

Pt. Sundarlal Sharma (Open) University Chhattisgarh, Bilaspur
STATUTE NO. 13

CONDITIONS OF SERVICE FOR UNIVERSITY EMPLOYEES

(Refer section 25 (4) of (PSSOU))

PART – 1

APPLICABILITY & DEFINITIONS

1. Save as otherwise provided in the Adhiniyam and the statute, the provisions of this statute shall apply to all employees of the University other than those whose services have been lent to the University by the Central or state Government.
2. In this Statute :-
 - (a) **'Pay'** means the amount drawn monthly from Basic Pay of the Pay Scale by the University employees as:-
 - (i) The pay, other than special pay or additional pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and
 - (ii) **Special** pay personal pay, Technical pay and
 - (iii) Any other emoluments which may be specially classed as pay by the Executive Council.
 - (b) **'Average pay'** means the average monthly pay earned during the 10 complete months immediately preceding the months in which the University employee proceeds on leave or is suspended;
 - (c) **'Substantive pay'** means pay other than special pay personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
 - (d) **'Vacation post'** means a post involving teaching duties in an educational institution entitled to the winter and/summer vacations.
 - (e) **'Normal Rent'** means rent payable under paragraph 20 below.
 - (f) **'Presumptive rent'** in relation to a house belonging to University employee or his spouse or children or father or mother in which he lives and for which he does not pay any rent to any body is:-

1. Where the University employee draws pay in excess of Rs 2550/-
 - (i) The rental value of the house taken into account by the Property Tax officer for calculation of property tax payable to Government.
 - (ii) The rental value determined by local authorities (e.g. Municipal Committee, Corporation. etc.) for any purpose.
 - (iii) The amount certified by the Collector in respect of houses located at his head quarter or by the Sub-Divisional Officer (Revenue in respect of houses located in then other towns in his Jurisdiction, to be the reasonable rent that can be paid for the house.
2. Where the University employee draws Basic pay of Rs. 2550/- the approximate rent which have been obtained, in the opinion of the University employee if it had been let out, subject to the right of verification by the Registrar.

PART II

CLASSIFICATION OF POSTS, APPOINTMENT AND TENURE

3. Posts in the University shall belong to the class and shall carry of pay as given in the appendix.
4. The rates of dearness allowance on pay drawn in the scales in the Appendix shall be as may be sanctioned by the State Government for its employees in pay scales.

Provided that the rates at which dearness allowance is to be paid shall not be sanctioned by the Executive Council except with the prior approval of the State Government .

5. (a) The Executive Council shall have power to appoint the officers of the University other than the Kuladhipati, the Kulpati, the teachers of the University paid by the University and the employees other than class III and class IV employees.
(b) Subject to the Control of the Kulapati, the Registrar shall have the power to appoint the class III class IV work charged and contingency-paid staff of the University.

6. ***The posts in the University service to be filled by direct recruitment will be reserved for the members of Scheduled Castes, Scheduled tribes, OBC, women, handicapped etc, shall be as per rules applicable in the Chhattisgarh state.***

7. Save as otherwise provided in the statutes and the Ordinances the qualifications for appointment to the posts in various classes in the University shall be such as may be determine by the appointing authority from time to time.

The category of posts (excluding teaching, posts and posts of officers of the University) the percentage of such posts to be filled ordinarily by promotion and the lower category from which such promotions are to be made shall be specified by the Executive Council, such promotions shall be considered by the appointing authority once a year ordinarily in the month of October. All promotions shall be made on the basis of seniority cum-merit.

8. The age of retirement of the Non-Teaching staff of the University Employee shall be sixty years, and class IV 62 years the teaching staff shall be as per UGC norms.

Provided that the Executive Council, in a special case, may grant to an employee who has reached the age of super-annuation an extension for a further period not exceeding two years if the Council is satisfied that such extension is in the interest of the University.
9. Ordinarily appointment against a permanent post shall in the first instance be on probation for a period to two years. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed three years.
10. No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by a Medical practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employee. The fees prescribed in case of such examination, shall be paid by the employee.
11. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. where the temporary post is subsequently made permanent is an identical pay scale or the leave vacancy becomes permanent, the temporary appointee if appointed in accordance with the procedure for filling the post on permanent basis shall be deemed to have been on probation for the period of his continues service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.
12. The whole time of a University employee is at the disposal of the University and he may be employed in any manner required by the proper authority, without claim for additional remuneration.

