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**DRAFT REGULATIONS OF THE
DHARMASHASTRA NATIONAL LAW
UNIVERSITY - 2020**

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The logo of DNLU is a large, faint watermark in the background. It is a circular emblem with a scalloped border. Inside the circle, there is a central image of a balance scale. The words "DRAVIDIAN NATIONAL LAW UNIVERSITY" are written in a circular path around the scale. Below the circle, there is a banner with the text "JABALPUR" and below that, a larger banner with the Sanskrit motto "सत्यं वद, धर्मं चर" (Satyam Vada, Dharmam Chara).

PART-I
PRELIMINARY

REGULATIONS OF THE DHARMASHASTRA NATIONAL LAW UNIVERSITY - 2020

In exercise of the powers conferred by Section 32 of the Madhya Pradesh Dharmashastra National Law University Act, 2018 (Act No. 24 of 2018) the Executive Council hereby frames the following Regulations regarding the administration and management of the affairs of the University:

1. SHORT TITLE AND COMMENCEMENT

- (a) These Regulations shall be called the Dharmashastra National Law University Regulations, 2020.
- (b) These Regulations shall apply to all Employees, Students, Research Scholars and all such person admitted to the benefits under these Regulations. Employees include both teaching and non-teaching staff of the University, whether regular, contractual or officer on deputation.
- (c) These Regulations shall come into force on such date as the General Council may appoint.

2. DEFINITIONS

- (a) The expressions used but not defined in these Regulations, however defined in the Madhya Pradesh Dharmashastra National Law University Act, 2018 (Act No. 24 of 2018), Statutes and Ordinance of the Dharmashastra National Law University - 2020, shall have the meaning assigned to them in the said Act, Statutes and Ordinances.
- (b) In these Regulations, unless there is anything contrary to the subject or context,
 - (i) **'Appellate Authority'** means the authority as specified under Part V, Chapter-II of Regulation 6 of "These Regulations" and Clause 22 of Statute V of "The Statutes".
 - (ii) **'Appointing Authority'**: means the authority as specified in the Schedule-F of these Regulations.
 - (iii) **"Chancellor"** means the authority as defined in the Dharmashastra National Law University Act.
 - (iv) **'Citizen of India'** means a person who is or is deemed to be a citizen of India under Part II of the Constitution and the Citizenship Act, 1955.
 - (v) **"Controlling Authority"** means
 - (1) in relation to posts in Group 'A', and 'B' Vice Chancellor.

- (2) in relation to posts in Group 'C' and 'D' the Registrar;
- (vi) **'Disciplinary Authority'** means the authority as specified under Regulation 1 of Chapter-II of Part III.
- (vii) **"Fixed Emolument"** means gross salary of an Assistant Professor minus increment.
- (viii) **'Members of the Family'** in relation to an employee means spouse, children or step children dependent upon the employee.
- (ix) **"Member of the University"** means Teaching, Non-Teaching, Ministerial, Non-Ministerial, Technical, Non-Technical, Temporary, Member of Work Charge Contingency Paid Establishment, Casual Labour.
- (x) **'Other Backward Classes'** means the classes so notified by the Government of India or by the State Government from time to time.
- (xi) **'Person with benchmark disability, person with disability and person with disability having high support need'** shall respectively have the same meaning as given under the Rights of Persons with Disabilities Act, 2016.
- (xii) **'Post'** means a post on the establishment in Group A, Group B, Group C & Group D of Schedule I.
- (xiii) **'Registrar'** means the Registrar as defined in the Dharmashastra National Law University, Act.
- (xiv) **"Regulation"** means Dharmashastra National Law University Regulations, 2020.
- (xv) **'Schedule'** means the Schedule appended to this Regulation.
- (xvi) **'Service'** means Services of the University;
- (xvii) **'State Government'** means Government of Madhya Pradesh.
- (xviii) **"University"** means the University as defined in the Dharmashastra National Law University, Act.
- (xix) **"Vice Chancellor"** means the authority as defined in the Dharmashastra National Law University, Act.

3. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :

The number of posts, their classification and the scale of pay attached thereto shall be as specified in column nos. 2 to 5 of Schedule annexed-I to these Regulations.

Provided that, the classification of an existing service on post under the orders that may have been issued before coming into force of these Regulations shall be deemed to be its classification under these Regulations unless otherwise notified by special or general orders issued in this behalf by the University.

4. METHODS OF RECRUITMENT - The recruitment to a post in the University may be made.

- (i) BY PROMOTION
- (ii) BY DIRECT RECRUITMENT
- (iii) BY TRANSFER OR DEPUTATION

5. RESERVATION OF POSTS FOR SCHEDULED CASTES, SCHEDULED TRIBES, OTHER BACKWARD CLASSES AND PHYSICALLY HANDICAPPED:-

16%, 20% and 14% of Posts for direct recruitment to Class III and Class IV Posts on the Establishment shall be reserved for the candidates of Scheduled Castes, Scheduled Tribes, Other Backward Classes respectively:

In the event of non-availability of the eligible and suitable candidates, in a particular year, amongst the Other Backward Classes, Scheduled Castes and Scheduled Tribes, as the case may be, the vacancies so reserved for them shall be filled, from unreserved category, and an equivalent number of additional posts shall be reserved in the subsequent year. The vacancies so unfilled shall be carried forward to the subsequent three recruitment years in total and thereafter it would lapse.

- (1) 4% (four percent) posts shall be horizontally reserved, only at the time of initial recruitment for persons suffering from locomotor disability including, leprosy cured, dwarfism, muscular dystrophy and acid attack victims, excluding Cerebral palsy, as specified under Section 34 of “The Rights of Persons with Disabilities Act, 2016”.

Provided that if such reserved posts or any of them are not filled in a given recruitment year due to non-availability of suitable candidates, they shall be re-advertised for respective categories once

again and if any such posts remain vacant due to the same reason, they shall first be filled by interchange among the five categories of disabled persons and if it remains vacant, they shall be treated as un-reserved posts.”.

Provided further that the candidates with Disability should be capable of efficiently discharging their duties of the concerned post as per the satisfaction of the Medical Board that shall be constituted before their names are recommended for appointment and the same shall be final.

- (2) Any candidate, except Persons with Benchmark Disability, who is not a bonafide resident (domicile) of the State of Madhya Pradesh, shall be treated as belonging to the unreserved category in all respects.”

6. PROBATION

(a) For regular teaching staff

- (1) A person appointed to a service or post by direct recruitment shall ordinarily be placed on probation for period of two years from the date of joining.
- (2) The Executive Council with the prior approval of the Chancellor may, for sufficient reasons, extend the period of probation by a further period not exceeding one year.
- (3) A probationer shall undergo such training and pass such departmental examination during the period of his probation as may be prescribed.
- (4) The services of a probationer may be terminated during the period of probation if in the opinion of the Executive Council, he is not likely to shape into a suitable servant for the university.
- (5) The services of a probationer who has not passed the departmental examination or who is found unsuitable for the service or post may be terminated.
- (6) On the successful completion of probation and passing of the prescribed department examination, if any, the probationer shall, if there is a permanent post available, be confirmed in the service or post to which he has been appointed, either a certificate shall be issued in his favour by the Vice-Chancellor to the effect that the probationer would have been confirmed but for the non-availability

of the permanent post and that as soon as a permanent post becomes available he will be confirmed.

- (7) The confirmation on completion of two years shall be done by the Executive Council after due process of verification of satisfactory performance with the prior approval of the Chancellor. Unless so confirmed, a person shall continue to be a probationer.
- (8) A person shall not be considered to have satisfactorily completed the period of probation unless a specific order to the effect is passed, any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation.

(b) For regular non-teaching staff

- (1) A person appointed to a service or post by direct recruitment shall ordinarily be placed on probation for period of two years from the date of joining.
- (2) The Executive Council with the prior approval of the Chancellor may, for sufficient reasons, extend the period of probation by a further period not exceeding one year.
- (3) A probationer shall undergo such training and pass such departmental examination during the period of his probation as may be prescribed.
- (4) The services of a probationer may be terminated during the period of probation if in the opinion of the Executive Council, he is not likely to shape into a suitable servant for the university.
- (5) The services of a probationer who has not passed the departmental examination or who is found unsuitable for the service or post may be terminated.
 - (i) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
 - (ii) in the case of a person appointed by direct recruitment, terminate his services in the University without notice.
- (6) On the successful completion of probation and passing of the prescribed department examination, if any, the probationer shall, if there is a permanent post

available, be confirmed in the service or post to which he has been appointed, either a certificate shall be issued in his favour by the Vice-Chancellor to the effect that the probationer would have been confirmed but for the non-availability of the permanent post and that as soon as a permanent post becomes available he will be confirmed.

- (7) The confirmation on completion of two years shall be done by the Executive Council after due process of verification of satisfactory performance with the prior approval of the Chancellor. Unless so confirmed, a person shall continue to be a probationer.
- (8) A person shall not be considered to have satisfactorily completed the period of probation unless a specific order to the effect is passed, any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation.

7. ADJUDGING SUITABILITY OF OFFICIATING GOVERNMENT SERVANTS:-

- (1) A person already in permanent Government service appointed to the services of the University by direct recruitment or transfer shall ordinarily be appointed in an officiating capacity for a period of two years to ascertain his suitability for the service:

Provided that, the University may declare that any previous officiation in the services of the University may be counted towards the period of adjudging to such extent as may be specified in the particular case:

Provided further that, if the Government servant is appointed to a post to which direct recruitment is also made in accordance with these Regulations governing appointments to such post then the period of officiation shall be equal to the period of probation prescribed for a person appointed by direct recruitment to the said post under these regulations.

- (2) The appointing authority may, for sufficient reasons, extend the period of officiation by further period not exceeding one year:

Provided that, if the Government servant is appointed to a post to which direct recruitment is also made in accordance with the Regulations governing

appointments to such posts and the Regulations provide for extension of the period of probation then the period by which the period of officiation may be further extended shall be equal to the period by which the period of probation is extendable for a person appointed by direct recruitment to the said post under these Regulations.

- (3) If during or at the end of the period officiation or extended period of officiation, the employee is found unsuitable for the service or post to which he has been appointed he shall be reverted to his former substantive service or post.

Note.- The failure to pass prescribed departmental examination, if any, within such period as may be allowed for the purpose may be construed as failure to show fitness for the service or post in which the employee is officiating.

8. SENIORITY- The seniority of the members of a service or a distinct branch or group of posts of that service shall be determined in accordance with the following principles, viz:-

- (1) Seniority of Direct Recruits and Promotees –
- (a) The Seniority of persons directly appointed to a post according to rules shall be determined on the basis of the order of merit in which they are recommended for appointment irrespective the date of joining. Persons appointed as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection.
 - (b) Where promotions are made on the basis of selection by the Committee constituted for promotion, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee.
 - (c) Where promotions are made on the basis of seniority subject to rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where however a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if subsequently found suitable and promoted, take seniority in the Higher grade over the junior persons who had superseded him.

- (d) The seniority of a person whose case was deferred by the Committee constituted for promotion for lack of Annual Character Rolls or for any other reasons but subsequently found fit to be promoted from the date on which his junior was promoted, shall be counted from the date of promotion of his immediate junior in the select list or from the date on which he is found fit to be promoted by such Committee.
- (e) The relative seniority between direct recruits and promotees shall be determined according to the date of issue of appointment/promotion order:

Provided that, if a person is appointed/promoted on the basis of roster earlier than his senior, seniority of such person shall be determined according to the merit/select/fit list prepared by the appropriate authority.
- (f) If the period of probation of any direct recruit or the testing period of any promotee is extended, the appointing authority shall determine whether he should be assigned the same seniority as would have been assigned to him if he had completed the normal period of probation/testing period successfully, or whether he should be assigned a lower seniority.
- (g) If orders of direct recruitment and promotion are issued on the same date, promotees shall, enblock, be treated as senior to the direct recruits.

(2) Seniority of Transferees-

- (a) Where a person is appointed by transfer in accordance with the provisions in the Regulations, providing for such transfer in the event of non-availability of suitable candidates by direct recruitment or promotion, such transferee shall be grouped with direct recruits or promotees, as the case may be, and he shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.
- (b) In the case of a person who is initially taken on deputation and absorbed later (i.e. where the relevant Regulations provide for "transfer on deputation/transfer") his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has so ever been holding already (on the date of absorption) the same or equivalent grade on regular basis, in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority, from the date he has been holding

the post on deputation or the date from which he has been appointed on a regular basis to the same or equivalent grade in his [parent department].

Explanation- The fixation of seniority of a transferee in accordance with the above Regulations will not however affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words it will be operative only in filling up of vacancies in higher grade taking place after such absorption.

(3) Seniority in special types of cases-

- (a) In case where a penalty of reduction to a lower service, grade or post is imposed on an employee of the University and such reduction is for a specified period and is not to operate to postpone future increments, the Seniority of the employee may, unless the terms of the order of punishment provide otherwise, be fixed in the higher service, grade or post or the higher time scale at what it would have been but for his reduction.
- (b) Where the reduction is for a specified period and is to operate to postpone future increments, the seniority of the employee of the University on re-promotion may, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him in the higher service, grade or post or higher time scale.
- (c) The surplus employees shall not be entitled for the benefit of the past service rendered in the previous office for the purpose of their seniority in the new office and such employees shall be treated as fresh entrants in the matter of their seniority.
- (d) When two or more surplus employees of a particular grade in an office are selected on different dates for absorption in a grade in another office, their *inter-se-seniority* in the later office shall be the same as in their previous office provided that:-
 - (i) No direct recruit has been selected for appointment to that grade in between these dates, and
 - (ii) No promotee has been approved for appointment to that grade in between these dates.

(4) Seniority of Ad-hoc employees-

- (a) A person appointed on ad-hoc basis shall not get any seniority till the regularisation of his services.
- (b) If a person is appointed on ad-hoc basis by substantially following the procedure laid down by the Recruitment Regulations and the appointee continues in the post uninterruptedly till the regularization of his service in accordance with the rules, the period of officiating service shall be counted for seniority.

9. **PROMOTION-** The Competent Authority of the University shall determine in respect of each grade or service to which appointment may be made by promotion, the grade or service from which such promotion may be made and the procedure to be followed for the purpose, and in particular whether such promotion shall be on the basis of seniority subject to the rejection of the persons considered unfit for promotion or whether the selection for promotion shall be determined on the basis of merit from among persons who had completed in the lower grade or service such minimum period of service as may be prescribed.

10. **REVERSION AND RE-APPOINTMENT-** Permanent employee of the University officiating in a higher grade or service may be reverted to the lower grade or service from which they were promoted if there are no vacancies in the former grade or service; and such reversion shall not be construed to be a reduction in rank:

Provided that, the order in which such reversion shall be made will be the reverse of the order in which officiating promotion was made, except when administrative convenience renders it necessary to revert the officiating employee of the University otherwise than in accordance with this proviso:

Provided further that, on the occurrence of a fresh vacancy the re-appointment to the higher grade or service shall ordinarily be in the order of relative seniority of the reverted employee of the University.

11. **DISQUALIFICATION FOR APPOINTMENT OF TEACHERS AND EMPLOYEES:**

- (1) No persons shall be eligible for appointment unless he is a citizen of India.

- (2) No candidate who has more than one living spouse shall be eligible for appointment to any service or post.

- (3) No candidate shall be appointed to a service or post unless he has been found after such medical examination as may be prescribed, to be in good mental and bodily health and free from any mental or bodily defect likely to interfere with the discharge of the duties of the service or post :

Provided that in exceptional cases a candidate may be appointed provisionally to a service or post before his medical examination, the subject to presentation of aforesaid certificate within a period of 30 days from the date of joining, failing which the appointment shall be liable to be terminated.

- (4) No candidate shall be eligible for appointment to a service or post if, after such enquiry as may be considered necessary, the appointing authority is satisfied that he is not suitable in any respect for service or post.
- (5) No candidate shall be eligible for appointment to a service or post who has been convicted of an offence against women :

Provided that where such cases are pending in a Court against a candidate his case of appointment shall be kept pending till the final decision of the Criminal Case.

- (6) No candidate shall be eligible for appointment to a service or post who has married before minimum age fixed for marriage.
- (7) No candidate shall be eligible for appointment to a service or post who has more than two living children one of whom is born on or after the 26th day of January, 2001.

Provided that no candidate shall be disqualified for appointment to a service or post, who has already one living child and next delivery takes place on or after the 26th day of January, 2001, in which twins/triplex are born.

Note: For the purpose of this Sub Rule, a child born within 280 days from 26-01-2001, shall not constitute disqualification. (*Kindly refer to the Judgment dtd. 07-11-2003 of Mr. Ojhilal Gond vs. the State of M.P. and Others in W.P. no. 5069 of 2002 at High Court of M.P., Jabalpur.*)

- (8) Any attempt on the part of a candidate to obtain support for his candidature will render him disqualified for selection.
- (9) No person shall be eligible for appointment if he -

- (a) is or has been a member of a body of persons which has been declared to be unlawful by the state or central government, as the case may be; and continues to be so on the date of the publication of advertisement for the post;

Or

- (b) has been indicted by a competent authority for participating in or associating with any activity or programme:
 - (i) aimed at subversion of the Constitution of India;
 - (ii) aimed at organized breach or defiance of law involving violence;
 - (iii) prejudicial to the sovereignty and integrity of India or the security of the State; or
 - (iv) promotes feelings of ill will, enmity or hatred between different sections of the people on grounds of religion, race, language, caste or community;

Or

- (c) has been dismissed from service of the Central or a State Government, a local or statutory body or any Court;

Or

- (d) has been debarred or disqualified by the Union or any State Public Service Commission or a local or statutory body or a Court from appearing in any examination or selection process conducted by it;

Or

- (e) has been convicted of an offence involving moral turpitude.

- (10) No person shall be eligible for promotion for five calendar years from the date on which his promotion becomes due, if he/she has more than two children on or after commencement of these Regulations.

Provided that,— (1) A person having more than two children shall not be deemed to be disqualified for promotion so long as the number of children he has on the date of commencement of this rule does not increase.

- (2) A person having more than two children shall not be deemed to be disqualified for promotion, where already having one child, twins/triplex are born from the subsequent delivery.

EXPLANATION: For the purpose of this sub-rule, a child born within 280 days from the date of commencement of these Regulations shall not constitute disqualification.

12. REMOVAL, DISMISSAL OR RESIGNATION FROM SERVICE OF A REGULAR EMPLOYEE. -

- (1) No retirement benefits shall be granted to a person who has been dismissed or removed from the Service or who has resigned from the Service: Provided that, if the circumstances of the case so warrant the General Council may grant to a person who has been dismissed or removed from the Service a compassionate allowance not exceeding two-thirds of the retirement benefits which would have been admissible to him if he had been invalidated and not dismissed or removed from the Service.
- (2)(i) The Chancellor may permit a member of service to withdraw his resignation in the public interest on the following conditions, namely :-
 - (a) that the resignation was tendered by the a member of service for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him/her to tender the resignation;
 - (b) that during the period intervening between the date on which the resignation became effective and the date from which the request for withdrawal was made, the conduct of the member concerned was in no way improper;
 - (c) that the period of absence from duty between the date on which the resignation became effective and the date on which the member is allowed to resume duty as a result of permission to withdraw the resignation is not more than ninety days;
 - (d) that the post, which was vacated by the member of service on the acceptance of his/her resignation or any other comparable post, is available.
- (ii) Request for withdrawal of a resignation shall not be accepted by the Chancellor where a member of service resigns his/her service or post with a view to taking up an appointment in or under a private commercial company or in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government.

- (iii) Request for withdrawal of resignation shall not be accepted by the Chancellor where a member of the Service resigns from his/her service or post with a view to be associated with, any political parties or any organisation which takes part in politics, or to take part in, or subscribe in aid of, or assist in any other manner, any political movement or political activity or to canvass or otherwise interfere with, or use his/her influence in connection with, or take part in, an election to any legislature or local authority.
- (iv) When an order is passed by the Chancellor allowing a member to withdraw his/her resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service but the period of interruption shall not count as qualifying service.
- (3) Where a member of the service is required to retire or resign from the service as a condition of his appointment under a Statutory or other body, he shall be granted the retirement benefits to which he would have been entitled if he had been invalidated from the Service and not resigned or retired.

