

**COMMON STATUTES FOR  
AGRICULTURAL  
UNIVERSITIES OF GUJARAT**

**STATUTE**

**No. S.119**

**State Agricultural Universities  
Services of Gujarat (General) Rules, 2011**

**ANNEXURE**

[Note below Rule-176]

**Constituents of Urban Agglomerations (UA) - 2001 Census**

**Abbreviations Used**

- |            |                          |         |                   |
|------------|--------------------------|---------|-------------------|
| 1. I.N.A.  | Industrial Notified Area | 5. N.P. | Nagar Panchayat   |
| 2. M.      | Municipality             | 6. O.G. | Out Growth        |
| 3. M.Corp. | Municipal Corporation    | 7. V.P. | Village Panchayat |
| 4. N.M.    | Non-Municipal            |         |                   |

**GUJARAT**

**01. AHMEDABAD (UA)**

- |  |  |
|--|--|
| (a) Ahmadabad (M Corp+OG)                        | (iii) Oganaj (OG)                            |
| (i) Ahmadabad (M Corp.)                          | (e) Ghatlodiya (M+OG)                        |
| (ii) Asarva (OG)                                 | (i) Ghatlodiya (M)                           |
| (iii) Naroda (OG)                                | (ii) Nirnaynagar<br>(Ghatlodiya) (Part) (OG) |
| (iv) Nikol (OG)                                  | (f) Memnagar (M)                             |
| (v) Odhav (OG)                                   | (g) Vastrapur (CT)                           |
| (vi) Shahwadi (OG)                               | (h) Vejalpur (M+OG)                          |
| (vii) Gyaspur (OG)                               | (i) Vejalpur (M)                             |
| (viii) Maktampur (OG)                            | (ii) Ambli (OG)                              |
| (ix) Saijpur - Gopalpur (OG)                     | (i) Makarba (CT)                             |
| (x) Bodakdev (OG)                                | (j) Sarkhej-Okaf (M+OG)                      |
| (xi) Hathijan (OG)                               | (i) Sarkhej-Okaf (M)                         |
| (xii) Vatva (OG)                                 | (ii) Fatewadi (OG)                           |
| (xiii) Kathwada (OG)                             | (k) Kali (M)                                 |
| (xiv) Sola (OG)                                  | (l) Thaltej (CT)                             |
| (xv) Dhuma (OG)                                  | (m) Vastral (M)                              |
| (b) Ahmadabad Cantonment (CB)                    | (n) Ramol (M)                                |
| (c) Ranip (M+OG)                                 | (o) Gota (CT)                                |
| (i) Ranip (M)                                    | (p) Singarva (CT)                            |
| (ii) Chenpur (OG)                                | (q) Bopal (CT)                               |
| (d) Chandlodiya (M+OG)                           | (r) Lambha (CT)                              |
| (i) Chandlodiya (M)                              | (s) Jodhpur (M)                              |
| (ii) Nirnaynagar<br>(Chandlodiya)<br>(Part) (OG) | (t) Motera (CT)                              |
|  | (u) Chandkheda (M)                           |

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### 02. RAJKOT (UA)

Rajkot (MCorp + OG)

- (i) Rajkot (M Corp.)
- (ii) Manharpur (OG)
- (iii) Madhapar (OG)
- (iv) Anandpar (OG)
- (v) Munjka (OG)
- (vi) Mota Mava (OG)
- (vii) Vavdi (OG)
- (viii) Bedi (OG)
- (ix) Kotharia (OG) (Part)

### 03. JAMNAGAR (UA)

(a) Jamnagar (MCorp + OG)

- (i) Jamnagar (MCorp)
- (ii) Jamnagar (OG)
- (iii) Port Area (OG)
- (iv) Vibhapar (OG)

(b) Bedi (CT)

(c) Navagam Ghed (M)

### 04. BHAVNAGAR (UA)

Bhavnagar (MCorp + OG)

- (i) Bhavnagar (MCorp)
- (ii) Ruva (Part) (OG)
- (iii) Tarsimiya (Part) (OG)

### 05. VADODARA (UA)

(a) Vadodara (MCorp. + OG)

- (i) Vadodara (MCorp)
- (ii) Undera (OG)
- (iii) Karodiya (OG)
- (iv) Harni (OG)
- (v) Sama (OG)
- (vi) Sayajipura (OG)
- (vii) Bapod (OG)
- (viii) Kapurai (Part) (OG)
- (ix) Kalali (OG)
- (x) Chhani (OG)

(b) Jawaharnagar Gujarat Refinery (CT)

(c) Petrochemical Complex INA (INA)

(d) Bajwa (CT)

(e) Tarsali (CT)

(f) Karachiya (CT)

(g) Nandesari (CT)

(h) Nandesari INA (INA)

(i) GSFC Complex INA (INA)

(j) Ranoli (CT)

### 06. SURAT (UA)

(a) Surat (M Corp+OG)

- (i) Surat (M Corp.)
- (ii) Mota Varachha (OG)
- (iii) Simada (OG)
- (iv) Puna (OG)
- (v) Magob (OG)
- (vi) Gadodara (OG)
- (vii) Dindoli (OG)
- (viii) Bharthan-Vesu (OG)
- (ix) Vesu (OG)
- (x) Pal (OG)
- (xi) Palanpor (OG)
- (xii) Bamroli (OG)
- (xiii) Vadod (OG)
- (xiv) Amroli (OG)

(b) Utran (CT)

(c) Chhapra Bhatta (CT)

(d) Parvat (CT)

(e) Un(CT)

(f) Ichchhapor (CT)

(g) Sachin (CT)

(h) Sachin INA (INA)

**SCHEDULE**

**(See Rule-9.3)**

*Letter of cognizance to be taken by a candidate  
undergoing physical fitness examination*

**No :.....201\_\_\_\_\_**

**Place :**

**Date :**

**From**

**The Registrar**

**@ Anand/Junagadh/Navsari/Sardar Krushinagar Dantiwada Agricultural University**

**@ Anand/Junagadh/Navsari/Sardar Krushinagar Dantiwada**

**To :**

**The Civil Surgeon/Superintendent,**

**Civil Hospital,**

**@ Anand/Junagadh/Navsari/Palanpur**

**Subject : Medical examination for physical fitness  
for University Service**

**Sir,**

I am directed to request that the bearer \_\_\_\_\_ a candidate for  
employment in the post of \_\_\_\_\_

In the cadre of \_\_\_\_\_ Department of the University, may  
kindly be examined by you and University furnished with your opinion  
regarding his health and age in the prescribed form as recommended by rule-  
12 of the Appendix III of the Gujarat Civil Services (General Conditions of  
Services) Rules, 2002. Particulars of this candidate are given below :-

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**@ Delete which are not applicable.**

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- (1) Height.
- (2) Figure.
- (3) Personal marks:
  - (1)
  - (2)
  - (3)

This candidate is expected to perform the following duties :-

This candidate had made a declaration before me to the effect that he was not declared unfit for Government / University Service previously by any duly constituted medical authority. This declaration is herewith attached.

**Yours faithfully,**

**(Name)**

**Registrar**

**FORM - 1**

**[See Rules-9.1 & 10]**

***Form of Medical Certificate***

**A medical certificate of fitness for University service shall be in the following form :-**

1. Name of candidate.....
2. The post to which appointed.....
3. Department of the University in which appointed.....
4. The age according to candidate's own statement.....
5. Age as by appearance to the Medical Officer.....
6. Whether vaccinated or not.....
7. Left hand thumb impression of the candidate.....
8. Marks of identification.....

I certify that I have examined the above mentioned candidate and cannot discover that he has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except \_\_\_\_\_. I do not consider this a disqualification for employment in the office of \_\_\_\_\_ as \_\_\_\_\_.

**Signature.....**

**Seal of office.**

**Designation.....**

**Date :**

**Place :**

***Note :*** *In the case of female candidates, the examination will be confined to the general conditions of health and constitution only.*

*FORM - 2*

*[See Rule-14]*

*Agreement to be entered into by the employee*

AGREEMENT entered into this ..... day of the month of ..... of the year two thousand and ..... between ..... (hereinafter called @ .....) on the one part and the \_\_\_\_\_ Agricultural University (hereinafter called the University) being a body Corporate constituted under the Gujarat Agricultural Universities Act, 2004 as amended up-to-date (hereinafter called the said Act) on the other part.

WHEREAS by a resolution of the Board of Management of the University passed at their meeting held on the ..... it was resolved that the said @ ..... be appointed as # ..... on a starting salary of ₹..... in the pay band of \$ ₹..... and grade pay of \$ ₹ ..... subject to the conditions of service as may be laid down from time to time AND WHEREAS the said @ ..... accepted the said terms of appointment and joined the University service AND WHEREAS it has been considered desirable to reduce to writing the terms

- 
- @ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**
- # Write here the full designation mentioning the Department and the Faculty or Office.**
- \$ Write here the pay band and the grade pay of the post.**
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and conditions of service agreed to between the said @ ..... and the University, NOW THESE PRESENT WITNESS that it is hereby agreed by and between the parties hereto as follows :-

1. That the said @ ..... shall abide by the conditions of service such as Gujarat Agricultural Universities Services Rules, Provident Fund Rules, Conduct Rules, Discipline and Appeal Rules etc., as may be laid down by the University from time to time.
2. That at the expiry of the the probation period of \_\_\_\_\_ years commencing from ..... on which date the said @ ..... took up this appointment in the University, his appointment shall be made as officiating or permanent, provided in the discharge of his duties, the said @ ..... gives satisfaction of which the Board of Management shall be the sole judge.
3. That subject to the age-limit as prescribed under Statute-\_\_\_\_\_ and subject to what is hereinafter stated the said @ ..... shall be continued in the employment of the University provided however that it shall be competent for either part to terminate this agreement after giving due notice in writing as prescribed under the Rules relating to conditions of service for University employees.

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**@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**

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4. That the said @ ..... shall be paid his due salary in the pay band and grade pay of his appointment so long as he remains in the service of the University and performs satisfactorily all the duties of his office, and the work entrusted to him or her.
5. That, during the continuance of his service under the terms of the agreement, the said @ ..... shall be a member of the New Defined Contributory Pension Scheme introduced by the State Government vide its Finance Department Resolution No. NPN-2003-GOI-10-P, dated 18th March, 2005 as amended from time to time and that the University may deduct the said subscription from any money that may be payable to the said @ ..... under this agreement or otherwise.
6. That the said @ ..... shall \*[give instructions to the students in the Department / College and subject for which he is considered eligible by the University and shall conduct research in the said Department and subject to the satisfaction of the University and] perform such other duties as may be entrusted to him by any competent authority of the University and

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**@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**

**\* Words in large brackets to be scratched out in case of non-teaching employees.**

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shall to the best of his ability carry-out the lawful directions of any office or body of the University to whose authority he may, while this agreement is in force, be subject under the provisions of the said Act or under any Statute or Rules made there under.

7. That the said @ ..... shall devote his whole time to the service of the University and shall not, without having first obtaining the permission of the University (a) apply for or accept any post or service carrying remuneration or (b) engage directly or indirectly in any trade, business or occupation or (c) take active part in politics or (d) except in case of accident or emergency or sickness certified by competent medical authority absent himself from his duties without getting due leave sanctioned by the competent authority of the University as per the rules of the University.
8. That the said @ ..... shall not stand as a candidate for any election to a Municipality, District Local Board or any other local authority and shall not also stand as a candidate for election to the State Legislature or Parliament without the previous permission of the Board of Management and he shall refrain from any activity which tends to create communal disharmony.

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**@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**

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9. That the said @ ..... shall not engage himself in imparting private tuitions, paid or unpaid to any student of the University.
10. That the said @ ..... shall not, without the previous permission of the Vice-Chancellor; accept an examinership at any examination outside the University or accept membership honorary or with remuneration on any outside committees or bodies.
- 10A. \* [That the said @ ..... shall not, apply: for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by the said @ ..... or publish the results of any research involving patentable material done by him or under his guidance in the University save with the previous permission of the Vice-Chancellor, and in accordance with such conditions as he may impose from time to time. The Vice-Chancellor shall, after consulting, the Head of the Department decide what is 'patentable material' within the meaning of that expression as used in the present clause and his decision shall be final and binding.]

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**@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**

**\* Words in large brackets to be scratched out in case of non-teaching employees.**

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11. That, if at any time during the period of probation mentioned in clause 2 above, the University is satisfied that the work or conduct of the said @ ..... is not satisfactory it may terminate his service or revert him to the post which he was holding before his promotion, without notice.
12. That the said @ \_\_\_\_\_ shall furnish security as laid down in the Gujarat Agricultural Universities Services (General) Rules, 2011.
13. In case a dispute arises out of this contract, the decision of the Board of Management shall be final.
14. This agreement shall continue in force until determined by either of the parties hereto giving to the other due notice in writing as required under the rules relating to conditions of service for the University employees to terminate it.

IN WITNESS WHEREOF the party hereto of the one part, has hereunto set his hand and seal and the Common Seal of the Gujarat Agricultural Universities attested by the signature of the Registrar and hereunto affixed on the day and the year first above written.

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**@ Write here Officer, Professor, Associate Professor, Assistant Professor, Superintendent, Head Clerk, Clerk etc. as the case may be.**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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SIGNED BY THE within named

(1) .....

in the presence-of

..... (Signature of the employee)

Head of the Department

The Common Seal of the Gujarat Agricultural Universities  
has been affixed in pursuance of the resolution  
of the Board of Management in the presence of  
(SEAL)

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REGISTRAR

**FORM - 3**

**[See Rule-87]**

***Application for leave or for extension of leave***

1. Name of applicant :
2. Post held :
3. Department/Office/Branch :
4. Pay :
5. House rent drawn in the present post. :
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last period of that leave
10. Address during leave period :
11. \* In the event of my resignation or voluntary retirement from service, without resuming duties after the expiry of leave, I undertake to refund :-
  - (i) the difference between the leave salary drawn during commuted leave and that admissible during half pay leave, which would not have been admissible, had rule-123.1 not been applied.
  - (ii) the leave salary drawn during leave not due which would not have been admissible had rule-124.1 not been applied.

**Signature (with date)**

**Designation.**

12. Remarks and/or recommendation of the Head of Unit.

**Signature (with date)**

**Designation.**

**Certificate Regarding Admissibility of Leave**

Certified that the leave applied for is due and admissible to the employee.

**Signature (with date)**

**Designation.**

13. Orders of the Leave Sanctioning Authority.

*\* Score out if not applicable.*

**The Gujarat Agricultural Universities Services (General) Rules, 2011**

**FORM - 4**

**[See Rule-88]**

**Leave Account of \_\_\_\_\_ Leave**

**PART - I - EARNED LEAVE**

Particulars of services in the calendar half year		Completed months of service in the half year	E. L. credited at the beginning of half year	No. of days of extra-ordinary leave availed of (Col. 4 Part-III) during the previous calendar half year	E. L. to be deducted (1/10th of the period in Col. 5)	Total E. L. at credit in days (Col. 4 + 11 - 6)	Leave Taken			Balance of E. L. on return from leave (Col. 7-10)	No. & Date of Order sanctioning the Leave	Signature of the Registrar / Head of Unit
From	To						From	To	No. of days			
1	2	3	4	5	6	7	8	9	10	11	12	13

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**FORM - 4**

**[See Rule-88]**

**Leave Account of \_\_\_\_\_ Leave (Cont.)**

**PART - II - HALF PAY LEAVE (On Private affairs and M C including commuted leave and Leave Not Due)**

Length of Service			Credit of Leave		Leave Taken Against the earning of half pay			Commutated Leave on Medical Certificate on Full Pay or without Medical Certificate for approved study in the interest of the University *			Commutated leave converted to half pay leave (Twice of 11)	Balance (Col. 5 - 8 - 12)	No. & Date of Order sanctioning the Leave	Signature of the Registrar / Head of Unit
From	To	Completed months of service in the calendar half year	HPL credited at the beginning of half year	Leave at Credit (Col. 4 + 24)	From	To	No. of days	From	To	No. of days				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**PART - II - HALF PAY LEAVE (On Private affairs and M C including commuted leave and Leave Not Due)**

						L. N. D. Limited to 360 days in entire Service				
Commutated leave on medical certificate on full pay			Limited to 180 days on H.P.L. Converted to 90 days commuted leave in entire service			Total of leave not due (Col. 18 + 21)	Total half pay leave taken (Col. 12 + 22)	Balance of half pay leave on return from leave (Col. 5 - 23)	No. & Date of Order sanctioning the Leave	Signature of the Registrar / Head of Unit
From	To	No. of days	From	To	No. of days					
16	17	18	19	20	21	22	23	24	25	26

\* Limited to commuted leave of 90 days representing 180 days of Half Pay Leave during the entire service

**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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**FORM - 4**

**[See Rule-88]**

**Leave Account of \_\_\_\_\_ Leave (Cont.)**

**PART - III - Extraordinary Leave & Other kinds of Leave taken during the service**

Kind of Leave	Duration of Leave			No. & Date of Order sanctioning the Leave	Remarks	Signature of the Registrar / Head of Unit
	From	To	No. of days			
1	2	3	4	5	6	7

**FORM - 5**

**[See Rule-95]**

***Medical certificate for an employee recommended  
leave or extension of leave or commutation of leave***

Signature of employee.....

I, ..... after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari ..... serving in ..... Unit of the \_\_\_\_\_ Agricultural University and whose signature is given above; is suffering from ..... and I consider that a period of absence from duty of ..... days with effect from ..... is absolutely necessary for the restoration of his health.

**Place.....**

**Signature.....**

**Dated.....**

**Designation of the Medical Officer**

**Note-1 :** *The nature and probable duration of the illness should be specified.*

**Note-2 :** *This Form should be adhered to as closely as possible and should be filled in after the signature of the employee has been taken.*

**Note-3 :** *Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at earliest possible date by a medical officer not below the rank of a Civil Surgeon of Government Hospital who shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the employee to appear before himself or before a medical officer nominated by himself.*

**FORM - 6**

**[See Rules-98 & 124.5]**

***Medical Certificate of fitness to return to duty***

Signature of employee.....

I..... do hereby certify that I have carefully examined Shri/Shrimati/Kumari ..... serving in ..... Unit of the \_\_\_\_\_ Agricultural University and whose signature is given above, and find that he has recovered from his illness and is now fit to resume duties in University's service. I also certify that before arriving at this decision, I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at my decision.

**Place.....**

**Signature.....**

**Dated.....**

**Designation of the Medical Officer**

**Note :** *The original medical certificate(s) and statement(s) (or certified copies thereof) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate.*

**FORM - 7**

**[See Rule-123.6]**

***Medical Certificate for commuted leave or extension of  
commuted leave, for the illness of a family member***

This is to certify that \_\_\_\_\_ days of leave would be necessary for Shri/  
Shrimati/Kumari \_\_\_\_\_ serving in  
\_\_\_\_\_ Unit of the \_\_\_\_\_ Agricultural University for looking after the health  
of Shri/Smt/Kum. \_\_\_\_\_ his wife/husband/legitimate/step son/  
daughter/unmarried sister/brother/father/mother who is suffering from  
\_\_\_\_\_ and is under my treatment.

**Place.....**

**Signature.....**

**Dated.....**

**Designation of the Medical Officer**

**FORM - 8**

**[See Rule-137.2]**

***Bond for an employee Proceedings on study leave***

KNOW ALL MEN MY THESE PRESENTS THAT I \_\_\_\_\_ resi-  
dent of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed  
as \_\_\_\_\_ in the \_\_\_\_\_ Departments/Office/Branch of the  
\_\_\_\_\_ Agricultural University do hereby bind myself and my heirs executors and  
administrators to pay to the \_\_\_\_\_ Agricultural University (hereinafter called the  
University) on demand the sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) to-  
gether with interest thereon from the date of demand at rates for the time being in force  
on Loans to the Government employees for House Building purposes, if payment is  
made in a country other than India the equivalent of the said amount in the currency of  
that country converted at the official rate of exchange between that country and India  
AND TOGETHER with all costs between attorney and client and all charges and  
experience that shall or may have been incurred by the University.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ one  
thousand nine hundred and \_\_\_\_\_.

Signature \_\_\_\_\_

Witness \_\_\_\_\_

(1)

(2)

WHEREAS I, \_\_\_\_\_ am granted study leave  
from \_\_\_\_\_ to \_\_\_\_\_ by the University.

AND WHEREAS for the better protection of the University, I have agreed to  
execute this bond with such condition as hereunder is written.

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NOW, the condition of above written obligation is that in the event of my resigning or retiring from University service without returning to duty after the expiry or termination of the period of study leave or extended period of study leave at any time within a period of three years after my return to duty, I shall forthwith pay to the University or as may be directed by the University on demand the said sum of ₹\_\_\_\_\_ (Rupees\_\_\_\_\_ ) together with interest thereon from the date of demand at the rates for the time being in force on loans to the Government employees for House Building purposes.

AND upon my making such payment, the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

I, have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

\_\_\_\_\_in the presence of witness.

(1)

(2)

**ACCEPTED**

**For and on behalf of the University.**

**Place.....**

**Signature.....**

**Dated.....**

**Designation.....**

**FORM - 9**

**[See Rule-140.1]**

***Bond for an employee Proceedings on sabbatical leave***

KNOW ALL MEN MY THESE PRESENTS THAT I \_\_\_\_\_ resi-  
dent of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed  
as \_\_\_\_\_ in the \_\_\_\_\_ Departments/Office/Unit of the \_\_\_\_\_  
Agricultural University do hereby bind myself and my heirs executors and administra-  
tors to pay to the \_\_\_\_\_ Agricultural University (hereinafter called the Univer-  
sity) on demand the sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) together  
with interest thereon from the date of demand at rates for the time being in force on  
Loans to the Government employees for House Building purposes, if payment is made  
in a country other than India the equivalent of the said amount in the currency of that  
country converted at the official rate of exchange between that country and India AND  
TOGETHER with all costs between attorney and client and all charges and experience  
that shall or may have been incurred by the University.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ one  
thousand nine hundred and \_\_\_\_\_.

Signature \_\_\_\_\_

Witness \_\_\_\_\_

(1)

(2)

WHEREAS I, \_\_\_\_\_ am granted sabbatical leave  
from \_\_\_\_\_ to \_\_\_\_\_ by the University.

AND WHEREAS for the better protection of the University I have agreed to  
execute this bond with such condition as hereunder is written.

**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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NOW, the condition of above written obligation is that in the event of my resigning or retiring from University service without returning to duty after the expiry or termination of the period of sabbatical leave or at any time within a period of three years after my return to duty I shall forthwith pay to the University or as may be directed by the University on demand the said sum of ₹\_\_\_\_\_ (Rupees\_\_\_\_\_ ) together with interest thereon from the date of demand at the rates for the time being in force on loans to the Government employees for House Building purposes.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

I, have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

\_\_\_\_\_in the presence of witness.

(1)

(2)

**ACCEPTED**

**For and on behalf of the University.**

**Place.....**

**Signature.....**

**Dated.....**

**Designation.....**

**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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**FORM - 10**

**[See Rule - 308]**

**REGISTER OF SECURITIES FURNISHED BY THE EMPLOYEE  
WORKING UNDER \_\_\_\_\_ UNIVERSITY**

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Sr. No.	Name of Incumbent	Amount of Security	Duties performed	Nature of security furnished and period upto which it is valid
1	2	3	4	5
<hr/>				
Name of surities with their places of residence		Notes regarding enquiries about solvency of surities		Remarks regarding renewals of fidelity bond etc.
6		7		8

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**FORM - 11**

**[See Rule - 309 (1)]**

**FORM OF PERSONAL SECURITY BOND**

**(On a Non-Judicial Stamp Paper of ₹ 40)**

KNOW ALL MEN BY THESE PRESENTS that I, @ \_\_\_\_\_, of \_\_\_\_\_ am held and firmly bound unto the \_\_\_\_\_ Agricultural University (hereinafter referred to as "the University" which shall, unless excluded by or repugnant to the context, include his successors in office and assigns) in the sum of Rupees \_\_\_\_\_ (Rs \_\_\_\_\_) to be paid to the University for which payment, well and truly to be made, I bind myself, my heirs executors, administrators and legal representatives by these presents.

WHEREAS the above bounded @ \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_\_ appointed to and now holds the office of the # \_\_\_\_\_ in the University.

AND WHEREAS the said @ \_\_\_\_\_ by virtue of such office is bound to collect \_\_\_\_\_ (here describe the Cashier's/Store Keeper's/Subordinate's nature of the duties) and to keep and render true and faithful accounts of his dealing with all property and moneys which may come into his hands or possession or under his control, such accounts to be kept in the form and manner that may from time to time be prescribed by duly constituted authority, and also to prepare and submit such returns, accounts and other documents as may from time to time be required by him.

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@ **Name of the employee**

# **Designation of the employee**

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## The Gujarat Agricultural Universities Services (General) Rules, 2011

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AND WHEREAS the said @ \_\_\_\_\_ has, in pursuance of (Rule-4.1 (i) of rules) regarding securities from the employees of the \_\_\_\_\_ Agricultural University been called upon to execute a bond with two sureties in favour of the University in the above mentioned sum of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) for the due and faithful performance by the said @ \_\_\_\_\_ of the duties of his office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required by him, while holding any office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @, or of any person or persons acting under him for whom he may be responsible.

NOW the condition of the above written bond is such that if the said @ \_\_\_\_\_ has whilst he has held the said office of \_\_\_\_\_ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every the duties thereof respectively and other duties which may from time to time be required by him, while holding any such office as aforesaid and shall duly pay to the University all such moneys as are payable to the University and shall come into his possession or control by reason of the said office and shall duly come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his

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@ **Name of the employee**

# **Designation of the employee**

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## **The Gujarat Agricultural Universities Services (General) Rules, 2011**

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possession or control by reason of the said office and if the said @ \_\_\_\_\_ his heirs, executors or administrators shall pay or cause to be paid into the University the amount of any loss or defalcation in the accounts of the University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @ \_\_\_\_\_ by the University such demand to be in writing and left at the office or last known place of residence of the said @ \_\_\_\_\_ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said @ \_\_\_\_\_ in such office as aforesaid or any other such offices aforesaid, be sustained, incurred, suffered or paid by the University by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @ \_\_\_\_\_ or an person or persons acting under him or for whom he may be responsible, then this shall be void and of no effect; otherwise the same shall be and remain in full force.

AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said @ \_\_\_\_\_ or on the final termination of the service of the said @ \_\_\_\_\_ whether as such as aforesaid or otherwise, or in the event of the said @ \_\_\_\_\_ ceasing to hold any office requiring security, this bond shall remain with the University permanently or until it is certain that there is no further necessity for keeping it for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the University owing

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@ **Name of the employee**

# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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to the act, neglect or default of the said @\_\_\_\_\_ or any such other person as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

PROVIDED always that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the University to recover the amount payable under the Bond.

IN WITNESS WHEREOF the said @\_\_\_\_\_ has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ signed and delivered by the above named @\_\_\_\_\_ in presence of.

1. \_\_\_\_\_
2. \_\_\_\_\_

**(Signature)**

We hereby declare ourselves sureties for the above said @\_\_\_\_\_ that he shall do and perform all that has above undertaken to do and perform and in case of his making default therein we hereby bind ourselves jointly and severally to University to forfeit the sum of ₹\_\_\_\_\_ in which the above said @\_\_\_\_\_ has bound himself or such other lesser sum as shall be deemed to be sufficient by the University to cover any loss or damage which University may have sustained by reason of such default.

And we agree that the University may without prejudice to any other rights or remedies of the University recover the said sum.

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@ **Name of the employee**  
# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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And we also agree that neither of us shall be at liberty to terminate his suretyship, except upon giving to the said University six calender months' notice in writing of our intention so to do and our joint and several liability under this bond shall continue in respect of all acts, embezzlement, defalcations, mismanagements, neglects, failures, misconducts, defaults, disobedience, omissions and insolvencies on the part of the said @\_\_\_\_\_ until the expiration of the said period of six months.

Dated this the\_\_\_\_\_day of\_\_\_\_\_20\_\_\_\_\_

Signature of sureties in the presence of :

1. \_\_\_\_\_
2. \_\_\_\_\_

**Signature**

In the presence of -

**Signature**

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@ **Name of the employee**

# **Designation of the employee**

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**FORM - 12**

**[See Rule - 309 (2)]**

**FORM OF SECURITY BOND WHERE SECURITY  
IS FURNISHED BY DEPOSITING P. O. SAVING BANK  
PASS BOOK**

KNOW ALL MEN BY THESE PRESENTS that I, @, \_\_\_\_\_  
of \_\_\_\_\_ am held and firmly bound unto the \_\_\_\_\_ Agricultural  
University (hereinafter referred to as "the University") in the sum of  
Rupees \_\_\_\_\_ (₹ \_\_\_\_\_) to be paid to the University for  
which payment, well and truly to be made, I bind myself, my heirs, executors,  
administrators and legal representatives by these presents.

WHEREAS the above bounden @ \_\_\_\_\_ was on  
the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ appointed to and now holds the  
office of # \_\_\_\_\_ in the University.

AND WHEREAS the said @ \_\_\_\_\_ by virtue of  
such office is bound to collect \_\_\_\_\_ (here describe the  
Cashier's/Store Keeper's/Subordinate's nature of the duties)

and to keep and render true and faithful accounts of his dealing with all  
property and moneys which may come into his hands or possession or under his  
control, such accounts to be kept in the form and manner that may from time to  
time be prescribed by duly constituted authority, and also to prepare and submit  
such returns, accounts and other documents as may from time to time be required  
from him.

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@ **Name of the employee**

# **Designation of the employee**

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## **The Gujarat Agricultural Universities Services (General) Rules, 2011**

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AND WHEREAS the said @ \_\_\_\_\_ has, in pursuance of Rule-4.1 (ii) of rules regarding securities from the Employees of the \_\_\_\_\_ Agricultural University delivered to and deposited with the \_\_\_\_\_ (Designation of Officer) for the time being, the Post Office Savings Bank Pass Book No. \_\_\_\_\_ of him, the said @ \_\_\_\_\_ duly endorsed in favour of the \_\_\_\_\_ (Designation of Officer) or the time being, and showing a sum of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) to the credit of the said @ \_\_\_\_\_ in the Posts Savings Bank at \_\_\_\_\_ as security for the due and faithful performance by the said @ \_\_\_\_\_ of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required to perform, while holding any such office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @ \_\_\_\_\_ or of any person or persons acting under him for whom he may be responsible.

NOW the condition of the above written bond is such that if the said @ \_\_\_\_\_ has whilst he has held the said office of # \_\_\_\_\_ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every duties thereof respectively and other duties which may from time to time be required by him, while holding any such office as aforesaid and shall duly pay to the University all such moneys as are payable to the University

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@ **Name of the employee**

# **Designation of the employee**

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## **The Gujarat Agricultural Universities Services (General) Rules, 2011**

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and shall come into his possession or control by reason of the said office and shall duly come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said @\_\_\_\_\_ his heirs, executors or administrators shall pay or cause to be paid into the University the amount of any loss or defalcation in the accounts of the said University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @\_\_\_\_\_ by the University such demand to be in writing and left at the office or last known place of residence of the said @\_\_\_\_\_ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said @\_\_\_\_\_ in such office as aforesaid or any other offices aforesaid, be sustained incurred, suffered or paid by the University by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @\_\_\_\_\_ or an person or persons acting under him or for whom he may be responsible, then this shall be void and of no effect; otherwise the same shall be and remain in full force.

PROVIDED ALWAYS and it is hereby declared and agreed that the said Post Office Savings Bank and all moneys for the time being standing to the credit of the said @\_\_\_\_\_ in the Post Office Savings Bank at \_\_\_\_\_ and the interest on all such moneys shall be and shall remain with and at the disposal of the \_\_\_\_\_ (Designation of Officer) for the time being as such security

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@ **Name of the employee**

# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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as aforesaid with full power to the University for the time being, as occasion shall require to withdraw from the said Postal Savings Bank the moneys deposited therein and for the time being to the credit of the said @\_\_\_\_\_and interest thereon or so much thereof as shall be required and to apply the same in and towards the indemnity aforesaid to the University otherwise as aforesaid, but that nevertheless the interest accruing on the said money may in the meantime be paid over to the said @\_\_\_\_\_as and when the same shall be realised, if the\_\_\_\_\_for the time being shall think fit to do so.

AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said @\_\_\_\_\_ or on the final termination of the service of the said @\_\_\_\_\_ whether as such\_\_\_\_\_ as aforesaid or otherwise, or in the event of the said @\_\_\_\_\_ ceasing to hold any office requiring security, the said Postal Saving Bank Pass Book and the moneys for the time being to the credit of the said @\_\_\_\_\_ in the said Postal Savings Bank and this bond shall remain with and time disposal of the University permanently or until it is certain that there is no further necessity for keeping it for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the University owing to the act, neglect or default of the said @\_\_\_\_\_ or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

PROVIDED ALWAYS that the return at any time of the said security shall not be deemed to affect the right of the University to take proceedings upon or under this bond against the said @\_\_\_\_\_ or against his heirs, executors,

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@ **Name of the employee**

# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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administrators or legal representatives after his death, in case any breach of the conditions of this bond shall be discovered after the return of the said security and the responsibility of the said @\_\_\_\_\_ shall at all times continue and the University shall be fully indemnified against all such loss or damage as aforesaid at any time.

PROVIDED further that nothing herein contained nor the security hereby given shall be deemed to limit the liability of the said @\_\_\_\_\_ in respect of the matters aforesaid to the forfeiture of the sum for which this bond is executed and that should the said sum be insufficient to indemnify the University in full for any loss or damage sustained by him in respect of the matters aforesaid the said @\_\_\_\_\_ shall pay to the University on demand such further sum as shall be deemed by the University for the time being to be necessary in addition to the said sum of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid, it shall be open to the University to recover such further sum payable under this bond as aforesaid.

IN WITNESS WHEREOF the said @ has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ signed and delivered by the above named @ \_\_\_\_\_ in presence of.

1. \_\_\_\_\_
2. \_\_\_\_\_

**(Signature)**

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@ **Name of the employee**  
# **Designation of the employee**

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**FORM - 13**

**[See Rule - 309 (3)]**

**FORM OF SECURITY BOND WHERE SECURITY  
IS FURNISHED BY DEPOSITING A FIDELITY  
GUARANTEE POLICY**

KNOW ALL MEN BY THESE PRESENTS that I, @\_\_\_\_\_,  
of\_\_\_\_\_ am held and firmly bound unto the \_\_\_\_\_ Agricultural  
University (hereinafter referred to as "the University") in the sum of  
Rupees\_\_\_\_\_ (₹\_\_\_\_\_) to be paid to the University for which  
payment, well and truly to be made, I bind myself, my heirs executors,  
administrators and legal representatives by these presents.

Signed under my hand this\_\_\_\_\_day of\_\_\_\_\_20\_\_\_\_\_

2. WHEREAS the above bounden @\_\_\_\_\_was on the\_\_\_\_\_day  
of\_\_\_\_\_20\_\_\_\_\_appointed to and now holds the office of  
#\_\_\_\_\_ in the University.

AND WHEREAS the said @\_\_\_\_\_by virtue of  
such office is bound to \_\_\_\_\_(here describe the Cashier's/  
Store Keeper's/Subordinate's nature of the duties) and to keep and render true and  
faithful accounts of his dealing with all property and moneys which may come  
into his hands or possession or under his control, such accounts to be kept in the  
form and manner that may from time to time be prescribed by duly constituted

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@ **Name of the employee**

# **Designation of the employee**

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## The Gujarat Agricultural Universities Services (General) Rules, 2011

authority, and also prepare and submit such returns, accounts and other documents as may from time to time be required from him.

3. AND WHEREAS the said @\_\_\_\_\_has, in pursuance of (Rule-4.1 (iii) of rules) regarding securities from the Employees of the \_\_\_\_\_ Agricultural University delivered to and deposited with the University a fidelity bond issued by \_\_\_\_\_ Company for the above mentioned sum of ₹\_\_\_\_\_ (₹\_\_\_\_\_) as security for the due and faithful performance by the said @\_\_\_\_\_of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required from him while holding any such office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @\_\_\_\_\_ or of any person or persons acting under him for whom he may be responsible.

4. AND WHEREAS the said @\_\_\_\_\_has entered to the above bond in the penal sum of ₹\_\_\_\_\_conditioned for the due performance by him the said @\_\_\_\_\_of the duties of the said office aforesaid and of other duties appertaining thereto or which may lawfully be required for him to indemnify the University and the employees of the University against loss from or by reason of the acts or defaults of the said @\_\_\_\_\_ and of all every person and persons of aforesaid.

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@ **Name of the employee**

# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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5. NOW the condition of the above written bond is such that if the said @\_\_\_\_\_ has whilst he has held the said office of #\_\_\_\_\_ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, while holding the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every duties thereof respectively and other duties which may from time to time be required from him, while holding any such office as aforesaid and shall duly pay to the University all such money and securities for money as are payable or deliverable to University and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said @\_\_\_\_\_ his heirs, executors or administrators or his legal representatives shall pay or cause to be paid unto the University the amount of any loss or defalcation in the accounts of the University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @\_\_\_\_\_ by the University such demand to be in writing and left at the office or last known place of residence of the said @\_\_\_\_\_ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, suits, proceedings, costs, charges and expenses which have been or shall or may at any times or time hereafter during the service or employment of the said @\_\_\_\_\_ in such office as aforesaid or any such other offices aforesaid be sustained, incurred, suffered, brought, sued or commenced or paid by the University by reason of any act,

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@ **Name of the employee**

# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @ \_\_\_\_\_ or any person or persons acting under him for whom he may be responsible then the above written bond shall be void and of no effect; otherwise the same shall be and remain in full force.

6. PROVIDED ALWAYS and it is hereby declared and agreed by and between the parties hereto that the said fidelity Bond No \_\_\_\_\_ so delivered and deposited as aforesaid shall be and remain at the disposal of the said officer (for the time being or the University) as and for part and additional security over and above the above written bond to the University for the indemnity and other purposes as aforesaid with full power to the University or the employees of the University duly authorised in that behalf to obtain and receive payment of the sum or sums of money recoverable or to be received upon or by virtue of the said fidelity bond or a sufficient portion thereof and all benefits and advantages thereof and to apply the same in and towards the indemnity as aforesaid of the University or the employee of the University as the case may require.

7. AND IT IS HEREBY FURTHER AGREED declared by and between the parties hereto that the said @ \_\_\_\_\_ shall keep the fidelity bond issued by the said company in full force by payment of the premia as and when they fall due and by otherwise confirming to the rules of the said company relating thereto.

8. PROVIDED ALWAYS that the cancellation or lapse at any time of the said fidelity bond shall not be deemed to effect or prejudice the right of the University

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@ **Name of the employee**  
# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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to take proceedings upon or under the said bond against the said @ \_\_\_\_\_ in case any breach of the conditions of this bond shall be discovered after the cancellation or lapse of the said fidelity bond but the responsibility of the said @ \_\_\_\_\_ shall at all times continue and the University shall be fully indemnified against all such loss or damage as aforesaid at any time.

9. PROVIDED further that nothing herein contained nor in the fidelity bond so deposited shall be deemed to limit the liability of the said @ \_\_\_\_\_ in respect of the matters aforesaid to the forfeiture of the sum of ₹ \_\_\_\_\_ or any part or parts thereof and that the said sum be insufficient to indemnify the University in full for any loss or damage sustained by him in respect of the matters aforesaid the said @ \_\_\_\_\_ shall pay to the University on demand such further sum as shall be deemed by the University to be necessary in addition to the said fidelity bond of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) to cover such loss or damage aforesaid and that the University shall be entitled to recover such further sum payable as aforesaid any manner open to them.

Signed and delivered by the above named @ \_\_\_\_\_ in presence of.

1. \_\_\_\_\_

2. \_\_\_\_\_

**(Signature)**

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@ **Name of the employee**

# **Designation of the employee**

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**FORM - 14**

**[See Rule - 309 (4)]**

**FORM OF CASH SECURITY BOND**

KNOW ALL MEN BY THESE PRESENTS that I, @ \_\_\_\_\_, of \_\_\_\_\_ am held and firmly bound unto the Vice-Chancellor \_\_\_\_\_ Agricultural University (hereinafter referred to as "the University") in the sum of Rupees \_\_\_\_\_ (Rs \_\_\_\_\_) to be paid to the University for which payment, well and truly to be made, I bind myself, my heirs executors, administrators and legal representative by these presents.

WHEREAS the above bounden @ \_\_\_\_\_ was on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ appointed to and now holds the office of # \_\_\_\_\_ in the University.

AND WHEREAS the said @ \_\_\_\_\_ by virtue of such office is bound to collect \_\_\_\_\_ (here describe the Cashier's/Store Keeper's/Subordinate's nature of the duties) and to keep and render true and faithful accounts of his dealing with all property and moneys which may come into his hands or possession or under his control, such accounts to be kept in the form and manner that may from time to time be prescribed by duly constituted authority, and also prepare and submit such returns, accounts and other documents as may from time to time be required from him.

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@ **Name of the employee**

# **Designation of the employee**

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## **The Gujarat Agricultural Universities Services (General) Rules, 2011**

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AND WHEREAS the said @ \_\_\_\_\_ has, in pursuance of Rule-4.1 (iv) of rules regarding securities from the employees of the \_\_\_\_\_ Agricultural University delivered to and deposited with the above mentioned sum of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) in cash on security and faithful performance by the said @ \_\_\_\_\_ of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required from him, while holding any office as aforesaid and for the purpose of securing and indemnifying the University against all loss, injury, damage, costs or expenses which the University may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said @ \_\_\_\_\_ or of any person or persons acting under him for whom he may be responsible.

NOW the condition of the above written bond is such that if the said @ \_\_\_\_\_ has whilst he has held the said office of # \_\_\_\_\_ as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall whilst holding the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every the duties thereof respectively and other duties which may from time to time be required to perform, while holding any such office as aforesaid and shall duly pay unto the University all such moneys as are payable to University and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other

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@ **Name of the employee**

# **Designation of the employee**

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## The Gujarat Agricultural Universities Services (General) Rules, 2011

property which shall come into his possession or control by reason of the said office and if the said @\_\_\_\_\_ his heirs, executors or administrators shall pay or cause to be paid into the University the amount of any loss or defalcation in the accounts of the University within 24 hours after the amount of such loss or a defalcation shall have been demanded from the said @\_\_\_\_\_ by the University such demand to be in writing and left at the office or last known place of residence of the said @\_\_\_\_\_ and shall also at all times indemnify and save harmless the University from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said @\_\_\_\_\_ in such office as aforesaid or any such other offices aforesaid be sustained incurred suffered or paid by the University by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said @\_\_\_\_\_ of an person or persons acting under him or for whom he may be responsible then this obligation shall be void and of no effect; otherwise the same shall be and remain in full force.

PROVIDED ALWAYS and it is hereby declared and agreed that the said sum of rupees\_\_\_\_\_ (₹\_\_\_\_\_ ) so delivered and deposited as aforesaid, shall be and shall remain with the University for the time being as such security as aforesaid, with full power to the University of the time being, as occasion shall require, to apply the said sum of rupees\_\_\_\_\_ (₹\_\_\_\_\_ ) or any part thereof, in and towards the indemnity as aforesaid of the University or otherwise as aforesaid.

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@ **Name of the employee**

# **Designation of the employee**

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## **The Gujarat Agricultural Universities Services (General) Rules, 2011**

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AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said @\_\_\_\_\_ or on the final termination or the service of the said @\_\_\_\_\_ or in the event of the said @\_\_\_\_\_ ceasing to hold any office requiring security whether as such as aforesaid, or otherwise the said sum of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) or so much thereof as shall then be in deposit and this bond shall remain with the University for 12 calender months for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the University owing to the act, neglect or default of the said @\_\_\_\_\_ or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

PROVIDED ALWAYS that the return at any time of the said security shall not be deemed to affect the right of the University to take proceedings upon or under this bond against the said @\_\_\_\_\_ or against his heirs, executors, administrators or legal representatives after his death, in case any breach of the conditions of this bond shall be discovered after the return of the said security and the responsibility of the said @\_\_\_\_\_ shall at all times continue and the University shall be fully indemnified against all such loss or damage as aforesaid at any time.

PROVIDED further that nothing herein contained nor the security hereby given shall be deemed to limit the liability of the said @\_\_\_\_\_ in respect of the matters aforesaid to the forfeiture of the sum rupees \_\_\_\_\_ (₹ \_\_\_\_\_) and

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@ **Name of the employee**

# **Designation of the employee**

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**The Gujarat Agricultural Universities Services (General) Rules, 2011**

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that should the said sum be insufficient to indemnify the University in full for any loss or damage sustained by him in respect of the matters aforesaid the said @ \_\_\_\_\_ shall pay to the University on demand such further sum as shall be deemed by the University to be necessary in addition to the said sum of rupees \_\_\_\_\_ (₹ \_\_\_\_\_) to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the University to recover such further sum payable under this bond as aforesaid.

IN WITNESS WHEREOF the said @ \_\_\_\_\_ has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and delivered by the above named @ in presence of.

1. \_\_\_\_\_

2. \_\_\_\_\_

**(Signature)**

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@ **Name of the employee**

# **Designation of the employee**

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**COMMON STATUTE FOR AGRICULTURAL UNIVERSITIES  
OF GUJARAT  
(STATUTE No. S.119.0)**

**State Agricultural Universities Services of Gujarat  
(General) Rules, 2011**

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**COMMON STATUTE FOR AGRICULTURAL  
UNIVERSITIES OF GUJARAT  
(GENERAL) RULES, 2011**

**(STATUTE No. S.119.0)**

In exercise of the powers conferred under Section-20 (1) (xxii) and Section-28 (iii) and (iv) read with Section-6 (19) of the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004), the Board of Management of the University hereby confirms the following as **Statute No. S.119.0** laying down the rules governing the Conditions of Service of the officers (other than Chancellor, Vice-Chancellor), Teachers and other employees of the University.

**CHAPTER - I**

**GENERAL**

**Rule-1.0 Title & Commencement :**

These rules may be called the "**State Agricultural Universities Services of Gujarat (General) Rules, 2011**" and they shall come into force with effect from \_\_\_\_\_.@

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@ *These Statutes were approved by the State Council of Agricultural Universities on 2-9-2011 vide Item No. 8.3 of the 8th meeting of the Council..*

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## **State Agricultural Universities Services of Gujarat (General) Rules, 2011**

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### **Rule-2.0 Extent of Application :**

**2.1** Unless otherwise specifically provided, these rules shall apply to the following :-

- (i) officers of the University appointed under Section-8 (iii) to (ix) of the Act,
- (ii) teachers of the University, **and**
- (iii) other employees of the University.

**2.2** When an employee to whom these rules apply is transferred to foreign service or sent on deputation out of India, he shall remain subject to these rules in the same manner as if he were not so transferred or sent on deputation.

### **Rule-3.0 Right to Interpret :**

If any question relating to the interpretation of this statute arises, it shall be referred to the State Government under Section-57 of the Act and its decision shall be final.

### **Rule-4.0 Power to Relax :**

Where the Vice-Chancellor is of opinion that the operation of any of these rules may cause undue hardship to an employee, it may, by written order, for reasons to be recorded in writing, relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

### **Rule-5.0 Validity of terms of contract :**

The terms and conditions of a specific contract enforceable at law entered into by the University with any person relating to service shall prevail over the provisions of these rules.

### **Rule-6.0 Exercise and delegation of powers :**

The nature of powers to be exercised by various authorities and employees of the University shall be as laid down under Statute No. 121.

**CHAPTER - II**  
**DEFINITIONS**

**Rule-7.0 Definitions :**

Unless the context otherwise requires -

- (1) "**Academic Year**" means a year starting from the month of June.
- (2) "**Accommodation**" means building / bungalow / accommodation / flat owned by University and allotted to the employee for residential purpose. It also includes building/bungalow/ accommodation/flat hired by the University for the said purpose.
- (3) "**Accommodation Committee**" means the accommodation committee constituted by the Vice-Chancellor under Rule-323.
- (4) "**Accounts Officer**" means the Accounts Officer declared by the University as an officer of the University under Section-8 (ix) of the Act.
- (5) "**Act**" means the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).
- (6) "**Annexure**" means annexure annexed to these rules.
- (7) "**Appointing Authority**" means the authority empowered to appoint an employee under the Act and/or Statutes.
- (8) "**Board of Management**" means the Board of Management constituted under Section-18 of the Act.
- (9) "**Cadre**" means the strength of a service or a part of a service sanctioned as a separate unit.
- (10) "**Calander Year**" means a year starting from the month of January.
- (11) "**Class of an employee**" means class of an employee as laid down in the Recruitment Rules for the post held by him.
- (12) "**Competent Authority**" means the authority to whom the powers have been delegated by the University under rule-6 of these rules.

- (13) **“Daily Allowance”** means an allowance granted to an employee for each day of his absence on duty from headquarters, which is intended to cover the ordinary daily expenses incurred by an employee in consequence of such absence.
- (14) **“Date of first appointment”** means the date on which the employee assumes the duties of his first post in University service, or, if he is appointed before 1-4-2005, the date of his assumption of any duty which is treated as service counting for pension.
- (15) **“Day”** means the period beginning from a midnight and ending with the next midnight at 12.00 hours.
- (16) **“Dean”** means the Dean of faculty appointed under Section-13 of the Act.
- (17) **“Duty”** Duty includes -
- (a) service as a probationer;
  - (b) a course of instructions or training authorised by or under the orders of University;
- Note :** The time reasonably required for the journeys between the place of training and the station from which an employee proceeds in order to undergo training, is part of the period of training.
- (c) the period occupied in attending an examination at which an employee has been granted permission to appear including the time reasonably necessary for going to and from the place of examination.
  - (d) The period for which an employee is required to wait compulsorily until receipt of his posting orders on return from leave or deputation.
  - (e) the period spent by an employee where he is summoned by Court of Law whether criminal or civil or by a Court of martial or by a authority constituted under any law or under

the statutes of the University, to give evidence regarding facts which came to his knowledge in the discharge of his official duties or to produce official documents in a civil suit.

(f) the period spent by an employee where he is summoned by Court of Law in connection with a Civil or Criminal Case or ACB Case filed against him with the sanction of the Government or the Competent Authority.

(18) "**Economic Rent**" means a monthly rate of economic rent of accommodation as laid down in Rule-330, as may be amended from time to time.

(19) "**Emoluments**" means -

(i) pay

(ii) dearness allowance

(iii) house rent allowance

(iv) compensatory local allowance

(v) pension and pension equivalent of death-cum-retirement gratuity.

**Note :** The word "**Pension**" means full pension sanctioned prior to commutation.

(vi) in the case of an employee under suspension and in receipt of a subsistence allowance, the amount of the subsistence allowance.

**Note :** The emoluments of an employee on leave mean the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his proceeding on leave.

(20) "**Employee**" means an officer, teacher and other employee of the University to whom these rules apply as per rule-2 of these rules.

(21) **"Executive Engineer"** means an employee of the University appointed as such and in charge of the different types of University accommodation located at various villages, towns and cities.

(22) **"Family"** means an employee's wife or husband, as the case may be, residing with the employee and legitimate children and step-children residing with and wholly dependent upon the employee. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon the employee.

*Note 1 : Not more than one wife is included in the term "family" for the purpose of these rules.*

*Note 2 : An adopted child shall be considered to be legitimate child if, under the personal law of the employee, adoption is legally recognised as conferring on it the status of a natural child.*

*Note 3 : A legitimate child or step child/parent/sister/minor brother who resides with the employee and whose income from all sources including pension (inclusive of temporary increase in pension) does not exceed ₹ 500 p.m. may be deemed to be "wholly dependent" upon the employee.*

(23) **"First Appointment"** means the appointment of a person who is not holding any appointment under University, even though he may have previously held such an appointment.

(24) **"Flat Rate Rent"** means a monthly rate of flat rate rent, to be recovered from an employee for the authorised occupation of University accommodation. The rates for the same shall be as laid down in Rule-330 as may be amended from time to time.

(25) **"Foreign Employer"** means the Government / Company / Corporation / other University etc., to which an employee has been deputed on foreign service.

## State Agricultural Universities Services of Gujarat (General) Rules, 2011

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- (26) **"Foreign Service"** means any service, in which an employee receives his pay and allowances with the sanction of the University from any source other than the University Fund.
- (27) **"Form"** means a form appended to these rules.
- (28) **"Fund"** means University Fund established under Section-46 of the Act.
- (29) **"Government"** unless the context otherwise requires it shall mean the Government of Gujarat.
- (30) **"Grade Pay"** means -
- (1) the academic grade pay sanctioned for the post of teacher as per Annexure-1 to the Gujarat Agricultural Universities Services (Recruitment & Career Advancement Schemes (CAS) of Teachers) Rules, 2011.
  - (2) the grade pay sanctioned for the post of non-teaching employees as per Annexure-1 to the Gujarat Agricultural Universities Services (Recruitment of Non-Teaching employees) Rules, 2011.
- (31) **"Head of Unit"** means an officer or an employee declared as such by the University.
- (32) **"Head of Office"** means an officer or an employee declared as such by the University.
- (33) **"Head-Quarters"** means the head-quarters of the University as laid down in Section-3 (4) of the Act or the station which has been or may be declared to be the headquarters of the employee by the Appointing Authority or a Competent Authority, or in the absence of such declaration the station where the records of his office are generally kept.

- (34) **“Holiday”** means -
- (a) a holiday declared or notified as public holiday by the Government of Gujarat under Negotiable Instruments Act, 1881; **and**
  - (b) in relation to any particular office, a day on which such office is ordered by the University, or by a duly constituted authority to be closed for the transactions of University business without reserve or qualification.
- (35) **“Honorarium”** means a recurring or non-recurring payment sanctioned to an employee from the University Fund as remuneration for special work of an occasional character.
- (36) **“House Rent Allowance”** means a monthly allowance towards defraying house rent granted to an employee under these rules.
- (37) **“Leave”** means permission to remain absent from duty granted by a competent authority under these rules.
- (38) **“Leave Salary”** means the monthly amount paid by University to an employee on leave.
- (39) **“Lien”** means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, to which he has been appointed substantively.
- (40) **“Market Rent”** means the monthly rate of market rent for different types of accommodation as laid down by University under Rule-330 as may be amended from time to time.
- (41) **“Medical Authority”** means any one of the followings :-
- (i) Civil Surgeon/Superintendent of Government Civil Hospital at the Head Quarters of the University.
  - (iii) Medical Officer of the University.

## State Agricultural Universities Services of Gujarat (General) Rules, 2011

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- (iv) Medical Officer of a Government / Panchayat / Municipal / Dispensary or Hospital at the headquarters of the University.
- (v) Registered Medical Practitioner.
- (42) **“Medical Board”** means a Medical Board constituted by the Government under rule-13 of the Gujarat Civil Services (General Condition of Services) Rules, 2002.
- (43) **“Medical Officer”** means the medical officer appointed by the University.
- (44) **“Mileage Allowance”** means an allowance calculated on the distance travelled and given to an employee to meet the cost of a particular journey. It can be drawn in the form of rail fare, bus fare or road mileage of the journey performed by road.
- (45) **“Month”** means a calendar month. In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each, should first be calculated and thereafter the odd number of days should be calculated subsequently.

**Instruction :** Calculations of period expressed in terms of months and days shall be made as under :-

- (a) To calculate 3 months and 20 days on and from the 25<sup>th</sup> January, the following method should be adopted :-

	<b>Y.</b>	<b>M.</b>	<b>D.</b>
25 <sup>th</sup> January to 31 <sup>st</sup> January	0	0	07
February to April	0	3	00
1 <sup>st</sup> May to 13 <sup>th</sup> May	0	0	13
<b>Total</b>	<b>0</b>	<b>3</b>	<b>20</b>

## State Agricultural Universities Services of Gujarat (General) Rules, 2011

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- (b) The period commencing on 30<sup>th</sup> January, and ending with 2<sup>nd</sup> March should be deemed as 1 month and 4 days as indicated below :-

	Y.	M.	D.
30 <sup>th</sup> January to 31 <sup>st</sup> January	0	0	2
February	0	1	0
1 <sup>st</sup> March to 2 <sup>nd</sup> March	0	0	2
<b>Total</b>	<b>0</b>	<b>1</b>	<b>4</b>

- (46) "**Officer**" means Officer of the University referred to in Section-8 (iii) to (ix) of the Act.
- (47) "**Officiate**" means employee who officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority, may if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
- (48) "**Other employee**" means an individual other than the officer and the Teacher of the University, appointed in the regular pay band with grade pay by the University as a whole time employee of the University.
- (49) "**Pay**" means the basic pay in the Pay Band plus Grade Pay of the post.
- (50) "**Pay Band**" means the pay band (PB) sanctioned for the post -
- (1) of teacher as per Annexure-1 to the Gujarat Agricultural Universities Services (Recruitment & Career Advancement Schemes (CAS) of Teachers) Rules, 2011.
  - (2) of non-teaching employees as per Annexure-1 to the Gujarat Agricultural Universities Services (Recruitment of Non-Teaching employees) Rules, 2011.
- (51) "**Pension**" means a pension drawn by retired employee from the "University Fund" or "Consolidated Fund of State" or "Consolidated Fund of India".

- (52) **“Pensioner”** means a retired employee of the University or of the State / Central Government who is in receipt of pension.
- (53) **“Permanent Post”** means a post carrying a definite rate of pay sanctioned without limit of time.
- (54) **“Personal Pay”** means additional pay granted to an employee to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or due to any reduction of such substantive pay otherwise than as a disciplinary measure.
- (55) **“Presumptive Pay”** of a post, when used with reference to any particular employee, means the pay to which he would be entitled if he held the post substantively and was performing its duties; but it does not include special pay.
- (56) **“Probationer”** means an employee on probation in or against a substantive or temporary vacancy in the cadre of the University.
- Note-1 :** No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his appointment.
- Note-2 :** An employee (other than one who holds substantively a permanent post) appointed on promotion to a temporary post will be treated for all purposes as a temporary employee.
- (57) **“Public Conveyance”** means a aircraft or train or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefrom according to the wishes of the passengers.
- (58) **“Rent”** means a monthly rate of compensation made by an employee to the University for the use and possession of accommodation allotted to him.

- (59) **“Registered Medical Practitioner”** means a medical practitioner registered under the Gujarat Medical Council Act, 1967 or the Gujarat Medical Practitioner Act, 1963 or a practitioner registered and entered in the Register maintained under the Gujarat Homeopathic Act, 1963 (Gujarat XXXVI of 1963) or any other law corresponding thereto and in force in the State of Gujarat, or the respective Medical Registration Acts, of the several State Universities.
- (60) **"Registrar"** means the Registrar appointed under Section-15 of the Act or allocated under Section-66 (1) (g) of the Act.
- (61) **“Rule”** means rule of these rules.
- (62) **“Service Book”** means a service book maintained under rule-36.
- (63) **“Special Pay”** means an addition, of the nature of pay, to the emoluments of a post or of an employee granted in consideration of -
- (a) the specially arduous nature of duties,
  - (b) a specific addition to the work or responsibility.
- (64) **“Sphere of duty”** means the area to which the duties of an employee are confined.
- (65) **"Standard Rent"** means a monthly rate of standard rent for different types of accommodation as laid down in Rule-330 as may be amended from time to time.
- (66) **“Subsistence Allowance”** means a monthly allowance granted to an employee under suspension who is not in receipt of pay or leave salary.
- (67) **“Substantive Pay”** means the pay other than special pay, personal pay which an employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.

## State Agricultural Universities Services of Gujarat (General) Rules, 2011

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- (68) **"Teacher"** means a teacher of the University as defined in Section-2 (17) of the Act.
- (69) **"Temporary Post"** means a post carrying a definite rate of pay sanctioned for a limited time.
- (70) **"Transfer"** means the movement of an employee from one headquarters station in which he is employed to another such station, either -
- (a) to take up the duties of a new post; or
  - (b) in consequence of a change of his headquarters.
- (71) **"Travelling Allowance"** means an allowance granted to an employee to cover the expenses which he incurs on travelling in the interest of the University service. It includes allowance granted for the maintenance of conveyance.
- (72) **"Type of Accommodation"** means type of accommodation as grouped under various groups on the basis of living area/floor area under Rule-317.
- (73) **"University"** means Agricultural University constituted under Section-3 (1) of the Act.
- (74) **"University Fund"** means the Fund established under Section-46 of the Act.
- (75) **"Vacation employee"** means a holder of a post of teacher in the pre-primary, primary, secondary and higher secondary schools run by the University.
- (76) **"Vice-Chancellor"** means Vice-Chancellor appointed under Section-10 of the Act.

*Note : Words & expressions used but not defined in these rules shall have the meaning assigned to them in the Act or in other statutes governing the service conditions of the employees.*

**CHAPTER - III**  
**GENERAL CONDITIONS OF SERVICE**

**Rule-8.0 Age limit for recruitment :**

A person whose age is below 18 years may not be appointed to a post in University service.

**Rule-9.0 Certificate of physical fitness a prerequisite for substantive appointment or continuance in service :**

**9.1** Every employee shall produce a medical certificate of health specified in **Form-1** before he is appointed in the University service.

**9.2** The candidate shall declare to the University in writing whether he has at any time been pronounced unfit for Government or University employment by any Medical Authority.

**9.3** The Registrar will furnish to the candidate with a letter of cognizance stating the department of the University and the appointment to which the candidate will be appointed and also briefly summarising the nature of the duties he or she will have to perform, and making mention of any special hardships of climate, whether fatigue and the like which the candidate will have to endure. The declaration mentioned in rule-9.2 should be attached to the letter of cognizance, which is printed as **Schedule** to these rules.

**Note-1 :** Rules and the procedure to be followed for the medical examination of the candidates as to their physical fitness for the University service shall be as laid down by the State Government for its employees under rule-11 of the Gujarat Civil Services (General Conditions of Service) Rules, 2002.

**Note-2 :** Part time employees should be required to produce medical certificates of fitness in the same manner and under the same conditions as applicable to full time employees.

**Rule-10.0 Who should sign a Medical Certificate :**

Medical certificate of health shall be signed by the Civil Surgeon of the District Civil Hospital. The same shall be in **Form-1** attached and it shall be regarded as confidential in case of female candidate.

**Rule-11.0 Production of Medical Certificate :**

**11.1** It shall be the responsibility of the Registrar to ensure that no person is appointed in the University service unless he produces the required medical certificate. To meet the requirements of audit, a certificate to the effect that the medical certificate in the prescribed form has been obtained in respect of the employee and that he has been declared fit, should be furnished in the first bill in which the pay of the employee or, if this cannot be done for good and sufficient reasons, in the next such bill.

**11.2** When a person who has produced the medical certificate required under rule-9 is discharged from University service and is re-appointed, a fresh medical certificate need not be produced by him if the re-appointment takes place within the period of six months from the date of the medical certificate already produced. In such a case, the period between the date of discharge and the date of re-appointment will not be treated as a break for the purposes of rule-9.

**11.3** If employee is subsequently appointed to any higher post, fresh medical examination, by appropriate medical authority and in accordance with standard prescribed for the post, shall be necessary except in cases where the medical examination already undergone at the time of initial appointment was of the same standard and by the same medical authority as prescribed for the new appointment or where the new appointment is by way of promotion in the same line of promotion.

**Note :** The production of a medical certificate is necessary when a person re-employed after resignation or forfeiture of past service.

## **State Agricultural Universities Services of Gujarat (General) Rules, 2011**

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**11.4** Where a candidate for University service is required to undergo training at University cost before he is appointed to any post in University service, such a candidate shall not be admitted to such training unless he is medically examined and found physically fit for the service for which he is required to undergo the training.

**Rule-12.0 Entry in service book about medical examination :**

The fact that an employee is medically examined and found fit should be recorded in his service book as soon as a certificate is produced and the medical certificate of fitness should be kept in safe custody along with the other documents connected with his service career.

**Rule-13.0 Re-employment immediately after retirement :**

A retired employee re-employed within six months from the date of retirement may be exempted from producing a medical certificate of health. In such cases where the re-employment does not take place within six months from the date of retirement, the appointing authority will decide whether a medical certificate should be produced.

**Rule-14.0 Agreement to be entered into by an employee :**

At the time of recruitment of an employee, a service agreement in **Form-2** shall be executed on stamp paper between the University and the employee concerned and a copy of the same shall be deposited with the Registrar.

**Rule-15.0 Acquiring and ceasing of a lien :**

Unless in any case, if it is otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

**Rule-16.0 Restrictions over holding of lien on posts by employee at same time**

**16.1** Two or more employees cannot be appointed substantively to the same permanent post at the same time.

**16.2** An employee cannot be appointed substantively to two or more separate and permanent posts at the same time.

**16.3** An employee cannot be appointed substantively to a post on which another employee holds a lien.

**Rule-17.0 Retention of lien :**

An employee holding substantively a permanent post retains a lien on that post :-

- (a) while performing the duties of that post;
- (b) while on foreign service or holding a temporary post, or officiating in another post;
- (c) while on leave; **and**
- (d) while under suspension.

