

JSS MAHAVIDYAPEETHA, MYSURU

SERVICE RULES - 2022

**JAGADGURU Dr. SRI SHIVARATHRI RAJENDRA CIRCLE
MYSURU – 570004**

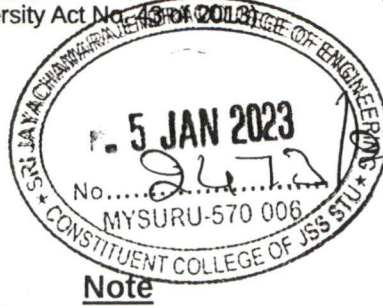
JSS Mahavidyapeetha

JSS Science and Technology University

(Established Under JSS Science and Technology University Act No. 45 of 2013)


JSS
 SCIENCE AND
 TECHNOLOGY
 UNIVERSITY
 MYSURU

STU/CIR/2022-23 | 861



03.01.2023

NoteSub: JSS Mahavidyapeetha **Service Rules, 2022** – reg

Ref: This office Circular: STU/CIR/2022-23 /833 dated 21.12.2022

With reference to the subject cited above, I am herewith enclosing a photocopy of the JSS Mahavidyapeetha Service Rules, 2022 which shall be into **effect from 1st January 2023** and to be followed with respect to the appointments, probation, training examination, pay and allowances, increment, seniority, leave rules, conduct rules, annual performance reports, suspension/removal/retirement, disciplinary proceedings etc.,

 Registrar (JSS STU)

03/01/23

To:

- ✓ The Principal & Dean (E&T), Mysuru
- The HoD, JSS CMS, Mysuru
-

Copy to:

- The Vice Chancellor, JSS STU, Mysuru - for kind information.

AO

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SERVICE RULES - 2022

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MYSURU – 570004**

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JSS MAHAVIDYAPEETHA SERVICE RULES, 2022

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JSS MAHAVIDYAPEETHA, MYSURU
SERVICE RULES – 2022
(Applicable to Management Employees)

In exercise of the powers conferred by Article No. VIII (g) of the Rules and Regulations of JSS Mahavidyapeetha*, 1962, as amended from time to time, the Management makes the following Rules, namely;

CHAPTER – 1

GENERAL

1.01 Title and Commencement: (1) These Rules shall be called the Jagadguru Sri Shivarathreeswara Mahavidyapeetha Service Rules, 2022.

(2) They shall come into force on First day of January 2023.

1.02 Application: (1) These Rules shall be applicable to the employees appointed to posts specified in Appendix-A to these Rules in connection with the activities/affairs of the JSS Mahavidyapeetha and its Institutions and paid out of Management Funds, except the categories specified below:

(a) those working on contract basis/part-time basis,

(b) retired and re-employed employees, except to the extent provided for in these Rules,

(c) persons on daily wages or paid out of contingencies and

(d) outsourced employees hired through Agencies under Contract Labour Act 1970.

(2) The Management may, however, modify these Rules and include or exclude any category/cadre of employees from the operation of these Rules,

(3) other Trusts, Societies and Institutions sponsored or promoted by the JSS MVP, may, however, adopt these Rules, with such modifications as may be necessary, with the approval of the concerned Statutory Bodies/Regulatory Authorities like BOM/BOG, Etc..

* Registered under the Mysore (now Karnataka) Registration of Societies Act 1960, vide Reg. No. 12/1962-63, dated 17.07.1962, as amended up to 13.01.2014

1.03 Savings: Any order issued or any action taken under the provision of any of the rules/orders in force before commencement of these Rules shall be deemed to have been issued or taken under the corresponding provisions of these Rules.

1.04 Definitions: In these Rules unless the context otherwise requires:

(1) **Absentee:** means an employee absent from duty unauthorizedly,

(2) **Appointing Authority:** means the Managing Committee/the President of JSS MVP or such other authority duly authorized to appoint an employee.

(3) **Age:** is the age of an employee with reference to his date of birth, proof of which is required to be furnished by him through legal documents such as birth certificate, SSLC Marks Card or any other recognized document.

(4) **Article:** is an Article in the "Rules and Regulations of the Association of the JSS Mahavidyapeetha, Mysuru".

(5) **Audit Officer:** means the Director of Accounts and Audit appointed by the President or any other officer authorized by him for purpose of audit.

(6) **Authorized Bank:** means and include any branch of a Scheduled Bank in which the JSS institutions are authorized by JSS MVP to operate their respective institutional account, Management account and hostel account, etc.

