

DURGAH COMMITTEE EMPLOYEE SERVICE RULES, 1977

11 (1) of bye-Laws DARGAH COMMITTEE EMPLOYEES SERVICES RULES -1977 by Section 1 on the exercise of its powers conferred by the Dargah Khwaja Saheb Act, 1958 framed under the Act. "Appointing Authority" means the Dargah Committee or any other authority to whom the power of appointment may be delegated by the Dargah Committee. "Committee" means the Dargah Khwaja Saheb Committee (d) (e) (h) constituted under section 5 of the Act, 1958 (36 of 1958). "Employees" means a person in the Dargah and paid out of the Dargah not include the Nazim. "Nazim" means the Nazim, appointed by the Dargah Khwaja Saheb Act, Dargah Khwaja Saheb employment of the Endowment, but does not include the Nazim. "President" means the President of the Dargah Khwaja Saheb Act under section 7. "Vice President" means the Vice President elected by the Dargah Khwaja Saheb Act, 1958 (36 of 1958).

2. DEFINITION of herewith require In the Rules, unless the context "Act" means the Dargah Khwaja Saheb Act., 1958 (36 of 1958) Bye-Laws means the Dargah Khwaja Saheb Bye-Laws 1958 framed under the Act. "Appointing Authority" means the Dargah Committee or any other authority to whom the power of appointment may be delegated by the Dargah Committee. "Committee" means the Dargah Khwaja Saheb Committee (d) (e) (h) constituted under section 5 of the Act, 1958 (36 of 1958). "Employees" means a person in the Dargah and paid out of the Dargah not include the Nazim. "Nazim" means the Nazim, appointed by the Dargah Khwaja Saheb Act, Dargah Khwaja Saheb employment of the Endowment, but does not include the Nazim. "President" means the President of the Dargah Khwaja Saheb Act under section 7. "Vice President" means the Vice President elected by the Dargah Khwaja Saheb Act, 1958 (36 of 1958).

3. COMPOSITION AND STRENGTH OF THE SERVICE The composition and strength of the service categories shall be fixed by the Dargah Committee. For the present, the following will be the various categories of the staff. (a) Permanent Part time Hereditary Permanent Staff The employees appointed on a whole time and substantive basis in defined grades of pay against substantive post are included in this category. (b) Temporary Staff The person appointed temporarily against substantive or appointed against temporary post are included in this category. (c) Part Time : The staff required for a part time job or for performance of duties for a particular period are included in this category. (d) Hereditary Staff Means the staff appointed on fixed pay for performing specific duties with the condition that in case of a hereditary post falling vacant, preference will be given to the son, grandson, real brother or real brother's son, aged not less than 18 years, of the person who was holding the post immediately before the vacancy had attained the age of 18 years. In case the surviving heir is below 18 years of age a substitute will be appointed for the period upto which the heir has attained the age of 18 years. If there is no heir or the heir be not considered suitable for appointment by the Committee the hereditary post will be converted into a permanent post on such pay as may be determined by the Committee and then in the manner provided for recruitment to permanent post. Schedule 4. given below : Permanent The permanent categories: the staff staff fall of various categories following are in the (b) 2. 3. 5. 8. 10.

11. Staff in scale of pay. Staff on fixed pay. The permanent staff in Assistant Nazim Head Clerk scale of pay are as following: Store-Keeper-Supervisor Kamdar (Rent collector) Accountant P.A. to Nazim Cashier Nazim Clerk Accountant Clerk cum typist Court Clerk Record Keeper Care taker Guest House arogha Langar Khana, Intizamia Satal J mader 'on 16. the human supervisor Power House Line men Power House 19. 20. 21. 22. 23. 24. (b) 1. 2. 3

5. Imams Hakim Compounder Sadar Mudaris Mudaris Hafiz The permanent Staff on Moazzins bai(Nurse) Sabilies Sweeper Jar 00b Kash S.i, hob t l x ed pay nre fol lows (c) 1. 2. 3. 5. 6. 8. 10. 11. 1. 2. 3. 4

