

VIDYAVARDHAKA SANGHA

SERVICE RULES

1. GENERAL

1. TITLE AND COMMENCEMENT

- (i) These rules may be called the Vidyavardhaka Sangha Service Rules.
- (ii) They shall come into force w.e.f.01-01-2014 as approved by the Executive Committee.

2. APPLICATION

- (i) These rules shall apply to all employees serving in connection with the affairs of Vidyavardhaka Sangha in respect of whose conditions of service the sangha is competent to make rules.
 - (ii) Notwithstanding any thing contained in sub-rule (1), these Rules shall not apply to:
 - (a) Persons in casual contract employment
 - (b) Persons subject to discharge from service on less than one month's notice
3. Where the Vidyavardhaka Sangha is satisfied that the operation of any rule regulating the conditions of service of the Vidyavardhaka Sangha employees or any class of such employees causes undue hardship in any particular case, it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with any case in a just and equitable manner.
3. Officers appointed to be incharge of the current duties of a post shall be competent to exercise all administrative and financial powers vested in the regular incumbent of the posts such an officer should not however, modify or over-rule the orders already passed by the regular incumbent of the post except in an emergency, without obtaining the orders of the next higher authority.
4. The claim of Sangha employee to pay and allowances, including travelling allowances, is regulated by the Rules in force at the time at which pay and allowance are earned by the rules in force at that time leave is applied for and granted and a terminal benefits, by the rules in force at the time when Sangha employee retires or is discharged from the service of the Vokkaligara Sangha.
5. The service and monetary benefits extendable and payable to all the employee shall depend upon the financial position of the Vidyavardhaka Sangha and as decided by its Executive Committee from time to time.

CHAPTER -1

DEFINITIONS

In these rules, unless the context otherwise requires:

- [1]. "**ABSENTEE**" means a Sangha employee absent from an appointment on which he has a lien, either on leave or an deputation to another appointment whether permanent or temporary or on Special duty un-connected with his own appointment or On joining time during transfer to another appointment or under suspension if the suspension is confirmed.

- [2]. **"ALLOTMENT"** means grant of license to a Sangha employee to occupy a house owned , leased or requisitioned by the Sangha or portion thereof, for use by him as residence.
- [3]. **AGE:-** When a Sangha employee is required to retire, revert or cease to be on leave on attaining a specified age, the day on which he/she attains that age is reckoned as a non-working day, and the Employee must retire, revert or case to be an leave (as the case may be) with effect from and including that day.
- [4]. **" AUTHORISE MEDICAL ATTENDENT"** means the civil surgeon or the Principal Medical Officer appointed by the Govt. or Sangha
- [5]. **CADRE :** means the strength of a service or part of a service, sanctioned as separate unit;
- [6]. **"CAMPEQUI PAGE"** means the apparatus for moving a service camp.
- [7]. **"CAMP EQUIPMENTS"** means the requisites for pitching and tents and furnishing them or where tents are not carried such articles of camp furniture as it may be necessary in the interest of the Sangha service, for. a Sangha employee to carry with him on tour.
- [8]. "CLASS AND GRADE" :- Appointments are said to be in the same "class" when they are in the same Office, and bear the same designation, or have been declared by the Vidyavarhdaka Sangha to be in the same class Appointments in the same class are some times divided into "Grades" according to pay.

NOTE: Appointments do not belong to the same class or grade unless they have been so constituted or recognised by the Sangha. A ministerial officer may be appointed to act for another ministerial officer in the same office whose pay is higher than his own subject to rules governing such appointments.

- [9]. **CONTINUOUS SERVICE"** means the service of a Sangha employ from the beginning of his service, without any break, Only leave with allowances be will included in the continuous service.
- [10]. **"COMPETENT AUTHORITY"** (in relation to the exercise of any power) means Sangha or any authority which the power is delegated by or under these rules.
- [11]. **"DAY"** means a calendar day, beginning and ending midnight but an absence from head quarters which does not exceed 24 hours shall be reckoned for all purposes as one at whatever hours the absence begins or ends.

[12]. "DUTY Duty' includes:

(a) **Service as probationer,**

Note : Service as a Temporary candidate is to be treated as officiating or temporary service for purpose of grant of increments leave, gratuity.

(b) **JOINING TIME:**

Note: If a Sangha employee has handed over charge of post on receipt of the orders

of transfer and if, immediately thereafter the orders of transfer are held in abeyance or cancelled, the period of compulsory waiting between the date of handing over charge and the date of resuming charge of the post should be treated as duty

- (c) A course of instruction or training authorized by under the orders of Sangha.

NOTE 1 : Where a Sangha employee deputed for training is required to attend an interview and to wait for the result of the interview before actually joining the course of instructions or training, the period intervening between the date of interview and the date of actually joining the course of instruction on training may be treated as duty under special orders of sangha.

- (d) The period occupied in appearing for an examination prescribed by sangha in any regional language at which a sangha employee has been granted permission to appear, or in attending an obligatory examination, or in attending an examination which a sangha employee must pass to become eligible for a higher post in any branch of service, or attending the kannada typewriting or kannada shorthand examinations conducted by the office of public instruction including the time reasonably necessary for going to and from the place of examination; provided that such period shall be deemed to be on duty only twice in respect of each obligatory examination.

Note: in cases where an examination is taken in interruption of leave or immediately after leave, the time occupied in appearing for the examination, including the time necessary for going to and from the place of examination, shall be treated not as duty but as leave. If the examination takes place immediately before leave, the leave shall be held to have commenced from the date following that of the completion of the examination.

- (e) The period spent by sangha employee, awaiting orders of posting after relief from a post under sangha or after reporting for duty on return from leave, training or deputation provided such waiting is approved by sangha as unavoidable. It should be ensured that delay in giving posting orders is avoided.
- (f) The period spent by a Sangha employee, who is engaged or deployed temporarily or special duty or under orders of the competent authority, including the time reasonably required to travel to and the place of such special duty.

Note: Deployment of a sangha employee temporarily for a period not exceeding one month does not amount to transfer.

- (g) The period spent by a Sangha employee whose services are engaged by a delinquent Sangha employee in accordance with the provisions of V.S. conduct Rules in his defense in the disciplinary proceedings, instituted against him, in assisting the delinquent Sangha employee.

[13]. **"FAMILY"** means a Sangha employee's wife or husband, legitimate children and stepchildren, residing with and wholly dependent on the sangha employee. In respect of journeys on transfer it includes in addition his/her parents residing with and wholly dependent on the Sangha employee.

[14]. **"FEES"** means a Sangha or non-recurring payment to a Sangha employee from a source other than the fund of the Sangha employee from a source other than the fund of Sangha,

whether made directly to the sangha employee or indirectly through the intermediary of Sangha but does not include.

- (a) Income from property, dividends and interest on securities.
- (b) Income from literary, cultural or artistic efforts if such efforts are not aided by the knowledge acquired by the Sangha employee in the course of his device otherwise to be treated as fees.
- [15]. **“FIRST APPOINTMENT”** Includes the appointment of a person not at the time of the any appointment under Sangha even though he may have previously appointment.
- [16]. **“FOREIGN SERVICE”** means service in which a sangha employee receives his incentive pay with the sanction of Sangha, from any source other than the Sangha.
- [16].A Foreign Service allowance is an allowance granted by a foreign employee to a Sangha Employee.
- [17]. **“HOLIDAY”** means a .holiday prescribed or notified by Sangha as such: and in relation to any particular Office, includes a day on which such office is ordered to be closed by a competent authority for the transactions of Office/Institution business without reserve or qualification:
- [18].**“HONORARIUM”** means a recurring or nonrecurring payment granted to a Sangha employee from the Sangha Institution under whom he is employed as remuneration for work of an occasional ,or character.
- [19].**“JOINING TIME”** means time allotted for a sangha employee to join new post or to travel to station to which he is posted.
- [20].**“LEAVE SALARY”** means the monthly amount paid by the sangha to Sangha employee to leave.
- [21].**“LIEN”** means the title of a sangha employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a temporary post, to which he has been appointed substantively.
- Note:-** Sangha may permit a Sangha employee to retain a lien on a temporary appointment in a special case, such as absence on study or duty or training outside India.
- [22]. **“LOCAL ALLOWANCE”** A ‘Local Allowance’ is an allowance granted in Consideration of exceptional local circumstances such as the unhealthiness or expensiveness of the locality.
- [22].A **“LOCAL CANDIDATE”**: A local candidate in service means a temporary sangha employee not appointed regularly as per rules of recruitment of that service.
- [23]. **“MINISTERIAL EMPLOYEE”** means sangha employee whose duties are entirely clerical and any other class employees specially defined as such by sangha.

[24]. **“MONTH”** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd numbers of days calculated subsequently.

NOTE: In calculating a period of 3 months and 20 days from:25th January, 3 months should be taken as ending on 24th April and the 20 days on 14th May In the same way, the period from 30th January 2nd March should be reckoned as 1 month and 2 days, because one month from 30th January ends on 28th February. A period of one month and 29th.days commencing from. 1st January will expire, in an ordinary year (in; which February is a month of 28 days) on the last day of February, because a period of 29 days cannot obviously mean exceed a period of full calendar month and a period of two months from 1st January would end on the last day of February. The same would be the case if February were a month of 29 days or if broken period were 28days (in an ordinary year).

[25]. **“OFFICIATE”** - A Sangha employee officiates in a post hen he performs the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint a Sangha employee to officiate in a vacant post on which no other Sangha employee holds a lien.

NOTE -1: The authority which has power to make a substantive appointment to a vacant post may appoint a sangha Employee to officiate in it.

NOTE -2: A post vacated by sangha employee who has been dismissed should not be filled substantively pending the result of such appeal as the rules permit.

[26]. “pay” means the amount draw monthly by a sangha employee as the pay which has been sanctioned for a post held by him substantively or in an cadre and shall also include:

(a) Stagnation increment, if any, granted to him above the maximum of the scale of pay,

(b) Personal pay, if any granted to him under the Karnataka civil services (Revised pay) Rules, issued by sangha from time to time.

(c) Any other enrolments specifically classed as pay by Sangha “

[27]. **“ PERMENT POST “** : means a post carrying a definite rate of pay sanctioned without limit of time.

(28) **“PERSONAL PAY”** means additional pay granted to a sangha employee

(a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post, due to a revision of pay or to any reduction of such substantive pay otherwise than as disciplinary measures; or

(b) in exceptional circumstances, on other personal considerations.

Unless in Any case it is specially ordered otherwise, a personal pay should be reduced be any amount by which the recipient’s pay may be increased and should cease as soon as his pay is increased by an amount equal to his personal pay:

[29]. **“ PRESUMPTIVE PAY OF A POST”** : When used with reference to any particular Sangha employee, means the pay to which would be entitled, if he held the post substantively and were performing its duties; but it does not include special pay, unless the

sangha employee performs or discharges the work or responsibility of is exposed to the unhealthy conditions, in consideration of which the special pay, was sanctioned.

[30]. The terms “**probationer**” shall have the same meaning as given to it under the terms & conditions of the appointment orders and periods of probations shall be **TWO YEARS**

NOTE -1: A probationer is treated for all purpose as a temporary Sangha employee.

NOTE -2: In computing the period of probation, Extraordinary leave granted to a Probationer during the period of his probation shall be excluded)

[31]. “**SUBSTANTIVE GRANT**” : Means a monthly grant made to a Sangha employee who is not in receipt of pay or leave salary;

[32]. “**SUBSTANTIVE PAY**” : Means the pay, other than pay, personal pay, or emoluments classed as pay by Sangha under clause to which a Sangha employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

[33]. “**TEMPORARY POST**” : Means a post carrying a definite rate of pay sanctioned for a limited time for period of Two Years.

[34]. “**TRANSFER**” : Means the movement of a Sangha employee from one headquarters/institution in which he is employed to another such place, either (a) to headquarters / in which he is employed to another such place, either (a) to institution take up the duties of a new post or; (b) in consequence of a change of his head quarters institution.

[35]. Sangha, means Vidyavarhdaka Sangha

[36]. President Means President of Vidyavarhdaka Sangha

[37]. Executive Committee : Means Executive Committee of Vidyavarhdaka Sangha

CHARGE OF OFFICE

07. Unless, for special recorded reasons which must be of a public nature, the authority under whose orders the transfer takes place, permits or requires it to be made any particular case else where, or otherwise, the charge of an office must be made over at its headquarters, both the relieving and relieved Sangha employees being present.

LEAVING JURISDICTION

08.No Sangha employee should leave the headquarters for any time without proper authority.

NOTE :1 :An authority competent to sanction casual leave to a Sangha employee may permit him to leave the headquarters during holidays or during casual leave.

CHAPTER II

GENERAL RULES REGARDING LIEN ON APPONTMENT AND ADMISSIBILITY OF ALLOWANCES.

09.(a) Two or more Sangha employees cannot be appointed substantively to the same permanent post at the same time.

(b) A Sangha employees cannot be appointed substantively except as a temporary measure ,to two or more permanent posts ay the same time.

10. (a) A Sangha employee cannot be appointed substantively to a post on which another Sangha employee holds a lien.

(b) Unless, in any case, it be otherwise provided in the rules , a Sangha employee on substantive appointment to any permanent post acquired on any other post.

11. Unless his lien is suspended under Rule 12 a sangha employee holding substantively a permanent post retains a lien on that post.

(a) While performing duties of that post;

(b) While on foreign service, or holding a temporary post or officiating in another posts.

(c) During joining time on transfer to another post, unless he is transferred substantively to a post from the date on which he is relieved of his duties in the old post.

(d) While on leave;

(e) While under suspension.

12. Sangha shall suspend the lien of a Sangha employee on permanent post which he holds substantively if he is appointed to such post OR

(a) Provisionally to a post on which another Sangha employee would hold a lien had his lien not been suspended under this Rule.

(b) Sangha may at its option, suspend the lien of a Sangha employee on a permanent post which he holds substantively if he is deputed transferred in an officiating capacity to a post in another cadre and if in any of these case.

(a) There is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

(b) If a Sangha employee's lien on a post is suspended under clause (a) or (b) of this Rule the post may be filled up substantively and the Sangha employee appointed to hold it substantively shall acquire a lien on it, provided that the arrangements shall be reversed as soon as the suspended lien revives.

(c) NOTE : When a post is filled substantively under this clause the appointment will be termed as provisional appointment; the Sangha employee appointed will hold a provisional lien on the post and that lien will be liable for suspension under clause (a) but not under clause (b) of this Rule.

(d) A Sangha employee's lien which has been suspended under clause (a) of this Rule shall revive as soon as he ceases to hold a post of the nature specified in sub-clause (1) of that clause.

(e) A Sangha employee's lien which has been suspended under clause (b) of this Rule shall revive as soon as he ceases to be on deputation on foreign service or to hold a post referred to in clause (b) provided that a suspended lien shall not revive because the Sangha employee takes leave if there is reason to believe that he will on return from leave continue to be on deputation on foreign service or to hold a post referred to in

clause (b) and the total period of a absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-clause (1) of (2) of 12

NOTE 1:- Only one provisionally substantive appointment is permissible against one post. A Provisionally substantive appointment is permissible against a vacant permanent post.

NOTE 2:- The power to make provisionally permanent arrangements and to order suspension of lien is delegated to the president in the case of Sangha Employees.

NOTE 3:- The Lien of a Sangha employee cannot be suspended while he is on probation in another post. If the Sangha employee completes the period of probation satisfactorily, suspension of lien may be made with retrospective effect from the date on which the Sangha employee was transferred to other duty provided that the conditions in clause (b) above are otherwise satisfied.

- (f) (i) A Sangha employee's lien on a post may in no circumstances be terminated even with his consent if the result will be to leave him without a lien, or a suspended lien upon a permanent post.
- (g) Sangha may transfer to another permanent post in the same cadre the lien of a Sangha employee who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

NOTE :- The President of Sangha is empowered to transfer a lien provided that he or an authority subordinate to him is authorized to make appointments to both the posts concerned.

- (h) A Sangha employee's lien on post shall stand terminated on his acquiring a lien on a permanent post outside the cadre on which he is borne,

2.A (1) A Sangha employee may be transferred from one post to another, provided that except.