The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive remuneration therefore in the form of a fee, if it is satisfied that this can be done without detriment to this official duties or responsibilities.

Provided that half the amount of the fee so received shall be credited to the fund of the University except in cases. Where honorarium as remuneration for work performed, is occasional in character;

The appointing authority may grant or permit a University employee to receive as honorarium as remuneration for work performed, which is occasional in character;

Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.

13. The head of the Branch of Department or institution under whom the employee is working shall send to the Registrar in the form prescribed by the Kulapati –

a) Every year not later than 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.

b) At least one month before the date of the expiry of the probationary period of a University employee a report about the employee's fitness or otherwise for confirmation in service.

14. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's salary of the employee concerned in lieu thereof no such notice or payment of salary shall be necessary in case of termination of service of work charged or contingency paid employee.

15. (a) If the appointing authority is not satisfied that the work and/or conduct of the employee on probation is satisfactory his service may be terminated. In case of termination of the services of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of the one month.

The probationer may also terminate the engagement by giving one month's notice or one month's salary.

(b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to post held by him before such appointment and such reversion shall not be deemed to be a penalty.

- (c) Every person appointed to a permanent post under the university by promotion or by direct recruitment shall on satisfactorily completing his period of probation be eligible for confirmation in the post.
16. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively. If appointed substantively to another post acquires a lien on the second post and ceases to hold any lien on the first one.
17. A permanent employee shall be required to give three months notice in case he wishes to resign or he shall pay or the University three month's salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice the University shall pay him three month's salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired.
- (a) Provided that where a permanent employee is relieved after three month's notice or payment of three month salary in lieu of such notice to take up appointment else where, his lien shall be maintained in the University for a period to two years from the date of relief or till the date of his confirmation on the other post, whichever is earlier.
18. (a) The services of a University employee may be terminated on any of the following grounds –
- i) Willful neglect of duty,
 - ii) Misconduct,
 - iii) Physical or mental unfitness,
 - iv) When the post he is holding is abolished,
 - v) Conviction in a Court of law for an offence involving moral turpitude.
- (b) The following lapse would constitute misconduct on the part on persons holding teaching posts in the University Teaching Department/School of Studies –

- (i) Failure to perform his academic duties such as lectures, demonstrations, assessment, guidance, invigilation etc.
 - (ii) Gross partiality in assessment of students, deliberately over marking/under marking or attempts at victimization on any grounds.
 - iii) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present.
 - iv) Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
 - v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. This will inhibit his right to express his difference with their policies or decisions.
19. Before leaving University service an employee whether appointed temporarily or on probation or permanently shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, in any, inclusive of Municipal taxes, water and electric charges etc. If he fails to do so the Head of the Branch or institution in which he is employed shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident fund, if he has any or from any other source.
20. A University employee shall subscribe to the Provident fund in accordance with the provisions of the Statutes.
21. An employee of the University shall being to draw the pay and allowances, if any attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.
22. (i) No University employee shall be granted leave of any kind for a continuous period exceeding five years ;

(ii) Where the University employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be a University employee.

Provided that the Executive Council may determine otherwise in any case in view of the exceptional circumstances.

23. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Chhattisgarh Government. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.
24. Qualifications and Conditions of appointment of Teachers and any other post of School of Studies, Study Centres shall be according to UGC/NCTE/AICTE/ State Govt. norms decided from time to time and governed by the Statutes/ Ordinances of the University.

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PART III
RESIDENTIAL ACCOMODATION

25. The Executive Council may make rules laying down the principles governing the allotment of such buildings or such portions thereof: as may be available to employees serving under the administrative control of the University for residential purposes,
26. When University employees mentioned below are provided with unfurnished University quarters, they shall pay monthly rent at the rates specified against them or the sanctioned rent (i.e. the standard rent) whichever is less :
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|---|-------------------------------|
| (a) All University employees belonging to class III or Class IV | - 5 percent of the basic pay |
| (b) All other employees | - 10 percent of the basic pay |
27. The Executive council may decide the rent allowance to its Employees who shall be eligible to house rent allowances at the rates (Sanctioned by the Chhattisgarh Government for its employees)

