GURU NANAK DEV ENGINEERING COLLEGE LUDHIANA
SERVICE AND CONDUCT RULES

1.General:

(a)These rules shall be called Guru Nanak Engineering College, Ludhiana Service and Conduct Rules and shall come into force from the date decided by the Trust. These rules supersede all rules previously in force.

(b)Expect as otherwise provided these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.

(c)The Nankana Sahib Education Trust reserves to itself the right of modifying these rules from time to time.

2.Definition:

(a)'College' means the Guru Nanak Engineering College, Ludhiana, which includes the Polytechnic.

(b)'Trust' means the Nankana Sahib Education Trust, Ludhiana, as constituted by S.G.P.C.

(c)'Managing Committee' means the Managing Committee of the College as constituted by the Trust.

(d)'Chairman' means the Chairman Managing Committee of the College.

(e)Principal means the Principal/Director Polytechnic of the College.

(f)'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(g)'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.

3.Appointing Authority for teaching posts:

(a)All appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Trust from time to time.

(b)Selection Committee Teaching : In addition to members of Selection Committee constituted by Managing Committee/ Trust, the following are the members of Selection Committee for selection of Lecturer/ Assistant Professor / Professor :-

1. Chairman of Board of Governor
2. Principal of the Institute
3. Head of Department not below the rank of Professor
4. (a) Vice-Chancellor or his nominee not below the rank of Professor in a Technical Institute
   (b) Nominee of AICTE not below the rank of Professor

Experts for Lecturer :- Two subject experts , out of which one must be present.

Expert for Assistant Professor and Professor : -Three subject experts, out of which two must be present.

(c)**For Non Teaching Selection Committee : _**All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Trust from time to time.

(d)All posts at the College shall normally be filled by advertisement but the Managing Committee shall have the power to decide, on the recommendation of the Principal that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

(e)The Chairman of Nanakana Sahib Education Trust, Ludhiana and the Managing Committee is the Chairman of Teaching and Non-Teaching Selection Committee by virtue of his designation.

4.Travelling Allowance to attend interview:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such travelling allowance as may be determined by the Chairman from time to time, to which approval of the Managing Committee may be obtained subsequently.

5.Medical Fitness:

Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Managing Committee as being in sound health and physically fit to serve provided that the Managing Committee may for sufficient reasons relax the medical requirement in any particular case or cases subject to such condition, if any, as may be laid down by the Managing Committee.

'Provided further, that in the case of persons appointed temporarily for periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with.'

6.Salary and Allowances:

All employees working under sanctioned post are entitled to pay according to pay scales of their posts, and in addition such dearness and other allowances at such rates as the Managing Committee and Trust may decide, from time to time.

7.Appointments:

All permanent appointments shall ordinarily be made on probation for a period of two years, after which period, the appointee, if confirmed, shall continue to hold the post, till the close of the academic session, in which he attains the age of 60 years. (Amended vide Managing Committee Resolution No. 58.4 dated 16-10-1976).

Provided that the appointing authority may in exceptional cases, grant extension of service or to re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years.

8.Termination of services:

(a) After the probation of two years if the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.

(b)The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.

(c)If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service in considered undesirable, by such appointing authority, his services may be terminated by three months notice or on payment of three months salary in lieu thereof.

(d)The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the persons concerned three months notice in writing or on payment of three months salary in lieu thereof.

(e)A permanent employee of the College may terminate his engagement by giving to the appointing authority three months notice in writing or on payment of three months salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

(f)The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to between the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

9.Travelling and Daily Allowances:

The employees of the College shall be entitled to travelling and daily allowances according to the scales laid down by the Managing Committee and Trust from time to time.

10.Employees entitled to vacations:

It shall be for the Managing Committee to decide as to the class of employee of the College who shall be entitled to vacation.

11.Conduct Rules:

The employees of the College shall be governed by the Conduct Rules as laid down in Schedule 'A'.

12.Leave Rules:

The employees of the College shall be entitled to vacation and leave in accordance with the rules approved by the Managing Committee, Trust and Punjab Government.

