges Amount passed for payment Progressive Total Remarks repugnant in the Pondicherry University Act. Amendments 13, Unless there anything is Statutes, Ordinances, any amendments to the Central Civil Services (Medical Attendance) Rules, 1944 shall be deemed to be the amendments of the relevant provisions of these rules or any or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government. 94 8, ORDINANCES GOVERNING THE CODE OF CONDUCT AND DISCIPLINE FOR PROTECTION OF WOMEN AGAINST SEXUAL HARASSMENT Preamble: Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In order to provide an academic and working environment free of sexual harassment, intimidation or exploitation, the

Pondicherry University has framed this code of conduct (following the guidelines on the prevention and deterrence of sexual harassment in the workplace laid down by the Supreme Court of India in its 13 August 1997 judgment on the writ petition (criminal) Vishaka vs. State of Rajasthan), to deal with complaints of sexual harassment lodged by students or staff, against a person who may either be a student or a staff or a resident or a service provider or an outsider

1. Short Title and Commencement: (i) These rules may be called the "Pondicherry University rules for protection of women against sexual harassment" (ii) These rules shall come into force with immediate effect. (iii) These rules shall replace the existing rules on the subject in the Ordinances governing Administrative matters

2. Definitions: (i) Under these rules, unless the context otherwise requires :- (a) (b) (c) (d) (f) "University" means the Pondicherry University and includes all places vested, controlled and/or administered by the University. "Aggrieved person" means any female person/persons, whether major or minor, who alleges that she/they have been subjected to sexual harassment. "Employee" means both the teaching includes research post and non-teaching employees of the University and includes those employed on full time, part-time temporary, deputation; contract, ad-hoc or daily wage basis, either directly or by or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a domestic worker, a co-worker, a contract worker, probationer, trainee, apprentice or by any other name called; "Student" means all the students of the Pondicherry University "Resident" means any person who is temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the University "Service provided" means any person who runs or manages commercial enterprises, or provides services on the campus. "Sexual Harassment" means: commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes 95 (ii) (iii) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) eve teasing unwelcome remarks jokes causing or likely to cause awkwardness or embarrassment innuendos and taunt gender based insults or sexually coloured remarks or demand 1 request for sexual favours unwelcome sexual overtone in any manner such as over telephone and the like touching or brushing against the body, and the like displaying pornographic or other offensive or derogatory picture, cartoons, pamphlets or sayings forcible physical touch or molestation physical confinement against one's will and other acts tending to violate one's privacy denial of equal opportunity in pursuit of education/career development or otherwise making the study/work environment hostile or intimidating for students/employees (h) (j) (k) (l) (m) "Sexual Harassment of Students" means the use of authority by any person to exploit the sexuality or sexual identity of a student to harass in a manner which prevents or impairs that student's full utilization of educational benefits, climate or opportunities. It includes behaviour that covertly or overtly uses the power inherent in the status of a person of authority as a teaching or a non-teaching staff, to affect adversely a student's educational experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of loss of a grade, a recommendation, a professional growth opportunity or a job. "Sexual Harassment of Employee" means use of an authority by any person to exploit the sexuality or sexual identity of a subordinate employee or a colleague to harass in a manner which prevents or impairs the employee's full utilization of employment benefits, climate or opportunities. It includes behaviour of employer or fellow staff/ non-teaching staff that covertly or overtly uses the power inherent in their office to affect negatively an employee's work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching Staff/Non-Teaching Staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment. "Committee" means the Sexual Harassment Prevention Committee which is also the internal Complaints Committee of the University. "Complaint" means complaints of sexual harassment made by aggrieved persons to the University or to the Committee under these rules, "Defendant/Respondent" means a person against whom an allegation of sexual harassment is made. "Other persons engaged / employed by the University" means a person employed for any work directly, or by or through any agency (including a contractor), with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied, and any person employed as a temporary,

contract, casual, badli, piece-rated or contract workers or by any other name called; and includes a domestic servant employed in a house or dwelling place. (n) "Proceedings" means enquiry proceedings carried out by the Committee

