

**14.00.03** No employee, unless officially required to do so, shall bring into school/college any goods, equipment, implements, materials electronic gadgets etc which are used in the school/college. Any employee found in unauthorized possession of any goods, equipment, implements, articles, gadgets, materials etc which are in use in the school/college or kept in stock in the school/college are not normally carried by the person, will deemed to have come into possession of such goods.etc. by improper means. The management may confiscate such goods, and such unauthorized possession may attract disciplinary as well as any other action as deemed fir by the management.

#### **14.01.00 SALARY AND BENEFITS**

**14.01.01** The salary/scale of pay and allowances of an employee shall be fixed by the education society . No change in the salary or pay will be granted on the request of the employee, but is upgraded as per the service rules and regulations.

**14.01.02** Every employee shall normally be paid his/her salary before the 7<sup>th</sup> of the following month.

**14.01.03** Only those who have served continuously for Nine Months of the academic year prior to the vacation are entitled to vacation pay, if they continue in service after the vacation.

**14.01.04** Annual increments as prescribed in the pay scales shall ordinarily be sanctioned as a matter of course.

**14.01.05** The annual increment is permissible only after completing probation period.

**14.01.06** Employees who fail to put up continuous service during the year will not be eligible for increment.

**14.01.07** When an employee working in a lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due only after the employee completes one year of service in the higher post and after confirmation in the higher grade.

**14.01.08** The management may deduct from an employee's salary any dues such as Income Tax, Savings fund, recovery towards advances, damage or loss of institutional property, penalties and fines, contributions to various approved activities, unauthorized absence from duty and any other legitimate deductions.

#### **14.02.00 PROVIDENT FUND**

**14.02.01** The Provident Fund facilities shall be available to employees in accordance with the provisions contained in the Employee's Provident Fund and miscellaneous Provision Act, 1952 as amended from time to time.

**14.02.02** Employees who are drawing more than fifteen thousand per month at the time of joining are not covered at present under the Provident fund. They are called excluded employees under the act and neither contributions from management nor deductions from salary shall be done from their salary for the purpose of provident fund .

**14.02.03** The Provident fund deduction is at present limited to 12% of the wages upto Rs.15,000 only . The institution shall also invest an equal amount.

**14.02.04** When the PF amount is not surrendered to PF department, the amount of each employee shall be held by the institution in a Nationalized or scheduled bank, and following rules will apply for returning the amount:

- a. If the employee resigns or leaves the school/college before the expiry of Five years of service, he shall be entitled to receive only the amount contributed by him to the fund
- b. But if he leaves after Five years of service, the full balance in the fund will be credited to his/her account. The deposits and contributions with interest thereof will be withdrawn and paid to the employees or his/her nominee or legal heir : (i) on the demise of the employee (ii) on resignation as the case may be.
- c. The subscriber's pass-book will be kept with the Principal for the time of his service in the institution.

## 14.03.00 GRATUITY BENEFIT

- 14.03.01 The gratuity benefit scheme in the way formulated below will be applicable only to the permanent and full time employees of the school/ college. If a better scheme is adopted later, the present one will stand withdrawn.
- 14.03.02 Gratuity will be payable to a confirmed employee or his/her nominee on the termination of his/her employment after he/she has rendered continuous services for a period of not less than five years and will be payable on his retirement/resignation from service, retirement on medical grounds or his demise. Employees dismissed from service shall not be eligible for gratuity. In case of death of an employee, gratuity will be paid to his nominee. If this nominee is to be other than that of provident fund, a separate nomination has to be specially made.
- 14.03.03 **The quantum of benefits to be paid is as follows:**
- (a) For every completed year of service or part thereof in excess of six months, gratuity payable is calculated at the rate of half month's of last drawn salary, which includes the basic pay plus dearness allowance. The period of leave without pay will be excluded for calculation of the number of years of service for gratuity. A completed year of service means continuous service for One year i.e. only leave with salary will be considered as continuous service.
  - (b) Gratuity is calculated at 15 days wages last drawn by the employee for each completed year of service. The monthly wage is divided by 26 and multiplied by 15. In computing a completed year of service, the period in excess of Six months shall be taken as full year.
  - (c) The amount of gratuity to an employee shall not exceed 20 months' salary subject to the **maximum of Rs. Three Lakhs.**
  - (d) Payment of gratuity to an employee or his/her dependants is subject to deduction of any liability of the employee to the institution by the Principal shall be binding, subject, however, to any appeal to the President of the Governing Body whose decision shall be final.

- (e) In the event of a dispute on any matter arising under this scheme, the decision of the governing body shall be binding subject however to an appeal to the chairman of the society, whose decision will be final.

#### **14.04.00 Forfeiture of Gratuity**

Gratuity can be forfeited, where an employee has been terminated :

- (1) For any act, willful omission or negligence causing any damage or loss to or destruction of any property belonging to the employer, to the extent of such loss or damage.
- (2) For rituous or disorderly conduct or any act of violence on his part.
- (3) For any act of which constitutes an offence involving moral turpitude, provided the offence has been committed by him/her in the course of his/her employment.