(7) **Authorised Medical Officer:** means, a Government Medical Officer or a Medical Officer of ESI or a Medical Officer not below the rank of an Asst. Professor of the JSS Medical College or JSS Hospital or as may be prescribed by the Management from time to time.

(8) **Basic Pay:** means the pay at any stage in the timescale of pay of the post to which the employee is entitled by virtue of his appointment to that post.

(9) **Category/cadre:** refers to the post(s) carrying specific designation(s) and specific timescale of pay.

(10) *Compensatory Allowance:* means an allowance granted to an employee to meet expenditure necessitated by the special circumstances in which duty is performed, like City Compensatory Allowance, House Rent Allowance, etc.

(11) *Competent Authority:* in relation to (a) sanction or creation of any post(s), awardal of pay scales (b) making appointment(s), (c) framing of service rules, (d) sanctioning of leave, transfer, disciplinary proceedings, etc. means the Managing Committee/ President or any other authority who is authorized by him,

(12) *Consolidated salary:* means the lumpsum amount payable, monthly, to an employee who is appointed on temporary basis,

(13) *Continuous service:* means the length of service of an employee from commencement of his service without any break.

(14) *Delegation of powers:* means and includes administrative and financial and such other powers as are delegated to the Executive Secretary, Directors and Heads of Institutions by the Managing Committee/President, as amended from time to time.

(15) *Dies non:* means non-duty period or period not spent on duty, such period will not count as service nor will it be construed as break in service.

(16) *Director:* is the Director of a Division or a unit of JSS MVP, designated as such by the Managing Committee/President and shall include any other officer, who otherwise, heads any institution.

(17) *Division:* is a Division in the Head Office of the JSS MVP constituted by the Management headed by a Director to supervise the Institutions under his ambit/division.

(18) *Drawing and Disbursing Officer:* means and includes Head of a Division or of an Institution or any other officer, who is authorized by the Competent Authority to draw money through cheques, on behalf of the JSS MVP/its institutions from authorized Banks or through "letter of authorization (Red Slip)" from the concerned Division of the JSS MVP.

(19) **Duty:** means discharging the functions assigned to the post to which a person is employed and any other work assigned to him by the competent authority.

(20) **Duties:** are the activities/responsibilities entrusted by the Management/Supervisory Officer to an employee who is duty bound to carry out.

(21) **Employee:** is a person who is appointed to a post by the President/authorized officer, including a temporary employee/probationer, in connection with the activities/affairs of the JSS MVP/its institutions.

(22) **Executive Secretary:** is the Chief Executive Officer of the JSS MVP appointed under Article IX (g) of JSS MVP.

(23) **Family:** means wife, husband and legitimate children and parents of the employee and residing with and wholly dependant on the employee,

(24) **Financial Year:** is the year starting on the first April of a calendar year and ending on 31st March of the following calendar year,

(25) **Head of the Institution:** means and includes head of an educational or other institution established by JSS MVP and designated as Director/Vice-Chancellor/Principal/Dean/Chief Executive/Headmaster or by any other designation. However, Management may exclude some persons heading certain institutions from this definition.

(26) **Head Quarters:** in relation to an employee is the place, where the office/institution in which he is working, is located.

(27) **Holiday:** means a holiday declared by the State/Central Governments/Management on which day the offices/institutions remain closed,

(28) **Honorarium:** means payment made to an employee (in addition to his salary) from the institutional funds as remuneration for work of an occasional or intermittent nature in addition to regular duty.

(29) **Joining Time:** means time allowed to an employee to join a post on transfer from one place to another place.

(30) JSS Institution or Institution: is any Institution including a college/school/hospital or any other institution established and managed by the JSS MVP,

(31) JSS Mahavidyapeetha, Mysuru (JSS MVP in short): means the Jagadguru Sri Shivarathreeshwara Mahavidyapeetha, Mysuru registered under the Mysore (now Karnataka) Societies' Registration Act 1960, vide: Reg. No. 12/1962-63 dated 17-07-1962 as amended on 13-01-2014 and located at Jagadguru Dr. Sri Shivarathri Rajendra Circle, Mysuru-570 004,

(32) Leave Salary: means the monthly salary paid to an employee on leave duly sanctioned,

(33) Lien: means the title of an employee to hold a post, on return to duty after the period of deputation/training or leave or working temporarily in a higher post or authorised absence, to which he was appointed immediately before such deputation training, leave, etc.

(34) Local Allowance: is an allowance granted in consideration of exceptional local circumstances like Hill Station Allowance, Winter Allowance, etc. as regulated by the State/Central Governments/Management.

