

Statutes Regarding Recruitment and Promotion for Non Teaching Employees of the University

- (1) **Introduction:** These statutes shall apply to all the non-teaching posts which may be classified as follows
- (i) All the ministerial posts viz. Lower Division Clerks (LDC's), Upper Division Clerks (UDC's), Assistants, Section Officers, Stenographers, Personal Assistants etc.
 - (ii) All the posts of Accounts organisation viz. Junior Accountant, Accountant, Assistant Accounts Officer (Section Officer).
 - (iii) All the posts of technical nature viz. Sr. Technical Assistant, Technical Assistants, Asstt. Agriculture Officers, Farm Superintendents, Lab Assistants, Technicians, Mechanics, Operators including Pump Operators, Tracer, Draftsman, Junior Engineers, Workshop Assistants, Drafts Man, Tracers, Drivers and all other such posts who are not considered as teacher and officer.
 - (iv) All class IV posts by whatever designation like peons, plough man, sweepers, lab boys etc.
- (2) **Definitions:**
- (i) "Appointing Authority" means Vice-Chancellor or any other authority that has been declared as appointing authority under Act & Statutes for certain category of posts.
 - (ii) "Direct recruitment" means recruitment otherwise than by promotion or absorption or transfer.
 - (iii) "Schedule" means schedule appended to these rules.
 - (iv) "Substantive appointment" means an appointment made under the provisions of these rules after due selection by prescribed method of recruitment and includes an appointment made on probation or as probationer followed by confirmation on completion of the period of probation.
 - (v) "Service or experience" - Wherever prescribed under these rules as a condition of promotion from one post to another shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with these rules.
 - (vi) "Year" means the financial year.
 - (vii) The words not defined here but defined in the Maharana Pratap University of Agriculture and Technology, Udaipur Act, statutes and service conditions made there under shall have the same meaning as assigned to them, in these statutes.
 - (viii) "Probation trainee" means a person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for period of two years or extended period, if any"

- (3) **Staff Strength:**
The strength of the staff shall be such as may be determined by the Board of Management (BOM) from time to time. The appointing authority shall have right to have unfilled or hold in abeyance any vacant post without thereby entitling any person to compensation. The staff shall comprise of different cadre consisting of the following categories of posts, as may be discussed by BOM from time to time.
- (i) **Ministerial Staff:**
 - (a) P.S to Vice-Chancellor
 - (b) Senior P.A.
 - (c) P.A. (Personal Assistants)
 - (d) Stenographers / Computer Operators
 - (e) Section Officers
 - (f) Assistants
 - (g) U.D.C. (Upper Division Clerks)
 - (h) L.D.C. (Lower Division Clerks)
 - (ii) **Accounts staff**
 - (a) AAO (**Section Officer**)
 - (b) Accountants
 - (c) Junior Accountants
 - (iii) **Technical Staff**

The engineering and technical staff cadre shall comprise of such posts as per details in the schedules.
 - (iv) **Class IV Staff**

The strength of class IV shall be as may be determined by the BOM from time to time and shall include all such employees working in various units of the University.
- (4) **Method of Recruitment:**
- (i) Recruitment of the posts shall be made by the appointing authorities as per rules as follows:
 - (a) By Direct Recruitment
 - (b) By Promotions
 - (c) By Transfer or by deputation
 - (ii) The posts which are to be filled by direct recruitment and their manner of appointment have been laid down in the schedule appended to these Statutes. However all appointment shall be made as a probation – trainee for a period of two years and during the period the probationary he/she will be paid fixed remuneration at such rates as may be prescribed by the University from time to time. After successful completion of probation training he/she shall be allowed minimum pay in the pay scale of the post and the period of probation shall not count for grant of annual grade increment(s).

Other conditions of probationer are such as prescribed by the University time to time.
 - (ii) The posts which are to be filled by promotion have also been specified in the schedules attached to these rules together with the manner / procedure / qualifications / etc. required.
- (5) **Recruitment of Ministerial Staff:**

- (i) Under Ministerial Staff [sub-clause (i) of Clause (3)], which include P.S to Vice Chancellor, Senior P.A., P.A, Stenographers, Section Officers, Assistants, U.D.C.'s and L.D.C.'s; 80 per cent posts of L.D.C's and 100 per cent posts of Stenographers are filled through direct recruitment following competitive examination. All other posts including 20 per cent of L.D.C.'s are filled through promotion, as per the details in Schedule VIII (A) of this Chapter.

(ii) **Competitive Examination for the Posts of Lower Division Clerks:**

The Competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:

Paper	Duration of Examination	Marks
PHASE – I		
1. General Knowledge, Everyday Science and Mathematics	3 hours	100
2. General English and Hindi	3 hours	100
PHASE – II (i) For Candidates other than persons with disabilities		
1. Type – Writing in Hindi on Computer		
(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25
2. Type – Writing in English on Computer		
(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25

(ii) Person with disabilities will be given the average marks obtained by them in Phase – I

Explanation:

- (1) “Persons with disabilities” means a person who is eligible for appointment on the post of Lower Division clerk under the provision of the Rajasthan Employment of the persons with Disabilities Rules, 2000.
- (2) In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.
- (3) The standard of the papers will be that of the secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as Commission deem fit.
- (4) The Competitive Examination will be held in two phases Phase-I & Phase-II. All the papers of Phase-I will be objective type.

- (5) Candidates securing minimum 40% marks in the Phase – I, shall only be admitted to the Phase –II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.

Provided that the candidate shall not be recommended who has failed to obtain a minimum of 40 % in each of the paper of the Phase- I and minimum of 36% of marks in each of the paper of the Phase-II of the Competitive examination.

- (6) The marks obtained by a candidate in the Phase –I and Phase – II of the examination will be counted for determining their final order of merit.
- (7) It will be necessary for a candidate to do typing work on the computer and he will bring his own computer, pen and pencil for the test.

(iii) **Competitive Examination for Stenographers:**

The Competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:

Paper	Duration of Examination	Marks
PHASE – I		
1. General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 hours	100
2. General English and Hindi	3 hours	100
PHASE – II		
1 English Short Hand Test (the test shall consist of dictation of 100 words per minute)	10 Minutes	50
Transcription and typing of dictated passage in English on Computer	60 Minutes	
2 Hindi Short Hand Test (the test shall consist of dictation of 100 words per minute)	10 Minutes	50
Transcription and typing of dictated passage in Hindi on Computer	70 Minutes	

Explanation:

- (1) The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be

intimated to the candidates within the stipulated time in the manner as the Commission deem fit.

- (2) The Competitive Examination will be held in two Phase –I and Phase-II . All the papers of Phase –I will be of objective type.
- (3) Candidate securing minimum 40% marks in Phase-I, shall only be admitted to the Phase-II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.

Provided that the candidate shall not be recommended who has failed to obtain a minimum of 40 % in each of the paper of the Phase- I and minimum of 36% of marks in each of the paper of the Phase-II of the Competitive examination.

- (4) The marks obtained by a candidate in the Phase-I and Phase –II of the examination will be counted for determining their final order of merit.
- (5) It will be necessary for a candidate to do typing work on the computer and he will bring his own computer pen and pencil for the test.

(6) Recruitment of Accounts Staff:

Under Accounts Staff [sub-clause (ii) of Clause (3)], which include A.A.O. Accountants and Junior Accountants; the recruitment to the posts of Junior Accountants will be made by direct recruitment and recruitment to others will be made by promotions. The direct recruitment of Junior Accounts will be made on the basis of written examination as per R.P.S.C. pattern, each year or whenever required, University shall conduct for recruitment to the post of Junior Accountants and appoint the persons out of the list of successful candidates in order of merit. University employees who fulfill the required minimum qualifications may also compete and appear in the examination. One per cent posts are reserved for the University employees who qualify written examination. Appointment to other posts viz. Accountant and Assistant Accounts officer shall be made by promotion from amongst specified in Schedule VIII (B) of this Chapter

(7) Recruitment of Technical Staff:

- (i) The appointment of the post of Junior Engineer Civil/Electrical, Carpenter, Fitter, Technical Assistant (Agriculture, Home Science & Animal Husbandry) Poultry Farm Manager, Assistant Agriculture Officer (Graduates), Projector Operators grade II, Veterinary Compounders grade II, Stockmen, Drivers, Agriculture supervisors, Field Assistants, Extension workers, etc. shall be made by the appointing authorities in the respective cadres from the list prepared by the selection committee / Committees.
- (ii) Selection committee / committee shall be constituted by the Vice-Chancellor for making selections for respective posts. The committee / committees shall consist of:

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| <ol style="list-style-type: none">(1) Dean or Director(2) One professor / ADR/HOD not below the rank of Associate Professor | Chairman | To be nominated by the Vice-Chancellor |
|--|----------|--|

- (3) One subject Expert where necessary will also be nominated by the Vice-Chancellor
 - (4) Registrar - Member Secretary
 - (iii) The qualification and experience required for various posts and manner of appointment e.g. by direct recruitment or promotion shall be as per Schedule VIII (C) and VIII (D).
 - (iv) 10 per cent of the vacancies of technical posts as per list appended with Schedule "C" & "D" of Chapter VIII, shall be filled by promotion from regular class IV employee of the University subject to fulfillment of prescribed qualification of the post and Clearance of Job Test/Interview for the post as the case may be. In the event of non-availability of the internal candidates the unfilled post shall not be carried forward.
- (8) **Recruitment to the Class IV Staff:**
All appointments to class IV posts by whatever designation it may be provided in the budget shall be made by the appointing authorities first out of the District wise seniority list & secondly from Inter Distt. seniority list after obtaining their consent and thereafter out of the list of persons / candidates received from the concerned employment exchange. At the time of appointment to a particular post of class IV category, it shall be ensured that the person offered appointment is suitable for the job.
- (9) **Reservation:**
- (i) Reservation for schedule castes/schedules Tribes and other backward casts shall be in accordance with the orders of the Government for various categories at the time of direct recruitment and for promotion.
 - (ii) The appointment shall be strictly in accordance with the roster prescribed separately for direct recruitment and promotion by the State Government.
- (10) **Determination of Vacancies:**
- (i) Subject to the provision of these rules, the appointing authority shall determine on 1st April, the actual number of vacancies occurring during the financial year.
 - (ii) Where a post is to be filled in by direct recruitment or by promotion the vacancies so determined shall be filled in by that method.
 - (iii) Where a post is to be filled in by more than one method as prescribed in the rules and or schedules attached to these rules, the appointment to vacancies determined under clause (a) above to each such method shall be done after maintaining the prescribed promotion for the posts already filled. If any fraction of the vacancies is left over, after appointment of the vacancies in the manner prescribed in continuous cyclic order giving precedence to the promotion quota, the cycle will continue year after year. The appointing authority shall also determine the vacancies of earlier year, year-wise vacancies which were required to be filled in by promotion, if such vacancies were not determined earlier every year in which these were required to be filled in.
- (11) **Age:**

A candidate for direct recruitment to any cadre must have attained the age of 18 years on the First day of the year following last day fixed for receipt of applications.

(12) Nationality:

A candidate for appointment to the service must be :-

- (i) A citizen of India, or
- (ii) A subject of Nepal, or
- (iii) A subject of Bhutan, or
- (iv) A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (v) A person of Indian origin who has migrated from Pakistan, Burma, Shri Lanka and East African countries of Kenya and the United republic of Tanzania (*formely Tanganyika Zanzibar*). Zambia, Malawi, Zaira and Ethoipia with the intention of permanently settling in India.
- (vi) Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- (vii) A candidate in whose case of certificate of eligibility is not necessary may be admitted to an examination or interview conducted by the University Recruiting Authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.
- (viii) **Conditions of eligibility of persons migrated from other Countries to India** :- Notwithstanding anything contained in these Rules provisions regarding eligibility for recruitment to the Service with regard to Nationality, age limit and fee or other concessions to a person who may migrate from other countries to India with the intention of permanently settling in India shall be regulated by such orders or instructions as may be issued by the State Government from time to time and the same shall be regulated *mutatis mutandis* according to the instructions issued on the subject by the Government of India.

(13) Physical Fitness:

The candidate for direct recruitment must be in good mental and bodily health and free from any mental or physical defect likely to interfere in the efficient performance of his duties as member of the service and if selected a certificate to this effect to be submitted from a medical authority not below the rank of CM & HO.

(14) Procedure of Selection:

- (i). When a vacancy or vacancies occur, the Dean/Director concerned shall intimate the same to the Registrar.
- (ii). The Registrar shall then proceed to invite applications through advertisements.
- (iii). On receipt of the applications, if any, as referred to in sub clause (ii) above, the application shall be screened by a committee and approved by the Vice-Chancellor.
- (iv). Short listing: Where the number of applications received in response to an Advertisement is large and it would not be convenient or possible for the University to interview all those candidates, the University may restrict the basis of calling the candidates with higher academic qualification and experience in the relevant field and or by taking a screening test (written test) as deemed fit.
- (v). The meeting of Selection Committee shall be convened by the Registrar.
- (vi). At least ten days notice is given to the candidates for appearing in the interview.
- (vii). The Selection Committee shall interview the candidate and make recommendations to the Vice-Chancellor for approval.
- (viii). Every Selection Committee shall be bound by the qualifications laid down in the relevant schedule appended with these rules.
- (ix). The Selection Committee shall prepare a list of candidates selected by it in order of merit and shall prepare a further reserved list in the same order and to the extent of 50% of vacancies in the post for which the Selection Committee was constituted and shall forward the Main & Reserved list alongwith its recommendations to the Vice-Chancellor.

(15) Disqualification for Sitting as Member in Selection Committee:

A person shall be disqualified for sitting the member of any selection committee and from taking part in any selection under these rules if he is personally interested in a candidate seeking selection to the post for which selection is held.

(16) Vacancies or Defect not to Invalidate in Selection:

Subject to the provisions as to the requirement in the act, proceedings for selection made by a Selection Committee shall be questioned on the grounds of the existence of any vacancy or defect in the nomination of a member of such committee.

(17) Validity of Selection Panel:

The recommendations of selection committee will remain valid for a period of 9 months (including Reserve Panel) from the date of approval of the Vice-Chancellor.

(18) Use of Irregular or Improper Means

A candidate who is or has been declared by the University / Appointing Authority guilty of impersonation or of submitting fabricated documents, and / or used or attempted to use unfair means in the examination or interview or has given false information and or of suppressed material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination

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

- (i) by the University/Appointing Authority from admission to any examination or appearance at any interview held by the University/Appointing Authority for selection of candidates, and
- (ii) by the University from employment under the University.

(19) Disqualification for Appointment:

Any male candidate who has more than one wife living and any female candidate who is married to a person having already a wife living shall not be eligible for appointment to the service unless the University after being satisfied that there are special grounds e.g. religious law for doing so, exempt any candidate from operation of this rule.

(20) Condition for Appointment to Senior Posts:

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

(21) Canvassing:

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

(22) Procedure and Criteria for Appointment by Promotion:

- (i) Promotion in each cadre shall be made solely on the basis of seniority cum merit.
- (ii) The person holding the post specified in Rule 16, shall be eligible for promotion subject to his possessing minimum qualification and experience on the first day of the month of April of the year as required under Rule 26.
- (iii) In schedule the person enumerated in column 4 or in the relevant column regarding post from which promotion is to be made as the case may be of the post relevant schedule shall be eligible for promotion to a post specified against them in column 2 there of, to the extent indicated in column 3 subject to his possessing minimum qualifications and experience on the first day of the month of April of the year as specified in column 5 or in the relevant column "Minimum Qualification" and experience for promotions as the case may be. In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted.
- (iv) No persons shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service. After first promotion in the service for subsequent promotion to higher post in the service, a person shall be eligible, if he has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under these rules : provided that for first promotion in service if the number of persons substantively appointed and confirmed on the lower post, equal to the number of vacancies are not available then persons who have been appointed to the lowest post in the

service after selection in accordance with one of the methods of recruitment prescribed under these rules, shall also be eligible if they fulfill other conditions of eligibility.

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

No. of Vacancies	No. of Eligible Persons to be Considered
For 1	5
For 2	8
For 3	10
For 4 or more	Three times to number of vacancies

Where a number of eligible persons for promotion to the higher post is less than the number specified above, all the persons so eligible shall be considered.

Where adequate number of the candidates belonging to the schedule castes or the scheduled tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended to five times of the number of vacancies and the candidates belonging to the SC/ST, as the case may be within the extended zone of consideration shall also be considered against the vacancies reserved for them.