3. Prohibition of Sexual Harassment: (I) No employee or student, within the University or in any place away from University, if such place has a relevance or any bearing on the relationship as of the University, shall be subjected to sexual harassment including unwelcome sexually determined behavior, physical contact, advances, sexually coloured remarks, display of pornographic material, sexual demand, request for sexual favours or any other unwelcome conduct of sexual nature whether verbal, textual, physical, graphic or electronic or by any other actions, which may include, - (i) (iii) (iv) (v) implied or overt promise of preferential treatment for sexual favours; or implied or overt threat of treatment detrimental to one's position, career or educational prospects if sexual advances are resisted or implied or overt threat about the present or future employment status; Conduct which interferes with work or creates an intimidating or offensive or hostile work environment; or humiliating conduct constituting health and safety problems. The University shall, having regard to the location, environment and the like, of the University take every step within its means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the University or between employees themselves etc. and shall make adequate arrangements with the view to prevent sexual harassment

4. Sexual Harassment Prevention Committee [Committee for short]: The University shall constitute a Sexual Harassment Prevention Committee which shall also function as the Internal Complaints Committee, consisting of the following members namely (ii) (iii) (iv) (v) (vi) (vii) (a) (b) (c) A Woman Professor / Woman Reader in the University who shall be the Chairperson One male member of the employees on the teaching side One male member of the employees on non-teaching side One female student One female representative of non-governmental organizations actively engaged either in the welfare of women or in the field of Education One female member from Non-teaching side (and) An officer of the level of Deputy Registrar shall be the Member Secretary The members of the Committee shall be nominated by the University The term of office of the Chairperson and the members shall be two years from the date on which they assume office and they shall be eligible for one more term Any casual vacancy in the Committee or absence without written intimation for three consecutive meetings or for two months, whichever is more, shall be filled up by the University from the concerned category 97 (d) It will not be open to the complainant or the defendant to question the composition of the Committee or any member of the Committee on the ground of employment seniority or hierarchy

5. Complaint and enquiry by Sexual Harassment Prevention Committee: (b) (c) (d) (f) (g) Any person aggrieved by any contravention of these rules, shall lodge a complaint of sexual harassment with the Committee in writing at the earliest point of time and preferably within 15 days from the occurrence of the alleged contravention: Provided that where such complaint cannot be made in writing, the Chairperson or any member of the Committee shall render all reasonable assistance to the woman making the complaint to state the same in writing. The complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complainant. The complaint shall be addressed to the chairperson of the Committee, If the complainant so prefers for reasons of discretion, the complaint may be addressed to the Vice-Chancellor and handed over in person, or sent in a sealed cover. Upon receipt of any such complaint, the Vice-Chancellor shall retain the original complaint with himself/herself and send a gist of the complaint containing all material and relevant details to the Committee indicating the complainant's preference for anonymity and a very discrete enquiry. The Committee upon receipt of complaint shall conduct an enquiry discreetly by providing reasonable opportunity to the complainant and the defendant for presenting and defending her/his case and keeping in view the sensitivity and safety of the complainant. The Committee shall have the right to call any person to appear as witness and seek any official paper or document for purpose of enquiry and also have as many times as required, the summons, defendant/complainant/witnesses for purpose of supplementary testimony and/or clarifications. The Committee shall have the right to terminate the enquiry proceedings and give an ex-parte decision on the complaint, if the defendant fails, without valid ground, to present himself for three consecutive hearings or the defendant refuses to cooperate with the Committee in the conduct of the inquiry. The Committee, shall not permit any behaviour of the

defendant during the inquiry that subjects the complainant to and physical trauma. (h) a) The minutes of all the meetings of the Committee shall be maintained. b) The statements of all the witnesses shall be recorded.