**Rule-18.0 Transfer to a post carrying less pay is permissible :**

An employee may be transferred from one post to another, provided that, except -

- (a) on account of inefficiency or misbehavior, **or**
  - (b) on his written request, **or**
  - (c) in anticipation of the abolition of the post on which he holds a lien,
- an employee shall not be transferred substantively to, or except in case covered under rule-58 appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien.

**Rule-19.0 Date from which pay and allowances take effect :**

Subject to any exceptions specifically made in these rules, an employee commences or ceases to be entitled to the pay and allowances of a post with effect from the date on which he assumes or relinquishes charge of those duties in the forenoon of that day; otherwise from the following day.

**Rule-20.0 Relieving employee to intimate probable date of joining to the employee to be relieved :**

Every relieving employee is responsible for informing the employee to be relieved, at the earliest possible moment, of the date when he will be in a position to receive charge, and it is the duty of the employee to be relieved to be in readiness to deliver charge on that date.

**Rule-21.0 Charge must be handed over at the head quarters, both relieved and relieving employees to be present :**

Except as otherwise provided below, the charge of a post must be made over at the head quarters, both the relieving and relieved employees being present :

- (1) Permission may be granted to make over charge of a post elsewhere than at its headquarters.
- (2) In exceptional circumstances, which should be recorded, the Registrar may permit the charge of a post to be made over in the absence of the relieved employee by letter or by telegram / e-mail at or outside the headquarters of the post.

**Instruction :** It shall be permissible for an employee to take over charge on a public holiday provided the procedure laid down in this rule is followed and the charge is handed over by the relieved officer in person; provided further that taking over of charge does not involve handing over and taking over cash and securities.

**Rule-22.0 How the date of promotion is determined :**

Unless it is otherwise ordered, the promotion of an employee from a lower to a higher post takes effect from the date on which the vacancy occurs, if his duties remain the same. But when the promotion involves the assumption of a new post with enlarged responsibilities, the higher pay is admissible only from the date on which the duties of the new post are taken.

**Rule-23.0 Provident and other Funds :**

An employee may be required to subscribe to a Provident Fund, an Insurance Scheme or other fund or scheme, in accordance with such rules as the University may by Statute prescribe.

**Rule-24.0 Whole time of an employee to be at the disposal of the University :**

Unless in any case it be otherwise distinctly provided, the whole time of an employee shall at the disposal of the University and he may be employed in any manner required by the University, without a claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from the University Fund.

**Rule-25.0 Termination of services of a temporary employee :**

**25.1** The service of a temporary employee shall be liable to termination at any time by a notice in writing given to him by the Appointing Authority.

**25.2** Where the temporary employee has put in service for a period exceeding one year, the period of such notice shall be one month and where such employee has put in service for one year or any period less than one year, the period of such notice shall be one week.

**Provided** that the service of any such employee may be terminated forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing pay and allowances immediately before the termination of his service, or as the case may be, for the period by which such notice falls short of the notice period.

**25.3** Where a notice is given by the appointing authority terminating the services of a temporary employee either on the expiry of the period of such notice or forthwith by payment of pay plus allowances, the Board of Management may, of its own motion or otherwise reopen the case and after calling of the records of the case and after making such inquiry as it deemed fit-

(i) confirm the action taken by the appointing authority;

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- (ii) withdraw the notice;
- (iii) re-instate the employee in service, **or**
- (iv) make such other order in the case as it may consider proper.

**Provided** that except in special circumstances, which shall be recorded in writing, no case shall be reopened under this rule after the expiry of three months -

- (i) from the date of notice in case where notice is given;
- (ii) from the date of termination of service, in a case where no notice is given.

**25.4** Where an employee is re-instated in service under rule-25.3, the order of re-instatement shall specify -

- (i) the amount or proportion of pay and allowance, if any, to be paid to the employee for the period of his absence between the date of termination of his service and the date of his reinstatement; **and**
- (ii) whether the said period shall be treated as a period spent on duty for any specified purpose or purposes.

### **Rule-26.0 Resignation from the University service :**

**26.1** An employee, other than an officer of the University, may at any time resign from the services of the University by giving a notice of one month in writing to the appointing authority.

**Note :** Nothing in this rule shall affect the provisions of any special contract of service or bond entered into by the employee with the University, in respect of the period of notice to be given for resignation from service or payment of any sum by the employee, to the University for premature resignation by him.

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**26.2** The resignation tendered by an employee shall be effective from the date on which it is accepted by the University; but if it is not accepted before the expiry of the period of notice for resignation to be given by such employee under rule-26.1, it shall be deemed to have become effective on the date of the expiry of such period, unless the employee is informed before such date, that his resignation has been rejected and of the reasons for such rejection.

**Provided** that the resignation of an employee shall not be rejected except in a case where -

- (a) any ascertained or ascertainable amount of money is found outstanding against him and payment thereof is not made by him within the period mentioned above,
- (b) he is under suspension,
- (c) any departmental inquiry or criminal prosecution is contemplated or pending against him.

**26.3** An employee shall not be relieved from his office, if his resignation is rejected.

**26.4** Where an employee remains absent from duty without prior grant of leave for such absence, before his resignation has become effective or if his resignation has been rejected, it shall be lawful for the competent authority to treat his absence as leave without pay and to take disciplinary action against him for un-authorised absence from duty.

**26.5** Any notice of resignation from service shall not be permitted to be withdrawn after the resignation has become effective, except on exceptional ground or in University interest.

**CHAPTER - IV**  
**RETIREMENT AND SUPERANNUATION**

**Rule-27.0 Age of retirement :**

The superannuation age of the various employees of the University shall be as under :-

- (1) The following employees shall retire from service on the afternoon of the last day of the month in which they attain the age of 62 years :-
  - (i) Officers of the University other than Chancellor and Vice-Chancellor of the University,
  - (ii) Teachers of the University
- (2) Class-IV employees of the University shall retire from service on the afternoon of the last day of the month in which they attain the age of 60 years.
- (3) All other employees of the University, except those referred to in clause (1) and (2) to above, shall retire from service on the afternoon of the last day of the month in which they attain the age of 58 years.

**Explanation :** For the purpose of clauses (1) to (3) above, an employee, whose date of birth is the 1st day of a month, shall retire from service on the afternoon of the last day of the same month in which he attains the age of sixty-two years or sixty years or fifty-eight years, as the case may be.

**Rule-28.0 Retirement before reaching the age of superannuation :**

Any employee may, by giving notice of not less than three months in writing to the University, retire after he has attained the age of fifty-five years :

**Provided** that it shall be open to the appointing authority to withhold permission to retire to an employee who is under suspension, or against whom departmental proceedings are pending or contemplated and who seeks to retire under this rule.

**Rule-29.0 Retirement according to the character of the post held in an officiating capacity and not the post held in a substantive capacity :**

When an employee holding a permanent post substantively, is officiating on another post, rule-27 shall be applied according to the character of the post on which he is officiating and not according to the character of the permanent post held substantively by him.

**Rule-30.0 Extension in service beyond the age of superannuation :**

**30.1** No extension shall be granted to the Teacher of the University.

**30.2** Notwithstanding anything contained in rule-27, University may grant an extension of service to any employee other than a Teacher or the officer of the University referred to in Section-8 (iii) to (vi) of the Act beyond the age of superannuation, in the interest of the University, reasons of which shall be recorded in writing.

**30.3** Extensions may not be granted for any period exceeding one year at one time, the first extension being given generally up to the end of the financial year. In cases in which it is proposed to grant extension of service, action shall be initiated at least two months before the necessity for sanction or fresh sanction arises.

**Note :** Extension should not be granted beyond the age of sixty-two years.

**Rule-31.0 Review of cases before superannuation or on expiry of the extension period of service :**

The case of each employee shall be taken up for examination when he is approaching the age of superannuation and before the expiry of each extension of service.

**Rule-32.0 Claim for compensation for retirement not to be entertained :**

No claim for compensation from an employee who is required to retire under the provisions of rule-27 will be entertained.

**Rule-33.0 When extension is refused, employee to be continued till relieved by his successor :**

When employee has been refused an extension of service, he may, in the absence of specific order to the contrary, be allowed to continue in service until he is relieved by his successor.

**Note :** In cases, however, where an extension of service has been applied for and granted and no further extension is asked for and sanctioned, the employee must be held to cease to be in the service of the University and will not be entitled to pay and allowances from the date of the expiration of the period for which the extension was granted. It is for the Registrar to take timely measures to ensure that another employee is available to take over charge from the time-expired employee on the date on which the given extension terminates.

**Rule-34.0 Promotion not to be given to an employee under extension :**

No promotion, whether officiating or substantive, and whether in a permanent or in a temporary establishment, shall be given to an employee who is under extension. This does not debar such an employee from earning an increment, if the pay of the appointment held by him is in the Pay Band.

**Rule-35.0 Removal or compulsory retirement from service for misconduct, insolvency or inefficiency :**

The University may remove any employee subject to these rules from University service, or may require him to retire from it, on the ground of misconduct, insolvency or inefficiency.

**Provided** that before any such order is issued, the procedure laid down in the Gujarat Agricultural Universities Services (Discipline and Appeal) Rules 2011, shall be followed.

**Note :** Except where it is expressly stated otherwise, 'removal' includes the case of an employee who has been asked to retire on the ground of misconduct, insolvency or inefficiency under this rule.

**CHAPTER - V**  
**MAINTENANCE OF RECORDS OF SERVICE**

**Rule-36.0 Maintenance of service book :**

A Service Book of each employee including self shall be maintained by the Head of the Office / Unit in the Form as may be laid down by the University with the concurrence of the Council of State Agricultural Universities. The same in respect of the officers of the University referred to at Sr. No. (iii) to (ix) of Section-8 of the Act, shall be maintained by the Registrar.

**Rule-37.0 Maintenance of service book of an employee :**

**37.1** A service book should be opened in duplicate for every employee and a copy supplied to him free of charge, on his being appointed substantively or in an officiating capacity to a post in University service for the first time.

**37.2** One copy should be kept in the custody of the Head of the Office / Unit / Registrar. In the case of the copy kept in the custody of Head of the Unit / Registrar, it will be his duty to see that all entries are duly made and attested.

**Instruction :** While handing over the duplicate copy of the service book to the employee, it should be impressed on him that he should verify that the entries made therein are correct and attested by the Head of the Unit / Registrar and he should also ensure that all subsequent entries are made in the duplicate service book and are attested by him. For this purpose, he should submit his copy of the service book when an occasion arises for making a fresh entry and he should carefully see that entries in both the books tally and are up-to-date.

**Rule-38.0 Procedure for writing the events and recording the date of birth in the service book :**

**38.1** In the service book, every step in an employee's official life, including temporary and officiating promotions of all kinds, increments and transfers and leave availed of should be regularly and concurrently recorded, each entry being duly verified with reference to orders, pay bills and leave account attested by the Head of the Unit / Registrar. In respect of the entries in the service book of the Registrar, the attestation should be made by the Vice-Chancellor.

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**38.2** While recording the date of birth, the following procedure should be followed -

- (a) the date of birth should be verified with reference to documentary evidence and a certificate recorded to that effect stating the nature of the document relied on;
- (b) when once an entry of age or date of birth has been made in a service book, no alteration of the entry should afterwards be allowed, unless it is known that the entry was due to bonafide clerical mistake on the part of some person other than the individual in question or is an obvious clerical error. The Vice-Chancellor may order such correction of birth date in the service book;
- (c) requests made for alteration of date of birth should not be entertained after the preparation of the service book of the employees concerned and in any case not after the completion of the probation period or five years' continuous service, whichever is earlier.

**38.3** Events like extraordinary leave, training, suspension, interruption between dismissal or removal, compulsory retirement and reinstatement, as also between the period of resignation and withdrawal, un-authorised absence, participation in strike etc., which do have bearing on the total qualifying service shall be noted on separate pages in distinct colour in the service book, with clear remarks by the Head of the Unit / Registrar, as the case may be, as to whether they shall be counted for pension or not.

**38.4** Copies of nomination forms filled in by employee in respect of Provident Fund, Retirement Benefits, Insurance Scheme, etc., shall be kept in the service book.

### **Rule-39.0 Reasons for reduction, removal etc. to be stated in the service book**

When an employee is reduced to a lower post, removed, or dismissed from service or suspended from employment, the reason for the reduction, removal, dismissal or suspension, as the case may be, should always be

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briefly stated thus “Reduced for inefficiency”, “Reduced owing to revision of establishment”, etc. The Head of the Unit / Registrar should make efficient arrangement for these entries being made with regularity.

### **Rule-40.0 Personal certificate of character not to be entered in the service book**

Personal certificates of character should not, unless the appointing authority so directs, be entered in a service book.

### **Rule-41.0 Service books to be shown to employees by the Head of the Unit / Registrar :**

It shall be the duty of the Head of the Unit / Registrar to initiate action to show the service books to employees every year and to obtain their signature therein in token of their having inspected the service books. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to the Registrar / Vice-Chancellor by the end of the month of September of every year. The employees shall inter-alia, ensure before affixing their signatures that their services have been duly verified and certified as such and that all erasures in the service book are duly attested. In the case of an employee on foreign service, his signature shall be obtained in his service book.

### **Rule-42.0 Declaration regarding maintenance of duplicate Service Books :**

The Head of the Unit / Registrar shall also obtain a declaration each year from each employee for whom a service book is maintained, to the effect that he has carefully gone through the entries made in his duplicate service book and has satisfied himself that all the relevant entries are made therein and that they are up-to-date. A certificate to the effect that he has obtained declarations as above should be submitted by the Head of the Unit to the Registrar by the end of the month of September of every year.

**Rule-43.0 Responsibility of the Head of the Unit / Registrar to make entries :**

When an employee is transferred to foreign service, the responsibility for making entries in the Service Book should be with the Registrar. For this purpose, the Accounts Officer will issue a certificate to the effect that pension and leave salary contributions have been recovered from the office of deputation.

**Rule-44.0 Annual verification of Service Books :**

The service books should be taken up for verification in the month of January of every year. After satisfying himself that the entries relating to services of the employee concerned are correctly recorded in his service book in conformity with these rules, the Head of the Unit / Registrar would record therein a certificate over his signature to the effect that the services have been verified up to the date from pay bills, acquittance rolls and similar records to be specified. If there is any portion of service that cannot be verified from office records, he should distinctly state that for the excepted periods, which should be specified, a statement in writing by the employee as well as a record of the evidence of his contemporary employees is attached to the service book.

**Rule-45.0 Service book not to be returned to employee on cessation of service**

The service book shall not be returned to the employee on retirement, resignation or discharge from service

**Rule-46.0 Extract to be given to insurance companies from Service Records :**

The Registrar may at his discretion furnish to Insurance Companies on request, relating to his date of birth, name, father's name, place of residence, race, place and designation of employment, date of appointment and personal marks of identification as recorded in the Service Book of the employee.

CHAPTER - VI

PAY

**Rule-47.0 Pay on first appointment to the University service :**

The initial pay of a person on his first appointment to a non-teaching posts of the University service in the Pay Band and Grade Pay of the post shall be as under :-

Pay Band and Grade Pay of the Posts		Initial Pay in the Pay Band and Grade Pay		Total of initial Pay and Grade Pay
Pay Band	Grade Pay	Pay	Grade Pay	Grade Pay
(1)	(2)	(3)	(4)	(5)
4440-7440	1300	4440	1300	5740
4440-7440	1400	4440	1400	5840
4440-7440	1650	4440	1650	6090
5200-20200	1900	5830	1900	7730
5200-20200	2400	7510	2400	9910
5200-20200	2800	8560	2800	11360
9300-34800	4200	9300	4200	13500
9300-34800	5400	14240	5400	19640
15600-39100	5400	15600	5400	21000
15600-39100	6600	18750	6600	25350

**Note-1 :** The provisions of this rule shall not apply to those employees recruited on fixed pay under the fixed pay policies of the University or those employees recruited on the contractual basis.

**Note-2 :** Pay of direct recruits, who enter service on the basis of recruitment rules, which specifically provide for grant of fixed pay during an initial period of certain years, shall be fixed under this rule, only after the completion of such fixed pay period stipulated in the respective recruitment rules.

**Rule-48.0 Fixation of pay on promotion to another post :**

When an employee is promoted to another post including ex-cadre post having higher grade pay his pay shall be fixed as under :-

- (1) if the promotion from one post to another post is in the same pay band, the pay will be fixed by giving one increment at 3% of sum of pay in the pay band and the existing grade pay and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay of the promotion post will be granted in addition to pay in the pay band.
- (2) in cases where promotion involves change in pay band the pay will be fixed by giving one increment at 3% of sum of pay in the pay band and the existing grade pay and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay of the promotion post will be granted in addition to pay in the pay band. If the pay in the pay band after adding an increment is less than the minimum of the higher pay band to which promotion has taken place, the pay in the pay band will be stepped up to such minimum.

**Rule-49.0 Option for fixation of pay under rule-48 :**

**49.1** On promotion from one grade pay post to another higher grade pay post, the employee shall have an option to get his pay fixed in the higher grade pay post either from the date of his promotion, or from date of his next increment, viz. 1st July of the year. The option shall be exercised within one month on the date of promotion.

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**49.2** The pay will be fixed in the following manner in the revised pay structure:-

- (a) in case the employee opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment i.e. 1st July. On that day, he will be granted two increments; one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account.
- (b) in case the employee opts to get his pay fixed in the higher grade pay post from the date of his promotion, he shall get his first increment in the higher grade pay post on the next 1st July if he was promoted between 2nd July and 1st January. However, if he was promoted between 2nd January and 30th June of a particular year, he shall get his increment on 1st July of next year.

**49.3** Option once exercise shall be final.

### **Rule-50.0 Fixation of pay on reversion from higher to lower post :**

Where an employee is reverted to a lower grade post after a spell of promotion in a higher grade post, his pay in the lower grade post shall be fixed at the stage in the pay band of the lower grade post at which he would have drawn pay but for his appointment to the higher grade post as admissible under rule-69.

### **Rule-51.0 Fixation of pay of an employee who had held the same post or another post on the same or identical pay band :**

Notwithstanding anything contained in rule-48, if an employee had previously held the same post or another post in the same grade pay, than save as provided in rule-57.2, his initial pay shall not be less than the pay other than the special pay or personal pay classed as pay by University

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under rule-7 (49) which he drew on the last such occasion, and the period during which he drew that pay on such last and any previous occasion shall be counted for increments in the pay band.

### **Rule-52.0 Fixation of pay of an employee repatriating from an ex-cadre post to a post in the parent cadre :**

The initial pay of the employee on repatriation to the cadre post which he held prior to his appointment to an ex-cadre higher post, shall be fixed in the pay band and grade pay cadre post at a stage not lower than the pay to which he would have been entitled to draw on the date of repatriation had he not been appointed to the ex-cadre post.

**Provided that** in the event of reversion from an ex-cadre higher post, an employee is appointed to another higher grade pay post in the cadre his initial pay on the said higher grade pay post shall be fixed on the basis of the pay admissible in the lower grade pay post held by him, but for his appointment to the ex-cadre higher grade pay post.

### **Rule-53.0 Fixation of pay of an employee appointed to a new post at his own request :**

**53.1** Where the appointment of an employee is made to the new post carrying lower grade pay -

- (a) on his own request under rule-18; **or**
- (b) on account of discharge of an employee owing to the abolition of his permanent post or owing to change in the nature of the duties of that post and if he opts for acceptance of another appointment or transfer to another establishment even on a lower pay, if offered;

- he will be granted grade pay of lower post and his pay in the pay band of the lower post shall be fixed at a stage equal to the pay in the pay band drawn by him prior to his appointment against the lower post and if the

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maximum of the pay band of the lower post to which is appointed is less than his existing in pay band of the old post, he shall be entitled to draw that maximum as initial pay. Further, in all cases, he will continue to draw his increments based on his pay in the pay band + grade pay (lower).

**53.2** Where transfer to a lower post is made subject to certain terms and conditions, then the pay may be fixed according to such terms and conditions.

### **Rule-54.0 Fixation of pay when an employee reaches the maximum of his pay band :**

In cases where an employee reaches the maximum of his pay band, he shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, he shall be entitled for the benefit of one increment. Thereafter, he shall continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments shall be granted.

### **Rule-55.0 Stepping up of a pay of an employee on the basis of the pay of his junior:**

**55.1** Where on regulating initial pay of an employee under above rules-48, 50, 51 and 52 or on his appointment to a higher grade pay post, if his pay is fixed at a lower rate of pay in the pay band of the said post than another employee junior to him in the lower grade pay post but promoted or appointed subsequently in such another identical cadre; the pay of the senior employee on the higher grade pay post shall be stepped up to the figure equal to the pay as fixed for the junior employee in that higher grade pay post with effect from the date of promotion of the junior employee and it shall be subject to the following conditions viz :-

- (i) both, the junior and the senior employees belong to one and the same pay band and grade pay and the posts to which they have been

- promoted or appointed, shall be identical and in the same pay band and grade pay and in the same line of promotion;
- (ii) the pay band and grade pay of the lower posts held by the senior and the junior employees shall be identical;
  - (iii) the pay band and grade pay of the higher posts to which the employees are promoted or appointed shall be identical;
  - (iv) had the senior employee not been appointed to the higher grade pay post earlier than his junior, he would have been eligible to draw pay at a stage not lower than that admissible to his junior in the lower grade pay post immediately prior to the appointment of the junior employee to the higher grade pay post;
  - (v) the anomaly so caused must be the direct result of the application of this rule. For example, if even in the lower post the junior employee draws from time to time a higher rate of pay than the senior by virtue of fixation of pay under the normal rules or by grant of advance increment(s) or for any reason, these provisions shall not be applicable to step up the pay of the senior employee.
  - (vi) the pay of the senior employee so increased due to stepping up of pay shall not be reduced on reversion of the junior employee nor shall it be increased again with reference to the pay of the same employee.

**55.2** After the re-fixation of pay of the senior employee with reference to the pay of his junior, the next increment shall occur to him only after he has rendered the qualifying service which is necessary for drawing such increment from the stage at which his pay had been re-fixed.

**Note :** As the teachers are entitled to the benefits of Career Advancement Scheme and Merit Promotion Scheme, the provisions contained in this rule shall not be applicable to the them who are drawing their pay in the

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pay band with academic grade pay as laid down by the Government on the basis of the guidelines issued by the University Grants Commission from time to time.

### **Rule-56.0 Next Below Rule :**

In the revised pay structure, the pay of an employee would be regulated in the following manner on grant of proforma promotion to him under 'Next Below Rule' :-

In case an employee on deputation to a post gets promoted in his cadre to a post in a higher grade pay, his pay in the pay band will be fixed with reference to the pay in the pay band of the employee immediately junior to him in the cadre of his service. However, the employee in question would continue to draw the grade pay attached to the deputation post for the remaining duration of the deputation.

### **Rule-57.0 Pay of an employee on new appointment :**

**57.1** Where the employee is selected for appointment to a service or cadre or post under method approved by the University and if the service rendered prior to and after such selection is continuous and the appointment is on a higher grade pay post as compared to the grade pay of the post on which the employee was working prior to his appointment before selection; his pay shall be fixed as per rule-48.

**Explanation :** For this purpose, the service shall be treated as continuous one even if there is a physical break not exceeding twenty four hours.

**Note :** If the new appointment is in the same station, for the purpose of computing "physical break" (of more than twenty four hours), Sunday and/or a Public Holiday declared by the University shall be excluded.

**57.2** The provisions of rule-57.1 shall not apply in the case of an employee who is so appointed after a physical break exceeding twenty four hours

following resignation, removal, dismissal or discharge on reduction of establishment or after invalidation out of service. Such an appointment amounts to a fresh appointment.

**Rule-58.0 Reduction of pay as a measure of penalty :**

**58.1** Where the pay of an employee is reduced as a measure of penalty to a lower stage in his pay band, the authority ordering such reduction shall state the period for which it shall be operative and whether, on restoration, the period of reduction shall operate to postpone future increments and, if so, to what extent.

**58.2** Where the employee is reduced as a measure of penalty to a lower pay band or lower grade pay post, the authority ordering such reduction may or may not specify the period for which the reduction shall be operative; but where the period of reduction is specified, that authority shall also order whether, on restoration, the period of reduction shall operate to postpone future increments and, if so to what extent.

**Note-1 :** The authority ordering the reduction shall expressly state in the order that the period of reduction shall be exclusive of any span of period spent on leave before the period of reduction is completed.

**Note-2 :** The exact interpretation of rule-58.1 is clarified as follows :-

- (a) every order passed by a competent authority imposing on an employee the penalty of reduction to a lower stage in a pay band should indicate :-
- (i) the date from which it shall take effect and the period (in terms of years and months) for which the penalty shall be operative;
  - (ii) the stage of pay in the pay band (in terms of rupees) to which the employee is reduced, and;

- (iii) the extent (in terms of years and months) if any, to which the period referred to at (i) above shall operate to postpone future increments.

It should be noted that such reduction to a lower stage in a pay band is not permissible either for an unspecified period or as a permanent measure under the rules. Also when an employee is reduced to a particular stage of pay in a pay band, his pay shall remain constant at that stage for the entire period of reduction. The period to be specified under (iii) should in no case exceed the period specified in (i).

- (b) the question as to what should be the pay of an employee on the expiry of the period of reduction shall be decided as follows :-
- (i) if the order of imposing a penalty of reduction lays down that the period of reduction shall not operate to postpone future increments, the employee shall be allowed to draw the pay band pay which he would have drawn in the normal course but for his reduction.
- (ii) if the order specifies that the period of reduction was to operate to postpone future increments for any specified period, the pay band pay of the employee shall be fixed in accordance with (i) above but the period for which the increments were to be postponed shall not be counted as incremental period for the purpose of releasing future increments.
- (c) with a view to achieving the object underlying in rule-58.1 of not allowing increments during the period of reduction, it should be ensured that every order passed by a competent authority imposing on an employee the penalty of reduction to a lower stage in a pay band invariably specifies that stages in terms of rupees to which

the employee is reduced as in the following form :-

The \_\_\_\_\_ has decided that Shri / Smt. / Kumari \_\_\_\_\_ should be reduced to a pay of ₹ \_\_\_\_\_ in the pay band of ₹ \_\_\_\_\_ and of ₹ \_\_\_\_\_ for a period of \_\_\_\_\_ with effect from \_\_\_\_\_.

**Rule-59.0 Relation of officiating pay to substantive pay :**

Except in the cases covered by rule-53, if the pay of the employee, officiating in a post is at any time, less than his substantive pay, he shall be entitled to draw his substantive pay.

**Note :** The provisions contained in this rule shall not be applicable in the following cases :-

- (a) the employee whose increment in the officiating post is ordered to be withheld for the reason of failure to pass, within the prescribed period an examination as prescribed by the University.
- (b) the employee whose increment is withheld with or without permanent effect, as a measure of punishment.

**Rule-60.0 Pay when promotion or appointment is found to be erroneous:**

**60.1** Notwithstanding the provisions contained in these rules, the pay of an employee whose promotion or appointment to a post is found to be or to have been erroneous on the basis of facts, e.g. incorrect seniority, failure to apply any relevant rules or orders correctly, shall be regulated in accordance with the general or special orders issued by the University in this behalf.

**60.2** When any rule or order regulating pay is made with retrospective effect, the pay of an employee affected by such order or rule, shall be fixed notionally as if the rule or order were applicable in his case but the employee concerned shall not be called upon to refund the resultant amount of overpayment on account of pay and allowances;

**Provided** that in the case where the erroneous promotion or appointment was given on the basis of false information furnished by the concerned employee; departmental action shall be taken against him and the resultant amount of overpayment on account of pay and allowances shall also be recovered from him.

**Rule-61.0 Personal pay to decrease in proportion to increase in basic pay**

Except when the authority sanctioning personal pay orders otherwise, personal pay shall be reduced by an amount equal to the amount of pay of the employee is increased and shall cease altogether as soon as his pay is increased by an amount equal to his personal pay.

**Rule-62.0 Pay during course of instruction or training :**

Where for the period for which an employee is deputed to attend a course of instruction or training or to appear for an examination which is treated as duty under rule-7 (17), the competent authority may allow the employee to draw pay equal to the amount drawn before joining the course of instruction or training or appearing for the examination provided that he has reason to believe that the employee is likely to continue to hold the post from which he is deputed during such period and records a certificate to that effect.

**Rule-63.0 Pay during the period of compulsory waiting on return from leave:**

Where an employee who is treated as on duty under clause (d) of rule-7 (17), he shall draw the pay of the post or service to which he is appointed.

**Rule-64.0 Officiating promotions in places of the employees undergoing training:**

No officiating appointments shall be made in places of the employees who are treated as on duty while undergoing training. The Vice-Chancellor may, however, allow officiating promotions or allow charge allowance

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under rule-72 in the places of the employees undergoing training in cases in which he has been authorised by the University to do so.

### **Rule-65.0 Pay and allowances not admissible without proper authority for time spent beyond sphere of duties :**

**65.1** No employee is entitled to pay or allowances for any period which he may have spent beyond his sphere of duties allotted without proper authority. However, with the sanction of a competent authority, the employee may proceed on duty to any part of India, whether within or beyond the limits of the State of Gujarat and may draw pay and allowances for such duty.

**65.2** The University may accord a general sanction allowing the employee to proceed to a station beyond his sphere of duty in cases where his duties require him to proceed to that station frequently, the controlling officer's signature on the travelling allowance bill being taken as proof that his journeys to the place were necessary for the purpose of official requirements.

### **Rule-66.0 Increments to be drawn as a matter of course :**

**66.1** An increment shall ordinarily be drawn as a matter of course unless it is withheld as a penalty under the relevant provisions of the Gujarat Agricultural Universities Service (Discipline and Appeals) Rules, 2011. In ordering the withholding of increment, the withholding authority shall state -

- (i) the specific period for which it is withheld, **and**
- (ii) whether such withholding of increment shall have the effect of postponing future increments.

**Explanation :** The period, for which an increment may have been withheld, shall be inclusive of the period of leave, if any, which would otherwise have been counted towards increments under rule-69.

- 66.2** If the employee is appointed to officiate in a higher grade pay post before the expiry of the period for which his increment may have been withheld without having effect of postponing future increments, his pay in such higher grade pay post during the period for which his increment may have been withheld in the lower grade pay post, shall be regulated as follows:-
- (i) the withholding of increment shall in the first instance be ignored and his pay (notional) in the lower grade pay post shall be arrived at on this basis;
  - (ii) then the notional pay in the higher grade pay post shall be fixed accordingly; **and**
  - (iii) the pay so fixed shall be reduced by an amount equal to the increment withheld.

This process shall be applicable throughout the period during which increments may have been withheld.

- 66.3** Where the increment is withheld so as to have effect of postponing future increments, his pay on promotion to the higher grade pay post shall during the period for which the increment is withheld be regulated in accordance with rule-66.2 and on expiry of that period, he shall be allowed to draw the same pay in the higher grade pay post as is drawn on such expiry.

**Provided** that where such pay is less than the minimum of the pay in the pay band of the higher grade pay post, he may be allowed to draw the minimum pay of the pay band from that date. The next increment shall be granted after completion of the full incremental period.

**Explanation :** This rule is also applicable in a case where the employee is promoted earlier than the date where increment in the pay band of the lower grade pay post is withheld. In such a case, his pay in the higher grade pay post shall be fixed subject to re-fixation from the date when the increment in the pay band of the lower grade pay post is withheld.

**Rule-67.0 Rate of increment in the revised pay structure:**

The rate of increment in the revised pay structure shall be 3% of the sum of the pay in the pay band and grade pay applicable, which shall be rounded off to the next multiple of ₹10. The amount of increment shall be added to the existing pay in the pay band.

**Explanation :** In case of calculation of increments, paise should be ignored but any amount of a rupee or more should be rounded off to the next multiple of 10. To illustrate, if the increment comes to ₹1900.70 paise, then the amount will be rounded off to ₹1900; if the amount of increment works out to be ₹1901 then it will be rounded off to ₹1910.

**Rule-68.0 Date of Increment :**

**68.1** There shall be a uniform date of annual increment, viz. 1st July of every year. Employees completing six months and above in the revised pay structure as on 1st of July shall be eligible for the grant of increment.

**Provided** that in cases where an employees reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, he shall be entitled for the benefit of one increment. Thereafter, he shall continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments shall be granted.

**68.2** If the employee was to join post in a grade pay on appointment / promotion on 1st January of a year, but he could not join the post only because 1st January of the year happened to be a Sunday or a Gazetted Holiday, the employee who joins the posts on the 1st working day of the year will be treated to have completed sixth months of service on 1st of July of that year for the purpose of granting him annual increment on that day.

