

The Mizoram Aided College Employees Rules, 1990

MIZORAM

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Rule

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The Mizoram Aided College Employees Rules, 1990Published vide Notification No. B. 11011/3/88-EDC, dated 6th December, 1990, published in the Mizoram Gazette, Extraordinary No. 19, dated 10-12-1990Last Updated 19th February, 2020Notification No. B. 11011/3/88-EDC, dated the 6th December, 1990. - Whereas the Government of Mizoram deems it expedient to have a separate set of rules for the management of Government Aided College Employees of any kind, the Governor is pleased to make the following rules regulating recruitment and the condition of service of persons employed in Government Aided College in Mizoram, namely:

1. Short title, extent and commencement.

(1)These rules may be called the Mizoram Aided College Employees Rules, 1990.(2)They shall apply to all Government Aided College employees from the date of the commencement of these rules.(3)They shall come into force on such date as the State Government may, by notification in the official Gazette, appoint.

2. Definitions.

- In these rules, unless the context otherwise requires-(a)"Appointing Authority" means the appointing authority under these rules;(b)"Director" means the Director of Higher Education, Mizoram ;(c)"Employee" means a teacher and every other employee working in a recognised aided college affiliated to the University ;(d)"Governing Body" means the Governing Body of the College, the constitution of which has been incorporated under the Mizoram Aided College Management Rules, 1988 ;(e)"Government" means the Government of Mizoram ;(f)"Joint Director" means the Joint Director of Higher Education, Mizoram ;(g)"Local dailies" means the local daily newspaper published either in English or Mizo language ;(h)"Principal" means the Principal of the College

;(i)"Selection Board/Committee" means the Selection Board constituted under the provisions of sub-rule (1) of Rule 3 ;(j)"Service" means the Mizoram Aided College Service ;(k)"Teaching staff" means any teacher of the college and shall include the Principal, the Vice-Principal, the Reader, the Senior Lecturer, the Lecturer and Demonstrator of Science Laboratory ;(l)"Treasurer" means treasurer of the college appointed by the Governing body;(m)For the purpose of these rules, the pronoun "he" and its derivatives are used to denote any person, whether male or female.

3. Method of recruitment.

(1)There shall be a Selection Board/Committee to consider the appointment of the Principal, Vice-Principal, Reader/Selection Grade, Senior Lecturer, Lecturer of the College consisting of the following members namely:

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| (a) Secretary, Education Mizoram | Chairman. |
| (b) Director of Higher Education | Member-Secretary. |
| (c) President, Governing Body of the concerned College | Member. |
| (d) One Educationist nominated by the Government | Member. |
| (e) Joint Director of Higher Education, Mizoram | Member. |
| (f) Principal of the concerned College | Co-opted Member. |

(2)The Director shall ascertain from various institutions concerned well ahead of each academic year the probable vacancies that are likely to arise during the year for the post of Principal, and other teaching staff and advertise such vacancies in at least two local daily newspapers and also in the Mizoram Gazette.(3)The Selection Board after Scrutiny of particulars and after interview, if necessary, shall prepare lists of candidates for Principals and other teaching staff separately and shall forward the lists so prepared to the Governing Body of the concerned college. The list of lecturers should be prepared subject-wise.Appointment of Principals already in service may be regularised in accordance with the conditions in Rule 4.Appointment of other teaching staff already in service will be entitled to regularisation of their services only when they fulfil the conditions as laid down in Clause (b) of Rule 4.(4)The Governing Body shall appoint any one from the approved lists after proper verification of the character and antecedents of the proposed appointee and with the approval of the Director. If the Governing Body happened to be suspended/dissolved before completing its tenure of two years' term, the authority to issue appointment letter may be vested in the hands of the Selection Board/Committee duly constituted by Government for non-Government Colleges.(5)Service in the College shall normally be counted for determining inter-se-seniority/seniority of employees, in the order of the panel list prepared by the Selection Board if all joined within the prescribed period and otherwise, on the basis of date of joining the service.(6)In the case of making selection of candidates for more than one department at a time, the Selection Board shall prepare a common list of selected candidates inter-departmentally in order of merit.(7)Other things being similar, inter se seniority and/or pay of the employees/officers in the grade shall be determined in order of merit.(8)No employee shall claim his seniority and/or pay allowances from his/her previous service of any college unless the Governing Body of the concerned college allows him to do so.(9)In the event of taking over the college be Government services, seniority rendered under the Government only will be counted from the date of provincialisation or