(35) Management: means the Managing Committee or the President of the JSS MVP,

(36) Managing Committee (MC): is the Managing Committee of the JSS MVP, Mysuru as constituted as such under Article VII(a) of the Rules & Regulations of the JSS MVP, Mysuru as may be amended from time to time,

(37) Ministerial Staff: means employees whose duties are entirely clerical in nature or any other category of employees declared as such by the Management,

(38) 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 remaining odd number of days calculated and expressed separately,

(39) **Personal file:** is the file relating to an employee containing references/documents such as his application for appointment, appointment order, duty report, office orders on transfer, leave, increment, promotion, disciplinary proceedings, etc.,

(40) **Personal Pay/allowance:** means additional pay/allowance granted to an employee on account of pay fixation due to revision of pay/pay scale to protect him from

(a) loss of pay or reduction of his pay otherwise than as a disciplinary measure, or

(b) sanctioned in exceptional circumstance on other personal consideration,

Note: personal pay/allowance shall be reduced and shall cease as soon as such increases in his pay, cumulatively, equal or exceed his personal pay/allowance on further revisions of pay scales.

(41) **President:** is the President of the JSS MVP designated as such under Article VII(c)(i).

(42) **Probationer:** is one who is appointed to a post provisionally for a specific period with a view to assess his suitability, after which he may be continued, if his performance and conduct are satisfactory or discharged for reasons of unsuitability or misconduct or both.

(43) **Post:** is that with a definite timescale of pay or consolidated pay to which a person is appointed as an employee in connection with the activities/affairs of the JSS MVP,

(44) **Public Conveyance:** means and includes train/bus or other means of transport which plies regularly for the convenience of passengers or general public,

(45) **Rule:** means a Rule under these Rules, as amended from time to time,

(46) **Salary or total emoluments:** means the amount paid monthly to an employee as pay which is sanctioned for the post to which he is appointed and shall include:

- (a) consolidated pay/ basic pay,
- (b) personal pay and
- (c) other allowances treated as part of salary

(47) Sanctioning Authority: is the authority competent to sanction leave of any kind including allowances/TA/Honorarium/leave salary – recurring and non-recurring payments - etc. if any, thereof under these Rules,

(48) Service Register or Service Book: is a record of the service particulars of an employee, as per prescribed form, starting from the date of his appointment till his discharge/retirement from service or death, along with a record of relevant orders of the JSS MVP,

(49) Supervisory Officer/Superior: is the Head of a Section/Institution or a Division under whose control an employee works and is answerable to him,

(50) Subsistence Allowance: means a monthly allowance paid to an employee who is under suspension, pending enquiry,

(51) Superannuation: means retirement from service of an employee on attaining the age of 58 years or any other age that may be prescribed by the Management. However, the date of such retirement shall be the last day of the calendar month in which the employee was born and if the last day is a holiday(s), it shall be the previous working day.

Note: However, an employee born on the 1st of a month shall retire on the last day of the previous month and if that day is a holiday then on the previous working day.

(52) Suspension: an employee is stated to be under suspension when the Management/ Disciplinary authority/Authorised Officer orders him not to attend to his duty and his office temporarily pending final action against him for any alleged act of indiscipline, dereliction of duty, misconduct, criminal offence, etc.

(53) Temporary Post: means a post with a definite rate of pay sanctioned for a limited time, generally in connection with project work which is co-terminus with the project or its construction phase,

(54) Timescale of pay: means pay which raises by annual increments from a minimum to a maximum over a period of time,

(55) Transfer: means posting or shifting of an employee working in JSS Institutions including a college/school/hospital or any other institutions established and managed by JSS MVP, in the interest of administration.

(56) Traveling expense: means the actual expense incurred on traveling by an employee while performing his official duty or work entrusted to him from his Head Quarters to another place, by the shortest route, in connection with official work and includes legitimate incidental expenses.

(57) Trust (R): means and includes any of the Trusts/Associations/Societies/Companies sponsored or promoted by the JSS MVP,

(58) Other terms:

(a) not defined here will have their meaning as in common use unless otherwise stated in the relevant context.

(b) reference to "he", "his", "him" in these Rules shall be construed to refer to "she", "her" also, as the case may be.