PART - IV

LEAVE

28. Leave is earned by duty but cannot be claimed as a matter of right. When the exigencies of the University Service so require, discretion of refuse or revoke leave of any description is reserved to the authority empowered to grant it.
29. A University employee, who is dismissed or removed from the University service but is reinstated on appeal or revision is entitled to count his former service for leave,
30. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.
31. A holiday or a series of holiday may be allowed to be prefixed or suffix to leave by the authority competent to sanction leave.
32. If a University employee is recalled to duty before the expiry of his leave, his duty starts on the day on which he joins his post at the head quarters of the university. Till then he will be on leave. He will draw T.A. under the rules for the journey to the head quarters.
33. Unless the University shall determine other wise an employee shall cease to be in service if he is continuously absent from duty for five years, with or without leave, Will full absence from duty after the expiry of leave may be treated as misbehavior, No leave salary shall be paid for the period of such absence, which will be debited against his leave account as though it were leave on half pay.
34. A university employee on leave may not take any service or accept any service or accept any employment, without obtaining the previous sanction of the authority empowered to appoint him.
35. No University employee who has been granted leave on medical certificate may return to duty without first producing a, medical certificate of fitness,
36. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.
37. No leave shall be granted to an employee beyond the date of retirement, except to the extent of leave due to him and applied for by him but refused to be granted to him in the exigencies of service before the date of compulsory retirement.

38. If an employee's service is extended beyond the date of compulsory retirement he may be granted with the period of extension any leave, which having been refused, is being carried forward together with such leave as may have been earned during the extended period: If in good time the leave due, in respect of the period of extension, is applied for and is refused in the exigencies of service, he may be granted after the expiry of the period of extension, the earned leave due on the date of compulsory retirement which on its refusal he is carrying forward plus leave earned in respect of the extended period minus the leave consumed, if any, during the period of extension subject to the maximum limit of 240 days.
39. Leave or extension of leave on medical certificate shall not be granted to an employee after the date on which he is declared, by a competent medical authority to be permanently incapacitated for further service.
40. The leave account of every employee shall be maintained in the form prescribed. No leave shall be sanctioned, unless the title there to is certified by the officer, who is required to maintain the leave account.
41. A Service Book shall be maintained for every employee. In these books every relevant event in the employee's official life should be recorded, each entry being attested by the head of his office or an officer to whom the power has been delegated. At a fixed limit early in the year, the service books should be taken up for recording a verification certificate.
42. A permanent employee of the University earns 30 days EARNED LEAVE in a calendar year which will be credited on his leave account in two installments i.e. 15 days on 1st January and 15 days on 1st July, provided that he ceases to earn any more when the leave earned due amount to 240 days. The maximum earned leave that can be granted at one time is 120 days.
43. An employee other than a permanent employee earns earned leave at one by twenty two of the period spent on duty during the first year of continuous service and at one-eleventh of the period spent on duty during the first year of continuous service and at one-eleventh of the period spent on duty thereafter, When the leave earned and due amounts to 60 days, he ceases to earn any more,

Provided that the provisions of paragraph 36 shall apply to an employee not in permanent service but who has completed five years of continuous services.

44. An employee other than a permanent employee who is appointed substantively to a permanent post, without interruption of duty will however be credited with earned leave calculated at one eleventh of the period spent on duty from the date of his appointment reduced by any earned leave already taken.
45. **(a)** Earned leave admissible to such an employee serving in a vacation post in respect of duty performed in any year in which he avails himself of the full vacation;
- (b)** The earned leave admissible to such an employee in respect of any year, in which he is prevented from availing himself of the full vacation, is such proportion of 30 days earned leave as the number of days of vacation not taken bears to the full vacation;
- (c)** If in any year the employee does not avail himself of the vacation at all he earns earned leave in that year to the same extent as an employee serving in a non-vacation post earns under these rules
- Provided that no earned leave shall be admissible under this clause in respect of the first year of service to an employee other than a permanent employee,
- (d)** The total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 210 days.
- (e)** Vacation be taken in combination with or in continuation or any kind of leave, provided that the total duration of vacation and earned leave taken in conjunction shall not exceed the limits of 120 or 60 days as prescribed in Para 36 & 37 respectively,
46. The half pay leave admissible to a permanent employee with five years continuous service in respect of each completed year of service' is 20 days, No half pay leave is admissible to an employee other than a permanent employee or a temporary employee with five years continuous service provided that if such an employee is appointed substantively to a permanent post without interruption of duty, he will be credited with half pay leave at the rate of 120 days for each completed year from the commencement of his service. Half pay leave may be granted either on medical certificate or on private affairs, In either case it shall not be granted unless the authority competent to sanction the leave is satisfied that the employee will return to duty on its expiry it may however be include in the grant of leave expressed to be preparatory to retirement.

