

JECRC UNIVERSITY JAIPUR SERVICE RULES, 2017

General

Short title and commencement.- (1) These rules may be called the JECRC University Jaipur Educational Service Rules.

(2) They shall come into force at once.

Definitions.- Appointing Authority' means the Management of JECRC University in respect of all the posts of teaching and non-teaching of the University.

Recruitment

Methods of recruitment-¹[(1) Recruitment to the service shall be made by the following methods

- (a) by direct recruitment
- (b) by Promotions

Recruitment to the service by the aforesaid method shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the rules/ schedule of the total cadre strength as sanctioned for each category from time to time.

Provided-

- (i) that if the appointing authority is satisfied that suitable persons are not available for appointment by either method of recruitment in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made .
- (ii) The employee is physically fit and does not suffer from any of the disqualification for recruitment for the post concerned.

Reservation of vacancies for Schedule Castes and the Scheduled Tribes:

Reservation of vacancies for the Scheduled Castes and Scheduled Tribes shall be in accordance with the orders of the Government for such reservation in force at the time of recruitment.

The vacancies so reserved for promotion shall be filled in by seniority-cum –merit and merit.

In filling the vacancies so reserved the eligible candidates who are members of the Schedule Caste and the Schedule Tribes shall be considered for appointment in the order in which their names appear in the list prepared for direct recruitment by the University ,

Appointments shall be made strictly in accordance with the rosters prescribed separately for direct recruitment and promotion. In the event of non-availability of the eligible and suitable candidates amongst Scheduled Castes and the Scheduled Tribes as the case may be, in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

In filling the vacancies so reserved, the candidates who are members of the Scheduled Castes and the Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list irrespective of their relative rank as compared with other candidates.

In the event of non-availability of the sufficient number of candidate amongst the Schedule Castes and the Scheduled Tribes in a particular year vacancies need not be kept reserved and shall be filled in accordance with the normal procedure.

Note- The reservation shall be calculated on the basis of total vacancies for the particular year. Promotions shall be made irrespective of caste or tribe.'

Reservation of vacancies for Other Backward Classes- Reservation of vacancies for other Backward Classes shall be in accordance with the orders of the Govt. for such reservation in force at the time of direct recruitment. In the event of non-availability of eligible and suitable candidates amongst other Backward Classes in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

Reservation of vacancies for Woman candidates-Reservation of vacancies for woman candidates shall be 30% category wise, in direct recruitment. In the event of non- availability of the eligible and suitable woman candidate in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure.

Determination of vacancies

- (a) the Appointing Authority shall determine on 1st July every year, the actual number of vacancies occurring during the financial year.
- (b) the appointing authority shall determine every year the number of existing vacancies and those anticipated during for the following twelve months and the number of persons likely to be appointed to the service by each method. The next determination of vacancies shall be done just before the expiry of twelve months of the last determination of vacancies.
- (c) The Appointing Authority shall determine every year the number of existing vacancies and
- (d) those anticipated in next twelve months which are to be filled by promotion of persons already in the Service.

The Appointing Authority shall also determine the corresponding vacancies of earlier year, if any, year-wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year in which they were required to be filled in accordance with sub-rule

Age- A candidate for direct recruitment to a post must have attained the age of 22 years on the first day of July next following the last date fixed for receipt of applications:

Provided –

- (i) that the upper age limit shall be relaxed by 5 years in the case of women candidates, candidates belonging to Scheduled Castes or Scheduled Tribes.

- (ii) that there shall be no age limit in the case of widow and divorce women.

Academic and technical qualification and experience-

- (i) The minimum qualification and experience for appointment and promotion of teachers and other academic staff in the University will be as per the minimum requirements for maintenance of standards in higher education laid down by UGC and other regulatory bodies in higher education. However, the minimum qualification for the post of Assistant Professor will be Ph.D. in all faculties except for the Engineering Faculty, where it will be M.Tech.
- (ii) working knowledge of Hindi written in Devnagri script.

Character – The character of candidate for direct recruitment the service must be such as will qualify him for employment in the service. He must produce a certificate of good character form the principal, academic officer of the university or college or school in which he was last educated and two such certificates, written not more than six months prior to the date of application, from two responsible persons not connected with his college or university or school and not related to him.

Physical Fitness- A candidate for direct recruitment to the service, must be in good mental or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of service and if selected must produce a certificate to that effect from a Medical Authority notified by the Government for the purpose. The appointing authority may dispense with production of such certificate in the case of candidates promoted in the regular line of promotion, or who is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are to be comparable for efficient performance of duties of the new post and his age has not reduced his efficiency for the purpose.

Employment of irregular or improper means- A candidate who is or has been declared by the Commission to be guilty of impersonation of submitting fabricated documents or documents which have been tempered with or of making statements which are incorrect or false or suppressing material information or, of using or attempting to use unfair means in the examination of interview or otherwise resorting to any other irregular or improper means whatsoever for obtaining admission to the examination or interview, may in addition to rendering himself liable to criminal prosecution be debarred either permanently or for a specified period –

Procedure of Direct Recruitment

Inviting of Application- Application for direct recruitment to posts in the service, shall be invited by the HR Department / Registrar either by advertising the vacancies to be filled, in the news paper or by any recruitment agency or other sources as may be deemed fit.

Scrutiny of Applications- The Management shall scrutinize the applications received by them and require as many candidates qualified for appointment under these rules as seem to them desirable to appear before them for interviews;

Recommendations of the Management:- The Management shall prepare a list of the candidates, whom they consider suitable for appointment to the post concerned, arranged in order of merit and forward the same to the appointing authority:

Disqualification for appointment- (1) No male candidate who has more than one wife living shall be eligible for appointment to the service unless the appointing authority after being satisfied that there are special ground for doing so, exempt any such candidate from the operation of this rule.

Selection by the appointing authority- The appointing authority shall select candidates, who stand highest in order of merit in the list prepared by the Management.

Procedure for Recruitment by Promotion

Eligibility and Criteria for Selection- (1) The persons holding the posts shall be eligible, on the basis of merit and seniority cum merit, for promotion subject to their possessing the qualifications and experience.

Provided that a member of the service shall not be debarred from promotion for want of training qualifications.

No officer shall be considered for promotion unless he is substantively appointed and confirmed on the next lower post. If no officer substantive in the next lower post is eligible for promotion, officer who have been appointed on such post of officiating basis after selection in accordance with one of the methods of recruitment or under any Service Rules promulgated under proviso to Article 309 of the Constitution of India may be considered for promotion on officiating basis only in the order of seniority in which they would have been, had been substantive on the said lower post.

Procedure for selection on the basis of seniority-cum-merit-²(1) As soon as it is decided that a certain number of posts shall be filled by promotion, the Director shall prepare a correct and complete list containing names not exceeding five times the number of vacancies, who are qualified under the rules for promotion to the posts concerned. He shall forward this list along with their confidential rolls and personal files to the Management.

Revised Criteria Eligibility and Procedure for Promotion to Junior, Senior and other Posts encadred in the Service- (1) As soon as the appointing Authority determines the number of vacancies under rule regarding determination of vacancies of these rules and decides that certain number of posts are required to be filled in by promotion, prepare a correct and complete list of the senior-most persons who are eligible and qualified under these rules for promotion on the basis of seniority-cum-merit or on the basis of merit to the class of posts concerned.

