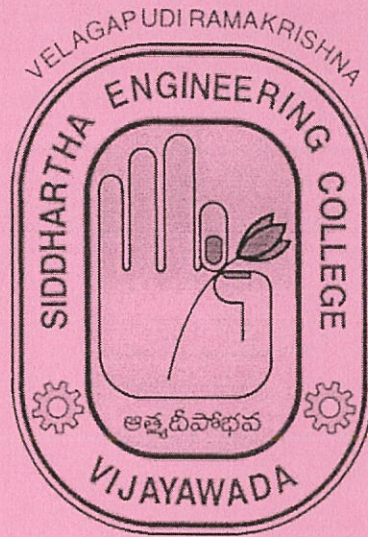


SERVICE RULES



**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE
(Autonomous)**

Affiliated to Jawaharlal Nehru Technological University Kakinada

Approved by AICTE & ISO 9001: 2015 Certified

Kanuru, Vijayawada -520 007, Andhra Pradesh

Ph.No.: 0866 2582333

www.vrsiddhartha.ac.in

V.R. SIDDHARTHA ENGINEERING COLLEGE
(AUTONOMOUS)
KANURU, VIJAYAWADA

SERVICE RULES (Updated on 10-05-2016)

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PRINCIPAL
V.R.Siddhartha Engineering College
(AUTONOMOUS)
VIJAYAWADA-520 007

Siddhartha Academy of General & Technical Education

SIDDHARTHA NAGAR, VIJAYAWADA.

09.05.2016

OC. No. 1088/16

Date :

To
The Principal,
Velagapudi Ramakrishna Siddhartha
Engineering College,
VIJAYAWADA - 7

VELAGAPUDI RAMAKRISHNA Siddhartha Engineering College (Autonomous) Kanuru, VIJAYAWADA-520 007.	
INWARD No:	636
DATE	10/5/16.
PRINCIPAL:	

Sir,

Sub: Self Appraisal by members of Non-teaching Staff – confidential remarks of
administrative incharges and Principals – reg.

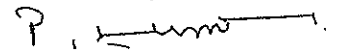
Please find enclosed a "Self Appraisal" form prepared for the all categories of Non-teaching Staff working in all the educational institutions. The English text of the form may please be circulated amongst the categories of clerical staff and above while the telugu text may please be circulated amongst the remaining categories of Non-teaching Staff.

All categories of Non-teaching Staff may please be asked to fill their forms in their own handwriting and hand-over the same to their respective administrative incharges. Basing on the self-appraisal given by each employee, the administrative incharges and heads of the institutions may please add their confidential remarks on the performance of each of the Non-teaching Staff members and send them in a closed cover to the undersigned within a week from the date of receipt of this communication.

The self-appraisal will be taken into consideration not only for sanction of annual increments, which will not be a matter of routine hereafter, but also for sanction of additional incentives and consider career advancement basing on the efficiency, commitment and loyalty to the institution. The Principals are requested to give importance to the performance of Non-teaching Staff also to improve the work efficiency in the organization.

Thanking you,

Yours sincerely,

P. 

SECRETARY

Encl: Speciman of Self Appraisal Form in English and Telugu

Asp
10/05/2016.

**SIDDHARTHA ACADEMY OF
GENERAL & TECHNICAL EDUCATION**

Siddhartha Nagar, Vijayawada - 520 010.

Date

O. C. No.

To

The Principal

Velagapudi Ramakrishna Siddhartha
Engineering College,
VIJAYAWADA.

Sir,

VELAGAPUDI RAMAKRISHNA SIDDHARTHA ENGINEERING COLLEGE K.V. ROAD, VIJAYAWADA - 520 007.	
INWARD NO:	385
DATE :	20/6/13
PRINCIPAL :	

Sub: Annual Assessment System for faculty in the institution for periodical increments
and Career Advancement – guidelines approved – reg.

Ref: Your letter No.VRSEC/CAS/2012/56 dt.13.08.2012

The Management, having carefully evaluated the proposal contained in your letter referred to above for a comprehensive Annual Assessment System for all cadres of faculty in the institution to be considered while sanctioning periodical increments or career advancement, as the case may be, conveys its approval for introduction of the system of annual assessment in the institution effective from the academic year 2013-14. The recommendations of the sub-committee under the Chairmanship of Dr.N.N. Sastry on the subject of career progression in the back drop of Career Advancement Scheme of UGC (2010) have also been carefully examined.

The Management agrees with your assessment that having journeyed so far from 1977 and created a place of our own in the state among the preferred Engineering Colleges, we should, now, move forward as our next destination is to become one among the top Colleges at the National Level. A fruitful blend of excellent teaching with equally excellent R & D activities will only help us in our transformation to be a player on the national stage.

As proposed, the "Annual Assessment and Career Advancement System" will henceforth be based on four major parameters viz. teaching and learning process, active research and development, administrative capabilities in running the department and active involvement in the promotion of co-curricular and extra-curricular activities in the Department/institution and finally the length of service in the institution with consistently good performance.

The scheme of "performance-based appraisal system" as contained in Annexure-I of your proposal is approved for all cadres of the faculty from the beginning of the academic year 2013-14 without exception. The sanction of annual increments and requests for Career Advancement will, hereafter, be considered basing on the systematic and scientific evaluation as made out by each Departmental Assessment Committee to be counter-checked by the Principal and the Director of the institution and their recommendations will have to be forwarded to the Management for appropriate action as deemed fit.

Contd...2

Copy to all HODs
by
20/06/2013

O. C. No. In view of the above, the Management hereby permits the Principal of the College to take steps to implement the above-said "Annual Assessment & Career Advancement System" from this academic year onwards. A copy of the complete scheme may please be circulated to all the HODs in each department for briefing and for regular reference by all the members of the faculty.

Similarly, the Management permits introduction of a written test for recruitment to faculty positions upto the cadre of Associate Professors followed by expert based academic interview and final screening by the Management. Preference shall be given to those having good R & D record. Periodical increments and faster career advancement will be considered to the serving faculty mainly on the basis of their active performance in R & D besides qualitative teaching. Feed-back from students will also be taken into consideration to the extent necessary. The Management hereby permits the constitution of appropriate internal bodies as contained in your proposal for implementation of the above-said scheme from June 2013.

Thanking you,

Yours sincerely,



SECRETARY

Copies to: Dr.K.Mohan Rao, Director } for information and
Sri M.Rajayya, Convenor } necessary action

Dr. P.Venkateswarlu, Principal, PVPSIT

Sri B. Sreeramulu, Convenor, PVPSIT

The Management is interested to introduce similar scheme in PVPSIT from the academic year 2013-14 on the lines of VRSEC. Both of them are requested to take necessary steps for formulating the scheme after obtaining a copy of the same from VRSEC

Siddhartha Nagar, Vijayawada - 520 010.

470/06
O.C.No. The Principal,
V.R.S. Engineering College,
VIJAYAWADA - 7.

Sir,

Sub: VRSEC - leave rules - clarifications issued as desired
- reg.

Ref: Your Office note No.VRSEC/Leave Rules/2006/1219
dt.14.02.2006

With reference to your UO note cited, the following
clarifications are issued in seriatim:

1. Temporary employees both Teaching and Non-teaching who are drawing salary whether in regular Pay Scales or consolidated pay are eligible for medical leave and earned leave on completion of 2 years of service prospectively from the beginning of the third year i.e. their service from the 3rd year only will be counted for sanction of Medical Leave or Earned Leave irrespective of regularisation by selection through a duly constituted Selection Committee.
2. Regular employees also are eligible for medical leave and earned leave on completion of 2 years of service prospectively as explained in 1 above.
3. Adhoc employees both Teaching and Non-teaching drawing consolidated salary are also eligible for medical leave and earned leave on completion of 2 years of service prospectively as explained in 1 above.
4. Time bound employees if continued beyond 2 years are also eligible for medical leave and earned leave with effect from the date of completion of 2 years of service prospectively as explained in 1 above.