1.05 The Management may amend these Rules, from time to time, as and when necessary.

CHAPTER - 2

CLASSES OF POSTS, APPOINTMENTS, PROBATION, PROMOTION, IN SERVICE TRAINING, SERVICE EXAMINATIONS, ETC.,

2.01 Classes of posts: Employees holding different category of posts/cadre carrying JSS MVP Scales of Pay, in JSS MVP and its institutions shall be classified into four Groups, viz. Group A, Group B, Group C and Group D with the time-scales of pay*: given below:

(1) Group A

- (i) 36300-900-39000-1050-45300-1200-52500-1350-53850
- (ii) 32800-800-33600-900-39000-1050-45300-1200-52500
- (iii) 30400-800-33600-900-39000-1050-45300-1200-51300
- (iv) 28100-700-28800-800-33600-900-39000-1050-45300-1200-50100

(2) Group B

- (v) 22800-600-24600-700-28800-800-33600-900-39000-1050-43200
- (vi) 21600-600-24600-700-28800-800-33600-900-39000-1050-40050

(3) Group C

- (vii) 20000-500-21000-600-24600-700-28800-800-33600-900-36300
- (viii) 17650-450-19000-500-21000-600-24600-700-28800-800-32000
- (ix) 16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600
- (x) 14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700
- (xi) 12500-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000-600-24000
- (xii) 11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000

(4) Group D

- (xiii) 11000-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000
- (xiv) 10400-200-12000-250-13000-300-14200-350-15600-400-16400
- (xv) 9600-200-12000-250-13000-300-14200-350-14550

2.02 Grades and categories/cadres of posts: Each Group may consist of various grades and categories of posts/cadres as specified in Appendix-A.

*Note: The pay scales (in ₹) are approved by the Management w.e.f. 1.4.2020.

2.03 Creation of posts

- (1) No post shall be created or abolished without the specific approval of the Management and
- (2) The Management may, however, abolish a sanctioned post depending on the exigencies.

Note: Proposals for creation of a new post or posts or a new category or class of posts as per existing Time-scale of pay or a new Time-scale of pay, as the case may be, with necessary justifications shall be submitted to the Management for sanction.

2.04 Appointments: All first or initial appointments and promotions shall be done only with the prior approval of the Management.

2.05 Method of appointment: (1) For any cadre of posts, the Management may make appointments through direct recruitment of qualified and eligible candidates or through promotion of serving employees or both,

(2) The Management may fix quotas for direct recruitment and promotion for each cadre of post and the Management may vary such quotas from time to time and

(3) The Management may fill up by promotion of any post meant for direct recruitment or vice-versa if suitable candidates are not available for such recruitments or promotions.

2.06 Direct Recruitment: (1) Applications shall be invited from qualified and eligible candidates through notifications. Serving JSS MVP employees who are eligible may also apply through proper channel,

(2) The Management shall constitute a Selection Committee for one or more categories of posts, as may be necessary, for selection of suitable candidates.

(3) Selection of candidates shall be based on their performance in the prescribed Test/Interview, and the decision thereon is final.

2.07 Eligibility for Direct Recruitment: An applicant for direct recruitment shall fulfill the following conditions:

(a) he should be a citizen of India,

(b) at the time of application, he should be within the prescribed age limits,

(c) he should possess the prescribed educational qualification and training/experience,

(d) he should not have more than one living spouse, at the time of appointment

(e) he should not have been convicted by any court of law for any criminal offence or moral turpitude,

(f) he should not have been declared as insolvent by any court of law,

(g) he should not have been associated either in the past or at present with any Association/Body declared by State/Central Government as unlawful,

(h) he must produce, on recruitment, Medical Fitness Certificate from the authorised Medical Officer,

2.08. Probation: All first appointees or direct recruitees shall be on probation subject to the following conditions:

(i) General: The selected candidate:

a. shall report to duty within the date prescribed in the appointment order. The prescribed date may, however, be extended on written request by the candidate for good and sufficient reasons and the Management, by order in writing, grant such further time as it may deem fit.

b. shall be on probation for a minimum period of two years or as may be prescribed from time to time,

(ii) the probationer shall successfully complete or pass the service examination, if any, prescribed by the Management during the probation period or extended period of probation, as the case may be,

(iii) his performance and conduct must be satisfactory during the probation period or extended period of probation, as the case may be, as reported/certified by his supervisory/superior officer under whom he has served,

(iv) on fulfilling the above conditions, the probationer may be declared, by an order issued by the Management, to have successfully completed the period of probation or extended period of probation, as the case may be.