Revised Criteria, Eligibility and Procedure for Promotion to Junior, Senior and other posts encadred in the Service:-

Selection for promotion in the regular line of promotion from the post not included in the Service to the lowest post or category of post in the Service shall be made strictly on the basis on merit.

Provided that in the event of none availability of the persons with the requisite period of service of five years, the Committee may consider the persons having less than the prescribed period of service, if

they fulfill the qualifications, experience and other conditions for promotion prescribed elsewhere in these rules, and are found otherwise suitable for promotion on the basis of seniority-cum-merit:

Provided further that in respect of posts included in the State Services in which the method of recruitment to the lowest post provides for appointment by promotions and where such posts are required to be filled on the basis of seniority-cum-merit under this sub-rule, the Committee may select for promotion such persons of outstanding merit available within the zone of consideration, who may not be selected on the basis of seniority-cum-merit, to the extent of one fourth of the number of vacancies to be filled in by promotion and if the number of vacancies exceeds one but is less than four, the Committee may select one person on the basis of merit alone and if the vacancies are more than four and the calculation of the number of vacancies to be filled by merit alone according to the aforesaid basis result in a fraction, the committee may select one more person against a fraction of half or more. On being so selected, for the purpose of determination of seniority, such persons shall be deemed to have been selected on the basis of seniority-cum-merit.

Selection for promotion to all other higher posts or higher categories of posts in the Service shall be made on the basis of merit alone.

The persons having been selected and appointed by promotion to a post or category of post on the basis of merit, shall be eligible for promotion to the next higher post or category of post, which is to be filled in by merit, only when they have put in after regular selection, at least five year's service, unless a higher period of service is prescribed elsewhere in these rules, on the first day of the month of April of the year of selection on the post or category of post from which selection is to be made:

Provided that the condition of five year's service shall not be applicable to a person if any person junior to him is eligible for consideration for promotion on the basis of merit:

Provided further that in the event of non-availability of persons, equal to the number of vacancies to be filled in, eligible for promotion in the category of posts next lower from which promotion is made, the Committee may consider the persons having less than five year's service if they are found otherwise eligible and suitable for promotion on the basis of merit alone.

Appointment, Probation and Confirmation

Appointments to the Service – Appointments to the posts in the service by direct recruitment or by promotion, as the case may be, shall be made by the appointing authority.

Appointment of screened persons:- Appointment to posts in the service shall be made by the appointing Authority from amongst the persons adjudged suitable as per the rules of the University.

Temporary or officiating appointment- A temporary vacancy in the service may be filled by the appointing authority by appointing there to in an officiating capacity an officer.

Seniority- Seniority of persons appointed to the lowest post of the Service of lowest categories of post in each of the Group/ Section of the Service as the case may be, shall be determined from the date of confirmation of such persons to the said post but in respect of persons appointed by promotion to other higher posts in the Service or other higher categories of posts in each of the Group/ Section in the Service, as the case may be shall be determined for the date of their regular selection to such posts.

Period of Probation.- ³[(1) All persons appointed to the service by direct recruitment vacancy shall be placed on probation for period of two year and those appointed to the service by promotion/ Special Selection against a substantive vacancy shall be placed on probation for a period of one year.

Probation- (1) All members of the service appointed by direct recruitment shall be on probation for a period of one year and those appointed by promotion for a period of six months.

Confirmation in certain cases:- A person who has been appointed on a regular post against a temporary vacancy after a regular selection, and has thereafter put in more than one year service on such post or higher post shall be deemed to have completed the period of probation and shall be confirmed,

A probationer shall be confirmed in his appointment at the end of his period of probation, if-

(a) He has successfully undergone such training as the appointing authority may, from time to time, specify or given.

(b) the appointing authority is satisfied that his integrity is un-questionable and that he is otherwise fit for confirmation.

Unsatisfactory progress during probation:- (1) if it appears to the appointing authority at any time, during or at the end of the period of probation that a member of the service has not made sufficient use of his opportunities or that he has failed to give satisfaction, the appointing authority may revert him to the post held substantively by him immediately preceding his appointment provided he holds a lien there on and in other cases, may discharge him from service:

Provided that the appointing authority may extend the period of probation of any member of the service by a specified period not exceeding one year.

A probationer reverted or discharged from service during or at the end of the period of probation under sub-rule (1) shall not be entitled to any claim or compensation.”

PAY

Scale of Pay- The scale of monthly pay of a person appointed to a post in the service shall such as may be admissible under the University rules in effect from time to time or as may be prescribe by UGC form time to time.

Increments during probation- A probationer shall draw increments in the scale of pay admissible to him in accordance with the provisions of the JECRC University Rules.

Provided that if the period of probation is extended on account of failure to give satisfaction or on account of failure to make sufficient use of his opportunities, such extension shall not count for increment unless the appointing authority otherwise directs.

Regulation of Leave, Allowances etc.- Except as provided in these rules, the pay, allowances, pension, leave and other conditions of service of a member of the service, shall be regulated by:-

LEAVE POLICY

1.2 Applicability

These Leave Rules shall apply to all employees of JECRCU and its constituent units. Persons engaged in teaching/Nonteaching duties, on casual, temporary, part-time, honorary, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

1.3. General Rules of Leave

- 1.3.1 Leave cannot be claimed as a right. Except in an emergency, leave must be applied for, through proper channel in the prescribed form, in advance.
- 1.3.2 Except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.
- 1.3.3 Depending on the exigencies of service, the competent authority may:-
 - Refuse, postpone, revoke or reduce leave of any description;
 - Recall any member of staff from leave before it is wholly availed;
 - Permit an employee, if he/she so requests, to rejoin duty before expiry of the leave period.
- 1.3.4 An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- 1.3.5 Except in the case of casual leave upto three days, it is obligatory for every employee to furnish to the leave sanctioning authority, the leave address with telephone number, if any, before proceeding on leave.
- 1.3.6 If any employee who is on leave seeks extension, thereof, he/she shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the already sanctioned leave.
- 1.3.7 No leave extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- 1.3.8 Overstay of leave shall be treated as absence without leave and will be considered "break in service". However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
- 1.3.9 Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor, nearest government hospital/PHC. Such medical certificate shall be accepted subject to approval by the HOI. The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved by the Medical Board. The Medical Board is empowered to make appropriate enquiries or medical examinations of the employee before giving its recommendation. The decision of the Medical Board shall be final and binding. The employee on leave on medical grounds for more than seven days shall produce a medical certificate of fitness while reporting for duty. An employee not submitting himself for medical examination shall be liable for disciplinary action.

- 1.3.10 Except in the case of casual Leave, intervening second Saturdays/Sundays and Holidays will be counted as part of leave.
- 1.3.11 Once availed, the leave cannot be converted into any other type of leave.
- 1.3.12 Other than Casual leave, no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned in the attendance register. Also, a noting sheet/email shall be forwarded to HOD/HR department separately for IN and OUT time.
- 1.3.13 For new joinees leave shall be credited after completion of two months of service, except Casual Leave which shall be credited every month.