- (vi) (a) Committee consisting of appointing authority as Chairman or his nominee and two members nominated by the Vice-Chancellor shall consider the cases of the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these rules and shall prepare a list containing names of persons found suitable on the basis of seniority cum merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, equal to the vacancies. The list so prepared on the basis of seniority cum merit shall be arranged in order of seniority on the category of posts from which promotions are to be made.
- (b) The committee shall also prepare a reserve list on the basis of seniority cum merit as per the criteria for promotion laid down in the rules, containing the names of the persons equal to the number of person selected in the list prepared under as above to fill temporary or permanent vacancies which may occur subsequently. The list so prepared shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the Departmental Promotion Committee (DPC) that meets in the subsequent year and that such list shall remain valid for a period of 9 months from the date of approval of Vice-Chancellor or till the departmental promotion committee (DPC) meets, whichever is earlier.
- (vii) Appointment shall be made by the appointing authority taking persons out of the list finally approved under the proceeding sub-rule in the order in which they have been placed in the list, till such list is exhausted or reviewed or revised as the case may be.

- (viii) If in any subsequent year after promulgation of these rules, vacancies relating to any earlier year which were required to be filled up by promotion the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancy is laid irrespective of the year in which the meeting of the year in which the meeting of the departmental promotion committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancy related and the service and/or experience of an incumbent who has been so promoted for promotion to a higher post for any period during which he has not actually performed the duties to which he would have been promoted, shall be counted.

(23) Restoration of Promotion of Persons fore-going Promotions:

In case of promotion and on his appointment by promotion to the next higher post on regular basis or on the basis of D.P.C. if a person forgoes such an appointment he shall be considered again for appointment by promotion only after a period of two years.

(24) Period of Probation and Confirmation:

- (i) All person appointed to the service by direct recruitment against a substantive vacancy shall be appointed as probation trainee for a period of two years, and those appointed to the service by promotion/special selection against a substantive vacancy shall be placed on probation for a period of one year.
- (ii) During the period of probation specified in sub rule (1) each probationer may be required to pass such departmental examination and undergo such training as the Board may specify from time to time.
- (iii) In cases of persons who die or are due to retire on attaining the superannuation, the period of probation shall be reduced so as to end one day earlier immediately preceding the date of his death or retirement from the service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.
- (iv) If it appears to the appointing authority, at any time, during or at the end of the period of probation, that a member in the service has not made sufficient use of his opportunity or that he has failed to give satisfaction, the appointing authority may revert him to the post held substantively by him immediately before proceeding his appointment provided he holds lien on that post or in other cases may discharge or terminate him from service, provided that appointing authority may, extend the period of probation upto one years in case of persons appointed by direct requirement and one year in case of persons appointed by promotion.
- (v) Notwithstanding anything contained in the above provision, if a probationer is placed under suspension during the period of probation or disciplinary proceedings are contemplated or started against him, the period of probation may be extended till such period the appointing authority thinks fit in the circumstances.

- (vi) A probationer reverted or discharged from service during or at the end of probation shall not be entitled to any compensation.
- (vii) The probationer shall be confirmed in his appointment at the end of the period of his probation if he has passed the prescribed departmental examination, if any, and the appointing authority is satisfied that his integrity is unquestionable and he is otherwise fit for confirmation.

(24) Seniority:

- (i) The Seniority of an employee shall be determined as under :
 - (a) In determining seniority, the criterion should be the date of regular appointment of an employee on a particular post in all the offices including different schemes in this University, or in the State Government or the University of Rajasthan/ Mohan Lal Sukhadia University in the case of the employees the University of Rajasthan/MLSU, University.
 - (b) Provided that in reviewing the cases the persons who were already confirmed before 25.3.1969 need not be disturbed / re-opened.
 - (c) Provided further that in the case of those employees who were not confirmed but were promoted, their cases be considered alongwith the others in accordance with the seniority which will be determined on the basis of (i) above.
 - (d) Seniority of Field men (Agriculture Supervisor) and equivalent who were transferred as L.D.C.'s or L.D.C. transferred as Field men (Agriculture Supervisor) & vice-versa earlier be considered in the category of L.D.C.'s Agriculture Supervisor as the case may be.
 - (e) The seniority of the employees transferred alongwith Udaipur Polytechnic to the University will be regulated as per Rajasthan Civil Services (Absorption of Surplus personals) Rule 1969.
- (ii) Besides above the following criterion shall be followed in determining the seniority of an employee in the University.
 - (a) The relative seniority in a cadre shall be determined by the order of merit in which persons are selected for appointment by the Selection Committee subject to the following:
 - (aa) Provided that when two or more persons are bracketed together, their intra seniority shall be determined on the basis of seniority & then, if necessary, on the basis of age.
 - (ab) Provided further that if the persons bracketed belong to this University or the Government of Rajasthan/Mohan Lal Sukhadia University, their seniority will be determined according to the seniority immediately to the next below cadre before that date of selection in the University irrespective of their ages.
 - (ac) Provided also that if only one of the two bracketed together belongs to the University or Govt. of Rajasthan or Mohan Lal Sukhadia University, he will be senior to new entrant.
 - (ad) Provided also that in cases where two or more persons are from the University, they will be treated senior to new entrants. Previous seniority of the staff in the University will determine the seniority among the staff of the University.
 - (b) Residual Power regarding removal of the difficulties and relative interpretation in regulating the seniority of employee under the above rules

shall vest with the Board of Management. Previous Seniority disputes, if pending shall also be decided in the light of these rules.

(25) Scale of Pay:

The scale of monthly pay to person appointed to the post in the various cadres shall be such as may be sanctioned by the Board from time to time.

(26) Increment during Probation:

A probationer trainee shall draw increment in the scale of pay admissible to him only **after completing the two years of probation trainee.**

(27) Regulation of Leave, Allowances Etc:

As provided in these rules the pay, allowances, leave and other conditions of service of the staff shall be such as may be determined by the Board under service Rules.

(28) Power to Relax Rules:

Where the Board is of the opinion that it is necessary or expedient to relax any of the provisions of these rules, it may relax the relevant provisions of the rules to such extent, and subject to such conditions as it may consider necessary for dealing with the cases in a just and equitable manner provided that such relaxation shall not be less favorable than the provisions already contained in these rules.

(29) Terms & Conditions for Probation Trainee:

- (i) The probation trainee shall be entitled only to fixed remuneration as prescribed by University time to time and he/she will not be entitled to Special pay, Dearness Pay, Dearness allowance, House Rent Allowance, City compensatory Allowance, Non-practicing Allowance, Non-Clinical Allowance, Rural Allowance , Project Allowance, Mess Allowance, Washing Allowance or any other allowance (s) called by whatever name. Similarly he/she will not be eligible for grant of Ad-hoc Bonus and uniform / liveries except wearing of uniform is a legal compulsion under the rules.
- (ii) No traveling allowance shall be admissible for joining as a probationer trainee. In case journey on duty, he/she shall be allowed TA as on tour and in case of transfer only mileage allowance and incidental on the basis of fixed remuneration shall be admissible.
- (iii) No deduction towards General Provident Fund and State Insurance shall be made from the fixed remuneration
- (iv) Probation trainee shall be eligible for casual leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.
- (v) No deputation allowance shall be admissible to a probation trainee
- (vi) For an existing employee already in service prior to 20.01.2006 and option shall be given to put either for the 'fixed remuneration' or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation training. After successful completion of probation training period, pay may be fixed as per the rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.

- (vii) After successful completion of period of probation training the probation trainee shall not earn annual grade increment(s) for the period of probation training.
- (viii) (a) Probation – trainee shall earn no leave during the period of probation
- (b) Female probation trainee shall be granted maternity leaves as per rules 103 and 104

SCHEDULE 'A' TO THE CHAPTER – VIII
(Statutes Regarding the Appointments of Employees of the University
other than Officer and Teachers)

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion / Recruitment and Posts from which Promotions are to be made

S. No	Name of Posts	Percentage of Posts to be filled by Promotion/Direct Recruitment	Posts from which Promotion is to be made	Qualifications / Experience as the case may be	Remarks
1	2	3	4	5	6
1.	P.S. to V.C.		Appointment at the pleasure of the Vice-Chancellor through transfer out of the senior P.As. as soon as the pleasure is withdrawn the incumbent will be posted at his original post		
2.	Senior Personal Assistant	100% by promotion on the basis of seniority cum merit	From amongst Personal Assistant	Must have completed 5 years service as Personal Assistant.	
3.	Personal Assistant	100% by promotion on the basis of seniority cum merit	From amongst Stenographers	Must have completed 5 years service as stenographer	
4.	Stenographers / Computer Operator	100% direct recruitment		(A) Senior Secondary from a recognized Board or its equivalent Examination and (B) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India Or Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organized under National/ State Council of	

Vocational Training
scheme

Or

Diploma in Computer
Science / Computer
Application from a
University established by
law in India or from an
institution recognized by
the Government

Or

Diploma in Computer
Science & Engineering
from a polytechnic
institution recognized by
the Government.

S. No	Name of Posts	Percentage of Posts to be filled by Promotion / Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
5.	Section officer	100% by promotion on the basis of seniority cum merit	Assistants	Five year's service as Assistant	
6.	Assistant	100% by promotion on the basis of seniority cum merit	U.D.C.	Five year's service as UDC	
7.	U.D.C.	100% by promotion on the basis of seniority cum merit	L.D.C.	Seven year's experience as L.D.C.	
8.	L.D.C.	80% by direct recruitment through examination, and		A) Senior Secondary from a recognized Board or its equivalent Examination and (B) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India Or Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organized under National/ State Council of Vocational Training scheme Or Diploma in Computer Science / Computer Application from a University established by law in India or from an institution recognized by the Government Or Diploma in Computer Science & Engineering from a polytechnic	

20% by promotion
from amongst class
IV cadre on the basis
of seniority cum
merit

Class IV

institution recognized
by the Government.

Or

Rajasthan State
Certificate Course in
Information
Technology (RSCIT)
conducted by
Vadhaman Mahaveer
Open University , Kota
under control of
Rajasthan Knowledge
Corporation Limited.

A) Senior Secondary
from a recognized
Board or its equivalent
Examination
and

(B) "O" or Higher
Level Certificate
Course conducted by
DOEACC under
control of the
Department of
Electronics,
Government of India

Or

Computer Operator &
Programming Assistant
(COPA)/ Data
Preparation and
Computer Software
(DPCS) Certificate
organized under
National/ State Council
of Vocational Training
scheme

Or

Diploma in Computer
Science / Computer
Application from a
University established
by law in India or from
an institution
recognized by the
Government

Or

Diploma in Computer
Science & Engineering
from a polytechnic
institution recognized
by the Government.

Or

Rajasthan State

Certificate Course in
Information
Technology (RSCIT)
conducted by
Vadhaman Mahaveer
Open University , Kota
under control of
Rajasthan Knowledge
Corporation Limited,
and
(C) Five years
experience for the post
mentioned in column 4

SCHEDULE 'B' TO THE CHAPTER – VIII

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion / Recruitment and Posts from which Promotions are to be made

S. No	Name of Posts	Percentage of Posts to be filled by Promotion / Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
1.	A.A.O. (Assistant Acctt. Officer)	100% on the basis of seniority cum merit	Accountant	Must have 5 years experience as Accountant	
2.	Accountant	100% by promotion on the basis of seniority cum merit	Junior Accountant	Minimum 5 years service as Junior Accountant in the university	
3.	Junior Accountant	100% direct recruitment		A candidate must hold a degree in Arts, Science or Commerce and should have qualified the examination to be conducted by the university.	

Note : Existing UDC (Acctts.) be designated as Junior Accountants

SCHEDULE 'C' TO CHAPTER – VIII

Technical Staff (Engineering Grade)

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion / Recruitment and Posts from which Promotions are to be made

S. No	Name of Posts	Percentage of Posts to be filled by Promotion / Direct Recruitment	Posts from which Promotion is to be made	Qualification for promotion	Remarks
1	2	3	4	5	6
1.	Sr. Tech. Asstt.(Engg)	100% by recruitment		Degree in BE (Ag.)	
2.	Technical Asstt. (Engg)	100% by promotion on Seniority-cum-merit basis	Foreman/ Sr. Technician Sr. Mechanic	1. Diploma in branch concerned 5 years experience as foreman or Sr. Technical OR 10 years professional experience as Sr. Mechanic	Dying cadre. In future no recruitment be made. After vacancy the past may be converted to Lab Asstt.
a.	Mechanical Engg.	-do-	-do-	-do-	
b.	Electrical Engg.	-do-	-do-	-do-	
c.	Mining Engg.	-do-	-do-	-do-	
3.	Mechanical Supervisor	-do-	-do-	-do-	
4.	Drilling Assistant	Direct recruitment		Diploma in Mech. Branch with 2 years experience of working on water well drilling machine.	
5.	Foreman	100% by promotion on seniority-cum-merit basis	Senior Mechanic	For promotion ITI with 15 years experience out of which 10 years as Sr. Mechanic	

1	2	3	4	5	6
6.	Sr. Technician/ Sr. Mechanic	100% promotion otherwise direct recruitment	Jr. Mechanic/ Technician	ITI with 5 years experience as Jr. Mechanic or Technician as the case say be. ITI with 5 years experience as Mechanic (For Direct Recruitment)	
7.	Technician (a) <i>Teaching</i>	100% by promotion (in preference) other wise direct recruitment	To be filled up from the lower post in the trade such as Welder, Plumber Fitter, Black Smith, carpenter etc.	ITI with 2 years experience in the trade or 5 years professional experience in the trade	For direct re-recruitment ITI with 5 years experience in the trade or 7 years professional experience in the trade.
i.	Foundry				
ii.	Carpentry				
iii.	Welding				
iv.	Mining				
v.	Mason				
vi.	Painting (b) <i>Service Jobs only</i> (Jr. Mech.)	-do-	-do-	-do-	
i.	Fitting				
ii.	Blacksmithy				
iii.	Tinsmithy				
iv.	Head Engines				
v.	Machine shop				
vi.	Electrical wiring & Motor winding				

1	2	3	4	5	6
vii.	Turner				
viii	Electronics				
.					
ix.	Electronic mechanic				
x.	Farm Mechanic				
	(c)Technicians/Mech.	100% by direct recruitment			ITI certificate in general machneries with 5 years experience of handling Ag. equipments and machinery
	(d) Electrician /Sub-station Elect.	100% by promotion on seniority-cum-merit basis, if not available then by direct recruitment	Electrician working in lower grade		(a) ITI with 5 years, experience professional experience in lower grade
	(e) Jr. Mech.	100% by promotion on seniority-cum-merit basis. Lower posts of such as:-	1. Pump operator 2. Electrician-cum- Plumber 3. Mason Craftsman 4. Tracer 5. Carpenter 6. Fitter 7. Boiler attendant 8. Driver etc.		Professional experience of 5 years in lower post in relevant trade OR ITI with 2 years experience in relevant trade.
8.	Driver	90% by direct recruitment after test followed by interview			VIII Class Passed with heavy and light duty driving license and three years experience as a driver and must also possess the following :-

1	2	3	4	5	6
		10% by promotion from class IV employees subject to fulfilling qualification & clear job test/interview		Weight not more than 65 Kg. Sight 6x6 with or without glasses Knowledge of roadside repairs and efficiency in driving to be examined through a trade test by the appointing authority.	
9.	(a) Bulldozer Operator post	By promotion-cum-selection	Driver of vehicles/ Tractor	VIII pass must have heavy vehicle driving license, should have atleast 5 years of experience in a job.	
	(b) Workshop Asstt.	100% by promotion	Person working in lower trade of carpenter, plumber pump operator, Blacksmith	ITI pass in the concerned trade with 2 years experience in the trade or 5 years professional experience in the trade.	
	(c) Electrician cum Plumber	i)100% by promotion on the basis of seniority cum merit, if not available. ii)By direct recruitment	Electrician (Lineman) or plumber	Must have Certificate from all Indian National Council of Training Electrician wire man -do-	
	(d) Carpenter Fitter	By direct recruitment		ITI with 2 years, experience or 5 years, professional experience in the trade.	
	(e) Pump Operator	100% by promotion on the basis of Seniority cum merit if not available then direct recruitment	Pump attendant	Through Job test, ITI with 2 years experience or 5 years professional experience in the trade.	

(Civil/Mechanical)	seniority-cum-merit basis	Machine)	trade concerned of Draftsman 3. Atleast 5 years experience of work as Draftsman in drawing office
(c)Tracer	i)100% by promotion on the basis of seniority cum merit, if not available ii)By direct recruitment	Tracer of lower grade	ITI in trade with 2 years experience in trade X th with drawing subject or ITI certificate in trade concerned with 2 years experience as a tracer in Govt. or private organization.