**Rule-69.0 Service which counts for increment :**

The following provisions prescribe the conditions subject to which service of six months above in the revised pay structure counts for increments in the pay band :-

- (1) Subject to the applicability of the provisions of rules-48, 50, 51, 53 and 57, all periods of duty discharged in a post on the pay band shall count for increments in that the pay band.

For the purpose of arriving at the date of next increment in that the pay band, the total of all such periods as do not count for increment in that pay band shall be added to the normal date of increment.

**Exception :**

- (a) The above proviso shall not apply to employee appointed directly to a post on a probation. He shall be granted during the period of probation only fixed pay as per rule-47. But on appointment or confirmation in the service or cadre after satisfactory completion of probation period, the pay shall be fixed in the pay band counting the total period of probation as duty for the purpose of increments.
- (b) The expression "An employee appointed directly to a post" appearing in sub-clause (a) above includes the employee who, while holding substantively, a permanent post in the cadre, is appointed by selection in open competition to another post on probation.

- (2) The following periods shall count for increment in the pay band applicable to a post in which an employee holds a lien or is officiating :-
- (i) all leave, except extraordinary leave;
  - (ii) extraordinary leave on medical grounds not exceeding six months at a time when no other leave is due. However, the aggregate of such periods of leave during the entire service of the employee do not exceed one year;
  - (iii) deputation within or outside India to another department;
  - (iv) Period spent on training or instruction.
  - (v) service in another post other than a post carrying less pay referred to in rule-18 whether in a substantive or officiating capacity.

The period to be counted for increment is restricted to that during which he would have continued to officiate in that or in a higher grade post, but for such interruption :

**Provided** that University may, in any case in which they are satisfied that the extraordinary leave was taken in the circumstances beyond the employee's control or for making higher scientific and/or technical studies, direct that the period of extraordinary leave so availed of shall be counted for increments under sub-rule (2) or (3), subject to such conditions as it may impose.

**Note :** When the employee holding a post in an officiating capacity proceeds on leave other than extraordinary leave and resumes duty in the same post or cadre in which he was officiating immediately before proceeding on leave, it shall be assumed that employee would have continued to officiate in that post but for the leave, unless there be a specific intention to the contrary expressed in the orders sanctioning leave or in a separate communication.

- (3) If the employee, while officiating in a post is appointed to officiate in a post carrying higher grade pay, his officiating service in the higher grade pay post shall, if he is appointed or re-appointed to a lower grade post on the same grade pay, count for increments in pay band applicable to such post. The period of officiating service in the higher grade post which counts for increments in the lower grade post is, however, subject to the condition that the competent authority shall certify to the effect that such employee would have officiated in the lower grade post but for his appointment to the higher grade post.

This sub-rule applies also to an employee who is not actually officiating in the lower grade post at the time of his appointment to the higher grade post, but who would have so officiated in such lower grade post or in a post on the same grade of pay had he not been appointed to the higher grade post.

**Note-1 :** “Higher post” means a post in the higher pay band or in the same pay band having higher grade pay.

**Note-2 :** “Lower time scale and lower post” means a post having lower grade pay.

**Note-3 :** The intention of this sub-rule is to allow the concession, irrespective of whether the higher grade post is within or outside the Cadre to which the employee belongs.

- (4) If the employee on repatriation from an ex-cadre post to the parent cadre is appointed to a lower grade post than that of the ex-cadre post but not on the same grade post held at the time of his transfer to the ex-cadre post, the service rendered on the higher grade ex-cadre post shall count for increment in the grade pay post in the parent cadre to which he is appointed on such repatriation.

- (5) The period of foreign service counts for increment in the grade pay post applicable to :-
- (a) the post in University service on which the employee concerned holds a lien;
  - (b) the post in University service in which the employee concerned was officiating immediately before his transfer to foreign service, for so long as he would have continued to officiate in that post or a post in the same grade pay but for his going on foreign service; **and**
  - (c) any post to which he may receive officiating promotion under rule-262 for the duration of any such promotion.
- (6) If an employee does not resume his duties on the expiry of sanctioned leave and if the said period is not regularised by the grant of any kind of leave including extraordinary leave, the said period shall not count towards increment.
- (7) All joining time granted under these rules count for increment in pay band of the post, the pay of which, the employee draws during such joining time of which he has been paid joining time pay and allowances.

**Rule-70.0 Absence from duty on account of strike :**

**70.1** Notwithstanding anything contained in rule-19, deductions of the amount of pay and allowances for the period of absence from duty of the employee on account of strike shall be made from the pay and allowances payable to him.

**70.2** Deductions may be made under rule-70.1 only on account of such absence of an employee from the place or places where, by terms of his employment, he is required to be in charge of the duties of his post held by him, such absence being for the whole or any part of the period during which he is so required to be in charge of the duties.

**Explanation :** For the purpose of this rule, the expression "strike" shall have the same meaning as assigned to it in rule-9 of the Gujarat Agricultural Universities Services (Conduct) Rules, 2011.

**Rule-71.0** **When an order of withholding increment or reduction is set aside or modified :**

Where an order of penalty of withholding of increment of an employee or his reduction to a lower service post, or to a lower pay band / grade pay, or to a lower stage in a pay band / grade pay, is set aside or modified by a competent authority on appeal or review, the pay of the employee shall, notwithstanding anything contained in these rules, be regulated in the following manner :-

- (a) if the said order is set aside, he shall be given, for the period for which such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn;
- (b) if the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

**Explanation :** If the pay drawn by an employee in respect of any period prior to the issue of the orders of the competent authority under this rule is revised, the leave salary and allowances (other than travelling allowance), if any, admissible to him during that period shall be revised on the basis of the revised pay.

**Instruction-1 :** It is clarified that in respect of the cases falling under clause (a) of this rule, service rendered by the employee in the lower service or post or lower pay band / grade pay or lower stage in the pay band / grade pay or at the stage the increment was withheld, the period from the date of imposition of such penalty by the disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority, shall count for increment or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty.

**Instruction-2 :** In respect of the cases falling under clause (b) of this rule, such service from the date of imposition of the penalty by the disciplinary authority to the date on which the order is modified by the competent appellate or reviewing authority shall be counted for the purpose of increment or for other purposes in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the orders of penalty, to the extent the modified orders permit such counting.

**CHAPTER - VII**  
**COMBINATION OF APPOINTMENTS**

**Rule-72.0 Holding of additional charge in addition to his own post :**

**72.1** Where the employee already holding a post in a substantive or officiating capacity or as a probationer is given additional charge of another post and is required to perform certain duties selected from the sum of duties associated with another post or posts, he shall be sanctioned additional remuneration, to be treated as charge allowance.

**72.2** The employee who, in addition to his own duties, is required to be in charge of the current duties of a second post may be allowed charge allowance under rule-72.1, when his own post is subordinate to the second post but not when the second post is subordinate to his own post.

**Rule-73.0 Rates of charge allowance :**

The rate of charge allowance shall be as under :-

- (i) 5% of the presumptive pay for holding additional charge of another post of equivalent rank.
- (ii) 10% of the presumptive pay for holding additional charge of another post which is next higher in rank.

**Note-1 :** Presumptive pay for the purposes of item (ii) of this rule shall, according to rule-7 (49) be taken to be what the employee, who is placed in additional charge, shall draw as initial pay in the pay band plus grade pay of the additional post under rule-48 as the case may be, had he been formally transferred to it.

**Note-2 :** When a re-employed employee is ordered to hold charge of the current duties of a second post, his presumptive pay for the purpose of item (ii) shall be equal to the total amount of pay plus pension (inclusive of pension equivalent of death-cum-retirement gratuity) which he would have drawn on re-employment had he been appointed exclusively to the second post.

**Rule-74.0      Conditions governing the grant of charge allowance :**

The following conditions shall govern the grant of charge allowance by the competent authority :-

- (i) No charge allowance shall, however, be granted if such charge is held for a period of less than ten days excluding sunday/s, weekly off and Public holidays or if a regular appointment is made for a like period.
- (ii) No formal appointment of the employee to officiate in a second post shall be necessary to be made if the vacancy is expected to last for less than ten days excluding sunday, weekly off and public holidays if any, which may be permitted to be prefixed or suffixed to leave to be enjoyed by the employee holding such second post.
- (iii) The charge allowance shall be admissible only where the additional charge is held for a minimum period of 30 days.

**Note :** The period of 30 days includes sundays and holidays. The same shall not include the absence of an employee on account of leave or personal reasons or on account of administrative grounds.

- (iv) The charge allowance shall not be treated as pay for the purpose of granting dearness allowance or house rent allowance, compensatory allowance or transport allowance.
- (v) The arrangement is restricted to the period of leave sanctioned but not exceeding twelve months in any case.

**Note :** The limit of twelve months referred to above refers to the period of vacancy of the post and not to the period during which charge allowance is received by an individual employee.

- (vi) Sanctioning authorities should ensure that the orders for holdings additional charge are issued simultaneously with the issuing of orders regarding grant of leave to the employee concerned or as soon as the vacancy occurs. Such arrangement should not be sanctioned retrospectively.
- (vii) No charge allowance shall be sanctioned beyond a period of twelve months and the post shall be treated to have been held in abeyance. However the University may sanction the charge allowance in respect of a post lying vacant for a period of more than twelve months provided the reasons therefore are recorded in the order sanctioning such charge allowance.

**Provided** that no such charge allowance shall be sanctioned in respect of a post which is lying vacant for a period of more than three years and the creation of such post shall stand abolished.

**CHAPTER - VIII**  
**LEAVE - GENERAL**

**Rule-75.0 Right to Leave :**

**75.1** Leave is a permission granted by the leave sanctioning authority at his discretion to remain absent from duty.

**75.2** Leave cannot be claimed as a matter of right.

**75.3** When the exigencies of University service so require, leave of any kind may be refused or revoked by the leave sanctioning authority, but it shall not be open to him to alter the kind of leave due and applied for except at the written request of the employee.

**Rule-76.0 Consideration for sanctioning of leave on application :**

Where all applications for leave cannot be entertained in the interest of University service, the leave sanctioning authority should take into account the following considerations while taking a decision :-

- (1) the employee who can for the time being best be spared,
- (2) the amount of leave due to the various applicants,
- (3) the amount and character of the service rendered by each applicant since he last returned from leave,
- (4) the fact that any such applicant was compulsorily re-called from his last leave, **and**
- (5) the fact that any such applicant has been refused leave in past in the interest of the University.

**Rule-77.0 Grant of leave should not unduly deplete the strength of service :**

Leave should not be granted to an extent which would deplete the strength of a Branch / Department / Office / Faculty / Unit / Centre etc., available for duty below the essential minimum as may be decided by the leave sanctioning authority.

**Rule-78.0 Commutation of one kind of leave into another :**

**78.1** At the request of an employee, the leave sanctioning authority may commute retrospectively one kind of leave into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such commutation as a matter of right.

**78.2** The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

**Note :** Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of rule-124.

**Rule-79.0 Combination of different kinds of leave :**

Except as otherwise provided in these rules, any kind of leave other than casual leave under these rules may be granted in combination with or in continuation of any other kind of leave.

**Rule-80.0 Maximum period of continuous leave :**

**80.1** No employee shall be granted leave of any kind for a continuous period exceeding five years.

**80.2** The employee shall be deemed to have resigned from the service if, he, -

- (a) is absent without authorisation for a period of one year from the date of expiry of sanctioned leave or permission; **or**
- (b) is absent from the duty for continuous period exceeding five years even if the period of the unauthorised absence is for less than a year.

**Provided** that a reasonable opportunity to explain the reason for such absence shall be given to the employee before the provisions of sub-rule (2) are invoked.

**Rule-81.0 Formal joining of duty at the end of leave with the intention of taking leave again not permitted :**

Formal joining of duty at the end of leave with the intention of taking leave again within few days should not be permitted. The principle, on which the requirements of this rule should be enforced, is that no deliberate or intentional evasion of the rules should be permitted; but so long as this condition is satisfied, it is left to the discretion of the leave sanctioning authority, to grant or refuse it, as it may seem proper in each case.

**Rule-82.0 Application of rules while on deputation :**

Employees to whom these rules apply shall continue to be governed by these rules while on deputation to the Central Government or any State Government/University/Company/Corporation or while on foreign service within India.

**Rule-83.0 Admissibility of leave, payment of leave salary and reimbursement thereof while in foreign service :**

The foreign employer shall maintain the leave account in respect of the employee on deputation/foreign service. The Registrar shall supply necessary extract of the leave account to the foreign employer. The foreign employer, on the basis of the extract of the leave account supplied by the Registrar, will determine the admissibility of leave. The foreign employer shall make payment of leave salary to the employee concerned till he reverts to the University and claims half yearly reimbursement of the same from the Registrar.

**Rule-84.0 Acceptance of service or employment while on leave :**

**84.1** An employee (other than an employee who has been permitted to undertake casual literary work or service as an examiner) while on leave shall not take up any service or employment elsewhere without obtaining the prior written sanction of the Vice-Chancellor.

**84.2** The leave salary of an employee who is permitted to take up employment during leave, shall be subject to such restrictions as the University may by order prescribe.

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**84.3** An employee on leave on medical certificate shall not be permitted to undertake any service or employment elsewhere during such leave.

**84.4** When an employee on leave, with or without leave salary, is allowed to take up an employment under this rule, all leave salary must ipso facto cease on the taking up of such employment, other than casual literary work or service as an examiner referred to in rule-84.1.

### **Rule-85.0 Leave at credit to cease on resignation :**

Any claim to leave at the credit of an employee who resigns from the University service, ceases from the date of the acceptance of his resignation.

### **Rule-86.0 Leave at credit to cease on dismissal and removal :**

**86.1** Any claim to leave at the credit of an employee, who is removed or dismissed from University service, ceases from the date of his dismissal or removal, as the case may be.

**86.2** An employee, who is dismissed or removed from service but is re-instated on appeal or revision, shall be entitled to count for leave at his credit prior to dismissal or removal, as the case may be.

### **Rule-87.0 Application for leave :**

An application for leave or for extension of leave shall be made in **Form-3** to the leave sanctioning authority through the Head of Unit.

### **Rule-88.0 Leave Account :**

A leave account in **Form-4** in respect of each employee shall be maintained by the leave sanctioning authority and the same shall form a part of the Service Book of an employee to be maintained under these rules.

### **Rule-89.0 Verification of title to leave :**

No leave shall be granted to an employee until it is verified as due and admissible as per the leave account of the employee concerned.

**Rule-90.0 Authority competent to grant leave :**

The authority sanctioning different kinds of leave to the employees of the University shall be as per delegation of powers laid down under **Statute-121**.

**Rule-91.0 Orders sanctioning earned leave / half pay leave :**

The authority sanctioning leave shall indicate in the orders sanctioning earned leave/half pay leave, the balance of such leave at the credit of an employee.

**Rule-92.0 Leave not to be granted in certain circumstances :**

Leave shall not be granted to an employee to whom the University has decided to dismiss, remove or compulsorily retire from University service under relevant Statutes.

**Rule-93.0 Repeated grants of leave on medical certificate within short intervals:**

**93.1** The production of a medical certificate under these rules does not in itself confer upon the employee concerned any right to leave. The medical certificate shall be submitted to the leave sanctioning authority and his orders awaited.

**93.2** When an employee repeatedly applies for grant of leave on medical certificates within short intervals, the attention of the Medical Officer should be drawn to his case with a view to his carefully considering the term of absence necessary for his complete recovery.

**Rule-94.0 Production of medical certificate does not confer a right to leave :**

Every certificate of a Medical Officer recommending the grant of leave to an employee must contain a proviso that no recommendation contained in it, shall be deemed to be evidence of a claim to any leave to the employee under the terms of his contract or of the rules to which he is subject.

**Rule-95.0 Grant of leave on medical grounds :**

An employee may be granted leave on Medical Certificate in **Form-5** from one of the following :

- (i) Civil Surgeon/Superintendent of Government Civil Hospital
- (ii) Medical Officer of the University.
- (iii) Medical Officer of a Government / Panchayat / Municipal Dispensary / Hospital.
- (iv) Registered Medical Practitioner duly countersigned by the Civil Surgeon/Superintendent of Government Civil Hospital or by the Medical Officer of the University.

**Rule-96.0 Grant of leave on medical grounds to Class-IV employee :**

In support of an application for leave, or for an extension of leave, on medical grounds from an employee in Class-IV service, such certificate as he may deem sufficient may be accepted by the leave sanctioning authority.

**Rule-97.0 Conditions governing issue of medical certificate :**

**97.1** The Medical Authority referred to in rule-95 shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties and in such cases, the opinion that the employee is permanently unfit for University service shall be recorded in the medical certificate.

**97.2** The leave sanctioning authority may, at his discretion, secure a second medical opinion by requesting a Civil Surgeon/Superintendent of Government Civil Hospital of the District to have the applicant medically examined at the earliest possible date. The original Medical Certificate produced by the applicant should be forward to him.

**97.3** The Civil Surgeon/Superintendent referred to in rule-97.2 shall express his opinion both as regards the facts of the illness and as regards the

necessity for the quantum of leave recommended and for that purpose he may either require the applicant to appear before himself or before a Medical Officer nominated by him. The leave sanctioning authority may at his discretion require a similar certificate from any employee who has been granted leave for reasons of health even though such leave was not actually granted on a medical certificate.

**Rule-98.0 Medical Certificate of fitness :**

An employee who has been granted leave on Medical ground may not return to duty until he produces a medical certificate of fitness from the Medical Officer in **Form-6**. The leave sanctioning authority may, at his discretion, accept a fitness certificate signed by a Registered Medical Practitioner.

**Note :** An employee who had been suffering from tuberculosis may be allowed to resume duty on the basis of fitness certificate which recommends light work for him.

**Rule-99.0 Leave to an employee who is unlikely to be fit to return to duty:**

**99.1** When a Medical Officer has reported that there is no reasonable prospect that the employee will ever be fit to return to duty, leave due and admissible shall not necessarily be refused to such employee.

**99.2** The leave may be granted, if due, by the leave sanctioning authority on the following conditions :-

(i) If the Medical Officer is unable to say with certainty that the employee will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to the said Medical Officer.

(ii) If an employee is declared by the said Medical Officer to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him on receipt of

his report provided such leave is due to him and the quantum of leave as debited to leave account does not exceed six months from the date of his report.

**99.3** An employee who is declared by the Medical Officer to be completely and permanently incapacitated for further service shall, if he is on duty, be invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the Medical Officer. If, however, he is granted leave he shall be invalidated from service on the expiry of such leave or extension of leave, if any, granted to him under rule-99.1.

**Rule-100.0 Commencement and termination of leave :**

Except as provided in rule-101, leave ordinarily begins from the day on which the transfer of charge is effected and ends on the preceding day on which the charge is resumed.

**Rule-101.0 Combination of holidays with leave :**

**101.1** When the day, immediately preceding the day on which an employee's leave begins or immediately following the day on which his leave expires, is a holiday or a series of holidays, the employee may be permitted to leave his station at the close of the day before, or return to it on the day following such holidays or series of holidays.

**101.2** Unless the leave sanctioning authority in any case otherwise directs -

- (1) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances takes effect from the day after the holidays; **and**
- (2) if holidays are suffixed to leave, the leave is treated as having terminated on and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended, if holidays had not been suffixed.

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**Note :** A compensatory leave granted in lieu of duty performed by an employee on Sunday or a holiday for a full day as well as an optional holiday granted to an employee may be treated as a holiday for the above purpose.

### **Rule-102.0 Recall to duty before expiry of leave :**

**102.1** All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

**102.2** Where the return to duty is optional, the employee shall not be entitled to any concession.

**102.3** Where the return to duty is compulsory and the leave from which the employee is recalled is in India, he shall be treated as on duty from the date on which he starts for the headquarters and to draw -

(i) travelling allowance under rules made in this behalf for the journey; **and**

(ii) leave salary, until he joins his post, at the same rate at which he would have drawn it, but for recall to duty.

**102.4** No employee on leave out of India shall be recalled to duty before the expiry of his leave.

### **Rule-103.0 Return from leave :**

**103.1** An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the leave sanctioning authority.

**103.2** An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave. Such employee shall report his return to duty to the leave sanctioning authority which granted him leave or to the authority, if any, specified in the order granting him the leave and wait for orders. He must, if necessary, also submit to such delay as may be unavoidable in the interest of University service.

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**Note :** The leave sanctioning authority should provide for the expected return of the employee from leave by seeing that the employee to be relieved is at headquarters in due time to hand over charge.

### **Rule-104.0 Absence after expiry of leave :**

**104.1** Unless his leave is extended, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as if he was on half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

**104.2** The entire period (including Sundays and holidays) intervening between the day on which the leave expires and the day on which the employee resumes duty shall be treated as over-stayal.

### **Rule-105.0 Willful absence from duty after the expiry of leave :**

Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

### **Rule-106.0 Person re-employed after retirement :**

In case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered the University service for the first time on the date of his re-employment.

### **Rule-107.0 Leave beyond the date of compulsory retirement or quitting of service :**

No leave shall be granted to an employee beyond -

- (a) the date of his compulsory retirement, **or**
- (b) the date of his final cessation of duties, **or**
- (c) the date of his resignation from service.

**Rule-108.0 Cash equivalent to leave salary in respect of earned leave at the time of retirement on superannuation etc. :**

The Registrar shall suo motto sanction to an employee the cash equivalent to leave salary in respect of the earned leave and / or half pay leave at his credit subject to a maximum of 300 days, on following occasions :-

- (i) in case of retirement on attaining the age of superannuation;
- (ii) in case where the service of the employee has been extended, in the interest of University service, beyond the date of retirement on superannuation;
- (iii) voluntary retirement;
- (iv) pre-mature retirement;
- (v) where the services of the employees are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment;
- (vi) in the case of death of the employee while in service, to the family of the deceased;
- (vii) in the case of leave preparatory to retirement;

**Note :** An employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent to leave salary in respect of the period of earned leave / half pay leave at his credit on the date of his superannuation, provided that in the opinion of the authority competent to order reinstatement, the employee has been fully exonerated and the suspension was wholly unjustified.

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### **Rule-109.0 Cash equivalent of earned leave salary :**

**109.1** The cash equivalent of leave salary payable under rule-108 shall be calculated as under :-

- (1) The cash equivalent of earned leave shall be equal to the leave salary admissible for earned leave. The same for the half pay leave shall be equal to the leave salary admissible for half pay leave.
- (2) The dearness allowance admissible on the leave salary shall be at the rates in force on the date on which the employee ceases to be in service.
- (3) The House Rent Allowance, Compensatory Local Allowance and Transport Allowance shall not be included in calculating the cash equivalent of the leave salary under this rule.
- (4) The cash equivalent of earned leave and half pay leave salary shall be paid in one lumpsum, as a one time settlement.
- (5) From the cash equivalent so worked out, no deduction shall be made on account of New Contributory Pension Scheme.
- (6) No commutation of half pay leave shall be permissible.

**109.2** The cash equivalent for half pay leave component shall henceforth, be calculated in the manner indicated below :-

#### **Cash payment in lieu of half pay leave component**

Cash payment in lieu of half pay leave component	=	$\frac{\text{Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date}}{30}$	x	Number of days of half pay leave at credit subject to the total of earned leave and HPL at credit not exceeding 300 days.
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**Rule-110.0 Encashment of leave in case of termination of services by notice, resignation or quitting the service :**

**110.1** Where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted suo-moto by the Registrar, cash equivalent in respect of earned leave / half pay leave at his credit on the date on which he ceases to be in services subject to a maximum of 300 days.

**110.2** If an employee resigns or quits service, he may be granted suo-moto by the Registrar , cash equivalent in respect of earned leave / half pay leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 150 days.

**110.3** The cash equivalent in respect of cases falling under rule-110.1 and rule-110.2 above, shall be equal to the leave salary as admissible under rule-109.

**Rule-111.0 Encashment of earned leave while availing of leave travel concession**

An employee shall be permitted to encash 10 (Ten) days earned leave at the time of availing of leave travel concession, if available under the rules framed by the University, subject to the conditions that :-

- (1) the total leave so encashed during the entire service does not exceed 60 days in the aggregate;
- (2) earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
- (3) a balance of at least 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave.

**Rule-112.0 Procedure for making payment of cash equivalent of leave salary :**

With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilised earned leave / half pay leave without delay, the following procedure shall be followed :-

- (1) An employee nearing the date of retirement on superannuation should inform in writing to the Registrar, well in advance of the date, on which the occasion referred in sub-rule (1) of rule-108 arises, if he desires to avail of cash equivalent of leave salary in respect of the unutilised earned leave / half pay leave at his credit.
- (2) The Registrar shall within 15 days of receipt of intimation from the concerned employee, himself arrange to have the quantum of earned leave / half pay leave due and admissible to the credit of the employee on the date of superannuation, voluntary retirement etc., ascertained.
- (3) The Registrar should after satisfying himself that earned leave / half pay leave if any, availed of by the concerned employee, after receipt of his written intimation as in (1) above, is actually deducted from the earned leave / half pay leave due and admissible as on the date his ceasing to be in service, arrange to issue necessary orders sanctioning cash equivalent earned leave / half pay leave. This should be done within a week from the date the concerned employee ceases to be in service.
- (4) Thereafter, the Registrar should within 15 days after the date of retirement, voluntary retirement etc., prepare a bill claiming the cash equivalent of leave salary in respect of the unutilised earned leave / half pay leave.

- (5) Payment of cash equivalent of leave salary in respect of the unutilised earned leave / half pay leave at the credit of the employee should be made irrespective of whether or not 'No Demand Certificate' has been issued.

**Provided** that if the employee who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him and the competent authority is of the view that there is a possibility of some money becoming recoverable from him on conclusion of proceedings against him, the competent authority may withhold whole or part of encashment of leave according to the facts of the relevant case.

**Note :** The cash payment for unutilised earned leave / half pay leave shall be made on the basis of 30 days of a month.

**Rule-113.0 Leave Salary :**

- 113.1** An employee who proceeds on earned leave is entitled to leave salary on the basis of the pay drawn immediately before proceeding on earned leave.
- 113.2** An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in rule-113.1 above.
- 113.3** An employee on commuted leave is entitled to leave salary equal to the amount admissible under rule-113.1 above.
- 113.4** An employee on extraordinary leave is not entitled to any leave salary.

**Note-1 :** Leave Salary means Pay last drawn immediately before proceeding on leave, stagnation increments and personal pay, if any, plus Dearness Allowance and House Rent Allowance and Compensatory Local Allowance admissible on the said pay during first 120 days of leave.

**Note-2 :** The House Rent Allowance is admissible during first 120 days of extraordinary leave.

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**Note-3 :** No Transport Allowance shall be admissible during the period of extra-ordinary leave and during earned leave, half pay leave exceeding 30 days.

### **Rule-114.0 Drawal of leave salary :**

The leave salary payable under these rules shall be drawn in rupees in India.

### **Rule-115.0 Vacation :**

A vacation employee shall be entitled to the benefits of vacation as per orders of the State Education Department issued from time to time. The earned leave admissible to such employees shall also be regulated as per these orders.

### **Rule-116.0 Prefix / Suffix of leave and holidays to Vacation :**

**116.1** Vacation may be taken in combination with or in continuation of any kind of leave under these rules.

**116.2** Vacation is a holiday for the purpose of rule-116.1 above with the limitation that vacation can be prefixed to leave only if the substitute takes over charge at the end of the vacation and an absentee may affix vacation to leave only if his substitute is transferred on the expiry of the leave so as not be duty in the absentee's post during any portion of the vacation. Vacation may either be prefixed or suffixed to leave, but may not be both prefixed and suffixed, nor may it be interposed between two periods of leave.

### **Rule-117.0 Vacation employee liable to be re-called at his own expense:**

A vacation employee who leaves his place of duty during vacation, is liable to be recalled thereto at his own expenses, except when he had been granted leave with permission to prefix or suffix vacation to his leave.

**Rule-118.0    Furnishing of certificate of non-availment of Vacation :**

It is the duty of the vacation employee concerned to furnish a certificate to the Registrar, that he has not availed himself of a vacation or portion thereof.

**Rule-119.0    Vacation employee precluded from enjoying a part of Vacation etc., :**

In case of a vacation employee who is precluded from enjoying vacation or part thereof under rule-117, the time actually spent in travelling to the headquarters should be added to the period by which he has been prevented from enjoying a vacation by reason of his recall.

**Rule-120.0    Vacation employee not entitled to pay if he resigns without prior intimation :**

A vacation employee holding only an officiating appointment, is not entitled to any pay for the period of vacation, if he resigns such appointment without any prior intimation, from the day his office reopens after the vacation. Similarly, a vacation employee who joins his appointment from extraordinary leave only a day or two prior to the beginning of the vacation, is not entitled to pay for the period of vacation, if he goes again on extraordinary leave without returning to duty on the reopening of his office after vacation.

**CHAPTER - IX**  
**KINDS OF LEAVE DUE & ADMISSIBLE TO THE**  
**EMPLOYEES OF THE UNIVERSITY OTHER**  
**THAN TEACHERS OF THE UNIVERSITY**

**Note :** The rules contained in this Chapter apply only to the employees other than Teachers of the University for whom the separate provisions are made in Chapter-X.

**Rule-121.0 Earned leave for the employees :**

- 121.1** An employee who is serving in the University shall be entitled to earned leave at the rate of 15 days for each half year. This shall be credited to the leave account of the employee in advance on first day of January and July every year.
- 121.2** The credits under rule-121.1 shall be reduced by 1/10th of the period of only extraordinary leave availed of during the previous half year, subject to a maximum of 15 days.
- 121.3** If an employee is appointed during the half year, earned leave shall be credited to his leave account at the rate of 2.1/2 days for each completed calendar month of service. The earned leave at credit of the employee on close of the half year shall be carried forward to the next half year, subject to the condition that the earned leave so carried forward plus the credit for that half year shall not exceed 300 days.
- 121.4** In case of employees, having at their credit earned leave of 285 days or less as on 1<sup>st</sup> January / 1<sup>st</sup> July of a year, earned leave of 15 days or proportionately less in respect of retiring persons or those leaving service during the next half year, may continue to be credited to their leave accounts in advance.
- 121.5** In cases where the earned leave at credit as on 1st January/1<sup>st</sup> July is 300 days or less; but more than 285 days, credit of earned leave of 15 days may be kept separately and first adjusted against any earned leave that the

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employee may take during the ensuing half year and the balance if any credited to the earned leave account at the end of the half year subject to the ceiling of 300 days. If the earned leave taken during the half year is more than 15 days, the quantum in excess of 15 days will, however, have to be debited to the leave account.

- 121.6** The credit for the half year in which an employee is due to retire from service or resigns shall be afforded only at the rate of 2.1/2 days per completed calendar month in the half year upto the date of retirement or resignation. If the leave availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary overdrawn, if any.
- 121.7** When an employee is removed or dismissed from the service or dies while in service, credit of earned leave shall be allowed at the rate of 2.1/2 days per completed calendar month in the half year in which he was removed or dismissed from service or dies in service. When the quantum of earned leave admissible is short of the leave enjoyed, the overpayment of leave salary shall be recovered.
- 121.8** All credit in the leave account shall be made only for complete days, the fraction being rounded off to the nearest day.
- 121.9** For the purpose of this rule, a period spent in foreign service shall count as duty if contribution towards leave salary is received on account of such leave towards or the recovery thereof is waived.
- 121.10** Subject to the provisions of rule-121.6 and rule-121.11 of this rule, the maximum earned leave that may be granted at a time shall be 120 days.
- 121.11** Earned leave may be sanctioned ordinarily to an employee on not more than three occasions during a calendar year, and the minimum period on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed and/or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning leave may, at its discretion, grant leave for a lesser period.

**Rule-122.0 Half Pay Leave :**

- 122.1** The half pay leave account of every employee shall be credited in advance by an installment of ten days each on the first day of January and July of every calendar year.
- 122.2** The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.
- 122.3** The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
- 122.4** When an employee is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of preceding calendar month in which he is removed or dismissed from service or dies in service.
- 122.5** While affording credit under this Rule, fraction of a day shall be rounded off to the nearest day.
- 122.6** The leave due under rule-122.1 above may be granted on medical certificate or on private affairs.
- 122.7** If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty. The period of suspension when treated as such i.e. the suspension, it should be excluded for counting completed years of service for the purpose of half pay leave.

**Note :** While calculating the completed months of service, the month may be rounded off to the next higher, if it exceeds more than 15 days.