47. COMMUTED LEAVE -

Not exceeding half the amount of half pay leave due may be granted on medical certificate only to a permanent employee or a temporary employee with five years of continuous service subject to the following conditions:-

- (i) Commuted Leave during the entire service is limited to 240 days.
- (ii) Twice the amount or commuted leave granted shall be debited against half pay leave due.
- (iii) Not more than 90 days of commuted leave can be granted at a time without Medical ground.
- (iv) The total duration of commuted leave and earned leave taken in conjunction shall not exceed 210 days.
- (v) No commuted leave may be sanctioned unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- (vi) Commuted leave shall not be granted preparatory to retirement.
- (vii) It can only be granted on the strength of a certificate of the Medical Authority declared competent for the purpose.

48. LEAVE NOT DUE -

May be granted to a permanent employee for a period not exceeding 360 days during his entire service or of which not more than 90 days at a time and 180 days in all may be without medical certificate. Such leave will be debited against the half pay leave which the employee may earn subsequently. Leave not due may be granted, only if the authority competent to sanction leave is satisfied that the employee will return to duty on its expiry and will earn that much half pay leave by subsequent service. Leave not due is not admissible to an employee other than a permanent employee.

49. (i) EXTRAORDINARY LEAVE.

May be granted to an employee -

- (a) When no other leave is admissible or.
- (b) When the employee applies in writing for such leave even though leave is admissible.

(ii) The duration of extraordinary leave shall not exceed the limits. Indicated below on any one occasion -

- | | |
|------------------------|-----------|
| (1) Permanent employee | 4 months. |
| (2) Temporary employee | 3 months. |

Provided that the Executive Council may grant extraordinary leave for a longer period when the employee is undergoing treatment for;

(a) Pulmonary Tuberculosis in a recognized leprosy institution (or by a civil Surgeon) or a Specialist in Leprosy recognized by the University or for higher studies research certified to be in the interest of University service.

(iii) If an employee other than a permanent employee fails to return to duty on the expiry of the leave granted to him he shall be deemed to have resigned his appointment and shall forth with cease to be in service.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

50. (a) An employee an earned leave is entitled to leave salary equal to the average pay or the substantive pay to which he was entitled immediately before the commencement or the leave whichever is greater.
- (b) An employee on commuted leave is entitled to leave salary equal to twice the amount admissible during the half pay leave;
- (c) An employee on extraordinary leave is not entitled to any leave salary;

51. (a) SPECIAL DISABILITY LEAVE

May be granted to a University employee whether permanent or temporary, who is disabled by injury caused in, or in consequence of' the due performance of his duties, or in consequence of his official position.

(b) The period so leave granted shall be such as is certified by a competent or medical authority to be necessary to be necessary. and shall in no case exceed 24 months.

(c) Special disability leave may be combined with leave of any other kind and shall be counted as duty.

52. Special disability leave may also be granted to an employee who is disabled by injury accidentally incurred in the due performance of his duties or by illness incurred in the performance of any particular duty, involving more risk than is ordinarily attached to his

post.

53. Leave salary during the period of special disability leave shall be equal:
- (i) for the first four months of such leave to average pay:
 - (ii) for the remaining period, to half average pay.

54. (A) ACADEMIC LEAVE:

May be granted for Visiting Fellowship/Visiting Professorships/Collaboration work in other Laboratories and/or invited lectures at University Level in the Country or abroad.

(i) Academic leave shall not be granted to any employee less than five years service and to those who are due to retire within the next 3 years.

(ii) It would be restricted to a total of the 12 months only in the entire tenure of PSSOU University Service either in one instance or in installments.

(iii) During academic leave salary in full along with other benefits shall be admissible. The Coordination Committee decided to approve the proposal subject to the following condition.

(a) That such leave shall be called "Special Leave for academic Improvement and

(b) That the teacher who is granted such leave shall be required to execute a bond with the University to serve it for a period of two years on return from leave or to pay to the University a sum equivalent to his salary for two years.