All the above categories of employees are however eligible for Casual Leave from the date of joining service.

Yours sincerely,

28/2/06
SECRETARY

1095/03

O. C. No. The Principal,
V.R.S. Engineering College,
VIJAYAWADA - 7.

Dear Sir,

Sub: Amendments to Service Rules and Leave Rules - intimated
for implementation - reg.

The Governing Body of Siddhartha Academy of General & Technical Education in its meeting held on 21.04.2003 has approved the following amendments to the existing Service Rules and Leave Rules applicable to all categories of staff (Teaching and Non-teaching) working in Siddhartha Educational Institutions w.e.f. 01.06.2003. Accordingly, the amendments are intimated to you for implementation from 01.06.2003.

- "a). Effective from 01.06.03, the Principals in respect of all institutions and Directors in respect of P.G. Centre of P.B.S. College of Arts & Science and KCP Siddhartha Adarsh Residential Public School shall sanction normal increments in case of teaching and non-teaching staff in the prescribed scales of pay subject to satisfactory service, clean conduct and regularity of attendance at work. However, a copy of the sanction orders of periodical increments be sent to the office of Siddhartha Academy for information and record.
- b) Effective from 01.06.03, the Principals in respect of all institutions and Directors in respect of P.G. Centre of P.B.S. College of Arts & Science and KCP Siddhartha Adarsh Residential Public School shall sanction half pay leave on medical grounds, maternity leave with pay in the case of regularized or confirmed employees on production of appropriate medical certificate and Earned Leave strictly in accordance with the leave rules made applicable to the educational institutions from time to time."

A Copy of the sanction orders relating to Half, Pay Leave on medical grounds, maternity leave and earned leave may be sent to the office of Siddhartha Academy. A Statement of all categories of leave sanctioned each month may also be sent to the Academy Office for record.

It is clarified that the Management will continue to sanction increments in respect of teaching and non-teaching staff who are on consolidated pay. The Management will also continue to sanction extra-ordinary leave or leave on private affairs or study leave and issue orders relating to relaxation of any of the leave rules and particular cases under special circumstances.

Thanking you,

Yours sincerely,

SECRETARY

Minutes of the meeting of the Governing Council of V.R. Siddhartha Engineering College, Vijayawada - 7 held on 16.04.2001 at the office of Siddhartha Academy of General & Technical Education at 10:00 A.

Members Present:

1. Sri M. Subba Rao Chairman
Secretary, Siddhartha Academy of General & Technical Education
2. Prof. G. Koteswara Rao Member
Principal, Nagarjuna University & University Nominee
3. Sri B.V. Krishna Rao Member
Secretary, State Board of Technical Education & Government Representative
4. Sri P.L.N. Prasad Member
Treasurer, Siddhartha Adademy of General & Technical Education
5. Sri B.S. Appa Rao Member
Joint Secretary, Siddhartha Academy of General & Technical Education
6. Dr. P.V. Narasaiah Member
Principal & Member Secretary

Sri Y.V. Rao and Sri Garapati Venkateswara Rao and Dr. N.K. Kole, Director, Regional Office, All India Council of Technical Education Chennai are not present

Dr. N. K. Kde, member of the Governing Body, All India Council for Technical Education, Chennai could not attend the meeting due to his prior engagements.

Sri Y. V. Rao, president and Sri Garapati Venkateswara Rao, vice-president of Siddhartha Academy of General Technical Education requested for leave of absence due to their prior commitments.

The chairman initiates the proceedings of the Meeting with a warm welcome to all the members present. He thanks all the distinguished members of the various expert committees that visited the college during the academic year 2000-2001 in connection with the starting of new courses and granting permanent affiliation to production Engineering and Instrumentation Engineering. He thanks in particular the members of the AICTE, who visited the college on 12-04-2001 in connection with the starting of H.Tech. programme in Computer Science & Engineering.

After the presentation by the chairman, the resolutions of the last Governing Body Meeting were read out to the members.

Item No.1. Review of Academic Activities:

The principal presents the highlights of the academic activities of the college during the year 2000-2001. Thereafter a detailed discussion on the agenda items was taken up on by one.

Item No. 2. Approval of Appointments made Since July 2000 :

- The Governing Body took note of the appointments made by the Staff Selection Committee for the various posts and Resignations made as per the details given on pages 4, 5 of the agenda papers. The principal informs the members about the satisfactory performance of Sri-B.S.R.K. Prasad, Lecturer in Civil Engineering, on probation. The matter was discussed and it is felt necessary to observe his academic performance before a final decision is taken in declaring his probation.

Item No. 3. Accounts for the year 1999-2000 :

The Audited accounts for the year 1999-2000 vide pages 6 to 8 of agenda papers were approved.

Item No. 4. Budget for the year 2001-2002 :

The budgetary provisions for various items as per details on page 9 of agenda papers were discussed and approved.

Item No. 5. Review of Service Rules :

The Governing Body reviewed the Service Rules regarding the age of annunciation of the college employees in the light of the modifications made by the Government and the State Government. It is noted that the rules issued by UGC and State Government

from time to time on the age of superannuation of teaching and non-teaching staff and their eligibility are at variance with each other. After a detailed discussion, the following resolutions were adopted.

Resolution No. 1/G.B./April 2001

"Resolved to have the age of superannuation fixed at 58 both for teaching and non-teaching staff and in case of any need for the services of superannuated employee he/she may be re-employed till the age of 65."

Resolution No. 2/G.B./April 2001:

"It was resolved to have Earned Leave of 5 days in a year of actual service including vacation for all the vacation-employees of the college and 1/12 of the duty period to all the non-vacation employees and also casual leave of 15 days in a calendar year for all the employees of the college."

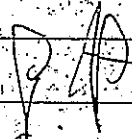
The Governing Body considered the enquiry Report sent by the District Collector regarding the student strike during December, 2000 and resolved the following.

Resolution No. 3/G.B./April 2001:

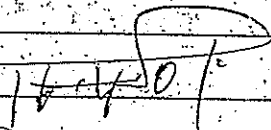
"Resolves to authorise the principal to examine the Enquiry Report concerning

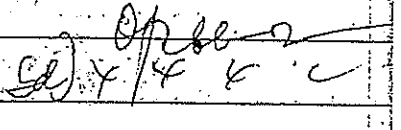
micates by the Sub-collector, Vijayawada through the District collector, Krishna and take necessary action in consultation with the Management."

The chairman thanked all the Members of Council for their gracious presence and fruitful discussions and with this the Meeting came to an end.



(P. VENKATA NARASIAH)
PRINCIPAL & MEMBER
SECRETARY





(C. H. SUBBARAO)
CHAIRMAN

1/2000

ncipal,
udi Ramakrishna Siddhartha ...
ring College;
WADA.

Sub.: T.A. Rules - certain amendments made - informed - reg.

following amendments made to the existing T.A. Rules
licable to the College, having been approved in the meeting of
Governing Body of the College held on 17.07.2000 may please
incorporated and implemented with effect from 01.08.2000.