2. Types of leave

Employees are entitled for the following types of leave:-

- (a) Casual Leave.
- (b) Special Casual Leave
- (c) Earned Leave.
- (d) Vacation.
- (e) Medical Leave.
- (f) Maternity Leave
- (g) Paternity Leave
- (h) Study Leave
- (i) Sabbatical Leave
- (j) Compensatory Leave
- (k) On Duty Leave
- (l) Leave During Notice Period
- (m) Leave on Loss of Pay (LOP)

(a) Casual Leave

An employee shall be entitled to 12 days casual leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis. Casual leave shall not be combined with any other type of leave. Casual leave may be taken up to maximum of seven working days at a stretch and not more than 10 days inclusive of Sundays/Holidays. In case an employee exceeds ten days, then the whole period of absence shall be treated as earned leave. Casual leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year. Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.

(b) Special Casual Leave

Special Casual Leave not exceeding 10 days in a calendar year may be granted to Teaching and Non-Teaching faculty members for following:-

- I. To attend professional Conferences/Seminars on behalf of University, or with the permission of the University;
- II. To conduct examinations of University/Public Service Commission/Board of Examinations Examination or other similar bodies/institutions.

- III. To Deliver Lectures in Institutions and Universities at the invitation of such Institutions or Universities, received by the University and accepted by the President/Vice Chancellor or Pro VC;

Participating in delegation or working on a committee appointed by the Government of India, Government of Rajasthan, the University Grants Commission/AICTE/MCI etc., a sister University or any other academic body; and

- IV. Performing any other duty of the University and approved by President/VC or Pro VC.
 - i. Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the calendar year.
 - ii. Special Casual Leave shall not be combined with any other form of leave.
 - iii. Special Casual Leave shall be availed subject to prior submission of relevant documents and special sanction from the Head of Institution.
 - iv. While applying for Special Casual Leave the applicant shall furnish the Invitation Letter and on return, the to & fro journey ticket (via shortest route) and conference report.
 - v. Journey period will form part of Special Casual Leave. The number of days of Special Casual Leave including journey period will be approved by HOI before the faculty member proceeds on Special Casual Leave.
 - vi. Failing to submit the necessary documents on return, as mentioned above, within 15 days of return, the leave including journey period shall be converted to Earned Leave/Leave on loss of pay.
 - vii. Special Casual Leave for conferences shall ordinarily be sanctioned for faculty members presenting papers during the conference.
 - viii. Faculty Members invited for guest lecturers shall take due approval from HOI for availing special casual leave.
 - ix. Special Casual Leave will be granted for attending convocation but no TA/DA will be reimbursed for the same.

(c) Earned Leave

Earned Leave entitlement per calendar year shall be 30 Days in case of Non-Teaching staff and 10 Days in case of teaching faculty (only academics).

- I. Entitlement of Earned leave shall be calculated on monthly basis. However it will be credited in the month of January . In case an employee leaving/retiring during the year has availed earned leave more than that entitled on pro rata basis, it will be adjusted (financial adjustment) at the time of relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.
- II. Employees on probation are entitled to Earned Leave.
- III. Faculty members shall be entitled to 30 days of Earned Leave in their first year of service, which shall be credited on prorata basis, whereas no vacation is allowed in their first year of service.

- IV. Earned Leave may be accumulated up to maximum of 300 days.
- V. An employee wishing to avail earned leave must apply for the same in advance. It should be for a minimum of four days at a time.
- VI. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
- VII. Application should be made to the appropriate authority through proper channel at least seven days in advance on the prescribed form.
- VIII. An employee may proceed on leave pending retirement for a maximum period of up to 60 days provided he/she has that many days EL to his/her credit, on prior approval of competent authority.

Encashment of Earned Leave

- I. No encashment of EL is admissible.

(d) Vacation

Vacation is admissible only to teaching faculty as under:-

- a) Teaching Faculty (only academic) - 30 days/year
- b) Non-Teaching Staff including Heads of Institutes - Nil

- I. Vacation shall be availed by the entitled Teaching faculty only during the semester end vacations for students. The exact dates of vacation period will be announced by the HOIs in advance.
- II. No faculty is entitled for vacation in their first year of service.
- III. Faculty members would be required to avail the Vacation during the declared vacation only. Where a faculty member has not been permitted by the HOI to avail vacation due to him/her, the unavailed vacation will be converted into earned leave in the ratio of 2:1
- IV. Vacation shall be controlled and granted by the HOIs in a manner as to ensure that no department remains fully closed and at least one senior faculty is available at any time. In general 50% of the staff shall avail vacation in each of the two spells of vacation in the College/Institute.
- V. Clerical serving in vacation departments shall be governed by the general rules and shall be eligible for 30 days earned leave per calendar year uniformly.
- VI. Vacation Departments are departments where vacations are permitted on regular basis. The Teaching Faculty of the vacation department may be permitted to be absent from duty during the whole or the part of vacation.
- VII. Vacation will be permitted only if a faculty has put in a total of 12 months overall physical service and a minimum of six months physical service in the vacation department.
- VIII. A member of the staff holding any appointment in non-vacation department will not be deemed to be employed in a vacation department, even though he may hold an additional appointment there.

- IX. When a faculty/teaching staff is transferred from a vacation department, to a non-vacation department his period of service in the former will be considered to have terminated with effect from the date of the last vacation of the department.
- X. When a faculty/teaching staff is transferred from a non-vacation department to a vacation department his period of service in the latter will be held to have commenced from the date of joining that department.
- XI. A member of the faculty/teaching staff serving in a vacation department shall normally be expected to avail himself of the vacation, unless he/she has been required by general or special order of an appropriate authority, to forego his/her vacation, or a part thereof.
- XII. Vacation cannot be availed in parts during the same vacation except when exigencies of service demand.
- XIII. If a faculty/teaching staff working in the vacation department avail vacation, he/she should be on duty on the last working day before vacation and the first working day on reopening. Otherwise, the total period of absence shall be treated as earned leave or in case no earned leave is due, by enforcing leave on loss of pay.
- XIV. Those who are detained during vacation will get earned leave to the extent of one half (1/2) of the vacation denied.
- XV. Vacation cannot be combined with earned leave. However, the HOI may permit such combinations depending on the merits of the case.

Grant of vacation is subject to the condition that the department will continue to function if necessary, during the vacation. Before the commencement of the vacation, the Heads of the Vacation Departments shall submit to the HOI, a proposal indicating the persons in each department who would avail the vacation either in full or in part and the persons staying back to ensure functioning of the department during vacation.
- XVI. The vacation period of the schools under the University may be longer but no faculty members are allowed to take vacation more than what is granted i.e. 40 days/year.
- XVII. Vacation may be availed in partly in summer vacations, diwali vacations and winter vacations.

(e) Medical Leave

- I. A regular/probation employee shall be entitled to 10 days Medical Leave for each completed year of service. However from beginning of second year of service, Medical Leave if not availed in calendar year, or balance Medical Leave, shall be carried forwarded in the following year.
- II. Medical Leave shall be granted for medical purpose only.
- III. Employees applying for such leave on medical grounds should produce a medical certificate from the Govt. Hospital/PHC. Such medical certificate shall be accepted subject to approval by HOI.
- IV. Employees when re-joining their duty after availing such leave for more than seven days shall have to produce a medical fitness certificate stating that they are fit to resume duties.

- V. The maximum accumulated leave that may be granted at a time shall be 60 days. If Medical Leave is combined with the earned leave, the total period shall not exceed 150 days.
If an employee on commuted leave resigns from service or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave
- VI. shall be recovered from his/her dues benefits. However no such recovery may be made if the retirements is by reason of ill health rendering the employee unfit for further service, or in the event of his/her death.
- VII. Medical Leave has to be availed during service and cannot be encashed.

