

Sri Shridevi Charitable Trust®

SERVICE RULES

CHAPTER-I

CONDITIONS OF SERVICE

Rule-(1) Scope and Commencement.-

These Rules shall be known as “Service Rules” applicable to all categories of employees, employed by SRI SHRIDEVI CHARITABLE TRUST®, TUMKUR at its Establishments/ Institutions, wherever located and shall cover the conditions of employment of each establishment/Institution. These rules shall come into force from 01-04-2014.

Rule-(2) Definitions:

In these rules, unless the context otherwise requires-

(1) “Absentee” means a Trust employee absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary or on special duty unconnected with his own appointment or under suspension:

A employee under suspension is an absentee if the suspension is confirmed.

(2) “Academic Year” means the year beginning on such date as the State Government or the prescribed authority may, by notification, specify with respect to any educational institution or class of educational institutions.

(3) “Actual Travelling Expenses” –

“Actual Travelling Expenses” means the actual cost of transporting an employee, personal luggage including charges for ferry and other tolls, if paid, and for carriage of camp equipment but does not include charges for hotels, refreshments etc.

(4) “Age” -When a employee is required to retire, revert or cease to be on leave, on attaining a specified age of Sixty the day on which he attains that age is reckoned as a non-working day, and the Trust employee must retire, revert or cease to be on leave, as the case may be with effect from and including that day.

(5) “Allotment” means grant of license to a employee to occupy a Trust house on requisition or a portion thereof for use by him as residence.

(6) “Appointing Authority” in relation to Trust Institutions.-

The president who is the Managing Trustee of the Trust is the sole Appointing Authority of the employees to various posts in the Institutions of the Trust.

(7) “Appointment of Employees”. - No person who does not possess the requisite qualifications prescribed shall on and from the date of commencement of these rules, be appointed as an employee in a educational Institution.

(8) “Appointed On Probation” or “Appointed On Officiating Basis” means appointed on trial duration.

(9) “Approved School” means school imparting primary education, which is being under management of the Trust and is recognized by the State Government.

(10) “Bachelor’s Degree”, “Master’s Degree”, “Degree” or “Doctorate” means such degree or doctorate granted by a University established by Law in India.

(11) “Board” means the board consisting of the Managing Trustee and the Trustees of the Sri Shridevi Charitable Trust.

(12) “Change of Governing Council”:-

The Managing Trustee has powers to change the members of the Governing Council and location of any institutions under the control of the Trust.

(13) “Chief Executive Officer” means Chief Executive Officer of the Sri Shridevi Charitable Trust and its Institutions and is the Chief administrative Controller of Trust office, Institutions belonging to the Trust and its employees.

(14) “Classification of Employee”

Employees shall be classified as;

- **“Permanent”** employee is one who has been appointed against a regular vacancy and has satisfactorily completed the probationary period, as specified in the letter of appointment or any extensions thereof and whose appointment has been confirmed in writing by the management.
- **“Probationer”** means the appointment of a employee for a post or grade of service or class of service to a higher post or higher grade of service or higher class of service;

- **“Temporary”** means a post carrying a definite rate of pay sanctioned for a limited time.
- **“Tenure Employee”** means a permanent post, which an individual employee may not hold for more than a limited period without reappointment. In case of doubt, Managing Trustee will decide whether a particular post is or not a tenure post.
- **“Casual”** employee is one whose employment is of casual nature based on day-to-day requirement and is employed as and when required.
- **“Trainees”** is one who is engaged by the management as a learner, on any trade or profession, for receiving on the job training for a period not exceeding two years.
- **“Contract”** employee means one who is appointed after the superannuation or otherwise on contract basis for a specific period with terms and conditions mutually agreed upon and as specified in the contract, in writing.

(15) “Compensatory Allowance” means an allowance granted to an employee to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance and local allowance, but does not include a sumptuary allowance.

(16) “Competent Authority” in relation to the exercise of any power means, Managing Trustee of the Trust or any authority to which the Managing Trustee delegates the power.

(17) “Continuous Service” means the service of an employee from the beginning of his service, without any break. Only leave with allowances will be included in the continuous service.

(18) “Day” means calendar day, beginning and ending at midnight; but an absence from headquarters, which does not exceed 24 hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

(19) “Diploma” or **“Certificate”** means a diploma or certificate granted by a University established by law in India or by an authority authorized by the Government to grant such diploma or certificate.

(20) “Duty” A course of instruction or training authorized by or under the orders of Management Trustee.

(21) “Educational Agency” means Managing Trustee/ Trust entrusted with the establishment, management, administration and maintenance of all the educational institutions of the Trust.

(22) “Educational Institution” means any institution imparting education.