13. RESIGNATION AND TERMINATION OF REGULAR TEACHER

- (a) A regular teacher may resign from his / her post by serving a notice of one month during the probation period and three months' notice after confirmation of services or paying salary for that period in lieu of notice.
- (b) **Application.** - (1) These Regulations shall apply to every Employee of the University but shall not apply to-
 - (i) persons appointed to the Madhya Pradesh Judicial Service,
 - (ii) any person in casual employment,
 - (iii) any person subject to discharge from service on less than one month's notice.
 - (iv) any person for whom special provision is made, in respect of matters covered by these Regulations, by or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the Chancellor before or after the commencement of these Regulations, in regard to matters covered by such special provisions;

Provided that in respect of any matter not covered by the special provisions relating to them, their services or their posts, these regulations shall apply to the persons mentioned in clauses (i), (ii), (iii) and (iv) above.

- (2) Notwithstanding anything contained in sub-Clause (1) of Clause (b) the Chancellor may by order exclude any class of Employee of the University from the operation of all or any of these Regulations.
- (3) Notwithstanding anything contained in sub-Clause (1) of Clause (b), these Regulations shall apply to every Employee of the University temporarily transferred to a service or post coming within exception (iv) of sub-Clause (1) of Clause (b), to whom, but for such transfer, these regulations would apply.
- (4) If any doubt arises-
 - (a) whether these Regulation or any of them apply to any person, or
 - (b) whether any person to whom these Regulation apply belongs to a particular service; the matter shall be referred to the Chancellor, who shall decide the same.

14. RESIGNATION AND TERMINATION OF CONTRACTUAL TEACHER

- (a) A contractual teacher may resign from his/her post by serving a notice of one month or depositing salary for that period.
- (b) The University may terminate the service of a contractual teacher by serving a notice of one month or paying salary for that period.

Explanation:

- (i) Salary in case of contractual teacher will mean consolidated salary being paid to the teacher.
- (ii) Salary in lieu of notice may also be paid for part of the notice period.

15. RESIGNATION AND TERMINATION OF CONTRACTUAL NON-TEACHING EMPLOYEE

- (a) A contractual Non-Teaching employee may resign from his/her post by serving a notice of one month or depositing salary for that period.
- (b) The University may terminate the service of a contractual employee by serving a notice of one month or paying salary for that period.

Explanation:

- (i) Salary in case of contractual employee will mean consolidated salary being paid to the employee.
- (ii) Salary in lieu of notice may also be paid for part of the notice period.

16. CONTRACTUAL AND PERMANENT SERVICE

- (a) An employee shall be a contractual employee of the University until he is appointed substantively to a permanent post in the University.
- (b) An employee appointed substantively to any permanent post in the University shall be a permanent employee of the University.

17. LIEN

Lien of a regular employee of the University shall be governed as per “*Madhya Pradesh Fundamental Rules*”.

Note: The expression “Local Government” used in “*Madhya Pradesh Fundamental Rules*”, shall be read as “*Chancellor*” for the purpose of this regulation.

18. RETIERMENT

- (a) An employee shall retire from the service of the University:
 - (i) on his attaining the age of sixty-two years (other than Teachers). The age of retirement on superannuation for Teachers shall be sixty five years as per State of Madhya Pradesh Fundamental Rules as amended from time to time.
 - (ii) on his being declared medically unfit for service by a Medical Board to be designated by the Executive Council in this behalf; or
 - (iii) on the imposition of the penalty of compulsory retirement.

The retirement shall take effect from the afternoon of the last date of the month in which an employee attains the age of superannuation instead of the afternoon of the actual date of superannuation. In case of the date of birth of an employee falls on 1st of a month, he will be deemed to have retired with effect from the afternoon of the last date of preceding month.

19. VOLUNTARY RETIREMENT AFTER TWENTY YEARS' OF SERVICE

- (a) A permanent employee of the university may retire at any time after completing 20 years qualifying service, by giving a notice in writing, to the appointing authority at least three months before the date on which he wishes to retire or on payment by him of pay and allowances for the period of three months or for the period by which the notice actually given by him falls short of three months :

Provided that where the such employee giving such notice is under suspension, he shall not be allowed to retire from service without the prior permission in writing of the appointing authority.

- (b) The Executive Council may with the prior approval of the Chancellor, in the public interest require a permanent employee of the university to retire from service at any time after he has completed [20 years qualifying service or he attains the age of 50 years whichever is earlier], by giving him three months notice in writing :

Provided that such employee of the university may be retired forthwith and on such retirement he shall be entitled to claim 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 then immediately before his retirement or, as the case may be, for the period by which such notice falls short of three months.

Note 1. - Before a university employee serves notice of retirement under clause (a) above, he should satisfy himself by means of a reference to the appointing authority that he has in fact, completed [20 years qualifying service or he attains the age of 50 years] for pension. Similarly the appointing authority, while giving notice of retirement to a university employee under clause (b), above, should also satisfy itself, that the university employee has, in fact completed [20 years qualifying service or he attains the age of 50 years]

Note 2. - The period of notice of three months or notice period which is short of three months, as the case may be, shall be reckoned from the date on which it is signed and put in communication under registered post. Where the notice is served personally the period shall be reckoned from date of receipt thereof.

Note 3. – The university employee, on submission of an application shall be granted such leave during the period of notice to which he is entitled according to Regulations :

Provided that no leave shall be granted beyond the expiry of the period of notice].

Note 4. - The payment of pension for the period for which pay and allowances have been paid to a university employee in lieu of notice, shall be regulated by the provision of sub-rule (2) of Rule 33 of Madhya Pradesh Pension Rules, 1976].

- (2) A university employee who has elected to retire under this Regulations and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority on consideration of the circumstances of the case to withdraw the notice given by him :

Provided that the request for withdrawal shall be prior to the intended date of his retirement.

- (3) Where the notice of retirement has been served by appointing authority on the university employee, it may be withdrawn, if so desired for adequate reasons, provided that the university employee concerned is agreeable.

20. RESIGNATION

- (1) Resignation from a service or post entails forfeiture of past service :

Provided that a resignation shall not entail forfeiture of past service if it has been submitted to take up with prior permission, another appointment, whether temporary or permanent, under the State Government, where service qualifies.

- (2) Interruption in service in a case falling under the proviso to sub-rule (1), due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the employee of the University on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to the employee of the University.

21. EMERGENCY PROVISION

Notwithstanding anything contained in this regulation, the Vice Chancellor/ Appointing Authority with the previous approval of Chancellor, in emergent situations may make appointments of Category "A", Category "B" or Category "C" posts on contractual basis for a fixed period of one academic session and on consolidated salary, which shall not be less than minimum of the pay scale, for the smooth functioning of the University. The contractual appointment may be extended for another academic session with the prior approval of the Chancellor.

22. CONDITIONS OF SERVICE

Subject to the provisions contained in these Regulations, in respect of all such matters regarding conditions of the services of the officers and employees of the University where no provisions have been made in these Regulations, the rules framed and orders issued from time to time in respect of the members belonging to State Govt. service holding corresponding posts with such specification, may be made applicable, subject to such modifications, variations or exceptions, if any, as the Chancellor may, from time to time specify.

MISCELLANEOUS

23. The provisions contained in the **Madhya Pradesh Fundamental Rules** shall be applicable *mutatis mutandis* to the employees.

24. The provisions contained in the **M.P. Civil Services (Pension) Rules, 1976** shall be applicable *mutatis mutandis* to the employees.

- (2) The M.P. Civil Services (Pension) Rules, 1976 shall not be applicable to the person appointed on or after 1st January, 2005 to the services and posts in connection with the

affairs of the University either temporarily or permanently and they shall be the Member of National Pension Scheme.

25. INTERPRETATION:

If any question arises regarding the interpretation of regulations, it shall be referred to the Chancellor whose decision thereon shall be final.

26. REPEAL AND SAVINGS:

The Adhoc arrangements made for the University, vide order dated 27.06.2018, with the approval of the Chancellor, are hereby repealed:

Provided that, any order already made under the Repealed Adhoc Arrangements shall continue in force and be deemed to have been made under the provisions of these Regulations;

Provided further that, any action taken or proceedings started under the repealed Regulations and pending at the commencement of these Regulations shall be continued and disposed of as far as may be, in accordance with the provisions of these Regulations.

Wherever these regulations are found to be silent on any matter, relevant Rules and provisions as applicable in Government of Madhya Pradesh or UGC Regulations will apply mutatis mutandis to the employees of the University





PART– II

REGULATIONS REGARDING ADMINISTRATION AND MANAGEMENT OF THE UNIVERSITY

ADMINISTRATION AND MANAGEMENT OF THE UNIVERSITY**1. COMMITTEES**

Subject to the provisions of the Section 20 of the Act, any Authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

2. OFFICERS OF THE UNIVERSITY

Subject to the provisions of the Act and Statutes following shall be the provisions relating to the officers of the University:

(a) The Chancellor

The powers and functions of the Chancellor shall be such as prescribed in the Act.

(b) The Vice Chancellor

- (i) The powers and functions of the Vice Chancellor shall be such as prescribed in the Act, Statutes, Ordinances and Regulations.
- (ii) The appointment, terms and conditions of the Vice Chancellor shall be such as prescribed in the Act and Statutes.
- (iii) The Vice Chancellor shall have the duty to ensure that the provisions of the Act, Statutes, Ordinances, Regulations and resolutions of the Authorities of the University are duly observed.

2.1 Accommodation

- (a) The University shall provide free furnished official residence maintained by the University as per statutes and this regulation.
- (b) If the Vice Chancellor resides in own accommodation, he shall be entitled to draw House Rent Allowance as per rules at such rate as fixed from time to time by the State Government for its officers drawing equivalent emoluments. The University shall not incur any expenditure on the maintenance of such an accommodation, except the bungalow furnishing items as per statutes and this regulation.
- (c) If the University does not possess a suitable bungalow for the residence of Vice Chancellor it may hire on lease a private suitable bungalow of built-up area not exceeding 324.79 sqm (B Type). The leased rent shall be determined by the University as per norms of the Government of Madhya Pradesh.

- (d) There may be a Secretarial office also at the residence of the Vice Chancellor maintained by the University as per statutes and this regulation.

2.2 Bungalow Furnishing

The Vice-Chancellor shall be entitled to the bungalow furnishing items and the bungalow office furnishing items upto the limit of Rs. 2,00,000/- (Rupees Two lakhs only) as per categories specified in the statutes and this regulation;

The Vice-Chancellor shall be entitled to purchase the furnishing items from local market OEM (original equipment manufacturer) or authorized dealers directly after inviting quotations/tender as per Government of Madhya Pradesh norms and submit the verified bills for payment upto the prescribed limit.

2.3 Categorization of Articles

Furnishing articles, supplied to the Vice-Chancellor, are classified into following categories:-

- (a) Durable furniture and furnishings as per Schedule 'A'
- (b) Non-durable furniture and furnishings as per Schedule 'B'
- (c) Durable and non-durable electrical/electronic appliances as per Schedules 'C' and 'D'.

Note: Only those articles shall be included in the list of "Furnishing Articles" which are purchased from the market.

2.4 Fixation of Life

- (a) The normal life of durable and non-durable items of furniture, furnishings and electrical/electronic appliances as given in the Schedules 'A', 'B', 'C' & 'D' respectively, shall be calculated from the date of purchase. If, however, any item is required to be replaced for any reason, before expiry of that period, it may be so done, after recording reasons by the Committee, appointed by the Chancellor.
- (b) The Committee may fix the life of any other articles purchased by the Vice-chancellor under Free Furnishing Fund, the life span of which has not been provided in the Schedule.

2.5. Repairs, Replacement, Polishing and Maintenance of Items Purchased Under Free Furnishing Fund

- (a) The Vice Chancellor shall be entitled to repairs, polishing and day to day maintenance of furniture and furnishings including electrical/electronic appliances. The responsibility of the aforementioned shall lie with the

office of the Vice-Chancellor and ordinarily would be carried out in the following terms:-

- | | | |
|----|------------------------------|----------------------|
| 1. | Polishing of furniture | Once in a two year |
| 2. | Dry cleaning of carpets etc. | Once a year |
| 3. | Minor repairs | As and when required |

- (b) Repairs such as of upholstery of sofa sets/chairs/dining chairs. If need be, shall be carried out generally after the expiry of a period of two years but as a special case, such repairs/upholstery could be undertaken even prior thereto, if the condition of the sofa set/chairs/dining table so warrants, and as directed by the Committee.
- (c) The repair/maintenance of items retained at earmarked house of the Vice-Chancellor, after relinquishment of office or otherwise, may also be carried out in accordance with sub-clauses (a) and (b) above, if required.
- (d) No item whether durable/non-durable shall be replaced unless it has become unserviceable or otherwise has outlived its life fixed as per the Schedule or by the Committee and subject to the further condition that the Vice-Chancellor may retain such replaced article(s) at depreciated value, if it contains any personal data or information as calculated in accordance with this regulation, except the perishable or totally unusable items [marked as Asterisk (*) in the Schedules 'A', 'B', 'C' & 'D'] which shall be treated as consumed/disposed off, so as to become entitled to purchase either a similar article or any other article. In case the amount spent on replacement exceeds the original procurement cost of the replaced article, the excess amount would be met from the free furnishing funds available to the Vice-Chancellor as per rules, subject to maximum limit prescribed.
- (e) The unutilized maintenance amount of previous years meant for the bungalow shall not be carried forward and it shall lapse with the closing of financial year or for any reason whatsoever.

2.6 The furniture/electrical/electronic appliance supplied/purchased out of the monetary ceiling of Rs. 2 lakhs, shall be withdrawn/returned within one month from the date of retirement/relinquishment of office or otherwise. In case any item is retained beyond the said period, rent shall be recoverable for such items of furniture and electrical/electronic appliances as are retained, as per rates mentioned in Clause 2.7 of this regulation.

2.7 Rent will be recoverable for such items @ 8% per annum of the procurement price or the depreciated value, as the case may be, whichever is higher.

- (a) The Bungalow allotted to the Vice-Chancellor shall be furnished with a standard list of items of furniture, fixtures and fittings as per Schedule 'E'.
- (b) While demitting office on retirement/resignation or otherwise, an option may be afforded to the Vice-Chancellor to purchase any of the articles of free furnishing electronic hardware, which may contain personal data of the Vice-Chancellor and it has been purchased from the furnishing amount of the bungalow at depreciated value, if its life has completed.
- (c) The value/cost shall be determined as per this regulation:
 - (i) "Depreciation Value" of an article shall be calculated as follows:

$$\frac{\text{Original Procurement Cost} \times \text{Age of Article (in months)}}{\text{Life span of articles as fixed (in months)}}$$
 - (ii) "Depreciated Value" shall be calculated as follows:

$$\text{Original procurement cost} - \text{"Depreciation value"} = \text{Depreciated value}$$
 - (iii) Amount to be charged: "Depreciated Value", provided that such depreciated value shall be 20% of the original procurement cost every year as on 1st April.

 Further, provided that the repair and renovation charges in respect of the aforesaid furniture/electrical/electronic appliances would be met by the University and would not be added to the procurement cost. The depreciated value shall be calculated by a Committee, appointed by the Chancellor.
 - (iv) The items of furniture/electrical/electronic appliances once purchased from the market shall not be returned/replaced except in accordance with this Regulation

2.8 Inventory of the Items

- (a) Inventories of all items provided at the residence of the Vice-Chancellor, under Free Furnishing Regulation, shall be duly prepared and verified at the time of supply of such items and at the time of demitting office by the Vice Chancellor on retirement/resignation or otherwise.
- (b) The inventory of the surrendered free furnishing articles, prepared by the designated officer for the residence of the Vice-Chancellor at the time of demitting office on retirement/resignation or otherwise, would be entered into a separate Stock Register and the articles, so received, would be stored at a safe place at the residence so vacated, till it is re-occupied.

If any additional furniture is supplied in the University for its Official Use, an entry in this regard shall be made in the Register

- 2.9** In case, any item of furniture/furnishing/Electrical/Electronic appliances cannot be used again and cannot be put to use or has become unserviceable, it shall be declared so and condemned and disposed of by way of auction or otherwise as per Government Rules as per directions of the Committee

2.10 Leave

- (a) The Vice Chancellor shall be entitled to 30 days earned leave on full pay in a calendar year. Such leave shall be credited to his/her account in advance Half year; the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.
- (b) The Vice-Chancellor shall be entitled to medical leave as applicable to other employees of the University.
- (c) The leave at the credit of Vice Chancellor at the close of previous half year shall be carried forward to the second half year does not exceed the maximum limit of 300 days.
- (d) The Vice chancellor on relinquishing the charges of the office shall be entitled to receive a sum equivalent to leave salary admissible for the number of days of leave on full pay due to him subject to maximum of 300 days including encashment benefits availed of otherwise.
- (e) The Vice chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical ground and when commuted leave is availed, then twice the amount of half pay leave shall be debited against half pay leave due.
- (f) The Vice chancellor may avail of actual duty Special leave, subject to maximum 03 days leave in the month of attending seminar/conferences/symposium/meeting of various committees either on invitation or in his capacity as member of such committee outside the jurisdiction of Jabalpur.
- (g) The Vice chancellor can avail of a total 13 days casual leaves and 3 days optional leave on calendar year.
- (h) On completion of tenure if the Vice Chancellor returns back to his substantive post on which he hold lien, the earned leave/half pay leave credited to his account may be transferred to his previous leave account maintained by parent Organization and subject to the provision of agreement reached between the University and the parent University / Institution / Organization.

2.11 Vehicle

- (a) The Vice Chancellor shall be entitled to a Chauffeur driven vehicle for official use including its maintenance, repair and fuel required thereof, as prescribed in the statutes.
- (b) The Vice-Chancellor shall also be eligible to use the university vehicle for private purpose and for such journeys he/ she will be liable to pay such charges as are prescribed by Government for private use of government vehicle by officers on the basis of kilometers involve in private use.

2.12 Medical Reimbursement

The Vice chancellor shall also be entitled to medical reimbursement and other benefits as admissible to other university employees.

2.13. Travelling Allowance

The Vice chancellor shall also be entitled to draw travelling allowance and daily allowance as admissible to State Government Officers in Principal Secretary Grade.

2.14 Orderlies

Orderlies at his/her residence, as prescribed in the statutes.

(c) The Registrar

- (i) Subject to the provisions of the Act and Statutes, the terms and conditions of the service of the Registrar shall be as under:
 - (1) He shall be entitled to such pay and allowances as per the provisions of “Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MHRD or UGC, from time to time.

A person working on deputation as Registrar the terms and conditions of his/her services pertaining to pay, allowances, service benefits, etc., shall be according to the service rules as provided by the parent department.
 - (2) The term of the office of the Registrar appointed by the Executive Council following the due process shall be three years subject to the age of Superannuation. However, if the Registrar is appointed

by the Chancellor, then the term of the office of the Registrar shall be such as decided by the Chancellor.

- (3) The Registrar shall be eligible for reappointment for one year.
- (4) The age of superannuation of the Registrar shall be as prescribed in the Schedule-F.
- (5) The Registrar shall be entitled to the following:
 - a. Orderly at his/her residence,
 - b. an official vehicle with driver. The fuel for vehicle will be provided by the University. The maximum fuel limit shall be 75 Liters per Month.
 - c. not less than 12% of his basic pay and dearness allowance shall be contributed by him/her to his contributory provident fund every month and the University shall contribute every month an equal amount to match his contribution,
 - d. reimbursement of medical expenses as applicable to other employees of the University as per State of Madhya Pradesh norms.
- (6) The Registrar shall have power to take disciplinary action against Group C and Group D non-teaching employees of the University as per provisions contained in Part-V, Chapter-II of this Regulation.

(ii) It shall be the duty of the Registrar-

- (1) to issue notices on the direction of Vice Chancellor convening meetings of the General Council, Executive Council, Academic Council, Finance Committee and of any Committees appointed by the authorities of the University;
- (2) to prepare and keep the minutes of all the meetings of the General Council, Executive Council, Academic Council, Finance Committee and of any Committees appointed by the authorities of the University;
- (3) to conduct the official correspondence on the direction of Vice Chancellor to the General Council, Executive Council, Academic Council and Finance Committee;
- (4) to keep all the records (other than those specially assigned by the DNLU Act to any other officer) related to General Council,

Executive Council and selection and appointment of all the employees of University and all other records as authorized by the Executive Council, except the record pertaining to examination process.

(d) The Dean of the Faculties

- (i) Subject to approval of the Chancellor, the Vice-Chancellor shall have the power to appoint full time regular Senior Most Professor of Law (in absence of full time regular Senior Most Professor, full time regular Senior Most Associate Professor of Law), as Dean of the Faculties.
- (ii) The powers and functions of the Dean of the Faculties shall be such as prescribed by the Statutes.