**List of Posts of Schedule `C' (Technical Staff, Engineering Grade) Chapter VIII,
Which are to be Filled 10% from Regularly Appointed Class IV**

S.No.	NAME OF POSTS
1.	Mistry
2.	Welder
3.	Pump Operator
4.	Tracer
5.	Carpenter
6.	Fitter
7.	Asstt. Mechanic
8.	Instrument repairer
9.	Turner
10.	Plumber (Gen. Mistry)
11.	Electrician (lineman)
12.	Blacksmith
13.	Plate Maker

SCHEDULE 'D' TO THE CHAPTER – VIII

Technical Staff (Non Engineering Grade)

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment, Qualifications for Promotion/Recruitment and Posts from which Promotions are to be made

1	2	3	4	5	6
1.	Senior Technical Asstt.	100% by direct Recruitment		Atleast Masters degree with 55% marks in the relevant subject followed by a Bachelors degree in Agriculture with minimum 50% marks	
2.	(a)Technical Assistants (Ag.)/ Farm managers Dairy/Poultry/ Agronomy	100% by direct recruitment		Atleast II Class B.Sc. (Ag.)/B.S.c.Ag. (Hons.)	
	(b)Technical Assistants (Home Science)	100% by direct recruitment		Atleast II Class B.Sc. (Home Science)	
	(c)Technical Assistant (A.H.)	100% by direct recruitment		B.V.Sc. & A.H. or atleast II Class B.Sc.(Ag.)/B.Sc.(Ag.) (Hons.)	
3.	Asstt. Agril. Officer	(a) 50% by direct recruitment from Agri. Graduates		For direct recruitment atleast II Class B.Sc. Agriculture/ B.Sc. Ag. (Hons.)	
		(b) 50% by promotion from among Non-Agri. Graduates	Agriculture Supervisor	Secondary/Sr. Secondary with Agriculture	
4.	Agriculture Supervisor/ Animal Keeper/ Dairy Asstt./ Poultry Asstt.	90% by direct recruitment 10% by promotion from regular Class IV subject to fulfilling the qualification & clearing job test/interview		Senior Higher Secondary with Agriculture	

1	2	3	4	5	6
5.	Sr. Photographer (12-F)	100% by promotion through seniority-cum-merit	From amongst Photographer working in the University in lower scale of (10-F)	<ol style="list-style-type: none"> 1. Atleast Matriculate. 2. Diploma in Photography with 5 years experience as photographer. 3. Must be able to handle various type of cameras efficiently. 4. Should have experience in developing, printing and making enlargement. 	
6.	Photographer	100% by direct recruitment		<ol style="list-style-type: none"> 1. Atleast Matriculate. 2. Diploma in Photography. 3. Must be able to handle various types of cameras efficiently. 4. Should have experience in developing, printing and making enlargement. 	
7.	Refrigeration Plant Operator			For direct recruitment one must have a degree or a diploma in concerned subject and should have 5 years experience.	
8.	(a) Project Operator Gr.I	100% by promotion	Project Operator Cr. II	Matriculate/Sec. passed with 2 years experience of operating & maintaining cinema projectors & other audio visual-aids.	
	(b) Project Operator Gr. II	By direct recruitment	--	For direct recruitment (a) Secondary (b) Diploma in Projector operating (c) 5 years of handling all projected aids & equipment including power generator.	
9.	(a) Vety.	100% by	Vety.Com	Higher Sec. having	

1	2	3	4	5	6
	Compounder Gr.I	promotion	pounder Gr.II & Stockman	undergone a course of Vety. Compounder or middle passed having 15 years experience as stockman or Vety. Compounder Gr. II	
	(b) Vety.Comp- under Gr.II & Stockman	Direct recruitment	--	Secondary having under gone a course of Vety. Compounder/ stockman	
10	(a) Lab.Asstt. Gr.I	100% by Promotion	Lab.Asstt. (Gr.II) with 5 years experience	Higher Secondary/Sr. Higher secondary or its equivalent examination passed with science including Agri. Science from the recognized Board/ University.	
10	(b) Lab.Asstt. (Gr.II)	100% by direct recruitment		-do-	
	(c) Museum Asstt. (Lab.Asstt.)	100% by direct recruitment		-do-	
	(d) Lab. Asstt. (B.Sc.Home Science)*	--	--	*Dying cadre (As and when post fall vacant the same will be filled from T.A. (Home Science)	
11	Computer Asstt	100% by direct recruitment	--	*Dying cadre (As and when post fall vacant the same will be filled from Computer Operator	
12	(a) Senior Artist/ Artist	100% by promotion	Jr. Artist	Eligibility for promotion after having completed 5 years service Jr. Artist.	
	(b) Junior Artist	100% by direct recruitment	--	For direct recruitment Matriculate with diploma from any recognised institute in drawing & painting e.g. J.J. school of Arts, Bombay with some experience of having worked in Scientific	

1	2	3	4	5	6
					Institution as Artist. Preference shall be given to a person who have experience of Drawing work in Agriculture field.
13.	Senior Compounder	---	---		Sr. Secondary with PNRC with 5 years professional experience.
14.	Computer Programmer	100% direct recruitment			As per RPSC rules
15.	Computer Operator	100% direct recruitment			As per RPSC rules
16.	Data Entry Operator	100% direct recruitment			As per RPSC rules
17.	Legal Asstt.	100% direct recruitment			Law Graduate from a recognised University established by law in India or its equivalent with three years course of professional degree in law. Good knowledge of Hindi and Rajasthani culture. Two years experience of working in High Court.
18.	Coaches (1640-2900)	100% direct recruitment			Graduate from a recognised University with Diploma in concerned game from National Institute of Sports.
19.	Press Supervisor (1200-2050)	100% direct recruitment			Higher Secondary from recognised Board having Diploma in Printing with 3 years supervisory experience of composting, printing and binding section in a press of repute. Graduate with 10 years experience in press line.
20.	Printer (Gr.B) (950-1680)	100% direct recruitment			Secondary or its equivalent with

1	2	3	4	5	6
				certificate/ diploma in trade from a recognised institute.	
21.	Compositor (Gr.B) (950-1680)	100% direct recruitment		Ability to read and write in English and Hindi and atleast 5 years experience of working as printer / ink-man in a press of repute. Secondary or its equivalent with certificate/ Diploma in the trade from a recognised institute.	
22.	Binder (Gr.B) (880-1250)	100% direct recruitment		Ability to read and write in English and Hindi and atleast 5 years experience of working as compositor/ distributor in some press. Secondary or its equivalent recognised by the Govt. with certificate/Diploma in the trade recognised by Govt.	
23.	Helper (750-940)	100% recruitment		Five years experience as Binder in a press of repute VIII passed and Hindi knowing.	
24.	Matron (1200-2050)	100% direct recruitment		<u>Essential</u> <u>Qualifications :</u> Female Graduate (Bachelor in Arts/Science form a recognised University/ <u>Desirable :</u>	
				i. She should stay in the hostel and no male family member is allowed to stay with her.	
				ii. Two years experience of working	

1	2	3	4	5	6
					in Girl's Hostel.
					iii. Managerial experience will be given preference
25.	Craft Teacher (950-1680)	100% direct recruitment			<p><u>Essential</u></p> <p>I. Higher Secondary (10+1) or Sr. Higher Secondary passed (10+2)</p> <p>II. Diploma in Tailoring and Needle work (2 years) Diploma in Textile design (3 years) recognised by a competent body.</p> <p><u>Desirable :</u> Experience of working as Craft Teacher/Tailoring Teacher in school/college/polytechnic institute or any other educational institute or self employment in Needle Craft/Tailoring.</p>
26.	Jr. Teacher (1200-2050) (Home Sc.) (CD)Nursery)	100% direct recruitment			
27.	Sr. Teacher (1400-2600) (Home Sc.) (CD)Nursery)	100% direct recruitment			

**List of Posts of Schedule `C' (Technical Staff, Non- Engineering Grade) Chapter
Viii, Which are to be Filled 10% from Regularly Appointed Class IV**

S.No.	NAME OF POSTS
1.	Stockman
2.	Vety. compounder
3.	Ag. Supervisor
4.	Dairy Asstt.
5.	Animal keeper
6.	Jr. Project Operator
7.	Compositor
8.	Binder
9.	Jr. Printer
10.	Ferrier
11.	Herbarium keeper

Statutes Regarding Service and Conduct Rules for the Officers, Teachers and the Employees of the University

(1) Title of the Rules:

- (i) **Short Title:** - These rules may be called Maharana Pratap University of Agriculture and Technology; Udaipur Teacher/Officers service conditions and conduct Rules, 2000.
- (ii) **Commencement:-** These rules shall come into force from the date these are notified.
- (iii) **Extent of Application:-** These rules shall apply to all Teacher/Officers/Employees of the university, (other than officers, teachers and Employees who are deemed as teachers/employees) and those on deputation whose conditions of service shall be such as determined by the University in consultation with the authority who lent their services.
- (iv) **Power to alter or amend:-** The Board of Management may, subject to the limits of its powers to make such rules of order, relax the provisions of these rules in such manner as may appear to it to be just and equitable.

(2) Definitions: In these rules unless the context otherwise requires.

- (i) "Act" means Maharana Pratap University of Agriculture and Technology, Udaipur, Act 2000.
- (ii) "Appointing Authority" means the authority empowered by the University to make substantive/regular appointments.
- (iii) "Cadre" means the strength of the University service or part of service sanctioned as a separate unit.
- (iv) "Board" means the Board of Management (BOM) of the University.
- (v) "Competent Authority" means authority/Officers/Employees to whom powers by or under the act or statute are delegated. The Board of Management (BOM) may declare any of its teacher/officer/employee as competent authority and delegate to them, such powers subject to such condition which it may impose, any power under these rules. When any power is not delegated to any one, the 'Competent Authority' means the Board of Management (BOM).
- (vi) "Compensatory Allowance" means an allowance granted to the Teacher/Officers/Employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the traveling allowance.
- (vii) "Disciplinary Authority" for the purpose of the imposition of major and or minor penalty on Teacher/Officer means the appointing authority or to whom such powers have been delegated.
- (ix) "Duty" includes (a) service on probation, (b) Joining time, (c) A course of instruction or training in India or Abroad specially approved as duty by the competent authority (d) Period of compulsory awaiting sanctioned by the competent authority.

- (x) "Employee" means an employee of the University other than officers and teachers of the University.
- (xi) "Fee" means recurring or non-recurring payment to Teacher/Officer/Employees from a source other than the funds of the university, whether made directly or indirectly through any intermediary of the university.
- (xii) "Foreign Service" means service in which Teacher/Officer/Employees receives his pay with the approval of the University from a source other than the funds of the university.
- (xiii) "Honorarium" Means recurring or non-recurring payment granted to Teacher/Officer/Employees from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- (xiv) "Joining Time" means the time allowed to Teacher/Officer to join a new post or to travel from a station to which he is posted.
- (xv) "Leave Salary" means the, monthly amount paid by the University to Teacher/Officer who is on leave.
- (xvi) "Lien" means the title of Teacher/Officer/Employees to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- (xvii) "Officers" means an officer of the University as per Section 23 of the MPUAT ACT 2000, which includes Vice-Chancellor, All Deans and Directors, Registrar, Comptroller, University Librarian, Students' Welfare Officer, Controller of Examination, Estate Officer and other officers of the University as designated by whatever name and declared by the statutes to be an officer of the University.
- (xix) "Officiating" means an arrangement when an arrangement when Teacher/Officer/Employees officiates in a post on which another person holds lien and also may include officiating on a vacant post on which no other Teacher/Officer holds lien.
- (xx) "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.
- (xxi) "Probationer" means a person appointed on probation in or against a substantive vacancy without holding any post.
- (xxii) "Selection Committee" means a committee constituted for selection of Teacher/Officer and Employees by the Competent authority.
- (xxiii) "Substantive Appointment" means the appointment of Teacher/Officer/Employees on a permanent post and on which he acquires a lien.
- (xxiv) "Statutes" means the statutes of the University governing matters of policy produces etc. as set forth in section 38 and 39 of the Act.
- (xxv) "Teachers" means teacher of the University as mentioned in the Act and Statute.
- (xxvi) "University" means Maharana Pratap University of Agriculture and Technology, Udaipur
- (xxvi) "Pay" means (i) Monthly pay which is authorised by the University to a Teacher/Officer/Employees in a pay scale for which he is entitled on account of his appointment. The pay which he would be entitled to draw on monthly basis in his regular grade of the cadre other than all allowances.

- (a) Special pay and personal pay, and
 - (b) Any other emolument which may be specially classed as pay by the Board.
- (xxvii) "Salary" means the pay including prescribed allowances
- (xxviii) "Office" means a post under the University cadre.
- (xxix) "Presumptive Pay" means the pay to which Teacher/Officer/Employees would be entitled if he held the post substantively and were performing its duties, it does not include special pay.
- (xxx) "Month" means a calendar month. In calculating a period expressed in terms of month and days complete calendar months should be calculated and the odd number of days added there to.
- (xxxi) "Age" when Teacher / Officer/Employees is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the Teacher/Officer must retire, revert or cease to be on leave with effect from and including that day.
- (xxxii) "Holiday" means-
- (a) A holiday prescribed by or under the Negotiable Instruments Act and
 - (b) In relation to any particular office, place or college, a day on which such office at such place or the college is ordered to be closed by the Vice-Chancellor for transaction of University business without reserve or qualifications.
- (xxxiii) "Pension" means monthly payment made by the University to its Teacher/Officers/Employees after retirement or monthly payment made to the family of Teacher/Officers/Employees after death in the form of family pension and includes gratuity and or Death-cum-retirement gratuity in case the death of Teacher/Officer/Employees.
- (xxxiv) "Tenure Appointment" means a permanent post which individual Teacher/Officer/Employees may not hold for more than a limited period.

(3) General Conditions of Service:

- (i) Unless otherwise provided in the rules or the orders of the university, recruitment to any post, the minimum age for entry into University service shall not be less than 18 years for Teacher/Officer/ Employees. The age of the Teacher/Officer/Employees shall be determined with the entry made in the High School certificate, or school leaving certificate.

The age of the employee shall be determined with the entry made in the High School certificate, or school leaving certificate. If no date of birth is known and only month is known the date of birth shall be treated as 15th of that month. If neither month nor date is known, then 15th July of the year shall be taken as the date of birth. In case the person appointed in the University is on such post, whose minimum qualification is not High School then the date of birth indicated in the certificate issued by the municipality or *Panchayat* or school according to the entry made in their respective record, and in the event of non

availability of the aforesaid certificate, the date of birth declared by the applicant at the time of first appointment may be accepted.

- (ii) Categories and grades of the posts under the University shall be as specified by the competent authority from time to time.
- (iii) The qualifications for appointment to various posts in the University shall be as determined by the competent authority from time to time.
- (iv)
 - (a) Recruitment on various posts in respect of Teachers and Officers in the University shall be made according to the, manner prescribed and determined by Rajasthan Universities Teachers and Officers (Selection for appointment) Act-1974 as amended from time to time and the statute made there time.
 - (b) Recruitment for various posts of Employees in the University shall be made according to the, manner prescribed and determined by the competent authority
 - (c) No person may be appointed for a period exceeding one year without a medical certificate of fitness by the medical officer approved by the university. From of Medical Certificate of fitness shall be as per appendix-1 :-
- (v) When Teacher/Officer/Employee has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring and appeal has expired, as the case may be.
- (vi) The absence of an Teacher/Officer/Employee including probationer from duty whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category grade or post which may fall vacant during his absence.
- (vii)
 - (a) A Teacher/Officer/Employee appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of two years provided that the appointing authority may extend in any individual case, the period of probation by one year. The intention of extending the period of probation shall be intimated by the appointing authority to the Teacher/Officer concerned in writing at least one month before the date of expiry of the probation period.
 - (b) Where the work of Teacher/Officer/Employee, appointed on probation is not satisfactory the appointing authority may (i) in the case of a person appointed to a higher post revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment, terminate his service without notice.
 - (c) Every Teacher/Officer/Employees appointed to a permanent post under the University shall, on satisfactory completion of his period of probation, be eligible for confirmation on the post.
 - (d) No Teacher/Officer/Employees shall be confirmed on any post unless: - Such post is permanent and no one else holds a lien on

the post, and the service of the Teacher/Officer is found satisfactory by the appointing authority.

- (viii) If a Teacher/Officer/Employee who is not confirmed in service, wishes to resign from service, he shall give one month notice in writing to the appointing authority. If the Teacher/Officer fails to give such notice, the University shall recover one month's salary from him in lieu of notice or the salary for the period notice falls short of one month.
- (ix) Unless Teacher/Officer's/Employee's service has been terminated during the probationary period, the Head of the office or the institution under whom the Teacher/Officer/Employee is working, shall send to the appointing authority, at least two months before the date of expiry of the probationary period, a report about the working and conduct of the Teacher/Officer/Employee appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.
- (x) If the University decides to relieve Teacher/Officer/Employee, not confirmed in service, one month's notice in writing shall be given to him or in lieu of notice he shall be paid salary of one month. Provided that no notice of discontinuance shall be necessary in case of (i) appointments for specific periods, and (ii) appointment against leave vacancy.
- (xi) A confirmed Teacher/Officer/Employee shall be required to give three months notice in case he desires to be relieved from service or he shall pay to the University three months salary in lieu of such notice, or salary for the period notice falls short of three months.
- (xii) (a) If the University decides to relieve Teacher/Officer/Employee who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice the University shall pay to him three months salary.
(b) Termination of service by notice in case of permanent Teacher/Officer/Employee shall be resorted to only when the post he holds ceases to exist and University does not have suitable alternative post to offer him. Services of Teacher/Officer/Employee may be terminated on account of unsatisfactory work, misconduct etc, only after fulfilling the conditions laid down under the rules contained in Clause (9) of these rules.
- (xiii) Teacher/Officer/Employee, before leaving the university, shall hand over the charge of his post to a duly authorized Teacher/Officer/Employee and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default the head of the institution in which he is employed shall recover the amount due to him from his dues payable to him by the University.
- (xiv) Willful absence from duty may be treated as misconduct for the purpose of these rules. Absence without leave, moreover amounts to interruption in service involving forfeiture of past service, unless on

satisfactory reasons being furnished, the absence is commuted into extraordinary leave by sanctioning authority.