B) STUDY LEAVE:

Study leave may be granted to an employee to enable him to undergo, in or out of India, a special course of study in a professional or technical subject connected with the sphere of his duty or for a course of training to study tour certified to be of advantage to the University. The leave may be granted by the appointing authority on the following conditions

(i) Study leave shall not be granted to an employee of less than five years service or to one who will retire within a year;

(ii) It is restricted ordinarily to 12 months at any time and 24 months in all during the

entire service;

(jii) It may be combined with other kinds of leave, including extraordinary leave provided that the total absence shall not exceed 36 months including vacation.

(iv) During study leave salary shall be paid at one half of the leave salary admissible during earned leave.

(v) Study leave shall be treated as extra leave on half average pay and shall not be debited to the leave account.

(vi) Study leave shall count as service for promotion, seniority and increment, but not for leave;

(vii) A University employee may receive in addition to leave salary a scholarship or stipend that may be awarded to him.

55. (a) A woman employee whether temporary or permanent, may granted MATERNITY LEAVE on full pay for a period which may extend to three months from the date of it commencement or up to six weeks from the date of confinement which ever is shorter.

Maternity leave may also be granted in the case of abortion or miscarriage but the period is limited to what is recommended by the competent medical authority, subject to a maximum of six weeks from the date of the occurrence.

(b) Maternity leave is not debited to the leave account. Leave of any other kind may be granted in continuation of such leave, if the request is supported by a medical certificate.

(C) A male Employee whether temporary or permanent may granted paternity leave on full pay for a period of 15 days from the date of delivery of his wife up to one child.

56. (a) Hospital Leave may be granted to permanent Class IV employees of the University, whose duties expose them to special risk accident or illness and who are under medical treatment for illness or injury in a hospital or dispensary, either as indoor or outdoor patients, the period of leave is restricted to six months in any term of three years.

(b) Hospital leave as above is granted on half average pay. The leave is not debited against the leave account and it may be prefixed or affixed to any other kind of leave.

57. Leave may be granted to a probationer, if it is admissible under the leave rules which would be applicable to him, had he held his post substantively otherwise than on

probation.

NOTE:

Leave on medical certificate on half average pay shall not be granted to a probationer for a period going beyond the probationary period, unless and until it has been decided to confirm him on his appointment.

A) CASUAL LEAVE:

- (i) Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty and his pay is not intermitted, casual leave cannot be claimed of right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year from 1st January to 31st December except in regard to those employees who are governed by the factories Act.
- (ii) Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence, including Sunday and other holidays shall not exceed 8 days at a time.

Note: Holidays or Sundays falling between will not count as casual leave.

- (iii) Casual leave cannot be combined with any other kind of leave.

(B) Special casual leave

- (i) An employee summoned to serve as Juror or assessor or to give evidence before the Court of Law as a witness in a Civil or Criminal case in which his private interests are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (ii) It may also be granted when an employee deputed to attend reference libraries of other institutions and conference or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committees appointed by the Universities/Government/University Grants Commission /Distance Education Grant Commission any other academic Organization, lecturing and examination work, or such other work as may be specified by the Executive Council.
- (iii) Special casual leave under clause (ii) shall be admissible only for non-remunerative work and shall not exceed fifteen days in a Calendar year.

Provided that non-remunerative work on the Committees appointed by any University/ Government /U.G.C./D.E.C. any other academic organization, the Kulpati may, at his discretion, Sanction Special casual leave for a further period not exceeding fifteen days in a calendar Year.

(c) In case of University employee selected under the various Cultural Exchange/National Lecture Exchange programme etc. sponsored by Government of India/ State Government / U.G.C./D.E.C. and other statutory bodies as a member of delegation or to deliver specialized lectures in India or abroad the period of absence from the University shall be counted as duty.

58. Leave to the extent prescribed below but not exceeding in any case the period earned may be sanctioned by the authority mentioned against each.

A. CASUAL LEAVE:

<u>Category</u>	<u>Sanctioning Authority</u>
(i) Heads of Departments & Registrar	Kulpati
(ii) Departmental employees (Teachers, Laboratory, Ministerial and class IV staff)	Head of the Department concerned.
(iii) Registrar's Office staff;	Registrar

B. SPECIAL CASUAL LEAVE :-

All employees other than Kulpati. Kulpati

LEAVE OTHER THAN CASUAL OR SPECIAL CASUAL LEAVE :-

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|--------------------|-----------------------------|
| 1. Earned Leave | 2. Commuted Leave |
| 3. Leave not Due | 4. Sepcial Disability Leave |
| 5. Academic Leave | 6. Study Leave |
| 7. Maternity Leave | 8. Hospital Leave |