(f) Maternity Leave

- I. Maternity Leave is admissible only to women employees employed either on contract/probation/confirmation directly by the University or any of the constituents of the University.
- II. The woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less than 80 days during the twelve months, immediately preceding the date of her expected delivery, in the JECRCU, or its constituent units.
- III. Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.
- IV. The maximum period of entitlement for maternity leave shall be 90 days with full pay, of which not more than 45 days shall precede the date of expected delivery.
- V. In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
- VI. In case of miscarriage or medical termination of pregnancy after seven months, a woman employee on production of prescribed proof shall be entitled to 90 days leave or less than that, depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant following the day of miscarriage or medical termination of pregnancy.
- VII. A woman employee with fewer than two surviving children on valid adoption of a child below the age of one year may be granted child adoption leave for a period of 45 days immediately after the date of valid adoption.
- VIII. Intimation to the HOD and the HOI must be done at least one month before availing maternity leave.

- IX. Medical certificate mentioning the expected date of delivery shall be submitted to HOI for availing of the maternity leave.
- X. Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

(g) Paternity Leave

- I. Paternity leave is entitled to married male employees for a maximum period of 15 days and can be availed 10 days before or up to three months after child birth, provided the limit is up to two surviving children and completed one year of service.
- II. Paternity leave cannot be combined with any other form of leave.

(h) Study Leave

- I. Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with five years of service who are deputed for higher studies or training. The higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the University/College. The Vice Chancellor may relax the condition of five years of service on recommendation of HOI where it is in the interest of the Institute to send faculty members for higher studies for meeting regular requirements.
- II. The President/Vice Chancellor, on recommendation of HOI may allow additional one year of Study Leave (total 3 years) where the faculty member has been sponsored for Ph.D. in IITs.
- III. Study leave for six months may be granted to those faculty members who have completed three years of service in the Institute and are registered under part time category for Ph.D programme in other Institute/University to complete the course work/other mandatory requirement of the Institute/University where they are admitted.
- IV. Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.
- V. Faculty members should apply through the Head of the Institute for such Study Leave.
- VI. The study leave will be counted as service for seniority and for the purpose of granting increments.
- VII. At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted with the existing staff.
- VIII. Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.

- IX. Faculty members who are sponsored for higher studies/training shall be eligible to draw their fixed salary (category A as per PMS) that would have accrued to them had they not proceeded on study leave, of which, 75% would be paid monthly and 25% retained to be paid later in three installments on rejoining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed, undertaking to serve the University/College for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10% interest. He/she shall submit bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve the institute to the required bond period will be required to pay back to the Institute the bond amount on pro rata basis for the remaining period of the service bond.
- X. Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the Institute. The application for such leave should be sent in time and before the commencement of the academic year.
- XI. A faculty member granted study leave shall on his/her return and re-joining the service of the University/Institution may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No faculty members shall however be eligible to receive arrears of increments.
- XII. Study leave shall count as service for pension/contributory provident fund, provided the faculty member joins the University/Institution on the expiry of his/her study leave.
- XIII. Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- XIV. Temporary/Probationary faculty members shall not be eligible for study leave.

(i) Sabbatical Leave

- I. Permanent, whole-time faculty members of the University who have completed five years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake Academic Pursuit/Post-Doctoral work/Research Fellow/Writing books and such other professional pursuits solely for the purpose of increasing their proficiency and usefulness to the University and higher education.
- II. The duration of sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.

- III. A faculty member, who has availed study leave with pay, shall not be entitled to sabbatical leave. However, if the period of study leave availed by an individual is less than two years, the remaining period may be allowed as sabbatical leave.
- IV. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty's return from previous study/sabbatical leave.
- V. A faculty member on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may however, be allowed to accept a fellowship or a research assignment with honorarium or any other form of assistance, other than regular employment in an Institution of advanced studies, provided that in such cases the Executive Committee may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- VI. During the period of sabbatical leave, the faculty members shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the faculty rejoins the University on the expiry of his/her leave.
- VII. Faculty members desirous of availing this leave shall have to furnish a service bond will be equivalent to the emoluments applicable to the leave period.
- VIII. The total number of faculty members on Study Leave and Sabbatical Leave in a Dept shall not exceed 10% of faculty members of the department.

(j) Compensatory Leave

- I. Compensatory Leave is entitled for only fourth class employees and drivers.
- II. Working merely for an extra hour or two on a working day, or working on Sundays/holidays to clear own back log of work will not entitle an individual to compensatory leave.
- III. Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the Head of Institution.
- IV. Compensatory Leave shall not be credited for more than two days per month. Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non-working day. If the employees are not allowed to take the Compensatory Leave within 30 days it may be permitted to be availed in the period of the next 30 days, subject to approval of Head of the Institution.
- V. In case of drivers performing duty on Sundays/Offdays/Holidays, leave will be admissible as under:-

Working hours less than four hours	-	½ day of compensatory leave.
Working hours more than four hours	-	one day compensatory leave.

- VI. The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse.
- VII. Compensatory Leave shall not be combined with any other form of leave.

(k) On Duty Leave

- I. On Duty Leave is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.
- II. Employees are required to mention the reasons of On Duty Leave at the time of submission of the application to the Head of the Institution, duly recommended by the HOD.

(l) Leave during Notice Period

- I. No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave other than Casual Leave is granted during the Notice Period, than relieving period shall be extended by the same number of days. However they may be permitted to adjust upto forty five (45) days of leave at credit towards notice period.

Employees who are served with a notice of termination of service are allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service. However, such employees are required to report for duty on the last day of the notice of termination of service to be properly relieved.

- II. Employees whose service are terminated on ground of ill health will be permitted to take all the accumulated leave due before they are relieved from their service.

(m) Leave on Loss of Pay (LOP)

- I. Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.
- II. The maximum leave on loss of pay that can be granted in a calendar year, to a probationer shall be 15 days, and to an employee in confirmed service shall be 30 days, on genuine grounds.
- III. Leave on loss of pay shall be excluded for the computation of service of the employee.

3. Leave Rules for Contract Employees

Employees taken on contract shall ordinarily be eligible for 12 days casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible to the leave as stated in the Appointment Order. On extension of contract these employees will be eligible for the same leaves as of first year.

4. Leave Rules for Employees on Deputation/Transfer from JU Group Institutions

- a) Employees transferred or deputed from JU Group institutions to serve JECRCU and its constituent units shall be covered under the leave policy of JECRCU applicable for employees on probation/confirmation.
- b) The employees transferred from JU Group Institutions shall be eligible for transfer of their leave balance from their parent institutions.
- c) The HR Department must credit the carried leave balance to the employee's account.

5. Miscellaneous

- a) Employees who proceed on leave must provide their contact details in the leave application.
- b) Leave granted in accordance with these rules, other than leave on loss of pay, shall be treated as if the employee had been on duty during such leave period and shall be included for the purpose of determining the period of service of the employee.

The HR office of the University/Institution is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.

Where a Sunday or an authorized holiday immediately precedes and/or follows the period of leave granted to an employee, such Sundays or authorized holidays are excluded from the period of leave. But Sundays or authorized holidays within the period of leave shall be treated as leave, except for casual leave

TRAVEL POLICY AND LEAVE TRAVEL CONCESSION

1. Travel Policy

1.1 General

1. Purpose: In the course of performance of their duty, employees at times are required to undertake travel on University work within the country. This policy outlines the procedure to be followed for official travel and claiming of travel related expenses.