**Rule-123.0 Commuted Leave :**

- 123.1** Commuted Leave not exceeding half the quantum of half pay leave due may be granted on medical certificate to an employee subject to the following conditions :-

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- (i) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
  - (ii) when commuted leave is granted, twice the quantum of half pay leave should be debited against the half pay leave due.
  - (iii) the Registrar obtains an undertaking from the employee that in the event of his resigning or retiring voluntarily from service without resuming duties after the expiry of leave, he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.
- 123.2** Commuted Leave upto a maximum of 90 days may be allowed during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study whether full time or part time certified to be in the interest of the University by the Vice-Chancellor.
- 123.3** When the period of commuted leave does not exceed 30 days, the medical certificate issued by a Registered Medical Practitioner may be accepted.
- 123.4** Where an employee who has been granted commuted leave is permitted to retire voluntarily at his request 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 shall be recovered :
- Provided** that no such recovery shall be made, if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.
- 123.5** Commuted Leave may be granted at the request of the employee even though earned leave is due to him.
- 123.6** An employee may also be granted commuted leave in case of sickness of any member of his family who is dependent on him on production of medical certificate in the **Form-7** appended to these rules from the Medical Officer/Registered Medical Practitioner.

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**123.7** The minimum period of commuted leave sanctioned to an employee on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed and/or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning leave, at its discretion may grant leave for a lesser period.

### **Rule-124.0 Leave Not Due :**

**124.1** Leave not due may be granted to a permanent employee subject to the following conditions :-

- (i) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (ii) leave not due shall be limited to the half pay leave the employee is likely to earn thereafter;
- (iii) leave not due shall be debited against the half pay leave, the employee may earn subsequently;
- (iv) leave not due during the entire service shall be limited to a maximum of 360 days, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate
- (v) the authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resigning or retiring voluntarily from service without returning to duty, he shall refund the leave salary paid to him.
- (vi) the post from which the employee proceeds on such leave is likely to last till his return to duty.

**124.2** Where an employee who has been granted leave not due resigns from service or is at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary paid shall be recovered.

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- 124.3** Where an employee who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. If the retirement is voluntary, refund should be enforced. If it is unavoidable by reasons of ill health incapacitating him from further service, refund may be partly or wholly waived on the merits of each case by the authority competent to permit the employee to retire.
- 124.4** Leave Not Due may be granted to such employee who is suffering from Tuberculosis, Leprosy, Cancer or Mental illness for a period not exceeding 360 days during the entire service.
- 124.5** The request for grant of leave on medical ground shall be supported by a Medical Certificate in **Form-6** from the Medical Officer.
- 124.6** There shall be no recovery in the circumstances mentioned herein under:-
- (i) if the employee retires for the reasons of ill health incapacitating him for further service in the University.
  - (ii) in the event of his death.
  - (iii) if the employee is compulsorily retired from service by the University.
- 124.7** Leave not due may also be granted to a temporary employee subject to the following additional conditions :-
- (i) The employee asking for Leave Not Due should have put in more than 5 years' of continuous service in the University.
  - (ii) The leave sanctioning authority should satisfy that there is reasonable prospect of the employee returning to duty on expiry of such leave and of earning half pay leave equal to leave not due granted.

### **Rule-125.0 Extraordinary Leave :**

- 125.1** Extraordinary leave not exceeding thirty six months in aggregate during the entire service may be granted to an employee in special circumstances-
- (i) when no other leave is admissible.
  - (ii) when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.

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**125.2** The maximum extraordinary leave which may be granted to Government employee on the basis of completed years of continuous qualifying service, shall be as follows, namely :-

- (i) for ten years of continuous qualifying service, maximum twelve months;
- (ii) for twenty years of continuous qualifying service, maximum twenty-four months;
- (iii) for thirty years or more continuous qualifying service, maximum thirty-six months;

**Provided** the aforesaid provisions shall not apply to the cases which falls under rule-125.3.

**125.3** Unless the leave sanctioning authority, in view of the exceptional circumstances of the case otherwise determines, no employee, either permanent or temporary, shall be granted extraordinary leave for a continuous period in excess of the following limits :-

- (i) Nine months, except in case the period of suspension converted into extraordinary leave.
- (ii) Twelve months, where the employee who has completed one year's continuous service is undergoing treatment for Cancer in an institution recognised for the treatment of such disease or under a Government Civil Surgeon or a specialist in such disease;
- (iii) Fifteen months, where the employee who has completed one year's continuous service is undergoing treatment for -
  - (a) pulmonary tuberculosis or pleurisy of tubercular origin, in a recognised sanatorium.
  - (b) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon.

**Note :** The concession of extraordinary leave upto fifteen months shall be admissible also to an employee suffering from pulmonary

tuberculosis or pleurisy of tubercular origin who receives treatment at his residence under a tuberculosis specialist recognised as such by the State Government and produces a certificate signed by such specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

**125.4** Extraordinary Leave shall always be without pay and allowances. The same shall not be counted as duty for the purposes of grant of increment except in the following cases :-

- (i) Leave granted on medical certificate;
- (ii) Cases where the leave sanctioning authority is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit; **and**
- (iii) Leave taken for pursuing higher studies.

**125.5** Extraordinary leave may be combined with any other kind of leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full service career of the individual.

**125.6** The leave sanctioning authority may commute retrospectively periods of absence without leave into extraordinary leave.

**Rule-126.0 Casual Leave :**

**126.1** Casual Leave may be granted to an employee by the Head of Department or by an authority to whom such power is delegated by the Vice-Chancellor upto a maximum of 12 days to an employee during each calendar year.

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**126.2** The grant of Casual Leave shall be subject to the condition that not more than six days of Casual Leave is granted at any time.

**126.3** Sundays, weekly offs or public holidays falling before, after or within a period of Casual Leave shall not be counted as a part of Casual Leave.

**126.4** Casual Leave granted to an employee cannot be combined with any other kind of leave except special casual leave or duty leave.

**126.5** Half day's casual leave may be granted as under :-

(a) For employee whose working hours are 10.30 a.m. to 6.10 p.m.

From 10.30 a.m. to 2.00 p.m.

**OR**

From 2.10 p.m. to 6.10 p.m.

(b) For farms, dairies, etc., whose working hours are in the morning and afternoon.

Morning Shift

**OR**

Afternoon Shift

**Rule-127.0 Special casual leave for family planning :**

**127.1** Special Casual Leave may be granted to an employee as under :-

(i) Upto six days to an employee who undergoes sterilisation operation (vasectomy or salpingectomy) under family welfare programme.

(ii) Upto fourteen days to a female employee who undergoes non-puerperal sterilisation.

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**127.2** Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. However, it can be prefixed or suffixed to holidays or vacation.

### **Rule-128.0 Maternity Leave :**

**128.1** The Registrar may, subject to the provisions of this rule, grant to a female employee in permanent employ, who does not have two or more living children on the date of the application, maternity leave for a period of one hundred and thirty five days from the date of its commencement to be availed of twice in the entire service career. Such leave shall not be debited to the leave account.

**128.2** A female employee not in permanent employ, who has put in at least one year of continuous service shall also, subject to the provisions of this rule, be eligible for maternity leave referred to in rule-128.1.

**128.3** The leave salary admissible during the period of maternity leave shall be regulated as follows :-

(i) In the case of a female employee who has put in two or more years' continuous service, the leave salary admissible shall be equal to the pay plus dearness allowance and house rent allowance admissible on the said pay drawn immediately before proceeding on leave.

(ii) In the case of a female employee who has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be equal to half the pay plus dearness allowance and house rent allowance admissible on the said pay drawn immediately before proceeding on leave.

**128.4** The leave salary for the period of maternity leave availed of by a female employee while on foreign services shall be borne by the foreign employer.

**128.5** The application for maternity leave should invariably be supported by medical opinion as to the probable date of confinement, and an undertak-

ing to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of Class-IV employee in which insistence on a regular medical certificate is likely to cause hardship, the Registrar may accept such certificate as he may deem sufficient.

**128.6** A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave, upto a maximum of 60 days without production of a medical certificate.

**Rule-129.0 Child Adoption Leave :**

**129.1** The Registrar may, subject to the provisions of this rule, grant to a female employee, with less than two surviving children, on valid adoption of a child below the age of one year, Child Adoption Leave for a period of one hundred and thirty-five days immediately after the valid adoption on the lines of maternity leave admissible to natural mother.

**129.2** The Leave salary admissible during the period of child adoption leave shall be equal to the pay drawn immediately before proceedings on leave.

**129.3** (a) Child Adoption Leave may be combined with any other kind of leave.

(b) In continuation of the Child Adoption Leave granted under rule-129.1, a female employee on valid adoption of a child, may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding sixty days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account Child Adoption Leave:

**Provided** that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.

**129.4** Child Adoption Leave shall not be debited against the leave account.

**Rule-130.0 Paternity Leave :**

A male employee with less than two surviving children may be granted paternity leave for a period of 15 days during confinement of his wife. During the period of such leave, he shall be paid Leave Salary equal to the pay drawn immediately before proceeding on Leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave). This leave may not normally be refused under any circumstances.

**Rule-131.0 Maternity leave in case of mis-carriage or abortion :**

Maternity Leave shall also be admissible to a female employee who does not have two or more living children on the date of application in case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, subject to the following conditions :-

- (1) the application for the leave is supported by a medical certificate.
- (2) female employee having one child or no children shall be granted maternity leave of not more than seven working days in case of abortion or Medical Termination of Pregnancy (MTP). The same shall not exceed 45 days in her entire service career.
- (3) Maternity Leave in case of abortion or Medical Termination of Pregnancy will be granted only once during five years.
- (4) This leave will not be debited in the leave account of female employees.

**Rule-132.0 Tuberculosis / Cancer / Leprosy Leave :**

An employee of the University other than a Teacher suffering from Tuberculosis / Cancer / Leprosy shall also be entitled to leave as per rules regarding grant of concessions to employee suffering from Tuberculosis / Cancer / Leprosy etc., if any laid down by the University.

**CHAPTER - X**  
**KINDS OF LEAVE DUE & ADMISSIBLE**  
**TO THE TEACHERS OF THE UNIVERSITY**

[**Note : The provisions contained in these chapter are applicable to the Teachers and the same are based on the guidelines issued by the UGC in these regard and also the orders issued by the State Government.**]

**Rule-133.0 Duty Leave :**

**133.1** Duty leave of the maximum of 30 days in an academic year may be granted to a Teacher of the University for the following :-

- (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
- (b) Delivering lectures in institutions and other Universities at the invitation of such institutions or other Universities received by the University, and accepted by the Vice-Chancellor;
- (c) Working in another Indian or foreign University, any other agency, institution or organisation, when so deputed by the University;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the Council of State Agricultural Universities or other Universities or academic body; **and**
- (e) For performing any other duty for the University.

**133.2** The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

**133.3** The leave may be granted on full pay.

**Provided** that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he shall be required to credit such amount of assistant to the University fund.

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**133.4** Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

**133.5** Duty leave should be given also for attending meetings in the UGC, ICAR, etc. where a teacher invited to share expertise with academic bodies, Government or Non-Government Organisation.

### **Rule-134.0 Study Leave :**

**134.1** Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Research Scientist / Assistant Extension Educationist / Physical Instructor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his work in the University or to make a special study of the various aspects of University organisation and methods of education.

**Provided** that the Board of Management may, in the special circumstances of a case, waive the condition of three years service being continuous.

**Explanation :** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided :-

- (a) the person is a teacher on the date of the application;
- (b) there is no break in service; and
- (c) the leave is requested for undertaking the Ph.D. research work.

**134.2** Subject to the terms contained rule-137.2, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the University statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and Universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

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- 134.3** The period of study leave may be three years, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken to ensure that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.
- 134.4** Study leave shall be granted by the Board of Management on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- 134.5** Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave.
- 134.6** Study leave may be granted not more than twice during one's career.  
**Provided** that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- 134.7** No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Board of Management. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Board of Management to treat the period of shortfall as other kind of leave has been obtained.
- 134.8** Subject to the provisions of rule-137, study leave may be granted, on full pay upto two years for obtaining master degree and three years for obtaining Ph.D. degree.
- 134.9** Before getting admission, the teacher would be required to obtain certificate from the University confirming that the University would be in a position to relieve him during a particular period of study.

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**134.10** Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher.

**134.11** A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after his joining the higher post.

**134.12** Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

**Provided** that where study leave granted has been so cancelled, the teacher may apply again for such leave.

**134.13** The teacher shall submit to the Registrar, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

### **Rule-135.0 Receipt of Scholarship, Fellowship, Financial Assistant, etc. :**

**135.1** The teacher who is granted study leave shall communicate immediately to the University any scholarship/fellowship/financial assistance/grants actually made and received by him during the course of the study leave from any person or institution or any other source whatsoever.

**135.2** The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a

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specified amount, which shall be determined by the University, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

### **Rule-136.0 Counting of Study Leave for increment, pension, etc. :**

**136.1** A teacher granted study leave shall on his return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

**136.2** Study leave shall count as service for Pension / Provident Fund, provided the teacher joins the University on the expiry of his study leave.

### **Rule-137.0 Undertaking and Execution of Bond :**

**137.1** The teacher who is granted leave salary for the period of study leave and who fails to rejoin after the expiry of sanctioned study leave or extended period of study leave or fail to serve the University for a period of atleast three years will be liable to repay to the University the amount of leave salary paid to him as well as the amount spent by the University on his behalf during the period of his absence from the work by University or proportion thereof as may be decided by the University in each case.

**137.2** A teacher of the University availing himself of study leave shall give an undertaking in **Form-8** that he shall serve the University for a continuous period of a least three years to be calculated from the date of his resuming duty after expiry of the study leave or extended period of study leave.

**137.3** The services of a teacher who fails to return to duty on the expiry of the sanctioned study leave shall stand automatically terminated without any reference from him as from the date on which he should have rejoined his duty on the expiry of study leave sanctioned.

**Rule-138.0 Re-joining the service after expiration of study leave :**

**138.1** The University may, without prejudice to its rights to any compensation in respect of any teacher granted study leave not rejoining services on the expiration of the study leave granted to him or failing to serve the University after such rejoining for the requisite period, adjust any sum which is payable or becomes payable to him as it may deem fit or take any such action as has been provided for in the bond mentioned above.

**138.2** The teacher who is granted study leave which has been treated as extraordinary leave and fail to rejoin on the expiry of study leave or to complete the requisite period of service, will be liable to pay to the University an amount equivalent to their four months' pay and allowances at the rate at which it was drawn on the last day of duty before proceeding on study leave.

**138.3** A teacher who asks for extension of study leave and is not granted the extension by the University and does not rejoin on the expiry of the leave sanctioned, will be deemed to have failed to join the service on the expiry of his leave for the purpose of recovery of the dues under these rules.

**Rule-139.0 Sabbatical Leave :**

**139.1** Permanent, whole-time teachers of the University and colleges who have completed seven years of service on any of the following posts in the University, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system :-

- (1) Principal
- (2) Professor / Research Scientist / Extension Educationist
- (3) Associate Professor / Research Scientist / Extension Educationist
- (4) Assistant Professor / Research Scientist / Extension Educationist  
/ Training Organizer

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**139.2** The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

**139.3** A teacher, who has availed himself of study leave, would not be entitled to the sabbatical leave.

**Provided** further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

**139.4** A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave.

**139.5** A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and 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 University may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

**139.6** During the period of sabbatical leave, the teacher 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 teacher rejoins the University on the expiry of his leave.

### **Rule-140.0 Undertaking and Execution of Bond - Sabbatical Leave :**

**140.1** A teacher availing himself of sabbatical leave shall give an undertaking in **Form-9** that he shall serve the University for a continuous period of a least three years to be calculated from the date of his resuming duty after expiry of the sabbatical leave.

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- 140.2** The teacher who is granted Sabbatical leave with pay and/or allowances and who fails to rejoin after the expiry of sanctioned leave or fail to serve the University for a period of atleast three years will be liable to repay to the University the amount of pay and allowances paid to him as well as the amount spent by the University on his behalf during the period of his absence from the work by University or proportion thereof as may be decided by the University in each case.
- 140.3** The University may, without prejudice to its rights to any compensation in respect of any teacher granted sabbatical leave not rejoining services on the expiration of the sabbatical leave granted to him or failing to serve the University after such rejoining for the requisite period, adjust any sum as it may deem fit or take any such action as has been provided for in the bond mentioned above.
- 140.4** Those teachers who are granted Sabbatical leave without pay and/or allowances and fail to rejoin on the expiry of Sabbatical leave or to complete the requisite period of service, will be liable to pay to the University an amount equivalent to their four months' pay and allowances at the rate at which it is drawn on the last of duty before proceeding on sabbatical leave.
- 140.5** A teacher who asks for extension of Sabbatical leave and is not granted the extension by the University and does not rejoin on the expiry of the leave sanctioned, will be deemed to have failed to join the service on the expiry of his leave for the purpose of recovery of the dues under rule-137.3 above.
- 140.6** After the leave has been sanctioned, the teacher shall, before availing himself of the leave, execute a bond in favour of the University, binding himself for the due fulfilment of the conditions laid down in these rules and give security of immovable property to the satisfaction of the Univer-

sity or a fidelity bond of an Insurance Company or a guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with the said rules.

**Rule-141.0 Conditions governing the grant of Sabbatical Leave :**

The programme to be followed during sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave. On return from the leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

**Rule-142.0 Special Casual Leave**

**142.1** Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

- (a) To conduct examination of a University/Public Service Commission/board of examination or other similar bodies/institutions; and
- (b) To inspect academic institutions attached to a statutory board, etc.

**142.2** In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

**142.3** In addition, special casual leave to the extent mentioned below, may also be granted;

- (a) To undergo sterilisation operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
- (b) To a female teacher who undergoes non-puerperal sterilisation. Leave in this case will be restricted to 14 days.

**142.4** Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

**Rule-143.0 Other kinds of leave admissible to the Teacher :**

The following shall be other kinds of leave admissible to the Teacher as per provisions regarding the same made in Chapter-IX of these rules :-

- (1) Earned Leave
- (2) Half Pay Leave
- (3) Commuted Leave
- (4) Leave Not Due
- (5) Extraordinary Leave
- (6) Casual Leave
- (7) Maternity Leave
- (8) Maternity leave in case of mis-carriage or abortion
- (9) Paternity Leave
- (10) Child Adoption Leave
- (11) Tuberculosis / Cancer / Leprosy Leave

**CHAPTER - XI**  
**TRAVELLING ALLOWANCE**

**Rule-144.0 Pay for Travelling Allowances :**

Pay for the purpose of admissibility of Travelling Allowances as contained in this Chapter shall be the pay of an employee in the pay scale in existence prior to 1st January, 2006.

**Rule-145.0 Kinds of Travelling Allowances :**

**145.1** The following are the different kinds of travelling allowances which may be drawn in different circumstances by the employees :-

- (i) Mileage Allowance
- (ii) Daily Allowance

**145.2** The circumstances in which the different travelling allowances are drawn shall be as laid down in these rules.

**Rule-146.0 Classification of employees in pay ranges :**

For the purpose of rules contained in this Chapter, the classification of employees on the basis of pay range in the Pre-2006 pay scales shall be as under :-

- (i) ₹ 16,400 per month and above.
- (ii) ₹ 8,000 and above but less than ₹ 16,400 per month.
- (iii) ₹ 6,500 and above but less than ₹ 8,000 per month.
- (iv) ₹ 4,100 and above but less than ₹ 6,500 per month.
- (v) Below ₹ 4,100 per month.

**Rule-147.0 Classification of employees for Mileage Allowance :**

The employees shall be classified in various grades for the purpose of mileage allowance as per rule-165.

**Rule-148.0 Rule of supplementary claim when promoted/reverted/pay revised retrospectively :**

The travelling allowance of an employee, who is promoted or reverted or is granted an increased rate of pay with retrospective effect, shall not be revised in respect of the period intervening between the date of promotion or reversion or grant of an increased rate of pay and the date on which the orders are issued.

**Rule-149.0 Entitlement of Travelling Allowance to a re-employed pensioner :**

The entitlement to travelling allowance in respect of a re-employed pensioner shall be determined on the basis of pay plus pension drawn, if any, subject to the proviso that if the sum of such pay plus pension exceeds the pay of the post, if it is on a fixed rate of pay, or the maximum pay of the post, if it is on a time-scale of pay, such excess shall be ignored. For the purpose of this rule, the amount of pension to be taken into account will be the amount originally sanctioned (i.e., before commutation) excluding the amount of temporary increase in the pension.

**Rule-150.0 Travelling Allowance to a pensioner :**

When a pensioner is required to perform journey under these rules, his entitlement to travelling allowance shall be based on the duty pay last drawn immediately before retirement.

**Rule-151.0 Travelling Allowance to referees :**

Travelling and Daily allowance for the referees, appointed by the University for examination work and other officials invited by the University, for University business, shall be admissible as per the rules as applicable to the employees from time to time.

**Rule-152.0 Grade or pay range of an employee in transit from one post to another :**

An employee, in transit from one post to another ranks in the grade or pay range to which the holding of the lower of the two posts, would entitle him.

**Rule-153.0 Grade or pay range of a part-time employee :**

An employee whose whole-time is not retained for the University service, or who is remunerated wholly or partly by honorarium or fees or the employees appointed on fixed pay basis shall rank in such pay range and under rule-146 or grade under rule-165 as the Vice-Chancellor may, with due regard to the employee's status, declare.

**Rule-154.0 Cycle Allowance :**

Cycle Allowance may be granted to an employee whose pay has not been fixed, with special reference to the expenditure likely to be incurred upon touring in performance of his duties and whose duties involve an extraordinary distance of travelling within a limited area, provided the employee maintains his own cycle and uses the same for performance of the said duties.

**Rule-155.0 Mileage Allowance for different modes of journey :**

Mileage allowance is differently calculated, as shown in these rules accordingly as the journey is, or could be, made by air, railway or by road.

**Rule-156.0 Absence of an employee :**

For the purpose of drawing daily allowance and mileage allowance for journey by air/rail/bus, the absence of an employee from headquarters shall be reckoned with reference to scheduled arrival and departure as shown in air/rail/bus time table.

**Rule-157.0 Beginning and end of journey :**

A journey begins and ends at the actual residence of the employee concerned, if it is situated within the headquarters.

**Rule-158.0 Journey to be performed by shortest route :**

**158.1** For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance shall be calculated on the route actually used.

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- 158.2** The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.
- 158.3** If an employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance shall be calculated on the route actually used.
- 158.4** When the shortest route between two places is a rail route and the employee makes a journey between them by an alternative route which includes a rail journey and travels during such rail journey or part of it by a class lower than that to which he is entitled, the mileage admissible to him by the shortest route shall be calculated partly by the class of accommodation to which he is entitled and partly by the lower class actually used in proportion to the distances actually travelled by those classes on the alternative route. For this purpose, any distance travelled on the alternative route by road shall be treated as distance travelled by the class of accommodation to which he is entitled.

### **Rule-159.0 Mileage Allowance for journeys performed by other than shortest route**

- 159.1** A competent authority may, for special reasons which should be recorded, permit mileage allowance to be drawn on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.
- 159.2** For the purpose of this rule, the absence in a train of the class of accommodation to which an employee is entitled under rule-162 may be taken as a special reason for allowing mileage allowance by road, and consequently the competent authority may on such occasion grant to an employee travelling by road, road-mileage limited to the amount which would have been admissible, had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled. When the fare

of the requisite class for the journey in question is not specifically published, it shall be calculated according to the appropriate data in the Railway Time and Fare Table.

**159.3** In granting this concession, the competent authority shall consider whether any University interest such as the saving of University time etc., was served by the journey being performed by a route other than the cheapest which would not have been served, had the employee travelled by the ordinary route. The competent authority may also, at its discretion, grant this concession to an employee who travels in his own motor car by a road route between places connected by road and also partly by road and partly by rail when the car is required by the employee for the performance of his duties at his destination. This discretion shall be exercised with due regard to the nature and extent of such duties.

**Rule-160.0 Entitlement for journey by Air :**

**160.1** The following provisions shall govern the entitlement of the employee to travel by air, on tour :-

- (1) The employees in receipt of pay of ₹ 16,400 and above per month shall be entitled to travel by air at their discretion.
- (2) The employees drawing pay of ₹ 12,300 per month and above upto ₹ 16,399 per month may also travel by air at their discretion, if the distance involved is more than 500 kms. and the journey cannot be performed overnight by rail.
- (3) The Vice-Chancellor can authorise their subordinate employees drawing pay of ₹ 10,000 per month or more to travel by air if the following conditions are fulfilled.
  - (i) the distance involved is more than 500 Kms.
  - (ii) the journey cannot be performed overnight by rail, **and**
  - (iii) such journey by air is considered essential in University interest.

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**Note :** Employees entitled to travel by air shall travel by economy class. They may travel by private airline only, if the station to which he is to go on official duty is not connected by Indian Airlines.

### **Rule-161.0 Journey by air by employees who are not entitled for the same:**

An employee, who is not authorised to travel by air but performs a journey by air, can draw actual air fare or fare for the journey by rail of the class of accommodation to which he is entitled whichever is less.

### **Rule-162.0 Entitlement for journey by rail on tour :**

Based on the pay drawn, the entitlement of an employee for journeys by rail on tour shall be as under :-

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<b>Pay Range</b>	<b>Entitlement</b>
₹ 16400 and above	AC First Class
₹ 8000 and above but less than ₹ 16400	II AC 2-Tier Sleeper
₹ 6500 and above but less than ₹ 8000	First Class-II AC III-Tier Sleeper/ AC Chair Car *
₹ 4100 and above but less than ₹ 6500	First Class/II AC-III Tier Sleeper/ AC Chair Car *
Below ₹ 4100	Second Sleeper

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\* All employees, who are entitled to travel on tour by First Class/II AC III-Tier Sleeper/AC Chair Car, may at their discretion, travel by II AC 2-Tier Sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

### **Travel by Rajdhani Express Trains :**

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<b>Pay Range</b>	<b>Entitlement</b>
₹ 16400 and above	AC First Class
₹ 8000 and above but less than ₹ 16400	II AC 2-Tier Sleeper
All others drawing pay below ₹ 8000	AC Chair Car *

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\* Travel by AC III-Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

### Travel by Shatabdi Express Trains :

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Pay Range	Entitlement
₹ 16400 and above	Executive Class
All others drawing pay below ₹ 16,400	AC Chair Car

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### Rule-163.0 Drawal of Fares :

**163.1** An employee, travelling on duty by air/rail/public bus, shall draw the actual fare of the class of accommodation, he is entitled to.

**163.2** An employee, travelling by rail in a class of accommodation lower than that to which he is entitled, shall draw the fare of the class of accommodation actually used.

**163.3** An employee, who purchases a Air ticket through any agency, shall, in addition to the air fare, be entitled to agency charges limited to ₹ 10 per journey.

### Rule-164.0 Entitlement for journey by public bus :

Based on the pay drawn by an employee, he shall be entitled to travel by public bus as under :-

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S.N. Pay Range	Entitlement
(i) ₹ 18400 and above	(i) Actual fare by any type of public bus, including air conditioned bus; <b>OR</b> At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; <b>OR</b> At prescribed rates for autorickshaw for journey by autorickshaw; <b>OR</b> At prescribed rates of road mileage for journeys by scooter/motor cycle/moped etc.

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| (ii) ₹ 8000 and above<br>but less than ₹ 18400 | (ii) Same as at (i) above with the<br>exception that journeys by AC Taxi<br>will not be permissible.  |
| (iii) ₹ 6500 and above<br>but less than ₹ 8000 | (iii) Same as at (ii) above with the<br>exception that journeys by AC Bus<br>will not be permissible.   |
| (iv) ₹ 4100 and above but<br>less than ₹ 6500  | (iv) Actual fare by any type of public bus,<br>other than AC Bus or AC Taxi; <b>OR</b><br>At prescribed rates for autorickshaw<br>for journey by autorickshaw; <b>OR</b><br>At prescribed rates of road mileage<br>for journeys by scooter/motor cycle/<br>moped etc. |
| (v) Below ₹ 4100                               | (v) Actual fare by ordinary<br>public bus only; <b>OR</b><br>At prescribed rates for autorickshaw<br>for journey by autorickshaw; <b>OR</b><br>At prescribed rates of road mileage<br>for journeys by scooter/motor cycle/<br>moped etc.                              |

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### **Rule-165.0 Grades of employees for drawing Road Mileage Allowance :**

For the purpose of calculating the entitlement of road mileage allowance, the employees are divided into following grades :-

- (1) The first grade shall include those in receipt of Pay not less than ₹ 8000/- per month.
- (2) The second grade shall include those in receipt of Pay of not less than ₹ 6500/- per month but less than ₹ 8000/- per month.
- (3) The third grade shall include those in receipt of Pay of not less than ₹ 4100/- per month but less than ₹ 6500/- per month.
- (4) The fourth grade shall include those in receipt of pay of less than ₹ 4100/- per month.

**Rule-166.0 Rates of road mileage for journeys by Road :**

For journeys by road, road mileage allowance shall be calculated at the following rates for each kilometer travelled except in any case for which different rates are specially provided :-

Employees using their own/borrowed/hired conveyance -

(i) An employee of the First or Second Grade -

<b>Conveyance by which journey is performed</b>	<b>Rate of mileage allowance</b>
Motor Car/Jeep (Petrol)	500 paise per k.m.
Motor Car/Jeep (Diesel)	400 paise per k.m.
Motor Cycle	200 paise per k.m.
Any other means of conveyance	120 paise per k.m.

(ii) An employee of the Third Grade -

<b>Conveyance by which journey is performed</b>	<b>Rate of mileage allowance</b>
Motor Cycle	120 paise per kilometer
Any other means of conveyance	120 paise per kilometer

(iii) An employee of the Fourth Grade -

<b>Conveyance by which journey is performed</b>	<b>Rate of mileage allowance</b>
Any means of conveyance	120 paise per kilometer

**Note :** In calculating mileage allowance for journey by road, fractions of a k.m. in each item of a bill shall be rounded off to the nearest figure, half and more than half a k.m. being taken as one k.m. and fractions less than half a k.m. being neglected.

**Rule-167.0 General conditions for drawal of Road Mileage Allowance :**

The following shall govern the drawal of road mileage allowance by the employee :-

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- (1) Two or more employees travelling on duty in the same conveyance may not all draw road mileage for the journeys but only that officer, who either owns the conveyance or has borrowed or hired it, may draw road mileage, if admissible under rule-166. The employee, other than the one who owns the conveyance or has borrowed or hired it, should make a note showing the details of such journey on the travelling allowance bill presented for payment.
- (2) Each of such employee shall draw daily allowance as admissible under these rules.
- (3) Each complete journey is to be considered separately as a journey on tour whenever the employee returns to headquarters or to a place in which his headquarters are situated whether he halts there or not.

### **Rule-168.0 Entitlement of Road Mileage Allowance for journey by own or borrowed or hired car :**

**168.1** For the purpose of drawal of full road mileage allowance at the rate laid down in rule-166, the officer authorised by the University can use his own/ borrowed or hired car for all journeys.

**168.2** Other employees, who travel by their own or borrowed or hired car between places connected by rail, shall be entitled to road mileage allowance limited to the fare of highest class of entitled by railway available on that particular route.

### **Rule-169.0 Journey by own car between Air Port and Residence :**

The officer authorised by the University using his own car for the journey between air port/railway station/bus stand and residence on the day of departure and arrival on/from tour, shall be entitled to road mileage allowance at the rate laid down in rule-166 for the mileage covered by their empty car for going and coming to residence on both occasions, provided the employees car is not available for the said journey.

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### **Rule-170.0 Local journeys at Headquarters and in camp while on tour :**

**170.1** An employee undertaking the following journeys while proceeding/ arriving on/from tour and at the place of camp. inside or outside the state while on duty shall be entitled to claim road mileage at the rates laid down in rule-170.2 :-

- (i) Journey from Residence or duty point at Head Quarters to Railway Station/Bus Stand/Airport and back on the day of departure for tour and on the day of arrival from tour.
- (ii) Journey from Railway Station/Bus Stand/Airport/place of duty to residence / duty point at the place of arrival and similarly on the day of departure from the place of camp.
- (iii) Journey from the place of his stay to the place of duty, once for going and then coming back to the place of stay, every day, at the place of camp.

**Note-1 :** The condition "once for going and than coming back to the place of stay" will not be applicable to the journey performed at Delhi and Bombay.

**Note-2 :** No road mileage will be admissible for other journeys at the place of camp.

**170.2** The rates of the road mileage allowance for the journeys mentioned in rule-170.1 shall be as follows :

<b>Conveyance by which journey is performed</b>	<b>Rate of Road Mileage</b>
(i) By full taxi/auto Rickshaw	At the rate of taxi/auto Rickshaw fare as prescribed by concerned State Government.
(ii) By own Car/Jeep (petrol driven)	500 paise per K.M.
(iii) By own Car/Jeep (diesel driven)	400 paise per K.M.
(iv) By Tonga/Cycle Rickshaw/	250 paise per K.M. man driven rickshaw (Three wheeler)
(v) By Scooter/Motor Cycle	120 paise per K.M. (Two wheeler)

**170.3** Where the Taxi/Auto Rickshaw and other modes of journey are shared by more than one employee or where an employee takes a single seat in Taxi/Auto Rickshaw etc., the mileage allowance admissible shall be the actual share of hire charges limited to fifty percent of the rates in rule-170.2.