Explanation: *In the case of an employee on probation, who is on deputation to other Institutions and Societies/Trust (R)/Companies (Listed in the Appendix - B) , the Head of the Institution shall submit, through such Trust (R), proposal to the JSS MVP for satisfactory declaration of the probationary period of such employee or for extension of the probation period, as the case may be, with necessary documents/certificates as prescribed in this Rule, within 15 days after the completion of the probation period.*

(v) any delay in passing an order by the Management under sub-rule (iv) above shall not entail the probationer to be deemed to have satisfactorily completed his probationary period.

Note: the period of probation shall be exclusive of the period of Leave without Allowance (LWA) availed by the probationer.

(vi) on such declaration, the probationer becomes eligible to continue in the post to which he was appointed as a probationer from the date following the date with effect from which he is declared to have satisfactorily completed the period of probation,

(vii) the Management may, for reasons of not fulfilling the prescribed conditions by the probationer, extend the period of probation for a maximum period of one year (6 months at a time) beyond the initial period of two years.

(viii) Discharge from Service

If the probationer fails to fulfill the prescribed conditions during the probation period or extended period of probation as the case may be, he shall be discharged from service. The grounds of discharge shall be specified in the order, with the approval of the Management.

(ix) Termination from service

a. The Management may terminate, without assigning any reason, the services of a probationer during the period of probation or extended period of probation, giving him one month's notice or in lieu one month's salary.

b. The Management may terminate the services of an employee, by following due procedures, if it is found that his services are no longer required, by giving him three months' notice or three month's salary in lieu thereof.

(x) Resignation

a. An employee may resign during the period of probation or extended period of probation after giving one month's notice or in lieu by paying one month's salary.

b. An employee after satisfactory declaration of his period of probation may resign from the service after giving three months' notice or by paying three months' salary in lieu thereof.

c. If an employee belonging to teaching cadre submits resignation in the middle of the semester/academic year, the resignation shall not be accepted till the end of the semester/academic year.

2.09. Promotion: (1) an employee working in a post of a lower cadre may be promoted to the post of the next higher cadre carrying a higher time-scale of pay subject to the following conditions:

(a) he must have prescribed educational qualification,

(b) he must have completed prescribed period of continuous service including the period of probation in the lower cadre,

(c) must have passed the prescribed service examinations/tests, if any

(d) his performance must be satisfactory

(2) promotion shall be on the basis of seniority-cum-merit by selection in the lower cadre

(3) the Management may constitute a Departmental Promotion Committee (DPC) for the purpose. The proceedings of DPC are subject to approval of the Management.

(4) The promotee shall complete the officiating period of one year satisfactorily in the promoted cadre. However, the officiating period may be extended by one more year at the discretion of the Management. He shall earn the annual increment only after declaration of the officiating period, as satisfactory,

(5) The promotee shall be reverted to the lower cadre from which he was promoted if he does not successfully complete even the extended officiating period of one year,

(6) If an employee forgoes his promotion, he may be given one more opportunity during next promotion.

2.10. An employee on deputation/training within or outside India or away from the post on OOD, duly approved by the Management, may be promoted under Rule 2.09 above, if he is otherwise eligible for such promotion but for his deputation for training, etc.

2.11 Oath of allegiance: All employees, on first appointment, while joining service under the JSS MVP and its institutions shall give declarations of oath of allegiance to the Constitution of India and to the JSS MVP which shall be pasted in part-I of the Service Registers.

2.12 Appointment of Retired Persons: Persons retired from the service of JSS MVP/ Governments of Karnataka/India/autonomous Institutions of these Governments or public/private undertakings, may be appointed by the Management against any post in the JSS MVP and its Institutions on such terms and conditions that may be prescribed from time to time by the Management including the following:

(1) he must not have been compulsorily retired/removed/dismissed from service for dereliction of duty, misconduct or conviction for any criminal offence and he must not have blemished record of service,

(2) he must be physically fit and mentally alert

(3) initial appointment may be for a period of one/two year(s) which may be extended subject to satisfactory performance,

(4) such employees may be paid consolidated pay/salary to be fixed by the Management,

(5) the Management may, in addition, extend such perks as they may deem fit, in exceptional cases.

2.13. Code of Conduct

(1) All employees, including re-employed persons, shall abide by the Conduct Rules prescribed under Chapter-6 of these Rules,

(2) Any violation of the Conduct Rules will entail disciplinary action against the concerned delinquent employee,

(3) Unauthorised absence: The Head of the Institution/Division or other authorised Officer shall issue notice by 'registered post acknowledgement due' to the employee remaining unauthorisedly absent continuously for a period of one month. If he still continues to remain unauthorisedly absent for a period of four months, a final notice shall be issued to him directing him to report to duty forthwith failing which the notice shall be construed as notice of his discharge from service by following the required procedures.