2. Scope: This travel policy applies to all employees of JU and its constituent units undertaking travel for official purposes at the expense of the organization. For purpose of this policy, all such officials shall be termed as travellers.

1.2 Category of Officials based on Designation and/or Basic Pay

For the purpose of this policy employees will be divided into the following three categories as under:-

- a) Teaching and Associate Teaching Cadre.
- b) Non-Teaching Cadre.
- c) Administrative Cadre.

Employees of each Category will be further sub divided into sub categories as under:-

a) Teaching & Associate Teaching Cadre

- i. Professor / Associate Professor / Equivalent Designation.
- ii. Assistant Professor / Assistant Professor I / Sr. Lecturer / Equivalent Designation.
- iii. Assistant Professor II / Lecturer / Asst Lecturer / Equivalent Designation.

b) Non-Teaching Cadre

- i. Basic Pay Rs. 15,600/- and above or consolidated pay Rs. 18,000/- and above.
- ii. Basic Pay Rs. 11,530/- and above upto Rs. 15,599/- or consolidated pay Rs. 15,000/- and above upto Rs. 17,999/-
- iii. Basic Pay Rs. 9,780/- and above upto Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-
- iv. Basic Pay below Rs. 9780/- or consolidated pay below Rs. 12,000/-

c) Administrative Cadre (Officials covered by Management Engagement Policy)

- i. Chairperson / Vice Chairperson / President / Pro President.

Registrar / Executive Director / Director / Controller of Exams / Additional Director / Additional Registrar / Addl. Controller of Exams/ Dy Director / Dy Registrar / Head (HR / Projects / General Services / Finance) / Finance officer / Equivalent Designation.

- ii.
- iii. Asst. Director / Asst. Registrar / Asst. Controller of Exams / Equivalent Designation

1.3 Travel Authorization

Authorization Process: Every travel plan will require the approval of the Head of Institute (HOI) through proper channel, in advance. Following procedure will be adopted in this regard:-

- a) Proposing staff will take prior approval in writing from HOI indicating the purpose of the visit, date wise tour programme and plan of activities and advance required as per the laid down performa.
- b) Journey will be commenced only after approval by the competent authority.
- c) Competent Authority will not sign any blanket/vague/flexible/ tour plan of any official.
- d) If there is a change in the tour programme this will be brought on record for revised approval before commencement of the journey. Otherwise claimant is liable to forfeit his dues.
- e) The traveller entitled to airfare must plan his/her journey well in advance to enable availing of optimum discount in booking air tickets.
- f) Staff entitled to travel by train must book the tickets well in advance and avoid booking by TATKAL involving unnecessary extra expenditure to the University.

1.4 Entitlement of Daily Allowance, mode and class of travel, accommodation and car rates of car mileage

1.5 **Daily Allowance** (DA) will be admissible from the time of commencement of the journey to the time of return to headquarters upon completion of the itinerary. DA from headquarter will be reckoned on calendar day basis, i.e. from midnight 12 to midnight 12.

1.5.1 DA will be reckoned from midnight as under:

- | | | |
|---|---|------------|
| a) Absence not exceeding 5 hours | - | NIL |
| b) Absence exceeding 5 hours but not exceeding 12 hours | - | 50% of DA |
| c) Absence exceeding 12 hours | - | 100% of DA |

1.6 DA is granted while on travel to defray the cost of meals, refreshments, restaurant and room tips, laundry charges and other incidental expenses. Therefore these expenses are not reimbursed separately.

1.7 Charges towards baggage handling, porter charges, official telephone calls etc. will be admissible and will be reimbursed if they are reasonable and supported by bills.

1.8 When costs of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee, registration fee for a conference) or otherwise borne by the institution, the entitlement of DA will be restricted to 50%.

1.9 No DA is admissible on travel within a radius of 10 km of the University / Institution.

1.10 DA is not admissible during the period of leave during official itinerary.

- 1.11 A claim will be settled on the basis of information available on the date of admission of the claim for reimbursement. Revision of a claim for DA once admitted is not permitted. Accordingly, no arrears of DA will be payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or a change in the scale of pay with retrospective effect.
- 1.12 Entitlement of DA, mode and class of travel, accommodation and rates of car mileage, for various categories of different cadres is given in the following Schedules:

SCHEDULES

Entitlement of DA, mode and class of travel, accommodation and rates of car mileage for various categories of different cadre

A. Teaching & Associate Teaching Cadre

Designation	Travel Class / Mode	Car Mileage per km	Rate of DA	Accommodation Tariff per day @
Professor & above	Air (Economy) / Train – AC 2 Tier	Rs. 8/-	Rs. 1000/-	Upto Rs. 4,500/-
Associate Professor / Asst. Professor-I / Sr. Lecturer / Equivalent designation	Train – AC 3 Tier	NA	Rs. 800/-	Upto Rs. 3,000/-
Assistant Professor-II / Asst. Lecturer / Equivalent designation	Train – AC 3 Tier	NA	Rs. 600/-	Upto Rs. 1,800/-

B. Non-Teaching Cadre

Scale of Pay	Travel Class/ Mode	Rate of DA	Accommodation Tariff per day @
Basic Pay Rs. 15,600/- and above or consolidated pay Rs. 18,000/- and above	Train – AC 2 Tier	Rs. 800/-	Upto Rs. 3,000/-
Basic Pay Rs. 11,530/- and above upto Rs. 15,599/- or consolidate pay Rs. 15,000/- and above upto Rs.17,999/-	Train – AC 3 Tier	Rs. 600/-	Upto Rs. 1,800/-
Basic Pay Rs. 9,780/- and above upto Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-	Train – AC 3 Tier	Rs. 500/-	Upto Rs. 1,000/-
Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/-	Train Sleeper	Rs. 400/-	Upto Rs. 800/-

C. Administrative Cadre
(Officials covered by Management Engagement Policy)

Designation	Travel Class / Mode	Car Mileage per km	Rate of DA	Accommodation Tariff per day @
Chairperson / Vice Chairperson / President / Pro President / # Non-official Members of the Board/Committees of the University	Air / AC First Class	Actual*	Rs. 1500/-	Actual*
Registrar/Executive Director / Director / Controller of Exams / Additional Director / Additional Registrar / Additional Controller of Exams / Dy Director / Dy Registrar / Head (HR/Projects/General Services/Finance) / Finance Officer / Equivalent Designation	Air (Economy)/ Train – AC 2 Tier	Rs. 8/-	Rs. 1000/-	Upto Rs 4500/-
Assistant Director / Assistant Registrar / Assistant Controller of Exams / Equivalent designation	Train – AC 2 Tier	NA	Rs. 800/-	Upto Rs. 3000/-

*Entitled to reimbursement of Rs. 750/- per day towards local transportation and Rs. 2500/- per day towards accommodation in the absence of bills / receipts.

@ 50% of accommodation tariff shown above if stay under own arrangements

Members other than ex officio internal members

1.13 Payment of DA to Drivers for Performance of Duty on Sunday/Off day/ Holiday: - All Drivers of JU and its constituent units who perform duty on Sunday / Off day / Holiday will be paid DA at the following rates:-

(a) For working hours less than Six hours – 1.5 times of half DA.

(b) For working hours more than Six hours – 1.5 times of full DA.