**Rule-171.0 Due date for payment of Travelling Allowance bills :**

The claim of an employee for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates.

**Rule-172.0 Forfeiture of right to Travelling Allowance claim :**

The right of an employee to the travelling allowance including daily allowance shall be forfeited or deemed to have been relinquished, if the claim for it is not preferred within one year from the date on which it becomes due as per rule-171.

**Rule-173.0 Cancellation charges in respect of unused tickets :**

The Controlling Officer shall allow the reimbursement of cancellation charges in respect of air/rail/bus tickets purchased by an employee for travel on official duty, if the journey is cancelled in exigencies of University service. For the reimbursement of cancellation of air tickets, permission of the authority, if any, which has authorised to travel by air would be necessary.

**Rule-174.0 Daily Allowance when admissible :**

Unless in any case it be otherwise expressly provided in these rules, a daily allowance shall be drawn while on tour by every employee, whose duties require that he should travel, and shall not be drawn except while on tour.

**Rule-175.0 General conditions for the drawal of Daily Allowance :**

The following are the general conditions which shall govern the grant of daily allowance to employees under these rules :-

- (1) Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.
- (2) Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of eight kilometers from his headquarters or beyond municipal limits, whichever is farther, or returns to his headquarters from a similar point.
- (3) An employee who takes casual leave when on tour, is not entitled to draw daily allowance during such leave, but if he returns to his headquarters or-proceeds to another place of halt after the expiry of causal leave, he may draw mileage allowance for the journey by the shortest route from the old place of halt to the place at which duty is resumed after the causal leave is availed of.
- (4) An employee, on tour shall draw daily allowance on a Sunday or a public holiday intervening his halt, if he certifies that he had not returned to his headquarters for attending to his private business on that day and has spent atleast a part of such day at the camp.
- (5) An employee, who proceeds first on causal leave from headquarters and resumes duty at an outstation on tour, may draw travelling allowance from the place where causal leave is spent to the place of tour, limited to that admissible between headquarters and the tour station.

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### Rule-176.0 Classification of cities for the drawal of Daily Allowance :

For the purpose of drawal of daily allowance, the various cities are classified as under :-

#### "A-1" Class City Rates

**Cities :** (1) Bruhad Mumbai UA (2) Chennai UA (3) Delhi UA (4) Kolkata UA

#### "A" Class City Rates

**Cities :**

Ahmedabad UA	Hyderabad UA	Kanpur UA	Nagpur UA
Banglore UA	Jaipur UA	Lucknow UA	Pune UA

#### "B-1" Class City Rates

**Cities :**

Agra UA	Jamshedpur UA	Rajkot UA
Allahabad UA	Kochi UA	Surat UA
Bhavnagar UA	Kozhikode UA	Thiruvananthapuram UA
Bhopal UA	Lucknow UA	Vadodara UA
Coimbatore UA	Ludhiana	Varanasi UA
Dhanbad UA	Maduri UA	Vijayawada UA
Indore UA	Meerut UA	Visakhapatnam UA
Jabalpur UA	Nagpur UA	
Jamnagar UA	Patna UA	

**(UA) = Urban Agglomeration**

**Note :** UA = Urban Agglomeration : The localities which are included in urban agglomeration of different cities are as adopted for the population Census 2001. The same in respect of the above cities of Gujarat State are reproduced in **Annexure** to these rules. The same in respect of cities of other States/Union Territories shall be as laid down by the Central University for their employees stationed at those places.

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### Rule-177.0 Rates of Daily Allowance :

The rates of daily allowance shall be as follows :-

#### SECTION - I

When an employee stays in Circuit House / Guest House / Inspection Bungalow or Pathikashram, Ashram Gruh for Government/ Public Sector/ Panchayat / Local Body etc., or makes his own arrangements

Pay Range	Localities other than those mentioned in columns (3), (4) and (5)	B-1 Class cities	A Class cities	A-1 Class Cities
1	2	3	4	5
	₹	₹	₹	₹
₹ 16400 and above	135	170	210	260
₹ 8000 and above, but less than ₹ 16400	120	150	185	230
₹ 6500 and above, but less than ₹ 8000	105	130	160	200
₹ 4100 and above, but less than ₹ 6500	90	110	135	170
Below ₹ 4100	55	70	85	105

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### SECTION - II

When an employee stays in a hotel or other establishment providing boarding and/or lodging at scheduled rates

Pay Range	Localities other than those mentioned in columns (3), (4) and (5)	B-1 Class cities	A Class cities	A-1 Class Cities
1	2	3	4	5
	₹	₹	₹	₹
₹ 16400 and above	335	425	525	650
₹ 8000 and above, but less than ₹ 16400	225	330	405	505
₹ 6500 and above, but less than ₹ 8000	200	250	305	380
₹ 4100 and above, but less than ₹ 6500	130	160	195	245
Below ₹ 4100	65	85	100	125

#### Rule-178.0 Pattern of Daily Allowance :

Daily allowance for the entire absence from headquarters shall be regulated as follows :-

- (1) Full daily allowance shall be granted for each completed calendar day of absence reckoned from midnight to midnight.
- (2) For absence from headquarters for less than twenty four hours, the daily allowance shall be admissible, at the following percentage of the prescribed rates :-

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- |       |  |      |
|-------|--|------|
| (i)   | If the absence from headquarters does not exceed six hours                         | 30%  |
| (ii)  | If the absence from headquarters exceed six hours but does not exceed twelve hours | 50%  |
| (iii) | If the absence from headquarters exceeds twelve hours                              | 100% |
- (3) For days of departure and arrival at headquarters as well as when the period of absence from headquarters falls on more than one calendar day, they shall be reckoned as separate days and daily allowance shall be calculated for each day separately as per above sub-clause (2).
- (4) When more than one tour is undertaken on the same day, each tour should be treated separately and daily allowance should also be calculated separately, subject of course to the condition that daily allowance calculated separately for each tour on any calendar day shall not exceed one daily allowance.

### **Rule-179.0 Calculation of admissible Daily Allowance for stay in hotel :**

**179.1** The daily allowance for stay in hotel etc., shall be admissible at the respective rate for the concerned locality as shown in Section-I of rule-177 reduced by 10% thereof and in addition the lodging charges (exclusive of breakfast/meals) incurred by the employee for each calendar day subject to the condition that the daily allowance so calculated per day shall not exceed the rate laid down in Section-II of rule-177 for that locality.

**179.2** When the daily allowance is claimed under rule-179.1, the employee shall attach with the travelling allowance bill or the voucher/s showing the lodging/Boarding charges actually paid for the halts in hotel/institution and also give a certificate in the following form :-

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"Certified that I have stayed in \_\_\_\_\_ hotel/  
institution at \_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_ and the said hotel/institution provides lodging/  
Boarding at scheduled rates."

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name and Designation**

**Note :** Where more than one employee share the same room, the proportionate share of lodging charges for each day shall be treated as his lodging charges and the daily allowance for him shall be calculated in the manner indicated above.

### **Rule-180.0 Daily Allowance when Boarding or lodging is allowed free to an employee on tour :**

An employee who, while on tour is allowed free Boarding and lodging at the expense of any University or an Autonomous, Industrial or Commercial Undertaking or Corporation, or a Statutory body or a Local Body, in which Government funds have been invested or in which Government have any other interest, shall draw only one-fourth the rate of daily allowance admissible to him at the station concerned. If only Boarding or lodging is allowed free to such an employee he shall draw daily allowance at one-half of the admissible rate.

### **Rule-181.0 Daily Allowance to an employee who stays in circuit house, rest house etc., :**

An employee, who stays while on tour in a Circuit House, Inspection Bungalow, Rest House, Aram Gruh, Pathikasharm etc., owned by the University or Government or Local body or other University, without having to pay any charges for accommodation, shall also draw one-half of the appropriate rate of daily allowance. If however, such an employee has to pay any charges for his stay at such places, even though the said charges may not cover the entire cost of the facilities provided; no reduction in daily allowance shall be made.

**Rule-182.0 Daily Allowance on Tour :**

The admissibility of daily allowance to an employee for continuous halts at places outside his headquarters during tour shall be as follows :-

- |       |                  |                      |
|-------|------------------|----------------------|
| (i)   | First 90 days    | Full daily allowance |
| (ii)  | For next 90 days | 50% daily allowance  |
| (iii) | Beyond 180 days  | Nil                  |

**Note 1 :** A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding eight kilometers for a period including not less than three nights.

**Note 2 :** In calculating the duration of a halt, any day on which the employee travels or halts at a distance from the halting place exceeding eight kilometers shall be excluded.

**Note 3 :** A halt is considered to be terminated when an employee returns to his headquarters even though the return be for less than three nights.

**Note 4 :** For the purpose of this rule, absence on leave is not "absence on duty" and should not be regarded as an interruption of halt.

**Rule-183.0 Daily Allowance during training :**

**183.1** The admissibility of daily allowance to an employee during the period of training at a place outside his headquarters, where Boarding and lodging are not provided, shall be as follows :-

- |      |                 |                      |
|------|-----------------|----------------------|
| (i)  | First 180 days  | Full daily allowance |
| (ii) | Beyond 180 days | Nil                  |

**183.2** When free Boarding and/or lodging is provided to the employee under training either by University or by the sponsoring institution etc., the rate of daily allowance shall be regulated in accordance with the rule-180.

**Rule-184.0 Transfer Travelling Allowance when admissible :**

**184.1** Travelling allowance may not be drawn under this chapter by an employee on transfer from one station to another, unless he is transferred in University interest and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer in the University interest unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

**184.2** An employee shall draw mileage allowance for a journey on transfer.

**184.3** With a view to encouraging the adoption of small family norms by employees, it has also been decided that travelling allowance on transfer will be restricted to only two dependent children of an employee. This restriction shall not, however, be applicable in respect of those employees who already have more than two children prior to 16-9-1998. Further, children of employees born between 16-9-1998 and 30-6-1999 will also be entitled to such benefits as are admissible under these rules to employees and their families on transfer irrespective of the number of children that they may already have. This restriction shall not also be applicable in respect of those employees who are presently issue less or have only one child and the subsequent pregnancy results in multiple births as a consequence of which the number of children exceeds two.

**Rule-185.0 Entitlement of Transfer Travelling Allowance to employee in transit from one post to another :**

**185.1** An employee in transit from one post to another shall be entitled to transfer travelling allowance to which the holding of the lower of the two posts would entitle him.

**185.2** If the initial order of transfer is modified while the employee is in transit, he shall be entitled to travelling allowance to which the holding of the lowest post of initial or the final order of transfer, would entitle him.

**Provided** that if the initial order entitles him to travel by a higher class of accommodation by rail/road, he may be allowed to claim travelling allowance admissible accordingly on his certifying that he actually travelled by the higher class.

*Instruction :* In a case covered by rule-185.2, the officer who countersigns the travelling allowance bill should certify on the bill that the employee was initially transferred to one post and that by a subsequent order he was transferred to the post of which he assumed charge. The post or posts involved and the number and date of orders regarding such transfer should also be specified in the certificate.

*Note :* "Transit" shall include a period of leave.

**Rule-186.0    Transfer of an employee from one station to another and again to a third station :**

If an employee is transferred from station A to station B and again to station C, the interval between the first and subsequent transfer being within six months, he shall draw the actual fare for the journey from station A to station C made by any member of the family subject to the condition that the total amount claimed from station A to station C shall not exceed the amount admissible from station A to station B plus that admissible from station B to station C. For the purposes of this rule, the entitlement of an employee should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the travelling allowance is claimed, subject to the condition that no travelling allowance would be admissible in respect of a member added to the family after the date of transfer.

**Rule-187.0    Journeys of a family member of employee within six months before or after transfer :**

A member of an employees' family who follows him to the new station within six months from the date of his taking over charge or precedes him to the new station by not more than one month before handing over charge

may be treated as accompanying him. These time-limits may be extended by the competent authority in individual cases depending on special circumstances. If such member travels to the new station from a place other than the employee's old station, the employee may draw the actual fare for the journey made by such member by rail plus the road mileage, if any, at the rate and subject to the conditions prescribed in rule-196, for the actual distance of the road journey performed by such member, provided that their sum shall not exceed the total mileage allowance that would have been admissible, had such member proceeded from the old to the new station.

**Rule-188.0 Transfer Travelling Allowance when husband and wife are both employees :**

When both husband and wife are employees and are transferred at the same time or within six months of his transfer, from one and the same old station to one and the same new station, transfer travelling allowance shall not be admissible to both of them as independent employees. Either of them may claim transfer travelling allowance, the other being treated as a member of his family not in the University's employment on furnishing the following certificate :-

"Certified that my wife/husband\_\_\_\_\_ who is employed under the University and who has been transferred from\_\_\_\_\_ to\_\_\_\_\_ within six months of my transfer has not already claimed any Transfer Travelling Allowance in consequence of her/his transfer."

**Rule-189.0 Transfer Travelling Allowance when charge of a post is taken or handed over at a place other than headquarters of the post:**

An employee transferred from one post to another, under the orders of competent authority, if permitted to hand over charge of his old post or to take over charge of the new post at a place other than its headquarters, is entitled to the following concessions :-

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- (a) Travelling allowance as on tour for the employee's actual journeys-
- (i) from the old headquarters to the place of handing or taking over charge;
  - (ii) from the place of handing over charge to the place of taking over; and
  - (iii) from the place of handing/taking over charge to the new headquarters.
- (b) In addition, travelling allowance for the conveyance of family and personal effects will be admissible from the old headquarters to the new headquarters at the prescribed rates and conditions.

### **Rule-190.0 Transfer Travelling Allowance when headquarters are changed while on tour :**

An employee, whose headquarters are changed while he is on tour and who proceeds to his new headquarters without returning to his old headquarters, is entitled to travelling allowance at tour rates from the old headquarters to the tour outstation and from the tour outstation to the new headquarters, plus the concessions referred to in clause (b) of rule-189.

### **Rule-191.0 Transfer Travelling Allowance when family members travel to a new station :**

If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible, if the family had proceeded to the new headquarters station.

**Rule-192.0 University employee taking leave before joining a new post :**

**192.1** An employee who goes on leave (excluding leave on medical certificate) not exceeding six months, after he has given over charge of his old post and before he has taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave, to transfer travelling allowances under this chapter as for a journey from his old headquarters to new headquarters.

**192.2** An employee, who takes leave exceeding six months excluding leave exceeding six months on medical certificate while in transit from one post to another, shall draw transfer travelling allowance excluding composite transfer grant.

**Rule-193.0 University employee posted to a new station on return from long leave :**

When on return from leave exceeding six months but excluding leave exceeding six months on medical certificate, an employee is stationed at headquarters other than that at which he was stationed when he proceeded on leave, he shall be entitled to transfer travelling allowance as admissible under this chapter.

**Rule-194.0 Entitlement for journeys by rail on transfer :**

An employee transferred from one place to another shall be entitled to the following in respect of the journeys on transfer performed by him by rail:-

- (1) actual fare by rail not exceeding the fare of the class to which he is entitled while on tour under rule-162.
- (2) one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.

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### **Rule-195.0 Entitlement of class for journeys by road by public conveyance**

An employee himself or a member of his family travelling by public bus shall be entitled to actual bus fare paid limited to his entitlement under rule-164.

### **Rule-196.0 Entitlement for journey by road by mode other than public conveyance on transfer :**

Where the employee himself with members of his family travels by road by a mode other than public conveyance on transfer, the entitlement shall be as under -

- (a) **Between places connected by rail :** Road mileage, limited to rail mileage by the entitled class.
- (b) **Between place connected by road only :** (i) For journeys in full taxi. Road mileage at prescribed rates under rule-166 as under notwithstanding how the employee and members of his family travelled -

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For self	One road mileage
For one additional member of family	Nil
For two additional members of family	One additional road mileage
For more than two additional members	Two additional road mileage for family

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### **Rule-197.0 Personal effects :**

The term "personal effects" is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation of personal effects is reasonable.

### **Rule-198.0 Composite Transfer grant :**

An employee, transferred in University interest from one place to another, shall be entitled to Composite Transfer grant as under :-

- (1) Half month's basic pay in case of transfers involving a change of station located at a distance of or more than 20 km. from each other.

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- (2) In cases of transfer to stations which are at a distance of less than 20 km. from the old station and of transfers within the same city, the Composite Transfer Grant will be restricted to one-fourth of the basic pay, provided a change of residence is actually involved.

### **Rule-199.0 Entitlement of carriage of personal effects by rail on transfer:**

The pay ranges and the entitlement for carriage of personal effects by rail shall be as under :-

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<b>Pay Range</b>	<b>Personal effect that can be carried</b>
₹ 16400 and above	Full four wheeler wagon or 6000 kg by goods train, or one Double Container.
₹ 8000 and above but less than ₹ 16400	Full four wheeler wagon or 6000 kg by goods train, or one Single Container.
₹ 6500 and above but less than ₹ 8000	3000 kg by goods train.
₹ 4100 and above but less than ₹ 6500	1500 kg by goods train.
Below ₹ 4100	1000 kg by goods train. *

- \* Such of those employees as are in receipt of pay of ₹ 3350 p.m. and above may also be permitted to transport 1500 kg of personal effects by goods train.

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### **Rule-200.0 Carriage of personal effects by road between places connected by rail :**

In cases of carriage of personal effects by road between places connected by rail, an employee can draw the actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and additional amount of not more than 25 per cent thereof, whichever is less.

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*Note : For the purpose of this rule, Gandhinagar shall be treated as a place not connected by rail.*

### **Rule-201.0 Carriage of personal effects by road from one place to another at new or old headquarters :**

The allowance for carriage of personal effects between places connected by road only shall be at the following uniform rates :-

<b>Pay Range</b>	<b>₹ Per Km.</b>
<b>1</b>	<b>3</b>
₹ 8000 and above	18.00
₹ 6500 and above but less than ₹ 8000	9.00
₹ 4100 and above but less than ₹ 6500	4.60
Below ₹ 4100	4.00

### **Rule-202.0 Carriage of personal effects by "Quick Transit Service" :**

The cost of transportation of personal effects on transfer may be allowed, subject to the maximum quantity prescribed under these rules, at the "Quick Transit Service" rates, if personal effects are actually transported by such service. A certificate to the effect that the personal effects were transported by the "Quick Transit Service" and that they reached the destination within the specified period, should be recorded by the claimant on the Travelling Allowance Bill.

### **Rule-203.0 Carriage of personal effects by passenger train :**

If an employee carries his personal effects by passenger train instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible, had he taken the maximum number of kilograms by goods train.

**Rule-204.0 Expenditure on transportation of personal effects :**

An employee claiming the cost of transporting personal effects, must support his claim by a certificate that the actual expenses incurred were not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately, by rail, road, etc., and the controlling officer shall scrutinise the details and satisfy himself that the claim is reasonable.

**Rule-205.0 Carriage of conveyance of the employee on transfer :**

**205.1** An employee travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency, may draw the cost of transporting at owner's risk conveyance as per rule-206.

*Explanation : A post in which the possession of a conveyance is advantageous from the point of view of efficiency is -*

- (1) *a post the duties of which entail touring over an area as large or larger than a taluka, or*
- (2) *a post to which a conveyance or permanent travelling allowance is attached, and*
- (3) *any other post in respect of which University considers that it is in the interest of the public service that the employee holding the post should use a conveyance for the performance of his duties.*

*Note : When an employee who is transferred from a post in which the possession of a conveyance is advantageous from the point of view of his efficiency, to another post in which it is not advantageous, is again transferred within a period not exceeding four months to a post in which the possession of the conveyance is advantageous from the point of view of his efficiency, he may draw the cost of its transport from the first to the last station, provided, that the conditions, in this sub-rule are fulfilled and he certifies that the conveyance was possessed by him at the first station.*

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**205.2** An employee, claiming the cost of transporting a conveyance, must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must give details of the conveyances transported.

**205.3** The scales for transportation of conveyance on transfer at University expense will be as follows :-

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<b>Pay Range</b>	<b>Scale</b>
₹ 6500 and above	One motor car, or one motor cycle/scooter.
Less than s. 6500	One motor cycle/scooter/moped or one bicycle.

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### **Rule-206.0 Reimbursement of the cost of transportation of conveyance by rail :**

**206.1** On occasions when an employee is authorised to convey his motor car or motor cycle by rail at the public expense, he may do so at railway's risk by passenger train or goods train at his option. In the former case the actual freight charged by the Railways may be drawn by the employee. In the latter case, i.e., if the conveyance is despatched by goods train, the employee may draw in addition to the freight charged by the Railways, the cost of packing and of transporting the packed conveyance to and from the goods-shed at the stations of departure and arrival, provided that the total amount so drawn shall not exceed the freight charged for transporting the conveyance by passenger train.

**206.2** If an employee has kept his conveyance at a station other than the one from which he is transferred, he may draw the actual cost of transporting the conveyance from the station where it is kept to the station to which he is transferred, provided that the amount so drawn shall not exceed, the amount admissible, had it been conveyed from the old station to the new station direct, and provided further that the conveyance is actually transported to the new station within a reasonable time before or after the officer is transferred.

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### **Rule-207.0 Transportation of the conveyance under its own propulsion or loading it on a truck :**

**207.1** When an employee, who is authorised to convey his motor car or motor cycle at public expense, transports the same under its own propulsion by road or by loading it on a truck between places connected by rail, he shall be entitled to claim the cost of transportation limited to expenditure on transportation by passenger train.

**207.2** When an employee, who is authorised to convey his motor car or motor cycle at public expense, transports the same under its own propulsion by road or by loading it on a truck between places not connected by rail, he shall be entitled to claim the transportation charges at the rates laid down in rule 104.

*Note : Where the conveyance is sent under its own propulsion and the employee does not travel in the conveyance, he shall be entitled to a separate fare by rail/air or to a separate road mileage for himself. However, when the employee travels in his own car, he shall not be entitled to any separate fare by train/air or road mileage. Appropriate mileage allowance will be admissible for the members of his family, if they travel otherwise than by the conveyance being transported under its own propulsion.*

### **Rule-208.0 Rates of transportation of conveyance by road :**

Allowances admissible for transportation of conveyance by road shall be at the following rates, subject to the condition that the employee himself and the members of his family, if they accompany him on transfer and for whom travelling allowance has been claimed, do not travel by the conveyance transported and further subject to that the total amount of the allowance claimed does not exceed the cost condition of transportation of the conveyance by passenger train :-

Motor car (petrol driven)	400 paise per K.M.
Motor car, jeep, station wagon (diesel driven)	200 paise per K.M.
Motor cycle/scooter (two wheeler)	100 paise per K.M.

**Rule-209.0 Additional fare to employee on transfer :**

An employee will be entitled to an additional fare for himself by the entitled class for both onward and return journey, in addition to the normal transfer travelling allowance entitlement, if he has to leave his family behind because of non-availability of University residential accommodation at the new place of posting.

*Note-1 : In cases where the University accommodation is available and the officer does not accept the University accommodation allotted to him on the ground of being of lower category or for any other reason, he shall not be entitled to the additional fare under this rule, since the University accommodation is made available and the officer had refused it.*

*Note-2 : When an employee brings family before actual allotment and if transfer travelling allowance has been claimed for such family members, he is not entitled to additional fare under this rule.*

**Rule-210.0 Journey when proceeding on or returning from leave :**

**210.1** Except as otherwise provided in these rules, an employee shall not be entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave.

**210.2** University may for special reasons permit any employee to draw for a journey of the kind specified in rule-212, travelling allowance as for a journey on tour.

**Note :** The Travelling allowance of an employee on leave, if otherwise admissible, shall be regulated by the pay and grade of the post held by him, prior to his proceeding on leave.

**Rule-211.0 Journey during leave or suspension :**

**211.1** If an employee while on leave undertakes a journey under proper authority in the University interest, he may draw travelling allowance as for a journey on tour; provided that if the journey extends beyond the limits of the State of Gujarat, previous sanction of the University shall be required.

**211.2** An employee under suspension shall be entitled to travelling allowance as on tour for journeys performed by him for appearing before the Inquiry Officer when the Inquiry is held at a station other than his headquarters, provided that the Inquiry is not so held at that place at express request of the employee under suspension.

**Note :** The travelling allowance of such employee, if otherwise admissible, shall be regulated by the pay and grade of the post held by him, prior to his suspensions.

**Rule-212.0 Journey undertaken for inspection of documents etc. during leave/suspension :**

An employee, including employee on foreign service who travels from his own headquarters to any other place for inspection of documents relevant for the purpose of preparing his defence case against charges framed against him, shall be entitled to travelling allowance as on tour, whether he is on duty or on leave or under suspension, provided that -

- (i) The inquiry officer certifies that the official records to be inspected are relevant and essential for the preparation of defence statement.
- (ii) The Registrar certifies that the original records could not be sent to the Head quarters of the employee or copies thereof could not be made out and sent.
- (iii) The Registrar has given his approval to the journey provided that where the inquiry is held at a place other than the headquarters of the employee expressly at his own request, no such certificate under condition (ii) shall be given.

**Provided** further that the employee shall not be entitled to any daily allowance for halts for more than three days on journey or at the out stations.

**Note :** In the case of an employee, who is under suspension at the time he undertakes the journey, and who is subsequently reinstated in service, the period spent in transit to and from and the minimum period of stay required at the place where official records are made available, shall be treated as on duty, leave or otherwise in accordance with the orders passed by the competent authority regulating the period of suspension.

**Rule-213.0 Travelling Allowance admissible to an employee when compulsorily recalled to duty from leave :**

When an employee is compulsorily re-called to duty before the expiry of his leave, and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for journey from the place where the order of recall reaches him. If the period by which the leave is curtailed is less than one month, the authority recalling the employee shall decide whether mileage allowance should be granted or not.

**Rule-214.0 Journey to attend meeting of other Universities / Non-Official Bodies**

When an employee attends in his official capacity, any meeting or function of other University or a Corporation or such other Institution or non-official body which entitles him to claim travelling allowances for such attendance, his travelling allowance shall be regulated as under :-

The employee shall claim the travelling allowance, from the other University / Non-Official Body concerned and he may either -

- (i) retain the travelling allowance received by him from other University / Non-Official Body and in that case he shall not claim any travelling allowance from University; **or**
- (ii) draw the travelling allowance admissible to him under the rules from University and credit the amount of travelling allowance received by him from the other University / Non-Official Body concerned to the University Fund.

**Rule-215.0 Journey to give evidence of facts of which the employee has official knowledge :**

The following provisions apply to an employee who is summoned to give evidence in a criminal case, a case before a Court of Martial, a civil case to which University is a party or a departmental inquiry held by a properly constituted authority :-

- (i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the Court of Law or other authority which summoned him.
- (ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the Court or authority. Any fees which may be paid by the Court for the travelling and subsistence allowance of the witness must be credited to University.
- (iii) If the Court in which he gives evidence is situated within eight kilometers of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may accept such payment of actual travelling expenses as the Court may make.

**Provided** that the facts as to which he is to give evidence have come to his knowledge in the discharge of his University duties.

**Note :** An employee summoned to give evidence while on leave or under suspension is entitled to travelling allowance under this rule for the journey from and to the place from which he is summoned, as if he were on duty.

The period spent by an employee, where he is summoned by Court of Law in connection with a Civil or Criminal Case or ACB Case filed against him with the sanction of the Government or the Competent Authority.

**Note :** For the journey undertaken, the employee shall not be entitled to any travelling allowance and or daily allowance.

**Rule-216.0 Travelling Allowance to a retired employee for attending departmental inquiry :**

**216.1** A retired employee may be allowed travelling allowance as on tour by the shortest route for the following journeys from his "hometown" (declared as such for the purposes of the Leave Travel Concession) to the place of inquiry and back :-

- (i) to attend departmental inquiry against him.,
- (ii) to act as defence assistant in a departmental inquiry against another employee.
- (iii) to give evidence in a departmental inquiry against an employee.
- (iv) to peruse the official documents in preparation of his defence in the departmental proceedings against him.
- (v) for attending Courts in connection with a departmental proceedings against him or against any other employee.

Alternatively, in case the person concerned has taken up residence after retirement at a place other than his "hometown", he may be allowed travelling allowance for journeys from such place of residence to the place of Inquiry and back. The place of residence means the place (Bank/Treasury) from which pension is being drawn. However, if at the time of receipt of summons, the retired employee is at a place different from his "hometown" or place of residence, the travelling allowance should be restricted to the shorter of the two journeys between that place to the place of inquiry and the "hometown" / place of residence to the place of inquiry.

**216.2** On furnishing the necessary details of attendance from the respective authority by the retired employee, the travelling allowance bills shall be drawn by the office from which he retired, if the journey has been undertaken in connection with the departmental inquiry against him otherwise by the office to which the employee pertaining to whom the Departmental Proceedings / Court Case belongs.

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**Note :** The travelling allowance shall be regulated in accordance with entitlement based on the pay of the retired employee immediately prior to his retirement.

### **Rule-217.0 Miscellaneous Journeys :**

The journeys performed by an employee, for the purpose of answering civil or criminal charges brought against him in consequence of acts performed by him in the course of his official duties in the cases in which a competent authority has decided to undertake his defence at the University cost, shall be treated as tour on duty.

### **Rule-218.0 Countersignature on Travelling Allowance bills :**

No bill for travelling allowance shall be paid unless it is signed or countersigned by the officer / employee / teacher to whom the powers are delegated.

**Instruction :** The countersigning authority shall ensure that the nature of the University duty that necessitated the journey or function performed such as "Inspection", "Examination of Record", "Local Investigation", etc., is briefly but definitely stated in the column in the heading "Purpose of journey" in the travelling allowance bill.

### **Rule-219.0 Duties and powers of the countersigning authorities :**

The following shall be the duties and powers of the countersigning authorities in respect of the travelling allowance bill :-

- (1) To scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;
- (2) To scrutinise carefully the distances entered in travelling allowance bills;

- (3) To satisfy himself that the particulars of the journey performed by the employee is certified by the Officer / Heads of Unit under whose instructions, the journey is performed.
- (4) To keep a office copy of the same and to satisfy himself to ensure that no claim is preferred twice.

**Rule-220.0 Disciplinary action for preferring false Travelling Allowance claims :**

In case it is proved that an employee has preferred false travelling allowance claim, punishment under the Gujarat Agricultural Universities Services (Discipline and Appeal) Rules, 2011 shall ordinarily be that of removal from service, irrespective of the amount of false travelling allowance unless the Vice-Chancellor considers that there are strong extenuating circumstances warranting lesser punishment.

**Rule-221.0 Register of Travelling Allowance bill :**

The countersigning authority shall, to satisfy himself that a prior claim for the same journey has not been passed, maintain a register of travelling allowance bills countersigned by him. The register shall contain the following particulars in respect of each bill, separate pages being allotted for each employee.

1. Name of the employee and his designation.
2. Month of claim.
3. Dates of journeys.

**CHAPTER - XII**  
**JOINING TIME**

**Rule-222.0 When admissible :**

Joining time may be granted to an employee to enable him -

- (1) to join a new post either at the same or a new station without availing himself of any leave on relinquishing charge of his old post;
- (2) to join a new post in a new station on return from -
  - a) leave of not more than one hundred eighty days' duration,
  - b) leave other than that specified in clause (a) when he has not sufficient notice of his appointment to the new post in a new station.

*Note-1 : The authority which ordered the transfer will decide whether employee has not sufficient notice under clause (b).*

*Note-2 : Joining time may also be admissible under this rule to an employee shifted enblock from one place to another in consequence of a change of his headquarters due to shifting of office.*

If the order of appointment to a new post is received by the employee concerned after discharge from his old post and employee joins his new post without delay, the period of break may be converted into joining time without pay by the Head of Unit under whom the employee is presently employed, provided the break in service does not exceed thirty days and that the employee has rendered not less than three years' continuous service on the date of discharge.

**Rule-223.0 Change of appointment at the same station :**

**223.1** No joining time is admissible when the change of appointment does not involve an actual change of office.

**223.2** Joining time of not more than one day is allowed when -

- (a) the appointment to a post in a new office does not necessarily involve a change of residence from one station to another, or
- (b) there is an actual change of office in the same station.