2.14 Rules of Recruitment

(1) All direct recruitments shall conform to the general conditions prescribed in Rules 2.06, 2.07 and 2.08 of this Chapter,

(2) there may be separate set of Recruitment Rules for each Division specific to various cadres of posts in the Institutions under the said Division, for example: teaching posts, technical posts, posts involving specific or special skills, etc. subject to sub-rule(1) above.

(3) Recruitment Rules for similar categories of posts with similar nature of work under different Divisions with similar eligibility conditions as to qualifications, experience, training and the like, may however, be same or similar, as for example: for common categories of posts in different Divisions, like, Sweeper, Peon, Attender, SDA, FDA, Accountant, Manager, Accounts

Superintendent, Asst. Accounts Officer, Accounts Officer, Asst. Administrative officer, Administrative Officer, etc. shall have common Rules.

(4) Rules of recruitment in respect of teaching/technical post(s) in professional institutions as prescribed by the concerned Affiliating/Apex Authorities of the Government of India, State Government, etc. shall be adhered to,

(5) Approval of the Management shall be obtained for all Recruitment Rules and Amendments thereof, if any.

2.15 In-service Training

Employees may be required to undergo a course of training at any time after recruitment.

2.16 Service Examinations

(1) the Management may prescribe Service Examinations for any cadre of employees passing of which during the prescribed period of probation or otherwise shall be mandatory on the part of the employees,

(2) different Service Examinations may be prescribed for different cadre of employees

(3) the Management may prescribe the scope of such service examinations, namely; subjects, service manuals/rules, number of papers, qualifying marks, etc.

(4) the Management may change/modify any of the above rules from time to time.

2.17 Notice/Circulars

(1) Any Notice/Circular to be communicated/notified/e-mailed under these Rules by the Management/Head of Institutions to all the employees shall be displayed on the respective Office Notice Board.

(2) Any notice/communication intended for a particular employee may be delivered personally to him or communicated through email or other media of communication. The employee is bound to receive and acknowledge the same. Refusal to do so will absolve the Management/Head of the Division or

the Institution from any obligation to deliver that notice a second time and the said notice/communication shall be displayed on the concerned office Notice Board. Such refusal on the part of the employee amounts to disobedience rendering him liable for disciplinary action.

(3) When an employee is absent on leave or otherwise, any notice/communication shall be sent to him by 'registered post with acknowledgement due' to his last address, as furnished by him, and the notice or communication so sent to him shall be deemed to have been served on him, if a copy of the same is displayed on the concerned office Notice Board.

CHAPTER - 3

PAY, CONSOLIDATED PAY, ALLOWANCES, INCREMENT, etc.

3.01 Consolidated pay

An employee appointed on temporary basis against any post shown in Appendix-A, shall be on probation for a period of two years or extended period with a consolidated pay.

3.02 After completion of two years or extended period of probation, the Screening Committee will verify the performance of the employee and he will be sanctioned an appropriate timescale of pay, with the approval of the Management.

3.03 Entitlement to salary

(a) Salary of an employee begins on the date when he reports for duty in the forenoon. If he reports in the afternoon, he is entitled for the salary from the next working day.

(b) Salary includes Basic Pay, DA, HRA, CCA and other allowances, if any, at prescribed rates,

3.04. Pay Fixation

(1) Basic Pay

(a) After declaration of probationary period, the Basic Pay (subject to Rules 3.01 and 3.02 above) shall be fixed at the minimum of the timescale of pay subject to the other conditions prescribed under these Rules,

(b) the Basic Pay of an employee, re-appointed after resignation or after discharge due to reduction of establishment, shall be fixed at the minimum of the time-scale of pay of the post to which he is re-appointed unless otherwise it is specified at the time of selection.

(2) on promotion

(a) the initial Basic Pay of an employee promoted under Rule 2.09 shall be fixed in the time-scale of pay of the higher post to which he is promoted at

the stage next above his Basic Pay in the time-scale of pay of the lower post from which he is promoted,

(b) if his Basic Pay in the lower post is lower than the minimum of the time-scale of the higher post, his Basic Pay shall be fixed at such minimum of the higher post to which he is promoted,

(3) Other Cases:

(a) if a penalty specified under sub-rules (6) or (7) under Rule 9.04 is imposed by the Disciplinary Authority (DA), following disciplinary proceedings against him, his Basic Pay shall be re-fixed in accordance with the orders of the DA imposing such penalty,

(b) reduction in rank (i) when an employee holding a higher post is appointed to a lower post, on his own request, his Basic Pay in the lower post shall be fixed at a stage to which he would be eligible had he been appointed to that post from the beginning,

(ii) however, the gross emoluments he was drawing prior to his appointment to the lower post shall be protected; the difference between the two emoluments shall be treated as "Personal pay/allowance and shall be reduced and cease as soon such increase in his pay, cumulatively equal or exceed his personal pay/allowance on further revision of pay scales.