taking over of the college by Government. However, his past service prior to the date of taking over of the College by Government, will be counted/treated as qualifying services towards pension, leave, loan and advance purposes etc. only.(10)The Governing Body concerned may, after due advertisement, fill up any vacancy for a period not exceeding 3 (three) months in respect of the Principal, Reader, Senior Lecturer and Lecturer subject to prior approval of the Director :Provided that the service of such employees shall be terminated without any notice if they are not selected by the Selection Board.(11)The Governing Body shall, after due advertisement in at least two local daily newspapers make the appointment of non-teaching staff subject to the approval of the Director.

4. Recruitment and qualifications.

(a)A candidate for the post of Principal of a College shall have at least ten years' experience as a teacher in a college or University or should have held any superior post or posts of educational administration in the Government or semi-Government bodies. In special cases of outstanding scholarship and administrative ability, the length of experience may be relaxed by a maximum of 5 years. A candidate for the said post be at least 35 years at the time of appointment.(b)Candidates for other teaching staff except the Demonstrator of Science Laboratory shall have the following qualifications :(i)The minimum qualification for appointment as lecturer is high second class Master Degree in the relevant subject with a uniformly good academic record from H.S.L.C. examination upwards and with an aggregate mark of 55% in Master Degree examination of any recognised University in India and abroad ;(ii)Desirable. Other things remaining equal, preference will be given to holders of the degrees of the Doctor of Philosophy of the Master of Philosophy in the relevant subject;(iii)Age limit for the posts of other teaching staff is as prescribed by Government from time to time.(c)A candidate for the post of Demonstrator shall have the following qualifications:(i)Bachelor of Science with physics as one of the subjects for Physics Laboratory or with Chemistry as one of the subjects for Chemistry or with Biology as one of the subjects for Botany/Zoology Laboratory ;(ii)Two years' experience as a demonstrator in an educational institution or as teacher in a Secondary School ;(iii)Age limit for the posts of demonstrator is as prescribed by Government from time to time. Besides the essential qualifications under this clause, it shall be desirable that the candidate should be adequately fluent in English language.(d)A candidate for the post of Laboratory Assistant shall have the following qualifications;(i)Pre-University Science passed or its equivalent ;(ii)Age limit for the post of Laboratory Assistant is as prescribed by Government from time to time. In addition to the essential qualification under this clause, it shall be desirable that the candidate should have working knowledge of Mizo language up to Middle School standard.(e)A candidate for the post of Deputy Librarian shall have the following qualifications :(i)A graduate with post-graduate degree/equivalent diploma in Library Science;(ii)At least 3 years' experience in Library administration ;(iii)Age limits for the post of Deputy Librarian is as prescribed by the Government from time to time.In addition to the essential qualification under this clause, possession of working knowledge of Mizo language up to Middle School standard is desirable.(f)A candidate for the post of Library Assistant shall have the following qualifications ;(i)Pre-University Arts or its equivalent with through knowledge of library works ;(ii)Age limit for the post of Library Assistant is as prescribed by the Government from time to time.(g)A candidate for the post of Assistant/Accountant/Cashier/Head shall have the following qualifications :(i)A degree of a

recognised University ;(ii)Working knowledge of Mizo language of Middle school standard.(h)A candidate for the posts of Upper Division Clerk/Lower Division Clerk shall have the following qualifications : (i)High School Leaving Certificate Examination passed or its equivalent;(ii)For direct recruitment of U.D.C./Accountant/Cashier/Assistant a degree of a recognised University ;(iii)Working knowledge of Mizo language of Middle School Standard.In addition to the essential qualification under this clause, working knowledge of typing is preferable.Explanation. - For direct recruit to the posts of Lower Division Clerk/Upper Division Clerk/Assistant/Accountant/Cashier/Head/Assistant age limit shall be as prescribed by Government from time to time.(i)A candidate for the posts of Peon, Chowkidar, Dak runner, Mate, Sweeper, Duftry etc. shall have the following qualifications : (i)Should be able to read and write ;(ii)Age limit for direct recruit is as may be prescribed by Government from time to time ;(iii)Working knowledge of Mizo language is preferable which may be relaxed in the case of candidates belonging to Chhimtuipui District.