- (i) As penalty imposed for misconduct, or
- (ii) On his written request,

A Sangha employee shall not be transferred appointed to officiate in a post carrying less pay than the pay of the post on which he holds a lien or would hold a lien had his lien not been suspended under **Rule 12**

(2) Nothing contained in sub-rule (1) of this Rule or clause (21) of Rule 06 shall operate to prevent the transfer of a Sangha employee to the post on which he would hold a lien had it not been suspended in accordance with the provisions of clause (a) of Rule 12

13. A Sangha employee may be required to subscribe that may be prescribed by Sangha to provident fund, or other similarly fund in accordance with such rules.

14. Subject to any exception specially made in these Rules, a Sangha employee shall begin to draw the pay and allowances of a post with effect from the date when he assumes the duties of that post and shall cease them as soon as he ceases to discharge those duties.

15. Unless it be otherwise provided by special rule or contract the pay of a Sangha employee begins when he takes charge of the appointments in respect of which it is earned. If the charge is transferred afternoon, the transfer does not affect allowances until the next day. Twelve noon will be treated as Forenoon.

If, however the substantive appointment of a Sangha employee is changed while he is officiating in an appointment or if while so officiating a Sangha employee is appointed for the first time to some substantive office then, provided that the tenure of his officiating appointment is not interrupted by his new substantive appointment he may draw the pay thereof without joining it from the date on which the substantive office becomes vacant.

Promotions involving change of duties shall take effect from the date when the Sangha employee assumes the duties of the post.

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

When more than one day is occupied in making over charge the last day should be entered in the report, and an explanation should be submitted.

17. Unless in any case it be otherwise distinctly provided the whole time of a Sangha employee is at the disposal of the Sangha which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration, whether the service required of him are such as would ordinarily be remunerated from the Sangha fund, or its subordinate institutions funds.

18. (a) Fee :- A competent authority may a Sangha employee, if it be satisfied, that this can be done without detriment to his official duties or responsibilities to perform a specified service or series of services for a private person or body or for a public body including a body administering fund and to receive as remuneration therefore if the service be material, a nonrecurring or recurring fee.

(b) Honoraria:- A competent authority nay grant or permit a sangha employee to receive an honorarium as remuneration for work performed which is occasional 1(or intermittent) in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from the provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of Sangha and its amount has been settled in advance.

Note 1:- The following general principles are laid down for payment of fees and honoraria:-

- (a) No honoraria should be paid in respect of any work which can fairly be regarded as part of the legitimate duties of the Sangha employee concerned.
- (b) It is one of the liabilities of Sangha employees to have to work outside the office hours in exceptional times and circumstances. No honoraria should ordinarily be given on this account, but continuous working out. Of office hours and on authorized Holidays may justify a claim to Honoraria or to special allowance.

- (c) The amount of an honorarium or fee must be fixed with due regard to the Value of the service in return for which it is given. The maximum fee Permitted by any rule is not to be given in case in which any smaller fee Would be fair and sufficient
- (d) When the service rendered falls within the scope of ordinary duties of The sangha employee performing it, the test of special merit prescribed In this rule must be very strictly applied.

NOTE 2:- The temporary increase in work due to the holding of special Conferences under the auspices of a sangha or subordinate authority or Committees are normal incident of service, and from part of the legitimate duties of sangha employees according to the general principle enunciated in Note.1 Those so employed have, therefore no claim to extra remuneration

NOTE:-3 In case of both fees and honoraria, the sanctioning authority shall Record in writing that due regard has been paid the general principle enunciated in NOTE.1 Those so employed have, therefore no clime to extra remuneration.

FEES – SUBSIDIARY RULES

19. Any sangha employee may receive a fee from a private person or private body or a Public body whose funds are not administered by sangha for work done for it, Provided:-

- (1) He has undertaken the work with the knowledge and (sanction of sangha and it can be carried out without detriment to his official duties.)

NOTE: - It is incorrect for sangha employees who are whole time sangha Employees to accept private employment (particularly part- time work daily) which May conflict with their official duties. Permission for such employment should be accorded only for a work of a quasi- sangha nature of an educational institutions, Local Body, or a Co-operative Institution coming under the control of Vidyavarhdaka Sangha.

20. If the journey by sangha employee is solely or mainly in connection with the affairs Of any other organization or body, the whole expenditure on the travelling of the Sangha employee concerned shall be borne by the official himself or the Organisation concerned, unless otherwise specifically permitted by sangha Employee shall be borne by the sangha.

- i) If a Sangha employee in foreign service is required to work in some capacity For third party and receives fee from that party, such fees less the amount of Expenditure incurred on him by the foreign employer by the way of travelling Allowance (which shall be reimbursed to the foreign employer) shall be credited to sangha.

Regulation of emoluments

21. An officiating arrangements is permissible in a post of which either there is no holder or of which the holder or of which the holder is an absentee.

Note :- With the general or special sanction of Sangha acting appointment may be made in place of officers ordered or permitted to under go a course of training

Explanation : In the case of a Sangha employee debuted for training or a course of instruction . it is not necessary to create a new post in order to accommodate him during such training or course of instruction since the very order posting him for training, etc., would be considered as sanction in this behalf .

22. A Sanga employee who is no training the period spent on which is treated as duty under **Rule 6 (12) (C)** may be granted such pay as the Sangha may consider equitable but in no case exceeding the pay which he would have drawn had he been on duty other than duty under **Rule 6 (12) (C)**

Explanation : A Sangha employee who is on training may be given regular promotion and allowed by the competent authority to draw the pay of the higher post against which he would have officiated but for his deputation to undergo training as per **Rule 39 (1) (a)** of these Rules.

INSRUCTIONS :

According to the Explanation below **Rule 22** a Sanga employee who is on training may be given regular promotion and allowed by the competent authority to draw the pay of the higher post against which he would have officiated but for his deputation to undergo the training as per **Rule 39 (1) (a)** of these Rules.

The matter has been further examined and it is here by clarified that ,a Sangha employee who has been debuted for a course of instruction or training authorized by or under orders of Sangha , and who is treated as on duty according **Rule 6 (12) (c)**these rules may be .

- i) Given regular promotion by the competent authority with effect from the date on which the Sangha employee junior to him in the cadre of his service assumes charge on promotion to a post in the next higher cadre and
- ii) Allowed to draw such pay in the scale of the higher cadre as he would have drawn from time to time but for his deputation to undergo such instruction or training . The above benefit of promotion and consequential fixation of pay may be given subject to fulfillment of the fallowing conditions:-
 - i) The Sangha employee undergoing training or instruction is otherwise eligible for promotion , according to the rules of requirement ; and
 - ii) All his seniors , except those regarded as unfit for promotion have been promoted .

23. instead of appointing a Sangha employee to officiate, it is also permissible to appoint him to be in charge of the current duties of a vacant post . in such a case a “charge allowance (additional pay) is payable as specified in **Rule41**

Note 1 : A Sangha employee can be appointed under this rule to be in charge of the current duties of a vacant post only if he is elegend to be promoted to officiate in that post according to the C & R Rules applicable to that post or if he is holding a post in an equivalent or higher grade.)

Note 2 : The provisions of this Rule apply also to case where a Sangha employee being relieved of his own appointment is appointed to be in independent charge of a higher appointment as a temporary measure .)

Note 3: A person placed in independent charges of a higher promotional post would be eligible for promotion retrospectively if the following conditions are satisfied.

- i. He should be eligible for promotion according to his Seniority.
- ii. He should be otherwise fit for promotion according to the C & R Rules of Vidya Vardhaka Sangha.
- iii. He should have been placed in independent charge of the post by competent authority.
- iv. He should have discharged the duties of the post in which he has been placed in independent charge.
- v. No retrospective promotion is permissible in the case of an individual who is placed in independent charge overlooking the claims of any of his seniors unless the senior was after due consideration of his case, held to be ineligible for promotion.

Note 4: President of the Vidya Vardhaka Sangha is authorized to make in charge/independent charge/additional charge arrangements in accordance with the provisions of rules and of these rules, in respect of such vacant posts.

It should , therefore be clearly noted that no retrospective promotion is permissible in the case of an individual who is placed in independent charge overlooking the claims of any of his seniors unless the senior was after due consideration of his case, held to be in eligible for promotion.

24."Permanent Post" is defined in rule; 6(27)

Without the authority of Vidya Vardhaka Sangha

- i. No new appointment may be created; and no addition may be made to the pay and allowances of any Sangha Employee.
- ii. No appointment may be abolished; and the pay and allowance of no appointment may be reduced;
- iii. No class or grade of Sangha Employee may be created or abolished; and the pay of no class or grade of Sangha Employee may be raised or reduced.

Exception: An addition to the scale of appointment in the lower grade as against a vacancy in higher grade may be allowed temporarily on occasions.

No temporary post may be created without the sanction of Sangha. Sangha may, however, delegate this power to president subject to such limits and conditions as they deem fit.

25. A Sangha Employee when appointed to officiate in post which is tenable by a Sangha Employee of any one of the several grades or classes in a cadre shall, save as otherwise directed by Sangha, be given officiating pay calculated in the pay of the lowest grade or class in the cadre.

26. a) The pay of a Sangha Employee officiating in a post, the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service , is the pay which he would from time to time have received if he held the post substantively.

b) The pay of a Sangha Employee officiating in post, the pay of which has been reduced with effect from the next succession thereto, is the reduced pay.

27. The pay of a Sangha Employee officiating in an appointment, the pay of which has been increased with effect from the next succession thereto, is increased pay.

28. The fixation of pay of a Sangha Employee is within the competence of Sangha; provided that, except in the case of personal pay granted in the circumstances defined in rule * the pay of a Sangha Employee shall not be so increased as to exceed the pay sanctioned for his post without the sanction of the Executive Committee.

29. (1) Notwithstanding anything contained in these rules, when a Sangha Employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves the assumption of duties and responsibilities of greater importance than those of the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.

Provided that where a Sangha Employee appointed to a higher ex-cadre post is promoted while holding such ex-cadre post, to a higher post in accordance with the recruitment rules of the service to which he belongs, the pay drawn in such ex-cadre post shall not be taken into account for the purpose of fixation of initial pay on such promotion; but his initial pay in the post to which he is promoted shall be fixed with reference to the pay which he would have drawn in the post held by him before his appointment to the ex-cadre post;

Provided further that if a Sangha Employee either

(a) Has previously held substantively or officiated in

i) The same post , or

ii) A permanent or temporary post on the same time-scale or

iii) A permanent post other than a temporary post on identical time-scale, or

b) is appointed substantively to a temporary post on a time scale identical with that of another temporary post which he has previously held substantively or in which he has previously officiated, then the initial pay shall not be less than the pay(other than, special pay, personal pay or emoluments classed as pay) which he drew that pay on such last and any previous occasions for increments in the stage of the time scale equivalent to that pay.

(2) The pay of a Sangha Employee to whom sub-rule (1) is applicable, who would have normally earned his next increment in the time-scale of the lower post but for his promotion to the said higher post or appointment to the said higher ex-cadre post, shall be refixed in accordance with the provisions of sub-rule (1) in the time-scale of the higher post held by him, as if he had been promoted to the said higher post or appointed to the said higher ex-cadre post after he had earned the said increment in the lower post.

(3) The expression “**ex-cadre post**” used in this rule means a stray post, which has been created in a office or service outside the regular line of promotion for a purely temporary period to meet a special need and appointment to which is made by selection from Sangha Employees possessing the required qualification and experience.

(4) The principles of fixation pay as laid down in sub-rules (1) and (2) above shall be applicable also to a Sangha Employee appointed through the recruitment committee to a post carrying higher scale of pay.

30. Subject to the provisions of **Rules 21 to 39.** A Sangha Employee who is appointed to officials in a post shall not draw pay higher than his substantive pay in request of a permanent post unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the post, on which he holds a lien or would hold a lien had his lien not been suspended.

For the purpose of this rule the officiating appointment shall not be deemed to involve the assumption of duties of responsibilities of greater importance if the post to which it is made, is on the same scale of pay as the permanent post, on which he holds a lien or would hold a lien had his lien not been suspended or on a scale of pay identical therewith.

31. A person holding no substantive appointment under sangha, who is appointed to officiate in a permanent post or to hold a temporary post on a time-scale post non-continuous officiating service in such permanent post or non-continuous service temporary post.

Note: Service shall be deemed non-continuous only if it is interrupted by actual loss of appointment.

INCREMENT

32. Increment accrues from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Sangha Employee by competent authority in accordance with the rules applicable for ordering withholding of increments if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of posting future increments.

An increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month, subsequent increments being regulated accordingly.

Note: when the authority passing orders to withhold an increment fails to specify clearly for what period the officer is to be deprived of his increment, the deprivation should be held to cease on the expiry of the period during which the officer would have drawn the increment withheld. For example, if on the 1st July 2000, officer already drawing a pay of Rs.3850 from 1st July 1999 grade of Rs.3850-50-7000 and in ordinary course entitled to an increment of Rs.50 on the 1st July each year is punished by refusal of the next increment to which he would otherwise have been entitled on that date, he will, in the absence of specific orders to the contrary, be entitled on the 1st July 2001 to draw Rs.3950 and not Rs.3900 only.

- i) In case where there is postponement of date of increment due to a ailment be an employee of exardinary leave which is not counted for increment the postponement of normal date of increment will first be worked out as per rules. If the postponed date of increment falls on any date of a month, they increment will be granted from the first of the month.
- ii) Periods of service at the same stage count for increment, if by counting those broken periods the date of next increment falls on date later then first of the month, then increments will be payable from the first of the month in which the increment falls due after counting the broken periods equal to one year provided the employee as also been holding the post from the first of that month to the date counting the broken periods equal to one year on which it falls due. In case he is not folding the post on the first of the month the increment will be granted from the date of falls due.
- (iii) In case where there increment is withheld for specified period and the period of such penalty expires after first of the month, increments in such cases will be granted/restored from the date the penalty ceases.
- (iv) The provisions of preponment of increment to first of the month is applicable only to normal increments in the prescribed scale and are not applicable to advance/enhance increments due to passing of certain examination. Such increments, if permissible will be governed by the relevant rules and orders.
- (v) While sanctioning the increment, the actual date of increment with the remark that it has been advanced to the first of the month in accordance with provisions of **sub-rule (2) of Rule 32** of these rules should be mentioned both in the increment certificate and in the service register of the employee concerned. In cases, where an increment having been advanced to the first day of the month is subsequently postponed by operation of

any rule, to a date other than first day of any month, the same should be advanced to first day of the month and a certificate to the effect that it is so advanced should be recorded in the service register.

(vi) As the increments falling due within the prescribed period of probation may be released, a second increment which may fall due within the prescribed period of probation may be admitted even without the declaration of satisfactory completion of probation. But, no increment accruing during the extended period of probation can be admitted.

32-A (1) Notwithstanding anything contained in **Rule 32** where under the conditions of his service a Sangha Employee has to pass any service examination or test before earning an increment he shall not earn the increment until he pass such examination or test.

(2) Where in pursuance of **sub-rule (1)**, the date of earning the increment in respect of any Sangha Employee is deferred beyond the normal period or period prescribed for earning the subsequent increments, the pay of such Sangha Employee shall, on his passing the examination or test concerned be fixed at the stage at which he would have drawn if the earning of the increment has not been deferred.

Explanation: The provisions of sub-rule (2) **WILL NOT ENTITLE** the Sangha Employee to payment of any amount other than that drawn by him before earning the increment for the period during which he did not earn the increment. He will only be entitled to the fixation of his pay in the time scale at the stage at which he would have drawn the pay, if the earning of the increment has not been deferred.

33. The conditions under which service counts for increments in a time-scale are as follows;

{(a) All duty in a post on a time-scale counts for increments in that time-scale:

Provided that for the purpose of arriving at the date of the next increment in that time-scale, the total of all such periods as do not count for increments in that time scale shall be added to the normal date of increment.

Note: 1: In the case of a Sangha Employee, who while officiating in one post, is appointed to officiate in another the period of joining time spent in proceeding from one post to the other should be treated as duty in the posts, the pay of which the Sangha Employee draws during the period and will count for increment in the same post.

Note: 2: In the case a Sangha Employee, who officiating in the post, proceeds on training or to attend a course of instruction, and who is treated as an on duty while under training, the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

Note: 3: In case where the passing of an examination or test confers on a Sangha Employee the (title to increments) such title should be deemed to have accrued on the day following the last day of the examination or test which he passed. In cases where the examination or test can be passed in more than one installment, the title to increments will be deemed to have accrued on the last day following the last day of the last installment of the examination or test which he is required to pass.