1.14 In case a driver desires compensatory leave instead of DA, the following leave will be admissible:-

(a) Working hours less than four hours – ½ day of compensatory leave.

(b) Working hours more than four hours – one day compensatory leave.

1.15 The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse.

2. Reimbursement of Travel Expenses

2.1 Reimbursement of travel expenses including accommodation charges and DA are granted in accordance with the rules laid down by the Executive Committee / Governing Council from time to time.

Subject to limits prescribed in the schedules above, reimbursement of travel expenses shall cover the following:-

- a) Actual cost of ticket or fare paid for the journey.
- b) Accommodation charges, if any
- c) DA.

An upgrade in the mode/class of travel is permissible only when authorized by HOI.

The University reserves the right to arrange or prescribe accommodation of its choice for any class of employees while they are on authorized itinerary. The details of accommodation so prescribed will be notified by the University from time to time. When accommodation is not provided, actual room rent within the tariff range given in the above schedules is admissible subject to production of original hotel bills.

Air fare will be reimbursed only against production of air ticket and used boarding pass. In the case of all other modes of travel, claims are to be supported by original ticket (or photo copy of the ticket duly signed if ticket has been deposited at railway station by the traveller) for reimbursement.

Claim for reimbursement on travel between two places is regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes both from point of view of time and cost is not considerable, the fare for the route actually used may be admitted.

When an employee is required to cancel his journey, the difference between the fare actually paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation, may be reimbursed subject to the following conditions:-

- a) The cancellation of the journey is due to exigencies of institutional work and the HOI has authorized such cancellation.
- b) The cancellation has been made by the employee immediately after the necessity thereof arose, without loss of time so as to claim the maximum possible advantage of lower rates of cancellation charges.

2.2 Reimbursement of Taxi fare from Airport/Railway Station to Campus

- a) Travellers eligible for car mileage rates may travel by taxi and will be eligible for reimbursement of taxi fare.
- b) Travellers travelling by personal vehicle will be eligible for car mileage rates as applicable.
- c) Travellers not eligible for car mileage rates may travel by shared taxi and will be eligible for reimbursement of taxi fare.

2.3 Submission of TA Claims for Reimbursement

All Travellers will submit TA claim in the prescribed form, along with all original documents i.e. Air/Train Ticket, Bills of Accommodation / Hotel Accommodation / Taxi etc. within one month of completion of journey for reimbursement.

In case TA claims are not submitted within one month of completion of journey, the advance amount outstanding will be recovered in full from the pay of the concerned official.

TA claims submitted after one month of completion of journey will not be entertained unless accompanied by a justifiable explanation for delay in submission, duly recommended by HOI/Head of Section.

A detailed tour diary indicating dates of visit, places visited, persons met, duties performed, etc shall be submitted along with the TA claim.

No allowances will be admissible towards accommodation under own arrangements in case the place of visit happens to be the declared home town of the traveller. However, DA will be admissible.

2.4 Travel to nearby Countries

The Domestic Travel Policy will also apply for travel to South East Asian Countries and SAARC Countries other than Bangladesh and Sri Lanka, subject to maximum limit of Rs. 50,000/-. In the case of international travel, employees who are not entitled to travel by air may be allowed air travel between closest ports of exit and entry in the respective countries.

2.5 Miscellaneous

This travel policy does not apply to leave travel facility. Leave travel is governed by Leave Travel Concession Rules.

Welfare Measures and grievance redressal:

Leave Travel Concession

3.1 General

- a) Purpose: The policy shall provide financial assistance to employees while proceeding on leave for travel to home town or any place in India for self & family members.
- b) Scope and Effective Date: All employees who have completed one year of service, and employees who are employed on contract by JU or its constituent units, are eligible to claim LTC for the second year of their service, provided that their contract is extended by a term not lesser than 12 months.
- c) Prerequisite: A minimum Leave period of four working days.

3.2 Eligibility / Entitlement

All Employees and their family members shall be eligible for travel to hometown and back or any place in India on Leave Travel Expense, as per entitlement, but maximum claim limited upto one month basic pay. The upper limit in case of contract employees drawing consolidated pay will be limited to 60% of pay applicable to them. Basic pay for purpose of LTC will include component of Basic pay and AGP. For deputed staff members their LTC will be calculated based on their designation and present seniority which will be equivalent to JU Pay structure. Entitlement of class and mode of travel shall be as under:

Teaching & Associate Teaching Cadre

Designation	Entitlement
Professor and above	Air (Economy)/Train AC 2 Tier
Associate Professor / Assistant Professor / Asst. Professor-I / Sr. Lecturer / Equivalent designation	Train AC 2 Tier
Assistant Professor-II / Lecturer / Asst. Lecturer / Equivalent designation	Train AC 3 Tier

Non-Teaching Cadre

Scale of Pay	Entitlement
Basic Pay Rs. 15,600/- and above or consolidated pay Rs. 18,000/- and above	Train AC 2 Tier
Basic Pay Rs. 11,530/- and above upto Rs. 15,559/- or consolidated pay Rs. 15,000/- and above upto Rs. 17,999/-	Train AC 3 Tier
Basic Pay Rs. 9,780/- and above upto Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-	Train AC 3 Tier
Basic Pay below Rs. 9780/- or consolidated pay below Rs. 12,000/-	Train Sleeper

Administrative Cadre
(Officials covered by Management Engagement Policy)

Designation	Entitlement
Chairperson / Vice Chairperson / President / Pro President / # Non-official Members of the Board / Committees of the University	Air / AC First Class
Registrar / Executive Director / Director / Controller of Exam / Additional Director / Additional Registrar / Additional Controller of Exams / Dy. Director / Deputy Registrar / Head (HR/Projects/General Services/Finance) / Finance Officer / Equivalent designation	Air (Economy) / Train AC 2 Tier
Assistant Director / Assistant Registrar / Assistant Controller of Exams / Equivalent designation	Train AC 2 Tier

3.3 Definition of Family

An Employee can claim LTC for self and family for travel within India. For purpose of claiming LTC family implies spouse and two dependent children, upto the age of 18 years.

3.4 Entitlement

- a) LTC will be paid on a financial year basis i.e. April to March.
- b) LTC will be paid, provided the employee has actually proceeded on a minimum of four days leave irrespective of whether LTC is claimed for a single year.
- c) A new employee will be entitled to LTC travel only upon completion of the one year of service. The amount payable in the current financial year will be for the current financial year. In the case of employees whose completion of one year service is falling in the middle of a financial year, he/she shall have the claim settled proportionate to the time period between the date of eligibility and end of the financial year.
- d) Employees will be allowed to carry forward the claim for one year i.e. not more than one year's entitlement will be allowed to be accumulated. In case of denial of LTC due to an official exigency, as a special case permission can be obtained from HOI to carry forward the LTC to next financial year.
- e) The journey will be counted against the applicable block within which the outward journey commences, even if the return journey is performed after the expiry of the said block.
- f) The entitlement shall be determined as per orders in force, at the time of commencement of outward journey.
- g) The claim shall be made for the entire amount of employee's entitlement and no part payment will be entertained. No advance payment will be made.
- h) The members of an employee's family may travel together or in groups to the same destination. In case they travel in groups, both outward and return journeys of eligible members of all the groups must be completed within a total period of three months. Claims for the reimbursement will be admitted only when all members of the family have completed their journey.