5. PART TIME Saqqa (Water Man) Gharisaz (Watchman) Gulbardar Topchi Qawwa Is Hut faz for Khatam-a-Khwa jgan Lib rat ian Imam Masjid Sarai Chi shsty Chaman Far rash Jaroobkash for Dacul Uloom and Library Nigran, Tay yari Sherni Sandalsaz. HEREDITARY STAFF Cooks (Bawarchi) Kazan Kash Distributors of Langer Ghar ya I i Jaroob Kash Huff az J'. • Naqqarchi 87" hehnai Nawaz kabdar 110. rban 14. 15. 16. 17. 18. 19. 20. 21. 22. awwa Is Farr as han Falltasoz. Roghan—e-Siyah Theeb Mombattisaz Amin Bads hahi C hobdaran Sagzan Jhanj-Nawaz Qal andar Qarna nawaz Rawanna 5. GRADES The the pay pay of Schedule" B' continue scale of pay of fixation formula staff

permanent The staff to get existing to get her with the permanent staff to have been shown in Schedule 'A'. The fixed pay has been shown in staff will other than permanent remuneration.

6. APPOINTMENT AND AGE The existing staff will be deemed to have been (a) **appointment under these Rules.** Provided that no employee will be placed in an inferior less pay than what he was getting on scale or get immediately before the commencement of these Rules. (b) The new appointment Will be made by the "appointing Authority" as defined in rule 2 (c). (c) The appointment to the permanent posts will be made (i) by direct recruitment. (i) by promotion. Provided that the exigency of service. Govt servants may be appointed to such posts on deputation terms. Candidates for direct recruitment to the regular posts must not be less than 21 years and more than 28 years of age on the 1st day of January of the year in which the applications are invited for service. provided that the Committee may relax the maximum age limit in specific cases. (d) Temporary appointments: There is no age limit for the temporary appointments but the person appointed should be physically fit for the job and his appointment will not be for more than one subject for subsequent year to re-appointment year, provided the Committee requires his services and he is physically fit for the same. (e) Part-Time appointments: As in Clause (d) of Rule 6. (f) Hereditary: Subject to appointments reason will the provisions contained in Rule 6(d) to hereditary be made from posts falling among vacant heirs. for any line the brother category of heir only the and real brother's son will be counted. (g) The candidates for appointment to the service must be: (f) a citizen of India (i) He should be of good moral character. He should produce a certificate of good character from the Principal, Academic Officer of the University or College in which he was last educated and of two with the responsible connected persons University or College and not related to him