(23) “Employee” means a person employed by the Sri Shridevi Charitable Trust in an educational institution or any person employed by the management to do any work including manual, unskilled, semiskilled, skilled, technical, operational, clerical, supervisory, teaching, non-teaching or any other type of work.

(24) “Establishment/Institution” shall mean establishment/ Institutions owned or managed by the Sri Shridevi Charitable Trust®, Tumkur, presently, owns or manages the following establishment/Institution.

- i. SHRIDEVI INSTITUTE OF MEDICAL SCIENCES & RESEARCH HOSPITAL, TUMKUR.
- ii. SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY, TUMKUR.
- iii. SHRIDEVI POLYTECHNIC, TUMKUR.
- iv. SHRIDEVI INSTITUTE OF NURSING, TUMKUR.
- v. SHRIDEVI DEGREE COLLEGE, TUMKUR.
- vi. SHRIDEVI INSTITUTE OF PARA MEDICAL SCIENCES, TUMKUR.
- vii. SHRIDEVI R&D CENTRE, TUMKUR.
- viii. SHRIDEVI POST GRADUATE CENTRE, TUMKUR.
- ix. SHRIDEVI INSTITUTE OF MANAGEMENT STUDIES, TUMKUR.
- x. SHRIDEVI INDEPENDENT P.U. COLLEGE, TUMKUR.
- xi. SHRIDEVI INSTITUTE OF INDUSTRIAL TRAINING CENTRE, TUMKUR.
- xii. SHRIDEVI DISTANCE EDUCATION STUDY CENTRE, TUMKUR.
- xiii. SHRIDEVI VIDYA MANDIRA, TUMKUR.
- xiv. NATYA SARASWATHI SCHOOL, TUMKUR.

(25) “Family” means the wife or husband and legitimate children including stepchildren of the Trust employee and parents residing with and wholly dependent on the Trust employee.

(26) “Financial Year” means beginning on 1st April and ending at mid night of 31st March of each year.

(27) “General Education” means every branch of education other than Religious, Professional, Medical, Technical or Special education.

(28) “Governing Council,” means Managing Trustee and body of persons permitted to establish and maintain the Trust Institutions, which is a

governing body to which the affairs of all the institutions of the Trust are entrusted.

(29) "Guidance Service"- The management may create a guidance cell, which shall consist of two senior most teachers and one of them shall be a lady teacher. The cell shall meet once in two months to identify the problems of the students and to discuss the remedial measures. The Management shall provide necessary guidance materials like brochures, leaflets etc., to the students.

(30) "Habitual" shall mean commission or omission of any act, which is repeated three times in a year or earlier by an employee.

(31) "Head of the Department" This term includes qualified person whom Managing Trustee may from time to time declare to be the Head of the Department.

(32) "Honorarium" means a recurring or non-recurring payment granted to an employee from the Consolidated Fund of the Trust, under whom he is employed as remuneration for work of an occasional or intermittent character.

(33) "Joining Time" A candidate appointed should report on duty within fifteen days from the receipt of the order of appointment.

(34) "Leave" The employees, both teaching and non-teaching in the educational institutions and the Trust office shall be entitled to avail leave of not less than the leave specified by the Trust Service Rules

(35) "Leave salary" means the monthly amount paid by the Trust to an employee on leave

(36) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period of absence, a permanent post, including a tenure post, to which he has been appointed substantively; The Managing Trustee may permit an employee to retain a lien in special cases, such as absence on study or training.

(37) "Local allowance" a 'Local allowance' is an allowance granted in consideration of exceptional circumstances, such as the unhealthiness.

(38) Managing Trustee - means the head of the Sri Shridevi Charitable Trust, is the sole and supreme authority in administration, finance, appointment of employees, development of the Trust and all the Institutions belonging to the Trust.

(39) "Management" shall mean, unless the context otherwise means, Managing Trustee and other Trustees of the Sri Shridevi Charitable Trust, Tumkur.

(40) "Manager" shall mean an employee, whom the management from time to time delegates the whole or part of the functions of an Institution

(41) "Managing Committee" means the Managing Trustee who is also called President or Chairman and includes Trustees nominated by the Managing Trustee and other members entrusted with the management and administration of Trust Institutions.

(42) "Medical Education" includes education in modern scientific medicine, in all its branches.

(43) "Meetings" means the Managing Council shall hold such number of meetings at such place and observe such rules of procedure in regard to the transaction of business at its meetings as may be prescribed.

(44) "Month" means calendar month.

(45) "Officiate" means an employee officiates in a post when he performs the duties of a post on which another person holds a lien. The Managing Trustee may, if it thinks fit, appoint a Trust employee to officiate in a vacant post on which no other Trust employee holds a lien.

(46) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and shall also include; increment, additional increment and personal pay if any granted to him.