3.5 Hometown LTC

- a) An employee is eligible for a home town LTC one in every accounting year, 1st April to 31st March of the following year.
- b) Hometown declared at the time of joining shall be allowed to be changed twice in service history, provided Address Change Form is submitted to the HR Department with valid documentary proof.
- c) If both husband and wife are working in the University or its constituent units they have option to declare separate hometowns independently. Both of them may claim the LTC in respect of the members of the respective families, subject to the condition that if husband or wife avails the facility as a member of the family of the other, he or she will not be entitled for claiming the LTC for self –independently.
- d) Similarly the children shall be eligible for the benefit in the one particular block as member of the family of one of the parents only. In case where both the spouses are employees, they may opt for home town, of anyone as per their choice and benefit.
- e) Employee with higher basic can opt to be considered for LTC if both are working in different units of the University. They shall not be allowed to individually submit LTC claim for the same travel.
- f) If the spouse is working in a different organization, then every LTC claim should be submitted with a declaration that, the same travel is not being claimed for reimbursement under the LTC scheme in the spouse's organization.
- g) Reimbursement of LTC claims shall be from point A to point B via the shortest/most economical route available via the mode of travel applicable. In places where the travel is not possible by the mode of travel applicable, the most economical means of travel may be taken. Reimbursement will be made on the rate equivalent to the mode of travel eligible.

3.6 All India/Overseas LTC

- a) In lieu of two home town LTCs in a block of two years, (April, 2012 – March 2014, April 2014 – March 2016 etc.) the employee and his/her family can avail one All India/International LTC and travel to any place in or outside India.
- b) An employee availing home town LTC will not be eligible for All India LTC in the same block.
- c) Any change, in declared place of visit, should be intimated to the HOI, before commencement of outward journey.
- d) An employee and his family members may avail LTC in different groups at different times, within a period of three months, during a block of two years. However claims for the one travel shall be submitted, together.

- e) In case of All India/Overseas Travel, the entire travel session is eligible to be claimed. It should be noted that in case of multiple destinations, the return portion of the claim shall be from the last destination to the base via the shortest route i.e. returning via the similar sectors as the outward journey shall not be entertained unless the travel route demands the same.

3.7 Procedure

To claim LTC, the employee shall submit the sanctioned leave application and claim form and documentary proof of travel in original to the accounts department as under:

- a) Train Ticket: The original or a photocopy of the train ticket is acceptable. All photocopies are to be attested by the concerned travel authorities at the terminal destination of travel.
- b) Air Travel: The original air ticket/travel – agent bill along with boarding pass (es) should be produced.
- c) Road Travel: The original bus ticket or taxi bill needs to be produced.

3.8 General Guidelines

- a) Payment will be made by account payee cheque. LTC claim received by the Accounts Department by the 20th of the month will be processed within that month. Claims received later will be paid in the subsequent month. If due to any reason the same is not possible the Finance department shall inform the concerned individual and ensure that the same is paid the next month.
- b) Local sightseeing or charges pertaining for the same shall not be eligible for reimbursement. Similarly charges pertaining to local commuting in cities, i.e. between railway stations / airports bus boarding points shall not be reimbursable.
- c) Charges payable to travel agents, travel organizers shall not be reimbursable.
- d) In case the employee withdraws from service during a financial year, towards which LTC reimbursement has been made, the Finance Department shall recover the amount from the employee during the final settlement, on a pro rata basis
- e) Claims for reimbursement of LTC shall be made within one month from the completion of the journey. Claims not submitted within this time frame shall not be entertained.

4. Reimbursement of Travel Expenses on Initial Joining

4.1 General: The provisions contained in these rules are meant to assist new employees are fresh appointees with their initial cost of travel from their usual place of residence to the place where the institution is located to report for duty.

4.2 Entitled Employees: The following categories of staff are entitled to claim reimbursement of their initial travel expenses incurred while proceeding to report for duty:-

- a) Persons appointed as regular employees.
- b) Persons appointed on contract or tenure basis for a period of not less than twelve months.
- c) Persons engaged on contract or tenure basis for a period less than twelve months if specifically so provided for in their letter of engagement.

4.3 Applicability

No claim for reimbursement will subsist:

- a) When the period of engagement / tenure / contract is extended for further period / periods either by a letter of extension or by fresh engagement letter; or
- b) When the original period of engagement / tenure / contract together with any extended period / periods of engagement / tenure / contract exceeds twelve months; or
- c) When a person who has retired or resigned or otherwise been terminated from the institution's employment is reappointed or engaged afresh on whatever terms, except when the actual period of break in service is not less than two months in which case the entitlement will be determined according to para 2 above.
- d) Persons who are on deputation from other institutions.

These provisions will not apply to the following:-

Persons who are employed or engaged locally and are domiciled or have an established place of residence in Jaipur.

4.4 Reimbursement of Travel Expenses

Claim for reimbursement will consist of:-

- a) Actual travel expenses for self and (if applicable at the time of initial appointment) of spouse and upto two dependent children who have not attained the age of 18 years. The travel will be by the shortest practical route from the appointee's usual place of residence to the institute and in accordance with mode/class of travel applicable under Domestic Travel Policy.
- b) Reimbursement of transportation expenses to cover the cost of luggage, freight and other related expenses will be limited upto maximum of one month's basic pay or 60% of pay of employees drawing consolidated salary.

The Head of Institution may, subject to ratification by the President, upgrade the mode/class of travel in specific instances to meet any exigencies of work.

The claim for transportation expenses should be accompanied with original transporter bill (consignee copy), money receipt, list of articles transported with vehicle number.

In lieu of transportation expenses reimbursement, an employee may bring personal vehicle from his hometown to the Institute and claim can be made supported with bills for fuel used enroute. The reimbursement will be given as per the travel expense reimbursement rule.

All claims shall be made within three (3) months from the date of joining. A onetime extension of not more than three (3) months can be given, if applied for, quoting reasons.

4.5 Miscellaneous

The reimbursement of initial travel expenses is granted on the premise that the person so granted would complete the current tenure of employment / engagement or not less than twelve months of continuous service if that person has been appointed on a regular basis.

Further if the appointee relinquishes the job within 12 months of his/her appointment, he/she will be required to refund the entire the amount so reimbursed towards travelling and transportation expenses for joining duty. The reimbursement claim will contain an undertaking to this effect duly signed by the claimant.

RULES FOR SPONSORING FACULTY & STAFF MEMBERS FOR CONFERENCES ETC

1.0 This policy lays down the JU rules for sponsoring faculty and other staff for conferences, workshops and other academic activities. This policy will come into effect immediately.

The objective of the policy is to provide opportunities to project JU through participation and scientific Presentation in Professional conferences.

1.1 Applicability:

The Following Categories of employees are eligible to avail this facility:

☒ ☒ All Faculty members at the rank of Lecturer and above. This will include those who are on probation and ad hoc appointment. This does not include Lecturers appointed on contract basis/with consolidated pay.

☒ ☒ All Faculty members who are appointed as per the terms of post retirement engagement policy.

☒ ☒ All University officials at the rank of Management Executives and above appointed on tenure basis as per the terms of management engagement policy.

☒ ☒ Directors of Physical Education/Coaches appointed in the pay scale applicable to faculty members.

☒ ☒ Librarians appointed in the pay scale applicable to faculty members.