GRADES :

In the place of the existing paragraph on the Grades, the
following paragraph is to be inserted :

<u>Grade</u>	<u>Basic Pay</u>
Grade - I	16400-22400 and above (UGC Scales)
Grade - II	10000-15200 and above (UGC Scales) 6950-14425 and above (State Govt. Scales)
Grade - III	Rest of the employees drawing both UGC Scales of Pay and State Government Scales of Pay.

4. E) The following sentence may be added to the existing paragraph:

"Such of the staff whose papers are accepted for presentation at
any Conference/Seminar/Workshop etc. will be eligible for drawal
of T.A. as applicable under Grade - III Category."

5. LOCAL VISITS:

In the place of existing Re.1.00 per k.m. for two wheeler Rs.1.50
may be inserted.

Thanking you,

Yours sincerely,

SECRETARY

AMENDED TRAVELLING ALLOWANCE RULES IN VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE WITH EFFECT FROM 01.11.1997

Employees of the institution, whenever they are deputed to any outstation on official assignments, shall be entitled to travelling allowance, daily allowance and other expenditure they incur which shall be regulated as under :

1. Grades :

The original provision stands deleted. In its place the following paragraph is inserted.

Grade	Basic Pay
Grade - I	Rs.5040-8700 and above
Grade - II	Rs. 2600-5580 to Rs.4770-8700
Grade - III	Rest of the employees

NOTE :

- Such of the staff drawing U.G.C. Pay Scales of 1986 of Rs.3700-5700 and above shall be under Grade-I
- ~~Other~~ staff (U.G.C. Pay Scales) shall come under Grade-II.

2. Rail Travel :

The following paragraph is substituted in the place of the original provision :

All Officers of Grade - I are permitted to travel by I class/A.C.-II tier/A.C.-Chair Car. All Officers of Grade - II are permitted to travel by I Class/A.C.-3 Tier/A.C. Chair Car.

Other staff of Grade - III are eligible to travel by Sleeper Class wherever available and where night journey is involved.

Journey incidentals on food and local conveyance in Vijayawada and place of visit will be paid on "Actuals" basis.

3. Travel by Public Transport System by Road or Private Transport System :

The original provision is substituted as follows :

Actual Fare is reimbursable to all categories of staff for travel to any outside places on official work. Where Officers of Grade-I & II travel by taking full taxi actuals will be paid on production of bills. Where they use their own car or two wheeler they are entitled to claim mileage as under for travel to places beyond 100 kms.

Motor Car	:	Rs. 5.00/- per k.m.
Two Wheeler	:	Rs. 2.50/- per k.m.

Journey incidentals on food and local conveyance in Vijayawada and place of visit will be paid on "Actuals" basis.

Contd....2

4. Daily Allowances i

Daily allowances admissible to each Grade of Officers are as under :

	Metropolitan Cities Rs.	Major Cities Rs.	Other places Rs.	State (Xerox)
Grade - I	600/-	400/-	300/-	80
Grade - II	500/-	300/-	200/-	60
Grade - III	300/-	150/-	100/-	

NOTE i

- For Officers of Grade I & II actuals (Boarding & Lodging) will be admissible with prior sanction of the Management in exceptional cases.
 - Local Conveyance at the place of visit either by Public Transport System/Local Train/Auto will be reimbursed on "Actuals" basis.
 - Metropolitan Cities : New Delhi, Mumbai, Calcutta and Chennai.
Major Cities : Bangalore; Hyderabad, Pune, Ahmedabad, Kanpur, Coimbatore, Jaipur and other places as specified from time to time.
 - The period of absence from headquarters for being eligible to draw Daily Allowance shall be as indicated below :
A day should be reckoned as to cover 24 hours of absence from the headquarters commencing from the minute the officer leaves the headquarters. The rates of Daily Allowance shall be as follows :
 - Absence of 12 hours and more - 1 Daily allowance
 - Absence of 6 hours and more - 1/2 Daily allowance
 - Absence of less than six hours - No Daily allowance
 - Travelling Allowance and Daily Allowance will not be paid if the same is reimbursed to the staff by any other source for attending Seminars/Work shops/Conferences/presentation of papers/ or any other work. If a part of Lodging and Boarding expenses is reimbursed to the staff, then the Daily Allowance will be paid at 50% of the above rates.
5. This provision stands deleted. The following new provision is added.

Local visits include surrounding places of Vijayawada within a radius of 50 k.m.

For all official visits to any place either within the city or outside the city within a radius of 50 k.m., all the staff would be reimbursed the actual cost of travel either by Public Transport/Train/Auto on actuals basis. If the staff use their own vehicle, the cost would be reimbursed at the rate of Rs. 3.50/- per k.m. for motor car (4-wheeler) and Rs. 1/- per k.m. for Two Wheeler. If the journey is by own car, prior sanction of the Secretary has to be obtained.

AMENDED LEAVE RULES OF V.R.S. ENGINEERING COLLEGE

1. CASUAL LEAVE :

There is no change, in the original provision.

2. EARNED LEAVE :

The original provisions under the heading Earned Leave in Paragraph A & B stand deleted. In its place the amendment as already communicated vide Lr. No.1943/'94 dt. 16.11.'94 may be inserted which reads as follows :

All the permanent teaching and non-teaching staff of the institution are eligible for 5 days of earned leave for each completed year of service with effect from 01.11.1989. Whenever any of them is prevented to attend to official duties during the vacation, they will be entitled to 1/3 of the number of days of such period of prevention as preservation of earned leave subject to the condition that the period of prevention is more than 15 days and when the prevention is ordered in writing for specific items of official work.

However, it is clarified that such of the staff who were selected by the duly constituted selection committee and appointed and who have successfully completed the period of probation as prescribed will be treated as permanent staff. They will be entitled for the credit of earned leave from the date of successful completion of probation period.

3. HALF-PAY LEAVE

The original provision stands deleted. In its place the amendment as communicated vide Lr. No.337/'89 dt. 26.04.'89 is inserted which reads as follows :

Every Staff member is entitled to 20 days Half-pay Leave on medical grounds with facility to commute upto 10 days with full pay. However, those who have less than one year of service and those who are appointed on temporary/Part-time/Ad-hoc basis for one academic year are not entitled to this leave.

It is clarified that this kind of leave has to be claimed if any employee falls sick. His/Her application has to be submitted along with certificate issued by any Medical Practitioner not below the rank of Asst. Civil Surgeon and the same has to be counter-signed by the Campus Medical Doctor, if any. It is further clarified that staff would be entitled for half-pay leave with effect from the completion of one year of service in the case of permanent staff while there is no change in the case of temporary/part-time/adhoc staff who are not entitled to this leave.

4. EXTRA-ORDINARY LEAVE

The original provision stands deleted. In its place the amendment as communicated vide Lr. No.337/'89 dt. 26.04.'89 which reads as follows :

"Extra-ordinary Leave" may be granted for a maximum period of two years to employees on private affairs or on academic affairs such as higher studies etc., at the sole discretion of the Management. Such Leave will be without pay and allowances. Any leave application for higher studies will be considered after submission of a bond stating that he/she works for a minimum period of three years in the College after acquiring the higher qualifications, failing which, damages to the institution equal to three months salary have to be paid.

Contd....2

5. SPECIAL CASUAL LEAVE :

The following new paragraph is substituted in place of the existing one. If any Teaching Staff Member attends any Seminar/Work-shop/Refresher Course/Conference or other academic work as a sponsored candidate of the institution, such period will be treated as special casual leave subject to a maximum of 10 days in a year.

6. The following expressions shall be added to the existing rule "Prefixing and Suffixing of all holidays and vacation may be permitted to all types of leave other than 'Casual Leave'. However, while availing the vacation the staff member shall have to be present either on the last working day of the academic year or on the reopening day.