**223.3** A holiday or Sunday counts as a day for the purpose of this rule.

*Note : When an employee upon transfer from one appointment to another does not change his place of residence, the transfer does not involve a change of station even though the headquarters of the two appointments may be at different places. Consequently the joining time admissible in such cases is governed by this rule.*

**Rule-224.0 Joining time to join another employee on tour :**

When an employee is transferred without change of headquarters and at the same time obliged to join another employee on tour, the time for his journey out to camp calculated in the manner laid down in rule-226 may be allowed in addition to the one day admissible under rule-223.

**Rule-225.0 Extension of joining time when holidays follow joining time :**

When one or more holidays follow joining time, the normal joining time may be deemed to have been extended to cover such holidays.

**Rule-226.0 How joining time is calculated :**

The joining time of an employee in cases involving a transfer from one station to another is subject to maximum of thirty days, six days are allowed for preparation, and in addition, a period to cover the actual journey calculated as follows :-

- (a) One day for journey on transfer to a place within the same district or in an adjoining district (i.e. a district having a common border at any point);
- (b) Two days for journey on transfer to a place other than those mentioned in clause (a) above.
- (c) A Sunday does not count as a day for the purpose of the calculations in this rule, but Sundays are included in the maximum period of thirty days.
- (d) A Gazetted holiday counts as a day for the purpose of this rule.

***Note-1** : An employee can avail of the joining time admissible under this rule in one or two spells within a period of six months from the date of his transfer. Second spell of unavailed portion of the joining time shall be treated as special casual leave for the purpose of pay and allowances :*

***Provided** that if an employee has not availed the second spell of joining time admissible to him on his first transfer, he cannot avail of the same on his second transfer.*

***Instruction** : When the needs of the service clearly require that an employee should join the post to which he is newly appointed as speedily as possible, and he is informed to that effect, University expects that he will join at his new station as speedily as practicable without availing himself of the full joining time permitted by these rules. Head of Unit is further reminded that an order of University appointing an employee to another station should be regarded as an order to him to join the new office within the time admissible, and that they will be held responsible, that their subordinates are relieved without delay.*

**Rule-227.0 Admissibility of joining time when appointment is changed while in transit**

If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment, but a second period of six days for preparation will not be allowed to him.

**Rule-228.0 Leave taken while in transit :**

If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On the expiry of leave, the employee may be allowed normal joining time.

**Rule-229.0 Calculation of joining time when appointment is made while on leave :**

**229.1** If an employee is appointed to a new post while on earned leave of not more than one hundred twenty days' duration, his joining time will be calculated from his old station or from the place in which he receives the order of appointment, whichever calculation will entitle him to the less joining time.

**229.2** In cases falling under this rule, if an employee actually performs the journey to his old headquarters for winding up his personal affairs etc., his joining time will be calculated from the old headquarters to the new head-quarters, irrespective of the place where he spends the leave or receives posting orders.

**229.3** In cases falling under this rule, and also in cases of earned leave for a period not exceeding one hundred twenty days on medical certificate taken while in transit from one post to another falling under rule-228, in which the employee joins his post before the expiry of his leave and joining time, the Head of Unit may, without reference to the authority, which granted the leave, deduct full joining time in reckoning the amount of leave to be debited to the employee. In any case, employee desires not to avail himself

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of the full period of joining time admissible, the period/s of leave and joining time should be adjusted with reference to such option.

*Note : The period of joining time admissible to an employee who proceeds on earned leave not exceeding one hundred twenty days from his old post and who is posted to a new post in another station where he is spending the leave should be calculated under rule-222. This provision is also applicable to cases falling under clause (b) of rule-223.2*

### **Rule-230.0 Joining time to be calculated from place of handing over charge :**

If an employee is authorised to make over charge of a post elsewhere than at its headquarters, his joining time shall be calculated from the place at which he makes over charge.

### **Rule-231.0 Joining time to be calculated from the old head-quarters to the new headquarters in case of a transfer while on tour to the tour station :**

If the headquarters of an employee while on tour is changed to the tour station itself, his joining time may be calculated from the old headquarters to the new headquarters, in case he actually performs the journey to his old headquarters for winding up his household.

### **Rule-232.0 Transfer during Vacation :**

An employee transferred during vacation may join his new appointment at the end of the vacation, even though the joining time calculated under rule-226 is thereby exceeded.

### **Rule-233.0 Joining time admissible when Vacation is combined with leave:**

If vacation is combined with leave, joining time should be regulated under Clause (a) of rule-222 (2). If the total period of leave and vacation combined is of not more than one hundred eighty days duration and in other cases, joining time should be regulated under clause (b) of Rule-222 (2).

**Rule-234.0 Extension of joining time by the University :**

University may in any case extend the joining time admissible under these rules.

**Rule-235.0 Circumstances in which joining time can be extended by a competent authority :**

Within the prescribed maximum of thirty days, a competent authority may, on such conditions as it thinks fit, grant to an employee a longer period of joining time than is admissible under the rules in the following circumstances :-

- (a) when the employee is unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the rules; **or**
- (b) when such extension is considered necessary for the University convenience or for the saving of such University expenditure as is caused by unnecessary or purely formal transfer; **or**
- (c) when the rules have in any particular case operated harshly as for example when an employee has fallen sick while on the journey; **or**
- (d) when the relieved employee has to wait for the posting orders beyond the period of admissible joining time, the entire period from the date of relief to the date of taking over (including the period of compulsory waiting) to the extent necessary.
- (e) when the orders of suspension of an employee are cancelled and he is reinstated, the period intervening between the date of orders of cancellation of suspension and date of orders of his reposting shall be treated as joining time.

**Rule-236.0 Joining time not admissible when transferred at own request :**

If an employee is transferred at his own request, he shall not be entitled to any joining time. The competent authority in the former Department may grant, at its discretion leave due and admissible to him, for the period from handing over charge at the old station to taking over at the other, if employee applies for it.

**Rule-237.0 Overstayal :**

An employee, who does not join his post within his joining time, is entitled to no pay or leave salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of rule-105.

**Rule-238.0 Pay during joining time :**

An employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows :-

- (a) where joining time is granted under rule-222 (1), the pay which he would have drawn, if he had continued in the old post; or the pay which he will draw on taking charge of the new post; whichever is less.
- (b) where the joining time is granted under rule-222 (2), pay equal to the leave salary which the employee would have drawn, had he been on earned leave;

**Provided** that no joining time pay shall be granted under rule-222 (2) to an employee, when he is appointed to a new post on the results of a competitive examination or interview which is open to both employee and others.

**CHAPTER - XIII**  
**SUSPENSION, DISMISSAL AND REMOVAL**

**Rule-239.0 Pay and allowances cease from the date of dismissal or removal**

The pay and allowances of an employee who is dismissed or removed from service, cease from the date of such dismissal or removal.

**Rule-240.0 Grant of leave not permissible during suspension :**

Leave may not be granted to an employee who is under suspension.

**Rule-241.0 Subsistence allowance and compensatory allowances during suspension :**

**241.1** An employee, under suspension or deemed to have been placed under suspension, shall be entitled to the following payments namely :-

A subsistence allowance at an amount equal to the leave salary which the employee would have drawn, if he had been on leave on half pay and, in addition dearness allowance based on such leave salary.

**Provided** that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows :-

- (a) It may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.
- (b) It may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.

**Instruction :** The subsistence allowance as specified in rule-241.1 shall be paid at an increased rate so as to be equal to one and a half times the original subsistence allowance after the first six months in case the prolongation of suspension is not due to the employee's non-cooperation with investigation etc., as envisaged in clause (a) of the proviso to this rule. Subsequently, in case the employee after the above increase in subsistence allowance, takes recourse to a Court and obtains stay or otherwise hampers the progress of the inquiry pending against him, the subsistence allowance shall be reduced to 50% of the subsistence allowance or even to lower amounts during the periodical six monthly reviews as envisaged in clause (b) of the proviso to this sub-rule.

- (c) The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (a) and (b) of the proviso to this sub-rule.
- (d) The employee shall not be entitled to the compensatory allowances unless the said authority is satisfied that the employee continues to meet the expenditure for which they are granted.
- (e) The employee under suspension shall not be entitled to transport allowance during the suspension period.

**241.2** When an employee is convicted by a competent Court and sentenced to imprisonment, the subsistence allowance shall be paid at the normal rate with effect from the date of such conviction and he shall continue to draw the same till the date of his removal or dismissal or re-instatement by the competent authority.

**Rule-242.0 Recovery of the University dues from subsistence allowances and furnishing of non-employment certificates while under suspension :**

**242.1** Notwithstanding anything contained in rule-241.1, the authority suspending the employee may withhold the payment of dearness allowance or compensatory allowance or both to the employee under suspension and appropriate the same towards the payment of any amount which may be due to the University.

**242.2** The following provisions apply to the recovery of dues from the subsistence allowance proper :-

**(a) Compulsory deductions :** The following deductions shall be made from the subsistence allowance :-

- (i) income tax and professional tax,
- (ii) house rent and allied charges i.e. electricity, water, furniture etc.,
- (iii) repayment of loans and advances taken from University at such rates as the Registrar deem fit to fix.

**(b) Optional deductions :** The following deductions shall not be made except with the employee's written consent :-

- (i) premium due on Postal Life Insurance Policies;
- (ii) amounts due to Co-operative Stores and Co-operative Credit Societies;
- (iii) refund of advances taken from General Provident Fund;

**(c) Other deductions :** The deductions of the following shall not be made from the subsistence allowance :-

- (i) Contribution under New Contributory Pension Scheme;
- (ii) Amounts due on Court attachments;
- (iii) Recovery of loss caused to the University for which an employee is responsible.

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**242.3** There is no ban to effecting the recovery of over payment from the subsistence allowance, but the competent authority may exercise discretion to decide whether the recovery should be held wholly in abeyance during the period of suspension or it should be effected at full or reduced rate which ordinarily not exceeding one third of the amount of the subsistence allowance only i.e. excluding dearness allowance and other compensatory allowances.

**242.4** No payment under rule-241.1 shall be made unless the employee furnishes a certificate to the following effect before payment is made every month:-  
“I certify that I did not accept any private employment or engage myself in any trade or business during the period in question”.

If the appointing authority has any reasons to doubt this certificate, it may ask the Police Authorities to verify the certificate and if the employee is found to have given a false certificate, it shall be construed as an act of misconduct and shall make an additional charge against him.

**242.5** House Rent Allowance, sanctioned at the discretion of the suspending authority under the proviso to rule-241.1, can be drawn only, if the employee under suspension certifies that he or his family or both resided for the period for which the allowance is claimed at the station where he was on duty at the time of suspension.

**Rule-243.0 Regularisation of pay and allowances and the period of absence from duty where dismissal, removal or suspension is set aside as a result of appeal or review and such employee is re-instated :**

**243.1** When an employee who has been dismissed, removed or suspended is reinstated, the authority competent to make order of re-instatement shall consider and make a specific order :-

- (a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty; and

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(b) whether or not the said period shall be treated as a period spent on duty.

**243.2** Where the authority mentioned in rule-243.1 is of opinion that the employee has been fully exonerated or in the case of suspension that it was wholly unjustified; the employee shall be given the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or suspended as the case may be.

**243.3** In other case, the employee shall be given proportion of such pay and allowances as the competent authority may prescribe :

**Provided** that the payment of allowances under rule-243.1 or rule-243.3 shall be subject to all other conditions under which such allowances are admissible.

**243.4** In case falling under rule-243.2, the period of absence from duty shall be treated as a period spent on duty for all purposes.

**243.5** In case falling under rule-243.3, the period of absence from duty shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose.

**Instruction :** Payment of pay and/or allowances under this rule should be withheld for any period during which the employee has accepted private employment or engaged in trade or business. A certificate, as prescribed in rule-242.4, shall be obtained from him before payment is made.

**243.6** In deciding whether any pay and allowance should be granted under this rule to employees in temporary employment, the period, for which the temporary appointment has been sanctioned, shall be taken into consideration.

### **Rule-244.0 Conversion of suspension period into leave on reinstatement :**

**244.1** The authority competent to order the reinstatement may convert a period of absence from duty from the date of suspension, dismissal or removal,

as the case may be, till the date of reinstatement into one of leaves admissible under the rule. The period of such absence may not, however, be converted into leave without pay, except in accordance with the conditions in relevant provisions contained in Chapter-VIII and IX of these rules. Subsistence allowance paid under this rule should be adjusted or recovered from the employee when the period of suspension is converted into leave with or without pay.

**244.2** The conversion of only a part of the period of suspension as leave is not permissible. If a competent authority decides to convert a period spent under suspension into one of leaves, the entire period of suspension shall be converted into leave admissible under the rule.

**244.3** Before making adjustment in regard to the payment of allowance such as house rent allowances, a certificate, to the effect that he or his family or both resided during the suspension period for which the allowance is claimed at any of the stations in which he will be entitled to the similar allowance, should be obtained from the employee concerned unless they have previously been allowed House Rent Allowance under the proviso to rule-241.1 of these rules. The certificate, to the effect that he would return to the station or post from which he proceeded on leave, should be dispensed with in such cases.

**244.4** When an employee is reduced as a measure of penalty to a lower post or grade and is subsequently reinstated and the reduction is found to be wholly unjustified or where he is wrongfully reverted to lower post otherwise than as a result of departmental proceedings and is subsequently reinstated to his original post with effect from the date of reversion, he should be given in respect of the period for which he was reduced the difference between the pay or leave salary or both and allowances already drawn and those to which he would have been entitled, had he not been reduced.

**Rule-245.0 Payment of subsistence allowance to an employee arrested or detained under any law :**

**245.1** An employee, against whom proceedings have been taken either for his arrest for debt, or on a criminal charge, or who is detained under any law providing for preventive detention, shall be considered under suspension for any period, during which he is detained in custody or is undergoing imprisonment, and not allowed to draw any pay and allowance (other than any subsistence allowance that may be granted in accordance with the provisions of rule-241) for such period until the termination of the proceedings taken against him, or until he is released from detention and allowed to rejoin duty as the case may be. An adjustment of his allowances for such period shall thereafter be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of charge/s or (if the proceedings taken against him were for his arrest for debt) of its being proved that the liability arose from circumstances beyond his control or the detention being held by competent authority to be unjustified.

**245.2** An employee, against whom a criminal charge or proceeding for arrest for debt is pending, shall also be placed under suspension by a specific order to this effect during period when he is not actually detained in custody or imprisoned (e.g. whilst released on bail) if the charge made or proceeding taken against him is connected with his position as employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, the provisions of rule-245.1 above shall apply.

**Rule-246.0 Adjustment of subsistence allowance against final payment**

The amount of subsistence allowance, if any, already drawn shall be deducted from the pay and allowances or proportion of them which may be granted under rule-243 or 244 as the case may be.

**CHAPTER - XIV**  
**FOREIGN SERVICE**

**Rule-247.0 Transfer to foreign service not permissible without consent:**

**247.1** No employee may be transferred to foreign service against his will.

**Provided** that this sub-rule shall not apply to the transfer of an employee to the service of the Government.

**247.2** Subject to the provisions of rule-249, a transfer to foreign service may be sanctioned by the Competent Authority.

**Rule-248.0 Date from which pay drawn from foreign employer :**

An employee in foreign service shall draw pay from the foreign employer from the date on which he relinquishes charge of his post in the University service. Subject to the provisions of rule-249, the amount of his pay, the period of joining time admissible to him, and his pay during such joining time, shall be fixed by the authority sanctioning the transfer in consultation with the foreign employer.

**Rule-249.0 Principles regulating remuneration in foreign service :**

**249.1** The amount of remuneration to be granted to an employee transferred to foreign service should be regulated by the principle that when the transfer of an employee to foreign service is sanctioned, the pay which he shall receive in such service shall be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value in addition to his pay proper, the exact nature of such remuneration or concession shall be similarly specified. No employee shall be permitted to receive any remuneration or enjoy any concession which is not so specified; and, if the order is silent as to any particular remuneration or concession, it shall be assumed that the intention is that it shall not be enjoyed.

**249.2** The following general principles shall be observed in sanctioning the conditions of transfers to foreign service :-

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- (a) the terms granted to the employee transferred to foreign service shall not be such as may impose an unnecessarily heavy burden on the foreign employer;
- (b) the terms granted must not be so greatly in excess of the remuneration which the employee would receive in the University service, as to render foreign service appreciably more attractive than the University service :

**249.3** When the above principles laid down above are observed, the University may sanction the grant of the following concessions by the foreign employer :-

- (a) the payment of contributions towards leave salary and pension under rule-253.

**Note :** The value of the above concession must be taken into account in determining an appropriate rate of pay for the employee in foreign service.

- (b) the grant of travelling allowance under these rules or under the rules of the foreign employer or conveyance allowance.
- (c) the grant of free residential accommodation by the foreign employer which may be furnished, in cases in which the competent authority considers this to be desirable, on such scale as may seem proper to the University.

**249.4** The concessions referred to in rule-249.3 above shall not be sanctioned as a matter of course, but in those cases only in which their grant is in accordance with local custom and the wishes of the foreign employer and is in the opinion of the University justified by the circumstances. The value of the concessions must be taken into account in determining an appropriate rate of pay for the employee in foreign service.

**249.5** The grant of any concession not specified in rule-249.3 above requires the sanction of the University.

**Rule-250.0 Terms and conditions of transfer to foreign service :**

- 250.1** The authority, which sanctions the employee's transfer to foreign service or on extension in the period of foreign service, shall send a copy of such sanction to the concerned employee.
- 250.2** The employee shall without delay communicate with the Accounts Officer of the University to whom he is to account for the contribution; he shall also report to him the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from foreign service, and furnish from time to time particulars regarding his pay in foreign service, the leave taken by him, his postal address, and any other information, which he may require.
- 250.3** Every employee transferred to foreign service is expected to be conversant with the rules relating to foreign service. He should see that the rules and orders regulating his pay and other conditions of service while in service are observed and that contributions, if any, are paid regularly.
- 250.4** Transfer of an employee to foreign service shall be made on the standard terms and conditions as may be specified by the University from time to time.

**Rule-251.0 Continuance of foreign service after retirement :**

When any employee lent on foreign service retires from the University service but continues in the service of his foreign employer, the Accounts Officer shall communicate to the foreign employer, through the Registrar, a statement showing the date of retirement and the amount of pension and gratuity drawn from the University so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of the employment.

**Rule-252.0 University employee primarily responsible for payment of pension and leave-salary contributions :**

**252.1** While an employee is in foreign service, contribution towards the cost of his pension must be paid to the University Fund on his behalf. Contribution must be paid on account of the cost of leave-salary also.

**252.2** Contributions, due under rule-252.1 above, shall be paid by the employee himself unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

**Note-1 :** An employee in foreign service shall be held to have lost his lien in the University service from the date on which the post held by him in the University service is abolished, and no contribution shall be received after that date. He shall be regarded as having retired from the University service from that date.

**Note-2 :** No pension contribution shall be paid to the University fund, if the employee is recruited on or after 1st April, 2005 and contributing to the Newly Defined Contributory Pension Scheme.

**Rule-253.0 Rates of pension and leave salary contribution :**

**253.1** Contributions on account of pension and leave salary should be calculated at the rates and by the method as may be laid down by the State Government from time to time for its employees.

**253.2** In return for the contributions, the University shall accept the liability for the payment of pension, if entitled to and the leave salary to the employee.

**Rule-254.0 Date from which pay and contribution cease to be paid on return from foreign service :**

When an employee reverts from foreign service to the University service, his pay will cease to be paid by the foreign employer, and his contribution will be discontinued with effect from the date of return.

**Rule-255.0 Reversion/re-call from foreign service :**

An employee in foreign service will be entitled to revert himself within six months after he has given notice to the University of his wish to revert, but the University may allow him to revert sooner.

**Rule-256.0 Date from which reversion from foreign service is effective:**

An employee reverts from foreign service to the University service, on the date on which he takes charge of his post in the University service.

**Rule-257.0 Personal responsibility of an employee for accepting leave or leave-salary while on foreign service :**

**257.1** An employee in foreign service shall be personally responsible for the observance of the provisions of rule-259. By accepting leave to which he is not entitled under these rules, he renders himself liable to refund the leave salary irregularly drawn, and, in the event of his refusing to refund, the period for which he has irregularly drawn the leave-salary will not count for leave or pension.

**257.2** When it comes to the notice of the Accounts Officer that an employee in foreign service has availed leave to which he was not entitled under these rules, he shall require the leave so granted to be commuted into leave for which the employee is eligible under the rules, and call upon him to refund any leave salary drawn in excess of the amount admissible.

**Rule-258.0 University employee to acquaint himself with leave and leave salary rules :**

An employee transferred to foreign service shall, before joining foreign service, make himself acquainted with the rules regulating leave during such service.

**Rule-259.0 Grant of leave and payment of leave salary while in foreign service :**

An employee in foreign service may not be granted leave, otherwise than in accordance with the rules applicable to the service of which he is a member, and may not take leave or receive leave salary from the University unless he actually quits duty and goes on leave.

**Rule-260.0 Treatment of service in India while in foreign service :**

If an employee on foreign service is sent by his employer, out of India on duty, he should be treated as in foreign service in India. The fact of the employee's being so deputed should, however, be brought to the notice of the University, as it might be necessary to reconsider the question of remuneration.

**Note :** The responsibility of giving the information required under the last sentence of this rule lies with the employee.

**Rule-261.0 Acceptance of pension or gratuity from foreign employer not permissible without sanction :**

An employee transferred to foreign service may not, without the sanction of the University, accept a gratuity or pension from his foreign employer in respect of such service.

**Rule-262.0 Principles governing promotions of an employee in his cadre while on foreign service :**

An employee transferred to foreign service shall remain in the cadre in which he was included in a substantive or officiating capacity immediately before his transfer, and he may be given subject to the conditions that not more than one employee in order of seniority-cum-merit is allowed, the benefit of proforma promotion in respect of any one vacancy within the cadre filled by his junior, such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide. In giving promotion, such authority shall take into account the nature of the work performed in foreign service.

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**Note 1 :** The words 'in his own line' used in the above rule refer to posts to which the employee may normally look for promotion in the University.

**Note 2 :** For application of the principle that not more than one employee in order of seniority-cum-merit is allowed the benefit of proforma promotion in respect of any one vacancy, the condition precedent is that claims of all employees, who are outside the direct line, to promotion in higher grade or scale within the cadre should be considered when the question of such promotion arises. For instance, in a X cadre while A, B and C are on deputation or foreign service, a vacancy in higher grade occurs in which D is found suitable for promotion, then the claims of A, B and C should be considered and if 'A' could have been promoted to that post then he alone would be eligible for the benefit of this rule. Save in exceptional circumstances, the employee who is given the benefit of proforma promotion while on foreign service should be re-called from foreign service as soon as possible and not later than six months after the date from which the rule operates. University orders should be obtained in case the employee is allowed to enjoy the benefit for a longer period.

**Note :** The provisions contained in this rule does not apply to the Teacher of the University.

### **Rule-263.0 Pay in foreign service not to be taken into account while fixing pay on appointment in the University service :**

An employee on his return from foreign service, if appointed to officiate in a post in the University service, will draw pay calculated on the pay of the post in the University service on which he holds a lien or would hold a lien and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

**CHAPTER - XV**  
**OTHER ALLOWANCES**

**Rule-264.0 Rates of House Rent Allowance :**

The rate of house rent allowance admissible to the employees shall be 10% of the basic pay.

**Note-1 :** Pay means pay in the pay band plus grade pay plus personal pay granted to protect substantive pay, if any.

**Note-2 :** An employee permitted by the University to stay at a place other than his headquarters shall be entitled to draw House Rent Allowance at the above rate.

**Rule-265.0 Conditions for the drawal of House Rent Allowance (HRA) :**

**265.1** An employee shall not be entitled to house rent allowance, if -

- (i) he resides in a residential accommodation allotted to his parents, son or daughter by the Central Government, State Government, an autonomous public undertaking or local body, Nationalised Bank, Life Insurance Corporation of India, University, etc., **or**
- (ii) his spouse has been allotted a residential accommodation at the same station by the State Government, Central Government, an autonomous public undertaking or local body, whether he resides in that accommodation or he resides separately in accommodation rented by him.

**265.2** University employees shall be eligible for house rent allowance at the rates specified in rule-264 even if they share University accommodation allotted by the University to other employee of State Government/Central Government, Autonomous Public Undertaking / Local Body etc. (excluding those mentioned in rule-265.1 or private accommodation of other employees subject only to the condition that they pay rent or contribute towards rent or house or property tax, but without reference to the amount actually paid or contributed).

**Note :** In cases where a residential accommodation is allotted to an employee / employee of State Government/Central Government,

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Autonomous Public Undertaking / Local Body etc., and the same is shared by two or more other employees excluding wife/husband, the House Rent Allowance shall be admissible to any one of the other employees at their choice.

### **Rule-266.0 Drawal of House Rent Allowance by husband and wife when both of them happen to be employees and are living in hired/owned accommodation :**

When husband and wife happen to be employees, there shall not be any restriction on the admissibility of house rent allowance only on the ground that husband/wife is also an employee and is living together in the hired/owned accommodation. In such cases, normal amount of house rent allowance may be granted to them as per their entitlement subject to fulfillment of other conditions for drawal of the same.

### **Rule-267.0 Admissibility of HRA to employees owing houses**

**267.1** An employee, living in a house owned by him, his wife, children, father or mother, shall also be eligible for house rent allowance under these rules.

**Note :** The grant of house rent allowance in each case shall be subject to the fulfillment of the same conditions as applicable to an employee residing in private rented accommodation.

**267.2** In the case of an employee who owns a house at a place of duty but resides in a rented house instead, house rent allowance shall be paid in respect of the rented house, if otherwise admissible.

### **Rule-268.0 HRA not admissible if staying in circuit house/guest house/rest house/pathikashram :**

University employee, staying in circuit house/guest house/rest house/pathikashram owned or run by the University or State Government / local body in the Headquarters, shall not be entitled to draw house rent allowance for the period during which he stays therein.

**Rule-269.0 Admissibility of HRA to female employees not paying rent themselves :**

In the case of a married female employee residing with her husband, and in the case of an unmarried female employee residing with her father or other members of the family, who are not employees, the rent paid by her husband or, as the case may be, by her father or other members of the family, shall be deemed to be the rent paid by her. Such employees shall be eligible for house rent allowance, if otherwise admissible under these rules.

**Rule-270.0 Rule of HRA during leave :**

The drawal of house rent allowance during leave shall be regulated as below :-

- (i) An employee shall be entitled to draw house rent allowance during leave at the same rate at which he was drawing this allowance before he proceeded on leave. For this purpose, leave means total leave of all kinds not exceeding 180 days and the first 180 days of the leave, if the actual duration of the leave exceeds that period. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave should be taken as one spell of leave.

**Note-1 :** In cases, where an employee, who is sanctioned leave whether on medical grounds or otherwise, does not join duty after availing himself of such leave, and resigns, he shall not be eligible for house rent allowance for the entire period of such leave. The appointing authority concerned shall ensure that the entire amount drawn on this account is recovered before resignation, etc., is accepted.

**Note-2 :** In the case of employees who are originally granted leave on medical certificate not exceeding 180 days and have ultimately to retire from University service on grounds of invalidity, the

recovery of house rent allowance already drawn need not be effected. Cases of employees, who are originally granted leave on medical grounds or otherwise, but do not join duty after expiry of such leave owing to death/invalidation during such leave, may also be regulated in the same manner.

**Note-3 :** The drawal of this allowance, during periods of vacation combined with leave or not, shall be regulated in the same way as during leave.

**Note-4 :** The drawal of this allowance, during the period of leave in excess of first 180 days availed of on grounds other than medical grounds mentioned in sub-clause (ii) below, shall be subject to furnishing of the certificates prescribed in rule-274.

**Note-5 :** For the purpose of this sub-rule 'leave' includes all kinds of leave including extraordinary leave and study leave in India.

- (ii) The limit of 180 days shall be extended to eight months for the purposes of the grant of this allowance in the case of employees suffering from Tuberculosis, Cancer, Leprosy or Kidney diseases or such other ailments during the period of their leave taken on medical certificates, when such certificates are in the forms prescribed under the relevant rules. It is immaterial whether the leave is on medical certificate from the very commencement or is in continuation of other leave as referred to in sub-clause (i) above. In the case of an employee suffering from these diseases who remains on leave for a period exceeding eight months, the grant of house rent allowance for the period of leave beyond eight months, may be decided by the authorities granting such leave irrespective of the period of leave involved so long as the Medical Certificate as prescribed under relevant rules is available.

**Explanation :** In this sub-clause, the term ailment shall include maternity.

**Rule-271.0 Admissibility of HRA during suspension :**

An employee under suspension shall be entitled to house rent allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension to such extent and subject to such conditions as the authority suspending the employee may direct.

**Provided** that the employee shall not be entitled to this allowance unless the said authority is satisfied that the employee continues to meet the expenditure for which he is granted.

**Note-1 :** The house rent allowance sanctioned at the discretion of the suspending authority under this rule can be drawn only, if the employee under suspension certifies that he or his family or both resided for the period for which the allowance is claimed at the station where he was on duty at the time of suspension.

**Note-2 :** The authority suspending an employee may withhold the payment of house rent allowance to an employee under suspension and adjust the same towards the amount which may be due to the University.

**Rule-272.0 Admissibility of HRA during training in India :**

An employee, whether permanent or temporary, who is sent on training in India, and whose period of training is treated as duty, shall be entitled to draw during the entire period of such training house rent allowance at the rates admissible to him, at the place of duty from where he proceeded on training. For claiming the allowances admissible at the place of duty from where an employee proceeded to another station for training, the Head of Unit shall be required to furnish the certificate prescribed in rule-276.

**Note :** No house rent allowance is admissible during training outside India.

**Rule-273.0 Admissibility of HRA to re-employed pensioners :**

The drawal of house rent allowance in the case of re-employed pensioners shall be regulated as indicated below :-

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- (a) In the case of the employee whose pay plus pension exceeds the sanctioned maximum pay of the post against which his re-employed, the allowance shall be calculated on that maximum.
- (b) In the case of the employees whose pay on re-employment is fixed without taking into account the entire pension or a part thereof, the amount of pension so ignored shall also not be taken into account for the purpose of granting house rent allowance.
- (c) In other cases, the allowances shall be calculated on pay plus pension.

### **Rule-274.0 Certificates to be furnished by all employees :**

Each employee shall furnish to drawing and disbursing officer alongwith his first claim for house rent allowance certificates in the following form:-

- \* (1) I certify that I am residing in a house hired/owned by me / my wife / husband / son / daughter / father / mother / a Hindu undivided family in which I am a co-parcener.
- (2) I certify that I am incurring some expenditure on rent/contributing towards rent.

**or**

\*\*I certify that the rent value of the house owned by me/owned by a Hindu undivided family in which I am a co-parcener and in which I am residing is ascertainable. I certify that I am paying/ contributing toward house or property tax or maintenance of the house.

- (3) I certify that I am not sharing accommodation -
  - (i) allotted to my parent/child, by the State/Central University, an autonomous public undertaking or local body
  - (ii) allotted rent-free to another employee.

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- (4) I certify that my husband/wife/children/parents who is/are sharing accommodation with me allotted to another employee of the Central/State Government/autonomous public undertaking / local body is/are not in receipt of house rent allowance from the Central/State Government autonomous public undertakings or local body.
- (5) I also certify that my wife/husband has not be allotted accommodation at the same station by the Central/State Government/autonomous public undertakings or local body.

**Signature** \_\_\_\_\_

**Date :**

**Designation** \_\_\_\_\_

\* To be furnished by an employee living in his own house or in a house owned by a Hindu undivided family in which he is a co-parcener.

\*\* To be furnished when another employee being the wife/husband/son/daughter/father or mother of the employee owning the house who is sharing accommodation with the later.

### **Rule-275.0 Certificates to be furnished by the Head of Unit :**

The following certificates shall be endorsed by the Head of Unit on the bill in which house rent allowance of the employees are drawn by them :-

- "(i) Certified that in the case of all employees for whom house rent allowance is drawn in this bill, the eligibility of the allowance has been verified with reference to provisions of Gujarat Agricultural Universities Services (General) Rules, 2011 as amended from to time to time."
- "(ii) Certified that the employees, for whom house rent allowance is drawn in this bill (have applied for but), have not been provided with any University residential accommodation."
- "(iii) Certified that the certificates prescribed by University have been obtained from the employees for whom house rent allowance has been drawn in this bill and I am satisfied that the claims are in

accordance with the rules and orders in force."

**Note :** The words shown in the brackets in clause (ii) may be omitted, if the employees for whom the allowance is drawn are not eligible for University residential accommodation.

**Rule-276.0 Certificate to be furnished by the Head of Unit for drawing HRA during leave / training / suspension etc. :**

The certificate required to be furnished by the Head of Unit under rules-270, 271 and 272 for the drawal of House Rent Allowance shall be as under:-

“The employee concerned continued for the period for which house rent allowance is claimed, to retain the house at the same station from where he was placed under suspension/proceeded on leave/deputation abroad/training in India.”