- (xv) **Special provision for existing Teacher/Officers/Employees:-** All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules, and any person so appointed, shall draw the pay drawn by him immediately before such commencement provided that he may on his option, to be exercised within six months of the date of enforcement of these rules, seek retirement and get all benefits available to him.
- (xvi) **For Service Records,**
- (a) The Head of Office/Institution shall maintain a service book of each Teacher/Officer/Employees in the form as has been prescribed.
- (b) Entries, in the service book of Teacher/Officer/Employees shall be authenticated by the officer / officers under whom Teacher/Officer/Employees is working.
- (xvii) The appointing authority shall maintain **Annual Assessment Reports** of all Teacher/Officers/Employees working in the University. Accordingly, all the Teacher/Officers/Employees working in the University are required to submit **Annual Assessment Reports by the end of July every year, as per appendix- 2, 3 and 4.**
- (xviii) **Residuary Conditions of Service:** - Any matter relating to the conditions of service of Teacher/Officer/Employees for which no provision is made in these rules shall be determined by BOM.
- (xix) In the event of death of a University Teacher/Officer/Employees while in service, a lump sum amount equal to the amount of leave salary admissible in respect of the earned leave that may due to the deceased Teacher/Officer/Employees on the date of death, not exceeding 300 earned leave may be paid to the nominee of the deceased Teacher/Officers/Employees and in case there is no nominee the legal heir of the deceased Teacher/Officer/Employees.
- (xx) Unless and otherwise distinctly provided for in these rules the whole time Teacher/Officer/Employees will be treated to be at the disposal of the University whenever required, he/she can be put to any additional work without the claim for additional remuneration.
- (xxi) (a) As a Principles of Lien, two or more Teacher/Officers/Employees cannot be appointed substantively to the same permanent post at a time.
- (aa) Teacher/Officer/Employees cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
- (ab) Teacher/Officer/Employees cannot be appointed substantively to a post on which another Teacher/Officer/Employees holds a lien.
- (xxii) **Lien:** Unless in any case it be otherwise provided in these rules, Teacher/Officer/Employees on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

- (xxiii) **Teacher/Officer/Employees holding substantively permanent post retains a lien on that post:-**
- (a) While performing the duties of that post.
 - (aa) While on Foreign Service or holding temporary post or officiating on another post.
 - (ab) During joining time on transfer to another post unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post.
 - (ac) While on leave.
 - (ad) While under suspension.
 - (xxiv) Teacher/Officer /Employees may be required to subscribe to general provident fund in accordance with the rules framed by the University in this behalf from time to time.
 - (xxv) Conditions of drawing pay and allowances: - Subject to any exception specially made in these rules Teacher/Officer/Employees shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post and shall ceases to draw them as soon as he ceases to discharge these duties.
 - (xxvi) When Teacher/Officer/Employees on appointment to some University post is required to undergo training for any specified period before he assumes independent charge of that post, such Teacher/Officer/Employees shall, if he resigns or takes up another emolument during training period or within two years after the completion thereof, refund to the University the emolument paid to him during the period of such training but excluding the amount paid to him by way of travelling and daily allowance under the relevant rules. Every such Teacher/Officer/Employees shall be required to execute, before the period of his training starts, a bond covering above provisions.
 - (xxvii) Teacher/officer/Employees shall not be granted leave of any kind for a period exceeding 5 years continuously. In case Teacher/Officer/Employees does not resume duty after remaining on leave for a continuous period of 5 years, he shall, unless the Vice-Chancellor in view of exceptional circumstances of the case otherwise determines, be removed from service.

4. **Pay and Allowances:**

- (i) **Scale of Pay:** The scale of pay of the posts in cadre/cadres of Teacher/Officer's/Employees in University shall be such as may be prescribed from time to time by the Board and the Government.
- (ii) **Initial Pay:** Unless the appointing authority decides otherwise, Teacher/Officer/Employees shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by BOM
- (iii) **Pay during the Period of Training:**
 - (a) If Teacher/Officer/Employees of the University are deputed for training by the university, he shall draw such pay as he would

have drawn, had he not been deputed for training. Every such Teacher/Officer/Employees shall be required to execute, before proceeding on training, a bond in the term prescribed by the Board, to serve the University after completion of the training for a period mentioned below:

	Period of Training	Period to serve the University for which bond is to be executed
i.	Exceeding 3 months but up to six months	One year
ii.	Exceeding six months but up to one year	Two year
iii.	Exceeding one year but up to two year	Four year

- (b) If the University Teacher/Officer/Employees is deputed for training and the period of course of study is treated as duty, he shall be entitled to compensatory allowance at the rates prescribed under University traveling allowance rules.
- (c) When a University Teacher/Officer/Employees is sent or deputed to undergo regular course of study or training within the state or outside the state for the purpose of acquiring a degree or diploma from a University or any other autonomous institution or college etc., the compensatory allowance under these rules shall not be admissible irrespective of whether the period of training is treated on duty or not.
- (iv) **Fixation of pay when pay of the post is revised :** - Whenever the pay scale of a post is revised, the pay of Teacher/Officer/Employees, unless provided otherwise, specified in the pay revision orders shall be fixed at a stage equal to the stage of the pay last drawn by him and if there is no such stage, at the next lower stage plus personal pay equal to the difference to be absorbed in future increments provided that he may at his option retain his old pay scale until that date on which he is to earn his next or any subsequent increments in the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final.
- (v) **Fixation of pay for in-service candidates on appointment to higher posts :** - When a University Teacher/Officer/Employees holding a post in a substantive, temporary, or officiating capacity is promoted/appointed by a competent authority on a higher post in a substantive, temporary or officiating capacity his initial pay in the time scale of higher post shall be fixed at the stage next above the pay normally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn. When Teacher/Officer/Employees is, immediately before his promotion / appointment to higher post, drawing pay at the maximum of the time scale of the lower post his initially pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the lower post. This would however, not be applicable in those cases where specific recommendation is made by selection committee and approved

by the BOM or where specific provision is made in a particular scheme of the UGC/ICAR etc. as the case may be and approved / adopted by the state Govt./BOM.

- (vi) Where the pay of Teacher/Officer/Employees is fixed under rule 4 (v) above, the next increment shall be granted on the date he would have drawn his increment, had he continued in the lower post, provided that, if the pay is fixed at the minimum of the time scale and the pay so fixed exceeds, the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completing of service for the full incremental period to be counted for increment under rule 4(vii).
- (vii) **Increment:** An annual increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority, for unsatisfactory work or conduct.
- (viii) **Service counting for increments:** - The following service shall count for increments on the time scale of post:
 - (a) Duty on post or any other post of the same or higher grade, whether continuous or not;
 - (b) Time spent as joining time from one post to another;
 - (c) Duty on equivalent or higher post in foreign service.
 - (d) Duty on temporary post and on probation, and
 - (e) Leave other than Extra-ordinary leave, provided that the Board may direct by a special order relating to an individual case that extraordinary leave shall count for increments for any of the following reasons.
 - (f) Any cause beyond the University Teacher/Officer's/Employees control.
 - (g) Prosecution of higher studies e.g. Masters/Doctoral Degree beneficial for the discharge of his duties.
 - (h) Any other reason considered to be in the interest of the University by the Vice-Chancellor.
- (ix) **Date of Increment:** The increment of University Teacher/Officers/Employees may be admitted from the first of the month in which it would fall due under the operation of the normal rules and orders, regulation increments.
- (x) **Pay during suspension:**
 - (a) Teacher/Officer/Employees under suspension be entitled during the period of suspension to draw a *subsistence allowance* at an amount equal to the half pay which is admissible and allowances as based on such pay.
 - (b) In case Teacher/Officer/Employees remains under suspension for period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Teacher/Officer, the competent authority may increase the subsistence allowance upto 75% of his pay. The allowances in that case will be based on such increased pay.
 - (c) Teacher/Officer/Employees who has been dismissed, removed or compulsorily retired or suspended, when re-

instated, the authority competent to order the reinstatement shall consider and make specific orders :-

- (d) Regarding the pay and allowance, to be paid to the Teacher/Officer/Employees for the period of absence from duty or for the period of suspension.
 - (e) Whether or not the paid period shall be treated as period spent on duty.
 - (f) When the competent authority holds that the Teacher/Officer/Employees has been fully exonerated, the Teacher/Officer shall be given the full pay and allowance to which he would have been entitled had he not been suspended.
 - (g) In other cases the Teacher/Officer/Employees shall be given proportion of such pay and allowances as competent authority may determine.
- (xi) No payment of subsistence allowance shall be made unless the Teacher/Officer/Employees furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
- (xii) **Grant of leave during suspension:** Leave may not be granted to a University Teacher/Officer/Employees under suspension. However, permission to leave headquarters may be given in case of serious illness in the family etc. by the competent authority for a reasonable period keeping in view the state of enquiry and the possible effect of the Teacher/Officer's/Employees absence on its progress. Teacher/Officer/Employees under suspension shall be required to mark his attendance daily at the place as may be directed by the competent authority.
- (xiii) **Pay during awaiting posting order :** Teacher/Officer/Employees who is compulsorily kept under awaiting posting orders, shall be entitled to the pay and allowance at the rate at which he was drawing immediately before relinquishing charge in the old post.
- (xiv) **Premature increments :** The Board may at its direction or on the recommendations of the Vice-Chancellor allow merit pay to Teacher/Officer/Employees whose contribution to the University justify sanction of merit pay.
- (xv) **Special pay and honorarium :** The Board may sanction special pay to Teacher/Officer/Employees in consideration of at the specially arduous nature of duties or (b) a special addition to the work or responsibility.
- (xvi) The Vice-Chancellor or other authorities whom powers have been delegated under these rules may grant to Teacher/Officer/Employees an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.
- (xvii) **Drawal of Pay :**
- (a) Teacher/Officer/Employees shall be entitled to draw pay of the post to which he is appointed from the date on which he takes over charge of the post.
 - (b) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.
- (xviii) **Pay and Allowance for holding Additional Charge of a post :**

- (a) The Teacher/Officer/Employee holding on post placed in charge of an equal or higher post may be allowed pay in the basic post plus 3% of the presumptive of pay applicable to the additional posts, if the period of holding additional charge is not less than 30 days.
 - (b) Teacher/Officer/Employee holding on post placed in charge of a post of status equal to his own basic post, or higher than his basic post, may be allowed allowance up to six per cent of the presumptive of additional post, if the period of holding additional charge is not less than 60 days.
 - (c) No allowance will be admissible when Teacher/Officer/Employee holding one post and is placed in charge of the current duties of a lower post.
- (xix) Teacher/Officer/Employee already serving in one service or cadre of the University is appointed to another service, cadre or scheme by direct recruitment or special selection and not by promotion shall have his initial pay fixed in the following manner :-
If the maximum of the scale of the new post is higher than the maximum of the old post, then pay shall be fixed at the stage of the time scale of the new post next above the last substantive pay in the old post. If the maximum of the scale of the new post is equal to or lower than the maximum of the old post, then pay shall be fixed at the stage of that time scale of the new post which is equal to his last substantive pay on the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference. If the minimum pay on the new post is higher than pay drawn in the old scale, then minimum pay shall be allowed.
- (xx) **Pay on transfer to lower grade or post:** The authority which orders the transfer of Teacher/Officer/Employee as a penalty from a higher to a lower grade of post may allow him to draw any pay not exceeding the maximum of the lower grade post.
- (xxi) **Future increments on reduction to lower grade or post :**
- (a) If Teacher/Officer/Employee is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration to postpone future increments and it so, to what extent.
 - (b) If Teacher/Officer/Employee is reduced as measure of penalty to a lower grade or post to a lower time scale, the authority, ordering the reduction may or may not specify the period for which the reduction shall be effective, due where the period is specified, that authority shall also state operation for postponing future increments and if so to what extent.
- (xxii) Where an order of penalty of with-holding of increment, of Teacher/Officer/Employee or his reduction to a lower post or to a lower time scale or to a lower stage in a time scale, is set aside or

modified by a competent authority on appeal or review, the pay of the Teacher/Officer/Employee shall be regulated in the following manner :-

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

(xxiii) **Retirement: -**

(a) **On attaining age of superannuation –**

- i. All the Teacher/Officer/Employee shall retire from the University service upon attaining the age of 60 years. Except as otherwise provided in these rules, the date of retirement of University Teachers/ Officer/Employee is the afternoon of last day of the month in which he/she attain 60 years of age. In case the date of birth of a person is the first day of month he/she shall retire on the last working day of the preceding month.

(xxiv) **Voluntary retirement –**

- (a) At any time after a Teacher / Officer/Employee who has completed 15 years of qualifying service he may by given notice of not less than three months in writing to the appointing authority retire from service in accordance with the University Pension Rule 2000 and amendments as made in it from time to time.

(xxv) **Compulsory retirement on completion of 15 years of qualifying services**

- (a) At any time, after a University Teacher/ Officer/Employee has completed 15 years qualifying service or has attained the age of 50 years, whichever is earlier, the appointing authority, upon having been satisfied that the concerned University Teacher/Officer/Employee has on account of his indolence or doubtful integrity or incompetence to discharge official duties or inefficiency in due performance of official duties, has lost his utility, may require the concerned University Teacher /Officer/Employee to retire in public interest. In case of such retirement, the University Teacher/ Officer/Employee shall be entitled to retiring pension.

(xxvi) **Compensatory allowance: -** The Teacher/Officer/Employee shall be eligible to house rent allowance, dearness allowance, traveling allowance and other allowance as sanctioned by Board according to rules in force from time to time.

(xxvii) **Rent free accommodation: -** The BOM may from time to time specify the posts, the holders of which may be provided with rent free accommodation where such accommodation is made available.

(xxviii) **A Teacher/Officer** whose duties involve the carrying out of scientific and technical research shall not apply for or obtain, cause or permit any other person to apply, or obtain patent for an invention made by

such Teacher/Officer except with the permission of the University and in accordance with condition as the University may impose

(5) Leave

(i) Earning of leave and Right to Claim leave :

- (a) Leave is earned by the actual period of duty and it cannot be claimed may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.
- (b) When Teacher/Officer/Employee is recalled on duty before the expiry of the leave, he shall be entitled to be treated as on duty from the date he starts for the station of his duty and to draw traveling allowance to the headquarter. He will get leave salary for the period preceding the date on which he joins the duty.

(ii) Commencement and Expiry of leave :

- (a) Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expired. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

(iii) Address while on leave: Every University Teacher/Officer/Employee, proceeding on leave shall record on his application for leave, the address at which the letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority. He/She will also give his/her telephone / mobile number during the period of leave.

(iv) Grant of leave beyond the date of retirement: No leave shall be granted beyond the date on which Teacher/Officer/Employee must compulsorily retire.

(v) Encashment of leave after Superannuation:

Teacher/Officers/Employee retiring on superannuation be paid cash equivalent to leave salary in respect of the period of privilege leave at their credit at the time of retirement on superannuation. This concession will be subject to the following conditions:-

- (a) The payment of cash equivalent to leave salary shall be limited to a maximum of 300 days privilege leave.
- (b) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lump sum as one time settlement.
- (c) Cash payment under this rule will be equal to leave salary as admissible for leave on full pay and dearness allowance admissible on that pay at the rates in force on the date of retirement. No city compensatory allowance and / or House Rent allowance shall be payable.
- (d) The amount of leave salary as provide under sub-rule (3) above will be sanctioned by competent authority on the date of retirement.
- (e) This concession will also be admissible to the Teacher/Officers/Employee on their death or on premature retirement.