6. PENALTIES: Any employee, student, • service provider, resident or outsider found guilty of harassment shall be liable for penalties I disciplinary action.sexual The penalties listed below are indicative and shall not constrain the University authorities from considering other penalties in accordance with the rules governing the conduct of employees and students in practice at the time and in accordance with law. (1) a. b. c. d. e. f. g. h. In Case of Teaching Staff: Warning, reprimand, or censure or written apology or bond of good behaviour. Removal from an administrative position at the Centre, School and/ or University levels. Debarring from holding an administrative position at the Centre /Department, School and/or University levels. Stopping of increments/promotions. Reversion/Demotion. Suspension from service for a limited period. Compulsory retirement. Dismissal from service. Further, the penalty awarded shall be recorded in his/her Confidential Report.' (2) In Case of Non-Teaching Staff: Warning reprimand, or censure or written apology or bond of good behaviour. a. b. Stopping of increments/promotions. Reversion/Demotion. c. d. Suspension from service for a limited period. Compulsory retirement. e. f. Dismissal from service. Further, the penalty awarded shall be recorded in his/her Confidential Report. (3) In Case of Students: a. Warning or reprimand or written apology or bond for good behaviour. b. Suspension for a specific period of time Withholding results and certificates. c. d. Debarring from exams/cancellation of exams. Debarring from holding positions in student bodies. e. f. Debarring entry into hostel or transfer to another hostel or withdrawal of hostel accommodation for a limited or the entire period of study. g. Rustication for a specific period or permanently. h. Expulsion. Further, the penalty awarded shall be recorded in his/her Personal File. 99 (4) a. b. c. d. (5) a. b. c. d. e. f. In Case of Outsiders: Warning; reprimand, or censure. A letter Communicating her/his misconduct to her/his institution of education, employment or residence. Declaration of the campus as out of bounds for. her/him for all purposes. Any other action as may be necessary. In Case of Service Providers Warning, reprimand, or censure. A letter communicating her/his misconduct to her/his place of employment. Termination of the agreement/contract of engagement to provide the seMces. Declaration of the campus as out of bounds for her/him. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus. Any other action as may be necessary. In addition to the various penalties specified under (1) - (5) above, the person may be advised to undergo counseling and gender sensitization, and to give a written and/or public apology to the complainant. (6) Penalty in Case of a Second Offence: A second or repeated offence, may; on the recommendation of Committee normally attract a major penalty like dismissal, expulsion, termination of contract etc

7. False ComplaintlDepositiön: Where the Committee as the case may be, has evidence of •the complainant or any of the witnesses having produced.forged documents •in the inquiry, it may recommend to the University to take action against the person who produced the forged document, in accordance with the provisions of the service rules applicable to her or him or where no such service rules have been made, in such manner as may be prescribed

8. Protection against Victimisation: a.If the complainant is a student and the defendant(s) is a teacher, during the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant(s) shall not normally be allowed to supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research. b. If a witness named by the complainant is a student and the defendant(s) is a teacher, during the duration of the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant shall not normally be allowed to supervise any academic actiVity of the student, including but not limited to, evaluation and examination, re-examination) and supervision of research. c. If both the complainant and the defendant(s) are members of the academic and/or non- teaching staff of the University, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shali not write the Confidential Reports of the complainant, if she/he is otherwise so authorized for the period specified by the competent authority. d. If witnesses named by the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the University, the defendant shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized for the period specified by the competent authority when the enquiry is in progress and even after the

conclusion of the enquiry, if the defendant is found guilty. e. If the defendant(s) is an outsider, the defendant shall not be allowed to enter the campus when the enquiry is in progress, except for the purpose of attending the present enquiry for the period specified by the competent authority. If the defendant is found guilty, he may be debarred from entering the University campus. f. If the defendant(s) is a resident/service provider, the defendant shall not be allowed to enter the campus when the enquiry is in progress, except for the purpose of attending the present enquiry• for the period specified by the competent authority. . If the defendant is found guilty, he may be debarred from entering the University campus

9. Notwithstanding tie.above, the university may lodge a complaint straightaway with the police in respect of any act amounting to an offence under the Law

10. The 'University shall maintain confidentiality in matters concerning complainants and persons against whom the complaints are made.in instances of sexual harassment, in view of the extreme personal sensitivity of issues involved. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency

11. The contents of the complaint, the identity and addresses of the aggrieved woman, defendant and witnessS, any information relating to the enquiry proceedings, recommendaions of the Committee, and tt-E action taken by the University under the provisions .of these rules may be withheld as per relevant provisions of the Right to Information Act

12. The earlier administrative ordinance 8 stands repealed and replaced by this new ordinance 101