The title to increment conferred by passing the examination is subject to the person concerned being otherwise eligible for the increments)

(b) (I) Service in another post, other than a post carrying less pay referred to in clause(1) of Rule, whether in a substantive or officiating capacity, service on deputation out of India and (Leave except Extraordinary leave taken otherwise than on medical certificate shall count for increments in the time-scale applicable to the post on which Sangha Employee hold a lien, as

well as in the time-scale applicable to the post or posts, if any on which he would hold a lien had his lien not been suspended.

(II) All leave except extra-ordinary leave taken otherwise than on medical certificate and the periods of deputation out of India shall count for increments in the time scale applicable to the post in which a Sangha Employee was officiating at the time he proceeded on leave or on deputation out of India and would have continued to officials but for his proceeding on leave or deputation out of India.

Periods of deputation to other Departments of Sangha in accordance with count for increment in the time-scale applicable to the post held at the time of deputation or to which the Sangha employee may be promoted in the parent Department while Deputation.

Provided that Sangha may in any case in which it is satisfied that the extraordinary leave was taken for any reason beyond the control of Sangha Employee or for prosecution of higher studies, direct that the extraordinary leave shall count for increments under clauses (i) and (II) and, where the leaves was taken, for prosecuting higher studies, subject to the following conditions namely;)

(a) the courses of such higher studies have close bearing on the sphere of duty of the Sngha Employee;

(b) Such leave has been sanctioned with the prior approval of the Sangha.

Note:: 1 A certificate in the following form will be obtained from the Appointing authority and appended to the increment certificate by the Head of the Office.

“Certified that.....who has been allowed increment taking into account the period of leave with allowance fromto Would have actually continued to officiate in the post held by him but for his proceeding on leave”

Note 1(a): In the case of a Sangha Employee proceeding on leave where no officiating arrangement is made in the leave vacancy and the Sangha Employee concerned in Note 1 above may be issued by the leave sanctioning authority)

Note 1(b) The provisions of sub-clause (ii) shall be applicable also to probationers.

Note: 2: In the case of Sangha Employees, the order of the competent authority sanctioning leave will indicate that the Sangha Employee would have actually continued to officiate in the post but for his proceeding on leave.

Note 3: The maximum period of extraordinary leave which will be recognized for purpose of granting increments under the proviso to this rule shall be two years for undergraduate and post-graduate course courses and three years for Ph.D

Note:4: The period of absence from duty debited to the half pay leave account of Sangha Employee under the provisions **of Rule 60 A** of these rules, as the case may be, shall count for the purpose of increment in the scale of pay the post held substantively or in an officiating capacity as on the date of commencement of the unauthorized absence.

Note 5: The following instructions shall be followed regarding submission prescribed certificates and particulars for released of increments to the employees.

(a) The authority competent of sanction Leave to the employee officiating in a post should invariably furnish in the orders sanctioning leave certificate as to whether the

concerned employee would or would have continued to officiate in the post but for proceeding on leave, as required under Rule 33(b) (ii)

- (b) (b) Where an employee officiating in a post is deputed to Foreign Service should furnish a certificate periodically, in time, indicating as to whether or not the concerned employee would have continued to officiate in that post but for his deputation to Foreign Service as required by Rule 33 (e) of rules.
- (c) Where the employee under suspension is reinstated in service, the authority competent to reinstate him should invariably make a specific order, as enjoined by **Rule 54** of these Rules, as to how the period of suspension has been treated.
- (d) If a Sangha Employee, while officiating in a post or holding a temporary post on a time scale pf pay, is appointed to officiate in a higher post or to hold a higher-temporary post, his officiating or temporary service in the higher post, shall if he is re-appointed to a post on the same time scale of pay, count for increments in the time scale applicable to such a post.

/ or appointed or re-appointed to a post.

The period of officiating service in the higher post, which counts of increments. In the lower posts, is however restricted to the period during which the Sangha Employee would have officiated in the lower post but for his appointment to the higher post.

This clause applies also to a Sangha Employee who is not actually officiating in the lower post at the time of his appointment to the higher post, but who would have so officiating in such lower post or in a post on the same time-scale pf pay had not been to the higher post.

Note: The intension of this rule is to allow the concession irrespective of whether the higher post is within or outside the department to which the Sangha Employee belongs.

(e) Foreign service counts for increments in a the time-scale applicable to-

- i) the post in Sangha service on which the Sangha Employee concerned holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended, and
- ii) the post in Sangha service in which the Sangha Employee was officiating immediately before his transfer to foreign service so long as he would have continued to officiate in that post (or a posts) on the same time-scale but for his going on foreign service; and
- iii) any post in which he may receive officiating promotion while in foreign service for the duration of such promotion.

f) (i) joining time availed of by a Sangha Employee in continuation of duty counts for increment in the time scale applicable to the post on which he holds a lien or would have held a lien, if his lien had not been suspended and in the time scale applicable to the post, the pay of which is received by him during the period of joining time.

(ii) joining time availed of by a Sangha Employee in continuation of leave counts for increment in the time scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increment.

(iii) Joining time availed of by a Sangha Employee in continuation of suspension counts for increment in the time scale applicable to the post the pay of which received by him for the period of joining time.

34. Time passed under suspension does not count towards increments if the authority competent to impose any punishment directs that the period of suspension shall not count as duty Rule 54.

35. 1: in the case of increments granted in advance, it is usually the intention that the officer should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments as an officer, who has so risen.

2: A proposal to grant an increment to a Sangha employee on a time-scale pay in advance of the due date should be scrutinized with special jealousy as it is contrary to the principle of a time-scale pay to grant on increment before it is due. Such a grant of advance increment should not, therefore, be recommended or allowed except under circumstances which would justify the grant of personal pay to a Sangha Employee. Such increments in advance can be allowed only under the special order or Executive Committee in each case.

36. The authority which orders the transfer of Sangha Employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post which it may think proper.

Provided that the pay allowed to be drawn by a Sangha Employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post which it may think proper.

Provided that the pay allowed to be drawn by a Sangha Employee under this rule shall not exceed the pay which he would have drawn by the operation of Rule 33.

Note: Once the pay is fixed in the lower post in the manner indicated above the regulation of increments in the lower post will be made under the normal rules unless the increment in the lower post is also withheld)

37. ((1)) (a) Where a Sangha Employee's pay is reduced as measure of penalty to a lower stage in his time-scale, the authority ordering such reduction shall indicate.

- (i) the date from which the penalty will take effect;
- (ii) the period (in terms of years and months) for which the penalty shall be operative;
- (iii) the stage in the time scale (in terms of rupees) to which the pay of the Sangha Employee is reduced,
- (iv) Whether the Sangha Employee will earn increments during the period referred to at (ii) above, and
- (v) Whether, on the expiry of the period of the period referred to at (ii) above, the reduction will operate to postpone his future increments and if so the extent (in terms of years and months) to which it would operate to postpone future increment

(b) The reduction of pay to a lower stage in a time scale is not permissible under the rules either for an unspecified period or as a permanent measure.

(c) The period to be specified under (v) in clause (a) above, should in no case exceed the period specified under (II) *ibid*.

(d) The question as to what should be the pay of a Sangha Employee on the expiry of the period of reduction shall be decided follows:

(i) If the order of reduction lays down that the period of reduction shall not operate to postpone further increments, the Sangha Employee should be allowed the pay which he would have drawn in the normal course but for the reduction.

(ii) If the order of reduction specified that the period of reduction shall operate to postpone further increments, for any specified period, the pay of the Sangha Employee shall be fixed in accordance with (I) above, but after treating the period for which the

Increments are postponed as not counting for increments.

(e) Where a Sangha/Employee who is reduced to a lower stage in his time scale for a specified period, is promoted to a higher post during the period of such reduction, his pay on such promotion shall be regulated as follows:

- (i) The pay of the Sangha Employee shall be fixed under the relevant rules regulating fixation of pay on the date he assumes charges of the post to which he is promoted on the date he assumes charge of the post to which he is promoted on the basis of the pay he is drawing as a result of the penalty.
- (ii) The pay of the Sangha Employee shall simultaneously be fixed notionally on the basis of the pay he would have been entitled to, had the penalty not been imposed. This fixation will, however, be operative from the date following the date of expiry of the period of reduction.
- (iii) The service rendered by the Sangha Employee in the higher post shall count for increment from the date he took charge of the post.
- (iv) The principles of fixations of pay laid down at (I) to (iii) above shall be applicable also in cases where a Sangha Employee is promoted during the currency of penalty of withholding of increments.

(f) (I) Where increments are allowed under clause (a) (iv) above, the Sangha Employee shall draw during the period of penalty increments with reference to the reduced pay.

(2) If a Sangha Employee is reduced as a measure of penalty to a lower service, grade or post , or(to a lower time scale) the authority ordering the reduction may or may not specify the period for which the reduction shall be effective , but where the period is specified, the authority shall also state whether , on restoration, the period of reduction , shall operate to postpone future increments and if so what extent.

Note: where the period of reduction is specified

Under sub-rule (2) of this Rule, the Sangha Employee concerned shall be automatically restored to his old post the expiry of the specific period and his pay on such restoration shall be regulated as follows:

- i) If the order of reduction lays down that the period shall not operate to postpone future increments, the Sangha Employee shall be allowed the pay which he would have drawn in the normal course but for his reduction to the lower post.
- ii) If the order lays down that the period of reduction shall operate to postpone his future increments for any specific period which shall not exceed the period of reduction to the lower post/ grade, the pay of the Sangha Employee on restoration shall be fixed in accordance with above but after treating the period for which increments are to be postponed as not counting for increments.

In case where the reduction to the lower post / grade is for an unspecified period , if and when the Sangha Employee is re-appointed to the higher post in the normal course the pay in the higher post will be regulated only in accordance with the normal rules relating to fixation of pay .

38. where an order of penalty of withholding of increments of a Sangha Employee or his reduction to a lower service, grade, or post or to a lower time scale, or to a lower stage in a time –scale is set aside or modified by a competent authority an appeal or review, the pay of the Sangha Employee shall, notwithstanding anything contained in these rules, be regulated in the following manner.

a) If the said order is set aside , he shall be given for the period of such order has been in force , the difference between the pay to which he would have been entitled had that order not been made and the pay that he had actually drawn:

If the said order is modified, the pay shall be regulated as if the order as so modified, the pay shall be regulated as if the order as so modified had been in the instance.

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

Note: In respect of cases falling under sub-rule (a) of this rule service rendered by the Sangha servant in the lower service. Grade or post and or lower time scale or lower stage in the time scale or at the stage the increment was withheld , from the date of imposition of such penalty by the disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority, shall count for increments or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty.

In respect of failing under sub-rule (b) of this Rule, such service from the date of imposition of the penalty by the disciplinary authority to the date on which the order is modified by the appellate or reviewing authority , shall be counted for the purpose of increments or for other purpose in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the order of penalty to the extent the modified order permits of such counting .

For example if an employee in the scale (Rs.3850-7050) is reduced to Rs.(3000-5450) for a period of say , two year, and if after six months , the order is modified by the appellate authority as reduction to scale (Rs. 3300-6300), the period of six months will count for increment in the Junior Scale .

If on the other hand, the order of penalty is modified as reduction to a lower stage in the time scale (Rs.3850-7000) for a specified period, or with holding of increments in that time scale for a specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order

DEPUTATION FOR TRAINING OR STUDY WITHIN INDIAN

- (a) The Vidyavardhaka Sangha may, depute or grant permission to a Sangha Employee for prosecution of a special course of study consisting of higher studies or specialized training in professional or technical subjects having a direct and close connection with the sphere of his duty on request of the employees at their own cost regarding salary & other expenses. However, the period of such training counts for increment.
- (b) The Sangha may also grant permission to a employee for prosecution of studies which may not be closely or directly connected with his work but which are capable of widening his mind in a matter likely to improve his abilities as a Sangha Employee and to equip him better to collaborate with those employed in the other branches of Sangha Institutions at / his own cost.

2) Sangha Employee desirous of attending colleges or institutions with a view to acquiring knowledge and higher education should obtain prior permission of the appointing authority and that such permission should not be granted unless they satisfy the following conditions

- 1) That their study will not adversely affect their work and in particular the hours of study will permit them to adhere to the normal office hours, and
- 2) That they have passed the examinations, if any prescribed for the post.

3) Sangha may depute officer/ officials working under their control for undergoing training in various courses sponsored by the Central / State Government or autonomous Institution / both within and outside the state to ensure that services of officers / officials who undergo training are utilized to benefits the Sangha and that these officers are in a position to give the benefits of the training to the best of their ability in suitable assignments, they should invariably be posted to the jobs where their specialized training would be useful to the branch / Institution.

To achieve the above objectives the officers / officials who undergo training should submit brief of their training in duplicate in the pro-forma noted below, within one month of completion of the appointing authority.

PRO FORMA

REPORT OF TRAINING IN INDIA

(Report to be submitted by every officer trained within one month of his return from training)

Sl No.	PART - I	
1	Name	
2	Designation	
3	Office in which now working	
4	Date of Brith	
5	Academic Qualfications	
	PART - II	
	Previous training if any: a. Name/s of Institution/s b. period of training c. brief content of the training program d. your impression on the training e. any other remarks	
	PART - III	
	1. Details of latest training a. Name/s of Institution/s b. period of training c. subject of the training d. your impression on the training e. 1. Do you feel that the knowledge gained during the training is being usefully utilized in your present assignment? 2. if so, expalin how it has been useful. 3. if no, please indicate your knowledge and skill gained during the training could be better utilized. 4. any other remarks you wish to state.	

Date:

Filled in by
(Trainee)

PART IV

(To be filled in by Head of the Instittution)

- 1) How the services of the trainee have been utilized especially in the field in which a candidate was trained
- 2) If the services are not being utilized in the same field for which he was deputed, please give reasons.

3) General remarks

Date:

Head of the Institutions

CHARGE OF CURRENT DUTIES

40. Vidyavardhaka Sangha employee is appointed to be incharge of the current duty of an office in addition to his own duties and the charge entails a substantial increase of responsibility and some additional work, he is entitled to additional pay (charge allowance) to be fixed by the authority competent to appoint him as such, not exceeding (5% of the pay) of the pay (minimum pay of the post). The charge allowance is subject to revision of rates from time to time as and when executive committee revise the same.

(Sanction of Vidyavardhaka Sangha should be obtained where the incharge arrangement is proposed to be continued beyond) (6 months)

Note 1: Vidyavardhaka Sangha employee can be appointed under this rule to be incharge of the current duties of an office or post in addition to his own duties only if he is eligible to be promoted to officiate in that post according to the cadre and recruitment rules applicable to that post or if he is holding a post in an equivalent or higher grade.

Note 2: No charge allowance is admissible unless the incumbent has actually given over the charge of the office under the orders of the competent authority (and his absent on leave or deputation or is permitted to avail himself of vacation or is under suspension), for instance, no charge allowance is admissible to a subordinate officer empowered to dispose of routine business while his superior is on tour.

Note 3: the minimum period required for claiming charge allowance under this rule shall be one month.

Explanation: In cases where period of additional charges is interrupted by leave with allowance and the total period of additional charge immediately before and after such leave (excluding the period of date) together exceed one month, charge allowance may be paid for the period of such additional charge even though each of the two spells of additional charge does not by itself exceed one month, provided it is certified by the competent authority granting leave that but for the Vidyavardhaka Vidyavardhaka Sangha employee proceeding on leave, he would have continued to hold additional charge of the post which he held immediately before proceeding on leave.

Note 4: Vidyavardhaka Vidyavardhaka Sangha employees when deputed to places outside the state to attend conferences and technical committee meetings for trainings, etc.. treated as on duty and whenever subordinate officers are placed in charge of the current duties of such officers no charge allowance is admissible to the officers so placed in charge except incases where the period of deputation, training etc.. is not less that one month and the officer on deputation or training actually gives over charge before proceeding on deputation or training.

Note 5: no charge allowance is admissible under this rule to a Vidyavardhaka Vidyavardhaka Sangha employee who is placed in additional charge of the duties of a Dalayat, Daffedar, Jamedar or a Watchman)

INSTRUCTIONS

1. Charge allowance in respect of only one additional post is admissible even though a Vidyavardhaka Vidyavardhaka Sangha employee is placed in additional charge of duties of more than one post concurrently.