**Rule-277.0 Rate of Dearness Allowance :**

The rates of dearness allowance shall be as may be sanctioned by the State Government from time to time for its employees.

**Rule-278.0 Conditions governing the grant of Dearness Allowance :**

The payment of dearness allowance granted to an employee shall be subject to the following conditions :-

- (1) The allowance may also be drawn during the period of leave other than extraordinary leave, in or outside India.
- (2) The dearness allowance during leave shall be based on the leave salary actually drawn both for the purpose of monetary limits within which the allowance is admissible and for calculation of the amount of the allowance.
- (3) In arriving at the monthly payment of dearness allowance payable to an employee, the fractions of rupee in fifty paise and above, shall be rounded off to the next higher rupee and the fraction of less than fifty paise shall be ignored.

**Rule-279.0 Rate of the Dearness Allowance when the pay of an employee falls in fraction of rupee :**

In case where the pay falls in a fraction of a rupee, the same shall be rounded off to the next higher rupee for the purpose of calculation of dearness allowance.

**Rule-280.0 Payment of Dearness Allowance for a broken period of a month**

The rate of dearness allowance shall be calculated on pay actually drawn during any particular period of a month and as such the same in respect of any broken period of a month, shall be payable at monthly rate of pay for such broken period.

**Rule-281.0 Admissibility of Dearness Allowance during suspension :**

The rate of dearness allowance admissible to an employee under suspension shall be calculated on the amount of subsistence allowance paid to him :

**Provided** that the authority suspending the employee may withhold the payment of dearness allowance to an employee under suspension and appropriate the same towards the payment of any amount which may be due to University.

**Rule-282.0 Admissibility of the Dearness Allowance during foreign service :**

Subject to the sanctioned terms and conditions of appointment of an employee on foreign service, he shall draw the allowance on the basis of his pay in foreign service.

**CHAPTER - XVI**  
**HONORARIA**

**Rule-283.0 General :**

The honoraria may be sanctioned to the University employee and paid subject to the provisions of this chapter.

**Rule-284.0 General principles for sanctioning honoraria :**

The following principles shall govern the sanction and payment of honoraria :-

- (1) Unless in any case it be otherwise distinctly provided the whole time of an employee is at the disposal of the University and he may be employed in any manner required by the proper authority, whether the services required of him are such as would ordinarily be remunerated from the University Fund.
- (2) No honorarium shall be paid in respect of any work which can fairly be regarded as part of the legitimate duties of the employee concerned.
- (3) It is one of the liabilities of University employees to have to work outside office hours in exceptional times and circumstances. No honorarium shall ordinarily be given on this account, but continuous working out of office hours may justify a claim to honorarium. As an exceptional case, University may accept the need for honorarium for special duty performed on Sundays or public holidays.
- (4) No honorarium shall be paid to University employee for attending meetings of University and committees financed wholly or partly from the University Fund.
- (5) The amount of honorarium must be fixed with due regard to the value of the service in return for which it is given.

**Rule-285.0 Reasons for sanctioning honoraria :**

The authority sanctioning the honorarium shall record in writing that due regard has been given to the general principles enunciated in rule-284 and shall also record the reasons which in his opinion justify the grant of the honoraria.

**Note :** Temporary increase in work due to the holding of special conferences under the auspices of the University are normal incidents of University service, and form part of the duty of University employees according to the general principle enunciated in rule-284. This shall not be ground for granting honoraria.

**Rule-286.0 Tests for sanction of honorarium :**

When the service rendered falls within the scope of the ordinary duties of the employee performing it, the test of special merits prescribed in rule-284 must be very strictly applied, while sanctioning honorarium.

**Rule-287.0 Honoraria or fees paid by the Court :**

An employee called upon by a Court of law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature which is likely to come before him in the course of his official duties, and may accept such fees or honoraria as are fixed by the Court.

**Note :** An employee may retain for himself the whole amount of the fees or honoraria allowed by the Court in cases governed by this rule.

**Rule-288.0 Permission to receive honorarium :**

The University may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional in character and either too laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant or acceptance of

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an honorarium should not be given, unless the work has been undertaken with the prior consent of University and its amount has been settled in advance.

### **Rule-289.0 Honorarium for examination work :**

**289.1** The rates of honorarium payable to an employee for the work in connection with the examinations, conducted by the University shall be as may be laid down by the University from time to time.

**289.2** No sanction of the competent authority shall be necessary for an employee receiving honorarium for work in connection with such examination.

### **Rule-290.0 No permission necessary for the receipt of reward etc., :**

Any University employee is eligible to receive and accept as otherwise provided by a general or special order of University to retain without special permission -

- (1) the premium awarded for an essay, sports or play in public competition;
- (2) any reward offered for the arrest of a criminal, or for providing information or special service in connection with the administration of justice;
- (3) any reward payable in accordance with the provisions of any Act or rule or rules framed thereunder :
- (4) any reward sanctioned for services in connection with the administration of the customs and excise.

**CHAPTER - XVII**  
**RE-EMPLOYMENT OF PENSIONERS**

**Rule-291.0 Re-employment ordinarily not to qualify for second pension :**

A pensioner receiving pension from the Consolidated Fund of the Central / State shall not, if re-employed in University service, be permitted to count his new service as qualifying for New Contributory Pension Scheme.

**Rule-292.0 Declaration by the re-employed pensioner about amount of pension and gratuity or bonus :**

When a person, who was formerly in the civil or military employment of any Government in India, obtains re-employment, whether temporarily or permanently, in University service, it shall be incumbent on him to declare to the University the amount of any gratuity or pension granted to him in respect of the previous employment. The University shall specifically state in the order of re-appointment whether any deduction is to be made from pay as required by the rules in this Chapter and shall communicate a copy of the order to the Director of Pension and Provident Fund and the Pension Disbursing Authority.

*Note : The principle of this rule applies in the case of continued employment on retirement from Government service. The amount of the pension to be declared is that sanctioned originally, i.e., it shall be inclusive of any amount that may have been commuted.*

**Rule-293.0 Provisions of this Chapter to be brought to the notice of the re-employed pensioner :**

The attention of every person who is re-employed should be specially called to the provisions of this Chapter by the University and, whenever he becomes aware of such an appointment, but the failure of University to do this will not be admitted as a ground for condoning any breach of the rules contained in this Chapter.

**Rule-294.0 Fixation of pay on re-employment of Civil/Military pensioners in receipt of superannuation/retiring pension :**

**294.1** A person who is in receipt of a Superannuation or Retiring pension shall not be re-employed or continued to be re-employed in the service paid from the University Fund except on University interest and in a purely temporary capacity.

**294.2** The University shall fix the pay on re-employment.

**294.3** The conditions governing the fixation of pay of a pensioner in receipt of superannuation/retiring pension and who is re-employed in the service of the University shall be as under :-

- (1) Pension drawn by the following pensioners retired before attaining the age of fifty five years shall be fully ignored :-
  - (i) Ex-service man who held non-commissioned post.
  - (ii) Civil pensioners who held the post other than Class-I post at the time of retirement.
- (2) Pension upto rupees one thousand five hundred per month drawn by the pensioners other than those referred to in clause (1) above and who had retired before attaining the age of fifty five years shall be ignored.
- (3) Pension drawn by the pensioners retired on attaining the age of fifty five years or thereafter shall be deducted.
- (4) Pension equivalent of Death-cum-retirement gratuity shall be fully ignored.
- (5) The pay of the re-employed pensioners shall be allowed only in the scale of the post of re-employment. No protection of last pay drawn before retirement will be allowed.
- (6) In all cases where the pension is fully ignored in terms of clause (1) above, the initial pay shall be fixed at the minimum of pay-scale of the post of re-employment.
- (7) In cases where the pension is not fully ignored, the pay on re-employment shall be fixed at the same stage, as the last pay drawn before retirement.

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- (8) If the maximum pay of the re-employment post is less than last pay drawn, the pay shall be fixed at the maximum of the pay band of the post for re-employment.
- (9) If the minimum pay of the post of the re-employment is more than the last pay drawn, the pay shall be fixed at minimum of the pay-band of the post of re-employment.
- (10) The re-employed pensioners, shall retain and draw their pension and other retired benefits, but temporary increase on pension shall not be admissible for the period of re-employment.

### **Rule-295.0 Grant of allowances to re-employed pensioners :**

The re-employed pensioners shall be eligible for allowances based on pay as fixed on re-employment. Pay for the grant of allowances shall be the pay before deducting pension, if any deductible in the given case. He may retain his pension, but no temporary increase on pension shall be admissible to the re-employed pensioner.

### **Rule-296.0 Admissibility of leave to re-employed pensioners :**

For the admissibility of the leave, the re-employed persons shall be governed under the provisions containing Chapters-VIII & IX of these rules.

### **Rule-297.0 Correct determination of pay of re-employed pensioner :**

For the correct determination of pay, the information such as pay last drawn; special pay if any; gross pension prior to receiving commutation of pension; amount of Death-cum-Retirement Gratuity or other gratuity admissible under the rules applicable to the incumbent; shall be obtained from the authority which authorised the pensionary benefits. In respect of the employees who were working under the Government of Gujarat prior to retirement, such information may be obtained from the Director of Pension and Provident Fund, Government of Gujarat.

### **Rule-298.0 Appointment of pensioners on honorarium basis :**

The appointment of pensioners on honorarium basis without benefits of dearness allowance, increments, rent allowance, leave etc., shall not be treated as re-employment of pensioner under this chapter.

**Rule-299.0 Gross amount of pension to be taken into account while fixing pay :**

- 299.1** In case of a pensioner who is re-employed in University service and who commuted a portion of his pension after such employment, the amount of pension which the pensioner is entitled to draw under the rules in this Chapter shall be the amount to which he would have been entitled, had there been no commutation less the amount commuted.
- 299.2** In the case of a pensioner, a portion of whose pension has been commuted before re-employment the original amount of the pension shall be taken into consideration in fixing the total receipts during re-employment or continued employment and not merely the non-commuted pension.
- 299.3** In case of a re-employed pensioner whose pension is held wholly in abeyance during such re-employment and who commutes a portion of his pension during this period, his pay during re-employment shall be reduced by the amount of pension commuted with effect from the date on which the commutation becomes absolute. In case of a pensioner whose pension is held partly in abeyance during such re-employment, and who during this period commutes a portion of his pension in excess of the amount actually drawn, his pay during re-employment shall be reduced, with effect from the date on which the commutation becomes absolute, by an amount representing the difference between the portion of pension commuted and the portion of pension drawn until the commutation.

**Rule-300.0 Fixation of pay of re-employed pensioner drawing pension from another Government or Panchayat :**

When a person, who is drawing his pension from another Government or from a Panchayat is re-employed in the service of the Government of Gujarat, the authority competent to fix the pay and allowances of the appointment in which the pensioner is re-employed, shall take the amount of pension into account in fixing the pay to be allowed to him and shall fix the initial pay in such a manner that the sum total of the initial pay plus pension does not exceed his substantive pay at the time of his retirement.

**CHAPTER - XVIII**  
**PENSION, PROVIDENT FUND,**  
**GROUP INSURANCE, ADVANCES ETC.,**

**Rule-301.0 Pension :**

**301.1** The following provisions shall regulate the payment of pension and other retirement benefits to the employees who were regularly recruited prior to 1st April, 2005 :-

- (1) The provisions contained in the Gujarat Civil Services (Pension) Rules, 2002 as amended from time to time and made applicable to the employees of the State Government and the orders issued thereunder shall be applicable mutatis-mutandis to the employees of the University who were entitled to retirement benefits as per Appendix-II to Statute-27A of the Gujarat Agricultural University now repealed.
- (2) The expenditure, on account of the payment of pension and temporary increase to the pensioners of the University, shall be transferred to the State Government in accordance with the orders / instructions issued by the State Government from time to time.
- (3) The maintenance of the accounts, registers, etc., shall be regulated as per provisions contained in the Gujarat Civil Services (Pension) Rules, 2002 and the orders issued by the Government in these regard from time to time.

**301.2** The employees of the University appointed on or after 1st April, 2005 shall be governed by the New Defined Contributory Pension Scheme laid down by the State Government in Finance Department vide Government Resolution No. NPN-2003-GOI-10-P, Dated 18-3-2005 as amended from time to time.

**Rule-302.0 Provident Fund :**

- 302.1** The provisions contained in the Bombay General Provident Fund Rules as made applicable to the employees of the State Government shall be applicable mutatis-mutandis to the employees of the University.
- 302.2** The receipts, on account of contributions by the employees of the University in the General Provident Fund, shall be transferred to the State Government in accordance with the orders / instructions issued by the State Government from time to time.
- 302.3** The maintenance of individual accounts, grant of advances and the recovery, final withdrawals, etc., shall be regulated as per provisions contained in the Bombay General Provident Fund Rules as made applicable to the employees of the State Government.

**Rule-303.0 Group Insurance Scheme :**

The University has taken a Savings-cum-Group Insurance Policy for its employees from the Life Insurance Corporation of India and they shall be continued to be governed by the provisions in the rules made by the University vide Circular No. ગુજ્ઞયુ/સીઆઇ/ફીડીઆઇ/૨૫૧૦૦-૪૦૦, તા.૧૬-૧-૧૯૮૯ as amended from time to time by the University.

**Rule-304.0 Advances :**

- 304.1** The employees of the University may be granted the following non-interest bearing advances as admissible to the State Government employees on the terms and condition laid down by the Government:-
- (1) Food Grains Advance
  - (2) Festival Advance
- 304.2** The following shall be the competent authorities to sanction admissible advances :-
- (1) Registrar - For the employees in the Vice-Chancellor's Office
  - (2) Head of Unit - For the employees in the Unit Offices

**CHAPTER - XIX**

**SECURITY TO BE FURNISHED BY THE EMPLOYEE**

**Rule-305.0 University employee and the amount of security to be furnished by him**

**305.1** Every employee of the University, who is entrusted with the collection or custody of cash, stores or any other property of the University, shall be liable to furnish security to the University and accordingly each such employee shall furnish security in a personal solvency bond on a non-judicial stamp paper of ₹ 40 or in other manner provided in rule-309.

**305.2** The posts the holder of which are required to furnish security and the amount of security shall be as decided by the Vice-Chancellor on the recommendations of the Finance Committee.

**Rule-306.0 Obtaining security from the employee appointed to officiate the employee proceeding on leave or transferred on deputation**

When an employee, who has furnished security under rule-305, proceeds on regular leave, or is transferred on deputation, the employee who is appointed to officiate for him, shall be required to furnish the security specified for that post;

**Provided that** the Registrar may exempt an employee officiating in such vacancy from furnishing security, if the circumstances warrant such exemption, subject to the following conditions :-

- (i) the Registrar shall satisfy himself that no risk is involved.
- (ii) the period of officiating arrangements does not exceed three months.

**Rule-307.0 Execution of Security Bond**

**307.1** An employee, who is required to furnish security under these rules, shall execute a security bond on a non-judicial stamp paper of ₹40 setting forth the conditions under which, the University will hold the security and may ultimately refund or appropriate it. The security bond shall be in one of the forms prescribed under rule-308.

**307.2** An employee, who is required to furnish security under the rules, shall execute the security bond within a period of thirty days from the date of his taking over charge of the post.

**Provided that** an employee, who becomes liable to furnish security on the date of the commencement of these rules, shall execute the security bond within a period of thirty days from the date of the commencement of these rules.

**307.3** The Registrar may, if he is satisfied that it is not possible for an employee to execute the security bond within a period of thirty days, extend the period by a further period of thirty days.

**Rule-308.0 Register of Securities :**

The Registrar shall maintain a Register of securities furnished by the employees in **Form-10** appended hereto.

**Rule-309.0 Kinds of securities, execution of forms and their conditions**

An employee who is required to furnish security under these rules, shall furnish the same in one of the following forms subject to the conditions noted against each :-

**Provided that** the Registrar may permit an employee to furnish security partly in one and partly in another such forms.

**(1) Personal Security Bond in Form-11**

**Conditions :**

- (a) The Registrar shall see that the existence and solvency of the sureties is verified by the Mamlatdar concerned by the 30th June, every year.
- (b) A permanent or a retired University employee/ Government employee or an employee of a local body or University may stand as a surety for the employee concerned except that in the case of Hindus, they shall not be the members of the same joint family.
- (c) During inspection by the officer to whom the duties of inspection are entrusted by the Vice-Chancellor shall verify whether the requisite securities which have been obtained and are duly verified by the Registrar at regular intervals and necessary solvency certificates have been obtained and noted in Col. No. 7 of the register in **Form-10** referred to in rule-308 above.

**(2) Post Office Saving Books Bank Pass Books in Form-12**

**Conditions :**

- (a) A Pass Book for a deposit under post office saving bank rules may be accepted as security, provided that the depositor has signed and delivered to the Post Master letter in the prescribed form as required by those rules.
- (b) The Pass Book shall be sent to the post office as soon as possible after 15th June of each year so that necessary entries on account of interest may be made in it.

**(3) Fidelity Guarantee Policy in Form-13**

**Conditions :**

- (a) The policy shall be acceptable only, if it is issued by any of the following General Insurance Companies :-
- (i) The New India Assurance Co. Ltd.,
  - (ii) United India Assurance Co. Ltd.,
  - (iii) National Insurance Co. Ltd.,
  - (iv) The Oriental Insurance Co. Ltd.,
- (b) When the security is furnished in the form of fidelity guarantee policy, the Registrar shall verify that the employee pays the premium on the due dates to keep the policy alive and continues to do so until he vacates his office, and record the receipt number and date of the premium paid in the register. If the employee fails to submit the premium receipts in time, he shall be dealt with in accordance with the terms of his appointment.

**(4) Cash in Form-14**

**Conditions :**

- (a) The security may be either in lump sum or by monthly deduction from the pay of the employee concerned.
- (b) University will not pay any interest on any security deposits held in the form of cash. Such security deposits may be converted at the cost of the depositor, into any of the interest bearing forms of security as may be determined by the Registrar, if the depositor expressly requests in writing to that effect. Cash actually received or recovered

may be converted into an interest bearing form of security even when it forms part of a deposit which is being paid in installments, but has not been realised in full.

**(5) National Savings Certificates**

**Conditions :**

- (a) These certificates shall be formally transferred in the name of the University. The authority, which has been authorised to accept security under the rule-310, shall accept the certificate with the sanction of the Post Master of the office of registration at their surrender value at the time of tender.
- (b) Certificates, which are not held in the name of the person furnishing the security, shall not be accepted.

**Rule-310.0 Acceptance and Custody of Securities**

**310.1** The Registrar shall accept the securities furnished under these rules and the same shall remain in his safe custody.

**310.2** Post Office savings bank pass books, security bonds and agreements shall be kept in the safe custody of the Registrar.

**Rule-311.0 Retaining period of Security Deposit**

**311.1** A security deposit taken from an employee shall be retained for atleast six months from the date after he vacates his post.

**311.2** A security bond executed by an employee shall be retained permanently or until it is certain that there is no further necessity for keeping it.

**Rule-312.0    Retransfer of Security Deposit**

**312.1** Without the special orders of the Vice-Chancellor, no security deposit shall be repaid or retransferred or otherwise disposed of except in accordance with the terms of the security bond or agreement.

**312.2** While returning any security to the employee, the Registrar shall invariably obtain his acknowledgment duly signed and witnessed. When an interest bearing security is returned or retransferred, the acknowledgment shall set forth the full particulars of the security.

**CHAPTER - XX**

**OCCUPATION OF RESIDENTIAL ACCOMMODATION**

**Rule-313.0 Applicability of the rules regarding Occupation of Residential Accommodation contained in this Chapter :**

**313.1** Unless otherwise specifically provided, the rules regarding Occupation of Residential Accommodation contained in this Chapter, shall apply to all University employees including those appointed on fixed pay basis and who are in service of the University on temporary or permanent basis.

**313.2** The following employees shall not be entitled to residential accommodation under the rules contained in this Chapter :-

- (a) Employees not in whole-time employment.
- (b) Persons in casual and daily rated employment.
- (c) Persons paid form contingencies.

**Note :** For the purpose of these Rules re-employed pensioners and probationers shall be treated as University employees.

**Rule-314.0 Detailed provisions regarding Residential Accommodation :**

Detailed provisions regarding application for residential accommodation, allotment, priority, conditions governing the usage of accommodation, maintenance of accommodation, undertaking to be obtained from the employee, non-vacating of the residential accommodation, etc., etc.,; shall be made by a separate regulation.

**Rule-314.0 Accommodation**

Accommodation for the University employees may be built or purchased by the University, when it is necessary for the employee to reside in, or close to locality in which his duties are performed.

**Rule-315.0 Hiring of building for accommodation**

When such a course is more convenient or economical, provision may be made to hire the accommodation for the employees, by hiring building with the sanction of Board of Management, instead of by constructing or purchasing it.

**Rule-316.0 Part occupation of accommodation as an office**

When a building is occupied partly as accommodation and partly as an office for which no separate rent is paid, the rent leviable for the portion occupied as a accommodation shall be separately calculated by the Executive Engineer.

**Rule-317.0 Types of accommodation**

All accommodation shall be classified into the following types depending on its living area/floor area as shown against each :-

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<b>Sr. No.</b>	<b>Type of Residential accommodation</b>	<b>Living area/floor area in square meter</b>
1	A	upto 29 sq.mt.
2	B	30 to 35 sq.mt.
3	B1	36 to 42 sq.mt.
4	C	43 to 55 sq.mt.
5	D	56 to 64 sq.mt.
6	D1	65 to 79 sq.mt.
7	E	80 to 120 sq.mt.
8	E1	121 to 150 sq.mt.
9	E2	151 sq.mt. and above

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**Rule-318.0 Classification of existing buildings in various types**

All residential accommodations shall henceforth be constructed according to types referred to in Rule-317. The existing accommodation shall be re-classified in the said types and for that purpose, the living area shall be calculated as under :

## State Agricultural Universities Services of Gujarat (General) Rules, 2011

### Calculation of Living Area

#### Main Building

(a) Rooms, Kitchen, Bath, Latrine, Store and enclosed verandah	100%	of the floor area.
(b) Verandah, Corridors and Barasati	25%	of the floor area
(c) Porch	12 $\frac{1}{2}$ %	of the floor area
(d) Court Yard Pucca	5%	of the floor area

#### Out Houses

(a) Room	25%	of the floor area
(b) Verandah	12.1/2%	of the floor area

### **Rule-319.0 Entitlement of accommodation to an employee**

The entitlement of the type of accommodation to an employee shall be as under :-

<b>Sr. No.</b>	<b>Pay drawn by an employee under pre-2006 pay scales</b>	<b>Type of Accommodation</b>
1	upto ₹ 3200/- p.m.	A
2	Between ₹ 3201 and 3999 p.m.	B
3	" ₹ 4000 and 4999 p.m.	B1
4	" ₹ 5000 and 6499 p.m.	C
5	" ₹ 6500 and 8899 p.m.	D
6	" ₹ 9000 and 12000 p.m.	D1
7	" ₹ 12000 and 13999 p.m.	E
8	" ₹ 14000 and 17999 p.m.	E1
9	" ₹ 18000 and above	E2

### **Rule-320.0 No separate accommodation to family members in the service of the University :**

No separate accommodation at the same station, shall be allotted to unmarried sons/daughters of an employee, whose father and mother are also in the service of the University and who have been provided with

## **State Agricultural Universities Services of Gujarat (General) Rules, 2011**

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accommodation except in special circumstances and with the permission of the Vice-Chancellor. Separate accommodations shall not be allotted to husband and wife, if both are serving at the same station. In such cases, pay of applicant will be the basis for deciding the type of accommodation to be allotted.

### **Rule-321.0 An employee not to be in occupation of more than one accommodation**

An employee shall not be allowed to retain accommodation at two places at a time.

### **Rule-322.0 Surrender of accommodation by a spouse :**

If an employee, has married or marries another employee, one of the spouse should surrender his accommodation, within one month from the date of marriage, if both of them are provided with accommodation.

### **Rule-323.0 Accommodation Committee :**

There shall be an Accommodation Committee consisting of the following members :-

- (1) Director of Research and Dean Post Graduate Studies - Chairman
- (2) All Principals of Colleges
- (3) All Deans
- (4) Assistant Registrar (Administration)
- (5) Executive Engineer - Secretary

The allotment of accommodation available with the University at various places shall be regulated by the committee.

### **Rule-324.0 Sharing of accommodation with other University employee**

An employee shall not be considered to be in occupation of a accommodation, only by reason of the fact that he shares it with University employee, who is in occupation thereof.

**Rule-325.0 Occupation of accommodation while absent on tour**

An employee shall be considered to be in occupation of his accommodation when absent on tour or where he is permitted, but not required, by the University to reside at a place other than his head quarters.

**Rule-326.0 Occupation of accommodation after retirement :**

**326.1** A retired employee, may retain the accommodation for two months from the date of retirement. Rent for the two months shall be charged at the same rate, as was being paid by the employee before his retirement. If he holds the accommodation for a longer period, he should be charged economic rent and in no case he should be allowed to occupy the accommodation for more than three months.

**326.2** In the case of retired re-employed employee, rent will be charged at the same rate, as was being paid by the him before retirement on the basis of his gross income i.e. gross pension plus pay.

**Rule-327.0 Occupation of accommodation by the family after the death of on employee :**

In case of death of an employee while in service, the family of the deceased employee may be allowed to retain accommodation for four months. Relaxation may, however, be considered, in individual case on merits by the Vice-Chancellor. Rent for the first four months shall be charged at the same rate, as was being paid by the employee before his death. For retention of accommodation beyond the period specified above, standard rent shall be charged, if prior written approval of the Vice-Chancellor is obtained and economic rent shall be charged if prior written approval of the Vice-Chancellor is not obtained.

**Rule-328.0 Unauthorised occupation of accommodation :**

If the accommodation is not vacated after the regular period of retention or the period upto to which the University has allowed the employee to retain the accommodation under these rules, legal steps under Gujarat

## State Agricultural Universities Services of Gujarat (General) Rules, 2011

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Public Premises (Eviction of un-authorized Occupant) Act, 1972, should be initiated by the Secretary of the Committee at the earliest, to get the accommodation vacated. For unauthorised period of occupation of the accommodation rent will be recovered at market rate.

### **Rule-329.0 Retaining of accommodation after resignation, dismissal etc. :**

In the case of resignation, dismissal or removal from University service, termination of service or unauthorised absence without permission, an employee, may be allowed to retain accommodation allotted to him for a period of one month on usual rent. Further extension beyond one month upto three months, may be granted by the Committee on merits of each case, subject to a condition that the occupant pay the rent at standard rate. Occupation thereafter shall be considered unauthorised.

### **Rule-330.0 Different rates of rents**

The rates of flat rate rent, standard rent, economic rent and market rent for different types of accommodation classified on the basis of floor area/ living area shall be as under :

Sr. No.	Type of Residential Accommodation	Rate of Rent per month in rupees			
		Flat	Standard	Economic	Market
1.	A	40	300	400	1600
2.	B	70	300	400	1600
3.	B1	100	300	500	1600
4.	C	150	720	960	3840
5.	D	200	720	960	3840
6.	D1	240	720	960	3840
7.	E	300	1200	1600	10000
8.	E1	400	1200	1600	12000
9.	E2	520	1200	1600	14000

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## **State Agricultural Universities Services of Gujarat (General) Rules, 2011**

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**Note 1 :** Separate rents for the attach servant's quarters and garages in charge of the occupant of the accommodation, shall not be recoverable.

**Note 2 :** The flat rate rent for the broken period of a month shall be calculated at the daily rate of 1/30th of the rent.

### **Rule-331.0 Rate of rent to be recovered from a University employee**

When an employee is provided accommodation by the University, he shall pay flat rate of rent for the type of accommodation occupied by him :

**Note :** When an employee on leave is supplied with a accommodation owned, hired, requisitioned by University he shall be charged rent at flat rate.

### **Rule-332.0 Responsibility to Pay Rent for accommodation attached to a particular appointment :**

When the accommodation is attached to any particular appointment, the employee actually performing the duties of the said appointment, is bound to occupy the same and is responsible for its rent, unless he is exempted from occupying it by the Vice-Chancellor.

**Note-1 :** An employee may, during absence on leave, or on duty elsewhere, be permitted by the Allotment Committee to store, at his own risk, free of rent, his furniture and other belongings in the accommodation, he has been occupying, when both the conditions specified below are fulfilled :-

- (1) The temporary incumbent does not require the residence and is exempted from the payment of rent thereof, and
- (2) Arrangements cannot be made to lease the house, during the absence of the permanent incumbent.

Taxes for specific services such as water, electricity, etc. should be recovered from the employee during the period his furniture and other belongings are stored at the residence.

**Note-2 :** When granting permission to store kit, free of rent, as in Note-1 above, the employee should invariably be informed that he will have to remove his kit, within 15 days from the date of issue of the letter by the Secretary of the committee requiring him to do so.

**Rule-333.0 Powers of University to recover rent at higher rate**

Nothing in these Rules shall operate to prevent University from taking a rent in excess of flat rate rent from an employee -

- (i) who is not required or permitted to reside on duty at the station at which the accommodation is supplied to him, **or**
- (ii) who, at his own request, is supplied with accommodation which exceeds that which is appropriate to the status of the post held by him, **or**
- (iii) who sub-lets without permission the accommodation allotted to him, **or**
- (iv) who does not vacate the accommodation after the cancellation of the allotment.

**Rule-334.0 Remissions of rent**

Remissions of rent due for the occupation of a accommodation, may be sanctioned, when the building is rendered uninhabitable by reason of extensive repairs being in progress or for any other cause.

**Provided** that if the occupier finds that the house has become uninhabitable, he shall report the matter at once to the Executive Engineer in charge of the building, who will immediately inspect it and forward a report on the subject to the Vice-Chancellor. The Executive Engineer will take such steps in the matter as he considers necessary and obtain sanction of the Vice-Chancellor for granting partial or total remission.

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**Note-1 :** Inconvenience caused by petty or ordinary annual repairs shall be insufficient to warrant remission of rent which may be granted only when extensive structural repairs justifying in the vacation of the building, are carried out. The opinion of the Executive Engineer shall be final.

**Note-2 :** When only a portion of accommodation is inhabitable, reduction in rent will be allowed only if the Flat Rate Rent of the building, excluding the proportionate rent for the portion rendered uninhabitable, falls below 10 percent of the occupant's emoluments.

### **Rule-335.0 Payment of rent by an employee on leave without pay :**

An employee on extraordinary leave without pay and allowances, may retain his residence for the full period of such leave, provided he remits the rent for such accommodation in cash every month. If he fails to remit such rent for more than two consecutive months, the allotment shall automatically stand cancelled.

### **Rule-336.0 Recovery of rent from an employee under suspension :**

An employee under suspension may retain accommodation allotted to him subject to recovery of rent at the rate prior to his suspension.

### **Rule-337.0 Deputation of University employee occupying accommodation**

When an employee, in occupation of University accommodation is deputed to -

- (i) Central/State Government/Other University; **and**
- (ii) to statutory bodies constituted under the State or Central Legislation,

- economic rent prescribed under Rule-330 shall be charged.

**Rule-338.0 Occupation of accommodation by an employee on deputation**

An employee sent on deputation, shall remain eligible for allotment of accommodation at the station of his deputation, till he is allotted accommodation by the foreign employer.

**Rule-339.0 Recovery of rent respect of an employee on deputation/foreign service:**

The foreign employer shall recover rent from the employee at prescribed rate under Rule-330 or standard rent whichever is less but foreign employer shall have to pay standard rent to the University for accommodation.

**CHAPTER - XXI**  
**REPEAL AND SAVINGS**

**Rule-340.0 Repeal and Savings :**

**340.1** Any rules and orders corresponding to the Gujarat Agricultural Universities Services (General) Rules, 2011, in force immediately before the commencement of these rules and applicable to the University employees to whom these rules apply, are hereby repealed :

**Provided that :**

- (a) such repeal shall not affect the previous operation of the said rules or orders or anything done or any action taken there under :
- (b) any order passed under the rules hereby repealed shall, so far as it is not inconsistent with these rules, be deemed to have been passed under these rules;
- (c) any proceedings under the said rules, pending at the commencement of these rules, shall be continued and disposed of, as far as may be, in accordance with the provisions of these rules.

**340.2** Nothing in these rules shall operate to deprive any person to whom these rules apply, of any right of appeal which had accrued to him under the rules hereby repealed in respect of any order passed before the commencement of these rules, and such right, if not exercisable under these rules, shall be exercisable as if the rules or orders referred to in rule-340.1 had not been repealed.