5. Career advancement.

- A Lecturer may be eligible for career advancement in the higher post if he has-(i)completed 8 years of continuous service after regular appointment;(ii)attended two refresher courses or summer institutes each of at least four weeks' duration ; and(iii)consistently satisfactory performance appraisal reports.

6. Realization of requirement to participation in refresher course.

(1)The requirement of participation in two refresher courses/summer institutes would be suitable relaxed till arrangements for courses/institutes are made. The requirement of Master of Philosophy/Doctor of Philosophy will not apply in the case of Lecturers who were appointed prior to the implementation of the revision of any rules in 1986.(2)A regular and systematic appraisal of the performance of teachers should become operational from the academic year the U.G.C. frames the guidelines. Till then, the existing screening mechanisms or selection procedure will apply for placement in the senior scale.

7. Promotion to the Reader.

- Every Lecturer in the senior scale will be eligible for promotion to a Reader with a scale of pay as per pay scale adopted by the Government of Mizoram from time to time, if he has-(a)completed 8 years of service in the senior scale ;(b)attended two refresher courses and/or summer institute after his promotion in the senior scale ; and(c)consistently satisfactory performance appraisal reports ; or(d)has obtained a Ph. D. degree or an equivalent work.

8. Procedure for promotion.

- Promotion to the post of a Reader will be through a selection committee to be set up under the statutes of the University concerned or other similar committee set up by the Government.

9. Pay fixation formula.

- The pay of teachers in the revised scale on 1-1-86 will be fixed in accordance with the formula recommended by the Central Fourth Pay Commission while revising pay scales of the Central Government employees.

10. Probation.

- All persons appointed in aided colleges shall be on probation for a period of two years subject to the production of medical certificate as may be prescribed :Provided that in the event of unsatisfactory work or conduct during the period of probation for which written warning was given to a probationer, or in the event of failure to pass examination or training or test, if so prescribed, the period may be extended by another one year.

11. Discharge of probationer.

- A probationer will be liable to be discharged from the service-(a)if he fails to give satisfaction during or at the end of the period of probation;(b)if on any information received relating to his nationality, age, health, character and antecedents, the appointing authority is satisfied that the probationer is ineligible or otherwise unfit for holding the appointment.

12. Confirmation.

- Subject to the satisfaction of the appointing authority, the probationer may be confirmed in the service on completion of 2 year's probation.

13. Service records.

(1)Records of service-Detailed records of service of all the employee of the college shall be maintained by the Principal which shall show details of-(a)Particulars of the person ;(b)Date of his appointment;(c)Confirmation and promotions ;(d)Increment of pay awarded to him ;(e)Leave credit and leave availed of by him ;(f)Disciplinary action taken, if any ;(g)Termination of service, if any.(2)Annual Confidential Report (ACR). - (a) Annual Confidential Report shall be maintained by the Principal for all the employees of the college. It shall be recorded as the end of each calendar year to show the performance of the employees during the preceding year.(b)Annual Confidential Report in respect of the Principal shall be initiated by the Director in consultation with the President of the Governing body and reviewed and accepted by the Secretary of Education, and in respect of teaching staff by the Principal and reviewed and accepted by the Director, and in respect of non-teaching staff by the Vice-Principal or by the senior-most teaching staff other than the Vice-Principal and reviewed and accepted by the Principal.(c)Any adverse remark made by the initiating officer in such Annual Confidential Report, an employee shall be given an opportunity to state his case to the reviewing officer who may accept or reject such statement considering the circumstances leading to the case.

14. Superannuation.

- An employee of an aided college shall retire on attaining the age of 60 years :Provided that the Governing Body may, for any special reasons, recommend to the Director for extension of service to an employee beyond 60 years and the Director, on the merit of the case and subject to the employee being certified by a Medical Officer duly authorised for the purpose to be physically and mentally fit, grant extension for a period not exceeding one year at a time. No member shall, however, be retained in service beyond the age of 62 years.

15. Appeal by the Governing Body.

(1)A Governing Body aggrieved by an order passed by the Director under these rules may within 30 days of the receipt of such orders prefer an appeal to the Government against the orders passed by the Director. A copy of the order appealed against must invariably accompany such application. The order of the Government on appeal shall be final.(2)An employee aggrieved by any orders of Governing Body concerned may within 16 days of receipt of such orders prefer an appeal to the Director and to the Government against the orders of the Governor Body through proper channel.