(e) Head of the Department

- (i) The Vice-Chancellor shall have the power to appoint full time regular Senior Most Professor of Law (in absence of full time regular Senior Most Professor, full time regular Senior Most Associate Professor of Law), as Head of the Department.
- (ii) Subject to the provisions of the Statutes the power and functions of the Head of the Department shall be:
 - (1) To assist the Dean of faculties in discharging his/her duties
 - (2) To promote research, training and publications in the departments;
 - (3) To develop plans to organise workshop, seminars and conference in the departments.
 - (4) Perform such other functions as may be assigned to him/her by the Vice Chancellor/Registrar and Dean of Faculties;

(f) The Controller of the Examination

- (i) The Controller of Examination shall be the Principal Officer in-charge to conduct examination, tests and the declaration result. He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor. In the absence of Controller of Examinations by virtue of any reason the Vice Chancellor shall have the power to give additional responsibility of Controller of Examinations to anyone from amongst the Professors and Associate Professors.

- (ii) Controller of Examinations shall process all records/files through the Registrar to the Vice-Chancellor;
- (iii) The Controller of Examinations will be the supervisor of Examination Committee constituted by the Vice Chancellor.
- (iv) The Controller of the Examinations may inform the proceeding of Examination Committee to the Academic Council as and when required;
- (v) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
- (vi) Subject to prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities namely:-
 - (1) To prepare examination schedule and implement the same;
 - (2) To appoint examiners and moderators as prescribed in the rules & regulations;
 - (3) To arrange for printing of question papers and answer books and their safe custody;
 - (4) To arrange to evaluation and to process the results;
 - (5) To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results;
 - (6) To postpone or cancel examination in part or in whole, in the event where such need arises;
 - (7) To ensure confidentiality and to make assessment/ improvement in the process of the University examination/ evaluation;
 - (8) To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
 - (9) To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations;
 - (10) To appoint external agency(s)/ evaluator(s) for evaluation of examination;
 - (11) To submit report regarding examination(s) to the Vice-Chancellor; through the Registrar.

- (12) The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Vice-Chancellor;

(g) The Dean of Student's Welfare

- (i) Subject to approval of the Chancellor, the Vice-Chancellor shall have the power to appoint full time regular Professor of Law (in absence of full time regular Professor, full time regular Associate Professor of Law), as Dean of Student's Welfare
- (ii) The powers and functions of the Dean of Student's Welfare shall be such as prescribed by the Statutes

(h) The Dean, Research and Training

- (i) Subject to approval of the Chancellor, the Vice-Chancellor shall have the power to appoint full time regular Professor of Law (in absence of full time regular Professor, full time regular Associate Professor of Law), as Dean of Research and Training.
- (ii) The powers and functions of the Dean of Research and Training shall be such as prescribed below:
- (1) Drive strategic planning and provide guidance across academic and research programs, fostering new and interdisciplinary research initiatives and collaborations.
 - (2) Allocate facilities, space, equipment, IT services, and other resources to research personnel/projects
 - (3) Identify need for new university based centers, and manage existing university based centers.
 - (3) Promote the areas of priority for research funding with internal and external audiences
 - (4) Assist investigators in responding to funding opportunities
 - (5) Provide reports for tracking funding trends
 - (6) Foster and facilitate proposal development and promote interaction for large multi-disciplinary research opportunities.
 - (7) Review and endorse proposals for submission with a particular focus on cost share, space and effort commitments

(i) Finance Controller

- (i) The Finance Controller shall be a whole-time salaried officer of the University to be appointed on deputation by the state government.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Parent Department.
- (iii) When the office of the Finance officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- (iv) The Finance Officer shall advise the University in financial matters, policies and perform such other financial functions as may be assigned to him/her by the Executive Council or as provided in Regulations.
- (v) Subject to the control of the Executive Council or the Vice Chancellor, the Finance Officer shall –
 - (1) hold and manage the property and investments including trust and endowed property;
 - (2) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are spent on the purposes for which they are granted or allotted;
 - (3) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;
 - (4) keep a constant watch on the state of cash, bank balance and on investment;
 - (5) advice and observe the progress of the collection of revenue.
 - (6) have the accounts of the University regularly audited by an internal audit party and the state government.
 - (7) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date, and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, and institutions maintained by the University;
 - (8) invite attention of the Vice Chancellor any unauthorized expenditure and other financial irregularities and suggest appropriate action against the person at fault;

- (9) call from any office or institution under the University, information or returns that he may consider necessary for the performance of his duties.

(j) Estate Officer

1. The Estate officer shall work under the superintendence and guidance of the Registrar of the University.

2. Duties:

The main duties of the Estate Officer includes:-

- i) Maintenance of the buildings, viz., office buildings and residential staff quarters. Maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.
- ii) Maintenance of all electrical, electronic and mechanical equipments pertaining to the Office and maintaining the inventory of the same.
- iii) Maintenance of all office furniture.
- iv) Maintenance of office vehicles.
- v) Providing necessary physical arrangements during training programmes, seminars and workshops of the University.
- vi) Liaison works with local statutory bodies like Municipal Corporation, Cantonment board.

(k) Placement-cum-Public Relation Officer

1. The Placement-cum-Public Relation officer shall work under the superintendence and guidance of the Registrar of the University.

2. Duties:

The main duties of the Placement-cum-Public Relation Officer includes:-

- (i) Responsible for providing overall guidance to students for their careers and for the same looking for internship opportunities for the students.
- (ii) Collate information from leading companies and law firms about skills required for various job profiles.
- (iii) Support mapping of knowledge and skills required with curriculum and work with individual faculty to ensure relevant courses cover the knowledge and skills.
- (iv) Profile students based on standard tests and provide guidance & training for improvement with internal faculty and consultants.
- (v) Systematically augment companies and law firms for campus recruitment to increase the number of offers to the students.

- (vi) During placements season, work with various people involved in placements to ensure most students get appropriate jobs.
- (vii) For students seeking higher education, provide guidance in application process and coordinate with internal faculty and leading overseas universities.



PART-III

REGULATIONS REGARDING APPOINTMENT

CHAPTER-I

APPOINTMENT OF TEACHERS, ELIGIBILITY, PROCEDURE OF SELECTION COMMITTEES

1. APPOINTMENTS

Number of Posts: Subject to Section 17 read with section 23 (ii) of the Act, the number of posts under each category of teachers of the University shall be such as may be determined by the Executive Council with prior approval of the state government on recommendation of the Academic Council from time to time.

2. REGULATIONS REGARDING APPOINTMENT OF TEACHERS

- (a) The designation of teachers at DNLU shall be as under:
 - (i) Professor
 - (ii) Associate Professor
 - (iii) Assistant Professor
 - (iv) Research-cum-Teaching Associate
- (b) The teachers may be appointed on Regular or on Contractual Basis.
- (c) Mode of Recruitment shall be as specified in Schedule-F.

PART-A

APPOINTMENT OF REGULAR TEACHERS

1. **THE ELIGIBILITY, QUALIFICATION AND SALARIES OF THE REGULAR TEACHERS** shall be as specified in the Schedule-F of these Regulation, as amended from time to time.
2. **ELIGIBILITY AND SELECTION CRITERIA FOR DIRECT RECRUITMENT OF ASSISTANT PROFESSORS** shall be as specified in the Schedule-F of these Regulation.
3. **ELIGIBILITY FOR THE POST OF AN ASSOCIATE PROFESSOR** shall be as specified in the Schedule-F of these Regulation.
4. **ELIGIBILITY FOR THE POST OF PROFESSOR** shall be as specified in the Schedule-F of these Regulation.
5. **ELIGIBILITY FOR RESEARCH-CUM-TEACHING ASSOCIATE (CONTRACTUAL BASIS)** shall be as specified in the Schedule-F of these Regulation.
6. **SELECTION COMMITTEE**

The composition of the Selection Committee for appointment of Teachers/Library Staff in the University shall be as specified in the Schedule-F of these Regulation.

7. **SCRUTINY AND SCREENING**

- (a) **Scrutiny of Applications for the post of Assistant Professor**

- (i) Applications received for the post of Assistant Professors shall be scrutinized to determine the eligibility as per regulations laid above.
 - (ii) The eligible candidates shall be shortlisted as per Screening criteria for Assistant Professor laid down below.
 - (iii) After due scrutiny, the minimum number of candidates to be called for a post shall be three times of the number of posts, if the number of eligible candidates is more than that.

Note: The Screening Committee may recommend for calling more candidates than prescribed above if it finds appropriate to provide wider choice for selection.

- (b) **Scrutiny Committee**

The composition of this Committee shall be as follows

- (i) A Senior Faculty Member not below Associate Professor nominated by the Vice Chancellor/ Senior Officer of the University as Chairman of the Committee;

- (ii) Dean of the Faculties of the University
- (iii) Registrar.

(c) Selection Criteria for the Post of Assistant Professor

- (i) The applications shall be screened and evaluated on the following counts:

(1)	Basic Qualification	20 Points
(2)	Higher Qualification/Additional Qualification Relevant to the concerned area.	08 Points
(3)	Publications in Refereed (National/International) Journals (ISSN) or Books (ISBN) / E Pathshala/MOOCs	08 Points
(4)	Teaching Experience	08 Points
(5)	Participation and Presentation of Papers at Conferences/Seminars/ Symposia/Workshops etc. etc.	06Points
	Total Points	50 Points

- (ii) The weightage under Clause (1) shall be calculated as under:

- (1) Basic Qualification: The candidate shall get pro-rata marks of the 20 marks according to the percentage of qualification marks. For example, a candidate with 60% marks in LL.M. or other post-graduate examination, as the case may be, will get 60% of the 20 marks, that is, 12 marks.

- (2) Higher Qualification

(i)	Ph.D.	08 Points*
(ii)	M.Phil.	05 Points

***Note:** However, where Ph.D. is to be considered for eligibility in place of NET, then the weightage for Ph.D. as higher qualification shall be six points.

- (iii) Additional Qualification Relevant to the Concerned Area

- (1) Post-Graduation degree(s) in addition to essential Qualification- 02 Points
- (2) Post-Graduation Diploma from recognized Institution – 01 Point

(iv) **Weightage for Publications:** The weightage for publication shall be given as under:

- (1) Published book on the subject - 4 Points per Book (Subject to Maximum of 08 Points)
- (2) Published edited/revised book on the subject – 2 (in case of Joint Editor – 1 Point). Points per Edited Book (Subject to Maximum 08 Points).
- (3) Publication of Article/Paper in International / National Journal, Book/E-Pathshala/MOOCs – 02 Points per Paper/Module (Subject to Maximum of 08 Points)

(v) **Weightage for Teaching Experience:** The weightage of teaching experience shall be as under:

One point for one year (that is, 12 months) of teaching experience in the relevant subject (subject to the maximum of 08 points).

Note: (1) 50% weightage will be given to part-time teachers.

- (2) Teaching experience of a teacher shall be considered part-time when he/she was:
 - a. having teaching assignment in addition to any other occupation; and/or
 - b. not in full time employment as adhoc/contractual/regular.

(vi) **Weightage for Papers Presented at Conferences / Seminars / Workshops**

The weightage for papers presented shall be given as under:

Participation along with Presentation of Paper

(i)	International	2 Points Each (Subject to Maximum 06 Points)
(ii)	National	1 Point Each (Subject to Maximum 06 Points)
(iii)	Regional	1 Point Each (Subject to Maximum 04 Points)
(iv)	Local	1 Point Each (Subject to Maximum 02 Points)
(v)	Accepted Paper	1 Point each (Subject to maximum 02 Points)

Note: Weightage of all (i) to (v) shall not be more than 06 points in all.

(d) Selection Criteria for Assistant Professor

Assistant Professor: A candidate for the post of Assistant Professor shall have to appear for interview before the duly constituted Selection Committee. Assessment of the candidate at the interview shall be made as per following criteria:

- (i) Academic Record and Research Performance (50%) (as per clause above)
- (ii) Assessment of Domain Knowledge and Teaching Skills (30%)

Note: Domain knowledge and teaching skills may be assessed through all or any of the following modes:

- (1) Conduct of Written Test;
- (2) Lecture delivered by the candidate;
- (3) Presentation by the candidate.
- (4) Assessment by the Selection Committee

- (iii) Interview Performance (20%)

Total Weightage = 100 points

Merit shall be drawn on consolidated score out of total 100 points as mentioned above.

- (e) **Minimum Scores for APIs for direct recruitment of Associate Professors and Professors and weightages to be considered along with other specified eligibility qualifications.**

	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Consolidated API Score requirement of 300 points from categories II and III of APIs (cumulative)	Consolidated API Score requirement of 400 points from categories II and III of APIs (cumulative)
Selection Committee criteria/weightages (Total Weightages = 100)	(a) Academic Background (20%) (b) Research performance based on API score and quality of publications (40%) (c) Assessment of Domain Knowledge and Teaching Skills (20%) (d) Interview Performance (20%)	(a) Academic Background (20%) (b) Research performance based on API score and quality of publications (40%) (c) Assessment of Domain Knowledge and Teaching Skills (20%) (d) Interview Performance (20%)

8. OTHER TERMS AND CONDITIONS OF INCREMENTS

- (a) Each annual increment shall be equivalent to 3% of the Basic pay in the relevant Pay Band as applicable for the stage in the Pay Band, rounded off to the nearest hundred.(100)

- (b) There shall be two dates for the grant of increment namely first January and first July of every year, provided that an employee shall be entitled to only one annual increments on either one these dates depending on the date of appointment, promotion or grant of financial upgradation.
- (c) Five non compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by a University following the process of admission, registration, course work and external evaluation as per UGC.
- (d) Teachers who complete their Ph.D. while in service shall be entitled to three non-compoundable increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

9. CAREER ADVANCEMENT SCHEME FOR TEACHERS AND EQUIVALENT POSITIONS

The promotion of DNLU Teachers under Career Advancement Scheme (CAS) shall be as per the UGC Regulations 2018 as amended from time to time for Career Advancement.

(a) The Screening cum Evaluation Committee for promotion under Career Advancement Scheme.

- (i) The Vice-Chancellor as the chairperson of the Screening cum Evaluation Committee
- (ii) Dean of the Faculties
- (iii) Head of the Department/School/Centre/ Senior Most Professor of the Department
- (iv) Two subject experts in the concerned subject nominated by the Vice-Chancellor from outside the University.

Note: The quorum shall be of three members including one outside expert.

(b) The UGC Academic Performance Indicators (API) Score Card shall be applicable for Annual Evaluation of Teachers.

10. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules / regulations of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

PART-B

PROVISION REGARDING TEACHERS/OFFICERS ON DEPUTATION

1. REGULATIONS REGARDING DEPUTATION/RE-EMPLOYMENT

- (a) Where an order of suspension is made or a disciplinary proceeding is commenced against a teacher/officers, on deputation the parent authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.
- (b) In the light of the findings in the disciplinary proceeding taken against such teachers/officers:
 - (i) If the authority imposing the penalty is of the opinion that any of the penalties specified should be imposed on him/her, it shall replace his/her services at the disposal of the parent authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
 - (ii) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him/her it may, after consultation with the parent authority, pass such orders on the case as it deems necessary;
 - (iii) Provided that in the event of a difference of opinion between the parent authority and the authority imposing the penalty, the services of the teachers/officer shall be placed at the disposal of the parent authority.

Explanation

In these regulations, the expression 'parent authority' means the authority which has placed the services of the teachers/officer at the disposal of the University.

2. NATIONAL PENSION SYSTEM

National Pension System of the Government of India shall be applicable to Regular Teaching Staff/Regular Non-Teaching Staff.

3. REGULATION REGARDING RE-EMPLOYMENT OF TEACHERS:

- (a) **Eligibility for Re-employment:** A superannuated Professor in good health and mentally agile, with minimum 15 years of teaching experience in the University may be eligible for re-employment.
- (b) **Appointment against Vacant Post:** The superannuated teacher may be appointed only against the vacant post.
- (c) **Selection Criteria and Procedure:**

- (i) in case of a Professor retiring from the University, the University administration may ascertain from the Professor retiring in next six month whether he/she is interested in re-employment.
- (ii) Willingness may also be sought from Professor of eminence retiring from other University/Institution as per requirement of the University.
- (iii) The Curriculum Vitae of the Professor may be received by Committee of the following:

The Selection Committee shall comprise of the

- (a) Chairman to be nominated by the Chancellor
 - (b) Two members nominated by the Chancellor.
 - (c) A Senior Faculty Member not below Associate Professor nominated by the Vice Chancellor/ Senior Officer of the University;
 - (d) Dean of the relevant Faculty of the University
 - (e) One subject expert nominated by the Vice-Chancellor from outside the university.
- (iv) The Committee shall ascertain the teaching and research contribution of the Professor in the last five years of service and satisfy itself that Professor shall continue to make a positive contribution to the University, if re-employed.
 - (v) The service record of the superannuated teacher need to be highly satisfactory and he/she must be both morally and ethically sound.
 - (vi) The Professor shall be re-employed in the best interest of the University and when there is adequate work load available for assignment to teacher as per norms.

(e) Tenure of Re-Employment:

- (i) A re-employed teacher from other Universities/Institution shall be appointed for one year term at a time which may be extended upto 70 years of age on contractual basis.
- (ii) A teacher superannuating from DNLU on re-employment may be offered one year tenure in the first instance which may further be extended by another year subject to attainment of 70 years of age, whichever is earlier.

(f) Emoluments and Other Privileges:

- (i) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount, which shall remain the same throughout the tenure of re-employment.

Provided if a teacher is not drawing pension or other retirement benefit his/her emoluments may be fixed on the basis of last pay drawn upon submission of declaration to that effect by the teacher.

- (ii) The institution may provide to the re-employed teachers campus housing on prevailing terms, if available, or compensate the teacher to the extent possible towards the house rent.
- (iii) A re-employed teacher shall be entitled to casual/special casual/duty leave at par with teaching faculty in regular service.
- (iv) The University shall provide all the essential academic facilities to the re-employed teachers.

(g) Duties and Responsibilities: A re-employed superannuated teachers shall be treated at par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability of the University.

- (i) Academic work, like teaching courses, conducting examinations and research guidance;
- (ii) Conducting research and/or taking up sponsored research projects;
- (iii) Launching continuing education programmes in new and emerging areas;
- (iv) Organizing/ Attending national/ international Conferences/ Seminars/ Symposia/ Workshops;
- (v) Undertaking knowledge/based advisory/consultancy assignments;
- (vi) Accepting invitations and delivering Guest Lectures at other institutions;
- (vii) Participation in academic/research Committees at the Institution and elsewhere, when required.
- (viii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the University or elsewhere.

(h) Review: The performance of the re-employed teacher shall be reviewed periodically by the University. In case of unsatisfactory performance services may be terminated by the University by issuing one month notice.

PART-C

APPOINTMENT OF TEACHERS ON CONTRACT BASIS

The teachers shall be appointed on contract basis only when it is absolutely necessary and subject to the student teacher ratio as laid down by the Bar Council of India and University Grant Commission. In case of conflict between the two, the student teacher ratio as laid down by the Bar Council of India shall prevail.

In any case, the number of such appointments shall not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointment of a contract teacher shall be the same as applicable for regular appointment. Such appointment shall be on fixed emoluments. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

1. THE TEACHERS MAY BE APPOINTED ON CONTRACTUAL BASIS AS:

- (a) Professors
- (b) Associate Professors
- (c) Assistant Professors

2. ELIGIBILITY

The eligibility for appointment of teachers on contractual basis shall be the same as that of regular teachers.

3. SALARY

The contractual teacher shall be paid a fixed emoluments.

4. TENURE OF CONTRACTUAL APPOINTMENT

The tenure of a teacher appointed on contractual basis shall be for a period of one academic session only. Re-appointment may be done, on satisfactory performance, by the Vice-Chancellor with the prior approval of the Chancellor. The total period of the appointment on contract shall not be more than 2 years.

5. COMPOSITION OF THE SELECTION COMMITTEE ETC

The composition of the Selection Committees, the Scrutiny of Application, Screening Criteria, and Selection Procedure for Appointment of Contractual Teachers shall be the same as that of regular teachers provided in these regulations.

Provided that in case of emergent need the Vice-Chancellor may make appointments of Professors, Associate Professors and Assistant Professors temporarily for a fixed period not exceeding the current Academic Session or till the appointment is made through the proper procedure whichever is earlier, on consolidated salary in the relevant grade through a Selection Committee consisting of:

- (a) Vice-Chancellor (or his /her nominee)
- (b) The Registrar
- (c) One Expert from outside (to be nominated by the Chancellor)



CHAPTER-II

REGULATIONS ON APPOINTMENT OF NON-TEACHING STAFF

1. APPOINTMENT

The non-teaching employee who is given regular appointment shall be on probation as per the norms of state government.