2. Charge allowance is admissible in cases where the employee holds another post in addition to the post of which he/she is placed in independent charge concurrently.

41. The charge allowance is payable even in cases where the pay of the officer together with the charge allowance, exceeds the pay which he would have received if he had officiated in the office.

Note: charge allowance is admissible only in cases where Vidyavardhaka Sangha Employee is placed in additional charge of duties of another office, carrying almost the same or higher rate of pay. For example, when a first division clerk is placed in additional charge of current duties of a second division clerk charge allowance is not payable to the former.

42. A Vidyavardhaka Vidyavardhaka Sangha Employee placed in charge of the current duties of an office is not entitled to any fixed travelling, tent age, or other allowance (including special allowance) attached to the office except under the special orders of Vidyavardhaka Sangha.

Vidyavardhaka Sangha Employee who is already in receipt of special pay or allowance when placed in charge of an appointment to which special pay or an allowance is attached shall be entitled to draw either the special pay or allowance already in receipt or the special pay or allowance for being in charge of duties of the post; but not both.

CHAPTER IV

JOINING TIME

43. Admissibility of joining time : Joining time shall be granted to Vidyavardhaka Vidyavardhaka Sangha servant on transfer in Vidyavardhaka Sangha interest to join the new post either at the same or a new station.

44. Period of joining time where transfer does not involve change of station/residence.

Where the transfer of Vidyavardhaka Sangha servant is within the same station or does not involve change of residence from one station to another, his joining time shall be regulated as specified below:

(a) Where the Vidyavardhaka Sangha servant makes over charge in the forenoon, he should take over charge in the afternoon of the same day.

(b) Where the Vidyavardhaka Sangha servants make over charge in the afternoon, he should take over charge in the forenoon on the succeeding day unless it is a holiday.

(c) Where the Vidyavardhaka Sangha servant makes over charge on the afternoon and the succeeding day (s) is (are) holiday(s), he should join duty in the forenoon of next working day.

(d) Where a Vidyavardhaka Sangha office/institution functions in the forenoons, a Vidyavardhaka Sangha servant who is expected to join duty in the forenoon should do so, who is relieved at the close of the office/institution is treated as having been relieved in the afternoon.

(e) 12 noon is treated as forenoon except as otherwise provided in clause (d) above.

45. Combination of holiday(s) with joining time : when holiday (s) follows() joining time, the normal joining time admissible under these rules shall be deemed to have been extended to cover such holiday(s)

Explanation : Holidays can only be suffixed to joining time but not prefixed to it.

46. Combination of leave or vacation with joining time : (1) Joining time may be combined with vacation and/or leave of any kind or duration except casual leave. But, where a Vidyavardhaka Sangha servant applies for leave on transfer, no leave shall be granted to him except on medical grounds.

(2) Casual leave is not admissible in combination with or in continuation of joining time.

(3) Therefore, Employees who apply for leave on health grounds at the time of transfer or own request, the leave so applied for shall not be sanctioned without such employees are examined by the Medical Board and a certificate to that effect is obtained by them.

47. Oversaty of joining time : Where Vidyavardhaka Sangha servant overstays his joining time the period of such absence shall be treated as unauthorized absence in accordance with the provisions of Rule 60-A.

48. Pay during joining time: Vidyavardhaka Sangha servant on joining time shall be treated as on duty and shall ne entitled to be paid as follows:

- (a) Where joining time is valid of by a Vidyavardhaka Sangha servant immediately on relinquishment charge of his old post without availment of any leave, he is entitled to draw pay equal to the pay which was drawn before relinquishment of charge of old post and compensatory allowances like DA, CCA and HRA admissible thereon.
- b. Where joining time is availed of by a Sangha servant in continuation of leave of any kind except casual leave, he is entitled to draw pay equal to the pay which as drawn before relinquishment of charge of the old post and compensatory allowance like DA.CCA and HRA Admissible thereon.
- c. Where joining time is availed of by a Sangha servant in continuation of training, he is entitled to draw pay equal to the pay last drawn during the period of his deputation for training/ study and compensatory allowances like DA.CCA and HRA admissible thereon as per Rule 40 (1) (a) of these Rules.
- d. Where joining time is availed of by a Sangha servant, after suspension, he is entitled to draw pay equal to the pay which he was in receipt of immediately prior to the date of suspension or which he would have received but for proceeding or being on leave immediately prior to the date of suspension and compensatory allowances like DA.CCA and HRA admissible thereon.
- e. On the pay admissible for the period of joining time as specified as at (a) to (d) above Conveyance allowance, permanent Travelling Allowance and Project Allowance are not payable.

..... of joining time for increment: Joining time counts for increment in with provisions of clause of Rules of these Rules 33.

CHAPTER V

DISMISSAL, REMOVAL AND SUSPENSION

The pay and allowance of a Sangha servant who is dismissed or removed or compulsorily retired from service ceases from the date of such dismissal or removal compulsorily retirement.

1. A Sangha servant under suspension shall not seek any employment business, profession or vocation either in private or in institutions where a Sangha have interest.
2. (1) A Sangha servant under suspension shall not seek any employment business profession or vocation either in private or in institutions where a Sangha have interest.
 - a. Subsistence allowance at an amount equal to the leave salary which the Sangha servant would have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary, and
 - b. House rent allowance and city compensatory allowance admissible from time to time on the basis of pay of which the Sangha servant was in receipt on the date of suspension subject to fulfillment of other conditions laid down for drawal of such allowances.

Provided that where the period off suspension exceeds **Six months**, the authority made or is deemed to have been made, the order of suspension shall be competent an the amount of subsistence allowance for any period subsequent to the period of **Six months** as follows.

- i. The amount of subsistence allowance may be reduced by a suitable amount not exceeding Fifty percent of the subsistence allowance admissible during the period of the first Six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to the recorded in writing directly attributable to the Sangha servant.
 - ii. The amount of dearness allowance shall be based on the decrease in amount of subsistence allowance, admissible under clause 1.
- (2) No. payment under sub-rule (1) shall be made unless the Sangha servant furnishes a certificate that he is not engaged in any other employment, business, profession or vacation.

Provided that in the case of Sangha servant dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement as per V.S.C.D Rules, and who fails to produce such a certificate for any period or period during which is deemed to have been placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or the amount by which his earnings during such period or periods as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

- But when the subsistence allowances admissible to him.

53. (1) When a Sangha servant who has been dismissed removed or compulsorily retired, is reinstated as a result of appeal or review or would have been so reinstated but for his

retirement on superannuation while under suspension or not, the authority competent to order reinstatement shall consider and make a specific order.

- a. Regarding the pay and allowances to be paid to the Sangha servant for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be: and
- b. whether or not said period shall be treated as a period spent on duty.

- (2) Where the authority competent to order reinstatement, is of opinion that the Sangha servant who had been dismissed removed or compulsorily retired has been fully exonerated, the Sangha servant shall subject to the provisions of sub-rule (6) be paid the full pay and allowances to which he would have been entitled, had he not been dismissed removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

Provided that where such authority is of opinion that the termination or the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may after giving him an opportunity to make his representation and after considering the representation, if any submitted by him, direct, for reasons to be recorded in writing, that the Sangha servant shall subject to the provision of sub-rule (7), be paid for the period of such delay , only such proportion of such pay and allowances as it may determine.

- (3) In case falling under sub-rule(2)the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirements, as the case may be, shall be treated as a period spent on duty for all purposes.
- (4) In case other than those covered by sub-rule (2) (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of (clause (1) or clause (2) of Article 311) of the constitution and no further enquiry is proposed to be held) the sangha servant shall subject to the provisions of sub-rules (6) and (7)be paid such proportion of the full pay and allowances to which he would have been entitled, had he not been dismissed removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine, after giving notice to the Sangha servant of the quantum proposed and after considering the representation, if any , submitted by him in that connection within such period as may be specified in the notice:
- (5) In cases falling under sub-rule (4) the period of absence from duty including the period of suspension preceding his dismissal, removal compulsory retirement, as the case may be , shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose;

Provided that if the Sangha servant so desires such authority may direct that the period of absence from duty, including the period of suspension preceding his dismissal removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the Sangha servant.

Note: the order of the competent authority under the preceding provision shall be absolute and no higher sanctions shall be necessary for the grant of

- (a) Extraordinary leave in excess of three months in the case of temporary Sangha servant: and
- (b) Leave of any kind in excess of five years in the case of permanent Sangha servant.
- (6) The payment of allowances under sub-rule (2) or sub-rule (4) shall be subject to all other conditions under which such allowances are admissible.
- (7) The proportion of the full pay and allowances determined under the provision to sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under Rule 52.
- (8) Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount, if any, carried by him through an employment during the period between the date of removal, dismissal or compulsory retirement, as the case may be, and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than the amounts carried during the employment, nothing shall be paid to the Sangha servant.
- (9) No extra cost may ordinarily be imposed on Sangha by the grant of an allowance under this rule without the permission of Sangha.

Note: The grant of pay and allowance or a proportion of them does not cancel any officiating arrangements that may have been made while Sangha servant was under removal or dismissal.

53 A (1) Where the dismissal, removal or compulsory retirement of a Sangha servant is set aside by a court of Law and such Sangha servant is reinstated without holding any further enquiry, the period of absence from duty shall be regularized and the Sangha servant shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or (3) subject to the directions, if any, of the court.

(2) Where the dismissal, removal or compulsory retirement of the Sangha servant is set aside by the court Solely on the ground of non-compliance with the requirements of clause (1) or (2) of Article (311) of the constitution and where he is not exonerated on merits, the pay and allowances to be paid to the Sangha servant for the period intervening between the date of dismissal, removal or compulsory, retirement including the period of suspension preceding such dismissal, removal or compulsory retirement as the case may be, and the date of reinstatement shall be determined by the competent authority and the said period shall be regularized in accordance with the provisions contained in sub-rules(4)(5)(7) of Rule 53

(3) If the dismissal, removal or compulsory retirement of a Sangha servant is set aside by the court on the merits of the case, the period intervening between the date

of dismissal, removal or compulsory retirement holding the period of suspension preceding such dismissal removal or compulsory retirement, as the case may be, and the date of reinstatement shall be treated as duty for all purposes and he shall be paid for the period the full pay and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired, or suspended prior to such dismissal, removal or compulsory retirement, as the case may be

(4) The payment of allowance under Sub-rule (2) or Sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.

(5) Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal removal or compulsory retirement and the of reinstatement. Where the emoluments admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the Sangha servant.

54 (1) When a Sangha servant who has been suspend is reinstated or would have been so reinstated but for this retirement on superannuation while under suspension the authority competent to order,

(a) Regarding the pay and allowances to be paid to the Sangha servant for the period of suspension ending with reinstatement on the date of his retirement on superannuation, as the case may be and

(b) Whether or not the said period shall be treated as a period spent on duty.

(2) Notwithstanding anything contained in Rule 32, where a Sangha servant under suspension dies before the disciplinary or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid for that period the full pay and allowances to which he would have been entitled had he not been suspended subject to adjustment in subsistence allowances already paid.

(3) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified the Sangha servant shall, subject to the provisions of sub-rule(8) be paid the full pay and allowances to which he would have been entitled, had he not been suspended:

Provided that where such authority is of the opinion that termination of the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may after giving him an opportunity to make his representation, if any submitted by him, direct, for reasons to be recorded in writing, that the Sangha servant shall be paid for the period of such delay only such pay and allowances as it may determine.

Note 1 : Allowances such as permanent travelling allowance, conveyance allowance and special which are paid for the performance of specific duties and which the Sangha servant was in receipt of immediately prior to the date of his suspension shall not be payable for the period of suspension treated as duty under this clause

Note 2 : Where a Sangha servant who is considered for promotion on account of his being under suspension, is fully exonerated on the conclusion of the enquiry, he may be promoted in the next available vacancy, or if there is no vacancy, by reversing the officiating arrangement made previously His pay, on the date of actual promotion may be fixed at a stage which he would have reached had he been promoted on the date his junior was promoted and took charge, the order of fixation of pay being issued under Rule 35.

Of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal removal or compulsory retirement, as the case may be, and the date of reinstatement shall be treated as duty for all purposes and he shall be paid for the period the full pay and allowances to which he would have been entitled, had he not been dismissed,

removed or compulsorily retired, or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

(4) The payment of allowance under sub-rule (2) or sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.

(5) Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal removal or compulsory retirement and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the Sangha servant.

54 (1) When a Sangha Servant who has been suspended is reinstated or would have been so reinstated but for his retirement on superannuation while under suspension the authority competent to order, reinstatement shall consider and make a specific order.

(a) Regarding the pay and allowances to be paid to the Sangha servant for the period of suspension ending with reinstatement on the date of his retirement on superannuation, as the case may be; and

(b) Whether or not the said period shall be treated as a period spent on duty.

(2) Notwithstanding anything contained in Rule 98, where a Sangha servant under suspension dies before the disciplinary or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid for that period the full pay and allowances to which he would have been entitled had he not been suspended subject to adjustment in respect of subsistence allowance already paid.

(3) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified the Sangha servant shall, subject to the provisions of sub-rule (8) be paid the full pay and allowances to which he would have been entitled, had he not been suspended:

Provided that where such authority is of the opinion that termination of the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may after giving him an opportunity to make his representation, and after considering the representation, if any submitted by him, direct, for reasons to be recorded in writing, that the Sangha servant shall be paid for the period of such delay only such proportion of such pay and allowances as it may determine.

Note 1 : Allowances such as permanent travelling allowance, conveyance allowance and special allowance which are paid for the performance of specific duties and which the Sangha servant was in receipt of immediately prior to the date of his suspension shall not be payable for the period of suspension which is subsequently treated as duty under this clause.

Note 2: Where a Sangha servant who is considered for promotion on account of his being under suspension, is fully exonerated on the conclusion of the enquiry, he may be promoted in the next available vacancy or, if there is no vacancy or, if there is no vacancy, by reversing the officiating arrangement made previously. His pay, on the date of actual promotion, may be fixed at a stage which he would have reached had he been promoted on the date his junior was promoted and took charge, the order of fixation of pay being issued under Rule.36.

Which supernumerary posts may be created. Sangha are, therefore, pleased to lay down the following broad principles governing the creation of such posts.

(i) A supernumerary post is normally created to accommodate the lien of Sangha servant, who, in the opinion of the authority competent to create such a post is entitled to hold a lien against a regular permanent post but who do to non-availability of a regular permanent post cannot have his lien against such a post.

(ii) It is a shadow post, i.e., no duties are attached to such a post. The Sangha servant whose lien is maintained against such post, generally performs duties in some other vacant temporary or permanent post.

(iii) It can be created only if another vacant permanent or temporary post available to provide work for the person whose lien is retained by the created of the supernumerary post. In other words, it should not be created circumstances which at the time of the creation of post or thereafter, would lead to an excess of the working strength.

(iv) It is always a permanent post. Since, however, it is a post created for accommodating a permanent Sangha servant till he is absorbed in a regular permanent post, it should not be created for an indefinite period as other permanent posts are but should normally be created for a definite and fixed period sufficient for the purpose in view

(v) It is personal to the Sangha servant for whom it is created and no other Sangha servant can be appointed against such a post. It stands abolished as soon as the Sangha servant for whom it was created vacates it on account of retirement or confirmation in another regular permanent post or for any other reason, in other words, no officiating arrangements can be made against such post. Since a supernumerary post is not a working post, the number of working posts in a cadre will continue to be regulated in a manner that, if a permanent incumbent of one of the regular posts returns to the cadre and all the posts are manned, one of the Sangha servants of the cadre will have to make root for him. He should be shown against a supernumerary post.

(vi) There should be no extra financial commitment involved in the creation of such posts in the shape of increased pay and allowances, pensioner benefit etc.,

2. Subject to the observance of the principles set out in the pervious paragraph supernumerary posts may be created only in consultation with the Executive Committee.

3. The Heads of Institutions should maintain a record of supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts retire or are absorbed regular permanent posts, for the purpose of verification of service gratuity.

COMMITTALS TO PRISON

SUSPENSION DURING PENDENCY OF CRIMINAL PROCEEDINGS OR PROCEEDINGS FOR ARREST FOR DEBT OR DURING DETENTION UDER A LAW PROVIDING FOR PREVENTIVE DETENTION.