#### **15.00.00 Leave Rules and Procedures:**

**15.01.01** Leave means authorized absence from duty.

**15.01.02** Leave cannot be claimed as a matter of right, it is granted if there is availability of leave to the credit of the employee. Though it is a privilege, it can be refused by the sanctioning authority on a reasonable grounds keeping in mind the welfare of the institution, e.g. there is a limit beyond which depletion of staff cannot be permitted. Leave of whatsoever kind must be got sanctioned, before it is availed. Such sanction can not be assumed or taken for granted.

**15.01.03** When exigencies of service demand, leave of any description may be refused or revoked by the leave-sanctioning authority.

**15.01.04** Leave year shall run with the academic year except as otherwise provided in the rules. Leave shall be earned by periods spent on duty only.

**15.01.05** Leave, except weekly off and public holidays, should always be applied for and sanctioned before it is availed of, except in case of emergency

in which case a leave application must follow immediately, as a rule. In order to avoid inconvenience, an employee who desires to obtain leave of absence shall apply in writing to the Principal in advance.

- 5.01.06** Leave ordinarily begins and ends on the dates for which it is sanctioned. Weekly offs, public holidays and restricted holidays may be prefixed or suffixed to leave except in the case of casual leave. An employee shall not be entitled to the benefit of such holidays if the same fall within the leave period.
- 5.01.07** If an employee, after proceeding on leave, desires an extension thereof, he/she shall, before the expiry of the leave originally granted to him/her, make an application in writing, giving sufficient time to the Principal to respond. The latter shall send to the employee a reply either granting or refusing extension of leave to his/her leave address. Every employee, going out of station on leave, shall furnish in his/her leave application, the address of his/her outstation.
- .01.08** Under no circumstances leave will be extended, once the leave period expires and/or the employee has not joined duty.
- .01.09** All application for medical leave shall be supported by medical certificate. The employee concerned may be required to appear before and produce a certificate from a registered medical practitioner or the authority nominated by the management. In case an employee refuses to do so, he/she will be considered absent.
- .01.10** In case an employee remains absent from duty on the pretext of being sick, the management may direct the employee to report to the institution immediately and get himself/herself examined by a doctor designated for the purpose. Its cost shall be borne by the management.
- .01.11** Leave is not deemed to have been granted unless sanction is given. An employee absenting himself/herself when leave is not granted will be marked absent and will not earn wages for the period of his/her absence. Further, he/she renders himself/herself liable to disciplinary action or other consequences under the Service Rules including abandonment of service.

- 15.01.12** An employee, who has been granted leave on medical grounds, is required before resuming duty to produce a medical fitness certificate from a registered medical practitioner.
- 15.01.13** No leave shall be granted beyond the date on which an employee must compulsorily retire.
- 15.01.14** An employee who is detained in custody for more than 48 hours on a criminal charge or otherwise, or is undergoing imprisonment, shall be deemed to be suspended from service and should he/she not report back within a month, it will be presumed that he/she has abandoned the service.
- 15.01.15** An employee is eligible for all Sunday and public holidays notified in the institution calendar. However if the Principal wants to convene a meeting on any of the Sundays or any public holiday for a special purpose, the employees are excepted to come to the institution even on a holiday for such meetings.
- 15.01.16** Teachers appointed on contract basis for a specified period may be granted leave in accordance with the terms of the contract.
- 15.01.17** Teachers on Probation and Temporary basis are not eligible to the benefits of the leave rules except those pertaining to the casual leave. They shall not however be entitled to any leave till they have served the institution for a minimum of sixty days.
- 15.01.18** No leave will be sanctioned on the re-opening and closing day as well as during the examination days in the school/college. Any employee who fails to report for duty after summer vacation on the re opening day or after short vacations like Dusshera, Deepawali, Christmas etc. shall be liable to lose the salary of the vacation period.
- 15.01.19** If an employee fails to report to duty within two days after completion of his casual leave or within seven days of the expiry of maternity leave or summer vacation his services shall be liable to be terminated.
- 15.01.20** An employee who is absent either on the last or the first working day of the vacation shall not be entitled to the vacation pay, ensuing or preceding respectively.

- 15.01.21** An employee arriving late or leaving before his duty hours or a teacher missing the class shall be marked half day leave in the attendance register.
- 15.01.22** Sick leave and casual leave in excess will be treated as leave without pay.
- 15.01.23** Disciplinary action may be initiated against an employee who chronically and frequently apply for leaves and shows an attitude of lethargy and dereliction of duty by taking more leave.
- 15.01.24** An employee shall not be entitled for any leave after he has tendered his resignation.
- 15.01.25** No person on leave may return to duty before the expiry of the period of leave granted to him except with the permission of the competent authority.
- 15.01.26** A leave on the Parents-Teachers meeting day Annual day, sports day, school fete, function day, Patron's day, National festival day, etc shall be considered as two casual leaves, absence in these days without sanction of leave would invite, besides forfeiting the day's pay, disciplinary action against the employee.
- 15.01.27** Employees who are teachers shall be entitled to vacation leave when the school/college is closed every year. An employee shall be eligible for vacation salary only if he/she has put in Nine(9) months of unbroken service prior to the holiday period and continues in service after the holidays. Employee will have to be present on the closing and re-opening day if he is to be eligible for vacation salary.
- 15.01.28** Non teaching staff employees are entitled to 15 days vacation leave. If no leave is taken they are entitled to get a pay in lieu of leave. They shall endeavor to finish their leave during the summer vacation.