16. Contributory Provident Fund.

- Every teacher who has been confirmed, shall subscribe to the Contributory Provident Fund in accordance with the provisions of the Mizoram Aided College (Contributory Provident Fund) Regulations, 1990.

17. Death-cum-retirement gratuity.

- Every employee who has been confirmed shall be entitled to receive Death-cum-retirement gratuity in accordance with the provisions of the Mizoram Aided College Employees (Death-Cum-Retirement Gratuity) Rules, 1990.

18. Scale of pay.

- Lecturers, Senior Lecturers, Readers/Selection Grade and the Principals shall enjoy scale of pay which are in line with the Government of India's recommended scales of pay for University and college teachers as adopted by the Government of Mizoram from time to time.The Head Assistant, Library Assistant, Demonstrator, Clerical Staff and Group 'B' level staff shall be entitled to enjoy such scale of pay with other corresponding allowances as being enjoyed by their counterparts in the service of Government with the approval of the Government as recommended by the Governor Body.

19. Annual budget.

(1)The Principal shall prepare the annual budget of the college in the months of November showing the various heads of "Revenue and Expenditure" anticipated during the following year (i.e., April to March).(2)Heads of receipts shall include the following sub-heads separately shown in the Annual Budget:(a)Recurring grants-in-aid from the Government for general maintenance;(b)Non-recurring grants-in-aid from the Government;(c)Fees collected by the college at the time of admission showing the different kinds of fees separately ;(d)Compulsory fees, payable to the institution which are to be deducted from the student's scholarship ;(e)Donation;(f)Any other sources ;(3)Heads of expenditure shall include the following sub-heads separately shown in the Annual Budget;(a)Pay and allowances of staff;(b)Transport;(c)Rent;(d)Medical;(e)Student's Union ;(f)Furniture;(g)Conduct of examination ;(h)Academic conference etc. ;(i)Library ;(j)Honorarium ;(k)Contingency (including telephone, water, light, stationer) ;(l)land and buildings.(4)The Principal shall present the annual budget as a demand for grants to the Governing Body at its meeting specially consideration the budget and the Governing Body sitting in such manner shall formally grant the demand in respect of each head separately with or without modification(s) before the end of the current calendar year.(5)As the College Annual Budget is central in the functioning of the college, failure to prepare it properly or on time shall entail the Principal to be an object of "No-confidence" unless the Governing Body is satisfied that the Principal has been prevented from fulfilling his duty in preparing such budget by circumstances.(6)In the case of the Principal being an object of "No-confidence" as above, the Governing Body shall pass resolution to that effect, which shall result in the removal of the Principal from service, in any manner the Governing Body deems fit considering the circumstances leading to it with the approval of the Secretary to the Government of Mizoram, Education Department.(7)The Principal may invite suggestion or suggestions from the members of the Governing Body and the teachers of the college or other experts, individually or collectively, in connection with the preparation of the Annual Budget.

20. Maintenance of accounts.

(1)The Principal and the Accountant-cum-Cashier shall be responsible for the keeping of up to date accounts of all the financial transactions of the college on the respective heads of the annual budget and also for the keeping of the college cash book in which all the financial transactions combining the different heads of accounts shall be entered up to date.(2)The Accountant-cum-Cashier shall be responsible for the handling of cash of the college.(3)The college funds shall normally be deposited in a nationalised or a Scheduled Bank in Mizoram to the accounts of the college.(4)The College Bank account shall be jointly operated by the Principal and the Treasurer.(5)The Treasurer shall be kept informed of the financial position of the college in details.(6)While presenting any cheque for the Treasurer's signature the Principal shall attach an official letter describing the specific item of expenditure against that cheque, without which, the Treasurer may refuse to endorse the cheque.(7)The amount withdrawn from the Bank(s) shall not exceed the amount proposed to be spent against the withdrawal except for an impressed money the amount of which shall not exceed Rs. 500 at any time.(8)The Governing Body shall appoint Annual Internal Auditors to have the college accounts audited for the period ending 31st December before the end of February of the following year. However, the accounts of the college may be subject to audit/inspection at intervals