7. VACATION :

The following additions are made to the Leave Rules as already communicated vide Lr. No. 337/'89 dt. 26.04.'89. All teaching staff members are entitled to "Summer Vacation" for a minimum period of 45 days and a maximum of 60 days. However, vacation does not mean that he/she is automatically on a holiday or ceases to work for the institution. No staff member is permitted to leave head-quarters during vacations without prior written permission from the Principal after applying for such permission in writing stating proper reason and giving contact address. In respect of Non-Teaching Staff (Technical & Administrative), the entitlement to Summer vacation will be through specific Written Orders to be issued by the Management/Principal each year to a group of staff or individual cases granting vacation duly specifying the period of vacation depending upon the work in the institution. The Management/Principal shall have right to cancel the vacation already granted for any emergency or urgent need in the College.

8. MATERNITY LEAVE :

All confirmed lady staff members (teaching/non-teaching) are entitled to Maternity Leave to the extent of two months (60 days) with pay and allowances. Any leave on these grounds beyond two months will be without pay and allowances. Such Maternity Leave will be granted twice in the service. In case of Maternity Leave falling during vacation/Mid-term break, the leave under this provision will be for the period of two months less the number of days of vacation/break in which maternity occurred.

*Two months leave
twice in
the service*

9. No kind of leave shall be claimed as a right. The Principal/Management has the discretion to refuse/revoke leave if the business of the College requires. The employee shall take prior sanction for availing any leave. Only in exceptional cases such as sudden illness or urgency of circumstances that the leave may be availed without prior sanction for a maximum of three days. Leave application should reach the sanctioning authority with justifiable reasons before the expiry of the third day from the starting of the day on which he/she is absent, failing which the absence will be treated as without leave and without pay.
10. The Management shall have every discretion to sanction any kind of leave with or without pay on application to any of the staff recruited on permanent basis.

[Signature]
SECRETARY

SIDDHARTHA ACADEMY OF
GENERAL & TECHNICAL EDUCATION
Siddharthanagar-Vijayawada-520 010.

Date 16.11.94.

O. C. No. 1943/94.

INWARD No. 52
DATE 18/11/94
T. F. No.

The Principal,
Velagapudi Ramakrishna Siddhartha
Engineering College,
VIJAYAWADA.

Sir,

Sub: Earned Leave for vacation staff - Recent
amendments to A.P. Leave Rules.- Reg.

Ref: Your office Lr. VRS&S/Estt. Leaves

Your kind attention is invited to the subject and the letter
cited and the following amendments to the earned leave
regulations of the vacation staff (teaching & non teaching)
of your institution are communicated for compliance.

All the permanent teaching and non-teaching staff of the
institution are eligible for 5 days of earned leave for
each completed year of service with effect from 1.11.'89.
Whenever any of them is prevented to attend to official
duties during the vacation, they will be entitled to 1/3 of
the number of days of such period of prevention as
preservation of earned leave subject to the condition that
the period of prevention is more than 15 days and when
the prevention is ordered in writing for specific items
of official work. This is for your information.

Yours sincerely,

for SECRETARY

O C. No. 337 / '89.

1591
28/4/89
FILE

The Principal,
Velagapudi Ramakrishna Siddhartha
Engineering College,
VIJAYAWADA - 520 010.

Sir,

Sub:- Estt: Amendments to the Leave Rules of Velagapudi
Ramakrishna Siddhartha Engineering College - Orders
issued - Regarding.

some of the provisions of the existing Leave Rules are
amended by the Office Bearers of Siddhartha Academy of
General & Technical Education in the meeting held on
12.4.'89 and these amended rules will come into effect from
1.7.'89. The amended leave rules are given below:

RULE NO.

- i) CASUAL LEAVE: All categories of employees will be
entitled to 15 days of Casual Leave per annum instead
of 12 days as at present.
- iii) HALF-PAY LEAVE: In place of the existing rule the
following new rule is substituted:
Every Staff member is entitled to 20 Half-pay Leaves
on medical grounds with facility to commute upto
10 days with full pay. However, those who have less
than one year of service and those who are appointed
on temporary/Part-time/Ad-hoc basis for one academic
year are not entitled to this leave.
- iv) EXTRA-ORDINARY LEAVE: The following new paragraph is
substituted in place of the existing rule:
"Extra-ordinary Leave" may be granted for maximum
period of two years to employees on private affairs
or on academic affairs such as higher studies etc.,
at the sole discretion of the Management. Such Leave
will be without pay and allowances. Any leave appli-
cation for higher studies will be considered after
submission of a bond stating that he/she works for a
minimum period of three years in the College after
acquiring the higher qualifications, failing which,
damages to the institution equal to three months salary
have to be paid.

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- V) SPECIAL CASUAL LEAVE: The following new paragraph is substituted in place of the existing one. If any Teaching Staff Member attends any Seminar/Workshop/Refresher Course/Conference or other academic works as a sponsored candidate of the institution, such period will be treated as "On Duty".

NEW RULES ADDED:

- vii) VACATION: All teaching staff members are entitled to "Summer Vacation" for a minimum period of 45 days and a maximum of 60 days. However, vacation does not mean that he/she automatically is on a holiday or ceases to work for the institution. No staff member is permitted to leave head-quarters during vacations, without prior written permission from the Principal after applying for such permission in writing stating proper reason.
- viii) MATERNITY LEAVE: All confirmed lady staff members (teaching/non teaching) are entitled to Maternity Leave to the extent of two months (60 days) with pay and allowances. Any leave on these grounds beyond two months will be without pay and allowances. Such Maternity Leave will be granted twice in the service. In case of Maternity Leave falling during vacation/Mid-term break, the leave under this provision will be for the period of two months less the number of days of vacation/break in which maternity occurred.
- ix) No kind of leave shall be claimed as a right. The Principal/Management has the discretion to refuse/revoke leave if the business of the college requires. The employee shall take prior sanction for availing any leave. Only in exceptional cases such as sudden illness or urgency of circumstances that the leave may be availed without prior sanction for a maximum of three days. Leave application should reach the sanctioning authority with justifiable reasons before the expiry of the third day from the starting of the day on which he/she is absent, failing which the absence will be treated as without leave and without pay.

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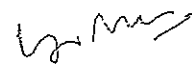
NOTE: The proposed changes in the Earned Leave Rules
will be communicated separately.

Kindly incorporate all the above changes in the Leave
Rules of the College and implement of the same with
effect from 1.7.'89.

Kindly acknowledge receipt of this communication.

Thanking you,

Yours faithfully,


SECRETARY.

Amendments to the Earned Leave regulations of the Vacation
Staff (Teaching & Non-Teaching) communicated through letter
No.1943/94, dt 18.11.1994.

"All the permanent teaching and non-teaching staff of the
institution are eligible for 5 days of earned leave for each
completed year of service with effect from 1.11.1989. Whenever
any of them is prevented to attend to official duties during
the vacation, they will be entitled to 1/3 of the number of
days of such period of prevention as preservation of earned
leave subject to the condition that the period of prevention
is more than 15 days and when the prevention is ordered in
writing for specific items of official work".

Sd/-x x x x x
SECRETARY

// True Copy //

ACADEMY OF GENERAL & TECHNICAL EDN.,
SIDDHARTHA NAGAR :: VIJAYAWADA - 10.

Dt. 5.3.1981

The Principal,
Siddhartha Engineering College,
KANURU.

INWARD NO. 153
DATE 6/3/81
FILE NO.