7. QUALIFICATIONS : Except the temporary, part time and hereditary services for which the Naum will notify the qualifications at the time of recruitment, the qualification for the regular staff will be the following : **Assistant Nazim : Graduate -Must have at five years least Head Clerk: Accountant Normally the post.** at least A clerk years administrative experience in any Govt. Office, local body or a well established firm. there will be no direct recruitment to The clerk of the Upper Division having five years, experience will be promoted. of Lower Division having at least five service will be promoted. If found suitable. In case of direct recruitment he must be B.com.with sufficient experience. vision Clerk Upper clerk of Lower Division having at least five year 8' ice will be promoted If found suitable. In case of direct recruitment he must be graduate with sufficient experience lower DI vision Clerk Intermediate or Higher Secondary. P.A. to Nazim. Intermediate or Higher Secondary. The speed in Shorthand and typewriting will be as notified by the Nil Supervisor The Darogha or the C. lets k Lower (Whoever may be senior with least service experience will be promoted. Darogha. Intermediate or Higher Secondary. Kamdar : Intermediate or Higher Secondary. Ovi on years Good Qari, having Nizati "or equivalent. [mam Dargah S.' hob AJMER Moazzin: Should be able Arabic tone. Sadar Mudaris of Darul Hafiz of Darul Uloom: A 8. to call Azan correctly and with good Uloom: Intermediate Higher Secondary with knowledge Of Arabic, Persian and 'Diniyat'. "Hatizi" of Quran Sharif with correct pronunciation. Hakim of Unani Shafakhana: Should have a certificate of College. Compounder of Unani Shafakhana: a Recognised Tibbia Should have experience of RETIREMENT: 'Dawa Sa zi' The age of retirement will be 58 year 8 provided that (i) The Committee may on its discretion allow the [mams, Moazzins, Hakim and teaching staff of Darul Uloom to continue in service upto the age of 65 year g ancEm'y allow further extension if the incumbent continues to be physically fit and efficient. • i) (a) The Committee has a right to retire an employee at the age of 55 years for which a notice will be given to him one month before such retirement. (b) Hereditary staff will also retire at the age of 58 years, but the suitability and fitness of the hereditary staff will be judged at of 58 years and extension of service granted to him, in the opinion Committee he is considered to (it. 9 . **PROMOTION:** The member Of the regular staff newly appointed the age may be the will be on probation for a period of one year and his service may be terminated without any notice if he is found unfit for the Job, provided that the appointing may extend the period of probation for another six months. **IO. METHOD OF RECRUITMENT:** (i) The vacancy will be notified by the Nazim by affixing a notice in the Dargah Office giving at least \ fifteen days for filing the application. (i) All the applicants Will be called before the the case may for Committee or the Nazim as Interview and written test as may be considered necessary. The candidate obtaining the highest marks and being otherwise suitable will be appointed on probation. The same procedure will

be applied in filling temporary post and such hereditary post of which the incumbent has been dismissed from the services or has left no son, grandson, real brother or real brother's son of the age of 18 years or above. (iii) The persons appointed will produce a medical certificate within fifteen days of the order of appointment and will not be allowed to join the service without such a certificate

11. The allocation of work between the employees will be decided by the Nazim.

12. SCALE OF PAY INCREMENTS: The scale of pay will be as shown in Schedule "A" (9) The employees will get increments the annual admissible to him except when he is on probation or has reached the stage of efficiency bar in the scale. (b) In case of probation he will get no increment unless he is subsequently absorbed. In the stage of efficiency bar, increment will be allowed only after the competent authority has passed orders of crossing the efficiency bar. (c) In special cases the Committee may allow advance increments. When an employee is appointed to another post which involves assumption of duties or responsibilities of greater importance than those attaching to the post held the time of appointment his initial pay shall be fixed. Dargah u., hebbale • his pay in the previous post is less than the minimum of the new post. (i) at the stage of the scale of pay of the new post next above his pay in the appointment to the post is equal or more, if his pay in the previous post than the minimum of the scale of pay of the new post 14. The holder of a post, the pay scale of which is revised shall be treated as if he was appointed to the new post on the new pay, and unless the Committee lays down special pay fixation formula for regulating such case, his pay shall be fixed in accordance with Rule 12

15. HONORARIUM: Normally all the regular and the temporary staff, having been in one year's service will be paid honorarium equal to half of the pay in Urs Sharif provided that the Nazim is satisfied that the members of the staff had rendered good service during Urs Sharif. The Committee may award honorarium to the person recommended by the Nazim on any other occasion • uiring extra labour of the staff. 14. MOTION: promotion from one post to another the orders of the Committee.