2. ANNUAL INCREMENT

Annual increment of Non-Teaching Staff shall be given as per state government rules. The increment shall become due on 1st day of the month in which employee completes a year of service

3. APPOINTING AUTHORITY

The Appointing Authority shall be as prescribed in the Schedule-F of these regulations.

4. COMPOSITION OF SELECTION COMMITTEE

The composition of Selection Committee shall be as prescribed in the Schedule-F of these regulations.

5. RELAXATION IN AGE AT THE TIME OF APPOINTMENT IN RESPECT OF ADMINISTRATIVE AND MINISTERIAL STAFF

- (1) The relaxation in age for appointment in respect of administrative and ministerial staff of the University shall be as per the circular no.3-11/2012/1/3, dated 03 November, 2012, 20th November, 2012, 13th January, 2016, C-3-8/2016/1/3, 12th May, 2017 and C-3-8/2016/1/3, Bhopal, dated 4th July, 2019 of the General Administration Department, Government of Madhya Pradesh, as amended from time to time.
- (2) The persons who have rendered service in any Government / Semi-Government / Autonomous Bodies / Other Public Undertakings, may be allowed relaxation in age upto the period of actual service rendered there.

6. CHARACTER VERIFICATION

On appointment of an employee his / her antecedents and character are to be got verified from the competent authority.

7. NATIONAL PENSION SYSTEM

National Pension System of the Government of India shall be applicable to Regular Teaching Staff/Regular Non-Teaching Staff.

CHAPTER-III

REVISION OF CADRE AND WORK PERFORMANCE

1. GROUPS AND CATEGORIES OF POSTS

The Executive Council may with the prior approval of the State Government direct-

- (a) create any new group or category of posts; or
- (b) abolish any group or category of posts; or
- (c) transfer any category of posts from one group to another; or
- (d) keep in abeyance any of the post.

2. NUMBER AND DUTIES OF POSTS

The Sanctioning Authority in relation to any category of posts shall have, subject to the superintendence of Executive Council, the power to:

- (a) determine the number of posts in that category;
- (b) create or abolish or keep in abeyance any post in that category;
- (c) determine whether any post created in that category shall be temporary or permanent;
- (d) specify the period for which a temporary post is created; and specify the duties attached to any post in that category.

3. TEACHING DAYS

- (a) The Universities must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 days week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.
- (b) In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

4. **WORKLOAD**

- (a) The workload of the teachers in regular/contractual employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

- (b) Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

CHAPTER-IV

PAY

1. INITIAL PAY

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the lowest stage of the time-scale unless the Sanctioning Authority decides that he shall draw pay at any higher stage;

Provided that, when such appointment is made by promotion:

- (a) If the employee has been drawing a higher pay in any other substantive appointment in the University immediately before his appointment to such post, he shall draw pay at the stage next higher to such pay; and
- (b) If he has previously served in the same post or in any other post in the University on the same or identical time-scale of pay admissible to him under clause (I), he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for purpose of increment.

2. INCREMENTS

- (a) Each annual increment shall be equivalent to 3% of the Basic pay in the relevant Pay Band as applicable for the respective stage in the Pay Band.
- (b) An increment shall not be drawn unless it is sanctioned in writing by the Sanctioning Authority.
- (c) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory.
- (d) An increment shall be due from the first of the month in which it falls due.
- (e) The Executive Council may in recognition of the exceptional merit of an employee sanction such additional increment to the employee as it may deem fit.

3. SERVICE FOR INCREMENTS

The following service shall count for increment in the time-scale:

- (a) duty in that post or in any other post of the same or higher grade, whether continuous or not;
- (b) leave other than extra ordinary leave; and
- (c) if he has previously served in the same post or in any other post in the University on the same or identical time scale or pay, and was drawing a pay higher than the pay admissible to him under clause (i), he shall draw such higher pay and the period of his duty in such post in such pay shall also be counted for purpose of increment.

4. PAY DURING LEAVE

- (a) An employee on casual leave or compensatory leave or quarantine leave shall draw pay as on duty.
- (b) An employee on earned leave or commuted leave shall draw pay as drawn by him before proceeding on leave.
- (c) An employee on leave on half pay shall draw pay at half the rate of pay drawn by him before proceeding on leave.
- (d) An employee on study leave shall draw pay at such rate as may be specified by the Executive Council.
- (e) No pay shall be admissible to an employee on extraordinary leave.
- (f) An employee shall draw leave salary equal to the pay drawn by him immediately before proceeding on earned leave.

5. PAY DURING SUSPENSION

- (i) The provisions of Chapter VIII of “*Madhya Pradesh Fundamental Rules*” shall be applicable *mutatis mutandis* in the matter of pay during suspension.
- (ii) The expression “*Government Servant*” in Chapter VIII of *Madhya Pradesh Fundamental Rules* will mean regular employee of the University for the purpose of this Regulation.

6. SPECIAL PAY, PERSONAL PAY, HONORARIUM AND FEE

The Executive Council, subject to the approval of General Council, after assigning the reasons in writing may sanction to an employee (excluding Vice-Chancellor), in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit. Whereas in respect of the Vice-Chancellor, the authority shall be the Chancellor.

7. DRAWAL OF PAY

- (a) An employee shall be entitled to the pay of the post to which he/she is appointed from the date on which he/she assumes charge of the post.
- (b) The Pay and Allowances to the employees of the University shall be payable on the last working day of the month to which they relate, except for the month of March, which shall, however, continue to be payable on the first working day of April.
- (c) An employee resigning from the service of the University without the notice required under regulation shall not, unless the Sanctioning Authority directs otherwise, be allowed to draw pay due but not drawn:

Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.



CHAPTER-V

ALLOWANCES FOR REGULAR EMPLOYEES

1. KINDS OF ALLOWANCES

The following allowances are admissible to the employees of the University (1) Dearness Allowance; (2) Compensatory (City) Allowance; (3) House Rent Allowance; (4) Leave Journey Allowance; (5) Travelling and Daily Allowances; (6) Interim Relief (7) Washing Allowance; (8) Overtime Allowance (9) Transport Allowance;

(a) Dearness Allowance

Dearness allowance shall be admissible at the rates of the Madhya Pradesh Government and will be subject to such conditions as prescribed by it from time to time.

(b) Compensatory (City) Allowance

Compensatory (City) Allowance shall be admissible to an employee at the rates prescribed by the Government of M.P. in various pay ranges at the fixed rates as mentioned in the VI Pay Commission

(c) House Rent Allowance

The House Rent Allowance payable to university employees shall be as applicable to the employees of the State of Madhya Pradesh from time to time.

(d) The provisions of Chapter VIII of “*Madhya Pradesh Fundamental Rules*” shall be applicable *mutatis mutandis* in the matter of pay during suspension.

Note:- The expression “*Government Servant*” in Chapter VIII of “*Madhya Pradesh Fundamental Rules*” will mean “*Regular Employee of the University*” for the purpose of this Regulation.

(e) Allowances during Leave

(i) House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:

- (1) During causal leave, compensatory leave or quarantine leave, the same as on duty
- (2) During leave with allowances for the first four months, the same as he was drawing immediately before proceeding on leave.

Provided that the CCA shall not be admissible unless the employee resided at the headquarters of the University for not less than half

of the month for which it is claimed, and in the case of HRA he continues to actually incur the expenditure.

- (ii) DA may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowance during leave will be based on the leave salary actually drawn.
- (iii) During the study leave Dearness Allowance, House Rent Allowance and City Conveyance Allowance whether in India or abroad shall not be payable, unless specially ordered by the Executive Council.

(f) Leave Journey Allowance/ Leave Travel Concession

Leave Journey Allowance shall be admissible to an employee in accordance with the provisions in the Government of India to be prescribed by the Executive Council from time to time.

(g) Travelling Allowance and Daily Allowance

Travelling Allowance for journeys performed by an employee on duty within India shall be as per provisions contained in Madhya Pradesh Transport Allowance Rules as applicable to the employees of the State of Madhya Pradesh from time to time

(h) Transport Allowance

All employees of the University are entitled to Transport Allowance at the rate specified in Madhya Pradesh Transport Allowance Rules as applicable to the employees of the State of Madhya Pradesh from time to time.

CHAPTER-VI

RETIRMENT AND OTHER BENEFITS

1. NATIONAL PENSION SYSTEM

All the regular employees of the University shall be covered under the National Pension System (NPS) as per the norms of the Government of India.

2. GRATUITY

A permanent employee shall be entitled for Gratuity as per Madhya Pradesh Government Civil Services (Pension) Rule, 1976.

3. MISCELLANEOUS

- (a) Holiday, Working Days and Working Hours: The University shall observe such holidays, working days and working hours as are observed by the Secretariat of the Government of M.P. located in Bhopal for teachers and such other holidays, working days and working hours as may be determined by the Executive Council.
- (b) Service Books and Character Rolls: The University shall maintain a Service Book and Character Roll of each teacher in such form and setting out such particulars as may be prescribed by the Executive Council. The entries in the Service Book of a Teacher shall be made by the Sanctioning Authority.
- (c) Residuary Conditions of Service: Any matter relating to the conditions of service of teacher for which no provision is made in these regulations shall be determined by the Executive Council.
- (d) Adoption of UGC Service Conditions to the Teachers and Library Staff of the University
 - (i) The VII Central Pay Commissions of UGC service conditions such as the pay scales, eligibility, recruitment/career advancement, workload norms, accountability, etc., shall apply to teachers and library staff.
 - (ii) Every Teacher will submit a self-assessment of the work done by him/her in relation to the workload indicating the targets set and targets achieved during the year. A similar self-assessment system library staff will also be applicable. The Vice Chancellor will record his remarks on the academic output and other aspects in each case, which shall be placed before Executive Council in its next meeting for approval.
- (e) **Power to Relax:** Notwithstanding anything contained in these regulations, the Executive Council may, in the case of any employee, relax any of the provisions of these regulations to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the University.

- (f) **Removal of Doubts:** Where a doubt arises as to whether any authority of the University is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the decision of the Executive Council thereon shall be final.



Part-IV
LEAVE REGULATIONS

CHAPTER-I

LEAVE REGULATIONS FOR REGULAR TEACHERS

1. CASUAL LEAVE

- (a) Thirteen (13) days casual leaves shall be available to a regular teacher in an academic year, that is, between 1 July to 30 June
- (b) Casual leave cannot be combined with any other kind of leave except with the special casual leave. It may, however, be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (c) An employee may be granted casual leave of not more than 6 days at a time.

2. SPECIAL CASUAL LEAVE TO UNDERGO STERILISATION OPERATION

Special Casual Leave for a maximum of six days to employees who undergo sterilisation operation under the Family Planning Scheme shall be granted to employees to enable them to take some rest after the operation.

The grant of the concession is subject to the following conditions:

- (i) The employee must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have not more than two living children. Provided that if more than one child born from second delivery, he will also be entitle.
- (iii) The sterilization operation must be conducted and the sterilisation certificate must be issued by a government hospital. Where this is not possible, the hospital or an institution recognized by the Government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the employees or his/her spouse provided the condition at Sl. No. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilization operation on or after the date of issue of these orders.

3. DUTY LEAVE

The Member of the Faculty may be granted 'duty leave' up to 10 (Ten) days in a year for attending to academic work not connected with the official duties of the University, such as, meetings of the Board of Studies of Universities, Selection Committees, delivering lectures at sister professional or academic institutions, etc. and the leave is termed as "academic leave".

4. EARNED LEAVE

Earned leave admissible to a teacher on superannuation shall be 7 days (seven days) for one year and 15 days for two years of actual service in the University as per Madhya Pradesh Govt. Norms, as amended from time to time.

Note: The period spent on duty shall include all kinds of leave and vacations except extraordinary leave, for the purpose of calculation of earned leave".

5. STUDY LEAVE

- (a) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary, as per UGC Regulations, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- (b) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- (c) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- (d) The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned forwarded by the Dean

of the Faculties. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

- (e) The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (f) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (g) The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- (h) 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 permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- (i) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (j) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- (k) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave, only after 12 months from the date of cancellation.

- (l) A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- (m) A teacher -
 - (i) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (ii) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (iii) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (iv) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- (n) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in (b), (g), (h), (j), (l) and (m) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer 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/College/Institutions in accordance with (b), (g), (h), (j), (l) and (m) above.

- (o) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (p) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- (q) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.
- (r) The Executive Council at its discretion may grant study leave to an University employee who has satisfactorily completed period of probation and has rendered not less than five years of regular continuous service including the period of probation in the University.

6. SABBATICAL LEAVE

- (a) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- (b) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, 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 of one year or more.
- (c) A teacher shall, during the period of sabbatical leave, be paid pay as per UGC norms.

- (d) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- (e) 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/her leave.

7. MEDICAL LEAVE

Medical leave admissible to a permanent teacher shall be ten (10) days for each completed year of service with half-day salary. Such leave may be granted on the basis of a medical certificate from a Medical Officer/ Registered medical practitioner holding MBBS or an equivalent degree shall be accepted.

Note: A "completed year of service" means continuous service of a specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

8. COMPENSATORY LEAVE

An employee required to perform duties on a Sunday or a holiday shall be eligible for compensatory leave for a corresponding number of days:

Provided that compensatory leave shall not be granted to an employee for more than three days at a time and shall not be carried forward to the next calendar year.

9. QUARANTINE LEAVE

An employee may, on production of a Quarantine Certificate from a Medical or Public Health Officer, be granted quarantine leave for such period, not exceeding 14 days, as may in each case be necessary.

10. EXTRAORDINARY LEAVE

- (a) A permanent teacher may be granted extraordinary leave when:
 - (i) No other leave is admissible; or
 - (ii) The teacher applies in writing for the grant of extraordinary leave.
- (b) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (i) Leave taken on the basis of medical grounds

- (ii) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit;
 - (iii) Leave taken for pursuing higher studies; and
 - (iv) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (c) Extraordinary leave may be combined with any other leave except casual leave and 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 two years except in cases where leave is taken on medical ground. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (d) The authority empowered to grant leave, however, may commute retrospectively periods of absence without leave into extraordinary leave.

11. MATERNITY LEAVE

- (a) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
 - (i) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- (b) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (d) A woman shall not be considered fit to join duty if at the time of her first joining she is having pregnancy of Twelve (12) weeks or more.

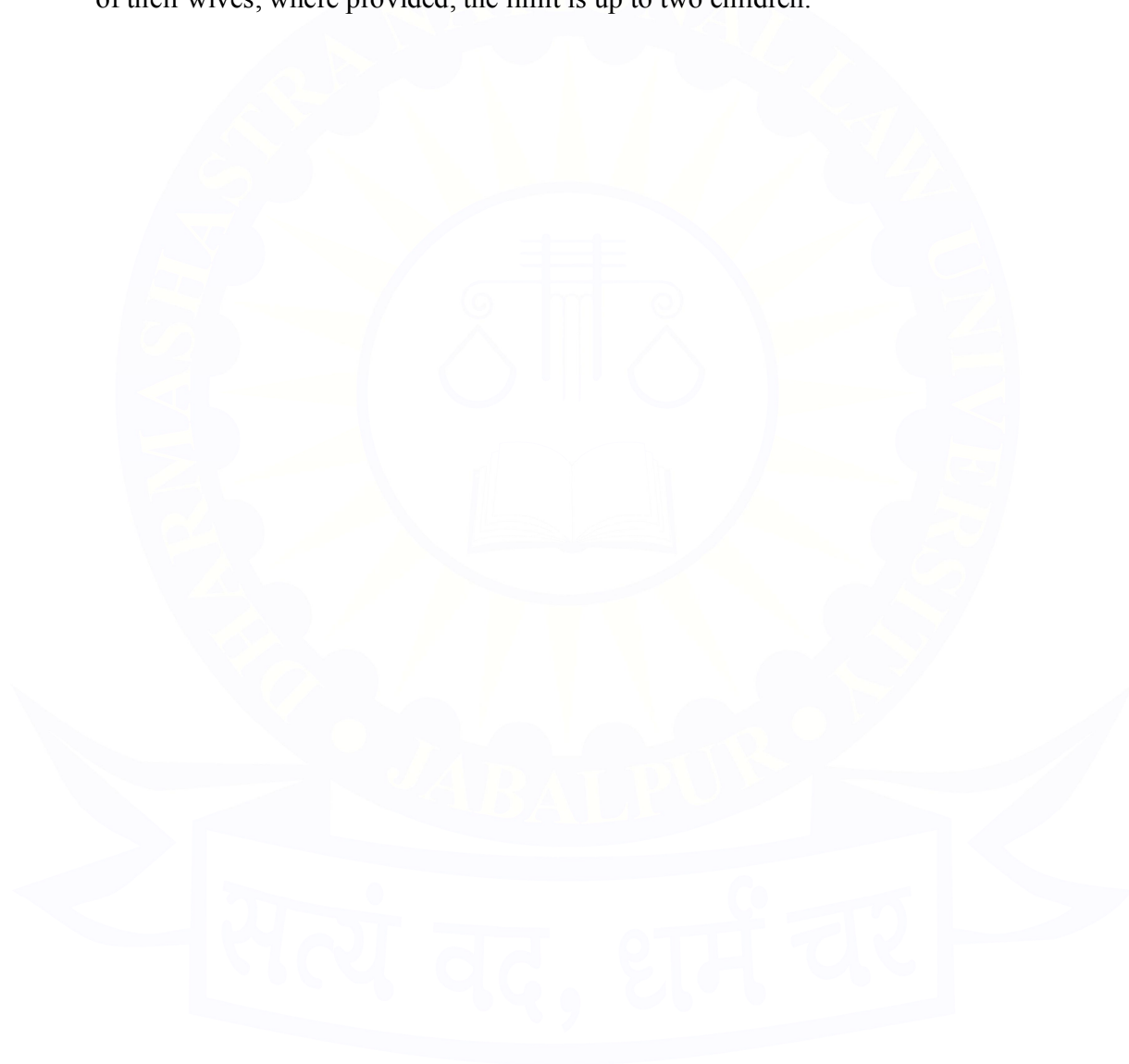
12. CHILD CARE LEAVE

Child-care Leave for woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman

teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

13. PATERNITY LEAVE

Paternity leave of Ten (10) days may be granted to male teachers during the confinement of their wives, where provided, the limit is up to two children.



CHAPTER-II

LEAVE REGULATIONS FOR CONTRACTUAL TEACHERS

1. CASUAL LEAVE

- (a) Twelve (12) days casual leaves shall be available to a contractual teacher in an academic year, that is, between 1 July to 30 June.
- (b) Casual leave cannot be combined with any other kind of leave except with the special casual leave. It may, however, be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

2. SPECIAL CASUAL LEAVE TO UNDERGO STERILISATION OPERATION

Special Casual Leave for a maximum of six days to employees who undergo sterilisation operation under the Family Planning Scheme shall be granted to employees to enable them to take some rest after the operation.

The grant of the concession is subject to the following conditions:

- (i) The employee must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have two or three living children.
- (iii) The sterilization operation must be conducted and the sterilisation certificate must be issued by a government hospital. Where this is not possible, the hospital or an institution recognized by the Government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the employees or his/her spouse provided the condition at Sl. No. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilization operation on or after the date of issue of these orders.

3. DUTY LEAVE

The Member of the Faculty may be granted 'duty leave' up to 10 (Ten) days in a year for attending to academic work not connected with the official duties of the University, such as, meetings of the Board of Studies of Universities, Selection Committees, delivering lectures at sister professional or academic institutions, etc. and the leave is termed as "academic leave".

4. EXTRAORDINARY LEAVE

- (a) A contractual teacher may be granted extraordinary leave when:
 - (i) No other leave is admissible; or

- (ii) The teacher applies in writing for the grant of extraordinary leave.
- (b) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (i) Leave taken on the basis of medical grounds;
 - (ii) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit;
- (c) The authority empowered to grant leave, however, may commute retrospectively periods of absence without leave into extraordinary leave.

5. MATERNITY LEAVE

- (a) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
 - (i) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
- (b) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (c) A woman shall not be considered fit to join duty if at the time of her first joining she is having pregnancy of Twelve (12) weeks or more.