13.Residential Accommodation for staff:

(a)The employees of the College may be provided with unfurnished houses, if available, within the campus of the College in which they shall be required to reside subject to conditions as laid down by the Managing Committee and Trust.

(b)The Managing Committee and Trust may authorise the grant of rent-free furnished or unfurnished accommodation or accommodation at concessional rent, to any category of staff, if it considers necessary to so in the interests of the College.

14.Penalties :

The principal may place a member of the staff appointed at the College under suspension under the following circumstances: -

(a)Where a disciplinary proceeding against him is contemplated or is pending, or

(b)Where a case against him in respect of any Criminal Offence is under investigation or trial in a Court of Law.

During the first year of suspension the member of the staff concerned shall be entitled to a subsistence allowance of an amount equal to the leave salary which he would have drawn if he had been on leave on half average pay and any period subsequent thereto at such rates as may be decided by the appointing authority. In addition, he may be granted any allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Principal may fix. During the period of suspension he will be required to attend the College.

The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff: -

(i.)Censure;

(ii.)Withholding of increments;

(iii.)Recovery of the whole or part of the pecuniary loss caused to the Trust by negligence or breach of orders;

(iv.)Reduction to a lower service, grade or post or to a lower time scale, or to a lower stage in a time scale;

(v.)Compulsory retirement;

(vi.)Removal from service which shall not be a disqualification for future employment under the Trust.

(vii.)Dismissal from service which shall ordinarily be a disqualification for future employment under the Trust.

No order imposing on any member of the staff any of the Penalties specified at (iv) to (vii) above, shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken against him.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the appointing authority.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases: -

(a)Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.
(b)Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause;

If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (b) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be final.

A member of the staff aggrieved by any order imposing penalty passed by the appointing authority against him shall be entitled to prefer an appeal to the next higher authority against the order and the decision of the appellate authority regarding the appeal shall be final.

A member of the staff aggrieved by any order imposing any penalty passed by the Principal against him shall be entitled to prefer an appeal to the Managing Committee and there shall be no further appeal from the decision of the Managing Committee.

No appeal shall be entertained unless, it is submitted within a period of three months from the date on which the appellant received a copy of the order appealed against, provided the appellate authority may in its

entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

If charges against a member of the College staff, who has been dismissed, removed or suspended on certain charges, are not proved or his appeal is accepted by competent authority, he may be granted pay and allowance by the authority suspending him or by the appellate authority for the period of his absence from duty as under: -

(a)Full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, if he has been fully exonerated.

(b)Such proportion of such pay and allowance as the appellate authority may prescribe, if not fully exonerated.

In a case falling under clause (a), the period of absence from duty will be treated as a period spent on duty. In case falling under (b) it will not be treated as period spent on duty unless the appellate authority so directs.

15. Provident Fund:

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

16. Appointment on Contract:

Appointment on contract basis is made by Selection Committee (Contract) constituted by Managing Committee/Trust from time to time.

17. Interpretation:

Notwithstanding any thing contained in the regulations, the Managing Committee and Trust shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

CONDUCT RULES

1.Application:

The provisions contained in this Schedule shall apply to all employees of the College.

2.Definitions:

In this Schedule unless the context otherwise requires.

(a)"Competent authority" means: -

(i) The 'Trust' in the case of the Principal.

(ii) The 'Principal' in the case of all other employees.

(b)"Members of the family" in relation to an employee includes: -

(i) the wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employees wife or husband and wholly dependant on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependant upon him or her, or whose custody the employee has been deprived of the law.

(c)"Service" means service under the College.

3.General:

(a)Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(b)An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c)Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations. These duties shall interalia include attendance at meeting of committees to which he may be appointed by the College.

(d)An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

(e)Except for valid reasons and or unforeseen contingencies no employee shall be absent from duty without prior permission.

(f)No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

(g)Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head

of a Department, the address where he would be available during the period of the absence from station.

4.Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands for election he must take leave of absence from the College.