CONDUCT AND DISCIPLINE: post 11 be made (a) Every employee shall discharge his duty and assignment with integrity, loyalty and promptness. (b) Every employee shall be obedient to his superiors and shall behave courteously with the members of the public and also with the colleagues and subordinates. (c) Every employee shall observe the rules, regulations and orders, that may be prescribed by the Committee. (d) The whole time of an employee is at the disposal of Dargah Endowment and he shall be at work punctually at the time employee who place of work action as the Sahib fixed and/or not tied to him. An employee absent without permission from his post shall be subject to such disciplinary action as may be deemed fit. (e) Save when required by law, an employee shall not be without sanction of the Committee or such officer as may be authorized by it to communicate directly or indirectly to any person any document or any particulars contained therein or any information which has come into his possession as an employee of the Dargah such where except 18. 19. 20. communication is necessary in the discharge of his duties as an employee of the Dargah Endowment. Offences are classified in two categories, viz, (i) Minor lapses (ii) act of misconduct Minor (iii) lapses are as follows Late and irregular attendance on more than three occasions in a month. Absence without prior permission. Asking for extension of leave without sufficient cause. Untidiness and slovenliness. Minor negligence in the discharge of duties. Laxity and lack of promptness in attending to assignments Instances of lack of normal courtesy towards colleagues and subordinates. (ii) Discourtesy and undignified behaviour with the members of the public (Not amounting to insolence or insult) 1. Any of the above instances of lapses may at the discretion of the competent authority be regarded as an act of misconduct according to the circumstances and gravity of the situation. The list is only indicative of what could be deemed as minor lapse. The list is not complete or exhaustive and the Committee may include such modifications in the list as may be deemed necessary. The following are regarded as act of misconduct (I) Abuse or misuse of materials and properties of Dargah Endowment. (2) Causing loss of materials and properties of Dargah Endowment, (J) Collusion with any person with a view to deprive the Dargah Endowment of its revenues and other dues. (4) Negligence resulting in or likely to result in to the Dargah Endowment. (5) Causing damage to the property of the Dargah Endowment or failure to prevent damage to or loss of Dargah Endowment property when prevention was reasonable necessary and possible. (6) Indiscipline. impertinence, (7) Insubordination, Insolence, rude and uncivil behaviour. Vice (8) Disobedience of any order of the Nazim, President or President. falsification of (9) Theft, embezzlement, fraud, tampering with official documents, breach account, dishonesty in misappropriation of trust, or

connection with the affairs of property of the Dargah Endowment or Dargah Administration. 914) Note Unauthorised disclosure of any official document or information acquired in the course of duty. Gross negligence of duty. Absence from duty exceeding one week without the grant of leave. Making a false statement or a false complaint. — The list is only indicative of what could be. This list is not deemed as an act of misconduct, complete or exhaustive, and the Committee may make such notification in the list as may be deemed necessary. Act of moral turpitude or such of the irregularities or delinquencies committed by the employee but an employee not commonly or generally known or understood to be gains the favour and the Rood cannot so discipline may be deemed to have been included in this list. Procedure for dealing With minor lapses Without prejudice to the provision of Bye-Laws 1J(k) Dargaji, cases of minor lapses may be dealt With summarily by Nazim, who may inflict the following punishment (a) Warning (b) Reprimand (c) Censure (d) withholding of increment for a period not exceeding six months without cumulative effect. An employee on whom any of the punishment may be inflicted by the Nazim may appeal to the Committee through the Nazim within 30 days of the communication of orders.

22. Procedure for dealing With act of misconduct Without prejudice to the provision of Bye-Law 7 (b) & 13(k) an employee charged for an act & misconduct shall be supplied with a copy of the charge sheet and called upon to show cause, before the Nazim by a specified date. Apart from showing cause in writing the employee may with the permission of Nazim be permitted to adduce oral evidence of defence witness, if any, the Nazim will prepare a report giving his opinion on each charge. If in the opinion of the Nazim the charge is proved, he will also suggest punishment that may be imposed. The entire records of the proceedings together with Nazim's report and recommendations shall be placed before the Committee for orders.