CHAPTER-III

LEAVE REGULATIONS FOR REGULAR NON-TEACHING EMPLOYEES

1. CASUAL LEAVE

- (a) The each employee shall be entitled to 13 (Thirteen) days casual leave in One Calendar Year, that is, 12 (twelve) months. Where the term of appointment is less than a year the leave entitlement shall be proportionate to the term.
- (b) Casual leave shall not be granted for more than 6 (six) days at a time in continuity. Gazetted holiday including holiday on Saturday / Sunday can be availed as suffix / prefix with Casual leave.
- (c) Casual leave cannot be combined with any other kind of leave except special casual leave. It may, however, be combined with holidays including Sundays. Holidays or Sundays falling within the period of causal leave shall not be counted as causal leave.
- (d) For officials on deputation, leave rules of the parent Institution shall apply.

2. SPECIAL CASUAL LEAVE TO UNDERGO STERILISATION OPERATION

Special Casual Leave for a maximum of six days to employees who undergo sterilisation operation under the Family Planning Scheme shall be granted to employees to enable them to take some rest after the operation.

The grant of the concession is subject to the following conditions:

- (i) The employee must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have not more than two living children. Provided that if more than one child born from second delivery, he will also be entitle.
- (iii) The sterilization operation must be conducted and the sterilisation certificate must be issued by a government hospital. Where this is not possible, the hospital or an institution recognized by the Government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the employees or his/her spouse provided the condition at Sl. No. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilization operation on or after the date of issue of these orders.

3. EARNED LEAVE

- (a) Earned Leave admissible to regular non-teaching employee shall be 30 days for one year of actual service in the University. The credit to be afforded to the leave

account at the commencement of each calendar, half year at uniform rate of 15 days.

- (b) The credit afforded under Clause (a) above, shall be reduced by 1/10 of the period of extraordinary leave only availed of during the previous half year, subject to maximum of 15 days.
- (c) Earned leave shall not be granted for more than 180 days at a time. However, if any period of such leave is spent outside India, earned leave in excess of 180 days to the extent of such period may be granted, the total period of leave not exceeding 240 days.

Note: The period spent on duty shall include all kinds of leave except extraordinary leave, for the purpose of calculation of earned leave".

4. HALF PAY LEAVE/COMMUTED LEAVE

Half-pay leave admissible to a permanent employee shall be ten (10) days for each completed year of service. Such leave may be granted on the basis of a medical certificate from a University Medical Officer/ Registered medical practitioner holding MBBS or an equivalent degree shall be accepted or in other exceptional circumstance.

Note: A "completed year of service" means continuous service of a specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

Commutated leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent employee subject to the following conditions:

- (a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (b) No commuted leave may be granted under the reasons to believe that the employee will return to duty on its expiry.
- (c) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave 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.

- (d) Commuted leave during the entire service of an employee shall be limited to a maximum of 240 days.
- (e) A employee who availed of leave on medical certificate will not return to duty without first producing a medical certificate of fitness.

Note: Commuted Leave may be granted at the request of the employee even when earned leave is due to him.

5. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)

- (a) A Regular employee may be granted Extraordinary Leave when:
 - (i) No other leave is admissible; or
 - (ii) The employee applies in writing for the grant of extraordinary leave
- (b) Extraordinary leave shall be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (i) Leave taken on the basis of medical grounds;
 - (ii) Cases where the Vice-Chancellor 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.
- (c) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave shall not exceed one year except in cases where leave is taken on medical ground. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.
- (d) The authority empowered to grant leave, however, may commute retrospectively periods of absence without leave into extraordinary leave.

6. MATERNITY LEAVE

- (a) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
 - (i) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
- (b) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

- (c) A woman shall not be considered fit join duty if at the time of her first joining she is having pregnancy of Twelve (12) weeks or more.

7. CHILD CARE LEAVE

Child-care Leave for woman non-teaching employee having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman employee during entire service period in lines with the Central Government woman employees.

8. PATERNITY LEAVE

Paternity leave of Ten (10) days may be granted to male non-teaching employee during the confinement of their wives, provided, the limit is up to two children.

- (a) No leave shall be claimed as a matter of right.
- (b) The leave shall be availed after prior sanction from the appropriate authority.

CHAPTER-IV

LEAVE REGULATIONS FOR CONTRACTUAL NON-TEACHING EMPLOYEES

1. CASUAL LEAVE

- (a) The Contractual Staff shall be entitled to Casual leave and leave without pay, to be sanctioned by the competent authority.
- (b) No other leave than Casual leave and leave without pay shall be admissible to Contractual Staff.
- (c) The Registrar shall be competent to sanction Casual leave.
- (d) Leave without pay shall be sanctioned by the Vice-Chancellor on the recommendation of the Registrar.
- (e) The Contractual Staff shall be entitled to 12 (twelve) days casual leave in One Calendar Year, that is, 12 (twelve) months. Where the term of appointment is less than a year the leave entitlement shall be proportionate to the term.
- (f) Casual leave shall not be granted for more than 6 (six) days at a time in continuity. Gazetted holiday including holiday on Saturday / Sunday can be availed as suffix / prefix with Casual leave.
- (g) For officials on deputation, leave rules of the parent Institution shall apply.

2. MATERNITY LEAVE

- (a) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
 - (i) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- (b) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Provided Maternity leave shall be limited to the term of contract.

Provided further a woman employee shall not be deemed fit to join duty if at the time of her first joining, she is having pregnancy of Twelve (12) weeks.

CHAPTER-V

GENERAL CONDITION OF LEAVE

1. RIGHT TO LEAVE

- (a) No leave can be claimed as of right and the grant of leave shall be subject to the exigencies of service and the circumstances of each case.
- (b) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.

2. COMBINATION AND CONVERSION OF LEAVE

- (a) Subject to the other provisions of this Chapter, any kind of leave other than casual leave and compensatory leave may be granted in combination with or in continuation of any other kind of leave.
- (b) The Controlling Authority may permit an employee to convert Half Pay Leave in earned leave at the time of superannuation as per Government of India norms, subject to maximum encashment limit.

3. OTHER EMPLOYMENT DURING LEAVE

- (a) An employee on leave other than leave preparatory to retirement shall not take any service or accept any employment.
- (b) An employee on leave preparatory to retirement shall not take any service or accept any employment without the prior permission of the Sanctioning Authority.

Provided that where any such permission is granted, the employee shall be precluded from cancelling his leave and returning to duty.

4. RETURN TO DUTY

An employee on leave on a certificate of sickness shall not return to duty unless he produces a certificate of fitness from a medical practitioner approved by the Vice Chancellor in this behalf.

5. OVERSTAY AFTER EXPIRY OF LEAVE

An employee who remains absent on the expiry of his/her leave shall not, unless the Sanctioning Authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the University if the period of such absence exceed 30 days.

6. LIMIT ON LEAVE PREPARATORY TO RETIREMENT

Earned leave taken as leave preparatory to retirement can be availed of subject to a maximum of 300 days, as per Government of India norms applicable to Indian Administrative Services.

7. CASH PAYMENT IN LIEU OF UN-UTILISED EARNED LEAVE ON THE DATE OF RETIREMENT

An employee will be entitled to cash equivalent of leave salary in respect of the period of Earned Leave at the credit of an employee at the time of retirement on superannuation subject to the following conditions;

- (a) The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days earned leave.
- (b) The cash equivalent of leave salary thus admissible will become payable on retirement.
- (c) Cash payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance shall be payable.
- (d) The authority competent to grant leave shall suomotu, issue order granting cash equivalent of earned leave at credit on the date of retirement.

The above concession shall not apply to cases of premature retirement or in respect of the employees who are compulsorily retired as a measure of punishment under the disciplinary rules / regulations. An employee can also avail of as leave preparatory to retirement a part of earned leave at his credit. In that case he will be allowed benefit of these orders for the leave that remains at credit on the date of retirement.

8. ENCASHMENT OF UN-UTILISED EARNED LEAVE ON RESIGNATION, ETC.

- (a) The Government of India order regarding encashment of earned leave at the credit of an employee at the time of retirement will apply mutatis mutandis
- (b) The Government of India rule in regard to encashment of unutilised earned leave on resignation which shall apply to the employees of the University is as follows:

9. ENCASHMENT OF UNUTILISED EARNED LEAVE ON DEATH OF EMPLOYEE IN SERVICE

In the case of death in service of an employee the cash equivalent of leave salary in respect of earned leave at the credit to be paid to his family shall be subject to a maximum of 300 days. Further such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

10. AUTHORITIES EMPOWERED TO SANCTION LEAVE

The Authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the employee concerned.

Sl. No.	Kind of leave (2)	Sanctioning Authority (3)	Extent of Power
I.	Casual Leave and Special Casual Leave to:		
	(a). Teaching	Vice Chancellor	Full
	(b). Non-Teaching	Registrar	Full
II.	Earned Leave/Half Pay/Maternity/Paternity/Duty Leave to: Teaching & Non-Teaching	Vice Chancellor	Full
III.	Extra Ordinary Leave to: Teaching & Non-Teaching	Vice Chancellor with the approval of Executive Council	Full
IV.	Quarantine Leave to: Teaching & Non-Teaching	Vice Chancellor	Full

11. PROCEDURE FOR GRANT OF LEAVE

- (a) An employee before proceeding on leave shall take prior sanction (except in emergencies), and shall apply on prescribed form stating in writing his contact address while on leave. The employee shall also keep the University informed of any subsequent changes in such address.
- (b) The Registrar is empowered to sanction Casual Leave / Special Casual Leave in respect of Group 'B' 'C' and 'D' employees.
- (c) An application for study leave/sabbatical leave shall be considered and disposed of by the Vice Chancellor with the approval of the Executive Council.
- (d) The University shall maintain a leave account in respect of every employee.

12. INTIMATION OF LEAVE AT CREDIT

The order sanctioning earned leave/half pay leave to employee shall indicate the balance of such leave at his credit.

Part-V

**CONDUCT AND
DISCIPLINE**

CHAPTER-I

CONDUCT

1. GENERAL CONDUCT OF TEACHERS/EMPLOYEES

- (a) Every teacher/employee shall at all times maintain absolute integrity and devotion to duty.
- (b) Every teacher/employee shall abide by and comply with the rules and regulations of the University and all orders and directions of his/her superior authorities.
- (c) Every teacher/employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- (d) Every teacher/employee shall endeavor to promote the interests and reputation of the University and shall not act in any manner prejudicial there to.
- (e) No teacher/employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race or sex in respect of his/her relationship with his/her colleagues and trying to use the above activities for improvement of his/her prospects or any other such activity which is against the interest of the University.
- (f) No teacher/employee shall refuse to carry out the decisions of appropriate administrative and academic bodies and or/ functionaries of the University.
- (g) No teacher/employee shall bring political influence in any matter of the University including pertaining to his/her service.
- (h) No teacher/employee shall indulge in any act of sexual harassment of any woman at the work place.
- (i) No teacher/employee shall give or take or abet the giving or taking of dowry or demand, directly or indirectly from the parents or guardian of a bride or bridegroom, any dowry.

2. ACTS, CONDUCT AND COMMISSIONS WHICH AMOUNT TO MISCONDUCT

The following acts, conduct and commissions of a teacher/employee of the University shall amount to misconduct:-

- (a) If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University.
- (b) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to the University.
- (c) If the act or conduct makes it unsafe for the University to retain him/her in service.

- (d) If the act or conduct is so grossly immoral that all reasonable men will say that the teachers cannot be trusted.
- (e) If the act or conduct is such that the University cannot rely on the faithfulness of its employees.
- (f) If the act or conduct is such as to open before him/her temptations for not discharging his/her duties properly.
- (g) If a teacher/employee is abusive or if he disturbs the peace at the place of his/her employment.
- (h) If a teacher/employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and teachers.
- (i) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (j) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property.
- (k) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law.
- (l) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline.
- (m) Riotous and disorderly behaviour during and after the office hours or in office premises.
- (n) Habitual late attendance,
- (o) Negligence or neglect of work or duty amounting to misconduct— Habitual negligence or neglect of work.
- (p) Habitual absence without permission and overstaying leave.
- (q) Conviction by a Criminal Court.
- (r) If any teacher/employee indulges in any act of sexual harassment of any woman at the work place.

3. TAKING PART IN POLITICS AND ELECTION

- (a) No teacher/employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

- (b) No teacher/employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the University qualified to vote at such elections may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

4. CRITICISM OF THE UNIVERSITY

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

- (a) Which has the effect of an adverse criticism of any current or recent policies or action of the University, or
- (b) Which is capable of embarrassing the relation between the University and of the Central Government or any state government or any other Institution or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by a teacher in his official capacity or in due performance of the duties assigned to him/her.

5. UNAUTHORIZED COMMUNICATION OF INFORMATION

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

6. GIFTS

No teacher/employee shall, except with the previous sanction of the competent authority, accept or permit his/her wife/husband or any other member of his family to accept from any person other than relations any gift of more than Rs.500/-.

7. PRIVATE TRADE OR EMPLOYMENT

No teacher/employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards acceptance of remuneration as may be laid down by the Executive Council or the Director.

8. DISCIPLINARY PROCEEDINGS

Every employee of the University shall adhere to the values mentioned in the code of conduct and in case of any breach disciplinary action shall be initiated by the competent authority as provided in these regulations.

9. CONDUCT

If no specific provisions has been made in this Regulation, the provisions contained in the Madhya Pradesh Civil Services (Conduct) Rule, 1965 shall be applicable *mutatis mutandis* to the employees.

Note:-The expression “Government Servant” in “The M.P. Civil Services (Conduct) Rules, 1965” will mean regular employee of the University for the purpose of this Regulation.



CHAPTER-II

DISCIPLINE

1. DISCIPLINE

- (a) The Vice Chancellor is empowered to take disciplinary action against teachers and the Registrar is empowered to take disciplinary action against the Non - Teaching Employees.
- (b) The Registrar is also empowered to institute any legal proceeding with the prior approval of the Vice Chancellor.

2. SUSPENSION

The provisions of Rule 9 of “*The Madhya Pradesh Civil Services (Classification, Control and Appeal) Rules, 1966*” shall be applicable *mutatis mutandis* for the purpose of suspension of a regular employee.

Note:-The expression “*Government Servant*” in Rule 9, Part IV of “*The M.P. Civil Services (Classification, Control and Appeal) Rules, 1966*” will mean regular employee of the University for the purpose of this Regulation.

3. PENALTIES

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a regular employee:

- (a) Censure;
- (b) Withholding of increments or promotion;
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules or regulation of the University or orders or directions of superior authorities;
- (d) Reduction to a lower grade or post or to a lower stage in a time-scale;
- (e) Compulsory retirement;
- (f) Removal from Service; or
- (g) Dismissal from service.

4. PROCEDURE FOR IMPOSING PENALTIES

No order imposing any penalty on an employee shall be passed, except after:

- (a) The employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and except after an

enquiry has been held and the teachers has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.

- (b) Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases;
- (i) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge;
 - (ii) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or
 - (iii) Where the Executive Council is satisfied that in the interest of the University it is not practicable to hold an enquiry than it can dispense with such enquiry and impose the penalties prescribed.

5. AUTHORITY TO IMPOSE PENALTY

[See Regulation 3 of Chapter II “Discipline” of Part-V]

Description of Post	Appointing Authority	Authority competent to impose penalties which it may impose (with reference to item Nos. in Regulation 3)		
		Authority	Penalty	Appellate Authority
(1)	(2)	(3)	(4)	(5)
Group – A (Senior Level) (Teaching Staff; Administrative Staff & Library Staff)	Executive Council on the recommendation of Selection Committee with the approval of Chancellor	Vice-Chancellor with the approval of Executive Council	All Penalties (with the approval of Executive Council)	Chancellor
Group – A (Senior Level) Registrar	Executive Council with the approval of Chancellor			
Group – A	Vice Chancellor with the approval of Executive Council Or with the			

	approval of Chancellor			
Group – B (Assistant Registrar)	Vice Chancellor with the approval of Chancellor	Vice-Chancellor	All Penalties	Chancellor
Group – B Controller of Examination	Executive Council after obtaining the approval of Chancellor			
Group – B	Vice-Chancellor			
Group – C (Non-Teaching)	Registrar	Registrar	All Penalties	Vice-Chancellor
Group - D	Registrar	Registrar	All Penalties	Vice-Chancellor
Contractual (Research-cum-Teaching Assistant)	Vice Chancellor with the approval of Chancellor	Vice-Chancellor	All Penalties	Chancellor
Contractual (Data Entry Operator)	Registrar with the approval of Vice Chancellor	Registrar	All Penalties	Vice-Chancellor

6. CONSIDERATION OF APPEALS

The provisions contained in Part VII of “*The M.P. Civil Services (Classification, Control and Appeal) Rules, 1966*” shall be applicable *mutatis mutandis* to the Appeals.

Note:

- (i) The expression “*Governor*” in Part VIII of *The Madhya Pradesh Civil Services (Classification, Control and Appeal) Rules, 1966*” will mean “*Chancellor*” for the purpose of this Regulation.
- (ii) The expression “*Government Servant*” in Part VII and VIII of “*The M.P. Civil Services (Classification, Control and Appeal) Rules, 1966*” will mean regular employee of the University for the purpose of this Regulation.

7. REVIEW

The provisions contained in Part VIII of “*The M.P. Civil Services (Classification, Control and Appeal) Rules, 1966*” shall be applicable *mutatis mutandis* to the Review.

Note:

- (i) The expression “Governor” in Part VIII of *The Madhya Pradesh Civil Services (Classification, Control and Appeal) Rules, 1966*” will mean “Chancellor” for the purpose of this Regulation.
- (ii) The expression “Government Servant” in Part VII and VIII of “*The M.P. Civil Services (Classification, Control and Appeal) Rules, 1966*” will mean regular employee of the University for the purpose of this Regulation.

8. ORDER ON RE-INSTATEMENT

The provisions contained in Chapter VIII of “*Madhya Pradesh Fundamental Rules*” shall be applicable *mutatis mutandis*.

Note: The expression “Government Servant” in Chapter VIII of “*Madhya Pradesh Fundamental Rules*” will mean “Regular Employee of the University” for the purpose of this Regulation.

9. PAY DURING SUSPENSION

The provisions of Chapter VIII of “*Madhya Pradesh Fundamental Rules*” shall be applicable *mutatis mutandis* in the matter of pay during suspension.

10. PUNISHMENT OF MEMBERS OF CLASS IV SERVICE

Besides the penalties specified in Regulation 3, the penalty of fine not exceeding Rupees fifty, may also be imposed on a regular employee of the University belonging to Class IV service by appointing authority or any other authority specified in the Schedule in this behalf for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature :

Provided that the maximum fine imposed on on a regular employee of the University in any month should not exceed Rupees fifty :

Provided further that the order of fine imposed in accordance with this Regulation shall not be subject to review.

Note: The term “Government Servant” in Rule 22, 23, 27 and 29 of “*The M.P. Civil Services (Classification, Control and Appeal) Rules, 1966*” and Rules 54, 54A and 54B, of Chapter VIII of “*Madhya Pradesh Fundamental Rules*” shall be construed the “Regular Employee of the University”.

The logo of DNLU is a large, faint watermark in the background. It is a circular emblem with a scalloped outer edge. Inside the circle, there is a central shield-like shape containing a stylized lamp or flame. The text 'DNLU' is written in a large, serif font across the center of the emblem. Below the emblem, there is a banner with text in Devanagari script.

Part-VI

FINANCIAL REGULATIONS

CHAPTER-I

GENERAL

- (1) These regulations are known as the Financial Regulations of the Dharmashastra National Law University, Jabalpur hereinafter called the 'University'.
- (2) The purpose of these Financial Regulations is to provide control over the totality of the University's resources and to provide assurance that the resources are being properly applied for the achievement of the following:
 - Financial Viability
 - Value of Money
 - Safeguarding the Assets
 - Legislative and Regulatory Compliance
 - Proper Stewardship of Public and Charitable Funds

1. FINANCIAL DIRECTIVES

- (a) (i) Funds to be spent on the basis of the approved budget only:
 - (1) The Financial year of the University will be from 1st April to 31st March of the subsequent year.
 - (2) The funds of the University shall be utilized only in furtherance of the objectives and functions of the University as stipulated in the MPDNLU Act and in accordance with the provisions made in the budget recommended by the Finance Committee and duly approved by the Executive Council from time to time.
 - (3) All funds shall be controlled by the Vice-Chancellor.
- (ii) RESTRICTIONS AND CONDITIONS ON THE EXPENDITURE IN EXCESS OF BUDGET:
 - (1) The University shall, as far as possible, restrict itself to the budget allocation in each financial year.
 - (2) The Vice-Chancellor shall have the authority to spend or incur expenditure of an emergent nature not provided for in the budget not exceeding Rs. 50,000/- at a time for the purpose of the University subject, however, that the total amount so spent during one year does not exceed Rs. 5,00,000/-. The expenditure so incurred shall be got ratified from the Executive Council in its earliest meeting following the period during which such expenditure was incurred.