- (vi) **Admissibility of Terminal Leave:**
- (a) Terminal leave to the extent of Leave on full pay not exceeding 180 days may be sanctioned at the discretion of the authority competent to grant leave even when it has not been applied for and refused in the public interest to the following categories of University Teacher/Officer/Employee on termination of their employment :-
 - (aa) a temporary University Teacher/Officer/Employee whose services are terminated by University on account of retrenchment or on the abolition of the post before attaining the age of superannuation.
 - (ab) reemployed pensioners.
 - (ac) persons employed for a period exceeding one year on contract basis under University rules.
 - (ad) unqualified persons who have to vacate their temporary posts to make room for qualified candidates, and
 - (ae) Persons whose services may have to be dispensed with as a matter of administrative convenience as a alternative to the initiation of disciplinary proceeding against them.
 - (b) A temporary University Teacher/Officer/ Employee who resigns on his own may at the discretion of the sanctioning authority be granted terminal leave not exceeding half the amount of privilege leave at his credit subject to a maximum of 90 days.
 - (c) The cash payment of leave salary under sub-clause vi (a) and (b) shall be paid in lumpsum as one time settlement in accordance with method of computation laid down in sub clause v (c) and (d).
 - (d) Terminal leave under sub-clause vi (a) and (b) above shall not be admissible to :
 - (da) apprentices and persons not in the whole time employment of the University.
 - (db) a University Teacher/Officer/ Employee dismissed or removed from service; and
 - (dc) Teacher/Officer/Employee whose services have been terminated for taking part in any anti-national movement.
- (vii) **Joining duty on Return from leave on Medical grounds :** Teacher/Officer/Employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorised medical attendant before resuming duty. The competent authority may also require Teacher/Officer/Employee to produce a medical certificate when the ground of leave applied for is illness.
- (viii) **Re-joining of Duty before the Expiry of the leave :** Except with the permission of the competent authority, no Teacher/Officer/Employee on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.

- (ix) **Application for leave :** Leave other than casual leave, duty leave, deputation leave for availing a grant of Government of India, I.C.A.R., U.G.C., other Governments for which application is initially recommended and forwarded by the University shall be applied for in the prescribed form given in appendix-3. It shall be applied for sanction sufficiently in advance before it is availed of, except in special case of emergency and on stating satisfactory reason.
- (x) **Increment during Leave:** If the increment falls due during leave on full pay and half pay other than casual leave, the effect of increase of pay will be given from the date the Teacher/Officer/Employee resumes duty without prejudice to the normal date of increment.
- (xi) **Absence after the Expiry of Leave:** Teacher/Officer/Employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.
- (xii) **Leave Account:** A leave account in the form given in service book will be maintained for each Teacher/Officer/Employee.
- (xiii) **Admissibility of leave to Temporary Teacher/Officer made Permanent:** A temporary Teacher/Officer/Employee if without interruption of duty, is appointed substantively to a permanent post, his leave account will be credited with the amount of leave as per provisions contained in sub clause xx.
- (xiv) **Casual leave :** The amount of casual leave granted to an individual in a year (1st January to 31st December) shall be 15 days only, provided that in the case of Teacher/Officer/Employee joining service during the course of a year it will be granted as under :-
- (a) Upto 5 days for service of 3 months.
 - (b) Upto 10 days for service of more than 3 months, but less than 6 months.
 - (c) Upto 15 days for service of more than 6 months.
 - (d) Casual leave may be taken in one or more installments as the applicant desires, but shall not ordinarily exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave, except duty leave but it may be taken in combination with University holidays provided the period of total absence does not exceed 15 days. Normally casual leave will be sanctioned by the competent authority as and when applied for. Sundays or other University holidays falling within the period of casual leave shall not be counted as casual leave. Unavailed casual leave shall lapse after the close of the year.
- (xv) **Special Casual Leave :** Special casual leave may be granted to a University Teacher/Officer/Employee to the extent noted below for undergoing sterilisation operation
- (a) **Male Teacher/Officers/Employee:** 6 days for his own operation, and 7 days for his wife's operation.
 - (b) **Female Teacher/Officer/Employee:** 10 days in the case of a University Teacher/Officer/Employee who is hospitalised due to complication caused as a result of vasectomy or tubectomy

operation. The period during which he / she remains as indoor patient in the hospital shall be treated on special casual leave provided such period is in excess of 6 days in the case of male and 14 days in the case of female. The special casual leave for the period of hospitalisation shall be granted subject to the production of medical certificate from the authorised Medical Attendant.

- (xvi) **Academic Leave (Only for Teacher/Officer):**
- (a) Academic leave for absence from duty upto a limit of 15 days in an academic year may be sanctioned to the teachers or deemed as teachers by the competent authority for the following purposes:
 - (aa) To conduct an examination of a University and other recognized institution or of a statutory Board
 - (ab) To deliver academic lecturers
 - (ac) To attend meetings of the committees, Boards, Faculties and other academic bodies of a University or of a statutory Board
 - (ad) To inspect academic institution attached to a University or a statutory Board
 - (ae) To attend meetings of the selection committee of other institution, board statutory corporation and public service commission
 - (af) Any other purpose which is deemed by the competent authority to be of academic nature
 - (b) Application for academic leave shall ordinarily be submitted and sanction of competent authority obtained before the leave is actually availed of
 - (c) During the first year of service of a teacher the grant of academic leave will be regulated as follows:
 - (ca) For service of 3 months or less – 5 days
 - (cb) For service exceeding 3 months but not exceeding 6 months – 10 days
 - (cc) For service exceeding 6 months – 15 days
 - (d) Sunday or University holidays falling in between period of academic leave will not be debitable to the academic leave account
 - (e) The sanctioning authority may at its discretion permit combination of academic leave with holidays and casual leave
 - (f) Unavailed academic leave shall not be carried forward in the next academic year.
- (xvii) **Special Academic Leave (Only for Teacher/Officer):**
- (a) When a University teacher is invited by another University institute under UGC or ICAR etc. scheme as a visiting Professor for a period of three months to 12 months, he may be granted special academic leave without pay and allowances
 - (b) When a University teacher is invited by another University / institution under the UGC/ICAR etc. scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he may be granted special academic leave with pay allowance for the duration of visiting fellowship
 - (c) When a University teacher is made a national lecturer by the UGC/ICAR etc. and is invited to deliver lecture under the programme, he may be granted special academic leave for the purpose with pay

- (d) When a teacher is invited to deliver memorial lecturer in a University he may be granted special academic leave with pay and allowance for the purpose
- (xviii) **Permission for absence from Head quarters:** Permission for absence from Head quarters on University work of non-remunerative nature (including the work of various projects) will be sanctioned by the competent authority upto a limit of 30 days in an academic year, provided that the work is undertaken with the prior permission of the competent authority.
- (xix) **Deputation Leave(Only for Teacher/Officer):** Deputation leave on full pay and allowances may be granted to a teacher provided he has been deputed by the University for:
- (a) Attending conference, congress and convention recognized by the University in India and abroad on behalf of the University
 - (b) Delivering lectures in institution and universities recognized by the University
 - (c) Working on delegations or committee appointed by the government or by another agency recognized by the University
 - (d) Attending such short term courses, workshop as the Vice-Chancellor may approve as useful for the University where the person does not receive any salary or honorarium
 - (e) Availing himself of the fellowship award under the cultural exchange program and other programmes in whose case the applications were forwarded by the University to the UGC/ICAR Govt. of India etc. according to the terms and conditions attached to the programme of such award/fellowship
 - (f) If a teacher has availed such leave for visiting abroad for more than 3 months, he will not be entitled for deputation leave upto 5 years of his return from leave
 - (g) The Vice-Chancellor may sanction deputation leave upto 30 days at a time in an academic year. If the period of deputation leave is for more than 30 days, sanction of the Board will be necessary
 - (h) If the teacher concerned receives any honorarium or remuneration and period of deputation leave is more than three months, such leave shall be sanctioned on half pay and allowance only
 - (i) Deputation leave shall not ordinarily be combined with any other kind of leave. However, if an Teacher/Officer on deputation leave, outside India applies for any kind of leave, which is due to him in continuation of deputation leave, such application may be considered on its merits.
- (xx) **Privilege Leave :**
- (a) Teacher/Officer/Employee whether temporary or permanent shall be entitled to privilege leave of 30 days in a calendar year. The application for the privilege leave will be required to be submitted on prescribed application form (*Appendix 5*).

- (b) Teacher/Officer/Employee shall be entitled to accumulate leave upto a maximum period of 300 days.
- (c) The leave account of every Teacher/Officer/Employee shall be credited with privilege leave in advance, in two installments of 15 days, on the first day of January and July of every calendar year irrespective of whether it is an even or uneven year.
- (d) No deductions in leave balance shall be made if Teacher/Officer/Employee remains on any kind of leave other than extra ordinary leave. If Teacher/Officer/Employee remains on extra ordinary leave in a half year, deduction shall be made at the rate of one tenth of the period of extra ordinary leave during that half year subject to a minimum of 15 days.
- (e) The minimum amount of privilege leave that may be granted to Teacher/Officer/Employee at a time shall be 120 days but in case the privilege leave is taken for the purpose of undergoing treatment of T.B., leprosy or cancer or a mental disease in a recognised sanatorium/hospital, the maximum period for which privilege leave can be granted shall be 240 days at a time.
- (f) Teacher/officer/Employee shall earn P.L. @ 2½ days for each completed month of his service in a half year in which he is appointed. In case of resignation, termination, discharge, removal or dismissal from service or death while in service or on retirement from service the privilege leave shall be re-reckoned with effect from 1st January or 1st July as the case may be in the half year of occurrence of the event and credited to his leave account at the rate of 2½ days for each completed calendar month upto the end of the month in which he ceases to be in service.

(xxi) **Encashment of Privilege leave while in Service :**

- (a) Teacher/Officer/Employee may, on surrender of privilege leave not exceeding 30 days in a block of two years, be granted leave encashment equal to the period of leave surrendered.
- (b) No encashment of privilege leave may be allowed to a temporary Teacher/Officer/Employee unless he has completed one year of service.
- (c) The authority who is competent to sanction privilege leave shall be competent to accept surrender of privilege leave and grant leave encashment benefit thereof.
- (d) The number of Teacher/Officer/Employee in an office or institution, to whom leave encashment benefit is admissible, be sanctioned during a financial year under this rule shall not exceed 50% of the total Teacher/Officer/Employee.
- (e) The number of days of privilege leave surrendered shall not be referred to any particular period, but may be reckoned as surrendered on the date of application of leave for encashment benefit debited against leave account of University Teacher/Officer/Employee.
- (f) The amount of leave salary for the period for which leave is surrendered shall be calculated as follows:-

- (fa) Equal to the pay to which he is entitled to on the day before the date of sanction of encashment of privilege leave and in addition dearness allowance at the rates in force from time to time.
- (fb) In case Teacher/Officer is / was in receipt of a special pay granted in consideration of additional work or was in receipt of additional pay on account of holding a post in addition to his own post, such special pay and additional pay shall not be taken into account for computing leave salary paid in lieu of the surrender of privilege leave.
- (fc) Only pay and dearness allowance shall be paid for surrender of leave. Other allowance like house rent allowance, city compensatory allowance etc. shall not be admissible.
- (fd) A month for the purpose of calculation of leave salary and allowance shall mean 30 days.
- (g) The definition of blocks and eligibility of encashment is subject to the orders and conditions laid down by BOM in this regard.

(xxii) **Admissibility of Half pay leave and commuted leave :**

- (a) A Teacher/Officer/Employee shall be entitled to half pay leave of 20 days in respect of each commuted year of service.
- (b) The leave under clause (1) may be granted on medical certificate or on private affairs.
- (c) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate of an authorised medical attendant or on private affairs to an Teacher/Officer/Employee subject to the following conditions :-
 - (ca). When computed leave is granted twice the amount of leave shall be debited to half pay leave due.
 - (cb). That the authority competent to grant leave is satisfied that there is reasonable prospect of the Teacher/Officer/Employee returning to duty on its expiry.
- (d) **Leave not due :** - Leave not due may be granted to an Teacher/Officer/Employee in permanent employment subject to the following conditions :
 - (da) That no privilege leave and half pay leave are available in his / her leave account.
 - (db) The authority competent to sanction leave is satisfied that there is reasonable prospect of the Teacher/Officer returning to duty on its expiry.
 - (dc) The leave not due shall be limited to the half pay leave, he is likely to earn thereafter.
 - (dd) Leave not due during the entire service shall be limited to maximum of 360 days, out of which not more than 90 days at a time and 240 days in all may be otherwise than

on medical certificate of the authorised medical attendant.

- (de) Leave not due shall be debited against the half pay leave, the Teacher/Officer/Employee may earn subsequently.
- (e) A temporary Teacher/Officer/Employee, who has been appointed in accordance with the rules regulation recruitment and conditions of service framed by the University or where such recruitment rules have not been framed, the appointment has been in accordance with the orders issued by the authorities of the University from time to time prescribing academic qualification, experience etc. shall on completion of three years of service be entitled to commuted leave and leave not due under sub-rule 2 and 4 respectively.
- (f) No leave salary shall be recovered where a Teacher/Officer/Employee who has been granted commuted leave or leave not due, dies or is compulsorily retired by the University or is retired by the University or is retired on invalid pension. In all other case like resignation, voluntary retirement, removal, dismissal etc., the recovery of leave salary shall be made.
- (g).
 - (ga) **deleted as amended in RSR.**
 - (gb) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days, provided that no commuted leave may be granted under this rule unless it is believe that the University Teacher/Officer/Employee shall return to duty on its expiry.
 - (h) The total duration of privilege leave and commuted leave taken in conjunction by an Teacher/Officer/Employee who is undergoing treatment, for tuberculosis, leprosy, cancer, mental disease or any other disease considered appropriate by the Vice-Chancellor, in a recognised hospital/sanatorium shall not exceed 300 days.
- (xxiii) **Maternity Leave:**
 - (a) A female Teacher/Officer/Employee of the University who is pregnant, on giving notice to the University in writing that she expects to deliver a child, shall be permitted if she so desires to abstain herself on maternity leave for a period of 120 days from the date of its commencement. Maternity leave will be granted only twice during the entire period of service of Teacher/Officer.
 - (b) The University may at its option have her medically examined by a lady doctor.
 - (c) Teacher/Officer/Employee who has availed herself of the maternity leave for more than two occasions before the enforcement of these rules, shall not be entitled to any maternity leave under these rules. However, if there is no surviving child even after availing such leave twice, maternity

leave may be granted on one more occasion. Similarly female Teacher/Officer/Employee who has not availed of the maternity leave and already has three surviving children may not be sanctioned maternity leave when applied for.

- (d) Maternity leave will also be admissible to a temporary female Teacher/Officer/Employee provided she has been in continuous service of not less than 180 days in the 12 months preceding the date of the expected delivery.
- (e) An female Teacher/Officer/Employee on maternity leave shall draw leave salary equal to the pay and allowance she draws on the day preceding that on which she proceeded on such leave.
- (f) Maternity leave under this rule may also be granted in case of miscarriage or abortion subject to the condition that leave does not exceed six weeks immediately following the day of miscarriage or abortion and the application of leave is supported by a certificate from an authorised medical officer.
- (g) Maternity leave is not debatable to the leave account. It may be combined with leave of any other kind except casual leave.

(xxiv) **Paternity Leave:** A male Government servant with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife i.e. 15 days before to three months after children birth and if such leave is not availed of within this period it shall be treated as lapsed.

During the period of such leave, the Government servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of maternity leave)

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

(xxv) **Leave without pay to take up employment elsewhere :**

- (a) Teacher/Officer/Employee having completed 5 years permanent service in the University may be permitted to take up employment outside the University (the pay of which is not chargeable to the University) at the discretion of the Vice-Chancellor. In such cases, he may be granted leave without pay for one year. During the period of such absence the lien of the Teacher/Officer/Employee shall be retained on the post held by him substantively before proceeding on leave, provided further, that in the case of Teacher/Officer/Employee who has completed 10 years of permanent service in the University may be sanctioned 2 years leave without pay at the discretion of the BOM / Vice-Chancellor. Lien of the Teacher/Officer/Employee shall be retained as mentioned above.

Provided that an employee shall not be granted more than four years of Leave Without Pay for employment overseas in any case during entire service period.

- (b) A Teacher/Officer who has put in at least 10 years permanent service in the University and is offered a tenure appointment as Vice-Chancellor of another University or any other such high position with a tenure appointment for a period exceeding two years may be permitted to accept the same and granted leave without pay for only one term of such appointment irrespective of the length of the term at the discretion of the BOM. During the period of such leave the lien of a teacher shall be retained on the post held by him substantively before proceeding on leave.
- (c) A Teacher/Officer//Employee seeking leave under this rule must return and join the University service on the expiry of the leave, failing which he will be deemed to have willfully abstained himself from duty.
- (d) Teacher/Officer/Employee proceeding abroad for employment shall be required to give an undertaking in writing to contribute to the University a sum equal to Ten per cent of the total emoluments drawn by him abroad during first two years of Leave Without Pay and a sum equal to 20% of the total emoluments drawn by an employee abroad for 3rd & 4th years of Leave Without Pay.
This amount will be deposited in the University Development Fund annually. In case said amount is not paid his/her lien would stand terminated.
- (e) Teacher/Officer/Employee will not earn increments in his grade of the University for the period, he avails leave under this rule and the period spent by him on leave under this rule shall not be included in the total period of the service calculated for the purpose of pension.
- (f) If some University Teacher/Officer/Employee contests election of parliament or state legislature and is declared elected, leave under this rule may be granted by the BOM and all the provisions under this rule shall apply in the case of such Teacher/Officer/Employee *mutatis mutandis*.