5. Criticism of the Institute:

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

(i) which has the effect of an adverse criticism of any policy or action of the College; or
(ii) which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organisation or members of public; or
(iii) which exploits the name of the College or his position therein.

Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6.Evidence before Committee or any Authority:

(i) Save as provided in sub-paragraph(iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
(ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticise the policy or any action of the College or the Central Government or any State Government.
(iii) Nothing in this paragraph shall apply for: -

(a)evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
(b)evidence given in any judicial inquiry; or
(c)evidence given at any departmental inquiry ordered by the College authorities.

7.Unauthorised communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

8.Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments.

No member of academic staff shall offer private tuition in subjects offered by his own department.

9.Investments, Lending and Borrowing:

(i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(ii) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

10.Insolvency, Habitual Indebtedness and Criminal Proceedings;

(i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

(ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the College unless he has obtained written permission to that effect from the Principal of the College.

11.Moveable, Immoveable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

12.Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication

of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

13.Representations:

(a)Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

(b)No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules i.e. The Punjab Affiliated College (Security of Service of Employees) Act 1974 and preference of appeals against any such action taken against him.

PROVIDENT FUND RULES

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Applicable for Employees of Guru Nanak Dev Engineering College duly approved by Nanakana Sahib Education Trust/Managing Committee Guru Nanak Engineering College, Ludhiana duly amended from time to time.

P.F. RULES APPROVED BY PUNJAB GOVERNMENT VIDE ITS NOTIFICATION (FINANCE DEPARTMENT REGULATIONS) DATED 9t^{h} Mach, 1979 – (No.569(2)FB.70/4860 – In exercise of the powers conferred by Sub-Section (2) of Section - 8 of the Provident Funds Act. 1925 (Central Act 19 of 1925), the Governor of Punjab is pleased to direct that the provisions of the said Act, shall apply to the Provident fund established for the benefit of the employees' of the Guru Nanak Dev Engineering College Ludhiana.

1.There shall be a Provident Fund for the benefit of the employees of the College.
2.The Control of the Fund shall vest in the Principal, who may, however, delegate his powers under this rule to such officer as the Managing Committee may appoint in this behalf.
3.Every whole-time employee of the College appointed against a substantive post shall be entitled and required to subscribe to the provident Fund from the date of his/her joining duty.

(i) No employee of the College shall be entitled to benefit of the Provident Fund who has been appointed on special terms.

(ii) Every employee subject to these rules shall be required to subscribe 10% or such amount as may be fixed from time to time of his/her pay to Provident Fund which amount shall be deducted from his/her pay every month. The Managing Committee of the College shall make a contribution equal to the amount so deducted from the pay of each employee.

No subscription or contribution shall be made to the Provident Fund for the benefit of an employee who is on leave other than privilege/earned leave on full pay/half pay.

Note: "Subscription" means the amount paid by the employee required to subscribe to the Provident Fund "Contributions" means the amount contributed by the Managing Committee.

4.The amount of subscription deducted from the monthly pay of each employee together with the amount of contribution of the Managing Committee shall be deposited into a bank within fourteen days of the disbursement of salaries in an account opened in the name of the Principal by the Managing Committee of the College.

Moneys not immediately required for the purposes of the Fund may be deposited into a fixed deposit account into a Bank or invested in any other way, with the approval of the Managing Committee of the College.

5.The financial year of the fund shall close on the 31st day of March every year.

6.On the close of the financial year an account shall be taken of the income of the Fund and that of expenditure on the administration of the Fund and net receipts shall be credited rotably amongst the subscribers who shall be participating in the Fund on the last day of the closing year.

7.The account of the Fund shall be audited annually, after closing of the financial year by an auditor appointed by the Managing Committee.

8.Each subscriber shall receive a copy of the account of the fund with a statement showing the amount to his credit on the closing day of the financial year. (For the purpose of allocation / distribution of INTEREST (annual) the financial year will be from 1st February to 31st January of proceeding year and as such SUBSCRIBER shall contain Acct. statement for same period).