S.No.	Category	Sanctioning Authority	Maximum period of sanction, if any.
1	Kulpati	Kuladhipati	To the maximum extent due
2	Head of the Dept. & the Registrar	Kulpati Executive Council	Up to 2 months. More than 2 months
3	All class I & class II employee.	Kulpati Executive Council	Up to 3 months. More than 3 months
4	Class III and Class IV, Staff of the Teaching Deptt.	Application through Head of the department concerned Kulpati.	Up to 1 month
5	Class III & Class IV staff	Registrar Kulpati	Up to 1 months. More than 1 months
6	Other thanin (IV) above	Kulpati	More than one month

59. The salaried employees of the University shall be permitted the benefit of surrendering earned leave for purpose of encashment as per orders issued by the state Government for its employees from time to time.

Provided that subscription towards contributory Provident Fund shall not be deducted from such surrendered leave salary nor the University shall contribute its share for this surrendered leave.

60. Not with standing any thing contained in this Statute the rules framed and directions issued by the State Govt. of Chhattisgarh shall apply.

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PART-V

SUSPENSION, PENALTIES AND Disciplinary AUTHORITY

- 1) The appointing authority may by an order place an employee, under suspension:-
 - a) Where a disciplinary proceeding against him is contemplated or is pending

OR

 - b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
 - 2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority:-
 - (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours.
 - (b) With effect from the date of his conviction, if in the event of a conviction of an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such notification.
 - (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.
 - (4) Where an employee is suspended or is deemed to have been suspended (whither in connection with any disciplinary proceeding or otherwise and is connected against him during the continuance of the suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings,
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- 61.(1) The appointing authority may, for good and sufficient reasons, impose on an employee the following penalties:
 - (a) Censure;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders;
 - (c) Withholding of increments of pay;
 - (d) Reduction to lower time scale of pay grade or post
 - (e) Compulsory retirement;

- (f) Removal from service;
 - (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the University, besides the above, the penalty of fine not exceeding rupees five may be imposed on a class IV employee for petty carelessness, unpunctuality, idleness or similar Misconduct of a minor nature.
- (2.) *The* appointing authority may institute disciplinary proceeding against an employee or the University
- (3) No order imposing any the penalties specified in sub paragraph (l) above other than fine shall be made except in accordance with the procedure for imposing penalties on Government servant prescribed by the Chhattisgarh Government and in force at the time the appointing authority orders an inquiry against the employee concerned.
62. (1). Where *any* penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the executive Council with in thirty days from the date on which a copy of the order appealed against is delivered to appellant.
- (2) Where any penalty is imposed on an employee by the Executive Council, he may prefer *an* appeal to the Kuladhipati with in thirty days from the date on which appeal relies.
- (3) The authority which made the order appealed against shall on receipt or a copy to the appeal forward the relevant records there on together with the relevant records to the appellate authority with out *any* avoidable delay and with out waiting for any direction form the appellate authority.
63. i) The appellate authority may confirm, enhance, reduce or set-aside the penalty imposed the penalty with such directions as it may deem fit in circumstances of the case.
- (ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.
64. A University employee under suspension shall not be granted *any* leave.
65. (a) An employee under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the leave rules, *if* he had been on earned leave and in addition dearness allowance, if admissible on such leave salary,

Provided that where the period of suspension exceeds one year, the authority, who ordered the suspension, - (a) shall *increase* the amount of subsistence allowance by an *amount* not exceeding 50% of the amount paid during the first year, if the period of suspension has been prolonged for reasons not attributable to the University employee, or

(b) May reduce the subsistence allowance by a suitable amount not exceeding 50 percent of the amount paid *during* the first year, if the period of suspension has been prolonged due to reasons directly attributable to the University employee.

(c) He shall also be entitled to *any other* allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted. No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other business, profession or vocation.

66. When a University employee who was been dismissed, removed or suspended, is reinstated, the authority competent to order reinstatement shall make a specific order
- (a) Regarding the pay and allowances to be paid the employee for the period of his absence from duty; and
 - (b) Whether or not the said period shall be treated as period spent on duty for all purposes.