(xxvi) **Extra Ordinary Leave :**

- (a) Extra ordinary leave shall be without pay and allowance.
- (b) The period of extra ordinary leave shall not count towards increments. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.
- (c) In case of permanent Teacher/Officers the duration of extra ordinary leave in the entire service period shall not exceed the following limits :-
 - (ca) Three months on any one occasion for reasons, other than medical grounds, to be recorded in writing.
 - (cb) Extra ordinary leave on medical grounds of illness of the Teacher/Officer/Employee may be granted upto a period of one year for every period of 5 years service subject to a maximum of 5 years during his entire period of service. However in cases involving hospitalisation and post-operative treatment such leave

upto 90 days in any one year be granted irrespective for the length of the service of the Teacher/Officer.

- (cc) Where Teacher/Officer/Employee is suffering from tuberculosis, cancer or leprosy and is undergoing treatment in a recognised hospital / clinic, he / she may be granted such leave on any one occasion upto 18 months irrespective of his / her length of service.
- (d) In case of temporary Teacher/Officer/Employee extra ordinary leave without pay and allowance may be granted for a period not exceeding one month, when no other leave is admissible to him.

(xxvii) **Quarantine leave:** Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of an infectious disease in the family or in the house hold of Teacher/Officer/Employee. Quarantine leave may be granted on the certificate of the medical officer or public health officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Teacher/Officer/Employee on quarantine leave will not be treated as absent from duty and his pay is not affected.

(xxviii) **Hospital Leave :**

- (a) A competent authority may grant hospital leave to such Teacher/Officer/Employee of University whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks, while under medical treatment for illness or injury is such illness or injury is directly due to risks incurred in the course of their official duties. Hospital leave is an addition to other forms of leave that may be admissible to a University Teacher/Officer/Employee under these rules.
- (b) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.
- (c) The amount of hospital leave which may be granted will be limited to 3 months on full pay in any period of three years. Hospital leave on half pay will be counted for the purpose of this limit as half the amount of leave on full pay.
- (d) Hospital leave may be combined with any other kind of leave which may be admissible provided that the total period of leave after such combination shall not exceed 180 days.

(xxix) **Special Disability Leave :**

- (a) This leave may be granted to Teacher/Officer/Employee, whether permanent or temporary who is disabled by injury inflicted upon him or caused in, or in consequence, of the due performance of his official duties or in consequence of his official position. Such leave shall not be granted unless the disability manifests itself within 3 months of the occurrence to which it is attributed, and is promptly brought to the notice by the Teacher/Officer/Employee to the competent authority.

- (b) The period of leave granted shall be such as is certified by a competent medical authority to be necessary and shall in no case exceed 24 months in consequence of any one disability.
- (c) Special disability leave may be combined with leave of any other kind and shall be counted as duty.
- (d) Special disability leave may also be granted to Teacher/Officer/Employee who is disabled by an injury caused by a violent action or criminal assault in due performance of duties.
- (e) Leave salary during the period of special disability leave shall be :
 - (ea) Full pay for the first 4 months, and
 - (eb) Half pay for the remaining period.

(xxx) **Study Leave:**

- (a) Study leave may be granted to a regularly selected Teacher/Officer/Employee so as to enable him/her to undertake higher studies or specialised training in the subject having a direct and close connection with his sphere of duties and thus likely to increase his usefulness to the University.
- (b) A Teacher/Officer/Employee may be granted study leave provided he has rendered five years continuous service in any department/college/research centre/extension centre/schemes etc. on the date of application. Five years of continuous service of an Teacher/Officer/Employee in the University shall include the period of probation.
Provided if a teacher, officer and employee has rendered three years service after regular appointment he/she may be considered for grant of Study Leave (Without Pay and allowances).
- (c) An application for study leave shall be submitted through the Head of Department and the Dean or Director of the University who will duly forward and recommend it.
- (d) The study leave shall not ordinarily be admissible to an Teacher/Officer/Employee who has attained the age of 45 years. However it may be allowed to such teachers who have attained the age of 45 years or more but have not attained 50 years, subject to the condition that study leave availed previously, if any and the study leave being considered for sanction does not exceed three years during the entire period of service.
- (e) Applications for study leave submitted on a prescribed proforma (Appendix 6) shall be considered by an advisory committee constituted by the Vice-Chancellor. The committee shall examine the applications and make its recommendations to the Vice-Chancellor.
- (f) The advisory committee shall consider the applications for study leave in the order in which they are received and shall take into consideration the following :
 - (fa). The recommendations of the forwarding officer.
 - (fb). The possibilities of increased usefulness of the applicant after the expiry of study leave to the University.
 - (fc). Prior study leave, if any, granted to the applicant.
 - (fd). The tendency of any enquiry or disciplinary proceedings against the applicant.
 - (fe). An applicant who has been awarded financial assistance for the period of study leave by any institution of higher learning may be given preference over other applicants.
 - (ff). Normally not more than 10 per cent of the sanctioned strength of an Teacher/Officer/Employee will be granted study leave at any one time except when in special circumstances, the Vice-Chancellor may otherwise decide.

- (g) During the leave period the employee will send report of the progress of research of the research project/programme/work at least once in six months through his supervisor/guide to the University, through the Head of the Department/Dean/Director of the University.
- (h) Study leave shall ordinarily not exceed maximum period of three years during the entire period of service in the University. A period of 12 months at one time should ordinarily be regarded as a reasonable period.
- (i) Teacher/Officer/Employee to whom study leave has been sanctioned shall be entitled to leave salary equal to full pay and other allowances as admissible on such pay.
- (j) Any person who avails himself of study leave shall bind himself by signing a bond (as per Appendix 7) that on his return after the expiry of the said leave, he shall continue to serve the University for a maximum period of 2 years if the study leave sanctioned was upto one year, and for Four years if the study leave was for more than one year but upto 2 years, and if the Study Leave is granted for 3 years the period of Bond for a maximum period of 7 years and also the incumbent has to furnish a Bank Guarantee of Rs. 3.0 Lac. (1.5 Lac. before proceeding on Study Leave and 1.5 Lac. after one year) for the period of Study Leave plus the Bond period on the salary and in the grade which he enjoyed at the time of his proceeding on study leave increased by normal increments due during the period of leave. In case during this period he desires to leave the University, he may be allowed to do so provided he refunds the whole amount received by him from the University as study leave pay and allowance except when in the opinion of the BOM, which shall be recorded in writing, that wider public/University interest is involved.
Provided a teacher who is unable to complete his Ph.D. within the period of study leave granted to him or who fails to rejoin the service of the University on the expiry of his study leave or who rejoins the service of the University but leaves the services without completing the prescribed period of service after rejoin the service or who within the same period is dismissed from the services of the University shall be liable to refund to the University the amount of the leave salary and allowances and other expenses incurred on the teacher together with interest thereon and damages from the date from which his resignation is accepted.
- (k) Study leave shall count as service for increment, pension and gratuity. The benefit of increments falling during the period of study leave shall be operative only after the person has resumed his duty.
- (l) The study leave shall be deemed to have been cancelled in case it is not availed of within a period of six months from the date of issue of sanction.

- (m) The study leave can be combined with earned leave, half pay leave, extra ordinary leave and other breaks.
 - (n) Study leave shall count as service for increment and for the benefit of provident fund/ pension and gratuity but not for earning any other kind of leave.
 - (o) The study leave/extraordinary leave for pursuing higher studies can also be granted to temporary employees of the University as per rules laid down by Government of Rajasthan and adopted by BOM.
- (xxxii) **Sabbatical Leave(Only for Teacher/ Officer):** The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to enhance their professional competence. The applications may be submitted as per proforma (*Appendix 8*).
- (a) **Eligibility:**
 - (aa) Sabbatical leave may be granted to a teacher as Assoc. Professor and above. The scientist should have rendered not less than six years of service in MPUAT.
 - (ab) The leave would be granted once in ten years provided the teachers concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding ten years.
 - (ac) The teacher must have at least five years service left before superannuation after completion of the Sabbatical leave.
 - (b) **Duration:** The Sabbatical Leave will be limited to a maximum period of one year, twice during the entire career of a teacher
 - (c) **Manner of Application**
 - (ca). The teacher desirous of availing Sabbatical Leave should apply in the prescribed performa which can be obtained from University Office.
 - (cb) The teacher concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training / teaching or the related professional activities relevant to the mandate of the University
 - (cc) Application for Sabbatical Leave that shall be forwarded by the concerned institution with its recommendation to the University at least for – six months in advance. Recommendation of the University of the Host Institution should also be made available while applying for sanction of the leave
 - (d) **Competent Authority:** The Vice-Chancellor will be competent authority to grant Sabbatical Leave.
 - (e) **Payment of Salary and Other Allowances:**
 - (ea) During the period of Sabbatical Leave within the country, the teacher will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position

- (eb) For all purpose, the period of Sabbatical Leave will be treated as a period spent on duty without entitlement of TA and DA
- (ec) In addition to the salary, the teacher is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he /she is spending the period of Sabbatical Leave in a foreign University / Laboratory / Institute.
- (f) **Other Conditions:**
 - (fa) Sabbatical Leave could be availed by a teacher while receiving any kind of scholarship or fellowship from any organization, national or international.
 - (fb) The sabbatical leave cannot be combined with any other leave
 - (fc) The teacher concerned will give an undertaking before proceeding on Sabbatical Leave that he / she would utilize the leave for the purposes mentioned in (c) (ii) above for which the Sabbatical Leave has been sanctioned and would not accept any commercial employment during the period of the leave and that he / she would refund the salary and other emolument paid to him/her during the leave period in case he / she resigns within three years after availing the leave to join other institution.
 - (fd) During the period of Sabbatical Leave, the teacher will continue to retain official accommodation that may have been provided to him/her on the same terms and conditions as are applicable to other University teachers.
 - (fe) The host institution within the country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

(xxxii) **Compensatory Leave(Only for Non-teaching employee) :** - A permanent or a temporary employee of the University may be sanctioned compensatory leave for duties performed by him / her under the orders of the competent authority on sundays and holidays as well as during breaks. The total number of extra hours will be commuted into six hours days to determine the number of days for which compensatory leave on full pay is to be credited to his / her leave account. Compensatory leave shall lapse if not availed of during the same year.

(6) Joining Time

(i) Joining Time

- (a) Joining time may be granted to Teacher/Officer/Employee to enable him :-
 - (aa) To join a new post to which he is appointed while on duty in his old post or directly relinquishing the charge of the post.
 - (ab) To join a new post on return from leave on full pay.

- (ac) To join a new post when he had no sufficient notice of his appointment to new post, on return from any other kind of leave other than casual leave and academic leave.
- (b) Joining time is admissible if Teacher/Officer/Employee has been awaiting posting orders under orders of competent authority on the expiry of leave or otherwise at place of last duty provided he is specifically authorised to avail joining time.
- (ii) (a) In cases involving transfer from one station to another and also involving change of residence, the University Teacher/Officer/Employee shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel indicated in the following schedule. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

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

- (b) A day is allowed for any fractional portion. Travel by road not exceeding 8 kms to or from a railway station at the beginning or end of the journey does not count for joining time.
- (c) A Sunday or and / or Holiday(s) does not count as a day for the purpose of calculating joining time.
- (d) Joining time for journey will be allowed by the route which travelers ordinarily use irrespective of the route of actual travel.
- (e) On appointment or transfer to a new post while in transit, joining (journey) time begins on the day following the day of the receipt of orders but a second period of joining time for preparation shall not be allowed in such cases.
- (iii) (a) If charge is to be made over at a place other than the headquarters of Teacher/Officer/Employee, joining time is calculated from the place where he hands over the charge.
- (b) If Teacher/Officer/Employee takes leave, during transit, the period which has elapsed since handing over charge of his old post shall be included in his leave.
- (c) When Teacher/Officer/Employee is on leave, joining time shall be calculated from the old station or from the place where he received the orders, whichever entitles him to less joining time.
- (d) Teacher/Officer/Employee during joining time shall be treated on duty and shall be entitled to be paid at the rate of pay of his old post or the new post whichever is less.
- (e) Teacher/Officer/Employee returning from extraordinary leave shall not be entitled to joining time.
- (iv) **Joining time can be extended up to 30 days in the following cases:-**

- (a) When Teacher/Officer/Employee is unable to use the ordinary mode of traveling or has to spend more time inspite of due diligence on his part on the journey period allowed.
- (b) For University convenience or for saving of expenditure.
- (c) When rules have in a particular case operated harshly.
- (v) When Teacher/Officer/Employee joins the new post without availing of the full joining time, the number of days of joining time, as admissible subject to a maximum of 15 days reduced by the number of days actually availed of, shall be credited to his leave account as privilege leave.
- (vi) Joining time may be combined with vacation and or regular leave of any kind or duration except casual leave.
- (vii) When a Teacher/Officer/Employee does not join his post after the expiry of the joining time, it will amount to willful absence from duty and shall not be entitled to get pay on leave salary from the date of handing over charge of the old post.

(7) Foreign Service

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

also promoted then such Teacher/Officer/Employee will be entitled to get pay at the increased rates automatically while working under foreign employer.

- (be) Teacher/Officer/Employee sent on deputation will have option of being governed by the service conditions of the foreign employment provided that such conditions are not disadvantageous to him.

(8) Conduct Rules

- (i) (a) Teacher/Officer/Employee shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his duties.
- (b) During the hours fixed for his duties, he shall devote himself diligently to his work, and give full co-operation in all University work.
- (c) He shall carry on his work with accuracy and reasonable speed.
- (d) He shall act with due courtesy with whom he comes in contact in the course of his duties.
- (e) He shall respect all lawful orders from superiors and carry them out faithfully.
- (f) He shall see that the University property, articles, apparatus, money etc. in his charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- (g) He shall take care to see that the contents of University papers, correspondence, file etc, of confidential nature are not divulged to unauthorized persons directly or indirectly.
- (h) He shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- (i) Whether on duty or on leave or under suspension, he shall not apply for any other employment nor accept any other employment with or without remuneration or enroll himself of for higher studies in any educational institution without the previous permission of the competent authority.
- (j) Whether on duty or on leave or under suspension, he shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his position as a University Teacher/Officer/Employee to hold such business or undertaking.
- (k) Unless generally or specially empowered in this behalf, he shall not communicate directly or indirectly to out side persons of association or to the press any documents or information which has come to his possession in the course of his duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.
- (l) He shall not give evidence in his official capacity without the previous permission of the Vice-Chancellor or other competent authorities.
- (m) He shall not take part in or subscribe in aid or assist in any way in movement, organisation or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.
- (n) No Teacher/Officer/Employee who has wife/husband living shall contract another marriage (without first obtaining the permission of the Vice-Chancellor) notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

- (o) Teacher / Officer shall perform his/her academics duties such as preparation/ lecture, demonstration, assessment, guidance, invigilation etc. and will work diligently and sincerely.
- (p) Teacher / Officer shall not show partiality in assessment of the students deliberately over marking/ under marking or attempts at victimization on any ground
- (q) Teacher/Officer/Employee shall not excite students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.
- (r) No Teacher/Officer/Employee will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent through proper channel.
- (s) No Teachers/ Officers/ Employees shall send their paper to the other authorities without following proper channel.

(9) Penalties, Appeals and Review

Suspension:

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

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

Minor Penalties

- (a) Censure
- (b) With holding of increments or promotions
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rule of the University or orders or directions of superior authorities.

Major Penalties

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

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

- (a) Stoppage of Teacher/Officer/Employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.
- (b) Non-promotion of Teacher/Officer/Employee whether in a substantive or officiating capacity, after consideration of his case for appointment to a grade or post to which the Teacher/Officer/Employee is eligible.
- (c) Reversion of Teacher/Officer/Employee, appointed on probation to any other grade or post to his permanent post or grade during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.
- (d) Reversion which does not amount to reduction of Teacher/Officer/Employee officiating in a higher grade or post to a lower grade or post, on the ground that the Teacher/Officer/Employee is considered to be unsuitable for such grade or post or on any administrative grounds unconnected with his conduct.
- (e) Replacement of the services of Teacher/Officer/Employee whose service has been borrowed from outside authority, at the disposal of such authority.
- (f) Compulsory retirement of Teacher/Officer/Employee in accordance with the provision relating to his superannuation or retirement.
- (g) Termination of the services:-
 - (ga) of Teacher/Officer/Employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment and orders governing such probation; or
 - (gb) of a temporary Teacher/Officer/Employee in accordance with the files made in this behalf by the university.
 - (gc) of Teacher/Officer/Employee engaged under an agreement, in accordance with the terms of such agreement.

(iii) **Disciplinary Authorities:**

- (a) The appointing authority may impose on Teacher/Officer/Employee any of the penalties specified in (9) Sub clause ii.
- (b) A competent authority as declared by BOM may impose on Teacher/Officer/Employee any of the penalties specified in (9) Sub clause ii

- (iv) **Authority to institute proceedings:** The appointing authority or a competent authority empowered by him by a general or special order may institute disciplinary proceeding against Teacher/Officer/Employee.