- (3) In case the expenditure under any head of budget is in excess of the amount provided in any financial year, the provisions provided under Section 41 (2) of the MPDNLU Act shall be followed. However, in case of emergency, the Vice-Chancellor shall be empowered to re-appropriate funds under relevant heads of account within the limit of the budgeted amount of the University in that financial year after recording reasons in writing thereof and shall report the matter to the Finance Committee in its next meeting.

2. **MANAGEMENT OF FUNDS AND EXPENDITURE:**

- (a)
 - (i) All moneys received by or on behalf of the University shall be brought into account and the amount so received shall be credited into the account of the University in the bank the same day or on the next working day following at the latest. Permanent Advance of amount Rs. 50,000/- may be allowed for petty expenditure. A separate register shall be maintained for Permanent Advance.
 - (ii) The money received shall be acknowledged by a receipt signed by a duly authorized person.
 - (iii) The amounts received for specific purpose from any source shall be invested separately.
- (b) No expenditure shall be incurred unless such expenditure has been sanctioned by the authority competent to do so under the MPDNLU Act and the financial arrangements framed there under.
- (c) Refund of deposit on any account shall be made with the sanction of the Vice-Chancellor or any other officer specially authorized by the Vice-Chancellor for this purpose.
- (d) Capital expenditure shall not be incurred without the previous recommendation of the Finance Committee and approval of the Executive Council thereon.
- (e) The Vice-Chancellor shall be entitled to incur expenditure sanctioned in the budget save as otherwise directed by the Executive Council.
- (f) The Executive Council may authorize the Registrar to incur an expenditure within the limits prescribed by the Executive Council.
- (g) All payments should ordinarily be made by cheque or E-Payment only except petty expenditure.
 - (i) The account of amounts received for a specific purpose from any source shall be maintained separately.

- (ii) The Budget shall contain the various heads under which the expenditure is sanctioned.
- (iii) The Vice Chancellor shall be competent to approve expenditure as per the budget provision approved by the concerned statutory body/bodies of the University.
- (iv)
 - (1) The Registrar shall be competent to sanction expenditure amounting to Rs. 50,000/- (Rupees Fifty Thousand only).
 - (2) The Vice-Chancellor shall be competent to sanction expenditure upto Rs. 50,000/- (Rupees Fifty Thousand only) and above but less than Rs. 2 lac (Rupees Two lac), with the approval of Chancellor (or the sanction above 2 lac shall be placed before Executive Council in its next meeting for approval); and
 - (3) Payment of all electricity, water charges and telephones bills etc. etc. shall be sanctioned by the Registrar on actual basis..
- (v) A separate Bank Account shall be opened in a Nationalized Bank to keep the Government Grants or the Grants received from other agencies/ organizations as well as from private / individual donors / institutions etc.
- (vi) The members of the teaching and the non-teaching staff shall be eligible for travelling and halting allowance according to the M.P Government Rules as amended from time to time. TA bills of Staff shall be countersigned by the Registrar.
- (vii) The Registrar may permit withdrawal of an advance for the travelling allowance and daily allowance of the officers and the employees of the University, upto 75% of the estimated expenditure.
- (viii) The Finance Officer shall be responsible for the proper maintenance of all the accounts of the University.
- (ix) The University shall keep and maintain such books of accounts, registers, receipt books and files, as far as possible, conforming to those already maintained by the University.
- (x) The books of accounts and all other books and documents connected with them shall remain under the custody of the Superintendent (Accounts), Finance Controller of the University.
- (xi) All the property, assets, money and securities belonging to the University shall stand in the name of the Registrar, Dharmashastra National Law University, Jabalpur.

- (xii) The Executive Council may establish one or more funds by transferring such sums as it may deem fit out of the amount of the receipts of the University.
- (xiii) There shall be a Central Stock Register wherein entry of each item purchased shall be made and from where the articles shall be issued to the various Centres/Offices, where a separate Stock Register of receiving articles shall be maintained for non-perishable items.
- (xiv) The University shall maintain the Provident Fund Account of employees as per policy framed and approved by the competent authority/body.



CHAPTER-II

FORMS OF ACCOUNTS AND THEIR MAINTENANCE

1. The University shall maintain the following accounts books in English:
Cash Book, Ledger, Register for Investment, Central Stock Register, Stock Register, Property Register, Register of Books and Periodicals, Provident Fund Register, Salary Register, Register Regarding Staff, their Attendance and Absence, Dak Receipt and Dispatch Register etc. etc. and such other books as may be prescribed from time to time.
2. The books of accounts shall be maintained on the cash basis. All moneys received and spent shall be immediately brought into account in the University Cash Book and the ledger.

CHAPTER-III

RECEIPTS

1. All sums received on account of the University shall be received in the name of the Registrar and shall be forthwith sent by him to the Banks for credit to the accounts concerned. Receipts for the money received shall be signed by the Accounts Clerk/Superintendent (Accounts) on behalf of the Registrar.
2. Cash received shall be deposited in the Bank on the same day. If it is a Bank holiday or if the cash is received after the Bank Business hours, it shall be deposited on the next working day.
3. The funds of the University shall have to be deposited or invested in a Nationalised Bank or a Scheduled Bank. The Accounts shall be opened in the name of the University. The Registrar shall be competent to operate the accounts under the following distinct heads:
 - (a) Current Account
 - (b) Saving Bank Account
 - (c) Employee Provident Fund/General Provident Fund Account
 - (d) Gratuity Fund Account
 - (e) Special Endowed Trusts and
 - (f) General Endowment Fund Accounts

and under such other 'heads' as may be determined by the Executive Council from time to time. No inter se transfer shall be made from accounts (c), (d), (e) or (f) to any other account. The Registrar shall, however, be competent to effect temporary transfer of funds between the Current Account and the Saving Bank Account.

CHAPTER-IV

EXPENDITURE

1. All bills shall be checked by the officer to whom this duty is assigned (Controller of Finance / Assistant Controller of Finance) and shall be certified as correct by the concerned officer or any other officer or officers nominated for the purpose and shall be signed by the Registrar. When the sanction of the Vice Chancellor or approval of the Chancellor is required for the payment of any bill, the Registrar shall obtain such sanction before the payment is made and shall endorse on the bill a reference to the order in question.
2. To meet the expenditure of an urgent nature, the Registrar may sanction such advances to the spending authority as he may consider necessary against the budget provision in respect of all Departments/Officers up to Rs. 5,000/- (Rupees Five Thousand Only) and Vice Chancellor for the amounts above Rs. 5,000/- (Rupees Five Thousand Only) subject to maximum Rs. 50,000/- (Rupees Fifty thousand) and above Rs. 50,000/- by Executive Council. The Head of a Teaching Department/Centre may seek advance as per the requirement to be sanctioned by the competent authority.

Provided that in the absence of the Registrar/Vice Chancellor, the Controller of Finance shall be authorized to sanction such advances subject to confirmation of the advance from the competent authority on his return. The Registrar shall be competent to approve adjustment of the advances. The person holding the advance shall be responsible for its judicious spending and submitting the adjustment account within one month from the date of advance. The Office Superintendent, Senior Assistant/Assistant and the clerk concerned shall be jointly responsible for adjusting the amount of the advance within one month.
3. Payments shall be made by the crossed cheques signed by the Registrar, or Vice-Chancellor within their financial limits, as may be authorized by the Executive Council from time to time.
4. All payments above Rs. 2,000/- (Rupees Two Thousand Only) except salary and allowances of the staff shall be made by cheque only.

CHAPTER-V

BUDGET

The Budget Estimates recommended by the Finance Committee, shall be considered and approved by the statutory bodies of the University not later than 31st March of each year.

1. In the Budget Estimates, credit shall be taken for the amount of interest and profits of the General Endowment Fund, the amount of the Government Grant, subscription and donations received from the sources during the previous three years, excluding from this average any subscriptions given for investments of exceptionally large amount and for income from fees calculated on the bills of the actual income of the two previous years, revised figures for the current year and the expected estimates for the budget year in the same way.
2. The Budget shall contain the various 'heads' under which the expenditure is sanctioned.
3. The Vice-Chancellor may sanction re-appropriation of the amount provided in one or more 'sub-heads' to the other sub-heads out of the provision made for a particular Department/Head subject to the following conditions:
 - (a) No re-appropriation shall be made which involves undertaking of a recurring liability, that is, a liability which extends beyond the financial year in question.
 - (b) No re-appropriation shall be made out of the committed expenditure, that is Salary, D.A., Provident Fund, House Rent etc. etc.
 - (c) No re-appropriation be made out of non-recurring amount to an unapproved project.
 - (d) No re-appropriation be made from one Department to another or from one 'major head' to another 'major head'.
4. The Vice-Chancellor, subject to the control of the Executive Council, may order that any uninvested balance at credit of any particular trust or trusts or of any other University Account shall be invested in Government securities or in fixed deposit for the benefits of the account concerned.

CHAPTER-VI

AUDIT

The annual audit of accounts shall, be conducted by a firm of Chartered Accountants appointed by the Executive Council on such terms and condition as the Executive Council may deems fit and the accounts as audited to be laid before the Executive Council

OR

Such person or persons or Director Local Fund as the State Government may authorize on this behalf and the accounts so audited shall be laid before the Finance Committee and the Executive Council.

- (a) At the end of each financial year, the Audited report shall be published by the Executive Council and a copy of the Balance Sheet along with the Audit Report shall be placed before the General Council.

CHAPTER-VII

IMPREST

IMPREST TO MEET DAY TO DAY EXPENSES

- | | | |
|----|------------------------------|--|
| 1. | General Branch | Rs. 5000/- |
| 2. | University Health Centre | Rs. 10000/- |
| 3. | Drivers | |
| | (a) Vice-Chancellor | Rs. 5000/- |
| | (b) Registrar | Rs. 5000/- |
| 4. | Guest House | Rs. 5000/- |
| 5. | Repair of Vehicles/Machinery | Rs. 10000/- |
| | (Estate Officer) | |
| 6. | Accounts Branch | Rs. 50000/- |
| 7. | Hostel Wardens | Rs. 10000/- (each for Boys and Girls Hostel) |

CHAPTER-VIII

BOOKS OF ACCOUNTS

1. THE FINANCE CONTROLLER SHALL MAINTAIN THE FOLLOWING BOOKS OF ACCOUNTS AND FORMS

- (a) For the Special Endowed Trusts:
 - (i) A Cash Book;
 - (ii) A Ledger Exhibiting a Separate Personal Account for Each Trust; and
 - (iii) A Bank Pass Book
- (b) For the General Endowment Fund:
 - (i) A Cash Book;
 - (ii) A Ledger Exhibiting a Separate Account for Each Fund; and
 - (iii) A Bank Pass Book
- (c) For the Current Account:
 - (i) A Cash Book;
 - (ii) A Classified Register of Receipts;
 - (iii) A Classified Register of Expenditure; and
 - (iv) A Bank Pass Book
- (d) For the Provident Fund Account:
 - (i) A Cash Book;
 - (ii) A Ledger Exhibiting a Separate Personal Account;
 - (iii) A Bank Pass Book; and
 - (iv) A Liability Register
- (e) **For the Gratuity Fund Account:**
 - (i) A Cash Book; and
 - (ii) A Bank Pass Book

2. All vouchers in support of the items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, with the sanction of the Vice Chancellor, be destroyed, provided that all accounts or documents relating to trust, donations, and subscriptions shall be preserved and further provided that these are not required in any court case or enquiry case.

CHAPTER-IX

PURCHASE COMMITTEE

1. There shall be a Purchase Committee consisting of at least three persons out of them two shall be nominated by the Executive Council and one by the Chancellor for a period of two years. The Purchase Committee shall have the power to co-opt any person from relevant field. The Finance Controller shall be the Member Secretary of the Purchase Committee. There shall also be a Chairperson to be nominated by the Vice-Chancellor.
2. The Purchase Committee shall meet as and when required to recommend purchase of items for the University.

Provided that in emergent cases the Chairperson of the Purchase Committee with the approval of the Vice-Chancellor may purchase not exceeding Rs. 50,000/- recording the reasons thereof. Such purchases shall be reported to the Purchase Committee in its next meeting. The term of reference of the Committee shall be as follows:

- (a) The Committee shall draw specifications and standardization of furniture, equipment, stationery items normally required.
 - (b) The Committee shall scrutinize rate contracts, tenders and quotations of articles to be purchased.
 - (c) The Committee shall approve rates, select the articles for purchases.
3. The purchases shall be made in the most economic manner in accordance with the definite requirements of the University, with due regard to quality of articles.
 4. Purchase of stores shall be made in such a way as to encourage development of the industries in the country to the utmost possible extent, consistent with efficiency and economy.
 5. Purchase items up to value of Rs. 20,000/- (Rupees twenty thousand only) may be purchased without quotation. In case the value of the store purchase items is up to Rs. 1,00,000/- (Rupees one lakh) quotations shall be invited from the Reputed firms. And in all cases in which the estimated value of the store is above Rs. 1,00,000/- (Rupees one lakh), stores may be purchased either through Advertisement (open tenders) or E-tender.
 6. In case of purchase of Article from Original Equipment Manufacturer (OEM), purchase order may be placed with Original Equipment Manufacturer (OEM) or its authorized dealer after calling estimate/quotation/e-tendering, and approval of Finance Committee.

Note: The Vice-Chancellor may on the recommendation of the Purchase Committee order for Purchase of Articles directly from an authorized dealer of Original Equipment Manufacturer (OEM) in emergent situation, but details of such purchases will be put for the approval of the Finance Committee and the Executive Council, if the amount of such purchase exceeds Rs. One lakh.

7. In the case of articles frequently required throughout the year such as stationery and other consumable articles it will be desirable to enter into running contracts for a year or such smaller period as may be considered necessary to avoid calling for quotations /tenders every now and then.
8. Subject to the provisions of Section 43 of the MPDNLU Act, all contracts relating to the management and administration of the University shall be expressed as made by the Executive Council.
9. The Vice-Chancellor shall execute all contracts of the value of above ten lakhs of rupees and the Registrar shall execute a contract when the value of contract does not exceed ten lakhs of rupees.
10. The Finance Controller shall maintain a supplier's Register wherein all bills for supplies received from the suppliers will be entered to their Credit and all payments will be entered as soon as they are made. This register will be closed monthly and balance will be worked out to enable the Finance & Accounts Department to see whether the payments or adjustment of advance are being delayed and if so for what reason. A page may be allotted to each supplier and advance paid shall be entered in red ink.
11. The supplier's bill for stores supplied shall on receipt be subjected to the rough check with reference to the records and correspondence on the subject. The bill in proper form duly numbered and entered in a bill register shall then be processed by the Finance & Accounts Department and then issue a cheque or E-Payment in the name of supplier online payment/RTGS.
12. Except in special case which shall be decided on merit of each case in consultation with the Finance & Accounts Department, full payment of stores shall not be made except after the delivery of the stores has been made and have been found to be satisfactory in every respect and it has been recorded in the bill that goods purchased are entered in the concerned page of the Stock Register.
13. Purchase of books and journals shall be in accordance with UGC guidelines. Orders shall be placed with the approval of the Vice-Chancellor for supply of books and journals on recommendation of Library & Finance Committee. Books shall not be treated as goods or articles of purchase. Above mentioned regulations shall apply only as guideline and as may be practicable.
14. Store Keeper shall furnish security of Rs 5,000/- in cash or in National Savings Certificates (NSC) or otherwise prescribed by the Vice-Chancellor.
15. Madhya Pradesh Store Purchase Rules, 2015 shall be taken as guidance where the financial arrangements do not provide for procurement of goods. In any case, the decision of the Vice-Chancellor shall be final and binding.

CHAPTER-X**WRITING OFF LOSSES****1. COMPETENT AUTHORITY FOR WRITING OF LOSSES**

The following shall be the competent authorities to write off losses as mentioned against each.

(1)	The Registrar	Single item upto Rs. 1000/- but the total loss not exceeding Rs. 5000/- in a Financial Year.
(2)	The Vice Chancellor	Total Loss Upto Rs. 10,000/- in a Financial Year
(3)	The Standing Committee (Appointed by the Executive Council):	Loss Above Rs. 10,000/-

Note-1: There will be Three Members of the Standing Committee. One member will be Registrar and other Two Members to be nominated by Executive Council.

2. PROCEDURE FOR WRITING OFF LOSSES

In the case of articles lost, damaged or stolen, the value of such articles for the purpose of 'writing off loss/recovery from the defaulter, as the case may be, shall be fixed by a committee to be constituted by the Vice-Chancellor. The value so determined shall be subject to the approval of the Vice-Chancellor.

For determining the appropriate value of the articles, the committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a malafide intention and responsibility is fixed, the committee, while assessing the price of the article, shall also take into account the market price of the article.

3. WRITING OFF LOSSES OF UNIVERSITY LIBRARY BOOKS

The following shall be the procedure for writing off losses of books of the University Library and Research Centres:

- (a) At the time of annual stock taking, a loss upto 3 books/journals per 1000 may be written off by the Vice Chancellor on the recommendation of the Committee comprising the following:
 - (i) Registrar
 - (ii) University Librarian
 - (iii) Head of the Research Centre (nominated by the Vice Chancellor)

- (b) Writing off reference/rare books is not covered by clause 1(1). Each such case will be considered on merits by the Committee mentioned in (a) above. After making the due enquiry, the Committee will recommend suitable action to the Vice Chancellor.
- (c) The proposal of writing off the books/journals will be made by the librarian.

4. PROCEDURE FOR AUCTION

The Estate Officer of the Central Store would initiate steps for the auction of obsolete stores. Auction notice indicating the nature of items to be auctioned, date, time and place of auction will be issued. Such notices shall be given wide publicity by pasting of bills at important places or through any other media considered appropriate.

Each bidder would be required to deposit 10% of the amount as worked out by the committee as auction value before the party is allowed to participate in the bidding. The amount shall be refunded on-the-spot to the unsuccessful bidders for bids not accepted.

The bidder shall be required to deposit the entire amount minus the amount of security within the period as may be stipulated by the Auction Committee. Such period shall not ordinarily exceed one week.

5. AUCTION AMOUNT

The entire amount shall be deposited in the Saving Account under Miscellaneous Income by the Superintendent (Accounts) of the RGNUL.

CHAPTER-XI
CORPUS FUND

1. CREATION AND MAINTENANCE OF CORPUS FUND

- (a) **The Objective:** The objective of the creation Corpus Fund shall be to ensure that the University becomes financially self supporting in future. Hence, the University is to create and augment the corpus fund from the available resources to generate ensured income.
- (b) **Creation:** The corpus fund shall be created from the Maintenance Grant received from the Government from time to time or from other sources.
- (c) **Investment of Corpus Fund:** The corpus fund shall be invested in fixed deposit in the nationalized Bank(s) so as to earn optimum interest. The amount put in corpus fund shall be preserved with sanctity and shall not be expended in any manner.
- (d) **Utilisation of Interest:** The interest earned on corpus fund may be used for capital or maintenance expenditure. The surplus amount, if any, may be kept in fixed deposit. However, the principal amount so invested and interest thereon shall be available for University expenditure.
- (e) **Maintenance of Accounts:** Separate cash book shall be maintained for the corpus fund account, which shall be duly audited. Statement of accounts of every financial year shall be placed before the Finance Committee, Executive Council and the General Council alongwith the Budget Proposals.

Part-VII

**LIBRARY
REGULATIONS**

LIBRARY REGULATIONS

In the Regulation the word 'Book' means any book, pamphlet, periodical, manuscript, map, microfilm, microform or electronic material in the custody of the library.

CHAPTER-I

GENERAL

1. WORKING DAYS AND HOURS

Working days and hours for library staff and functioning of the library shall be such as may be decided from time to time by the Vice-Chancellor.