PART – VI

Miscellaneous

67. Every employee shall at all times:-
- a) Maintain absolute integrity:
 - b) Show devotion to duty: and
 - c) Do nothing which is unbecoming of an employee or the University.
68. No employee shall join or continue to be a member *of* such association the object or activities of which are prejudicial to the interest of the University or public order, decency or morality.
69. No employee shall:-
- (i) Engage him self or participate in any demonstration which is prejudicial to the interest of the university, public order, decency or morality or which involves contempt of court defamation or incitement *to* an offence, or
 - (ii) Resort *to* or, in any way, abet any form *of* violence in connection with any matter pertaining
70. (i) No employee shall except with the previous sanction *of* the University own wholly or in part or conduct, or participate in the editing or management *of* any newspaper or periodical publication.
- (ii) No employee shall except with the previous sanction of the University or the prescribed authority or in the benefited discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any newspaper or periodical or write a book
- Provided that on such sanction shall be required *if* such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
71. No employee shall except in accordance with any general or special order of the University or in the performance in good faith *of* the duties assigned to him, communicate, directly or indirectly, an official document or any part there of or information to any other employee or any other person to whom he is not authorized to

communicate such document or information,

72. No employee shall bring or attempt to bring any political or other influence or bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
73. No University employee shall, except with the previous written sanction of the University, join any college/school or appear at any examination conducted by the University or any other University or board.

Permission to attend classes or take an examination will be granted only, only if it is consistent with University interest and it cannot be claimed as of right.

74. No University employee except those specifically employed on a part time basis shall without the previous permission of the University, apply for any post, outside the University.
75. Any infringement of provisions of this Statute shall be regarded as subversive of good discipline and misconduct and will well justify the initiation of disciplinary action against such employee

APPENDIX

The Classification and Scale of Pay for the posts in the University shall be as under:

Class I

S.No,	Designation	Scale of Pay
1	Kulpati	Fixed Pay Rs. 25000/-
2	Registrar, Regional Director (as per L.no. F 3-32/2005 /Hr.Edu./38, Dt. 25-04-2006)	16400-22400
3	Controller Examination as per L.No. F 3-32/2005/Hr.Edu./38, dated 28-06-2005	12000-18300
4	Controller University Press	12000-375-16500
5	Finance Officer (on deputation from state finance service) L.No. F 3-32/2005 /Hr.Edu. / 38, dated 28-06-2005 Deputy Registrar Deputy Librarian University Engineer Senior System Programmer	12000-18300

Class II

S.No	Designation	Scale of Pay
1	Librarian Secretary to V.C. Asst. Registrar as per L.No. F 3-32/2005 / Hr.Edu./38, dated 28-06-2005	10000-15200
2	Asst. Engineer	8000-13500
3	Computer Programmer Section officer	6500-10500

Class III

S.No	Designation	Scale of Pay
1	Senior Superintendent P.A. to Kulpati P.A. to Registrar Asst. Computer Programmer	5500-175-9000
2	Technical Asst. Grade - I Sub Engineer Asst. Librarian	5000-150-8000
3	Ass. Grade – I Stenographer Grade – II Technical Asstt. Grade – II Lab Asstt. Accountant Grade – I	4500-125-700
4	Asst. Grade -II Cashier	4000-100-6000
5	Computer Operator	3500-5200
	Asst. Grade – III, Library Asst., Printing Asstt. Driver/Supervisor, Machine man (Offset machine operator) Stenographer Grade III	3050-75-3950-80-4590

Class IV

S. No.	Designation	Scale of Pay
1	Book Lifter , Sweeper , Book Attendant Daftar	2610-60-3150-65-3540
2	Peon Choukidar Khansama Cook Farrash/Driver Helper	2550-55-2660-60-3200

APPENDIX
Teaching Staff

The Classification and Scale of pay for the posts in the University shall be as under :

Class I

S. No.	Designation	Scale of Pay
1	Professor	16400-450-20900-500-22400
2	Reader	12000-420-18300

Class II

S. No.	Designation	Scale of Pay
1	Lecturer	8000-275-13500

Class III

S. No.	Designation	Scale of Pay
1	Technical Asstt. Grade –I	5000-150-8000
2	Technical Asstt. Grade –II	4500-125-7000

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(कुलाधिपति, पं. सुन्दरलाल शर्मा मुक्त विश्वविद्यालय बिलासपुर के आदेशानुसार राज्यपाल के अवर सचिव, छत्तीसगढ़ के पत्र क्रं. एफ 14-41/07/रास/यू.6 दिनांक 24.05.2008 के द्वारा अनुमोदित)