(47) "Pay and allowances of employees".- The pay and allowances of persons employed in the institutions shall be paid on or before such day in every month, in such manner and by or through such officer or authority as may be prescribed by the Managing Trustee.

(48) "Performance Report" means a report pertaining to an employee for performance of his/her duty and conduct, to be submitted by the respective authority to the Managing Trustee every year.

(49) "Personal Pay" means additional pay granted to an employee in exceptional circumstances and other personal considerations.

(50) “Permanent Post” means a post carrying a definite rate of pay sanctioned without limit of time.

(51) “President” means President of the Managing Committee or Governing Council who shall be the Managing Trustee of the Trust.

(52) “Pre-primary Education” means informal education below first standard for children between the ages three and five years, by whatever name it is called, like play home, kindergarten and nursery, *etc.*

(53) “Prescribed Curricula”: Prescribed Curricula of the Institutions is as per the Prescribed Curricula of the Medical Council of India or All India Council for Technical Education or Bangalore, Tumkur, Rajiv Gandhi University of Health Sciences, Visvesvaraya Technical University *etc.*

(54) “Premises” means the walled or open space fenced or otherwise bounded or limited space, within which any establishment / institution place of business or any other activities are located and its immediate surroundings, under the ownership of the Trust.

(55) “Primary Education” primary education shall have classes from I to VII standard with I to IV as Lower primary and V to VII as Upper primary.

(56) “Probationer” employee is one who is provisionally employed on trial basis, to determine his overall suitability for the regular vacancy and who has not been confirmed in writing as a regular employee. The period of probation shall be as specified in the letter of appointment. However, the management may extend the period of probation, as deemed necessary, at their discretions.

(57) “Quasi-permanent Post” means a temporary post, sanctioned initially for a period of not less than three years.

Appointment of an employee against a Quasi-permanent Post cannot be considered appointment to a permanent post in a substantive capacity.

(58) “Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

(59) “Secretary” in relation to an educational institution means the person, by whatever name called, who under the rules or regulations of the educational institution is entrusted with the administrative duty of the institution.

(60) “Service” means a service of the Sri Shridevi Charitable Trust and its Institutions.

(61) “Schedule of employment”.- Every educational institution shall issue a written order of appointment in respect of the appointments made by it and maintain a service book in respect of each of its employees. Every institution shall also maintain a schedule of employment indicating there in the name, qualification, scale of pay and other particulars in respect of each of its employees.

(62) “Schedule of employment to be maintained”.-

Every Institution shall maintain a schedule of employees indicating there in the number of persons in its employment, the name and qualification of each employee, the grade of pay and such other particulars as may be prescribed.

(63) “Secondary Education” shall have classes from VIII standard to X standard.

(64) “Special allowance” means an addition, of the nature of pay, to the emoluments of a post, granted in consideration of a specific addition to the work or responsibility or the unhealthiness of the locality in which the work is performed.

(65) “Suspended” means half temporarily or debar temporarily from a post, duties *etc.*

(66) “Suspension” means the action of Suspending of an employee.

(67) “Subsistence Grant” means a monthly grant made to an employee who is not in receipt of pay or leave salary;

(68) “Substantive Pay” means the pay, other than special pay, personal pay or emoluments classed as pay by the Managing Trustee, to which an employee is entitle on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

(69) “Technical Education” means any course of study in Engineering, Technology, Architecture, Ceramics, Industrial Training, and Mining or in any other subject, as the State Government may, by notification, specify.

(70) “Technical Pay” means pay granted to an employee in consideration of the fact that he has received technical training.

(71) “Time scale pay” means pay which rises by periodical increments from a minimum to a maximum. Time scales are said to be identical, if the minimum, the maximum, the period of increment and the rate of increment of the time scales, are identical.

(72) “Travelling Allowance,” means an allowance granted to an employee to cover the expenses, which he incurs in travelling in the interest of Trust service.

(73) “Trust” means Sri Shridevi Charitable Trust @ Tumkur.

(74) “Trust Employee” means an employee of the Trust and Trust Institutions who hold a post in connection with the affairs of the Institution and includes any person whose service are temporarily placed at the disposal of the Trust.

(75) “Vacation Department” means a department to which regular vacations are allowed.

(76) “Wages” means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and does not include any bonus, commission, house rent allowance, over time wages and any other allowance.

(77) “Year” means calendar year beginning on 1st January and ending at mid night of 31st December of each year.

Rule-(3) Managing Committee: *(for School, P.U.C College, Degree College, I.T.I and Polytechnic College)*

Every Trust Institution shall have a Managing Committee. The Managing Committee shall be reconstituted once in two years. The Managing Committee shall consist of not less than eleven and not more than fifteen members nominated by the Managing Trustee, of whom not less than three including the academic head of the institution and two members of the teaching staff shall be representatives of teachers of the Institution and at least two others shall be representatives of parents selected in accordance with the prescribed rules. Such members of the staff shall be nominated by rotation according to

seniority for a period of two years each; where the institution has less than three members of the teaching staff; all of them shall be representatives of the teachers.