9.Every subscriber shall make a declaration signed by him/her attested by two witnesses stating the name or names of his/her family members to whom he wishes the balance at his credit to be paid in the event of his/her death. Such nomination may at any time be revoked by the subscriber or replaced by a fresh nomination in writing. A register of such nominees shall be kept in the College Office.

> "Family" means any of the persons who reside with and are wholly dependent on the employee namely the employee's wife/husband, legitimate children, stepchildren, parents, sisters and minor brothers.

10.An employee, on quiting the service of the College shall be entitled to receive the benefit of the Managing Committee contributions, as under: -

(i) (a) Nothing if the period of service completed by him/her is less than three years.

(b) Half the amount if the period of service completed by him/her is three years or more but less than four years.

(d) Full amount if the period of service completed by him/her is five years or more than five years.

(c) Three-fourth of the amount if the period of service completed by him/her is four years or more but less than five years.

(ii) On the death of subscriber the amount of his/her Provident Fund payable to him/her as above, shall be paid to the person or persons duly nominated by him/her, when no nomination is made to his/her heir or heirs.

11.(i) If an employee of the College is dismissed, he/she shall not be entitled to received the benefit of the Managing Committee contribution to his/her Provident Fund.

(ii) Without prejudice to any other remedy the College shall be entitled to recover as the first charge from the amount at the credit of an employee, the loss or damages at

any time sustained by the College by reason of his dishonesty or negligence but not exceeding in any case the total amounts of contributions credited to his account by the Managing Committee together with interest accruing thereon.

(iii) If an employee of the College leaves the College in contravention of a written agreement the Principal may withhold the whole or part of the Managing Committee contributions towards his/her Provident Fund, to which he/she may be otherwise entitled.

12.The subscriptions made by the subscriber and contributions made by the Managing Committee shall be entered monthly in a separate account for each subscriber.

13. The amounts of Provident Fund not payable to employees under rule 10 or withhold under rule 11 may be credited to a "Special Fund" to be used for assistance to the dependents or deceased employees in suitable cases.

The Managing Committee decided to raise the limit of assistance upto Rs. 10,000 to be paid to widows/dependents of deceased employee, the quantum of grant to be given shall be decided by the Managing Committee keeping in view the circumstances of individual case.

14.A temporary advance not exceeding six month's pay or 90% of the amount, subscribed by an employee whichever is less, may be granted to an employee from the amount, standing to his/her credit in the fund at the discretion of the Principal for the following purposes: -

(i) To pay expenses incurred in connection with the illness of himself/herself or his/her family.

(ii)To pay the cost of sea or air passage of the subscriber or any member of his/her family.

(iii)To pay expenses in connection with marriages, funerals, or ceremonies, which by the religion of the subscriber, it is incumbent upon his/her to perform and in connection with which it is obligatory that expenditure should be incurred.

(iv)For research work.

(v)For undertaking educational tours within or outside the country.

(vi)To purchase a conveyance.

(vii)To purchase a house or land for building a house or for construction/repair of a house.

No advance shall be sanctioned unless the Principal is satisfied that the applicant's pecuniary circumstances justify it and that it will be spent for the purpose stated above and not otherwise.

Provided that the Principal when he is satisfied that the pecuniary circumstances of a subscriber are such that the extension of facility is considered necessary for any other purpose than those specified above, may at his discretion, sanction an advance for the same purpose.

15.An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct but such number shall not be less than twelve unless the subscriber so elects and shall not be more than twenty-four in any case. A subscriber may at his/her option repay more than one instalment in a month. Each instalment shall be a number of a whole rupee, the amount of the recovery being raised or deducted, if necessary, to admit of the fixation of such instalments.

The instalments will be recovered by compulsory deduction from pay starting from the next month after the advance is granted and will be in addition to the usual subscription. No recovery will be made from an employee while on leave of any kind except privilege/warned leave on full pay/half pay.

16.The advance shall bear interest at the same rate which is payable for the time being on the balance in the Fund at the credit of an employee and it will be recovered every month on the balances of the advance outstanding along with the instalments in repayment of the Principal (Annexure).