Sub: Service conditions of
the staff of Siddhartha
Engineering College.

Please find the enclosed service
condition with ~~xxxxx~~ Annex 4 Annexures
attached thereto which have been
approved by Governing Body for
implementation in your Institution.


SECRETARY.

Encl: 1 set.



INWARD NO. 186

DATE 12/5/81

FILE NO.

ACADEMY OF GENERAL & TECHNICAL EDUCATION,
SIDDHARTHA NAGAR :- VIJAYAWADA - 520 010.

Dt. 10.3.1981.

The Principal,
Siddhartha Engg. College,
KANURU.

Sir,

Sub. Service conditions of Staff
of Siddhartha Engg. College.

Please refer to our letter dt. 5.3.81
with which the service conditions were
forwarded.

In Annexure II (Provident Fund Rules
in Rule 4 (a) the date first September, '80
may be corrected as 1st August 1979.

Yours faithfully,


(V.V. RAO)
SECRETARY.

SIDDHARTHA ENGINEERING COLLEGE
VIJAYAWADA - 6
SERVICE CONDITIONS.

1. The Board of Governors has the power to decide whether a particular post will be filled by open advertisement or by an invitation or by promotion from among the members of the staff of the College.
2. Selection Committee/Departmental promotion committee for filling posts shall be constituted in the manner as decided by the Board of Governors from time to time.
3. All initial appointments to posts under the college shall ordinarily be made on probation for a period of 2 years. Persons appointed to a higher post by Promotion/Selection shall be on probation for one year only.
4. The Board of Governors may in special circumstances appoint a person on contract for a period not exceeding 5 years with a provision for renewal for a further period.
5. All employees shall continue to hold their office till they attain the age of superannuation i.e. 60 years in the case of the staff classified as teaching staff and 58 years in respect of (administrative and non-teaching staff and other) staff as given in Annexure - I.
6. (a) "The service of any employee are liable to be terminated without assigning any reasons.
 - (i) during the period of probation with one month's notice on either side or one month's salary in lieu of such notice;
 - (ii) after probation with three month's notice on either side or three month's salary in lieu of such notice;
- (b) The services of an employee may be terminated in case of an employee suffering from leprosy and in case of teaching staff if the employee is adjudged insolvent;
- (c) "The Board of Governors shall have the power to extend the period of probation for a period not extending six months;
7. No application seeking employment elsewhere shall be forwarded during probationary period.
8. An employee of the College shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which is likely to interfere with the proper discharge of his duties. This provision shall not apply to academic work like giving talks and lectures and any other work undertaken with the prior permission of the Principal.

9. The following penalties may, for good and sufficient reasons, and as hereinafter provided, imposed upon the employees of the institution.

- (i) censure;
- (ii) with-holding of increment or promotion;
- (iii) reduction to a lower rank in seniority, or to a lower post or to a lower stage in the time-scale.
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders;
- (v) Suspension;
- (vi) Removal from the service;
- (vii) Dismissal from the service;

EXPLANATIONS: --

- (i) The discharge
 - (a) of a person appointed on probation during the period of probation or;
 - (b) of a person engaged under contract in accordance with the terms of contract or;
 - (c) of a person appointed otherwise than under contract to hold a temporary appointment on the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
 - (ii) The penalty under (iv) may be imposed in addition to any other penalty which may be inflicted in respect of the same negligence or breach of orders;
10. (a) The authority which may impose any of the penalties prescribed in rule 9 shall be the authority mentioned in the appendix.
- (b) When a lower authority has declined to impose a penalty in any case, it shall not debar a higher authority from exercising its jurisdiction under this rule in respect of the same case;
11. In ordering the with-holding of an increment, the with-holding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall further state in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
12. Before any of the penalties specified in rule 9 above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him

to show cause why it should not be imposed;

13. Enquiry relating to any disciplinary action may be made by a committee consisting of three members which may include the Principal of the College appointed by the Board of Governors. No teacher of the College other than the Principal shall be on the Committee.
14. (a) No order of dismissal, removal or reduction shall be imposed on ~~any~~ an employee of the institution (other than an order based on conviction in a criminal case) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded a reasonable opportunity of defending himself. The employee shall be required within a reasonable time to put in a statement in writing of his defence and to state whether he desires an oral enquiry or only to be heard in person. If he desires an enquiry ~~or~~ if the authority concerned so directs an oral enquiry shall be held. If no oral enquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof;
(b) The requirement of sub-rule (a) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him;
(c) All or any of the provisions of sub-rule (a) may in exceptional cases for special and sufficient reasons be ~~a~~ waived where there is a difficulty in observing those requirements.
15. All employees of the College who have successfully completed the probation period of 2 years or such extended period shall be governed by the contributory provident fund scheme for which separate rules are framed vide Annexure - II.
16. All employees of the College shall be governed by the leave rules given in Annexure - III and T.A. rules as given in Annexure-IV.
17. Pay means the basic pay with full allowances excluding House rent allowance. Half-pay means half of the basic pay with corresponding allowances.
18. Regarding the interpretation of these rules and on any

other point which is not covered under these rules, the decision of the Governing Body of the College is final.

APPENDIX.

The authorities competent to impose the punishments and to deal with appeals shall be as follows:--

<u>Nature of punishment:</u>	<u>Competent Authority.</u>	<u>Appellate Authority.</u>
1. Censure	Principal.	Governing Body
2. With-holding of increment and promotion	Governing Body	
3. Reduction to lower rank etc	-do-	No appeal lies
4. Recovery from pay etc.	-do-	
5. Suspension:		
(a) pending enquiry	-do-	
(b) as a punishment	-do-	
6. Removal or dismissal	-do-	

For ACTING SECRETARY
TECHNICAL EDUCATION

[Signature]
Secretary. 5317

ANNEXURE - - I.

CATEGORIES OF STAFF.

1. TEACHING STAFF.

- (a) Principal
- (b) Professors
- (c) Readers & Lecturers

2. Non-Teaching Staff

(Technical and other staff which do not fall in the category of teaching staff)

For ACADEMY OF TECHNICAL EDUCATION

[Signature]

Secretary.

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ANNEXURE - II.

SIDDHARTHA ENGINEERING COLLEGE :: VIJAYAWADA
PROVIDENT FUND RULES.

PART-I.

1. The fund shall be called "SIDDHARTHA ENGINEERING COLLEGE PROVIDENT FUND".
2. The object of the fund is to encourage the employees of the college to effect savings from out of their salaries as a provision for old age, or sickness or a provision for their families in the event of their death.
3. Under the Rules, unless there is any thing repugnant in the subject or context:--
 - (a) 'FUND' shall mean the Provident Fund in force in Siddhartha Engineering College.
 - (b) 'EMPLOYER' shall mean the Academy of General & Technical Education.
 - (c) 'BOARD' shall mean, the board of trustees constituted under Rule 6 (b).
 - (d) 'MONTHLY EMOLUMENTS' means, in the case of employees employed on monthly salary basis, pay and ~~dear~~ dearness allowance, and in the case of employees employed on daily wages, basic wages and dearness allowance payable and calculated for 30 days.
 - (e) 'SUBSCRIBER' means an employee who is required or permitted under these rules to subscribe to the Fund.
 - (f) 'CHILDREN' means legitimate children including step-children but includes adopted children only if the Board is satisfied that under the personal law of the Subscriber, adoption is legally proved as conferring the status of a natural child.
 - (g) 'FAMILY' means -- in the case of a male subscriber, the wife or wives and children of the subscriber and the widow or widows and children of a deceased son of the subscriber provided that if a subscriber proves that his wife has been judicially separated from him, or has ceased under the customary law of the community to which she belongs, to be entitled for maintainance, she shall henceforth be deemed to be no longer a member of the subscriber's family unless the subscriber subsequently indicated by express intimation in writing to the Board that she shall continue to be so regarded.
 - (i) In the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the Subscriber.