Not more than two persons who are close relations of the Managing Trustee shall be nominated as members of the Managing Committee. Managing Trustee shall be the President of the Managing Committee.

The number mentioned in this rule shall be in addition to the representatives, if any, of the university grants commission, the Medical Council of India, the All India Council for Technical Education, the State Government or of the University concerned, required by or under any law for the time being in force. There shall be a President and Secretary to the Managing Committee. The President shall be the Managing Trustee of the Sri Shridevi Charitable Trust; and Secretary may be the Head of Institution as appointed by Managing Trustee.

Rule-(4) Powers and Functions of the Managing Committee.—

(I) Powers of the Managing Committee. —

(1) The Management Committee shall exercise the following powers, namely.—

- (a) Appoint, as and when necessary the requisite number of teaching, non-teaching and contingent staff; through Selection Committee.
- (b) Carry on the general administration of the educational institutions;
- (c) Take disciplinary action as per the decision of the Managing Trustee against the employee, except the head of the institution;
- (d) Supervise and control the employees of the institutions; and
- (e) Any other matters which may be prescribed by the Managing Trustee;
- (f) Exercise such other powers, as it deems necessary to carry out the objectives of the institution.

(2) The terms and conditions on which the Managing Committee may appoint the staff on deputation shall normally be in conformity with general orders issued from time to time in this behalf. The deputation allowance and contributions towards leave salary and other allowances allowed to staff taken on deputation by the Institution shall be met from the funds of the institution.

(3) The Managing Committee shall also have power to appoint or re-employ persons who have retired from the Government Service or autonomous bodies or from the institution itself, to any of the posts on terms and conditions as may be fixed by the Managing Committee in each case on its merits.

(4) **Function of Managing Committee.**—The Management Committee shall perform the following functions, namely.—

- To carry on the general administration of the institution;
- To adhere to the provisions of the Rules, *etc.*;
- To safeguard and to administer the welfare of the institution and students;
- To follow the instructions given by the Managing Trustee and the Government;
- Such other functions as are necessary to carry out the objectives of the instruction.

Rule-(5) Powers and Duties of Secretary of the Managing Committee.—

(1) The Secretary shall subject to the general superintendence and control of the Managing Trustee, exercise the following powers of control and supervision over the employees under the Managing Committee.—

- a) To sanction all kinds of leave to the employees of the institutions under the Managing Committee;
- b) To sanction casual leave to the heads of the institution;
- c) To exercise such other powers and duties as may be entrusted to him by the Managing Committee.

(2) It shall be the duty of the Secretary:

- a) To issue notices convening meetings of the Managing Committee and its Committees as directed by the Managing Committee and to keep accurate and clear minutes and reports of all such meetings.
- b) To act as Secretary of all the Committees of the Managing Committee and to attend and participate in the discussion at the

meetings of such Committees and supply such information and answer such questions as may be called for or put at such meetings.

c) To be the custodian of the common seal, buildings, records, library and such other properties, movable and immovable, vesting in held by or under the control of the Managing Committee and to arrange for the maintenance of proper inventory and be responsible for the proper custody, maintenance and safety of the same.

d) To conduct all correspondence of the Managing Committee under the authority of the Managing Committee on the letter head of the concerned institution;

e) To take action on the minutes and reports of the Managing Committee and its Committees, whenever necessary, subject to any directions given by the Managing Committee;

f) To carry out the direction issued or work entrusted by the Managing Committee.

(3) The Secretary may delegate any of the powers and duties to the other person of the institution with the prior approval of the Managing Committee.

(4) The Managing Trustee may terminate secretary at any time on valid ground.

Rule-(6) Procedures For Selection of Representatives of Parents.-

Parents of the students of the concerned Educational Institution may register their names in Institution. Such registered parents are eligible for being selected as representatives of parents in the Managing Committee of Institution.

A person nominated by the Governing Council of the Trust shall announce the list of registered parents after duly obtaining the same from the Head of the Educational Institution before the constitution of the Managing Committee. He shall not act as the Returning Officer in the said selection. Under no circumstances, the staff members of the Educational Institution shall be nominated to act as the Returning Officer.

The Returning Officer appointed by the Governing Council shall call upon the parents so registered to select amongst themselves two persons to represent them on the Managing Committee.

The Returning Officer shall issue an order specifying in particular- The last date and time for making nomination and place at which the selection is to be held and to whom the nomination papers shall be delivered, The date, time and place of scrutiny of the nominations, The last date for withdrawal of candidature, The date and time on which selection shall be held, if necessary, The date on which and time on which the votes shall be counted and the result of the selection shall be announced. Amongst the persons contesting the selection, two persons who have secured the maximum votes shall be selected to represent the parents in the Managing Committee of such Institution. If there is no contest, the result of the selection will be forth with announced by the Returning Officer.