Increment

3.05. Annual Increment

(1) An employee shall earn an increment in the time-scale of pay of the post in which he is working after completion of one year of service provided:

(a) his work is satisfactory during that period and

(b) his conduct is good during that period.

(2) the first increment shall accrue the next day following completion of one year of service. Subsequent increment will accrue on the first of the month in which one year of service is completed.

Note: If an employee is appointed on the last working day of a month, first increment will, however, accrue on the first day of the next month, in the following year.

(3) the period of LWA availed, if any, during the year will postpone the annual increment to that extent.

(4) the increment of an employee may be withheld by the competent authority or by the Management, if his work was unsatisfactory or if his conduct was not good.

(5) the competent authority or the Management may order such withholding of the increment after giving an opportunity to the employee to defend himself in accordance with the provision in Chapter 9 of these Rules.

3.06. Passing of service examination/test

(1) If an employee is required to pass service examination/test prescribed for the post he is holding for earning increment, he shall not be eligible for increment until he passes such examination/test,

(2) If the increment of an employee is deferred under sub-rule (1), the increment so deferred shall be sanctioned with effect from the day following the last day of the examination/test passed by him and he shall not be eligible for arrears.

3.07 Period counting for increment include period of (1) duty performed in the post, (2) earned leave duly sanctioned, (3) joining time on transfer/deputation for training/seminar/ conference, etc, and other periods treated as declared as duty, if any, by the Management.

3.08. Additional Charge: The Management may place an employee in charge of a vacant post in addition to his own post due to exigencies of work.

3.09. Head Quarters

(1) the headquarters of an employee is the station/place where the office/Institution, in which he is working, is located,

(5) the transferred employee shall not avail any kind of leave, except casual leave due to genuine reason, before joining duty at the new post.

(6) As joining time is treated as duty, the salary of an employee on transfer for the month in which he is transferred shall be drawn in the office at new place/headquarters.

CHAPTER - 4

SENIORITY RULES

- 4.01 Seniority - meaning:** an employee with longer service in a particular cadre/post is, other things being equal, senior to other employees in that cadre/post with shorter service.
- 4.02 *Inter-se-seniority*** of employees in a particular cadre of posts shall be determined by the length of their continuous service in that cadre. Example: promoting a Professor as Principal/Director.
- 4.03 Seniority among direct recruits**
- when persons are directly recruited to any cadre of posts on the same day, *inter-se-seniority* among them shall be determined as follows:
- (a) when recruitments are made through selection committee/Management, the seniority shall be fixed according to the dates on which the candidates join duty,
 - (b) when more than one candidate join duty on the same day, the senior by age shall be placed above the other.
- 4.04 Seniority among promotees:** when promotions to a cadre of posts on the basis of seniority-cum-merit are made on the same date, the relative seniority of the promotees as in the lower cadre shall be maintained in the promoted cadre.
- 4.05** (a) If the transfer of an employee is made in the interest of service of JSS MVP from one cadre of posts to another cadre of posts carrying the same time-scale of pay, it shall not be treated as first appointment of that employee to the latter cadre for the purpose of seniority and the seniority of the employee so transferred shall be determined with reference to his first appointment to the cadre of posts from which he was transferred.
- (b) When such a transfer is made at the request of an employee, he shall be placed below all other employees in the seniority list of that cadre to which he is transferred.

4.06 When an employee in a higher cadre of posts is reverted to a lower cadre of posts (otherwise than as a disciplinary measure), he shall be placed at the top of the seniority list of employees borne on the latter cadre of posts as on that date.

4.07 An employee reinstated after exoneration following any disciplinary proceedings shall be retained in his original rank in the seniority list of the concerned cadre.

4.08 Seniority lists shall be updated from time to time (regularly 1st January) for each cadre of service/class of posts consisting of the names of all employees borne on the said cadre/class of posts arranged in the order of seniority in accordance with the provisions of these rules.