## **15.02.00 Causal Leave:**

**15.02.01** Casual leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work.

**15.02.02** No employee has the right to the grant of causal leave. The Principal, empowered to grant causal leave, may refuse or revoke causal leave at any time according to the exigencies of service and the need of the institution.

**15.02.03** Ordinarily an employee may avail two casual leave in a month. The extra leaves taken in Excess will be categorized as "leave without pay" and at the end of the month, the amount of salary for such days shall be deducted from the salary by dividing the monthly salary by 30 working days.

**15.02.04** In an extraordinary and exceptional situation an employee may be permitted to take more than two days casual leave at the discretion of the Principal.

**15.02.05** The number of holidays prefixed or suffixed to two causal leaves, shall also be treated as casual leaves. Any national or school calendar holidays interposed between two casual leaves will be treated as part of casual leave .

**15.02.06** No employee may, except in unavoidable circumstances like sudden illness, avail himself of casual leave, unless it has been sanctioned by the Principal.

**15.02.07** Casual leave admissible is 10 days in a academic year .

**15.02.08** A temporary teacher is eligible for one-day casual leave per month after 2 months of joining duty.

**15.02.09** Casual leave is granted by the Principal of the institution.

**15.02.10** Casual leave shall not be combined with any other leave.

**15.02.11** All balance of casual leave, not taken during the academic year, lapses at the end of the academic year and cannot be carried forward to the next academic year.



- 15.02.12 Absence on any day observed by the institution, as a half-working day is not to be treated as a half-day's leave but casual for a full day.
- 15.02.13 Late arrival and early departure for personal purposes is considered as half day of absence.
- 15.02.14 Number of Causal leave should not exceed more than five in the 1<sup>st</sup> half of the academic year.
- 15.03.00 **Medical Leave:**
- 15.03.01 A permanent employee may be granted ten days medical leave with full pay on medical grounds for each academic year of service, provided it is supported by a medical certificate of a registered medical practitioner, that will satisfy the institution authorities.
- 15.03.02 Certificate of fitness must also be produced at the time resuming the duty if it is so demanded by the head of the institution. The institution authorities retain the right to appoint a registered medical practitioner to examine such an employee.
- 15.03.03 Medical leave cannot be granted for less than 3 days. A sick leave for less than three days will be considered as casual leave. Sick leave of three days or more than shall be supported by a medical certificate from a doctor approved by the Principal of the institution.
- 15.03.04 Medical leave can be accumulated only up to **60 days. beyond which the same shall lapse automatically. However the medical leave shall not be sanctioned more than one month at a time.**
- 15.03.05 For computation of medical leave all intervening Sundays and holidays shall be counted.
- 15.03.06 In case of frequent applications under this category, the management will have the right to get any employee examined by a physician of its choice or to ask the employee to get the medical certificate countersigned by the Chief Medical Officer of the concerned District.
- 15.03.07 Medical leave shall not be combined with any other leave.

- 15.03.08 The manager is the competent authority to sanction Medical leave to the teaching staff and head of the institution is the competent authority to sanction medical leave to the non-teaching staff.
- 15.03.09 In case of frequent applications for sick leave, if the Principal is of the opinion that the illness of an employee prevents him/her from discharging his/her duties efficiently, and that it will be in the interest of the institution to send such an employee on compulsory leave without pay, the employee shall proceed for leave for a period determined by a competent medical practitioner approved by the Manager, but not for more than a maximum of two months.
- 5.03.10 If the employee fails to recover in the given period and his/her ill health persists for two months or more the employee shall have to resign the post or his/her services may be terminated by the institution on medical grounds.
- 5.04.00 **Maternity Leave:**
- 5.04.01 Notice of maternity leave should be given at least two months prior to the leave.
- 5.04.02 All confirmed, regular, women employees of the school/college are entitled to maternity leave benefits.
- 5.04.03 Maternity leave in full pay may be granted to a married woman, permanent employee for confinement for a period which may extend up to a maximum of **two** months from the date of its commencement irrespective of its duration, before or after confinement. The second months salary shall be released only after rejoining the duty and after completing one months salary
- 15.04.04 In calculating **two** months, calendar months are taken in to account and all holidays and leave occurring in those months are included.
- 15.04.05 Maternity leave can be availed of only twice during the period of one's service.