Rule-(7) “The Duties and the code of conduct for the Governing Council”- It shall be the duty of the Governing Council.-

To uphold the dignity and integrity of the Trust. To ensure that none of the employees of the institution engage in private tuition, anti-social activities or active politics. To follow the curricula, syllabi and textbooks for any course of instruction prescribed by the Government/ University, RGUHS, ect Medical Council of India, Visvesvaraya Technical University from time to time. Governing Council shall maintain Accounts and Audits of all institutions. The Governing Council shall have power to appoint head of the institution and take disciplinary action against him and have powers of Retrenchment of any employees and is superior to the Managing Committee of the institutions in all matters. The Managing Trustee shall be the president of the Governing Council and have all administrative, controlling and financial powers vested with him.

Rule-(8) Minimum number of posts, educational qualification and conditions of service of employees- Subject to the other provisions of these rules-

1) The minimum number of categories and number of posts and staffing pattern shall be as applicable to Government educational institutions. The Educational qualifications for recruitment to the various posts in the educational institutions shall be the same as those applicable to the corresponding category of posts in Government educational institutions or as per the norms of the MCI, AICTE, VTU, RGUHS, Tumkur and Bangalore University, Boards etc.

2) Salary: The salary of the employees in the educational institutions shall not be less than the minimum of the basic pay of the scale of pay of the corresponding post held by an employee in a Government educational institution and shall be disbursed through individual Bank accounts drawn in favour of such employee.

Rule-(9) Method of Recruitment:

A person applying for an appointment to any service or post shall submit his application to the Managing Trustee. Recruitment, which is either by selection, or by promotion based on seniority-cum-merit. In respect of direct recruitment to any teaching service or post, the method of recruitment shall be by selection after an interview by the Committee headed by the Managing Trustee.

A nonteaching person's selection maybe at the discretion of the Managing Trustee.

As a proof of correct date of birth, only the entry made in the school-leaving certificate/ SSLC Marks list shall be accepted.

The appointment shall become operative only on candidate's fulfilling the requirements of producing original documents.

Rule-(10) Constitution of Selection Committee: (1) For the purpose of recruitment to teaching and non-teaching posts (other than the post of head of the institution), to an Institution, the Managing Trustee shall constitute a "Selection Committee" consisting of-

- (a) The Managing Trustee [or in his absence Medicine Director (Trustee)]
- Chairman
- (b) The Head of concerned Institutions – Member
- (c) An educationist or an expert in the subject to which recruitment is to be made, selected by the Managing Trustee.

- (d) Director HR&IT – Member.
- (e) Nominee by the Managing Trustee.
- (f) Chief Executive Officer of the Trust – Convener.

Rule-(11) Constitution of Selection Committee for Selection of the Head of the Institution: - (1) For the purpose of recruitment to the post of Head of the Institution, the Managing Trustee shall constitute a 'Selection Committee' consisting of-

- (i) The Managing Trustee [or in his absence or Medical Director (Trustee)] - Chairman;
- (ii) Two senior staff members;
- (iii) Two nominees of the concerned Universities/subject expert
- (iv) Director HR&IT – Member.
- (v) Nominee by the Managing Trustee.
- (vi) Chief Executive Officer of the Trust - Convener.

Rule-(12) Age Limit for Appointment:-

Every candidate for appointment by direct recruitment for the first time must have attained the age of eighteen years and not attained the age of, (As per the State Government norms)

- 1) Forty years in the case of a person belonging to any of the Scheduled Castes or Scheduled Tribes
- 2) Thirty-eight years in the case of a person belonging to any of the Category in Backward Classes.
- 3) Thirty-five years in case of any other person.

Rule-(13) Disqualification for Appointment:-

No person shall be eligible for appointment to a Service unless he is, A citizen of India.

No man who has more than one wife living and no woman who has married a man already having another husband, shall be eligible for appointment.

No applicant for appointment to a post in any department shall be eligible for appointment if he is at the time of his application, is having a permanent or temporary employment in any other department of the Trust and has made

the application without the consent of the head of the institution under which he is employed.

No person shall be eligible for appointment if he/she is or has been a member or associated himself or herself with, anybody/ association which is declared as an unlawful body or association. Or is dismissed from service under Government of India or any other State Government. Is or has been permanently debarred or disqualified by the Union or any State Public Service Commission from appearing for any examinations or selections conducted by it. Or is having qualification of a University or College or School, which is not recognized in India.

Rule-(14) Appointments on Compassionate Grounds Rules

1) Only under exceptional cases, the Managing Trustee, may appoint a person on compassionate grounds.