by the Audit Wing of the Directorate of Accounts and Treasurers and Examiner of Local Accounts of the Government of Mizoram or the Government Undertaking audit/inspection of the accounts of all such aided/non-Government colleges.(9)The Annual Internal Auditors shall-(a)examine all the account registers, pass books, stock register and all papers/documents relating to the financial matters of the college ; and(b)conduct physical verification of cash and all items of college property; and(c)submit audit reports in detail to the Governing Body before the end of March, clarifying whether there has been any instance of incomplete or wrong entry into the accounts ; instance of spending any amount of the college funds for the purpose for which it has not been sanctioned or granted ; instances of entries and cash and/or actual balance not being in tally.(10)The case of any audit objection, if any, shall be taken up by the Director and the Governing Body as a very serious matter. It will be, however, given an opportunity to the responsible officer to settle the objection or objections, if any. If the responsible officer does not settle the audit objection till the date of the Governing Body sitting to consider the Annual Budget for the next year the Governing Body or the Director may take any appropriate action upon the officer or officers concerned.

21. Expenditure and loans.

(1)(a)No college fund(s) shall be spent for any items, other than those relating to the management and functioning of the college and except for the purpose or purposes, as the case may be, for which it has been granted.(b)No expenditure of college fund shall deviate from the annual plan without the prior sanction of the Governing Body.(2)No loan, with or without interest, shall be given to any person from the college lands without the prior approval of the Governing Body. However release for payment of an employee's salary in advance may be granted on the condition that-(a)such payment shall not exceed the total monthly emoluments of the employee; and(b)the employee has applied for such payment is writing undertaking that it shall be deducted from his/her salaries for the month for which the advance payment is given.

22. Financial report.

- Quarterly financial returns, showing in detail the exact financial position of the college shall be submitted to the Director/President of the Governing Body of the principal, making, copies of such returns available to all the members of the Governing Body individually within the first seven days of the month of April, July, October and January.

23. Travelling allowance and daily allowance.

- An employee shall be entitled to travelling allowance and daily allowance at the rates equivalent to those admissible to their respective counterparts in the Government colleges.

24. Medical allowance.

- The employees shall be entitled to reimburse expenses in case of hospitalisation of the employee or his family member with the permission of the Governing Body and the approval of the Director.

25. Payment of allowance.

- The employees shall be entitled to payment of allowances at the rates equipment to those admissible to their respective counterparts in the service of Government.

26. Miscellaneous.

(1)The Governing Body may acquire, possess, hold or enjoy any property, movable or immovable, gift, exchange, or donation and may dispense of such property by way of sale, barter, gift, or exchange for and in the name of the college.(2)The Principal shall be responsible for the sale keeping and proper use of the college property, and for keeping of up to date stock registers for the different items of the college property.

27. Amendment and relaxation.

- Notwithstanding anything contained in the various rules framed herein, the Government shall have power to relax and amend the conditions if it consider such action necessary to ensure faster and better development.

28. Government power to issue direction to the Governing Body.

- Government of Mizoram shall have power to issue direction to the Governing Body for inspection of records relating to services of the employees of the college.

29. Repeal and savings.

(1)All rules relating to the management of Government aided college in so far as the service conditions of the employees are concerned shall stand repealed with effect from the date these rules come into force.(2)Notwithstanding such repeal, anything done or action taken before the commencement of these rules shall be construed as validly done or taken under corresponding provisions of these rules.(3)All appeals and other matters pending before any authority on the date of the commencement of these rules shall be transferred to, and be treated as pending before, the appropriate under these rules.(4)Notwithstanding anything contained in the foregoing rules in respect of appointment, Government may at any time call for the records and pass necessary orders after examination thereof.Rules Regarding Conduct and Discipline of the Employees of Government Aided Educational Institution

1. Definition. - "Employee" means every person employed in an Educational Institution receiving maintenance grants from Government except menials i.e., all employees covered by grant-in-aid.

2. Conduct. - (i) No employee shall, except with the previous sanction of the Director be engaged in any trade or accept any private employment except private tuition subject to a maximum of two hours a day :

Provided that an employee may undertake honorary work of a social and charitable nature subject to the condition that his normal duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the Managing Committee/Governing Body.(ii)The employee shall be free from intoxication of liquor and drugs gambling and illicit relaxations with women or illicit relations with man with immoral habits which may reduce the utility of a teacher or any employee generally in public esteem. Any employee indulging in these respects shall be liable to dismissal from his service.