(v) **Procedure for imposing major penalties:**

- (a) No order imposing any of the penalties under (9) Sub Clause ii major penalties on the Teacher/Officer/Employee shall be passed except after an enquiry held in the manner prescribed hereafter.
- (b) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegation on which they are based, shall be communicated in writing to an Teacher/Officer/Employee and he/she shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he/she admits the truth of all or any of the charges what explanation or defense, if any, he/she has to offer and whether he /she desire to be heard in person:
Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his/her defense.
- (c) The Teacher/Officer/Employee shall for preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against University/ public interest to allow him/her access there to.
- (d) On receipt of the written statement of defense, or if no such statement is required for such of the charges, as are not admitted or if, it considered it necessary to do so, appoint a Board of inquiry or an enquiring authority for the purpose and where all the articles of charges have been admitted by the Teacher/Officer/Employee in his/her written statement of defense, the disciplinary authority shall record the plea, sign and record and obtain the signature of the Teacher/Officer/Employee thereon
- (e) If the delinquent Teacher/ Officer/Employee who has not admitted any of the articles of charges in the written statement of defense or has not submitted any written statement of defense appears before the enquiring authority, such authority shall ask him/her whether he is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charge, the enquiring authority shall record the plea, sign the record and obtain the signature of the Teacher/ Officer/Employee there on.
The enquiring authority shall return findings of guilty in respect of these charges which the Teacher/ Officer/Employee plead admitted.
- (f) The disciplinary authority may nominate any person to present the case in support of charge before the enquiry officer. The delinquent Teacher/Officer/Employee may present his case with the assistance of any other Teacher/Officer/Employee of the university, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstance, of the case, so permits.
- (g) (ga) Where the delinquent Teacher/Officer has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer shall ask the presenting officer appearing on behalf of the disciplinary

authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent Teacher/Officer. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presenting officer, and also to the delinquent Teacher/Officer or his assisting Teacher/Officer/Employee whosoever may be present for cross examination. The presenting officer shall be entitled to re-examine the witness on any points, on which they have been cross-examined, but not on any new matter, without the permission of the enquiry officer. After the close of the prosecution evidence, the delinquent Teacher/Officer/Employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his defence. The enquiry officer after considering the relevance of the witness and the document/s shall summon only the relevant witness/ as and document and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close evidence. The enquiry officer shall consider the relevance of the witness/es and the documents called for by both the parties and in case their refusal to summon any witnesses or documents, he shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

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

Note: The Teacher/Officer/Employee shall indicate the relevancy of the documents required by him to be discovered or produced by the university.

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

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

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

- (h) At the conclusion of the enquiry, the Enquiry authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent Teacher/Officer has admitted the facts constituting them or has had an opportunity of defending himself against them.
 - (i) The record of enquiry shall include:-
 - (ia) The charges framed against the Teacher/Officer and the statement of allegations furnished to him.
 - (ib) His written statement of defense, if any.
 - (ic) The oral evidence taken in the course of enquiry.
 - (id) The documentary evidence considered in the course of inquiry.
 - (ie) The order if any made by the disciplinary authority and the enquiry officer in regard to the enquiry, and
 - (if) A report setting out the findings on each charge and reasons there of.
 - (j)
 - (ja) The disciplinary authority shall, if it is not the inquiring authority, consider the record of the inquiry and record its findings on each charge.
 - (jb) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing remand the case for further enquiry in case it has reason to believe that the enquiry conducted had lacuna in some respect or the other.
 - (k) If the disciplinary authority having regard to its findings on the charges of the opinion that any of the penalties specified in (9) sub clause ii (d), (e), (f) and (g) should be imposed it shall :-
 - (ka) Furnish to the Teacher/Officer/Employee a copy of the report of enquiry officer and where the disciplinary authority is not the inquiring authority, a statement to be furnished together with brief reasons for disagreement, if any, with the findings of the enquiry officer and
 - (kb) Give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty. Provided that such representation shall be based on the evidence produced during the enquiry.
 - (l) If the disciplinary authority having regard to his finding is of the opinion that any of the penalties specified in (9) sub clause ii (d), (e), (f) and (g) should be imposed, it shall pass appropriate orders in the case.
 - (m) Orders passed by the authority shall be communicated to the Teacher/Officer/Employee who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its findings together with brief reasons for disagreement, if any, to him.
- (vi) **Procedure for imposing minor penalties:**

- (a) Order imposing minor penalties specified in (9) sub clause ii (a), (b), and (c) shall be passed after following the procedure as mentioned hence under:
 - (aa) The employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and had been given and opportunity to make any representation he may wish to make.
 - (ab) Such representation, if any is taken into consideration by the disciplinary authority.
 - (b) The record of proceeding in such cases shall include:-
 - (ba) A copy of the statement of allegation's communicated to him.
 - (bb) A copy of the intimation, to the employee of the proposal to take action against him.
 - (bc) His representation, if any
 - (bd) The orders of the case together with the reasons there of.
- (vii) **Joint Enquiry**
- (a) Where two or more Teacher/Officers/Employee are concerned in any case, the BOM / Vice-chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.
 - (b) In case of joint departmental enquiry, any one or more delinquent Teacher/Officers/Employee fail/fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice, the enquiry officer may proceed with the enquiry in the absence of such delinquent Teacher/Officers/Employee.
- (viii) **Special Procedure in certain cases:** - Not with standing any thing contained in these rules:-
- (a) Where a penalty is imposed on a delinquent Teacher/Officer on the ground of conduct which has led to his conviction on a criminal charge, or
 - (b) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or
 - (c) Where the disciplinary authority is satisfied that in the interest of the security of the university, it is not expedient to follow such procedure.
- The disciplinary authority may consider the circumstances of the case and pass such orders as it deems fit.
- (ix) **Appeals :** Appeals against the order of suspension and imposing penalty :
- (a) In the case of an order which is appeal able, the authority passing the order shall, within a reasonable time give a certified copy of the order free of cost to the person against whom the order is passed.
 - (b) No appeal under these rules shall be entertained unless it is submitted within a period of 60 days from the date on which the appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.
- (x) **Form and Contents of Appeal:**

- (a) Every person submitting an appeal shall do so separately and in his own name.
 - (b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be completed in itself.
- (xi) **Submission of Appeals :-** Every appeal shall be submitted through proper channel to the authority which made the order appealed against provided that a copy of the appeal may be submitted direct to the appellate authority.
- (xii) **Withholding of the Appeal :-**
- (a) The authority which made the order may withhold the appeal if:-
 - (aa) It is an appeal against on order from which no appeal lies.
 - (ab) It does not comply with any of the provisions contained in (9) Sub Clause ix
 - (ac) It is not submitted within period specified in (9) Sub Clause ix (b) and no cause is shown for delay.
 - (b) Where an appeal is withheld the appellant shall be informed of the fact and the reasons there of.
 - (c) A list of the appeal, withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for with holding them.
- (xiii) **Transmission of Appeal :**
- (a) The authority which made the order shall, without any avoidable delay, transmit to the appellate authority every appeal which is not with held, together with its comments there on and the relevant record.
 - (b) The authority to which the appeal lies may direct transmission to it of any appeal with held under (9) sub clause xii and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.
- (xiv) **Consideration of Appeal :**
- (a) In an appeal against an order or suspension the appeallate authority shall consider whether on having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
 - (b) In the case of an appeal against an order imposing any of the penalties specified in (9) sub clause ix, the appellate authority shall consider :-
 - (ba) Whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions or in failure of justice.
 - (bb) Whether the facts on which the order was passed have been established.
 - (bc) Whether the penalty imposed is excessive, adequate or inadequate provided that. (i) The appellate authority shall not impose any enhanced penalty which made such authority nor is the authority which made the order appealed against competent in the case to impose. (ii) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty and (iii) if the enhanced

penalty which the appellate authority proposes to impose is of the penalties specified the (9) sub clause ix (d), (e), (f) and (g) (major penalties) and an inquiry has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry to be held and there after on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against any such penalty, pass such order as it may deem fit.

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

(xvi) **Revision and Review :**

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

(aa) Confirm, modify or setaside orders or

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

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

(ad) Pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the Teacher/Officer/Employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in (9) sub clause ix (d), (e), (f) and (g) or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the Teacher/Officer concerned of showing cause against the penalty proposed on the evidence produced during enquiry.

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

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

(a) Confirm, modify or set aside the order

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

- (c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case; or
- (d) Pass such orders as he deems fit; provided that :-
 - (da) An order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.
 - (db) If the Chancellor proposes to impose any of the penalties specified in (9) Sub Clause (d), (e), (f) and (g), in case where an inquiry has not been held, he shall direct that such enquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the Teacher/Officer/Employee an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

(10) Pension Gratuity and Provident Fund

The rules of the Rajasthan State Govt. shall be applicable as amended from time to time.

AMENDED

MAHARANA PRATAP UNIVERSITY OF AGRICULTURE & TECHNOLOGY, UDAIPUR

SCHEDULE – A (to Chapter IX)

Delegations of Powers for imposing minor and major penalties and channel for preferring an appeal for non-teaching employees other than teachers & officers as under:-

Class of Employee	Disciplinary Authorities		Nature of Penalty	Appellate Authority
<u>MAJOR PENALTY</u> (Rules 96 (IV) to (VII) and 99 Service Conduct Rules)				
All employees other than teachers and officers and accounts personnel	Deans/Directors/Registrar/ Controller of Examinations/ Estate Officer	(iv)	Reduction to a lower grade or post or to lower stage in a time scale of pay.	Vice-Chancellor
		(v)	Compulsory retirement.	
		(vi)	Removal from service, which shall not be a disqualification for future employment.	
All accounts personnel working in different units of the University	Comptroller	(vii)	Dismissal from service which shall be a disqualification for future employment.	
<u>MINOR PENALTY</u> (Rules 96 (I) to (III) and 100 Service Conduct Rules)				
All employees other than teachers and officers	Zonal Director (Res), Director, Programme Coordinator, KVK, Hony. Directors of Centres/ Institutes, Chief Scientists of DFRS, Officer Incharges, ARSS/ LRS	(i)	Censure	Concerned Director
		(ii)	Withholding of increments or promotions.	
		(iii)	Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence of breach of the rule of the University or orders or directions of superior authorities.	

Note :

1. The Officer competent to impose a major penalty is also competent to impose a minor penalty.

MAHARANA PRATAP UNIVERSITY OF AGRICULTURE & TECHNOLOGY, UDAIPUR
SCHEDULE – B (to Chapter IX)

Delegations of Powers for imposing minor and major penalties and channel for preferring an appeal for teachers & officers as under:-

Nature of Penalty	Class of Teachers & Officers	Disciplinary Authorities	Appellate Authority
MINOR PENALTIES (Rules 100 (I) to (III) and 104 Service Conduct Rules for Teachers & Officers)			
(i) Censure.	1. Teachers & Officers	Concerned	Vice-Chancellor
(ii) Withholding of increments or promotions.	Assoc. Professor, Asstt. Professor, Lecturers, Instructors & Asstt. Registrars & equivalent	Dean/ Director	
(iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence of breach of the rule of the University or orders or directions of superior authorities.			
-do-	2. (a) All Officers Dy. Registrar, O.S.D., Asstt. Registrar/Adm. Officer, Pool Officer working in Adm. Office	Registrar	Vice-Chancellor
-do-	(b) Dy. Comptroller, Sr. Accounts Officer, Accounts Officer Working in Adm. Office & Treasuries	Comptroller	Vice-Chancellor
-do-	3. Asstt. Engineer	Estate Officer	Vice-Chancellor

Note : When an officer of Accounts cadre is directly reporting to the Registrar OR when an Officer of Administrative cadre is reporting directly to the Comptroller, Registrar/Comptroller as the case may be shall be the disciplinary Officer.

Nature of Penalty	Class of Teachers & Officers	Disciplinary Authorities	Appellate Authority
MAJOR PENALTIES (Rules 100 (IV) to (VII) and 103 Service Conduct Rules for Teachers & Officers)			
(iv) Reduction to a lower grade or post or to lower stage in a time scale of pay.	Mentioned as above.	Vice-Chancellor	BOM
(v) Impose retirement before superannuation.			
(vi) Removal from service, which shall not be a disqualification for future employment.			
(vii) Dismissal from service which shall be a disqualification for future employment.			

APPENDIX - 1

HEALTH CERTIFICATE

I hereby certify that I have examined Shri _____ a candidate for employment in _____ department / college of Maharana Pratap University of Agriculture & Technology, Udaipur and cannot discover that he / she has any disease, constitutional weakness or bodily infirmity except _____. I don't consider this a disqualification for employment in _____ the _____ office _____ of _____.

**Signature
(with seal)**

APPENDIX - 2

MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, UDAIPUR ANNUAL SELF APPRAISAL (FOR TEACHERS)

1. General Information

- (a) Name :
- (b) Address (Residential) :
- (c) (i) Designation :
(ii) Scale of Pay :
- (d) Department / Institution/
Unit/ Place of Posting :
- (e) Date of Joining present
Post and grade :
- (f) Date of Birth :

2. Academic qualifications

Examination Passed	Board / University	Year	Division, Grade Merit etc
Ph.D./D.Sc./Other			
Masters Degree/ M.Phil			
Graduate Degree			
Diploma/ Certificate etc.			

(Give title of thesis of the degree if earned during the assessment period)

(i) **Post Doctoral** :

(A) Area of specialization :

(B) Teaching assignment during the assessment period:

(i) Undergraduate

S. No.	Course No	Credit Hours	No of students
1			
2			
3			
4			

(ii) Post Undergraduate

S. No.	Course No	Credit Hours	No of students
1			
2			
3			
4			

(iii) No of thesis completed under your supervision

(iv) Postgraduate students presently working under you

(C) (i) Members of students advisory committee

- (ii) Laboratory development / course /development/ innovations/ teaching aids

3. Improvement of Professional Competence:

Details regarding refresher course / orientation attended / participation in summer school/ workshop, seminars symposium etc.

4. Research contribution during the year of Assessment:

- (i) Areas of Research

- (ii) Research projects/ work currently with you:

Project Title	Funding source	Date of commencement

- (iii) Research finding which have found application:

- (iv) Further projections:

5. Extension work during the year of Assessment

- (i) Areas of work

- (ii) Extension projects currently with you

Name	Funding source	Date of commencement

- (iii) Furnish quantitative details as much as possible on the following items:

- (a) National Demonstration / Operational Research Projects
- (b) Demonstration at farmers fields
- (c) Radio and television talks
- (d) Exhibitions
- (e) Extension education programme arranged / participated

Programme	No of participants	Duration (weeks)	Arranged / participated / lecturers delivered

- (iv) Use and development of new techniques / approaches/ equipment for mass communication and / or extension work

6. Published work during the year

(Attach separate sheet with full references)

1. Own Masters Thesis
2. Own Ph.D. Thesis
3. Student Masters Thesis
4. Students Ph.D. Thesis
5. Books/ Bulletin / Manuals

6. Chapters contributed in edited books
7. Technical articles
8. Review research papers
9. Research papers
10. Research project reports
11. Patents/ Innovations / New Developments
12. Developments of New Research facilities
13. Extension publications (Research oriented)
14. Extension publications (General)
15. Any other

7. What were the priority areas of work during the year under review. Please mark priorities against each area as 1,2,3 etc. one being the highest and so on, and indicate the percentage of time approximately allotted to each priority area. (Normally you should not assign more than three priorities. An area should be considered a priority area only if it takes at least 25% of your working time).

Area	Priority	% Time
(i) Teaching		
(ii) Research		
(iii) Extension (including items like National Demonstrations, Operational Research Project etc.)		
(iv) Consultancy		
(v) Any other		

8. Participation in corporate Life/ Administrative activities during the year:

- (a) College/ University/Institution
- (b) Educational / Research / Extension Management
- (c) Extra curricular activities
- (d) Enrichment of campus life (Hostel, sports, cultural activities etc.)
- (e) Student welfare and discipline
- (f) Membership/ Participation in bodies/ Committees of various activities
- (g) Professional organization of Teachers/ Research workers/ extension

9. Participation in professional / policy making / development organisation:

- (a) Membership of committee / offices held in professional bodies / other committees constituted by Govt.
- (b) Invited lecturers/ presentation made/ session chaired in Seminar / Conference/ Symposia

10. Training/Summer/Winter School attended during the year:

(Do not include seminars/ workshops)

S. No.	Institute	National / International	Duration (weeks)	Field
1				
2				
3				
4				

11. How would you rate your overall performance in each of your priority areas on a (0-5 scale: 1-poor; 2-below average; 3-average; 4- above

average; 5-Outstanding) Please indicate appropriate score for each area:

Priority area	Assigned score
1	
2	
3	
4	
5	

Name & Designation

Signature of the Teacher

12. For the use of schedule incharge / Head of Department only:

- (i) Is the information provided by the teacher correct to the best of your knowledge? YES/NO. In case of "No" please specify.
- (ii) Do you generally agree with the assessment and the projections provided by the Teachers? Please give your critical appraisal.