2) “Dependent of the deceased Trust employee” means,

- a)** In the case of deceased male Trust employee, his widow, son, unmarried daughter and widowed daughter who were dependent upon him and were living with him, and
- b)** In the case of deceased female Trust employee, her widower, son, unmarried daughter and widowed daughter who were dependent upon her and were living with her.
- c)** In the case of deceased male unmarried Trust employee, his unmarried brother, unmarried or widowed sister who were dependent upon him and were living with him, and
- d)** In the case of deceased female unmarried Trust employee, her unmarried brother, unmarried or widowed sister who were dependent upon her and were living with her.

3) “Family” in relation to a deceased employee means his or her spouse and their son, unmarried daughter and widowed daughter, unmarried brother, unmarried or widowed sister who were living with him, at the time of death.

4) “Eligibility for appointment”-

Appointment on compassionate grounds under these rules shall not be claimed as a matter of right and shall not be given as a matter of course.

Dependents of the Trust employee retired on medical grounds may also be given appointment on compassionate grounds, in special cases.

5) “Conditions of Appointment” -

The family of the deceased employee should be in a financial crisis or destitution. Person seeking appointment shall be within the age limit and should have the minimum qualification specified for the post in the relevant rules of recruitment specially made in respect of any service. Appointment shall be confined only to clerical or attender post.

6) “Application for Appointment” -

Dependent of the deceased employee, shall make an application within one year from the date of death of the employee.

If in the case of a minor, he must have attained the age of eighteen years within one year from the date of the death of the Trust employee and he must make an application within one year thereafter.

Rule-(15) “Probation”

1. All appointment by direct recruitment to any service or post shall be on probation for such period, not being less than two years;
2. The Managing Trustee may, reduce the period of probation of a person or fill by promotion a vacancy, which is not likely to last for more than one year. “*Appointed on probation*” means appointed on trial. “*Probationer*” means a Trust employee on probation. The Managing Trustee may issue an order declaring the probationer to have satisfactorily completed his probation or discharge him from service, if not suitable to hold the post.
3. The appointing authority may, at any time during the period of probation, discharge from service of a probationer on grounds arising out of the conditions or on account of his unsuitability for the service. The order of terminating the services of a probationer, whether during or at the end of the period of probation for any misconduct, shall be passed on the orders of the Managing Trustee.
4. A probationer who has been declared as satisfactorily completed his probation shall be confirmed at the earliest opportunity in any substantive vacancy, which may exist or arise. Where more than one probationer is

available, the senior-most probationer on the date of vacancy shall be confirmed.

5. A probationer appointed may draw the increments that fall due during the prescribed period of probation; he shall not however draw any increments after the expiry of such period unless and until he is declared to have satisfactorily completed his probation.

Rule-(16) General Rules Regarding Lien on Appointment:

1. Two or more employees cannot be appointed substantively to the same permanent post at the same time. An employee cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time. An employee cannot be appointed substantively to a post on which another employee holds a lien.
2. 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.
3. A Trust employee holding substantively a permanent post retains a lien on that post-
 - (a) While performing the duties of that post.
 - (b) While holding a temporary post or officiating in another post.
 - (c) While on leave.
 - (d) While under suspension unless his lien is suspended.
4. A employee may be transferred from one post to another for following reasons
 - (a) As a penalty imposed for misconduct.
 - (b) On his written request.

Rule-(17) Bar On Creation of New Post etc:

Without the Authority of the Managing Trustee, No new appointment shall be created; no addition pay shall be made to the pay and allowances of any employee; No appointment shall be abolished, no pay and allowances, of any appointment shall be reduced;

No class or grade of employee is created or abolished; and the pay of no class or grade of employee is raised or reduced. When a temporary post is created, which will probably be filled by a person who is already a Trust employee his

pay should be fixed by Managing Trustee with due regard to the character and responsibility of the work to be performed.

Rule-(18) Deputation to Other Departments:

(1) When an employee is permanently transferred or deputed from one department/ institution to another, he will draw pay in the new post at the same stage in which he was drawing in the old post and earn the next increment on the date on which he would have earned it had he continued in the old post.

(2) On his return to the parent department/ institution he will draw the pay he would have drawn but for his deputation to the other department.

(3) However if an employee is deputed to another department on special temporary duty against no sanctioned post, he will continue to draw pay in the grade of the post held by him in his parent department and will continue to retain a lien in his parent department.

Rule-(19) Regulation of Emoluments:

(1) An officiating arrangement is permissible in a post of which either there is no holder or of which the holder is an absentee. When a person is allowed to avail himself of the vacation, an officiating appointment may be made during the vacation for the disposal of day-to-day work.