Provided that if a Subscriber by intimation in ~~xxx~~ writing to the Board expresses her desire to exclude ~~her~~ her husband from the family, the husband shall henceforth be deemed to be no longer a member of the Subscribers' family, unless the subscriber subsequently cancels in writing her intimation excluding him;

Provided further that in either case if the child of a subscriber has been adopted by another person and if under the personal law of the adopter, the adoption is legally recognised as conferring

the status of a natural child, such child shall be considered as excluded from the family of the subscriber subscriber.

- h. & Words importing a masculine gender usually includes the feminine gender.
- i. Words importing the singular number shall include the plural number, and Vice-versa.
4. (a) The Fund shall be deemed to have been established from 1st September, 1980 ~~1st~~ ~~September~~ August, 1979
- (b) The Fund shall be governed by these Rules or such other rules as may be in force for the time being. The Rules shall be interpreted by the Board, but in case of doubt or dispute, the matter shall be referred to the Regional Provident Fund Commissioner, Andhra Pradesh, whose decision shall be final and binding.
- (c) Subject to the approval of the Regional Provident Fund Commissioner, Andhra Pradesh, or the Commissioner of Income Tax, as the case may be, and wherever necessary the Board may, from time to time, repeal, add to, vary or alter these Rules as the Board may deem fit, provided, that no such addition, alteration or repeal shall have retrospective effect or shall effect the right of any contributor to be credited with the amount which he is entitled to be credited up to the date of such addition, alteration or repeal.
5. (a) Every permanent employee of the ~~employer~~ employer, except private and domestic servants, who has put in a continuous service of not less than 120 days during a period of 12 months, after completion of probation

Ref: Academy Letter No. 08.1130/81 Dated 13-07-1981.

4. The date of commencement of fund for an individual shall be from the date ~~at~~ he/she joins the Institution and after getting confirmation from the Academy's contribution also shall be made retrospectively matching to the contribution of the employee.

CONTINUED

service interrupted by sickness, accident, authorised leave, strike which is not illegal, or cessation of work not due to employee's fault.

- (b) No subscriber shall be permitted to resign the membership of the fund as long as he continues to be in the service of the employer.
- (c) Any subscriber to the Fund who ceases to be in the service of the employer for any reason what so ever shall thereupon cease to be a subscriber to the Fund. A subscriber shall not be deemed to have ceased to be a member of the fund merely by reason of his services having been lent temporarily to any other institution, concern, business or party.
- (d) A member (subscriber) shall be deemed to have obtained the age of superannuation on completing the age of 60 years or completing the age as may be fixed by the Government or any concerned authority from time to time.

(R) As per letter from Secretary, AG-TE dated 10-3-1981

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PART - II

CONTROL AND MANAGEMENT OF THE FUND:

- 6 (a) The place of the Management of the fund shall be at
A Vijayawada, Krishna District, Andhra Pradesh.
- (b) The Trust hereby created will be irrevocable, save
with the consent of all the beneficiaries. The custody,
control and management of the fund shall be vested
for the benefit of the subscribers in a Board of Trustees
formed with an equal number of the representatives of
the employer and the subscribers. The number of trustees
on the Board shall be so fixed as to afford, as far as
possible, representation to subscribers in both teaching
and non-teaching category of the employees of the
engineering college of the employer, provided that the
number of trustees on the board shall be neither less
than four nor more than eight.
- (c) The employer shall nominate his representatives from
amongst its members of its governing body or general body
- (d) The term of office of a Board formed as above shall
be three years from the date of its constitution, such
date being the date on which the subscriber's represen-
tatives were nominated or elected as hereinafter provided.
7. The representatives of the subscribers shall be elected by
both the categories of the subscribers of the fund mentioned
in 6 (b) ~~xxxx~~ supra every third year in an election to be
held for the purpose on any working day and such elected
members shall be nominated on the Board.
8. (a) A person shall be disqualified for being a Trustee of
the Board:
- (i) If he is declared to be of unsound mind by a
competent court, or
 - (ii) if he has been convicted of an offence involving
moral turpitude
 - (iii) If he is ~~xxxx~~ declared insolvent.
- (b) A trustee ceases to be a Trustee on the Board if he:
- (i) incurs any of the disqualifications mentioned
in Sub-rule 8 (a) above or
 - (ii) fails to attend three consecutive meetings of
the board without obtaining leave of absence
from the Chairman of the Board, provided the
Chairman may restore him to Trustee-ship if he
is satisfied that there were reasonable grounds
for such absence.
- (c) A trustee may resign his office by a notice in
writing to the Secretary of the Board.
9. In the event of Trustee, elected or nominated, ceasing
to be a Trustee during the tenure of the Board, his
successor shall be nominated in the manner hereinbefore
provided and that the (Trustee(s) so nominated shall hold
office for the unexpired term of the Board of Trustees.
10. Whenever a Trustee ceases to be a Trustee, he or his
legal representative shall, if required so to do by the
surviving or continuing Trustees, execute such endorsements
or transfers as may be necessary to vest the Trust investments
and funds in the surviving or continuing Trustees or
generally with the new Trustee appointed in the place
of the person ceasing to be a Trustee.

11. The employer shall nominate one of his representatives on the Board to be the Chairman thereof. In the event of equality of votes or a tie the Chairman shall exercise a casting vote.
12. (a) The Secretary shall be elected by the Board.
(b) The Secretary shall be responsible for keeping the records of the Board, including a record of the decisions of the Board and shall also be responsible for keeping the accounts of the fund.
(c) The Board of Trustees may delegate to the Secretary such of their powers as they may deem fit for the purpose of the due administration of the fund including investment of its funds, encashment of its securities and deposits, and operation of its bank accounts, provided the Board shall pass a resolution by a majority of votes for any such delegation of their powers.
13. The Provident fund accumulations shall be invested in such securities as are prescribed or as may be prescribed from time to time, under the provisions of the Income Tax Act 1961. (XXXXXXXXXXXXXXXXXXXX)
14. (a) The Board shall meet at least once in a quarter and three members of the Board shall form a quorum. The Board may frame rules prescribing the procedure for calling its meetings.
(b) The Board may also transact its business by resolutions passed by circulation among the Trustees, but no such resolution shall be deemed to have been passed unless the said resolution is circulated among all the Trustees entitled to vote thereon, and the approval of a majority of such Trustees obtained in its favour.
15. (a) The accounts shall be maintained for each subscriber to the fund in the manner and form provided under Rule 74 of Income-Tax Rules 1961 and it shall include the particulars shown in the Form No. 41 given under Rule 74 of Income-Tax Rules 1961.

The Account of the fund shall be prepared at intervals of not more than 12 months and audited by an auditor appointed annually by the Board for the purpose. The accounting year for the purpose shall be from 1st April, to 31st March.

The annual statement of account is to be furnished to all the subscribers in the form to be prescribed under the provisions of Income-Tax Act 1961 or by the Regional Provident Fund Commissioner as the case may be.

Any error in the annual statements to the Subscribers should be brought to the notice of the Secretary by the member within a month of the receipt of the statement or else the statement furnished is deemed to be correct and accepted by the Subscriber.