55. A Sangha servant against whom proceedings have been taken either for his arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention should be considered as under suspension for any periods during which he is under suspension for any periods during which he is detained in custody or he undergoing

imprisonment and not allowed to draw any pay and allowances other than any subsistence allowance that may be granted in accordance with the principles laid.

Down in Rule 52 for such periods until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty, as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of the blame or (if the proceedings taken against him were for his arrest for debt) of its being proved that the officer's liability arose the circumstances beyond his control. In cases where the arrest is for detention under a law providing for preventive detention the full amount of allowances for the period of detention, shall be given only when such detention is held by any competent authority to be unjustified.

56. A Sangha servant against whom a criminal charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (i.e. while released on bail), if the charge made or proceedings taken against him is connected with his position as a Sangha servant or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, the provisions of Rule 55 above shall apply.

Note 1: A subsistence allowance not exceeding the prescribed rate may, however, be granted even in cases of committals to prison at the discretion of the suspending authority.

Note 2: Each claim for subsistence and compensatory allowances should be supported by a certificate by the Sangha servant concerned to the effect that he was not engaged in any employment, business, profession or vocation during the period to which the claim relates.

CONVICTION

57. Whenever a Sangha servant is judicially convicted of any offence, such action in the case as may be deemed proper may be taken, as soon as it the notice of the Sangh.

LEAVE WHILE UNDER SUSPENSION

58. (1) Leave of absence for a definite period is not admissible to a Sangha servant who has been suspended from duty and, without obtaining the permission of the authority competent to fill up the appointment, a Sangha servant under suspension should not leave the station where his office is situated.

(2) No Payment under Rule 52 shall be made unless the Sangha servant continues to reside in the station where his office is situated or in the station in which he is permitted to reside by the authority which made or which is deemed to have made the order of suspension.

CHAPTER VI

MAIN RULES

59. In these rules :

- (i) **“Leave”** includes earned leave, half pay leave, commuted leave, leave, not due and extraordinary leave.
- (ii) **“Earned Leave”** means leave earned in respect of periods spent on duty.
- (iii) **“Half Pay Leave”** means leave earned in respect of completed years of service.
- (iv) **“Commutated Leave”** means leave taken under **Rule 67.**

- (v) **“Completed years of service”** and **“One year’s continuous service”** means continuous service of the specified duration and includes periods spent on duty as well as on leave including extraordinary leave.
- (vi) **“Vacation Department”** means a department of a part of the department to which regular vacations are allowed.

60-A: A Sangha servant who absents himself from duty without leave will not be entitled to any salary for the days of absence and the period of such absence shall be debited to his leave account as though it were half pay leave to the extent such leave is due and as extraordinary leave to the extent the period of half pay leave falls short of the period of such absence unless leave is granted by a competent authority. Absence from duty of a Sangha servant without leave granted by a competent authority will also render such Sangha servant liable to disciplinary action for misconduct. **For the days of such absence will** except where the Sangha Employee established to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control.

Note 1: When Sangha servant has attended office late after the expiry of the grace period of ten minutes from the appointed time of commencement of office but before 2.00p.m. he shall forfeit casual leave for half-a-day on each day of such late attendance. If, however, the Sangha servant concerned has no casual leave at his credit, he shall forfeit a day’s earned leave of any other kind of leave, due and admissible to him for each day of such late attendance.

Note 2: Where a day’s duty of a Sangha servant is divided into two parts, unauthorized absence for any one part shall entail forfeiture of half-a-day’s pay and allowances.

60B (1) No Sangha servant shall be entitled to any leave under these Rules in respect of absence from duty in pursuance of a strike.

(2) “Strike” means a cessation of work (including any unauthorized absence from duty) by a body of Sangha servants acting in combination, or a concerted refusal under a common understanding, of any member of Sangha.

Extract of Section 2 of Karnataka State Civil Services (prevention of strikes) Act, 1966

61. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave either to refuse or revoke leave at any time according to the exigencies of the work.

62. Unless Sangha, in view of the special circumstances of the case, determines otherwise, an officer who remains absent from duty without leave for a period of four month or more may be liable to be dismissed or removed from service after following the procedure laid down in the V.V.S.CDA Rules.

63. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except casual leave)

64. Subject to the provisions of **Rule 61** an officer may at any time be granted the whole or any part of the earned leave due to him.

SECTION-1 LEAVE EARNED BY SERVICE

65 (1) A Sangha servant other than person serving in a Vacation Department shall be entitled to earned leave of thirty days in a calendar year or the period of leave as amended and specified by the Executive Committee from time to time which ever is less.

(2) The leave account of every Sangha servant shall be credited with earned leave in advance in two installments of **Fifteen days** each on the **1st January and 1st July every year**.

(3) The leave at credit of a Sangha servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed two hundred and forty(240) days.

Provided that where the earned leave at the credit of a Sangha servant as on the last day of December or June, is 240 days or less but more than 225 days, the advance credit of 225 days earned leave **on 1st day of January or July** to be afforded in the manner indicated under sub-rule (2) shall instead of being credited in their account be kept separately and first adjusted against the earned leave that the Sangha servant avails during that half year and the balance, if any shall be credited to the leave account at the close of the half year subject to the condition that balance of said earned leave plus leave already at credit do not exceed maximum of 240 days.

4. Earned leave shall be credited to the leave account of a Sangha servant at the rate of two and a half days for each completed calendar month of service in the half of the calendar year in which he is appointed.

5. (i) The credit for the half year in which a Sangha servant is due to retire or resigns from service shall be afforded at the rate of two and a half days for each completed calendar month of service up to the date of retirement or resignation.

(ii) When a Sangha servant is removed or dismissed from service or dies while in service, the credit of earned leave shall be allowed at the rate of two and a half days for each completed calendar month of service up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies while in service.

6. If a Sangha servant has taken any extraordinary leave and/or some period of his absence like suspension has been treated as **dies-non or non-duty** in a half year, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by 1/10th of the period of the such Extraordinary leave and/or dies-non-or non-duty, subject to a maximum of **15** days.

Explanation : In the case of the Sangha servant who is placed under suspension, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by 1/10th of the period of suspension. If the period of suspension is subsequently treated as duty or leave other than extraordinary leave, the earned leave account shall be recast.

7. While affording credit of earned leave, fractions of a day shall be rounded off to nearest day.

8. If a Sangha servant is on leave on the last day of any half year he shall be entitled to the credit of earned leave on the first day of the succeeding half year provided the authority competent to grant him leave has reason to believe that the Sangha servant will return to duty on its expiry.

9. Subject to the provisions of **Rule 61**. And the maximum earned leave that may be granted at a time shall be.

- (a) One hundred and twenty days to a Sangha servant employed in India, or
- (b) One hundred and eighty days to The officer if the entire leave so granted of a portion there of which is not less than sixty days is spent outside India.

- (c) Two hundred and forty days leave preparatory to retirement.
- (d) A Sangha servant may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent or earned leave due not exceeding two hundred and forty days.

66. EARNED LEAVE TO SANGHA SERVANTS SERVING IN VACATION DEPARTMENT

1 (a) The leave account of a Sangha servant serving in vacation department shall be credited in advance with earned leave in two instalments of 5 days each on the first day of **January of July** of every Calendar year or the period of leave as amended and specified by the Executive Committee from time to time whichever is less.

(b) If a Sangha servant serving in vacation department has availed of any extraordinary leave and/or some period of absence has been treated as dies-non during a half year the credit to be afforded to his leave account at the commencement of next half year shall be reduced by 1/30th of the period of such leave and/or dies-non subject to a maximum of 5 days.

(c) The credit for the half year in which a Sangha servant serving in vacation department is appointed/ceases to be in service shall be allowed at the rate of 5/6th day of each completed month of service which he had rendered is likely to render in the half year in which he is appointed/ceases to be in service.

2) Subject to provisions of sub-rule (1) a Sangha servant serving in vacation department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.

3) a) In respect of any year in which a Sangha servant avails himself of a portion of vacation, he shall be entitled to earned leave in such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

Provided that no such leave shall be admissible to a Sangha servant not in permanent employ or quasi permanent employ in respect of the first year of service.

b) If, in any year a Sangha servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under rule 65., The leave admissible is in addition to earned leave of Ten days.

Explanation : For the purpose of this rule the term '**year**' shall be constructed as a period of twelve months of actual duty in vacation department.

Note 1: A Sangha servant entitled to vacation shall be considered to have availed himself of a vacation of a portion of vacation unless he has been required by general or special order of higher authority to forego such vacation or portion of vacation.

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

Note 2: When Sangha servant serving in a vacation department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completes the previous year of duty. With reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completes the previous year of duty.

Note 3: In the case of a Sangha servant serving in vacation department the earned leave if any, admissible under sub-rule (3) will be in addition to the earned leave admissible under sub-rule (1).

4) Vacation may be taken in combination with or in continuation of any kind of leave under these rules;

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Sangha servant at a time under Rule 65.

5) The earned leave under this rule at the credit of a Sangha servant at the close of previous half year, shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed the-maximum limit of 240 days.

6 (a) A Sangha servant transferred from a vacation department to a non-vacation department shall be entitled to earned leave at the rate of 5/6th day of every completed month of service from the half calendar year **proceeding** such transfer till the date of transfer, from the date of transfer, he shall be entitled to earned leave under the rules applicable to the employees of non-vacation department.

b) The credit of half pay leave for the half year in which a Sangha servant is transferred from a vacation department to non-vacation department shall be at the rate of 5/3 days per completed calendar month upto the end of the calendar year. From the commencement of the next half calendar year, the half pay leave shall be credited in advance in two installment of ten days each on the first day of January and July of every calendar year, as the case may be,

7 (a) If a Sangha servant is transferred from a non-vacation department to a vacation department shall be entitled to earned leave under the rules as applicable to persons of non-vacation department till the date of such transfer. From the date of transfer till the end of half calendar year, he shall be entitled to earned at the rate of 5/6th day for every completed month of service.

b) If a Sangha servant is transferred before rendering a completed year of service in the non-vacation department from the date of last anniversary till the date of transfer he shall be entitled to half pay leave at the rate of 5/3 days for every completed month of service.

8 1) Half pay leave at the credit of the employees serving in vacation departments i.e., Educational Institutions as on **30-6-1985** is to be shown separately in the leave account and may be granted as half pay leave/commuted leave as the same terms and conditions as were applicable to them prior to **1-7-1985**.

2) unadjusted portion of leave not due granted to employees serving in vacation departments may be adjusted against their future earning of earned leave by them. For this purpose, two days of leave not due may be adjusted against one day of earned leave.

67 “ The half pay leave account of every Sangha servant shall be credited with half pay leave in advance, in two installment of ten days each on the first day of January and July of every calendar year or the period of leave as amended and specified by the Executive Committee from time to time whichever is less.

2 (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service in which he is appointed.

(b) The credit for the half year in which a Sangha servant is due to retire or resign from service shall be allowed at the rate of 5/3rd days per completed calendar month upto the date of retirement or resignation.

(c) When a Sangha servant is removed or dismissed from service or dies while in service credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which **he/she** is removed or dismissed from service or dies in service.

(d) The period of suspension treated ad dies-non or no-duty shall not be reckoned service for the purpose of these rules.

3. The leave under this rule may be granted on medical certificate or on private affairs.

Provided that in the case of Sangha servant not in permanent employ or **quasi** permanent employ, no half pay leave shall be granted unless the authority **competent** to grant leave has reasons to believe that the Sangha servant will return to duty on its expiry except in the case of a Sangha servant who has been declared completely and permanently incapacitated for further service by mechanical authority.

4. Commuted leave not exceeding half the amount of half pay leave due may be granted on a medical certificate or on private affairs subject to the following conditions, namely; or the period of leave as amended and specified by the Executive Committee from time to time which ever is less.

a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Sangha servant returning to duty on its expiry;

b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

c) The maximum commuted leave on private affairs that may granted at a time shall be 120 days. If commuted leave on private affairs is combined with earned leave, the total period should not exceed 180 days.

5. Where a Sangha servant who has been granted commuted leave, resigns from service or at his request 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 Sangha servant for further service, or in the event of his death.

6. For the purpose of this rule and Rule **68**. a Sangha servant who has rendered not less than five years of continuous service excluding the service as a temporary candidate and periods of suspension adjudged as penalty, shall be considered as belonging to permanent employ provided the Department/Competent authority certifies that there is no prospect of his reversion or discharge.

68. (a) Extraordinary leave may be granted to any officer in special circumstances.

(i) When no other leave is by rule admissible; or

- (ii) When other leave is admissible, but the officer concerned applies in writing for the grant of extraordinary leave.

(b) Unless Sangha in view of the exceptional circumstances of the case otherwise determines, no Sangha servant who is not in permanent employ or quasi permanent employ shall be granted extraordinary leave on any one occasion in excess of the following limits.

- (i) Three months without medical certificates;
- (ii) Six months for common ailment, where the Sangha servant has completed a continuous service of not less than one year on the date of leave of the kind due and admissible under these rules, including extraordinary leave of three months under clause (i) above and his request for such leave is supported by a Medical Certificate, as required by these rules;
- (iii) Eighteen months, where the Sangha servant, who has completed a continuous service of not less than one year, including extraordinary leave of three months under clause (i) is undergoing treatment for cancer/mental/illness/pulmonary tuberculosis/pleurisy or tubercular origin/tuberculosis of any part of the body/leprosy, in Sangha institution or at his residence through such institution and his request for such leave is supported by a Medical certificate in the form prescribed in Rule 1:04, is issued by the Civil Surgeon of the District or the District Medical Officer or a specialist in the concerned disease, the certificate specifies that the Sangha servant has reasonable chances of recovery on the expiry of the leave recommended;
- (iv) Two year for under-graduate/graduate/post graduate courses and three years for doctorate courses, where the Sangha servant has completed a continuous service of not less than three years on the date of expiry of leave of the kind due and admissible under the rules, including the extraordinary leave of three months under **Clause (b) (i)** and applies for the leave for prosecution of higher studies, having a close bearing on his sphere of duty, provided that prior approval of a Sangha is taken before sanctioning the leave.

(c) Where a Sangha Employee. Who is not in permanent employ fails to resume duty on the expiry of the maximum period extraordinary leave granted to him or where such a Sangha servant who is granted lesser amount of extraordinary leave than the maximum amount admissible, remains absent from duty for any period, which together with the extraordinary leave granted exceeds three months, he shall unless Sangha in view of the exceptional circumstances of the case otherwise determine, be liable to be dismissed or removed from service, after following the procedure laid down in the V.V.S. C.D.A. RULES.

d) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

69. (1) A Sangha Employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on such leave.

Note: 'Pay' for this purpose means the pay as defined in sub-rule 26 of Rule 6 of these rules and the rate at which it is admissible immediately before the date of commencement of leave.

(2) A Sangha servant on half pay leave or leave not due shall be entitled to leave salary equal to half the amount specified in sub-rule (1).

(3) A Sangha servant on commuted leave shall be entitled to leave salary equal to the amount specified in sub-rule (1)

(4) A Sangha servant on extraordinary leave is not entitled to any leave salary.

EXAMINATION LEAVE

70. The Rules in this section regulate the grant of leave to enable Sangha servants to appear at examinations as and when prescribed by Sangha.
71. Examination leave may be affixed or prefixed to earned leave except as here in provide, no kind of leave except half pay leave on medical certificate, may be granted in continuation of examination leave.
72. A Sangha servant while absent from his office or from his station to attend an obligatory examination, is considered to be on duty.
73. Leave may not be given to a Sangha servant to prepare for examination or for recreation after examination. A reasonable time, including the day or days of examination should be allowed for journey to and from the place of examination, and nothing more.
74. A Sangha servant permitted to present himself at any examination which must be passed before he is eligible for higher appointment in any branch of the Sangha service, may under the orders of his immediate departmental superior, be allowed leave of absence for the number of days which is actually necessary to enable him to attend the examination, that is, the number of days required for travelling from his station to the place of examination and back, and the number of days which the examination itself will occupy. During this absence no deduction will be made from the allowances of the Sangha servant unless the Head of the office finds such deduction necessary to enable him to make arrangements for carrying on the work. Such leave should not be allowed more than twice for each standard of examination.