2. ADMISSION TO THE LIBRARY

- (a) Faculty Members and Non-Teaching Staff.
- (b) Other Officials/Officers working on the Campus, that is, on Deputation, Health Center, Audit Officers, Banks, etc. (excluding Daily Wagers, employees in Canteen /Security, etc.). Such officials will be admitted to the membership on the recommendation of the Registrar.
- (c) All enrolled students and research scholars of the University.
- (d) The persons, not included under sections 2.1 to 2.3, may be admitted as special members on the deposit of the Library Security of Rs. 500/- (Rupees Five Hundred Only) refundable on cessation of membership and the Annual Library Membership fee of Rs. 100/- (Rupees One Hundred Only) (non-refundable) from 1st April to 31 March every year. Such members are allowed only to consult the Library.
- (e) Visitors who are not members of the library may be allowed to use the library on the recommendation of the appropriate authority of the University. Rs 100/- (Rupees Hundred Only) per day as a consultation fee will be charged from such visitor.

3. LOAN PRIVILEGES

The number of books that can be borrowed and the period of loan for various categories of members will be as follows:

Category	No of Books	Period of Loan
Vice-Chancellor / Registrar / Controller of Examination	12	Full Semester
Teachers	12	Full Semester
Deputy Librarian	10	One Month
Administrative and Library Staff (upto Superintendent	06	One Month

and Asstt. Librarian)		
Other Employees	04	One Month
Class IV employees of the University	02	One Month
Officers of Bank /Audit / Health Center (working on the Campus)	02	One Month
Other Employees of Audit /Health Center /Bank	02	One Month
Students:		
(a) Ph.D. Research Scholars	10	15 Days
(b) LL.M.	08	
(c) B.A., LL.B. (Hons.)	06	

4. CATEGORIES OF LOAN

- Books marked as 'Reference' cannot be issued which may be consulted in the Library.
- Books meant for short loan are shelved separately in a designated area.
- All other books are available on ordinary loan. The period of ordinary loan is as mentioned in Section 3 above.
- All Current Periodicals and their back volumes are Reference books.
- Books for the Reserved Category will be issued only for overnight.
- The Librarian may regulate the use of books in such a manner as he/she deems fit. In case of great demand, books issued may be recalled at any time by the Librarian. All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the Library shall rest with the Librarian.

5. OVERDUE CHARGES

Re 1/- (Rupee One Only) per day per volume will be charged if:

- The book borrowed from ordinary Section is not returned by due date.
- The book which is recalled by the Library is not returned within the stipulated period, and
- The book issued for overnight use is not returned in time.

Note: Reserve copy issued for overnight use shall have to be returned within one and a half hour of the opening of the Library, next day.

6. RESTRICTED CATEGORIES OF THE READING MATERIAL

- Books marked as "Reference" and "Back Volumes" of Journals can only be consulted in the Library

- (b) Books marked as “Reserve Copy” may be issued for overnight
 - (i) Issue of Books: Daily after 4:00 PM upto half an hour before closing of the Library.
 - (ii) Return of Books: Daily within one and a half hours of the opening of the Library.
 - (iii) All Current Periodicals are treated as the Reference Books.

Note: Reserved copy may be issued for overnight use during one week preceding the semester examination and during the examination days.

7. LOSS / MUTILATION OF BOOKS

In case of damage or loss of the book, the member shall be required to replace the book or pay the cost of the book. The replacement copy shall be hard bound copy, except when the lost book of the library was a paper back edition. However, if the hard bound edition of the book is out of print, a paper back copy will be accepted with the payment of the difference of price of the hard bound and paper back editions.

Replacement cost of the book will mean the latest price as per bibliographical sources available in the library or market price or price as per Accession Register whichever is higher plus postal and incidental charges to be incurred in procuring the book. If such a book belongs to a set and is not available singly, the member shall have to replace or pay for the whole set.

However, if the book is out of print or where price is not known, the library would charge 5% over and above the price paid by the library on the yearly basis.

8. LOSS OF LIBRARY CARD

Duplicate library card may be issued to a member on payment of Rs. 50/- (Rupees Fifty only) after the expiry of one week from the date of reporting to the Librarian.

9. SECTION FOR RARE, OUT OF PRINT AND EXPENSIVE BOOKS

- (a) This section shall house the Xeroxed copies of the Books / Journals / other reading material which are rare / out of print.
- (b) A separate Accession Register shall be maintained for such a Xeroxed material.
- (c) The price of this material shall include:
 - (i) Cost of Xeroxing
 - (ii) Cost of Binding

Note: In case of loss of the above mentioned books / journals by any member / reader, he / she shall have to pay a price equal to the sum total of (a) and (b) plus 10 percent of (a) and (b) mentioned above.

CHAPTER-II

PURCHASE POLICY

1. OBJECTIVES OF PURCHASE POLICY

- (a) The purchase policy intends to facilitate acquisition of best books for the students, research scholars and other faculty member of the library.
- (b) The Purchase policy intends to build an archive of books, journals, e-resource which can serve as resource to the generation.
- (c) The Purchase Policy intends to supply textbooks to cater current needs of all disciplines.
- (d) The purchase Policy intends to provide literature to the researchers of all disciplines and to bring new arrivals to their notice.
- (e) The purchase Policy intends to development the library

2. REGISTRATION OF SUPPLIERS (BOOKS/JOURNALS)

(a) Registration of Book Suppliers

The Dharmashastra National Law University Library will take necessary action for the registration of books suppliers including local suppliers every year and they must sign an agreement bond prescribed by the Dharmashastra National Law University Library. Hence, the bond will include an undertaking of the supplier that he will supply only recent edition of the book and will charge price according to the publisher's catalogue or copy of the publishers invoice etc.

(b) Registration of Journals Suppliers

The Dharmashastra National Law University Library will take necessary action for the registration of journals suppliers by signing an agreement bond (on Rs 10/- non-judicial stamp paper) prescribed by the Dharmashastra National Law University Library. The bond will include an undertaking of the journals suppliers that the firm will accept the terms and conditions for Purchase/Subscription of foreign and Indian Print Journals and E-books. (Form for registration of Journals suppliers and undertaking are enclosed as Annexure No. 2. The Journals suppliers will have to enclose a refundable draft of Rs. 10000/- in the name of the Registrar, Dharmashastra National Law University, Jabalpur as processing fee.

3. BOOK SELECTION

The Dharmashastra National Law University Library shall select the books through the following modes:

- (a) With a view to select better quality books the Dharmashastra National Law University Library will invite the publishers/suppliers to supply the books on

approval. The Library Committee of the Dharmashastra National Law University will thoroughly examine such books received on approval and select the books on the basis of quality and relevance.

(b) Direct recommendations

Teachers might also get information about books from different journals and reviews. Library will also arrange to circulate reviews and publisher catalogues to the department. They may also get information through Internet. In such cases they can send recommendations through their HOD/Deans.

(c) The Dharmashastra National Law University Library shall organize periodicals exhibition of books inviting major suppliers/publishers to display their books in the Dharmashastra National Law University Library premises. This will be communicated to the faculty members well in advance. This will enable the teachers and students to physically examine and select the books for purchase.

(d) Students/Faculty members Demand for Books

The books demanded by students, research scholars and faculty members duly forwarded by Dean/Director/Head will be considered for purchase as per the book purchase policy and procedure and on approved discount rate "The Book requisition form" enclosed.

(e) Books Selection through the World Fair & Other Books Fairs

The World Book Fair is organized at New Delhi every year which provide ample and better opportunity to select the best and most current books as all the leading publishers display their books. Hence Committee of the Dharmashastra National Law University Library headed by University Librarian with the approval of Book Purchase Committee may visit World Book Fair and Other Book Fairs and select the Books from the Exhibition for the Dharmashastra National Law University Library.

4. **MAXIMUM NUMBER OF COPIES TO BE PURCHASED**

The Dharmashastra National Law University Library will purchase single copy of reference books and maximum 5 copies of text books. In exceptional cases on the very strong recommendation of the departments may procure maximum 2 copies of reference books and 10 copies of text books. The Dharmashastra National Law University Library will decide procurement of the books based on the already existing copies in the library. This will avoid the duplication. In case of Books written/published by the faculty members of the University, Dharmashastra National Law University Library will purchase 2 copies of each title.

5. BOOK PURCHASE

Books will be purchased by the Dharmashastra National Law University Library on standing order from reputed publisher for the supply of their newly published books there will be agreement between the Dharmashastra National Law University Library and publisher for receipt of new publication of concerned publishers without requiring individual order from the Dharmashastra National Law University Library. This will ensure timely supply of current books irregular serials and many annual publications. The supply of books on standing Order will be o minimum discount rate of 30%. The list of leading publishers for standing order will be prepared by the Dharmashastra National Law University Library.

6. FACULTY/STAFF PUBLICATIONS

The Dharmashastra National Law University Library will purchase two copies of publications of faculty members as and when the publications are brought to the notice of the Dharmashastra National Law University Library from registered suppliers/publishers/authors.

7. MINIMUM DISCOUNT RATE FOR PURCHASE OF BOOKS

The Dharmashastra National Law University Library will purchase the books on minimum discount rate.

CHAPTER-III

BOOK PURCHASING PROCEDURE

1. PROCEDURE

The faculty members, students and university librarian can recommend books and other publications for purchase to the Dharmashastra National Law University Library. The list of books requisitioned by the faculty for purchase for each faculty/department should always be routed through the respective Heads/ Deans. The requisition for students should be approved by the concerned HOD of the of the Department as the case may be, it will be desirable the books relating to semester course be sent well in advance.

- (a) The Dharmashastra National Law University Library shall check for duplication and place the list of recommended books before the Book Purchase Committee (BPC) for its review and approval.
- (b) Once approved by the BPC for purchase, library staff shall re-check form the library OPAC to eliminate duplication of books before giving the Purchase Order.
- (c) On the recommendations of the faculty the Library may purchase multiple copies of the text books which are found to be in great demand but normally no more than five copies of any books shall be procured.
- (d) The Dharmashastra National Law University Library may place order with an reputed suppliers registered with the Dharmashastra National Law University Library. The discount offered by the suppliers shall be minimum on the printed publisher's price. The exceptions to the discount will be Government Publications/institutional publications i.e. Indian Law Commission, Ministry of Law, Supreme Court, Different High Courts and other International Legal organization's publications.
- (e) In case of no discount titles/short discount titles of no-trade organizations, if handling charges demanded by the organizations, can be paid by Dharmashastra National Law University Library.
- (f) In case an individual books/Encyclopedias/Handbooks etc. costs more than Rs. 35000/- limited tender shall be invited from minimum of three registered suppliers. The registered suppliers shall also be informed through e-mail.
- (g) Books can be purchased on approval basis by a Committee headed by University Librarian.
- (h) The exchange rates shall be RBI rate (Bank rate obtained on the date of billing).
- (i) All negotiations shall be made by Book/Journal Purchase Committee of the Dharmashastra National Law University Library.

- (j) The University Librarian shall place order to the registered supplier/publisher/author after the list of books to be purchased is approved by the Book/Journal Purchase Committee.
- (k) If the suppliers fail to supply some books to the library on the fixed minimum discount then the library can directly purchase the said books from the publishers on publisher's discount and provide the books to the students/faculty members.
- (l) The University Librarian after assigning the reasons in writing with the approval of the Vice-Chancellor can directly place order for urgently needed books to the suppliers/publishers to meet certain emergent situation.
- (m) The Dharmashastra National Law University Library may purchase the printed books through the following modes:-
 - Through Standing Order
 - Through registered suppliers
 - On approval basis
 - Through direct order to publishers
 - Through direct order to authors
- (n) The Book/Journal Purchase Committee has right to make amendment in any clause of Book/Journal Purchase Policy and Procedure at any time.

2. PURCHASE OF NON- BOOK MATERIALS

Considerable learning materials are available in the form of audio/video/cassettes/CD/Microfilms/Microfiche. The Dharmashastra National Law University Library on demand of users can purchase such audio/video/cassettes/CD/Microfilms/Microfiche from reputed vendors/suppliers after the approval of Book/Journal Purchase Committee. These materials can be purchased on the basis of negotiation of minimum discount from the suppliers.

3. PURCHASE OF E-BOOKS

The purchase of e-books package will be normally done from the list recommended by the Head /Dean/ Vice Chancellor and approved by the Book/Journal Purchase Committee of the Dharmashastra National Law University Library on approved terms and conditions. The University Librarian can also recommend certain e-books package for approval by the book/journal purchase Committee Dharmashastra National Law University Library.

Good number of e-books is available in electronic form published by leading publishers of the world. The minimum discount on which e-books package can be purchased will be

decided by the Book/Journal Purchase Committee on the basis of negotiation with the suppliers/publishers.

4. SUBSCRIPTION OF PRINT/ONLINE JOURNALS

(a) Subscription of Print Journals (Foreign and Indian):

The subscription of print journals (Foreign and Indian) will be normally done from the list recommended by the Head/Dean/Vice Chancellor and approved by the Book/Journal Purchase Committee of the Dharmashastra National Law University Library on approved terms and conditions. The University Librarian can also recommend certain print journals (Foreign and Indian) for approval by the Book/Journal Purchase Committee of the Dharmashastra National Law University Library .

The subscription of print journal (Foreign and Indian) will be made from any reputed registered subscription agents/publishers who is willing to give minimum discount rate. In case of any problem relating to discount. The BPC can negotiate with the supplier publishers on the issue of minimum discount rate for print journals (Foreign and Indian). However, the library can directly subscribe the journals from the publishers on the term and condition allowed by the publishers. The subscription of print journals (Foreign and Indian) will be on the approves terms and conditions.

(b) Subscription of online journals/e-journals (Foreign and Indian) will be normally done from the list recommended by the Head/Dean/Vice Chancellor and approved by the Book/Journal Purchase Committee of the Dharmashastra National Law University Library on approved terms and conditions. The University Librarian can also recommend certain online journal/e-journal (Foreign and Indian) for approval by the Book/Journal Purchase Committee of the Dharmashastra National Law University Library.

Subscription of online journals/e-journals will be made from the publishers/suppliers. The discount on such on-line subscription will be decide by the Book/Journal Purchase Committee on the basis of Negotiation. The subscription of online journals/e-journals will be on approved terms and conditions.

(c) Procurement of Newspapers and Magazines:

The purchase of newspaper and magazines will be made through local hawkers.

5. GIFTS

Books and other learning materials gifted from major institutions and individuals may be accepted depending on their utility and physical conditions to be decided by the University Librarian.

Annexure – I

**APPLICATION FORM FOR ENROLMENT AS VENDOR FOR THE
SUPPLY OF PRINT BOOK(S) TO THE DHARMASHASTRA NATIONAL
LAW UNIVERSITY, LIBRARY**

A. APPLICATION FORM

S. No.		
1	Name of the Firm	
2	Postal Address of the Firm a. Telephone Number b. Mobile Number c. Fax Numbers d. E-mail addresses e. Website, if any:	
3	Kind of Proprietorship a. Name and address of Directors / Managing Directors / Proprietor: b. If partnership, name and address of partners:	
4	Are you a member of GOC (Good Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Association in India). (Please attaché a copy of your registration letter)	
5	Are you a distributor / dealer / stockist / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership / stockist / exclusive or preferred agency	
6	Is the firm an Income Tax payee? If so, please submit self-attested copies of Income Tax Returns for the preceding three years along with copies of PAN/TAN numbers of the partners / owners.	
7	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name b. Address c. Bank Account No. d. Name of the Account Holder	

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	e. Date of the opening f. RTGS g. NEFT NO h. IFSC Code i. GST No	
8	Please attach minimum five (5) references of the libraries of nationally reputed Organizations (e.g. IITs, IISc., NITs, IIMs, Central Universities) with whom you are already registered. Supplier must produce at least one copy of the latest purchase order from each client of the libraries and five satisfactory certificates from nationally reputed organizations	
9	Please provide the annual turnover of the firm for the last three consecutive years with documentary evidence i.e. Trading, P & L Account, Balance Sheet & Income Tax Return	
10	Please provide an affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted / de-listed for minimum three (3) years by any of the Institutes or Universities or Government organizations in India.	
11	Do you have direct import license? (Please attaché a copy of the same)	
12	Do you have an account with the foreign reputed publishers for importing books directly through them (Please furnish documentary proof)	
13	Experience in the field of supplying books. (Please mention number of years)	
14	Details of legal dispute(s) with client(s), if any. (Yes/No). If yes, please provide the details litigations history	
15	Whether, the terms and condition given at annexure are acceptable to you in totality: Yes or No	

DECLARATION

I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. If any information provided by us is found incorrect, wrong or misleading, Dharmashastra National Law University, Jabalpur is authorized to blacklist our firm/company/agency and debar us in participating in any type of tender/bid in future. - I / We also hereby declare that all matters related to Dharmashastra National Law University, Jabalpur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of Dharmashastra National Law University, Jabalpur.

Mr. whose signatures are appearing below, is / are the authorized representative(s) of the firm. - I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above. - I / We assure that if empanelled, the firm will serve the University for a minimum period of one year. - I / We have read and understood all the “Terms and conditions” of Library, Dharmashastra National Law University, Jabalpur, as mentioned in this document and consciously agree to abide by them. ☐ If selected for empanelment, I/we agree to furnish a refundable security deposit of Rs. 50,000/- as performance guarantee deposit, at the time of personal interaction. Signature of Partners / Proprietors: Place: Date (with Firm’s Seal): A format of the terms and conditions to be executed on non-judicial stamp paper of Rs. 100/- shall be submitted along with application form.

DOCUMENT CHECK LIST

S.No.	Document	Please put tick mark and provide documentary proof attached at Annexure No.
1.	Registration certificate of the firm / Proof of date of establishment of the firm	
2.	Address proof of firm	
3.	Registration certificate of GOC (Good Office Committee) / FPBAI (Federation of Publisher's and Bookseller's Association in India).	
4.	Any other State/ National Association (s) of books suppliers	
5.	Authorization letter from publisher for distributor/dealer/stockist/exclusive or preferred agent	
6.	Self-attested copies of Income Tax Returns for the preceding three years	
7.	Copies of PAN/TAN numbers of the partners / owners.	
8.	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name b. Address c. Bank Account No. d. Name of the Account Holder e. Date of the opening f. RTGS g. NEFT NO h. IFSC Code i. GST No.	
9.	Five satisfactory performance certificates from nationally reputed organizations.	
10.	Five copy of the latest purchase order (one copy of each client) from the clients of the libraries.	
11.	Annual turnover of the firm for the last three consecutive years with documentary evidence i.e.	
	I. Trading & P & L Account,	
	II. Balance Sheet	
	III. Income Tax Return	
12.	Affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted / de-listed for minimum of three (3) years by any of the Institutes or Universities or Government organizations in India.	
13.	Direct import license	

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14.	Account with the foreign reputed publishers for importing books directly through them	
15.	List of clients	
16.	Details of legal dispute(s) with client(s), if any. (Yes/No). If yes, please provide the details litigations history	



The logo of Dharmastra National Law University is a large, light blue circular emblem. It features a central sunburst design with a book and a lamp. The text "DHARMASTRA NATIONAL LAW UNIVERSITY" is written in a circular path around the center. Below the circle, a banner contains the Sanskrit motto "सत्यं वद, धर्मं चर".

Part-VIII

MISCELLANEOUS

MISCELLANEOUS**1. RATES FOR USING UNIVERSITY VEHICLE FOR PRIVATE USE**

(a) Regulations Relating to Non-Official use of the Staff Car by the Vice Chancellor/Registrar for Private Use

(i) DNLU has fixed rates as follow:

- | | | |
|-----|-------------------|----------------------|
| (1) | Upto 200 km | Rs. 500 PM |
| (2) | Upto 400 km | Rs. 1000 PM |
| (3) | Exceeding 400 kms | @Rs. 5 per kilometer |

(ii) For the use of Staff Car for private purpose the officer will deposit the amount in Cash with the University at the end of each month according to the journey shown in the Log-Book.

(b) Rates to be charged from the teaching/Non-Teaching employees while they make use of University Vehicle for their private purposes

Sr. No.	Name of Vehicle	Rates
(i)	Car/Tavera	Rs. 5/- per Km

Note: (i) In case of night stay- Rs. 500/- per night shall be charged extra.

(ii) The fuel shall be payable by the user of the vehicle.

2. REGULATION FOR AUTHORISATION TO EXECUTE INSTRUMENTS OR TRANSACT BUSINESS OF THE UNIVERSITY

An agreement with the third party on behalf of the University, whenever required to be reduced into writing shall be signed by the Registrar after approval of the Vice-Chancellor.