(b) If a subscriber leaves the service of the institution and takes up employment anywhere else, to which the Employees' Provident Funds and Family Pension Fund Act, 1952, applies, his account shall be transferred to such establishment where he takes up employment.

PART III
FUND AND CONTRIBUTION THERETO.

16. The fund shall consist of:
- (a) Contributions made by the subscribers out of their monthly emoluments.
 - (b) Contributions made by the Employer.
 - (c) Sums forfeited to the fund under these rules.
 - (d) Interest, which the investment of monies forming the fund from time to time may produce.
17. (a) The contributions of every subscriber to the fund shall be at the rate of $8 \frac{1}{3}\%$ of the monthly emoluments. The contributions shall be calculated on the basis of the basic pay and dearness allowance actually drawn during the whole month whether paid ~~on~~ daily, weekly, fortnightly or monthly basis. Each contribution shall be calculated to the nearest quarter of a rupee more than 12 paise is to be counted as quarter of a rupee.
- (b) The subscription due from each subscriber shall be realised by monthly deductions from his emoluments.
18. The employer shall make a monthly contribution to the account of each subscriber equal to the amount subscribed by the subscriber himself, and such contribution shall be credited to the fund not later than the 15th of the succeeding month in which a subscriber's subscription is deducted from his emoluments.
19. The Board shall open an account named 'LAPSE ACCOUNT' in the books of the fund for being credited with the amounts specified in Rule 28 hereof. The credit balance available in the said account may be utilised by the Board at any time for any of the following purposes;
- (i) to make an adhoc payment of Rs.30/- for the heirs of a deceased member as an aid for procuring a succession or guardianship certificate for getting the fund dues if such a certificate is necessary.
 - (ii) to pay sum to the nominees/heirs of a deceased member provided that the total amount paid by the fund including the sum proposed to be paid under this rule does not exceed Rs.500/-.
 - (iii) to meet money order commission on remittances from the fund to outgoing subscribers or their heirs.
 - (iv) to declare a rate of interest stated in Rule 17(a) so that it is not lower than that fixed under the employees' Provident Fund Scheme.
 - (v) to make good any capital loss on the conversion of securities or other investments (this should be limited only to cases of absolute necessity).
20. Interest earned on the monies of the fund under Rule 33 shall be credited to the account of the individual subscriber pro rata.
21. All expenses that may arise in the maintenance and the administration of the fund shall be born by the Employer.

22. A subscriber shall only be permitted to make withdrawals from the fund on the special ground and to the extent and subject to the conditions laid down by the Indian Income Tax Act, 1961 and the rules made thereunder in this behalf in force from time to time. Interest on withdrawals shall be charged at a rate one per cent over and above the rate which is payable for the time being on the balance in the fund at the credit of the subscriber.
23. (a) If a subscriber dies or for any other reason ceases to be a subscriber, the amounts standing to his credit in the fund including interest upto that date shall become payable to him or his nominee subject to any deduction authorised under Rule (28).
- (b) An amount payable under this rule shall bear interest upto the end of the month preceeding the month in which the final payment is authorised irrespective of the date of the receipt of the claim from the claimant concerned.
- (c) In the case of death of a subscriber dying intestate without any ~~will~~ subsisting nomination, it shall be competent for the Board to pay the amount due to the natural heir or heirs of the deceased subscriber, provided the Board is satisfied as to the heirship of the claimant or claimants. In case the subscriber dies testate and without leaving any nomination the amount shall be paid to the person in whose favour letters of probate or a succession certificate is issued. The full amount standing to the credit of a subscriber shall be payable to him immediately in the case of retirement, on attaining the age of superannuation, or total invalidation duly certified by the Medical Officer of the employer, or migration, or death, or mass retrenchment, provided in case of individual retrenchment such payment shall be made if the subscriber has not been employed in any factory or other establishment to which the Employees' Provident Fund and Family Pension Fund Act, 1952 applies for a period of not less than six months immediately preceeding the date on which the subscriber makes the application for payment.
24. (a) An account shall be opened in the name of each, subscriber in which shall be credited:
- (1) the Subscriber's subscription
 - (2) the contributions made by the employer to the subscriber's account, and
 - (3) the interest accrued on the total moneys in the subscriber's account.
- (b) Each subscriber shall be given a statement of account every year in which shall be entered every month, the credits referred to in sub-rule (a) and also the advances if any taken and repayment made by him.
25. (a) The Board shall require every subscriber to make a nomination according to the right to receive the amount that may stand to his credit in the fund in the event of his death occurring before the amount standing to his credit has become payable, and the subscriber shall on receipt of such notice make the nomination accordingly.

Provided that a subscriber may modify the nomination once made, after giving written notice of his intention of doing so.

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(d) No second loan shall be admissible before expiry of 3 months of repayment of the previous loan.

(iii) If the amount of advance has been fully repaid interest shall be paid thereon at a rate one per cent over and above the rate which is payable for the time being on the balance in the fund at the credit of the subscriber.

23. (a) If any subscriber resigns or leaves the service of the employer for reasons other than those specified in Rule 23 (a) or (b) (c) of this Rule, the Board may direct that payment may be made to the subscriber after deductions according to the scales specified below from the amount paid into the subscribers account by the employer under rule 18 hereof (including interest accrued on such amount), if the subscriber has not been employed in any other establishment to which the Employees' Provident Funds and Family Pension Fund Act 1952 applies for a period of not less than 6 months immediately preceding the date on which the subscriber makes the application for payment.

- (1) Subscribers of less than two years' standing 100%.
- (2) Subscribers of two but less than 3 years' standing 50%.
- (3) Subscribers of three but less than 5 Year' standing 25%.
- (4) Subscribers of 5 or more years' standing nil.

In computing the period of membership of the Engineering college Employees Provident fund for the purpose of eligibility of a member for the employer's share of contribution, any continuous service prior to 1.9.1980 during which the person concerned was employed with the same employer shall be taken into account.

~~(a)~~-A-member

(b) Any subscriber whose service is terminated at any time on account of continued illness or disability including tuberculosis and leprosy incapacitating him from the proper discharge of his duties (such illness or disability to be certified by a medical practitioner nominated by the employer) or whose service is terminated on account of reduction of staff or some other cause beyond his own control not being a cause of the nature provided for in sub-clause (c) shall be entitled to the full amount standing to the credit of his account in the fund at the time of the termination of his service.

(c) The Subscriber, who ceases to be a subscriber by reason of being dismissed from service for serious and wilful misconduct shall not be eligible for the contribution of the employer during the last two accounting years and the accounting year during which he so ceases to be a subscriber. This shall be the maximum amount that can be forfeited to the fund.

The Board of Trustees shall, before forfeiting the employer's contribution as stated above, send a written notice to the subscriber asking him to show cause why such forfeiture shall not be made from his account and decide the amount to be forfeited after taking into account any representations made by the Subscriber. The forfeiture may be reviewed by the Board of Trustees either on its own initiative or at the request of the concerned subscriber.

EXPLANATION:

The term 'serious and wilful misconduct' shall mean and include offences which are as follows:

- A. Theft, fraud or dishonesty in connection with the employer's institutions or property
- B. ~~Wilful~~ Wilful damage to or loss of institutions property or goods.
- C. Tampering with the records of the institution. This includes mutilating or defacing or unauthorisedly altering documents or notices or other records of the institution.
- D. Stealing, purloining, embezzling any money or other property or wilfully and maliciously destroying or injuring the property of the institutions.
- E. Riotous and disorderly behaviour;
- F. Any other misconduct involving moral turpitude on the premises of the institution or in any manner connected with his employment.