17. A non-refundable advance to the extent of half the Provident fund at his/her credit may be given to an employee who has completed 20 years of service or within five years of his/her retirement for the purpose of building a house, marriage of his/her children or for serious medical treatment of self and dependent.

Provided that he/she will also be entitled to withdraw the non-refundable advance to the extent of his/her share after a further period of five years.

18.On a subscriber leaving the College his/her account shall be closed and unless the amount to which he/she is entitled under those rules is claimed within one year it shall be written off as “dead account” and repaid only under the orders of the Managing Committee.

19.When an account become dead, the balance of the credit thereof must be credited to the “Special Fund” as miscellanies receipt.

20.The Managing Committee of the College may from time to time make rules, consistent with these regulations for: -

(a)the conduct of business of the Fund,

(b)Any matter relating to the Fund or its Management, or the investment of sums at credit, of the fund, or the privileges of subscribers not herein expressly provided for and may add to, vary, or cancel any rule so made.

Above Provident Fund rules contain all amendments made by Managing Committee from time to time to end of 31.3.1993.

College Leave Rules

Earned Leave Rules as per CSR Rule 8.116 for non-teaching staff :-

8.116.(i) The earned leave admissible to a Government employee in permanent employ is

(a) 1/24th of the period spent on duty, during the first 10 years of his service;
(b) 1/18th of the period spent on duty during the next 10 years of his service; and 1/12th of the period spent on duty, thereafter.

Earned Leave Rules as per CSR Rule No. 8.117 for vocational staff :-

(a) Earned leave is not admissible to a Government employee serving in a vacation department in respect of duty performed in any year in which he avails himself of the full vacation.
(b) The earned leave admissible to such Government employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of the following period as the number of days of vacation not taken bears to the full vacation :-

(i) to a Government employee with 10 years service or less;	15 days
(ii) to a Government employee with more than ten years service but not exceeding 20 years service;	20 days
(iii) to a Government employee with over 20 years service;	30 days

If in any year he does not avail himself of the vacation, earned leave will be admissible in respect of that year in accordance with the provisions of Rule 8.116.

(c) Vacation may be taken in combination with or in continuation of any kind of leave under the rules in this section; provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government employee at a time under Rule 8.116.

Note :-

Grant of eight days earned leave to the employees of the Vacation Departments – I am directed to address you on the subject cited above and to say that as per provisions contained in rule 8.117(a) of Punjab Civil Services Rules, Volume I, Part I, the employees of Vacation Department are not entitled to any earned leave in respect of duty performed in any year in which the staff avails itself of full vacation. Now, in pursuance of the recommendations of the Third Punjab Pay Commission, the President of India is pleased to decide that the employees of Vacation Departments shall be entitled to eight days earned leave for every completed years spent on duty. The concession of earned leave of eight

days shall not be admissible to such Government employees in respect of any year in which he is prevented from availing himself of the full vacation as he is entitled to the earned leave as is admissible to the employees of Non-Vacation Departments, as per provision of Rule 8.117 (b) of the Punjab Civil Services Volume I, Part I. If any employee of the Vacation of Department avails himself of a part of vacation the earned leave proportionately admissible to him under rule 8.117 (b) together with eight days additional earned leave will not exceed the maximum earned leave admissible under rule 8.117(b). The benefit will accrue to the staff from the calender year 1990, i.e., from the Ist January, 1990.

Necessary amendment in the relevant rules will be made in due course.

The Managing Committee also decided that w.e.f. 1.1.1986 casual leave rules being followed by the State Government employees may also be adopted both for teaching and non-teaching staff of the Guru Nanak Engineering College, Ludhiana and Guru Nanak Polytechnic, Ludhiana.

Casual Leave as per CSR Rule 8.61 is as under :-

1. Casual leave may be granted to Government employees for short periods by the authorities specified in Appendix 12 or by (any officer under them to whom the powers are delegated by the said authorities)[1], subject to the conditions therein stated, as follows :-

(1) **Scale –** Casual leave will be admissible as follows :-

(i) service up to 10 years	10 days
(ii) service 10 to 20 years	15 days
(iii) more than 20 years	20 days

[2](iv) Women employees area entitled to 20 days casual leave every year irrespective of number of years of service put in by them.