3. REGULATION FOR REMUNERATION PAYABLE TO GUEST FACULTY

	CATEGORY A	
1.	Vice-Chancellor/ Registrar of other Universities	Rs. 3000/- per lecture subject to a maximum of two lectures per day. Payment of actual expenses for traveling by Car/Train/Airfare
2.	High Court Judges (Working/ Retired)	
3.	Senior Advocates of Supreme Court/ High Court	
4.	Professors	
5.	High Officials of Law Ministry or related Departments	

6.	Senior Corporate Executive	
7.	The serving Judges of District Judiciary	
	CATEGORY B	
1.	Readers/Associate Professors	Rs. 1500/- per lecture, subject to a maximum of two lectures per day. Payments of actual fare by Bus/Rail, as the case may be
2.	Assistant Professors/Associates of Law Firm	
3.	Editor Newspaper/other Media	
4.	Advocates	

Note:

- (a) Retired Teachers/Officials/Judges may also be invited as Guest Faculty.
- (b) Maximum Remuneration payable to a Guest Teacher shall not exceed Rs. 25000/- in one month.

(c) **Regulation for Remuneration Payable to Teachers for delivering Special Lectures to detained Students**

The teachers shall be paid remuneration for delivering special-lectures to students detained for shortage of attendance at the rate of Rs. 250 per lecture or maximum of Rs. 2500 whichever is less, for one semester.

(d) **Honorarium for setting of question papers of End Term Examinations and Ph.D.Entrance.**

Rs. 1000/- for two sets of Question paper of one subject in B.A.LL.B. (Hons.), Rs. 1200/- for two sets of Question paper of one subject in LL.M. and Rs. 2000/- each for setting Question Paper of Ph.D Entrance Test in Research Methodology and Law or other specific subject.

(e) **Remuneration Payable to Invigilators and Evaluators of Answer Sheets**

Honorarium for each Invigilation duty shall be at the rate of Rs. 300. Evaluation of answers sheets of B.A.LL.B. (Hons.) Five Year Integrated Course and LL.M. (Two Years Post-Graduation Course) shall be at the rate of Rs.50 per answer sheet respectively subject to minimum of Rs.120 for Undergraduate Course and Rs 60 per answer sheet subject to minimum of Rs.150 for Postgraduate Course. Honorarium for Re-evaluation of B.A.LL.B. (Hons.) and LL.M. shall be at the rate of Rs. 200 per answer sheet.

(f) Honorarium to Evaluators of LL.M. Dissertations

Evaluators of LL.M. Dissertations both external and internal shall be paid honorarium at the rate of Rs. 1000 per copy of Dissertation.

(g) Rates of Honorarium Payable to Moot Court Evaluators

External Evaluators for Moot Court Examination of Tenth Semesters of B.A.LL.B. (Hons.) Five Years Course and External Judges of Intra Competitions shall be paid honorarium of Rs. 1500/- per sitting in addition to permissible traveling allowance.

(h) Rates of Honorarium/Remuneration Payable to

Eminent Legal Fraternity, who have rendered a valuable service in the field of Legal Education and have retired from teaching or related Profession as Visiting Professor, Distinguished Professor, Adjunct Professor of Law as is deemed proper and allow their remuneration/honorarium/pay as the case may be, as given below:

1. For One Day Rs. 3000/- + TA/DA as per rules
2. For One Week Rs. 15000/- + TA/DA as per rules
(5 working Days)
3. For Two Weeks Rs. 30,000/- + TA/DA as per rules
(10 working days)
4. For One Month Rs. 60,000/- + TA/DA as per rules
(at least 20 working days) Free boarding & lodging shall be Provided

Note: The teachers who are associated with teaching as guest faculty for the whole semester shall be paid as per existing rates in the Regulation.

4. **HONORARIUM PAID TO EXAMINER AND MEMBERS OF THE DIFFERENT COMMITTEES FOR Ph.D. PROGRAMME**

Sr. No.	Mode of Honorarium	Proposed
1.	Honorarium for sitting of Member(s) of Doctoral Committee.	Rs. 1500/- for half day and Rs 3000/- for Full Day
2.	Honorarium for sitting of Member(s) of Research Advisory Committee (RAC)*	Rs. 2500/-
3.	Honorarium for Evaluation of Ph.D. Thesis to each Examiner.	Rs. 5000/-
4.	Honorarium for Examiner conducting viva-voce	Rs. 3000/-

5. REMUNERATION FOR EVALUATION OF PROJECT WORK FOR UNDER-GRADUATE COURSE

Rs. 1000/- per day + traveling allowance at prescribed rates

6. REGULATIONS REGARDING REMUNERATION PAYABLE TO CENTRE SUPERINTENDENT, DEPUTY SUPERINTENDENT/ INVIGILATORS, ASSISTANT SUPERINTENDENT AND OTHER SUPPORTING STAFF FOR PERFORMING EXAMINATION DUTY IN END TERM EXAMINATION/ Ph.D. ENTRANCE TEST.

(a)	Centre Superintendent	Rs. 500/- per day
(b)	Deputy Superintendent/Invigilator	Rs. 300/- per day
(c)	Assistant Superintendent	Rs. 200/- per day
(d)	Other Supporting Staff	Rs. 100/- per day

Honorarium to Examiners for Evaluation of Answer Booklets of the Ph.D. Entrance Test:

(a)	Upto 20 copies	Rs. 3000/-
(b)	Above 20 per copy	Rs. 150/-

7. PAYMENT OF TA/DA, REGISTRATION FEE AND STATIONERY CHARGES ETC. FOR STUDENT PARTICIPATION

- (a) The reimbursement of travelling or other expenses should only be limited to top 10 speakers and top 5 Researchers of the Intra Moot Court Competition.
- (b) The other students may also be selected in the order of merit subject to securing of minimum 50% marks of the Intra-Moot Competition. However these students shall not be allowed financial assistance or reimbursement except as provided hereunder:
- (c) The student/teams qualifying in Intra Moot Competition may be allowed to participate in the competition, on their own expenditure and after submitting an undertaking that student will bear expenditure himself/herself. However student/team may get reimbursement if it secures any position mentioned hereunder:
 - (i) If a team qualifies for semi final round in National moot -75% reimbursement.
 - (ii) If a team qualifies for final round in National Moot -100% reimbursement.
- (d) 100% of the reimbursement shall also be allowed to in the case of the award of Best Memorial, Best Lady/Male Advocate and Best Researcher.

- (e) The University may provide Financial Assistance to students participating in International Moot Court Competition to meet the expenses for travelling/boarding and lodging/registration fee to the maximum extent of Rs. 25,000/- or actual per participant, whichever is less.

Provided that Vice-Chancellor may allow the financial assistance beyond the limit of Rs. 25,000/- with approval of the Executive Council subject to maximum limit of Rs. 50,000/-

- (f) This financial assistance shall be paid out of Students' Welfare Fund with the University.
- (g) The students shall be eligible to get this financial help in the following circumstances:
- (i) When he/she qualified to participate in the international moot court competition through national competition.
 - (ii) Invited/selected to participate through the University or on a proposal forwarded by the University.
- (h) The aforesaid regulations shall also be applicable mutates mutandis to other competition.

8. **REGULATION FOR INVITING GUEST FACULTY**

The Vice-Chancellor is authorised to invite Professors, Readers, Lecturers, Advocates and Judicial Officers and other Professionals/Scholars in the field of Law and other allied subjects on regular basis as Visiting/Guest Faculty to deliver lectures to the students of DNLU to be paid at the approved rates on per lecture basis.

9. **TRAVELING & DAILY ALLOWANCES RULES**

For Non-Official Members:

- (a) Traveling allowance: Members of the General Council, the Executive Council, the Academic Council, the Finance Committee, the Selection Committees, External Examiners or any member of other subcommittees shall be paid traveling allowance as follows:
- (i) Where the journeys are made by Air: Return air fare by the economy class.
 - (ii) Travel by Train: A.C. First Class or 2nd Class A.C. 2- tier return fare or the actual fare paid, whichever is less, together with the reservation charges and the agency charges paid to an approved travel agency by Railway.
 - (iii) Travel by Taxi/own Car: When the journeys are made by taxi/own car, either fully or partly, the T.A. shall be limited to the 1st A.C. rail fare

between places connected by rail if two stations are connected by Rail. When they are not connected by rail, road mileage for such travel or portion thereof will be paid as per the rates fixed by the Govt. Of Madhya Pradesh for its officers with the grade pay of Rs. 10,000/- from time to time.

However, the Vice-Chancellor shall have power to sanction such T.A. to those non-official members who by virtue of their office are entitled for the executive class fare of aeroplane or on the basis of actual expenses on self verification of receipt, if any.

- (iv) In case a member of the Selection Committee from a foreign country visits the University to attend the meeting, the University shall reimburse the actual expenses incurred by such members.

(b) Daily Allowance:

Payment of daily allowance shall be as follows:

- (i) Meeting days - Sitting fee Rs. 3,000/- per day
- (ii) Journey period Rs. 1,000/- per day provided the Journey is of more than four hours duration.

Notes:

- (i) Local experts/members will be entitled to the reimbursement of actual conveyance charges in addition to the sitting fee/Honorarium of Rs. 1,000/- per day, when the University has not provided its conveyance.
- (ii) Travel to/from airport/railway stations: Conveyance hire charges incurred by the member/expert for travel from/to residence/Head Quarters to/from the airport/railway station as the case may be and from airport/railway station to the place of meeting/stay and back at the Station of meeting will be reimbursed actual charges.

10. FOR OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

The officers, the teachers and the other employees shall be entitled for T.A./D.A. at the rates admissible from time to time to the government employees of the Madhya Pradesh.

11. GENERAL

- (a) The Air/Train Fares payable shall be by the shortest route.
- (b) The daily allowance for journey periods shall be restricted for the minimum possible time absolutely required to complete the journeys to and fro by the shortest route.

- (c) Those who take casual leave while on tour on University work or extend stay for non-availability of accommodation in train etc. are not entitled for any daily allowance for such extended stay.
- (d) In case of teachers who on the recommendation of the Dean of Faculties and in case of other employees who on the recommendation of the Registrar, travel, the Vice-Chancellor may allow such teacher or employee journey by Air in emergency.
- (e) No journey will be undertaken without the prior permission of the Vice-Chancellor or any other officer authorized by the Vice-Chancellor.
- (f) Except the T.A. bills of the members of the authorities/committees and other invitees for the scheduled meetings called by the University, each T.A. bill will be entertained after it is countersigned by the competent officer as stated below:

The Vice-Chancellor	Vice- Chancellor
Registrar/Finance Controller/Deans/Head of the Deptt./Professors/Associate Professors	Vice- Chancellor
Others	Registrar

12. POWER OF THE VICE-CHANCELLOR

Notwithstanding anything contained in the above Regulations the Vice-Chancellor after assigning the reasons in writing shall have power to authorize Air-travel/AC-travel and other expenses incurred by any employee/visiting faculty or dignitary to such extent as he deems fit and necessary.

13. T.A. AND D.A. FOR ATTENDING CONFERENCE, SEMINARS, WORKSHOPS ETC.

Notwithstanding anything contained above, teachers and other employees sponsored by the University to attend Conferences, Seminars, Workshops, etc. shall be entitled for T.A. and Dearness allowance as per these Regulations besides the Registration fee, if any.

14. REFUND OF FEE

- (a) Fee deposited against the admission in any course in any academic year shall not be refunded to the students. Provided that the fee deposited by such candidates, who have been admitted through Common Law Admission Test (CLAT) may be transferred to such other National law Universities wherein they have been upgraded/shifted by the CLAT in accordance with the procedure laid down by the CLAT, after the deduction of Rs. 1000/- (Rupees one thousand only) or any such amount which is prescribed by the CLAT to be deducted in case of up-gradation

to other Universities. Any other due from the student shall also be deducted while transferring the fee to other NLUs from the amount of fee deposited by them.

- (b) The fee deposited by such a student, who leaves the University on his own will either on account of his illness or absence in the classes or failure in the examination or any other reason, shall not be refunded. The caution money will be refunded to such student after deducting the dues, if any. However, the first semester students (new entrants) who withdraw their admission on their own volition before the closure of admission process shall be eligible for refund of their fee after deduction of admission fee.
- (c) The fee deposited by any student for appearing in one or more subjects/papers of the repeat examination or late submission of one or more project/project presentation shall not be refunded in any case.
- (d) The caution money may be released/transferred to the bank account of the passed out students of the University provided they submit the certificates to the effect that there are no dues against them from the University Library Hostel, Mess & General Administration.
- (e) Notwithstanding anything contained in the above regulations regarding refund of fee, the University may require a student to deposit such fee in lieu of any loss, waste of misapplication of books/equipments or any other property of the University as a direct consequence of his/her neglect or misconduct before attaining his/her degree.

15. REIMBURSEMENT OF MEDICAL EXPENSES TO THE REGULAR EMPLOYEES OF THE UNIVERSITY

- (a) As and when the University establishes its own Health Center, all the employees and their declared dependents may undergo treatment in the Health Center, and the medicines available in the health centre shall be given to them for free and the cost of medicines not available in the Health Center and required to be purchased locally, is reimbursable. If treatment is done outside the same shall be reimbursed to the extent of one month's Scale of Pay of the regular employee in a financial year subject to countersigning of such bills by the Medical Officer of the University Health Center.
- (b) The cases requiring relaxation of this Regulation, if any, will be sanctioned by the Vice-Chancellor with the approval of the Execution Council.
- (c) The medical bill shall be presented within 6 Months from the date of issue.

16. AUTHENTICATION

All orders and decision of the General Council and Executive Council shall be approved by the signature of the Chancellor or the Vice-Chancellor, as the case may be.

17. REMOVAL OF DIFFICULTIES

If any difficulty as to the interpretation or application of any of the provisions of these Regulations, the decision of the General Council thereon shall be final.

18. REPEAL AND SAVINGS

- (a) Every person holding a regular post in the University at the commencement of these Statutes shall, on such commencement, be deemed to have been appointed under the provisions of these Statutes to the corresponding post and shall draw the pay and allowances not less than the pay and allowances drawn by him immediately before such commencement.
- (b) In the cases where these Statutes are silent on any matter, relevant Rules and provisions as applicable in State of Madhya Pradesh and, in their absence, UGC Regulations will apply mutatis mutandis to the employees of the University.
- (c) All adhoc Rules, Regulations, Schemes and Arrangements of the University existing on the date of commencement of these First Statutes, Ordinances and Regulations shall stand repealed. However, any decision taken earlier, during the existence of adhoc Rules, Regulations, Schemes and Arrangements of the University, shall be deemed to have been passed under these First Statutes, Ordinances and Regulations.

SCHEDULE 'A'
(Durable Furniture & Furnishing Items)

1.	Utensils (Stainless Steel)	8 Years
2.	Hanging & Shelf Almirah-	8 Years
3.	Side Board	8 Years
4.	Dining Table & Chairs	8 Years
5.	Writing Table/Study Table	6 Years
6.	Curtain Rod	5 Years
7.	Cots/Beds	8 Years
8.	Sofa Set	8 Years
9.	Centre Table	8 Years
10.	Peg Table/Stool	8 Years
11.	Bed Side Table	8 Years
12.	Dressing Table	8 Years
13.	Chairs	8 Years
14.	Wall Racks	8 Years
15.	Cabinets	8 Years
16.	Writing Pad	4 Years
17.	Steel Almirah	8 Years
18.	Teapoy	4 Years
19.	Wooden Mini Bar/Cart	4 Years
20.	Wooden Revolving Rack/Trolley	4 Years
21.	Launcher/Console	4 Years
22.	TV wenge	4 Years
23.	Bunk Bed	4 Years
24.	Pot Stands	5 Years
25.	Table Tennis Table	3 Years
26.	Mobidry/Cloth Stand	5 Years
27.	Springs/Exercise items	3 Years
28.	Ladder	3 Years
29.	Wooden Chimney	4 Years

SCHEDULE 'B'
(Non-Durable Furniture & Furnishing Items)

1.	Water Sprinkler*	3 Years
2.	Mattresses	2 Years
3.	Carpet/Durry*	3 Years
4.	Garden Umbrella	3 Years
5.	Curtains	3 Years
6.	Bed Sheets*	1 Year
7.	Pillows*	1 Year
8.	Quits/Blankets*	3 Years
9.	Cotton Mattresses	2 Years
10.	Crockery*	3 Years
11.	Utensils (Aluminium)	3 Years
12.	Coir Matting*	2 Years
13.	Door Mats*	1 Year
14.	Lenolium/Marble	3 Years
15.	Wheel Barrow (Trolley)	3 Years
16.	Hedge (Scissors)	3 Years
17.	Briefcase/Suitcase/Strolley	5 Years
18.	Cane Furniture	3 Years
19.	Plastic Furniture	3 Years
20.	Rackets/Nets	2 Years
21.	Ironing Stand	2 Years
22.	Water Camper	4 Years
23.	Utensils (Plastic)*	3 Years
24.	Plastic Sheets/Covers*	3 Years
25.	Towels*	1 Year
26.	Pillow Covers/Cushion Covers*	2 Years
27.	Bed Cover*	2 Years
28.	PVC Pipe*	3 Years
29.	Wall Clocks	2 Years
30.	Apron/Napkins/Mats*	1 Year
31.	Dustbin*	1 Year
32.	Laundry Basket	1 Year
33.	Bean Bag	2 years
34.	Hangers	2 Years

SCHEDULE 'C'
(Durable Electrical/Electronics Appliances)

1.	Air-Conditioner with Stabilizer	8 Years
2.	Refrigerators	8 Years
3.	Desert Coolers	8 Years
4.	Fan	5 Years
5.	Washing machine	6 Years
6.	Oven (Electric & Microwave)	8 Years
7.	Television/LCD/LED	5 Years
8.	Radio	5 Years
9.	Stereo	5 Years
10.	Music System/Home Theatre	5 Years
11.	Vacuum Cleaner	5 Years
12.	Electric Kettle	4 Years
13.	Coffee Percolator	4 Years
14.	Rat Repeller	2 Years
15.	Geyser	5 Years
16.	Cooking Range/Chimney	5 Years
17.	Electric Toaster	5 Years
18.	Juicer Mixer Grinder/Food Processor	5 Years
19.	Electric Cooker	5 Years
20.	Electric Iron	2 Years
21.	Chandelier/Fancy Lights/Lamps	5 years
22.	Aquaguard Water Purifier	5 Years
23.	Water Dispenser	3 Years
24.	Dish Antenna/DTH	5 Years
25.	Exercise bike	5 Years
26.	Morning walker	5 Years
27.	Barbeque/Tandoor	5 Years
28.	Cloth Dryer	4 Years
29.	Induction	3 Years

SCHEDULE 'D'
(Non-Durable Electrical/Electronics Appliances)

1.	Insect Killer	1 Year
2.	Table Lamp	3 Years
3.	Emergency Lamp	3 Years
4.	Vaccumiser	3 Years
5.	Heater	1 Year
6.	Heat Convector/Blower	3 Years
7.	Remote Bell*	2 Years
8.	Hair Dryer	2 Years
9.	Weighing Machine	4 Years
10.	Atta Chakki	5 Years
11.	Roof Lights/Light Rolls*	5 Years
12.	Hand Mixer/Blender	2 Years

SCHEDULE 'E'
Standard List of Items of Furniture, Fixtures & Fitting

Sl.No.	Artices	Quantity	Durable/Non-Durable
A- For Living Room/Drawing Room			
1	Sofa Set with Centre Table	2	Durable
2	Carpet	1	Non-durable
3	Wall Clock	1	Non-durable
4	Show Case	1	Durable
5	Corner Table	2	Durable
B- For Dining Room/ Kitchen			
1	Dining Table with Chair	1 +8/6	Durable
2	Refrigerator	1	Durable
3	Wall Clock	1	Non-durable
4	Cook Top	1	Durable
5	Oven	1	Durable
6	Water Purifier	1	Durable
7	Crockery Articles	As per requirements	Non-durable
8	Steel Utensils	As per requirements	Durable
9	Mixer Grinder/ Food Processor	1	Durable
C- For Bed Room (for Master Bed Room)			
1	Double Bed	1	Durable
2	Mattress	As per size	Non-durable
3	Bed Side Table	02	Durable
4	Dressing Table with stool	1	Durable
5	Carpet	1	Non-durable
6	Wall Clock	1	Non-durable
7	T.V.	1	Durable
8	Chairs with Centre Table	2+1	Durable
9	Steel Almirah	1	Durable
Other Rooms			
10	Single Bed	2	Durable
11	Mattresses	As per requirement	Non-durable
D- Other Furnishing Articles			
1	Washing Machine	1	Durable
2	Curtains	As per requirement	Non-durable
3	Door Mats	As per requirement	Non-durable
4	Study Table	1	Durable
5	Inverter with 2 Batteries	1	Durable
6	Room Heater	1	Non-durable