23. PENALTIES: After the proceedings have been conducted in the manner provided in Rule 21 and the Committee is satisfied the charge/ charges is/ are proved, the following penalties may be imposed (i) Withholding of increments with cumulative effect. (i i) Reduction to a lower post or time scale, or to a lower stage in a time scale, (i i i) Imposition of fine. (i v) Recovery from pay of the whole or part of any pecuniary loss caused to the Dargah Endowment by negligence or breach of orders. (v) Suspension (VI) Removal from service (v 11) Dismissal from service. Provided that in case in which the charges prima facie grave, the Committee may place an employee under suspension before the proceedings have been formally initiated or Head Clerk Saheb concluded. During the period of suspension the employees will get 24. subsistence grant equal to half pay and the allowance, if any admissible on that amount. In case in which an employee is placed under suspension 25. the proceedings the disposal final pending Committee, but after such disposal he is held to be innocent, he would get fully pay and allowance to which he would be entitled, had he not been placed under suspension. In all other cases he would get the amount specified in Rule 23

26. ADVANCE: An employee who has rendered not less than years service, may be granted loan equal to one month's pay to be repaid in eight equal monthly instalments. In cases of employees, who have rendered service qualifying for gratuity, the loan may be advanced, upto the extent of three-fourth of the gratuity. The loan will be repaid in twenty equal monthly instalments. Both the types of cases Nazim will be the competent sanctioning the Loan. In case of sudden retirement, death or disability of the employee obtaining loan, the recovery may be made from his estate including gratuity etc due to him and any amount owing due even after the deduction will be repaid under the normal laws relating to the recovery of loan. Provided that in a genuine case the Committee may grant loan to an employee who has not completed five years service, if two permanent employees stand as surety. 2/ .GRATUITY: An employee who retires or dies after having rendered satisfactory service for a period of not less than ten years will be granted gratuity. The gratuity will be equal to six months' pay for the first ten years and for every subsequent year he will be given additional half month's pay, subject to a maximum of fourteen months pay. The gratuity will be sanctioned by the Committee.

28. SECURITY FROM CERTAIN EMPLOYEES OF THE COMMITTEE: This will be governed by Bye-Law 26 of Dargah Saheb Bye-Laws 1958. -29. SENIORITY: Khwaja The seniority will be determined by the date of appointment, and in case of two or more persons having been appointed on the

same date seniority will be determined on educational qualification and previous the basis of age, experience if any

30. RESIGNATION: An employee may resign his post by tendering his resignation before the Nazim and attesting the same in his presence. He will be responsible to continue to work until his resignation is accepted and he makes over charge of all records to the Nazim or any person authorised by him in this behalf

31. SPECIAL PAY AND ALLOWANCE: The Committee may grant special pay for performing nature of duties or for specific addition to duties. special pay will not be more than of the actual pay

32. LEAVE RULES: Leave cannot be claimed as of right. Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. (1) Leaves to which an employee may be eligible is classified as under (a) (b) (c) (d) (e) (2) Leave on average pay. Leave on half average pay. Commuted leave. Extraordinary leave. Casual leave. Save in the case of casual leave, one kind of leave may be granted in combination with any other kind of leave