For anti-rabic treatment	one month additional casual leave provided no substitutes is appointed.

Short Leave

In case an employee desires to avail part of a day as casual leave, it will be debited as under :-

Short leave up to 2 hours	1/3rd
More than two hours but less 3 ½ hours	1/2
More than 3 ½ hours	1 days

Half Pay leave, commuted leave and 'Leave not due' as per CSR Volume I, Part I

Rule 8.119

(a) The half pay leave admissible to an officer in permanent employ in respect of each completed year of 'service' is 20 days.
(b) The half pay leave due may be granted to a Government employee on medical certificate or on private affairs.
(c) Commuted leave not exceeding half the amount of half pay leave due may be granted to a Government employee on medical certificate only subject to the following
conditions :-

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1. Notification No. 3/1/3/IFCD/88-9261 dated 13.10.1988
2. Letter No. 10/11/88-FPI/775 dated 22.8.1989

(i)Commuted leave during the entire service shall be limited to a maximum of (240) days;
(ii)when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

Maternity Leave as per CSR Volume I, Part I

8.137-A (1) The competent authority under Rule 8.23 may grant to a female Government employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a medical certificate and the grant of such leave shall be so regulated that the date of confinement fails within the period of this leave :

Provided that no leave under this sub-rule shall be granted to a female Government employee who has three or more living children.

Note 1 – Extension, in leave, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due.

(2) Maternity leave will not be debited against the leave account of the concerned female Government employee.

Regarding forming rules of Extra-Ordinary Leave for faculty members :-

Following Extra-Ordinary Leave Rules are proposed to be implemented in the College :-

If the leave is to be taken for more than one month by any faculty member then it is essential to get the leave sanctioned before the start of Academic Session so that class work does not suffer. It is a compulsion for extra ordinary leave that generally U.G. Class work and particularly P.G. work should not suffer at all. Extra Ordinary leave can be permitted only according to the set rules of the College.

For the sanction of Extra Ordinary Leave, following rules will be applicable :-

(a) No staff member will be granted any extra ordinary leave till he/she completes five years of service.
(b) The staff members, who have done regular service for 5 to 10 years, they will be eligible to apply for extra ordinary leave for one year.
(c) Those staff members, who have done regular service for more than 10 years, they will be eligible to apply for extra ordinary leave for two years.
(d) No staff member will get extra ordinary leave for more than 03 years during his/her entire service

After availing extra ordinary leave, the employee will serve the Institution atleast for five years regularly and during these five years the employee will not be granted any other kind of leave except Casual Leave and Medical Leave.

An Employee will not be permitted to extend extra ordinary leave and as and when their leave term gets over they will have to report for duty.

An employee has to furnish a Bond on Judicial Stamp Paper before taking extra ordinary leave, in which there will be a condition that he will not demand extension in leave and advance resignation as assurance will be taken from an employee. If the employee wants extension in this leave then it will be meant that he is not interested in doing further service and he wants to resign from the job or he want to opt for premature retirement that's why the extension in leave is being sought.

The employee will furnish a bond equal to three months notice period salary in addition to Rs. One lakh as penalty in the name of the Principal. An affidavit will be prepared on a judicial stamped paper and this bond will be pledged in the name of the Principal and it will be attested by Notary Public/Class – I Magistrate. If the employee fails to join his duties back on due date, the FDR worth Rs. 1.00 Lac plus the amount of three months salary will be forfeited towards penalty and adjustment of notice period respectively.

At a time, in one department only one staff member can go on extra ordinary leave.

An employee can proceed on extra ordinary leave when he/she takes clearance certificate from departments including Trust Office and completes the formality of handing/taking

over, failing which, the leave of such an employee will be understood as cancelled and he will be considered absent from duty.

A certificate will be taken from the employee that if he comes back early before dead line of expiry of extra ordinary leave then he will not be allowed to join back his duties during his contract tenure.