**Scheme Incharge
* Office Incharge**

Initiating Officer / Reporting Officer

**Signature
Name
Designation**

Note* - In case of Research/ Extension project staff the information will be validated by Scheme Incharge / Officer Incharge and countersigned by Head of Department

Dated: _____

13. Report of Reviewing Officer:

Reviewing Officer

NOTE: -

1. If any adverse remarks are made, the same shall be communicated to the Teacher/ Officer concerned by the Vice-Chancellor and the reply received from such Teacher / Officer shall be kept on record along with the reports
2. The Vice-Chancellor on receipt of reply from the Assistant Professor, Associate Professor and Professor about the adverse remarks, shall obtain the remarks of the reporting officer and after examining them shall take further action by keeping the remarks or expunging the remarks as the case may be.

14. Remarks of Accepting Officer:

ACCEPTING OFFICER

GUIDE LINES FOR FILLING THE SELF APPRAISAL REPORTS

Post/Cadre	Reporting Officer	Reviewing Officer	Accepting Officer
Professor	HOD/ZDR/ Officer Incharge	Dean/ Director	Vice-Chancellor
Associate Professor	HOD/ZDR/ Officer Incharge	Dean/ Director	Vice-Chancellor
Assistant Professor	HOD/ZDR/ Officer Incharge	Dean/ Director	Vice Chancellor

** In case the initiating officer is junior or recruited in the same year in which the reportee people have been recruited, the next higher authority in the channel will be the initiating officer in such cases.*

NOTE:

1. Each year ending June, the initiating Officer will give one proforma to each member working under him. The members will complete entries concerning them and will return to the initiating / reporting officer within a week
2. On receipt of the proforma back, the initiating officer will comment on the work done. He will also record his opinion on the item relevant to him. Thereafter he will send it to the concerning reviewing officer within a week.
3. Reviewing officer will record his opinion in the relevant columns. He will then send the report to the Accounting Officer
4. The accepting officer will record his opinion in the relevant column. Confidential report should be completed latest by August, each year.
5. Only one copy of a Appraisal report would be prepared and kept in the office of the Accepting Officer
6. Dean of the college will initiate the report for the Heads of Department, Director of Research and Director Extension Education will initiate report for ZDR's / Stations/ KVK' Incharges as the case may be.
7. A committee comprising of faculty Dean, Director Resident Instructions, Director Research and Director Extension Education will review the reports of Heads of Departments.
8. Director Research and Director Extension Education will review the reports of ZDR's of ARS and ARSS and KVK Incharges as the case may be
9. Accepting authority will convey any adverse remarks and after giving the concerned teacher or officer or employee an opportunity of hearing, shall finalize the question whether remarks are to be retained or expunged.

APPENDIX – 3
MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY,
UDAIPUR

ANNUAL PERFORMANCE APPRAISAL YEAR

(For Officers)

(Part-I)

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

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

S.No.	Key Result Area (KRA)	Prescribed standards of performance	Actual achievement	Comments of reporting officer
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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

6. Resume of his performance by the Reportee (in not more than 200 words). No annexure to be attached.

7. Additional education qualification acquired/training received during the year.

8. What is your preferred field of work in order of preference?
- a.
 - b.
 - c.
 - d.
9. Did you have any Physical/Psychological problem which might be against the effective discharge of your duty? If so, please specify :

Date of submission to the
Reporting authority

Signature of the Reportee
Designation

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

Date of submission to
the reviewing officer

Signature and Designation
of the reporting officer

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

Date

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

Part-II

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

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

A. NATURE AND QUALITY OF WORK

1. Output of work

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

2. Quality of output

Consider the quality of performance with regard to standard of work and programme objective and constraints, if any.

3. Professional competence

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

B. ATTRIBUTES

1. Leadership qualities

Consider the capacity to set targets and objectives understand the environment anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives.

3. Initiation and Planning ability

Consider the capacity and resourcefulness

S.No.	Factor	Out Standing	Very	Good	Satis- factory	Unsastis- factory
1	2	3	4	5	6	7
	of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also consider the capacity and resource fulness of officer in handling un-foreseen situations on his/her own; willingness to take additional and new areas of work.					
4.	Decision making ability Consider the soundness and promptness of decision making and also ability to weigh pro and cons of alternatives.					
5.	Supervisory ability Planning and monitoring schedule organizing the work in a systematic and judicious manner, allocation and utilization of resources optimally and monitoring the task for meeting present and future requirements.					
6.	Communication skill Consider the ability to communicate with accuracy, clarity, and consciousness. Also quality to present argument cogently.					

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

7. Inter-personal relations and team work
 Consider the quality or relationship with superiors, colleagues and subordinates and the spirit to form a team.

8. Relations with public
 Consider the promptness and courtesy in handling people accessibility to the public and responsiveness to their needs.

9. Attitude towards the S.C./S.T. Weaker sections of society.

10. Assessment of integrity
 Has anything come to your knowledge which reflects adversely on this employee's integrity or his ability to honestly execute his duties ?

Yes () No ()

If yes, please give details.

11. Efforts made you during the year to improve working of the Reportee in cases where his performance was found to be below average or unsatisfactory.
12. General assessment of the Reporting Officer
13. Overall rating-after considering your assessment of the reportee in the item mentioned from S.No.1 yo 12. Please place your initials in the appropriate column.

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

Date of submission to the
Reviewing Officer

Signature of Reporting Officer
(Name in block letters)
Designation

Part-III

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

Signature of the Reviewing Officer

(Name in block letters)

Designation

Date

Part-IV

Remark of the accepting officer

Signature of the accepting officer

(Name in block letters)

Designation

Date

GUIDE LINES FOR FILLING THE SELF APPRAISAL REPORTS

Post/Cadre	Initiating / Reporting Officer	Reviewing Officer	Accepting Officer
Deans, Directors, SWO, COE, Librarian, Registrar, Comptroller, Estate Officer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Dy. Librarian, Dy. Registrar, Dy. Comptroller, Asstt. Director Education	Unit Head	Registrar/ Comptroller	Vice-Chancellor
Asstt. Registrar, Account Officer, AEN, Asstt Librarian	Unit Head	Dean/ Director/Registrar/ Comptroller/ EO / COE	Registrar

NOTE:

1. Each year ending June, the initiating Officer will give one proforma to each member working under him. The members will complete entries concerning them and will return to the initiating / reporting officer within a week
2. One receipt of the proforma back, the initiating officer will comment on the work done. He will also record his opinion on the item relevant to him. Thereafter he will send it to concerning reviewing officer within a week.
3. Reviewing officer will record his opinion in the relevant columns. He will then send the report to the Accepting Officer
4. The accepting officer will record his opinion in the relevant column. Confidential report should be completed latest by August, each year.
5. Only one copy of a Appraisal report would be prepared and kept in the office of the Accepting Officer
6. The report of Dean/Director would be written by the Vice-Chancellor
7. Accepting authority will convey any adverse remarks and after giving the concerned officer or employee an opportunity of hearing, shall finalize the question whether remarks are to be retained or expunged.

APPENDIX - 4

MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY ANNUAL PERFORMANCE APPRAISAL YEAR (FOR EMPLOYEES OTHER THAN TEACHERS)

(Part-I)

1. Name _____ (S/O, W/O) _____
 1. Date of Birth _____ home. District _____
 3. Post held _____ date _____ from _____ to _____
 4. Department/Office _____
 5. Length of period served under the reporting officer _____
 6. Period of absence of leave/training etc. _____ days from _____ to _____
- (a) Self appraisal in terms of the actual performance for the assigned duties as per prescribed norms.

S.No.	Duties assigned by the controlling officer	Expected out put as per prescribed norms	Actual achievement	Comments of reporting officer with his initials
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Note :- There need not be 6 assigned duties for each employee as number of such duties would vary from post to post.

6. Resume of his performance by the Reportee (in not more than 100 words). No annexure to be attached.
7. Additional education qualification acquired/training received during the year.
8. What is your preferred field of work in order of preference?
 - a.
 - b.
 - c.
 - d.

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

Date of submission to the
Reporting authority

Signature of the Reportee
Designation

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

Date of submission to
the Reporting Authority

Signature of the Reportee
Designation

Part-II

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

S.No	Factor	Out Standing	Very good	Good	Satis- factory	Unsatis- factory
1	2	3	4	5	6	7
1.	Nature and quality of work					
(i)	Work performances					
(ii)	Intelligence					
(iii)	Discipline including punctuality					
(iv)	Devotion to duty					
(v)	Promptness in disposal					
(vi)	Ability to take initiative.					

2. Relations with public (promptness and courtesy in handling people and responsiveness to their needs.
 3. Attitude towards the S.C./S.T and weaker sections of the society.
 4. Assessment of integrity. Has anything come to your knowledge which reflects adversely on the employees integrity or his ability to honestly execute his/her duties.
“If unsatisfactory”
Please give details.
 5. Efforts made by you during the year to improve working of the reportee in cases where performance was found to be below average or unsatisfactory.
 6. Over all rating after considering your assessment of the reportee in the item mentioned from serial number 1 to 10.
-
11. General comments of the Reviewing Officer specially regarding achievements, training and placement of the Reportee Officer.

Date

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

Part-III

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

Signature of the Reviewing Officer

(Name in block letters)

Designation

Date

Part-IV

Remark of the accepting officer

Signature of the accepting officer

(Name in block letters)

Designation

Date

APPENDIX – 6
MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, UDAIPUR
APPLICATION FORM FOR STUDY LEAVES

(to be filled by applicant)

1. Name
2. Designation
3. Period & Purpose of Leave Study Leave PI HPL
4. Address
5. Date of Birth Age Years (Completed Year)
(With Proof)
6. Date of first appointment Adhoc Regular Date of completion of five years service after regular appointment (including the period of probation)
7. (a) Qualification at the time of first appointment
(b) Details of obtaining subsequent qualification & its usefulness to the University
8. Date of subsequent promotions
(Order No. & Date)
9. Have you availed any kind of leave for study purpose earlier? If so, give details with proof
10. (a) Whether any departmental enquiry is pending or contemplated against you?
(b) Whether any punishment awarded? If so, give details
11. Have you awarded any financial assistance for the period of Study leave by any other institutions?
12. Are you prepared to take your due leave, if you do not qualify for study leave? If so, mention the title of leave at your credit.

Signature of Applicant

For Office Use only

Recommendation of immediate Controlling Officer, if any, for granting him leave requested and also in verifying the above information

Staff Strength of the Station / Department
If any_____

No. of Person already on Study Leave_____

ZDR/HOD/CSH/O-I/PC

Recommendations of the Dean/ Director if any, in relieving the applicant for granting leave and in verification of above information.

DEAN/ DIRECTOR

APPENDIX – 7

BOND FOR TEACHERS/OFFICERS/EMPLOYEES OF THE MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, UDAIPUR PROCEEDING ON STUDY LEAVE

This bond is executed this day of _____ 20__ by Sh. _____ S/o _____, residence of V&PO _____ in the District of _____ at present employed as _____ in the Deptt of _____ hereinafter called the Executant or the first party and Sh. _____ S/o _____ resident of _____ hereinafter called surety, or the second party and Sh _____ S/o _____ resident of _____ called surety; or the third party and, the Maharana Pratap University of Agriculture and Technology, Udaipur through _____ hereinafter called the University or the fourth party.

2. Whereas the University has granted, the first party study leave for the period from _____ to _____ under the study leave rules as contained under sub-clause (xxix) of clause (5) of the Statute and other rules applicable to him in consideration of which the first party has executed the instant bond in favor of the University.

And whereas in consideration of granting study leave / leave of the kind due to the first party, the second and the third party have agreed to stand as irrevocable sureties for the due performance of the contract by the first party in favor of the University i.e. the fourth party.

3. And whereas in the event of granting extension of study leave/leave of the kind due to the first party at his request, the second and third party shall continue as irrevocable sureties for the due performance of the contract by the party of the first part in favour of the University i.e. the fourth part in the same manner and to the same extent as at the conclusion of the originally sanctioned study leave. The liability of the sureties shall be joint several co-extensive with that the first party.

Now this bond witnesses as follows: -

- (i) that the Executant i.e. the first party undertakes to serve University i.e. the fourth party for a period of three years after his return to duty.
- (ii) that in case the Executant i.e. the first party does not rejoin duty on the completion of study, he shall be liable to pay the amount mentioned hereinafter, after the admissible time of study or at the option of the University when the party of the first part rejoins duty.
 - (a) that in the event of the Executant i.e. the first party resigning or retiring from service or services terminated without rejoining after the expiry or termination of the period of study leave or at any time within the period of three years or the actual period of total leave (inclusive of leave of the kind due) availed of by him to complete the course of study, the Executant i.e. the first party shall refund for the full bonded period the amount paid towards study leave together with interest form the date when the resignation in accepted / service terminated or voluntary retirement allowed, at the rate indicated in the following sub clause: -
 - (b) that the Executant i.e. that first party has served for a period not less that half the period of bond on return from study leave/leave of the kind due, recovery equal of half the amount of study leave

shall be made. However, the period of extra ordinary leave, of any, availed of immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period.

- (c) that the Executant i.e. the first party does hereby bind himself and is ready to pay to the University i.e. the fourth party on demand the bond amount and the interest thereupon at a rate of _____ percent or at such rate of interest not higher than that for the time being in force on University loans in the event of violation of the conditions incorporated hereunder.
- (d) that where Executant i.e. the first party shall also be liable to reimburse the University i.e. the fourth party as damages the costs (administrative, legal etc) incurred towards effecting any financial recoveries indicated in the instant bond.
- (iii) that in the event of extension of study leave/leave of the kind due the period of the bond shall stand extended automatically for the period specified in Clause () above and the sureties already furnished shall also continue for the extended period of the bond as irrevocable sureties.
- (iv) that the decision and the statement of account regarding the expenses incurred by the University on any account in conformity with the terms and conditions of the bond filled whatsoever shall be final and binding on the party of the first part.
- (v) that all the rules applicable to the study leave as may be amended from time to time shall be duly binding upon the party hitherto including sureties
- (vi) that in case the party of the first party fails to complete his higher studies during the maximum permissible period of five years, the amount paid to him as salary during study leave shall be recovered from, in the like manner as if he violated the terms and conditions of the instant bond i.e. from him or from his sureties jointly and severally.

The Executant i.e. the first party and the sureties i.e. the second and third party have signed this bond after reading, understanding admitting the same to be correct and binding.

Accepted for and on behalf of the Maharana Pratap University of Agriculture and Technology, Udaipur

Sureties

- 1. _____ Executant i.e. First Party
- 2. _____ Surety i.e. Second Party

Witnesses

- 1. _____
- 2. _____ Surety i.e. Third Party

APPENDIX – 8

MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, UDAIPUR

APPLICATION FOR GRANT OF SABBATICAL LEAVE

1. Name of the Scientist/ Faculty member _____
2. Designation _____
3. Scale of Pay _____
4. Name of the Department / College _____
5. Official address _____

6. Residential address _____

7. Date of entry in MPUAT _____
8. Date of superannuation _____
9. Length of service in the MPUAT upto the proposed date of commencement of leave desired

10. Are you prepared to serve the MPUAT for more than 3 years before superannuation after availing the leave?

11. Arrangement made at departmental level to look after the work assigned to the scientist / faculty member proceeding on leave

12. Have you availed deputation/ assignment / study leave of one year or more in the preceding ten years
YES/NO
13. Give statement of deputation in preceding ten years (Annexure if space is inadequate)

14. Have you availed sabbatical leave earlier
YES/NO
15. Title of the proposed programme for availing the sabbatical leave

16. Give a brief resume of the approved programme (Annex if space inadequate)

17. Name and address of the host institution

18. Has the host institution approved the proposed programme Yes/No if yes, please attach the letter of acceptance

19. Name of full address of the supervisor / coordinator in the host institution

20. Are you in receipt/ likely to receive any scholarship / fellowship/assistantship/other assistance (please specify) during the leave?

YES/NO

if yes, indicate the name of the organization, its full address and emolument and duration of Scholarship / Fellowship/ Assistantships/ any other assistance (please specify) during the year.

21. Does the scientist / faculty member want to retain the residential accommodation in MPUAT?

YES/NO

if yes, name the contact person at the residence.

22. Name of the nominee authorized to receive your salary and other emolument during the leave period.

UNDERTAKING

I _____, hereby give this undertaking to fully abide by the sabbatical leave rules and to return the salary and other emoluments received by me during the period of leave in case the conditions of the sabbatical leave are violated by me while on sabbatical leave. I shall also abide by the service conduct rules of the MPUAT, Udaipur.

Signature _____

Name _____

(in capital)

23. Recommendations of Head of the Department / Dean/Director of MPUAT

To

The Vice-Chancellor
MPUAT, Udaipur