NOTE : To ensure that the concession of examination leave should not be allowed more than twice for each standard of examination and is not misused, whenever a Sangha employee submits his/her application for admission to the prescribed examination an entry to this effect should be made in his/her service register and this should be put up to the concerned competent authority before the certificate sought by the employee is issued. However, in respect of Heads of the Institutions, the declaration given by them in their application for admission to the examination may be accepted as correct.

MATERNITY LEAVE

75. (1) A female Sangha servant may be granted maternity leave by an authority competent to grant leave for a period of **90 days** from the date of its commencement or as decided by the Executive Committee from the time to time which ever is less. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(2) Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 (but not threatened abortion) subject to the conditions that.

- a. the leave does not exceed six weeks; and
- b. the application for leave is supported by a medical certificate from Registered Medical Practitioner.

(3) Maternity leave under sub-rule (1) or (2) above shall not be admissible to a female Sangha servant who has two or more living children.

(4) (a) Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding 60 days may be granted without production of Medical Certificate.

(b) Leave in further continuation of leave granted under clause (a) of sub-rule(4) may be granted in the case of illness of the female Sangha servant subject to production of a Medical certificate from the authorized Medical attendant. Such leave may also be granted in cases of illness of a newly born baby, subject to production of a medical certificate from the Authorized Medical Attendant to the effect that the condition of ailing baby warrants personal attention and that her presence by the baba's side is absolutely necessary.

(5) The maternity leave shall not be debited against the leave accounts.

75. A. A female Sangha servant on her adopting a child, may be granted leave of the kind due and admissible (including commuted leave without production of Medical Certificate for a period not exceeding 60 days subject to the conditions that such female Sangha servant should not have two living children at the time of adoption.

CHAPTER VII

SUBSIDIARY RULES CONDITIONS OF GRANT

76. If in the interest of the Sangha Service, all application for leave cannot be complied with, the authority competent to sanction leave will have full discretion in deciding which should be granted, and in so doing, it may take into consideration the following circumstances;

1. The Sangha servants who can, for the time being, be conveniently spares.
2. The leave due to various competing applications.
3. The amount and character of the previous continuous service that they have rendered.
4. The fact that a Sangha servant was compulsorily recalled from the leave last enjoyed by him.
5. The fact that a Sangha servant has been refused leave in the Sangha interest.

77. Leave shall not be granted to a Sangha servant to whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Sangha service.

78. Sangha servant appointed on probation is entitled to leave as a temporary Sangha servant.

79. Part-time Sangha servants are not entitled to any other kind of leave except casual leave, which shall be limited to fifteen days in each calendar year in non vacation departments and ten days in vacation departments.

COMMENCEMENT AND END OF LEAVE

80. Ordinarily, leave begins on the date on which the transfer of charge is effected, or if charge is transferred afternoon, on the following day. Similarly, such leave ordinarily ends on the day preceding that on which charge is resumed, or if charge is resumed afternoon, on that day.

But if a Sunday or one of more Gazette holidays fall on the day immediately preceding that on which the leave begins or on the day on which the leave 1 between two appointments ends, a Sangha servant may leave his station at the close of the day before or return to it an the end of such holidays provided his departure or return does not involve-

- (i) the immediate transfer of a Sangha servant from or to another station, or the loss of his appointment by a Sangha servant appointed temporarily to the service;
- (ii) the taking over of money, unless subject to the condition that the departing Sangha servant remains responsible for the money in his charge, Sangha specially allows transfer of charge to take place before or after the holidays.

If holidays are as above prefixed to leave, the leave and the consequent re-arrangement of allowances, if any, take effect from the first day after the holidays on which the office is open for business and if holidays are affixed to leave, the leave is treated as having terminated on, and the re-arrangement of allowances, if any takes effect from the day on which the Sangha servant would have resumed charge had holidays not followed the leave.

Note 1: In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, Sangha shall decided which Sangha servant shall be held to have been in charge and to whom the salary of the office for the Sunday or holiday shall be paid.

Note 2: for the purpose of this Rule, the office is regarded as closed for business only on Sundays and General Holidays.

Explanatory Note: The intention of the above Rule is that Sunday and General Holidays may be affixed and suffixed to leave.

As regards the regulation of pay and allowances during holidays prefixed and/or suffixed to leave, pay and allowances during such holidays are to be granted as if the Sangha servant concerned is on duty.

Note 3: Prefixing and suffixing holidays to leave under this Rule shall be allowed automatically except in cases where for administrative reasons permission for prefixing or suffixing any holiday to leave is specifically withheld and mentioned in the order sanctioning the leave.

Note 4: In the case of leave on Medical certificate, the prefixing/suffixing of holidays to leave shall be determined with reference to the date of issue of Medical certificate.

1. Procedure to combine holidays with leave on Medical Certificate:

- (i) Prefixing of holidays to leave on Medical Certificate.

- (a) When the Medical certificate is issued on the day immediately preceding holidays or during the holidays, may be treated as part of leave and not allowed to be prefixed.
- (b) When the Medical certificate is issued on the day leave is to commence, the holidays may be allowed to be prefixed at the request of the Sangha servant.
 - (i) Affixing of Holidays to leave on Medical Certificate-
 - (ii) When the fitness certificate is of the date on which the Sangha servant resumes duty or the date just preceding there to joining of when the certificate is of a date intervening the holidays, the holiday or holidays may be treated as part of the leave and not allowed to be affixed.

(iii) If the fitness certificate is of the date just preceding the holidays, the holidays may be allowed to be suffixed at the request of the V.V.Sangha servant.

RETURN TO DUTY

81. A V.V.Sangha servant on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him unless he is permitted to do so by authority which granted him leave.

Note: In cases where the above procedure is found to be cumbersome and administratively not possible to comply with, it would be sufficient if the officer deserving to return to duty before the expiry of the period of leave sanctioned obtains the oral permission from the competent authority to do so and it is recorded in the order cancelling the Unavailed portion of leave as also to report for duty before the expiry of leave, on his request.

82. No V.V.Sangha servant who has been granted leave on medical certificates may return to duty without first producing a medical certificate of fitness in the prescribed form. The authority sanctioning leave may require a similar certificate in the case of any V.V.Sangha servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

We..... The Members of the Medical Board /I..... Civil Surgeon/Staff Surgeon/authorised Medical Attendant/Registered Medical Practitioner ofdo hereby certify that We/I have carefully examined Sri/Smt/Kumari.....whose signature is given below and find..... that he/she has recovered from his/her illness and now is fit to resume duties in V.V.Sangha services. We/I also certify that before arriving at this decision(s) and statements(s)of the case (or certified copies thereof) on which leave was granted or extended and have taken these in to consideration in arriving at our/ my decision.

Members of the Medical Board
 1.....
 2.....
 3.....

Signature of the
Government servant

Authorised medical attendant/
Registered Medical Practitioner.

RECALL TO DUTY

83. A VV Sangha servant on leave may be recalled by the authority sanctioning leave to duty before the expiry of his leave only such recall is considered necessary in V.V.Sangha interest. Such recall shall be compulsory and the V.V.Sangha servant shall be entitled, if the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw.

(a) Travelling allowance, as decided by the Executive Committee. And

(b) Leave salary until he joins the post at the same rate at which he would have drawn it but for the recall to duty

OVERSTAYING LEAVE

84. A V.V.Sangha servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence and that period shall be debited to his leave account as though it were half pay leave to the extent such leave is due and as extraordinary leave to the extent that period of half pay leave fall short of the period of such absence unless the leave is extended by a competent authority. Absence from duty after the expiry of leave will render a V.V.Sangha servant liable to disciplinary action for misconduct except where the V.V.Sangha servant establishes to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control.

COMBINATION, EXTENSION AND COMMUTATION OF LEAVE

85. The authority competent to sanction leave may

(1) Grant to a V.V.Sangha servant any kind of leave admissible under these Rules (including Extraordinary leave without allowances) in combination with any other kind of leave so admissible or in continuation of leave of any other kind already taken.

NOTE 1: Earned leave already sanctioned and availed prior to 21-1-1971 shall not be permitted to be converted into commuted leave/half pay leave.

NOTE 2: earned leave already sanctioned and availed of on and after 29-1-1971 shall not to be permitted to be converted into commuted leave/half pay leave.

(2) Commute the whole or any portion of any leave granted under these rules retrospectively into any other kind of leave which was admissible when the original leave was granted; and

(3) Commute retrospectively periods of absence without leave into leave without allowances.

NOTE: Extraordinary leave without allowances cannot be converted retrospectively into leave on medical certificates, but leave may be given on medical certificate, but leave may be given on medical certificates in continuation of extraordinary leave without allowance.

Explanatory Note: Casual leave once utilised cannot be commuted retrospectively into leave of any other kind at a later date, after return of the V.V.Sangha servant to duty. In the case,

however, of a V.V.Sangha servant who avails of casual leave and before return to duty applies for earned leave or other leave, the casual leave already applied for should be treated as cancelled and the leave sanctioned will have effect from the date of V.V.Sangha servant concerned ceased to perform his duties.

EMPLOYMENT DURING LEAVE

86. Save in very exceptional circumstances, no V.V.Sangha servant should be granted leave whether with or without allowances, to allow of his practicing at the Bar or pursuing any other profession or calling

87. A V.V.Sangha servant who is already on leave may not take service or accept any employment (including the setting up of private professional practice as Account, Consultant or Legal or Medical Practitioner) which involves the receipt of a fee or honorarium, without obtaining the previous sanction of V.V.Sangha.

Note: 1. This rule does not apply to the acceptance of fees for literary work or for service as an examiner of similar employment, nor does it apply to acceptance of foreign service.

Note: 2. This rule does not also apply where a V.V.Sangha servant who has been allowed to take up a limited amount of private practice and receive fees therefor as part of his conditions of service e.g. where a right of private practice has been granted to Medical officer.

ALLOWANCES

88. Fixed travelling allowance is not admissible during leave and may be drawn by the substitute.

89. The drawal of House rent allowance, Compensatory-cum-House Rent allowance or City compensatory allowance) by a V.V.Sangha servant during leave shall be regulated as stated below:

(1) A V.V.Sangha servant shall be entitled to draw House Rent allowance, Compensatory-cum-House Rent Allowance or City Compensatory Allowance during the leave at same rate at which he was drawing this allowance before he proceeded on leave. For this purpose leave means the entire leave (including extraordinary leave) if it does not exceed four months of leave if the actual duration of the leave exceeds that period. A V.V.Sangha servant on leave preparatory to retirement shall also be entitled to draw these allowances at the same rate at which he was drawing before proceeding on leave for the duration of such leave not exceeding 120 days/four months or for the first 120 days/four month if the duration of such leave exceeds this limit). When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave shall be taken as one spell of leave. Unless in any case it be otherwise expressly provided in these rules joining time shall be added to the period of four months.

Note: 1. The drawal of this allowance during periods of vacations whether combined with leave or not shall be regulated in the same manner as during leave.

Note: 2. The grant of House rent allowance Compensatory-cum-House Rent Allowance or City Compensatory allowance to the V.V.Sangha servants who are originally granted leave on Medical grounds or otherwise but do not join duty after expiry of such leave owing to death/invalidation during such leave, shall be regulated under **Note 1**

2. The limit of four months shall be extended to eight months for the purpose of grant of this allowance in the case of V.V.Sangha servants suffering from T.B., cancer or other ailments

during the period of their leave taken on medical certificate when such certificates are in the forms prescribed under Rule 106 of these rules. It is immaterial whether the leave is on medical certificate from the very commencement or is in continuation of other leave as defined in sub-rule (1) the question whether this allowance may be paid to an officer suffering from T.B., cancer or other ailments during leave on Medical certificates exceeding eight months shall be decided by V.V.Sangha.

3. Drawal of this allowance during the period of leave in excess of first 4 months shall be subject to furnishing the following certificate.

“ The V.V.Sangha servant concerned continued, for the period for which House Rent Allowance, compensatory-Cum-House Rent Allowance or City Compensatory Allowance is claimed, to reside at the same station form where he proceeded on leave”

90. A V.V.Sangha servant on earned leave may draw his tentage on the conditions prescribed for the House Rent in rule 88

91. Local allowance granted for the unhealthiness of the locality may be drawn during the period of earned leave. Local allowance granted for other purposes may be drawn during the period of earned leave provided there is no extra cost to V.V.Sangha.

92. A. Non-practicing allowance sectioned to Residential Medical Officers and the teaching staff in the Medical College may be drawn during the period of leave with allowances not exceeding four months or 120 days or during the first 4 months or 120 days of leave in excess of four months or 120 days at a time provided that the V.V.Sangha servant is likely to return after the expiry of the leave, to the same post or to another post carrying non-practicing allowance and provided further that he is not engaged in any private practice during the period of the leave there is no extra cost to V.V.Sangha by payment of the V.V.Sangha servant on leave.

This allowance is also admissible during leave to the doctors, the **Administrative Medical Officers**

92.B. Project allowance may be drawn during leave not exceeding two months or during the first two months of leave exceeding two months at a time;

Provided that the allowance may be drawn for a further period of two months if the leave taken in excess of the first two months is on Medical Certificate.

Note: 1. For the purpose of this rule, leave means leave with allowances of any kind but does not include leave preparatory to retirement.

92. C. Nursing superintendents. Grade I and II Sisters, Sister Tutors and Nurses and Midwives, including Probationary Nurse may be allowed to draw Uniform and Ration allowance during any kind of leave except leave preparatory to retirement for a period of not exceeding 120 days or 4 months as the case may be.

CHAPTER VIII

PROCEDURE RELATING TO LEAVE-GENERAL RULES

93. The leave account of V.V.Sangha employee shall be maintained, and the entries therein attested, by the head of the Office in which he is employed.

94. An application for leave for an extension of leave must be forwarded through the immediate departmental superiors(if any) to the authority competent to grant such leave or extension in **FORM 1.**

Provided that no such application shall be necessary.

1. When a V.V.Sangha servant makes a request for extension of leave by a letter with necessary particulars, or

2. When the authority competent to sanction leave comes to know that a V.V.Sangha servant is absent from duty due to illness or that a V.V.Sangha servant has died.

95. A V.V.Sangha servant returning from leave is not entitled in the absence of specific orders to that effect to resume as a matter of course the post which he had before going on leave. He must return to the station from where he proceeded on leave and report to the authority under whom he was serving before he proceeded on leave unless there are any orders to the contrary. He must if

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Necessary also submit to such delay as may be unavoidable in the interest of V.V.Sangha Service.

Note : Controlling officers should provide for the expected return of V.V.Sangha servants from leave by seeing that the V.V.Sangha Servant to be relieved are at headquarters in due time to give over charge.

96. Medical Officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the V.V.Sangha servant concerned will ever be fit to resume his duties. In such cases the opinion that the V.V.Sangha servant is permanently unfit for V.V.Sangha service should be recorded in the Medical Certificate.

97. Every certificate of a Medical Committee or a Medical Officer recommending the grant of leave to a V.V.Sangha servant must contain a proviso that no recommendation contained in it shall be deemed to be evidence of a claim to any leave not admissible to the V.V.Sangha servant under the terms of his contract or of the rules to which he is subject.

Note : In all cases where half pay leave “not due” is granted to a V.V.Sangha servant, the Medical Officer granting the Medical Certificate should specifically state therein that as far as can be reasonably foreseen by him, there is every likelihood of the V.V.Sangha servant returning to duty and continuing in service for a specified number of years. Such a certificate is necessary to enable the sanctioning authority to grant or refuse leave “not due” basing his judgement on Medical Opinion so furnished.

In the case of V.V.Sangha servants suffering from T.B not admitted to a Sanatorium, the medical certificates as above granted by the Medical Officers may be accepted and in the case of those admitted to a sanatorium, the certificate granted by Medical Officer incharge of the sanatorium may be accepted.

98. With the cognizance of the Head of his office or, if he is himself the Head of his Office, of the Head of his department, the applicant must, except in the cases provided for in **Rules 99A & 100** present himself with two copies of the statement of his case at the seat of V.V.Sangha or at such other place as may be appointed by V.V.Sangha.

We, do hereby certify that according to the best of our professional judgement, after careful personal examination of the case we consider the health of C.D to be such as to render leave of absence for a period of.... months absolutely necessary for his recovery.