29. Subscribers will be entitled to interest calculated only upto the accounting period immediately preceeding.

30. When a subscriber leaves the service of the employer in any one of the ways stated in Rule (29), or when a subscriber's account is transferred under rule 16 (b), the amount payable to the Subscriber, or the account transferable, as the case may be, shall bear interest upto the end of the month preceeding the month during which the amount is actually paid or the account actually transferred.

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31. Notwithstanding anything contained in Rule 29, the Board shall, at their discretion, always be at liberty to pay the whole or any part in the contribution of the employer with proportionate interest thereon. However, this amount will not be less than the amount a member is eligible to get under Rule 29 (a).
32. The moneys of the fund shall be invested as prescribed under the provisions of the Income-Tax Act 1961 and the Rules made in that behalf from time to time. Provided, always that if any investment be sold or otherwise converted by the Board or redeemed, any difference between the amount paid to the Board upon such sale or redemption and the cost price of such investment shall be credited or debited as the case may be to the account to be opened by the Board as herein mentioned and called the lapse account.
33. The decision of the Board shall be final and binding upon the subscribers and the employer in all matters relating to the fund and in the event of the Board being equally divided in its opinion on any disputes the Chairman of the Board shall have a casting vote.
34. If the Board ceases to exist for any reason, the State Govt. may, unless there are reasons to the contrary, appoint a trustee or trustees to discharge all or any of the duties of the Board.
35. On the dissolution of the Fund, the total provident fund accumulations of the members who are eligible to be members of the Employees' Provident Fund Established under the Employees' Provident Funds Act, 1952, and the Scheme framed thereunder shall be transferred to the said employees' Provident Fund.
36. The amount standing to the credit of any subscriber in the fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any court in respect of any debt or liability incurred by the Subscriber, and neither the official assignee appointed under the Presidency Towns Insolvency Act 1909 (III of 1909) nor any receiver appointed under the Provincial Insolvency Act, 1920 (V of 1920) shall be entitled to or have claim on any such amount.

ANNEXURE - III
LEAVE RULES

i. Casual Leave: All categories of employees will be entitled for 12 days casual leave per annum starting from 1st July. If any employee joins later, he will be given casual leave pro-rata. Administrative staff shall be entitled to compensatory leave whenever they work on a holiday. But these compensatory holidays have to be utilised during that calendar year only.

ii Earned leave:

a) Teaching staff will be entitled for 13 days earned leave with a minimum of 60 days of vacation. If they are asked to work during these 60 days of vacation, their earned leave will be increased by $\frac{1}{3}$ of the period that they have worked. For purposes of earned leave the year starts from 1st July. All the teaching staff who are on rolls on 30th June shall be credited with 13 days earned leave for the next academic year. For such of the employees who join/retire later, the following table shall regulate their earned leave entitlement till next July.

July	12	January	4
August	11	February	3
September	10	March	2
October	8	April	1
November	7	May	Nil
December	6	June	Nil

b) Other staff of the college shall be credited with 15 days earned leave on 1st January of every year and with 15 days earned leave on 1st of July every year. However, if they resign/retire in the course of the six months period, their earned leave shall be debited with $2\frac{1}{2}$ days for each unserved month and proportionately for a part of the month. For such of the employees who join in the course of the six-month period, they will be credited with $2\frac{1}{2}$ days for each remaining month and proportionately for a part of the month.

c) Employees of all categories can accumulate earned leave upto a maximum of 180 days only.

iii Half-pay leave: All employees shall be entitled for 20 days half-pay leave for every year completed year of service. This may be commuted as full pay leave, for half the period, on medical grounds. The application for such commutation shall be accompanied by a certificate from an authorised medical officer.

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- iv Extra-ordinary leave: Extra-ordinary leave may be granted to the employees on the recommendation of the Governing Body on private affairs or academic affairs. They will not be entitled for any pay or allowances during this period.
- v Special Casual leave: Special casual leave may be granted by the Governing Body for the teaching staff to attend seminars/conferences and other related reasons to a maximum of 10 days in an academic year.
- vi Account of Earned leave & Half-pay leave: Earned leave and half-pay leave account shall be maintained in the proforma ~~given at Annexure VI enclosed,~~

Prefixing and suffixing of all holidays and vacations may be permitted to all types of leaves.

For ACADEMY OF GEN. & L. & S.
TECHNICAL EDUCATION

Secretary.

ANNEXURE- IV

Travelling Allowance Rules:

Employees of the college, when they are deputed by the college to any outstation, shall be entitled to travelling allowance, daily allowance and other expenditure they incur which shall be regulated as under.

- 1) Grades: All staff, both teaching and non-teaching, are classified into four grades depending on the pay they actually draw for the time being for purposes of regulating their eligibility of travelling allowances.

Grade I :- Staff drawing pay of Rs.1500/- and above.

Grade II :- Staff drawing pay of Rs.1000/- but not exceeding Rs.1499/-

Grade III :- Staff drawing pay of Rs. 650/- but not exceeding Rs. 999/-

Grade IV :- Staff drawing below Rs. 650/-

- 2) Air Travel: Officers of Grades I, and drawing a pay of Rs. 2250/- and above are eligible to travel by Air, with the approval of management.

- 3) Rail Travel: Officers of Grade I and II are permitted to travel by first class.

Officers of Grade III and IV are eligible to travel by IIInd class with sleeping accommodation wherever available and where night journey is involved.

- 4) Travel by Public Transport System by Road.: Actual fare paid by Public bus service, is reimbursable to all categories of staff.

Where Officers of Grade I & II travel by taking full taxi or own car they are entitled to claim mileage at 95 Ps. per K.M.

Officers of Grade III & IV are not entitled to travel by Taxi or own car but they can travel by motor cycle, Auto Rickshaw and Tonga for which they are entitled to claim mileage at 35 PS per K.M.

- 5) Daily Allowances: Daily allowance is granted for a completed calendar day reckoned from mid-night to midnight. For probation period D.A. is allowed as follows:-

- | | | |
|---|----|------|
| i) Absence from place of duty not exceeding 6 hours | -- | Nil |
| ii) Absence exceeding 6 hours, but not exceeding 12 hours | -- | 70% |
| iii) Absence exceeding 12 hours | -- | full |

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Daily allowance admissible to each Grade of officer is as under:

GRADE OF OFFICER	D.A. Rate admissible for ordinary Localities		D.A. Rate admissible for "A" Class Cities	
	If stays in Hotels	Others	If stays in Hotels	Others
1	2	3	4	5
Grade I	Rs. 45/-	Rs. 21/-	Rs. 60/-	Rs. 28/-
Grade II	Rs. 35/-	Rs. 16.25 NP	Rs. 50/-	Rs. 26/-
Grade III & IV	Rs. 25/-	Rs. 12/-	Rs. 40/-	Rs. 20/-

Where the higher of the two amounts is claimed, the claimant will have to surrender 10% of the ordinary D.A. from the claim.

6) Notes: -

- 1) T.A. is admissible for each day of absence from Hqrs. at a place beyond a radius of 8 km. from the place of posting.
- 2) D.A. is not admissible for days of casual leave or holiday availed during the tour but DA is admissible if such holidays are actually spent in camp.
- 3) D.A. can be drawn only during absence on duty from Hqrs.
- 4) If free lodging and boarding are provided only 1/4 of DA is admissible.
- 5) If only free board is provided only 1/2 daily allowance is admissible.
- 6) If only free lodging is provided 3/4 of the DA is admissible.

For ACADEMY OF ...
TECHNICAL EDUCATION

[Signature]
Secretary
[Signature]