34. LEAVE ON AVERAGE PAY: (1) The leave on average pay admissible to an employee in permanent employment will be one eleventh of the period he has spent on duty. (2) An employee will cease to earn such leave when the leave on average pay available is up to 120 days. Leave on average pay may be allowed up to a maximum of 90 days at any time, provided that leave on average pay may be allowed up to a maximum of 120 days at any one time on medical ground. (3) The leave on average pay admissible to an employee not in permanent employment will be at half the rates specified in sub Rules (1) and (2). Provided that an employee not in permanent employment will be entitled to leave on average pay after he has been continuously in service for a period of not less than one year. (35) will be earned by a permanent employee at the rate of 20 days for each year of completed service, subject to a maximum of accumulation of 60 days. Such leave may be allowed up to a maximum of 30 days at any one time on private affairs and 60 days at any one time on medical grounds. Explanation: The term "completed year of service" means continuous service under the Dargah Administration excluding the period spent on leave other than casual leave. (36) Commuted leave At his option a permanent employee can convert the half average pay leave due to him converted into half the amount of full average pay leave. Such converted leave will be termed 'converted leave'. It will be granted only on medical certificate subject to a maximum of 60 days during the entire service. (a) Extraordinary leave without pay may be granted only to a permanent employee in special circumstances:- (i) When no other leave is due under these Rules, or (ii) When other leaves being admissible, the employee concerned applies in writing for the grant of extraordinary leave. (b) For every completed year of service a permanent employee will be entitled to 30 days extraordinary leave, but such a leave may be allowed up to 90 days on any one occasion. In special circumstances extraordinary leave may be allowed in combination with other than casual leave. Leave may be granted by Rule Extraordinary leave any other kind of leave (a) Casual leave is not recognised as leave due or earned, and the pay for the days of absence of an employee on casual leave shall be drawn as if he was on duty. Casual leave may not be combined with any other kind of leave and should not extend to more than fourteen days during one calendar year. Note: person appointed during the course of a year should be granted casual leave in proportion to the number of months (part of a month to be treated as full month) they are employed in that year (b) Holidays may be both prefixed and affixed to casual leave, and the intermediate holidays falling within a period of casual leave, may not be counted as part of leave but the total period of absence including such holidays should not exceed ten days at a time. (c) Casual leave cannot be claimed of right, and an employee must apply for and obtain prior sanction of the competent authority, unless exempted from such prior sanction in extraordinary circumstances. (39) Staff of Darul Uloom, who avail of long vacation, will be entitled to casual leave and extraordinary leave. Provided that Leave on average pay may be allowed to a permanent staff of Darul Uloom up to ten days in a year on medical ground. Except commuted leave and extraordinary leave, which require the sanction of the Committee, all other kind of leave will be sanctioned by the Nazim (discretion). . TRAVELLING ALLOWANCE: Travelling allowance will be paid to an employee who performs journey outside the limits of Dargah. Provided that has to move about Dargah. an employee who frequently within a radius of five miles of the Dargah for the performance of his duties, may be given actual conveyance. Dargah AJMER in a month. allowance subject to a maximum of Rs. 20/- The

employees travelling outside Ajmer on duty will get second class rail fare both ways or when travel is by Bus, the actual S Bus fare of the lowest class. •they will be entitled to halting allowance at the rate indicated below for each day spent on the work of the Railway including the days spent on travelling. upto Rs. 150/- Exceeding 150/- Halting allowance per day Rs. 4/- For halt in cities with population exceeding 8 lacs the rate of halting allowance will be double of the above amount. Rules for the reimbursement of medical claim of Dargah Employees : these rules will apply to Dargah Employees, 1. families and dependent parents (excluding Mauroosi Staff). C O Q In case of emergency, the private notified doctors may be consulted but their treatment will be only for -1 day, which will be reimbursed. 3. The Penal of authorised doctors is as under (i) Dr. Mehra (ii) Dr. Nand Lal (iii) Dargah Unani Shafa Khana (iv) Dr. Vats, Dargah Homeopathic. Dispensary. (v) Ayurvedic Hospital, Laungia. (vi) Dr. Dhandra Prakash (Jha). The Medicines prescribed by the Hospital/ Dispensary will be reimbursed. Limit of reimbursement of medical bills will be 5% of the basic salary of all the employees except for peons and Safaiwalas in whose case it will be 10% of their salary. Bills exceeding the limit will require the sanction of Dargah Committee. Hence Dargah, Sdho AJMER (18) Re-imbursement will be from within the sanctioned budget Committee. of the Dargah No. 15 dt. 3/11/1974 leave of Resolution DSER-1977 . Resolution Resolution Resolution Resolution Hon'd Clerk " -jn Saheb this Amendments in No. 15 dt. No. — dt No. 7 dt. 28/11/1977 Rule 41 20/3/1979 Rules No. 11, 12/8/1985 Rules 16, 27 29/12/1986 Rules