- 99.** Before deciding whether to grant or refuse the certificate, the Authority may, in a doubtful case, detain him under professional observation during a period not exceeding fourteen days. In that case would grant to him a certificate to the following effect;

C.D having applied to us for a Medical Certificate recommending the grant to him of leave we consider if expedient, before granting or refusing such a certificate, to detain C.D under professional observation for days.

- 99.A.** In cases in which President of V V.Sangha is satisfied that the grant of leave to V.V.Sangha servant on account of illness is necessary, a certificate from the Civil Surgeon of the District or the District Medical Officer in the following form will suffice.

“I.A.B Civil-Surgeon, District/District Medical Officer, after careful personal examination of the case hereby certify that is in a bad state of health and solemnly and sincerely declare that according to the best of my judgement the leave of absence for a period of Months from(date) to.....(date) from the date of relief is essentially necessary for the recovery of his health and recommend that he may be grantedmonths leave”

- 100.** If the state of the applicant’s health is certified by a Medical Officer in charge of a station to be such as to make it inexpedient to present himself at any place in which the Medical examination is to be conducted, the authority competent to grant the leave may accept in lieu of the certificate prescribed in **Rule 98**, a certificate from any two Medical Officers.

Note 1 : A Medical certificate from the District Medical Officer of the Station countersigned by the Deputy Commissioner of the district may be accepted in exceptional cases in which V.V.Sangha considers it impracticable or undesirable to insist on the production of a certificate signed by Two Medical Officers.

Note 2 : Notwithstanding anything contained in this Rule, the authority competent to sanction leave may dispense with the procedure laid down in **Rule 98**,

- i) When the leave recommended by the Authorised Medical Attendant is for a period not exceeding two months, or
- ii) The applicant is undergoing treatment in a Hospital as an indoor patient and the leave is recommended by the Medical Officer in charge of the case in the Hospital not below the rank of Civil Surgeon or Surgeon for the period of Hospitalization or convalescence, provided that such a Medical Officer certifies that in his opinion it is unnecessary for the applicant to appear before a Medical Committee.

- 101.** V.V.Sangha servant serving in places outside district headquarters may be granted leave on medical certificate on the strength of certificate of a registered medical practitioner countersigned by the Civil Surgeon or the District Medical Officer who may visit the patient if for any reason he considers this course advisable. This Rule will be only applicable when the V.V.Sangha servant requiring leave is too ill, or unable for other reasons regarded as sufficient by his immediate superior to come to headquarters to undergo examination by the Civil Surgeon or the District Medical Officer.

- 102.** The grant of a Medical certificate does not in itself confer upon the V.V.Sangha servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.

103. When any V.V.Sangha servant is granted leave on medical certificate, the authority granting the leave should specify the fact in its order to enable the Concerned Authority to make the necessary entry in the leave salary certificates.

Medical Certificates to V.V.Sangha servants.

104. Application for leave on Medical certificate must be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration and period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by the District Medical Officer of the District where the applicant resides.

Subject, however, to the following rules; the authority sanctioning the leave may accept a certificate from the applicants Medical Attendant without such countersignature.

1. The term 'Medical Attendant' in this Rule includes Honorary Medical Officers, Honorary Assistant Medical Officers, Vaidyas and Hakims.
2. Certificates given by a Vaidya or a Hakim may be accepted for short periods of leave not exceeding fifteen days, at the discretion of the Head of the Office.
3. Certificates given by Assistant Surgeons Class-II in V.V.Sangha service and registered Medical Practitioners whose names are entered in the Register of the Medical Council may be accepted for periods of leave not exceeding two months.
4. Certificates given by Medical Graduates in V.V.Sangha service and Registered Medical Practitioners who hold any of the following qualifications may be accepted for periods of leave exceeding two months but not exceeding six months.

M.B.B.S of the Mysore or any other University in India.

L.R.C.P

M.R.C.S

M.R.C.P

F.R.C.S

M.D

B.S.A.M (Bangalore, Mysore and Karnataka Universities)

B.A.M.S (Bangalore, Mysore and Karnataka Universities)

B.U.M.S (Bangalore University), (Unani)

M.D (Aurveda) (Bangalore University and Gujarat University)

D.Ay.M. (Mysore and Banaras Hindu University)

H.P.A / M.S.A.M (Gujarat University)

5. For periods of leave in excess of six months, the countersignature of the District Medical Officer should ordinarily be obtained except in cases where the authority sanctioning the leave does not think it necessary on account of the certificate having been given by a Medical Attendant holding high qualification such as F.R.C.S., M.R.C.P. and M.D.

Note: In the case of female officers, V.V.Sangha may either dispense the countersignature of the District Medical Officer for authorize such countersignature by doctors of their own sex.

105. The countersigning office may, at his discretion require the applicant to appear before him, unless it appears from the certificate of his Medical Attendant that he is too ill to bear the journey in which case, such officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit. In such a case, he may get the V.V.Sangha servant concerned examined by the nearest medical subordinate and obtain a report before he decides on countersigning the certificate. No certificate should be

submitted for countersignature without the cognizance of the Head of the applicant's office, or if the applicant be himself the Head of office, without immediate report to the Head of his department/Institution.

106. The certificate shall be in the following form.

I After careful personal examination of the case hereby certify that Sri/Smt. (Who is/is not under orders of transfer) whose signature/thumb impression given below) is suffering from and I consider that a period of absence from duty of with effect from to is absolutely necessary for the restoration of his / her health.

**Signature and Designation
Of Medical Attendant**

(Government Medical Officer of the rank of the Civil
Surgeon/Gazetted Assistant Surgeon / Registered Medical
Practitioner with his Registration Number)

Signature of the Applicant
Left hand thumb impression of the
Applicant (in the case of illiterate)
Taken in my presence this day of

**Signature and Designation
Of Medical Attendant.**

Medical History

(The nature of illness, symptoms, causes and duration should be specified)

**Signature and Designation
Of Medical Attendant.**

NOTE : The Head of the office should before sanctioning or recommending leave, satisfy himself that the thumb impression recorded in the Certificate and the Service Register do not differ in the case of illiterates)

Sanction of Leave.

107. Any leave, admissible under these rules may be granted to V.V.Sangha employees by a competent authority. Before leave is sanctioned to an employee the authority sanctioning the leave should either consult the leave account or his service book, and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account or the service book.

108. The authority competent to sanction leave specified in column (1) of the table below, may sanction leave in respect of the sub-ordinate employees holding the posts in the scale of pay specified in column (2) thereof to the maximum duration specified therein.

Authority competent to sanction leave	Posts in the scale of pay of		
1		2	
	Rs.7400-13120 and above	Rs.5575 – 10620 and above but below 7400-13120	Rs.2500-3850 And above but below
President	4 months	6 months	Full power
Vice-President	3 months	4 months	“
General Secretary	2 months	3 months	“

109. (a) V.V.Sangha has delegated to the President / Vice-President / General Secretary the power of granting leave to the V.V.Sangha employees as specified in **Rule 108**

(b) Acting or incharge arrangements may also be made in such vacancies. The minimum period required for claiming charge allowance shall be one month.

Note: sanction of the V.V.Sangha should be obtained where the in-charge arrangements is proposed to be continued beyond four months. V.V.Sangha may also fill up temporarily leave vacancies.

Note: 1. Where the application is for study leave out of India or other leave specifically granted for purposes a of study out of India, the authority sanctioning the leave should obtain a certificate of admissibility from the Accounts Officer of the V.V.Sangha before sanctioning the leave.

Note: 2. In determining the authority competent to sanction leave under this rule the period of earned leave surrendered for purpose of encashment shall not be taken into account

Note: 3. Leave not availed within thirty days of its sanction expires and a fresh sanction is necessary for availing the leave.

CHAPTER IX

PAYMENT OF LEAVE ALLOWANCES

110. Leave allowances are payable after the end of each calendar month

111. When leave is sanctioned with retrospective effect or when one kind of leave is commuted retrospectively into any other kind of leave admissible under these rules after the lapse of one year from the date of relief, the leave allowances shall not become payable without the sanction of V.V.Sangha.

112. The leave salary shall be drawn in rupees in India, except in the case of V.V.Sangha servant proceeding outside India on study leave or any other type of leave granted specially for the purpose of study.

113. If the leave of a V.V.Sangha servant is extended or commuted the head of the office must communicate it to the Accounts officer V.V.Sangha. He should also communicate any other circumstances connected with the leave which may be required to be known to the Accounts Officer who passes the leave allowances of the V.V.Sangha Servant.

114. The leave allowances of a V.V.Sangha servant on leave can be drawn only at the place where his salary is paid and under the signature of the head of his office who is responsible for any overcharges; no other security is required.

In case where a period of leave is followed by transfer such portion of the leave salary as could not be drawn at the old station may be drawn at the Office/Institution from which the pay in respect of the new post is drawn.

CHAPTER X

MAINTENANCE OF RECORDS OF SERVICE

115. A record of the service of each V.V.Sangha employee shall be maintained by the Head of the Office in form...Which is supplied to every employee on his first appointment. It shall be maintained for an employee from the date of his first appointment to the V.V.Sangha service(Whether permanent, temporary or officiating). It must be kept in the custody of the Head of the Office in which he is serving and transferred with him from office to office.

Note: Service books are to be supplied by the V.V.Sangha fund to the employee

Maintenance of Service Book

116. Every step in a V.V.Sangha servants official life (including temporary and officiating, promotions of all kinds the date which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken should be regularly and concurrently recorded in the service book,

Each entry being duly verified with reference to departmental orders, pay-bills and leave statements and attested by the Head of the office. If the V.V.Sangha servant is himself the Head of an office the attestation should be made by his immediate superior. There should be no erasure or overwriting and all corrections should be neatly made and properly attested. Any special test or examination passed by the V.V.Sangha servant should be entered in the service book together with a reference to the number and date of the Notification directing the publication of the names of the successful candidates in that test.

Note: Whenever the certificates mentioned in (Note 1 to clause (b) of rule 33 is issued by the competent administrative Authority a very concise entry such as 'certificate under Note 1 to Rule 33(b) V.V.Sangha services rules issued for the period fromto..... should also be recorded after the entry regarding leave in the service book.

117. When the V.V.Sangha servant is reduced to a lower post dismissed or removed from service or suspended from employment or subjected to any other penalty the reason for the reduction dismissal, removal or suspension or other penalty as the case may should always briefly stated thus.

'Reduced for inefficiency', "Reduced owing to revision of establishment etc.." The Head of the Office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the V.V.Sangha servant concerned.

Copies of all orders regarding dismissal, removal, suspension or other penalty should be filed with the Service Book.

Note: An entry regarding "censure" would not be necessary in the service book but such entry should be recorded in the Confidential Rolls.

118. The entries in the leave accounts should be attested by the Head of the Office.

119. The declarations of V.V.Sangha servants exercising their option regarding scales of pay, leave rules, or other rules regulating the conditions of service should be pasted in the service books themselves with dated signature of the Head of the Office.

120. The date of birth should be verified with reference to the documentary evidence and certificate recorded to that effect stating the nature of document relied on

121. Finger prints of the V.V.Sangha servant should be recorded in the column "Personal marks of identification" in the service book itself in the case of V.V.Sangha servant who are not literate. The impression should not be taken on separate slips of papers to the service book.

122. It shall be duty of every Head of office to initiate action to show the service books to the V.V.Sangha servants under the administrative control every

Year & to obtain their signatures there in token of their having inspected the service books. Certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September.

The Sangha servants shall inter alia ensure before affixing their signature, that their services have been duly verified & certified as such. In case of a sangha servant on Foreign Service his signature shall be obtained in his service book after the Accounts officer Vidyavardhaka Sangha has made there in necessary entries Connected with his foreign service.

123. When a Sangha Servant is transferred, whether permanently, from one office to another, The necessary entry & the nature & reason of the transfer should be made in his service book in the office from which the officer is transferred & the book after being duly verified up to date & attested by the head of that office, should be transmitted to the head of the office to which the officer has been transferred, who will hence forward have the book maintained in his office. If the head of the latter office should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The service book should not be made over to the Employee who has been transferred nor should it be given to him when proceeding on leave.

124. (1) The service book should not be returned to the sangha servant on retirement, resignation or discharge from service.

(2) When the service of a sangha servant is terminated by removal or dismissal, his service book be retained for a period of five years or until the sangha servant's death, whichever is earlier, after which it will be destroyed, A Similar Procedure should be followed in the case of a sangha servant whose probation is terminated the head of the office in which he was last employed should retain the service book in such cases.

(3) When the service of the sangha servant is terminated by a resignation or discharge without fault his service book should be retained for a period of 5 years from the date of his resignation or discharge. In the event of his death within the period of 5 years, the service book should be retained for a period of 6 months only from the date of his death.

(4) The service book of sangha servant who has been dismissed, removed or compulsorily retired and who is afterwards reinstated should on requisition be returned to the head of the office in which he is re employed.

(5) A similar course should be adopted when a sangha servant has been discharged without fault resigns and is subsequently re-employed.

VERIFICATION

125. Ministerial heads of sections in each office should maintain the service registers of sangha servants serving under them up to date ; Manager/ Superintendent/ A O to check the service register once a quarter and furnish a certificate to the head of officer or department, as the case may be, the service book should be taken for verification once a year by the head of the office who, after satisfying himself that the service of the sangha servant concerned and the up to date residential address of the members of his family are correctly recorded in his service book in conformity with these rules, should record there in a certificate in the following words over his signature.

Verified service from pay bills, acquaintance rolls and similar records (to be specified by reference to with the verification was made) and also residential address of the members of the family up to date.

NOTE: 1. the annual verification is an important item of work and has to be done by the head of the office generally.

126. The head of the office in recording the annual verification should in the case of any portion of service cannot be verified from the office records, distinctly state that for the accepted periods (naming them), a statement in wiring by the office as well as record, of the evidence of his contemporary employees is attached to the book.

127. The heads of offices and department should attach to their salary bills for (May) each year certificate to the affect that the service registers of officials in their offices have been duly verified in a accordance with the prescribed rules and found to be correct.

PERIODICAL INSPECTION

128. It is the sangha servants inspecting subordinated officers to inspect the service books maintained there. They should see that they are maintained up to date, the entries are properly made and attested, that verification has been properly carried out and the necessarily statement and evidence secured and verification certificates have been properly recorded by the heads of the offices.

CHAPTER XI

TRAVELLING ALLOWANCE

GENERAL RULES

129. Travelling allowance means an allowance granted to a sangha servant to cover the expenses which he incurs in travelling in the interest of the sangha service allowance shall be as decided and fixed by the executive committee from time to time.

CHAPTER XII –RETIREMENT

DATE OF RETIREMENT

130. (1). The date of compulsory retirement of sangha employee shall be the afternoon of the last day of the month in which he/she attains the age of superannuation of 60 years.

Provided that the date of compulsory retirement of a sangha servant whose date of birth is the 1st day of the month shall be the afternoon of the last day of the month preceding of the month at which he attains the age of 60 years.

Provided further that where the date of compulsory retirement of a Sangha servant is a General holiday or the date of compulsory retirement and the day (s) preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon from the last working day before the date of such retirement and may be allowed pay and allowance for the holiday or holidays.

(2) Notwithstanding anything contained in sub rule (1), sangha may grant re employment to any sangha servant beyond the date of his compulsorily retirement if he is physically fit on public grounds, which must be recorded in writing subject to the condition that such re employment shall not be granted beyond the age of 65 years, except in very special circumstance. No sangha servant shall continue in service beyond the date of compulsorily retirement, except with the prior and specific sanction of sangha.

(3) Notwithstanding anything contained in sub roll (1, a) competent authority may remove or dismiss any sangha servant from sangha service or may require him to retire from it compulsorily, on the ground of misconduct or insolvency or inefficiency, provided that before any such order is issued, the procedure led down in the Vidyavardhaka Sangha Conduct, Discipline Appeal rules shall be followed.

(4) Notwithstanding anything to the contrary contained in this roll or any other rule made or in the contract, are terms and conditions of retention of any sangha servant in service after the date of compulsorily retirement, the services of a sangha servant so retained shall be liable for termination at any time by a notice in writing given either by the sangh servant to the appointing authority or the appointing authority to the sangha servant and the period of such notice shall be one month. Provided that the service of any such sangha servant may be terminated forthwith and on such termination of sangha servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowance for the period of notice at the same rates at which he was drawing them immediately before the termination of his services, or , as the case may be, for the period by which such notice falls short one of month.