(2) Instead of appointing an employee to officiate, it is also permissible to appoint him to be in charge of the current duties of a vacant post. In such a case a "*charge allowance*" of additional pay is payable as specified.

(3) The Managing Trustee in special cases may give additional remuneration, to a Trust employee for performance of special duty other than his regular duty.

No grant or increase in pay is given to any Trust employee as a bonus or honorarium for the work done out of office hours and beyond the regular duties of his office.

Rule-(20) Appointment by Transfer within the Service:

The Managing Trustee in the interest of the Trust may transfers any employee from a post in one unit of seniority to an identical post in the same cadre in another unit of seniority or from one Institute to another Institute.

Rule-(21) Combination of Appointments:

Managing Trustee may appoint one Trust employee to hold substantively as a temporary measure, or to officiate in two or more independent posts at a time.

Rule-(22) Provision for Appointment of Retired Government Servant by Contract:

The Managing Trustee can appoint any person who has retired from the service of the Central or State Government to a service or against a post on such terms and conditions and for such period, as may be necessary.

Rule-(23) Promotions: Shall be on the basis of seniority-cum-merit, shall be reviewed with reference to the qualifications and other conditions laid down in the rules of recruitment applicable at the relevant time for such promotion and the ranking in the final seniority.

Rule-(24) Seniority: *(a)* The Managing Trustee should prepare and maintain every year, a separate seniority list of employees for each category of posts in the Institution.

(b) In case the Managing Committee is running more than one Institution, the Managing Trustee shall prepare a common seniority list for all the institution under its control.

(c) No Trust Employee shall, be entitled for promotion to any post or office with retrospective effect.

(d) Where consequent upon the review of promotions, employee promoted to any class of posts or offices is found not entitled to continue in that class or post, he shall be reverted to the class of posts or offices to which he would have been eligible for promotion on the basis of his rank in the final seniority list.

(e) No employee can claim promotion by way of a right. However, management may consider promotion to an employee, if there is a clear vacancy in higher category and the employee is qualified and experienced in

all respects, for that position. While deciding the promotion, employee's qualifications, overall work efficiency, job-knowledge, potentialities for further development, personality, dependability, integrity, honesty, cordiality, age, past record of service *etc.*, will be taken in to account.

Rule - {24 A} The Departmental promotion Committee (DPC)

The managing Trust may constitute a Departmental promotion Committee in each Institution for the promotion of employee against a sanctioned post. The committee so constituted shall consider promotion on merits and recommend names to the Managing Trustee for approval. The decision of the Managing Trustee is final

Rule-(25) Payment of Wages:

Wages are paid by depositing the amount in the employee's bank accounts. Any dispute or complaint regarding calculations of wages shall be brought to the notice of the Management Trustee in writing.

Rule-(26) Deduction from Wages:

Deduction from wages of an employee shall be made for;

- 1) Remaining absent from work: or reporting late for work: or after reporting for work absenting himself from the actual place of work: without permission.
- 2) Taking part into any form of strike or being present at the place of work but refuse to work, report to go-slow, gherao, pen down strike, stoppage of Work or any other form of agitation affecting the regular work.
- 3) Causing damage or loss to the management, acts of commissions and omissions for which, deduction can be made.
- 4) Damage or loss, caused on account of any agitation, negligence or otherwise, to the work or work in progress or raw-materials or machineries or tools and gauges, furniture and fixtures, equipments and instruments, teaching aids/ materials or any other property of the Establishment.
- 5) Standard tax deductions/Tax deduction at source(TDS)/professional Tax
- 6) Provident Fund, Employees State Insurance Fund, as per the applicability.
- 7) House rent if staying in Trust house *etc.*
- 8) Premium for any Insurance Scheme enforced by the Management.

- 9) Security deposit if any.
- 10) Dues to the institution.
- 11) Penalty if imposed by the Authority.
- 12) Excess payment of salary.
- 13) Wrong calculation of salary, increment *etc.*,

Rule-(27) “Advance”: The Managing Trustee may sanction advance to a permanent employee for the purpose of festival and marriage, which shall be recovered from salary in ten equal installments.

Festival advance of Rs.2000/- once in two years.

Marriage Advance of Rs. 20000/- once in service.

The employees should forward the application for advance through concerned Head of the institution to keep deductions update.

Rule-(28) “Increment”:

1.(a) Increment accrue from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld by an order.

(b) An increment which occurs on a day other than the first day of a month shall be advanced to the first day of that month subsequent increment being regulated accordingly.

2.The period treated of non-duty shall not be counted for increment.

3.Where a employee’s pay is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall indicate-

(a) The date from which the penalty will take effect.

(b) The period in terms of years and months for which the penalty shall be operative.

(c) The stage in terms of rupees to which the pay of the employee is reduced.

(d) Whether the employee will earn increments during the period of penalty.