1.2 Facility:

The University or its constituent institutions will provide financial assistance up to a maximum of Rs. 50000/- (rupees fifty thousand) to the above categories of employees in a financial year(April 1-March 31) for attending Professional Conferences/Workshops subject to fulfillment of the following conditions:

☒ ☒ The above amount can be utilized for attending any number of conferences within India and outside India. However, financial support for attending a workshop shall be restricted to one in a financial year.

☒ ☒ This can be utilized for travel, per diem, actual registration and accommodation charges. In the case of workshops, per-diem will be restricted to a maximum of seven days over and above the travel days.

☒ ☒ Eligibility for travel and per diem will be as per the Travel Expense Reimbursement Rules of the University.

1.3 Conditions:

☒☒ Faculty members below the rank of Professor and all other categories of employees mentioned above must present paper/poster in the conference.

☒ ☒ All such papers/posters meant for presenting must have been approved by the Institutional Research Committee or a committee constituted for this purpose.

☒ ☒ Presentation of papers/posters is optional for the faculty members at the level of Professor and above. However, they shall show evidence of active participation in the Conference like guest lecture/oration/chairing a session/participation in seminar or symposium or panel or any other similar activity.

☒ ☒ All papers/posters must carry the name of JECRC University along with the name of the author, department and institution.

☒☒ Prior approval of the university is mandatory for attendance of conferences and workshops to be held outside India. All such requests should be sent to the Registrar with copies of the clearance from the Institutional Research Committee and proof of acceptance of papers/posters or evidence of active participation as mentioned above.

☒ ☒ Reimbursement of expenses will be made only on claims which are supported by vouchers, receipts etc. and on production of certificate of attendance.

☒ ☒ Faculty members can avail approximately 75% of the anticipated expenses as advance from the respective finance office, which is to be settled within one week from the date of return from the conferences/workshop.

☒ ☒ Unavailed amount of a financial year cannot be carried forward to the next financial year.

RULES FOR PROTECTION AGAINST SEXUAL HARASSMENT

1.0 PURPOSE

1.1 JECRC University Jaipur (JECRCU) is an equal employment opportunity University and is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. ‘

1.2 The University also believes that all employees of the university have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving an employee is a grave offence and is, therefore, punishable.

1.3 To provide a procedure for redressal of complaints pertaining to sexual harassment under the guidelines given by the Supreme Court.

2.0 SCOPE AND EFFECTIVE DATE

2.1 This Policy is applicable to all employees of JECRCU and its constituent units.

2.2 Where sexual harassment occurs to an employee as a result of an act by a third Party or outsider while on official duty, JECRCU or its constituent units will take all necessary and reasonable steps to assist the affected employee in terms of support and preventive action.

2.3 It is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

3.0 DEFINITION

3.1 Sexual harassment would mean and include any of the following:

i) unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any University activity;

ii) unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance;

iii) eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;

iv) act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;

v) conduct of such an act at work place or outside in relation to an employee of JECRCU or its constituent units, or vice versa during the course of employment; and

vi) any unwelcome gesture by an employee having sexual overtones.

3.2 "Employee" means any person on the rolls of the JECRCU or its constituent units including those on deputation, contract, temporary, part time or working as consultants.

4.0 COMPLAINT REDRESSAL COMMITTEE:

4.1 A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The committee is responsible for hearing and disposing all complaints regarding Sexual Harassment. The Chairman and Members of the Committee is as follows:

Committee:

- 1. Chairperson – HoD, Biotechnology.**
- 2. Member – Sports Officer.**
- 3. Member – Department of Management Studies.**
- 4. Member – Department of Mechanical Engineering.**
- 5. NGO Representative.**

4.2 The names and contact numbers of the Grievance Committee members shall be available to employees via communication channels ie notice board, intranet, mail communication etc.

4.3 The members of the Grievance Committee shall hold office till any member resigns or where applicable ceases to be an employee of JECRCU or its constituent units.

4.4 The management of JECRCU or its constituent units (President) will have the right to re appoint all or any of the said members for a fresh term and appoint new members and / or constitute a new committee. The management of JECRCU or its constituent units (President) shall have the right to fill any vacancy, howsoever caused.

4.5 A quorum of 2 members is required to be present for the proceedings to take place.

5.0 REDRESSAL PROCESS:

5.1 Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident in writing with his / her signature within 7 working days of occurrence of incident. The complaints can be sent via email at widhidubey@yahoo.co.in or dropped in the sealed envelope to the President.

5.2 The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

5.3 The Committee will hold a meeting with the Complainant within five working days of the receipt of the complaint, but no later than seven working days in any case.

5.4 At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose

personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement. All proceedings of the Grievance Committee shall be recorded in writing and will have to be signed by the Chairperson, complainant and the accused.

5.5 Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Inquiry" shall be conducted and concluded.

5.6 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

5.7 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

5.8 In the event the complaint of Sexual Harassment is made against any member of the Grievance Committee, that member shall, till the said complaint is disposed off by the Grievance Committee, cease to be a member of the Grievance Committee and if found guilty will automatically and with immediate effect be removed from the Grievance Committee and the procedures administered.

6.0 INQUIRY PROCESS

6.1 The Committee shall immediately proceed with the Inquiry and communicate the same to the complainant and person against whom complaint is made.

6.2 The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if he / she so desires within 10 days of receipt of the same.

6.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.

6.4 If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.

6.5 If the Complainant desires to tender any documents by way of evidence before the Committee, he/she shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his/her signatures on the respective documents to certify these to be original copies.

6.6 The Committee shall call upon all witnesses mentioned by both the parties.

6.7 The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

6.8 The Committee shall complete the "Inquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the President. The report of the Committee shall be treated as an Inquiry Report on the basis of which the erring employee can be awarded appropriate punishment straightaway.

6.9 The President will direct appropriate action in accordance with the recommendation proposed by the Committee.

6.10 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on. The same shall be incorporated in this Policy by reference and to that extent this Policy shall stand modified.

7.0 MISCELLANEOUS

7.1 The Committee may recommend to the President action which may include transfer or any of the other appropriate disciplinary action.

7.2 The Management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.

7.3 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, JECRCU or its constituent units shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

7.4 The Committee shall analyse and put up report on all complaints of this nature at the end of the year for submission to the President.

7.5 In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

Removal of Doubts- If any doubt arises relating to the application and scope of these rules, it shall be referred to the Department of Personnel or Human Resource Department of the University, whose decision thereon shall be final.

Repeal and saving- All rules and orders in relation to matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any action taken under the rules and orders so superseded shall be deemed to have been taken under the provisions of these rules.

Power to relax rules- In exceptional cases where the Administrative Department of the JECRC University is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age or experience of any persons, it may with the concurrence of Department of Personnel and Administrative

Reforms and in consultation with the Management by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these rules.

S no.	Name of post	Method of recruitment with percentage.	Minimum qualification and experience for direct recruitment	Post or posts from which promotion in to be made	Minimum qualifications and experience required for promotion	Maximum age limit for direct recruitment.
1	2	3	4	5	6	7
1.	Jt. Director of Education Range.	100% by Promotion.	<p style="text-align: center;">Group 'B'</p> Second class Master's degree with second class Bachelor's Degree in Education and five year's experience of teaching in Graduate classes in Teachers Training College and Three years experience in Educational Administration on the post equivalent to Deputy Director of Education or Principal of Teacher's Training College or 10 years experience in Educational Administration on a post equivalent to Deputy Director of Education.	Group 'C' posts	Three years experience on a post or posts in Group 'C'.	45 years