Note : this condition will not applicable on those employees, who are availing study leave. If any employee completes his studies successfully ealier, he will be allowed to join his duties.

Study Leave Rules :- All rules of extra-ordinary leaves will be applicable on study leave also. The condition of minimum service tenure to be five years can be relaxed only for those staff members, who want to go on study leave to do M.Tech. or Ph.D.

Those employees, who are in service for five years will be given study leave for two years.

Three years study leave can be given to those employees, who want to go in for Ph.D. Programme and those who have completed five years regular service. Relaxation in service rules can be given in those special cases where staff member knows about particular research area and the arena of research is of utmost importance.

Vacations to Non-Teaching Staff :-

As per decision of Managing committee, the following Non-teaching staff is allowed facility of summer/winter vacations. According to the decision, this facility will be given to 50% of these staff members on the basis of rotation (MC Resolution No. 106.19 dated 14.03.1997).

1.Draftsman
2.Lab. Technician
3.Maintenance Mechanic
4.Instrument Repairer
5.Boiler Incharge

BENEFITS FOR STAFF

Quality Improvement (Q.I.P.)

Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored at one occasion on seniority basis.

Group Insurance

Each staff member can start insurance under this scheme and the monthly premium is deducted from their salary as per instructions of LIC issued from time to time.

Gratuity

Nankana Sahib Education Trust, Ludhiana (the Governing Body of the College) has approved the Rules for payment of gratuity to the regular teaching and non-teaching staff having regular grades as under :-

For Non-teaching regular staff drawing regular grade

The non-teaching regular staff drawing regular grade will be paid gratuity under the payment of gratuity Act 1972 as they were being paid before Supreme Court Judgement of January 2004.

For Teaching regular staff drawing regular grade

As the teaching staff is not covered under Gratuity Act, 1972-Ref. Supreme Court Judgement of January 2004, therefore the Board approved the following as Trust's own rules for calculating the amount of Retirement-cum-Death gratuity payment for Teaching regular staff drawing regular grade :-

In addition to the benefit of provident fund a teacher at the time of retirement shall be granted by the Governing Body, a gratuity of a sum equivalent of 1/4th of his basic pay last drawn for each completed 6 monthly period of qualifying service subject to 16½ times of the basic pay provided that in no case gratuity shall exceeds the amount of Rs. 3.50 lacs.

Note :-

1.No one shall be allowed gratuity unless he has completed five years continuous service in the the Institute.
2.No gratuity shall be accrued for any service exceeding 33 years.
3.In the case of any employees who dies before completing five years service or any employee who join service at any age when he can not upto the date of

retirement completed the five years regular service, the Governing Body may grant such exgratia as it deem fit under the circumstances.

4.Payment of gratuity under any circumstances cannot be awarded to the employees on resignation.

Medical Aid Fund

A medical aid fund has been created for the staff and montly deduction @ Rs. 30/- per month from the salary of each staff member is being deducted, which is non-refundable. The objective of this scheme is to help the staff members in cases of excessive medical expenses borne by him / her beyond a prescribed minimum limit.

Medical Loan Fund

This fund is created to help the staff members by providing suitable loan money in cases of excessive medical expenses borne by him/her beyond a prescribed maximum limit. Every staff member contributes a sum of Rs. 100/- (teachers), Rs. 75/- (Class – III) and Rs. 50/- (Class – IV) per month through salary bill. Ninety percent of the contribution made by the member is refundable at the time of retirement / leaving the job.

Financial support to faculty members for paper presentation / Conferences / Symposium etc.

Faculty members are allowed financial support for presenting papers in conferences / attending short term courses / symposium etc. as under :-

National Conference	Allowed once in a calender year	Full registration fee subject to maximum Rs. 3500/-. TA/DA as per Rules.
International Conference within India	Allowed once in a calender year	Full registration fee subject to maximum Rs. 4500/-. TA/DA as per Rules.
International Conference outside India	Allowed once in three years	Full registration fee plus 50% air travel expenditure