3. Discipline. - (1) The appointing authority may place an employee under suspension if-

(a)a departmental enquiry into his conduct has become necessary or is pending and when his continuance in service is prima facie detrimental to the interest of education and discipline or to the inquiry itself;(b)the employee is being prosecuted on a criminal charge with his position as an employee of the institution or is likely to embarrass him in the discharge of his duties as such or involve moral turpitude.(2)for the period of suspension an employee may be paid a subsistence allowance of not less than one-fourth of his pay which should be fixed by the authority ordering suspension considering the circumstances of the case.(3)The period of suspension may be treated as a period spent on duty if the employee is honourably acquitted of the charge for which he was suspended. Otherwise, the period may be treated in such manner as the revising authority may deem proper in accordance with the circumstances of the case.

4. (a) The following penalties may, for good and sufficient reasons, be imposed upon any employee by the authority which opinion him :

(i)Censure;(ii)Withholding of increments.(iii)Reduction of rank ;(iv)Recovery from pay ;(v)Removal from service which does not disqualify for future employment ;(vi)Dismissal from service which ordinarily disqualifies future employment.(b)None of these penalties shall be imposed on an employee until he has been given reasonable opportunity of showing cause against the action proposed to be taken on him and without approval of the Director :Provided that this clause shall not apply-(i)where a person is dismissed or removed or reduced in rank on the ground or conduct which had led to his conviction on a criminal charge;(ii)where the authority empowered to dismiss or remove an employee or to reduce him in rank is satisfied that for special reasons to be recorded in writing it is not reasonably practicable to give to that person opportunity of showing cause ; or(iii)when the appointing authority is satisfied that in the interest of the institution or security of the State, it is not expedient to give the persons such an opportunity.Interpretation. - If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

5. No employee shall publish or cause to be published, in his own name or anonymously or contribute to the press any matter which is likely to lead to academic indiscipline or promote defiance of authority.

6. No employee of Government aided educational institution shall involve himself in politics.

7. No employee shall officer himself as a candidate for election to a Legislative Body or for holding office of any political organisation.

8. On the basis of reports on inspection the Director may direct the Governing Body of a College to enquire into the conduct of any employee and also to take necessary action as considered appropriate by him.

9. Extraordinary leave. - A permanent employee may be granted extraordinary leave when no other leave is admissible or when the employee applied for it even when other leave is admissible. Whether the employee shall continue to receive his pay and allowance during such leave may be decided by the Governing Body on the merit of the case.

Leave Rules These rules shall apply to all employees except menials.

1. Leave is earned by actual duty only.

2. Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave or any discretion is reserved to the authority empowered to grant it.

3. Casual leave. - Casual leave can be granted up to 12 (twelve) days in a calendar year and ordinarily shall not be more than 5 (five) days at a time. Casual leave cannot be accumulated and cannot be combined with any other kind of leave, vacation or holdings.

4. Earned leave. - An employee not confirmed in his post is not eligible for any earned leave in respect of the first year of service.

(a) Earned leave is not admissible to an employee confirmed in his post in respect of duty performed in any year in which he avails of the full vacation. (b) Earned leave admissible to such an employee in respect of any year which he is prevented from availing himself of the full vacation is such

proportion of 5 days in every six months which can be taken in advance as the number of days of vacation not taken bears to the full vacation. If on any year an employee does not avail himself of all the vacations, earned leave will be admissible to him in respect of that year 1/11th of the period spent on duty. (c) An employee ceases to accumulate earned leave when the earned leave due amounts to 240 days. (d) Earned leave whether taken in combination with or in continuation of other leave, shall not exceed the amount of earned leave due and upto 120 days at a time ; Provided that in the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 240 days.

5. Half pay leave. - Half pay leave admissible to an employee confirmation in his post in respect of each completed year of service is 20 days subject to the following conditions :

(a) The half pay leave may be granted on production of medical certificate or on private affairs. (b) No half pay leave may be granted unless the authority competent to sanction leave after he has satisfied himself that the employee will return to duty on expiry of the leave.

6. Maternity leave. - (i) Maternity leave on full pay may be granted to female employees for a period which may extend up to three months from the date of its confinement.