4)The rate of annual increment shall be decided by the Managing Trustee.s

Rule-(29) Compensatory Allowances:

The amount of a compensatory allowance should be so regulated that the allowance is not a source of profit to the recipient. Shall be drawn in fully by

the Trust employee actually performing the duties of the post and shall not be drawn in whole or part by anyone else.

Rule-(30) Charge of Current Duties: The charge allowance is an allowance, for holding additional charge of a post for not more than six months and shall not exceed 5% of the scale of pay applicable to the post of which an employee is placed in additional charge or independent charge subject to maximum of Rs.3000 per month. The Managing Trustee is the competent Authority to make in charge arrangements.

Rule-(31) Compulsory Retirement:

The date of compulsory retirement of a Trust employee shall be the afternoon of the last day of the month in which he attains the age of sixty years. If the date of birth is the first day of a month then it shall be the afternoon of the last day of the month preceding the month in which he attains the age of sixty years. where the date of compulsory retirement of a Trust employee is a general holiday and the day(s) preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holiday or holidays. Managing Trustee may grant re-employment to any employee beyond the date of his compulsory retirement, if he is physically fit, subject to the condition that such re-employment shall not be granted beyond the age of sixty-two years.

Rule-(32) Deputation for Training or Study:

(1)(a) The Managing Trustee may depute or grant study leave to an employee for higher studies or specialized training in professional or technical subjects having a direct and close connection with the area of his duty. The employee has to give three months notice for permission to avail study leave.

(b) The Managing Trustee may also grant study leave for higher studies which may not be closely or directly connected with his work . Only two employees may be permitted to avail study leave at a time.

(2) A Trust employee who is deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of the higher qualification or training acquired

and have to execute a bond or written agreement for rejoining the duty after completion of leave if vacancy is available.

Rule-(33) Resignation Letter by Employee:

- 1) A regular/ confirmed employee desirous of leaving the Establishment/ Institution's employment shall give three months advance notice in writing to the management and shall continue to work during the entire period of notice. If an employee fails to work during the entire period of notice, the management shall have the right to recover full pay of the notice period.
- 2) On receiving the resignation letter, the management may issue a resignation acceptance letter and relieve the employee from the service. The management reserves the right to accept the resignation an employee and relieve him with immediate effect, without waiting for completion of three month's notice period.
- 3) The resignation once accepted by the management, shall remain irrevocable and final. Any dues payable to either employee or the institution shall be settled within two working days from last day of the notice period subject to his obtaining a no-due certificate from all the concerned departments and clearing outstanding dues, if any, to the institution.
- 4) No, leave, whether earned, casual or other type, shall be allowed to be adjusted against the notice period.
- 5) A probationary or temporarily employee, desirous of leaving the institution employment, may do so, with one month notice to the management.
- 6) In case a employee, fails to return or satisfactorily account for the institution's property/ money etc, which was either in his use or charge or custody, the replacement cost of such property shall be deducted from his wages or any other dues payable to him and in case of inadequacy, legal proceedings shall be initiated to recovery the dues.
- 7) If an employee remains absent from work, without sanction of leave or any intimation in writing, continuously for more than 10 working days, he/ she shall be given an opportunity to explain the cause of his/ her

unauthorized absence and the reasons adduced, if not found satisfactory, his/ her case shall be treated as termination of employment on his/ her own accord and after following due process of law the dues if any, shall be settled.

Rule-(34) Termination of Employment by the Management:

1) The employment of any permanent employee may be terminated, without assigning any reason, by giving one month's notice in writing or making payment in lieu thereof.

2) The employment of any probationary or temporary or contract employee may be terminated, without assigning any reason, by giving one working day's notice.

3) Strike:

An employee either alone or in combination with others, if resort to strike in any form, or any other agitation methods affecting the normal working of the Establishment/ Institutions shall be terminated from the service by giving one weeks' notice.

Rule-(35) "Honoraria"-

1. The Managing Trustee may grant or permit a Trust employee to receive an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. An honorarium should not be given unless the work has been undertaken with the prior consent of the Managing Trustee.

2. No honoraria should be paid in respect of any work which is regarded as part of the legitimate duties of the employee and for attending meetings.

3. An employee is eligible to receive honoraria for work, which is in the interest of the public or as award of merit with the permission of the management.

4. In case of all employees, the Managing Trustee can sanction the acceptance of remuneration for work as examiners for examinations conducted by the Education Department and other Examining Bodies set up by Government,

University Boards, Bangalore, Tumkur, Rajiv Gandhi University of Health Sciences , Visvesvaraya Technical University or Election duty or Census work or Court commission etc.

5. An employees whose duties involve the carrying out of scientific or technical research shall apply for Scholarship or grants with the permission of the Managing Trustee.