(5) The authority competent to sanction terminal benefits shall prepare every 6 months ie, on the 1st January and 1st July of each year a list indicating the names , designations, date of birth and date of retirement of all employees of sangha employees who are due to retire within the next 12-18 months and of every sangh employee. He shall send the list to sangha office not later than 31st January and 31st July respectively.

NOTE: In the case of sangha employee retiring for reasons other than superannuation, the head of the office shall promptly inform the sangha office as soon as the impending retirement becomes known to him.

131. **Voluntary retirement/ Compulsory retirement**

Voluntary retirement: A person may be permitted to retire from service any time;

a) After completion qualifying service of not less than 15 years subject to the condition specified in sub rule (1) here under; or

b) On attaining the age of 50 years subject to the conditions specified under sub rule (2) here under;

Compulsory Retirement :

c) a person may be retire in sangha interest at any time after completion of 55 years subject to conditions specified in a sub rule (3) here under;

(1) Conditions governing voluntary retirement of a Sangha Servant on Completion if a qualifying service of not less than (15 years).

- i) The sangha servant shall give a notice of at lease 3 months in writing to the appointing authority.
- ii) The Scheme is voluntary, the initiative resting with the Sangha servant himself;
- iii) Sangha does not has the reciprocal rights to Sangha servants on its own under this scheme;
- iv) A notice of less than three months may be accepted by the appointing authority in deserving cases, with the prior approval of sangha.
- v) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided that the request for such withdrawal is made within the intended date of retirement & the sangha servant is in a position to establish that there has been a materials change in the circumstance in consideration of which the notice was originally given.
- vi) The voluntary retirement shall not become effective merely on the ground that a notice to that effect has been given by the Sangha servant unless it is duly accepted by the appointing authority. Such acceptance may be generally given in all cases except those.
- vii) A. In which disciplinary proceeding are pending or contemplated against the sangha servant concerned for the imposition of any the penalties specified in clauses (V) to (VII) of rule of the VVS.
- viii) In which prosecution is contemplated or may have been launched in court of law against the sangha servant concerned.

Where it is proposed to accept the notice of voluntary retirement in such cases, prior approval of sangha should invariably be obtained.

(vii) A sangha servant who has given notice under clause(1) of this Sub-rule may be granted leave due & admissible to him/her, not extending beyond the date on which he/attains the age of superannuation, he even though/she such leave extends beyond the date on which he retire on the expiry of the notice.

(viii) Orders permitting a sangha servant to retire under clause (a) of sub- rule

(1) Shall not be issued until after the fact that he has put in a qualifying service not less than (15years) has been verified in consultation with the Accounts Officer.

(ix) The term “ appointing authority’ referred to in this sub-rule means appointing authority as defined in Vidyavardhaka Sangha conduct, Discipline & Appeal rules.

(x) A sangha servant who has voluntarily retired under this scheme after having put in a qualifying service of not less than 15 years of shall not be eligible to seek direct recruitment to any service under the sangha.

(2) Conditions governing Voluntary retirement of retirement of sangha servants after attaining the age of 50 years.

(1) The retirement of a sangha servants on attaining the age of 50 yrs is subject to the conditions specified under Clauses (1), (iv),(v),(vi),(vii),(ix), of sub-rule (1) Mentioned above.

(3) Retirement of a Sangha Servant in sangha interest under the orders of Sangha.

(i) Sangha may, by order, retire

And

(a) After he has attained the age of 55 years or after he has completed 25 years of qualifying service if the retirement is in their opinion necessary in the sangha interest, provided that the sangha servant concerned shall either be given a notice of three months before the date of retirement or if he is ordered to retire forthwith be permitted to draw, every month for the period of three months, from the date of such retirement, a sum equivalent to the salary which he was drawing immediately before the date of retirement. Any increment which accrues to him during the staid period shall be paid to him & the staid period for which he draws such salary shall be treated as duly.

(ii) Salary for this purpose will include (special allowance) dearness allowance, house rent allowance, city compensatory allowance, Deputation allowance, & any other allowance except Conveyance allowance & the fixed travelling allowance. If the service of the Sangha servant who is on deputation for a specified period on specified terms & Conditions, are withdrawn to his parent department before orders are passed under this sub-rule, no deputation or a foreign service allowance will be paid.

(iii) Orders retiring a Sangha servant under this sub-rule, any time after his completion of 15 years of qualifying service shall not be issued until after the fact that he has put in a qualifying service or not less than 15 years has been verified in consultation with Accounts Officer.

132. Retirement benefits Sangha employees shall be regulated as per the provisions of Provident Fund and payment of **Gratuity Act. 1972**

ANNEXURE-A

RULES REGULATING THE GRANT OF CASUAL LEAVE IN RESPECT OF

VIDYA VARDHAKA SANGHA SERVANTS WITH EFFECT FROM 01.01.2014

The Sangha are pleased to issue following rules to regulate the grant of casual leave to Sangha servants.

Subject to the provisions of the succeeding rules, casual leave may be granted to permanent or temporary Sangha servant, whether he enjoys annual vacations or not, for (fifteen days) in each calendar year, but not for more than five days at a time:

Provided that Sangha servant who has not put in a service of one year in a post, may be granted casual leave in proportion to the period of his service at the rate of one day for every completed service of one month.

Provided further that nothing in these rules shall be applicable to any absence from duty in pursuance of strike and no authority shall competent to grant casual leave in respect of such absence.

Explanation: In this rule, 'strike' shall have the same meaning as in Section 2 of the Karnataka State Civil Services (Prevention of Strikes) Act , 1966 (Karnataka Act 30 of 1966).

Note: - Casual leave of half-a-day effective up to or from 2 p.m. on any working day may be granted subject to the prescribed limit of 3(fifteen days.)

(1A).No Sangha Servant can claim casual leave as a matter of right. The authority empowered to grant casual leave may refuse or revoke casual leave at any time according to the exigencies of Sangha service.

(1B).Where the casual leave is required on any ground; no Sangha Servant shall absent himself from duty unless he has been granted such leave by the competent authority.

Provided that where a Sangha Servant is unable to attend due to illness or other sufficient cause and obtain orders of the competent authority in time, he may be granted casual leave subsequently if he establishes to the satisfaction of such authority that he was unable to attend his duty for reasons beyond his control.)

(2). Casual leave shall not be granted so as to cause evasion of the rules regarding:

- (i) Date of reckoning allowances,
- (ii) Charge of office,
- (iii) Commencement and end of leave, or
- (iv) Return to duty.

It shall not ordinarily be granted in continuation of other leave, but the sanctioning authority may direct that it may be combined with Sundays and other authorized holidays, provided that not more than seven day's casual leave, exclusive of such Sundays and holidays, shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

(3). Leave without allowance shall not be granted in continuation of casual leave. In cases where leave without allowances is requested in continuation of casual leave, the casual leave already granted shall be cancelled and the leave without allowances shall commence from the date on which the casual leave commenced.

(4) The limitation of seven days at a time is not applicable in cases of enforced absences from duty, as for instance on account of detentions in plague camps or on account of orders not to attend office in consequence of infection in the family or household of sangha servants when such absences are treated as causal leave as provided for uin the explanation under the note below:-

Note: This rule is not to be read as precluding the treatment as casual leave or absence from duty following leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rule in regard to the matters above specified, as for instance, when it is necessitated by a detention in a plague camps on the way to rejoin or by orders not to attend office in consequence of the presence of infectious disease in the family of the person concerned.

Absence from duty for reasons of the nature indicated above should be treated as follows;

- a) In the case of person who has not taken any leave at his option, as casual leave or earned leave/ at his credit; if he has neither of these kinds of leave to his credit, has any other kind of leave admissible.
- b) In the case of a person who has already taken leave at his option, has casual leave or leave of the same kind on which he already is, if such leave is available or if he has no leave at his credit, without allowances.

(5) Any sangha servant who has been bitten by a rabid animal may, to enable him to proceed for treatment, be granted casual leave for the actual period of treatment – 14 days any leave required in excess of such leave being treated as a leave or half pay leave.

NOTE: Casual leave granted under this rule shall be treated as a special casual leave not debit able to the regular casual leave.

(6) A Sangha servant, to whom casual leave has been granted, is not treated as a absent duty as his salary is not intermitted.

NOTE: Sangha should not be put to any extra expense in consequence of the absence of an officer on casual leave.

In circumstance where it is found impracticable to make a local arrangements to look after the work of an absentee on casual leave. Heads of Departments may make arrangements involving extra cost by way of travelling allowance. They should, however, simultaneously report to sangha in each case, the circumstance necessitating such arrangements. Travelling allowance to the officers concerned will be admitted in audit only after sangha ratify the arrangements suggested by the **competent authority**.

(7) Casual leave may be sanctioned by the head of the office to all officers subordinate to him and he may also delegate this power to the senior officers.

i) In respect of the heads of the officials, casual leave shall be a sanctioned by the next higher authorities.

ii) A male sangha servant whose wife undergoes Gyneac sterilization (Tubectomy operation without delivery) may also be granted special casual leave not exceeding 7 days. The grant of such special casual leave shall be subject to production of a Medical certificate from the doctor who actually performs the operation and certifies to the effect that the presence of the sangha servant is a essential for the period of leave to look after his wife who has undergone Gyneac sterilization. The special casual leave granted under this rule may be combined with ordinary casual leave or other kinds of leave i.e., earned leave, privileged leave and half pay leave can also be combined in any manner with Sundays and authorized holidays not exceeding three days.

III) In the event of failure of a sterilization operation, if the sangha servant undergoes vasectomy operation for the second time he shall be granted special casual leave for 6 days again on production of medical certificate from the medical officer performing such an operation to the effect that the first operation was a failure and the second operation was actual performed.

8. Special casual leave not exceeding 14 days may be sanctioned by the heads of offices to the women employees subordinate to them who undergo the non-puerperal sterilization and (not puerperal sterilization) on the strength of a medical certificate granted by the sangha medical officer performing the operation. In respect of the heads of offices such leave should be sanctioned by the next higher authorities.

Such special casual leave may also be sanctioned to female sangha servants having three or more living children who are not entitled to grant of maternity leave but who undergo tubectomy operation even during puerperal under the family planning scheme.

In the event of failure of tubectomy operation, if the sangha servant undergo non-puerperal tubectomy operation for the second time, she shall be granted a special casual leave not exceeding 14 days again, on production of a medical certificate from the sangha medical officer performing a such an operation, to the effect that the first operation was a failure and the second operation was actually performed.

9. (1). A Sangha servant who:-

i) Is unmarried or

ii) Has less than two children or

iii) For substantial reasons, eg. Having lost all male children or female children after vasectomy/Tubectomy operation performed earlier desires to undergo recanalisation operation, may be granted by the heads of department, special casual leave up to a period of 21 days or actual period of hospitalization as certified by the authorized medical attendant, whichever is less. In addition, special casual leave may also be granted for the minimum journey period actually required and spent for to and from journey performed for undergoing this operation. The grant of special casual leave shall be further subject to the following condition

a) The operation should have been performed in government or sangha Hospital/Medical college institute where facilities for recanalisation are available.

b) The request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the sangha servant for the period stipulated therein was essential for operation and post operational recovery.

(2) The period of absences in excess of the period special casual leave admissible in sub rule(1) above, may be treated as such kind of leave admissible, including ordinary causal leave, and as may be applied for by the sangha servant concerned. For the purpose of combining special casual leave with any other kind of leave admissible Sundays and other general holidays intervening the period of special casual leave should be taken into account for calculating special casual leave and prefixing of regular leave or casual leave to special casual leave is not admissible,

10. A married sangha servant who develops post-sterilization operation complication may be allowed special casual leave to cover the period for which he or she is hospitalized.

11. All women sangha servant who undergo I.U.C.D placement be granted a day's special casual leave on that day of insertion.

12. The office bearers and members of executive of All India Secondary Teachers Federation may be granted special casual leave of not more than 15 days in a year to enable them to attend the all India meetings, seminars in general and conferences and symposiums that may be arranged by the All India Federation of Secondary Teachers, on production of a proper certificates and subject to the condition that they attend such meetings etc, at their own cost without any claim for travelling allowance and daily allowance et, from the department and previous permission of their immediate superiors is obtained in writing before they leave their respective head quarters for attending such Seminars/ Conferences/ Meeting/Symposiums etc.,

1(FORM-1)

FORM OF APPLICATION FOR LEAVE

Note: Items 1 to 9 must be filled in by all applicants.

1	Name of the applicant	
2	Leave rules applicable,(ie, M.S. Rs/B.C.S. Rs./F.Rs. (Madras central) (H.C.S.Rs, K.C.S.Rs)V.S.S Rs.	
3	Post held	
4	Department or office	
5	Pay	
6	House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post	
7	Nature and period of leave applied for and date from which required	
8	Ground on which on leave is applied for	
9	Date of return from last leave and the nature and period of that leave	
10	(a) Address during leave	
11	Remarks and /or recommendation of the controlling officer	
Date.....		Signature.....
Designation.....		
12	Report of the Accounts officer	
Date.....		Signature.....
Designation.....		
13	Statement of leave granted to applicant previous to this application	
Nature of leave earned (furlough)on average salary/on average pay on M.C/Commuted on half average pay half pay (Not due) Extraordinary		In current year during a past year total Total.....
14	Certified that (privilege leave)

	Earned Leave.....	
Months and days from19...to.....is admissible under ... of the Date.....		Signature.....
	Designation.....	
15	*Orders of the sanctioning authority	
Date.....		Signature.....
	Designation.....	

*If the applicant is drawing any compensation allowance, the sanctioning authority should state whether on the expiry of the leave he is likely to return to the same post or to another post carrying a similar allowance.

FORM -2

SERVICE BOOK

Part 1 – Particulars of Sangha Servant

1. (a) Name of the Sangha Servant
- (b) Residence

2. (a) Father's Name
- (b)Residence

- 2(2-A. Residential address of the members of the family with relation)

3. (a) Date of Birth by the Christian era(in figures and words)
- (b)Particulars of the documents on which the entry is based.

4. Exact height by measurement
5. Personal marks of identification.....
6. (a) Particulars of educational qualification (examinations passed and year of passing).....
7. Whether the sangha servant belongs to a scheduled caste/ scheduled tribes/backward tribe of other backward class, if so indicate the caste/tribe or class.(Original certificate issued by the competent authority in this respect shall be pasted in the Service Book).
8. Home town or village
9. Left hand thumb and fingers impression of Sangha Servant
10. Signature of the Sangha Servant
11. Signature and designation of the head of office or other attesting officer

Part II – History of service of the Sangha Servant showing the changes in appointment, salary, place, etc.

1. Designation of the post held and the office in which it is held
2. (a) whether the post is permanent or temporary
(b) Whether the Sangha Servant is substantive or officiating.
3. Designation of the substantive appointment on which the sangha servant as a lien while holding a temporary or officiating appointment.
4. Pay in the substantive post
5. Additional for officiating
6. Other emoluments falling under the term pay
7. Date of commencement
8. Date of termination
9. Joining time availed on transfer
10. Reasons for the termination such as promotion, increments, transfer, etc.
11. Reference to the sanction (No. and date of order and authority) for the change
12. Signature of Sangha Servant
13. Signature of head of office or of other attesting officer
14. Remarks

Part III- Particular of leave taken and other interruptions in service

1. Kind of leave or interruption
2. Date of commencement
3. Date of ending
4. Period
5. Reference to the sanction(No and date of the order and the authority) to the leave or interruption
6. Remarks

Part IV – Particular of recorded/ reward, praise, punishment or censure

1. Nature of reward, praise, punishment or censure
2. Reference to the sanction (No and date of the order and the authority) to reward, punishment etc.
3. Remarks

Part V – Leave account

Duty:

1. From
2. To
3. Number of days
4. Leave earned(in days)

5. Leave at credit (in days)

Leave Taken:

6. From
7. To
8. Number of days
9. Balance on return from leave.

Half pay leave and leave not due

Length of service

10. From
11. To
12. No. of completed years of service

Credit of leave

13. Leave earned (in days)
14. Leave at credit

Leave taken

Half pay leave

15. From
16. To
17. No. of days

Commutated leave

18. From
19. To
20. No. of days
21. Commuted leave converted into half pay leave

Leave not due

22. From
23. To
24. No. of days
25. Whether on private affairs or medical certificate
26. Total half pay leave taken
27. Balance on return form leave