(ii) Maternity leave on full pay may be granted in case of miscarriage, including abortion subject to the condition that-(a) the leave does not exceed six weeks ; and (b) the application for leave is supported by a medical certificate from an authorised Medical Attendant or a Registered Medical Practitioner.

7. Special casual leave/duty leave. - Special casual leave not exceeding fifteen days in an academic year may be granted to an employee for-

(a) conducting examination of University, Public Service Commission, Board of Examination or other similar bodies ; (b) for participating in a literary, scientific or educational conference, symposium, seminar, cultural or sports activities conducted by bodies recognised by Government or College authority ; (c) delivering lectures in any institution in and when an invitation is made to the employee through the Principal ; (d) working on a delegation on Committee appointed by the Government, the University Grants Commission, and the University.

8. Study leave. - (a) Study leave may be granted to a permanent employee, if he has put in a continuous service for three years, for the pursuit of any special line of study or research. Study leave shall not be granted for more than 2 (two) years at a time.

(b) While availing a study leave, the employee shall be entitled to leave salary with all allowances. Annual increments will continue during the period of such leave. (c) Before proceeding on study leave, the employee shall be required to execute a Bond prescribed by the Governing Body (vide Appendix, Indemnity Board) undertaking that he shall remain for at least three years in the college service after the expiry of such leave. (d) In the case of an employee failing to resume duty after the expiry of leave, or resigning before the expiry of the Bond period, he shall refund the amount of leave salary he shall enjoyed for the whole period of such study leave with interest at the rate to be prescribed by the Governing Body from the date of expiry of such study leave or from the date he leaves the college service whichever is later : provided that if he has put in eighteen months' service on more after availing such leave he shall be required to refund only half of the amount calculated as above. (e) An employee availing a study leave may join duty before the expiry of the leave granted, with the permission on the leave granting authority.

9. Extraordinary leave. - A permanent employee may be granted extraordinary leave whom no other leave is admissible or when the employee applied for it even when other leave is admissible. Whether the employee shall continue to receive his pay and allowances during such leave may be decided by the Governing Body on the merit of the case.

Indemnity Bond[See Rule 8 (c)] Know all men by these presents that we.....resident of in the District of.....at present employed as.....in the (Name of College).....(hereinafter called "the obligor) and Shri/Smt./Km.....son/daughter of.....and Shri/Smt/Km.....son/daughter of.....(hereinafter called "the sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators, to pay to the President of the Governing Body of the (Name of College) (hereinafter called "the Governing Body") on demand all that the obligor has drawn/is going to draw as pay and allowance (as admissible under the Government Study Leave Rules now in force) during the period on obligor's study leave, together with interest thereon, from the date of demand at Government rates currently in force on Government loans and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Governing Body ;Whereas the obligor is granted study leave by the Government Body ;And whereas the said sureties have agreed to execute this Bond as sureties on behalf of the above bounden in the event of the obligor not returning to duty after the expiry of the study leave ;Now the condition of the above written obligor is that in the event of the obligor/Shri/Smt/Km.....(failing to resume duty, or resigning from service or otherwise quitting service) without returning to duty after the expiry of or termination of the period of study leave or at any time within a period of three years after his/her return to duty, the obligor and the sureties shall forthwith pay the Governing Body on demand all that the obligor has drawn/is going to draw as pay and allowances during the period of the obligor's study leave together with the interest thereon from the date of demand at Government rates for the time being in force on Government loans ;And upon the obligor Shri.....and/or Shri/Smt/Km.....and/or Smt/Km.....the Sureties aforesaid making such payment, the above written obligation shall be void and of no effect, otherwise it shall remain in full

force and virtue ;Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time to be granted or by any forbearance, act or omission of the Governing Body or any person authorised by them (whether with or without consent or knowledge of the sureties) nor shall it necessary for the Governing Body of sue the obligor before suing the sureties Shri/Smt/Kum.....or any of them, for amount due hereunder.The Board shall in all respects be governed by the laws of the Government for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.Signed and dated this.....day of.....one thousand nine hundred and.....Signed and delivered by the obligor named above.Shri.....Signature of the Suretyin the presence of-Witnesses

1.

.....

2.

.....Accepted for and on behalf of the President of the Governing Body.Signed and delivered by the surety above named Shri/Smt/Kum in the presence of-

Witness : Signed in my presence-

1. 1.

2. 2.