4.09 Any case which cannot be dealt with under the provisions of these Rules may be decided, as objectively as possible, by the Management.

CHAPTER - 5

LEAVE RULES

General Principles Governing Grant of Leave

- 5.01** In these Rules, leave means and includes (i) Casual Leave (CL), (ii) Earned Leave (EL), (iii) Maternity Leave (ML), (iv) Special Medical Leave, (v) Leave without Allowance (LWA), (vi) Special casual leave and (vii) Special Leave (for re-employed retired employees)
- 5.02** Leave cannot be claimed as a matter of right. It is left to the discretion of the sanctioning authority to grant leave or to refuse or to revoke sanctioned leave at any time depending upon the exigencies of work of the Institution in which the employee is working.
- 5.03** Leave sanctioning authority cannot alter the leave applied for to any other kind of leave. Ex.: CL to EL, etc.
- 5.04** Leave may be sanctioned by the concerned authority who is delegated with the power by the Management.
- 5.05** Except as otherwise provided, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave except CL and RH.
- (i) Leave ordinarily begins from the date on which it is actually availed and ends on the day preceding the date on which the employee joins duty.
- (ii) Sundays and other holidays may be prefixed as well as suffixed to any leave subject to limit of absence on leave prescribed under each category of leave.
- 5.06** Unless the Management, in view of the special circumstance of the case determines otherwise, an employee who remains absent unauthorisedly from duty for a period of four months or more, shall be liable to be dismissed from service by following due procedures.
- 5.07** An employee under suspension shall not earn any kind of leave during the period of suspension, however,

(2) the employee must reside at his headquarters and shall not leave without prior permission, in writing, by the Head of the Institution/Office/Division/his official superior.

3.10. The employee will be at the disposal of the JSS MVP and he may be deployed in any manner in the exigencies of work by the Management without any additional remuneration.

3.11. Employees' Welfare Schemes

1. All eligible employees shall

(a) subscribe to Employees' Provident Fund (EPF) and Employees' State Insurance Scheme (ESI), and

(b) subscribe to Mediclaim/health insurance and Employees' Welfare Schemes at their option.

2. All eligible employees are entitled to the benefit of Gratuity in terms of payment of Gratuity Act.1972. For this purpose JSS MVP/its institutions, as employers, are presently in tie up with the schemes envisaged by LIC of India,

Transfers

3.12. An employee may be transferred by the Management from one post to another in the same/different cadre carrying the identical pay scale in the same/new station:

(1) due to exigency of work/administrative reasons,

(2) at the written request of the employee in special circumstance.

3.13. An employee so transferred shall join duty in his new post or place of posting after getting relieving orders from the Head of the Institution/Division, as the case may be.

3.14. The transferred employee shall prepare a complete list of his charge including cash, if any, and stores, files, as also library books or any other items borrowed from stores etc. and hand over the same to his successor/authorised employee as laid down under **Rule 9.31 of JSS MVP Accounts Rules, 2012.**

3.15 Deputation

(A) Transfers and posting an employee from one society/Trust (R) to another society/Trust (R) will be termed as 'Deputation'. All the conditions mentioned in the rules referred to Para 3.12 (1)(2), 3.13 and 3.14 is applicable.

(B) **Training/Seminar/Workshop, etc:** The Management may depute an employee to any training/conference/seminar/workshop, etc. He may:

(1) be allowed actual journey time (for both To and Fro) required from his headquarters to the venue/place of such training, etc by the shortest route by public conveyance, and

(2) immediately (within 10 days) on return, he shall submit to the concerned authority - (a) attendance certificate (b) brief report regarding the training/seminar/workshop etc. and (c) settle the accounts, etc.

Joining Time

3.16 An employee on transfer/deputation shall join his new post:

(1) if the transfer/deputation involves no change of station/place, shall report immediately for duty:

(a) if relieved in the forenoon, he shall join his new post the same afternoon, and

(b) if relieved in the afternoon, on the forenoon of next working day.

Note: relief before 12.00 noon of the day be construed as relieved in the forenoon and relief after 12.00 noon be construed as relieved in the afternoon,

(2) if the transfer/deputation involves change of station/place, the joining time allowed may be limited to the journey/transit time required to reach that place by the shortest route by public conveyance,

(3) Sunday/public holiday(s) may be prefixed/suffixed by an employee on transfer for purpose of joining duty in the new post,

(4) the Management may allow additional joining time for employees on special consideration, viz., handling stores/central stores/library, etc.

(a) If the period of suspension is subsequently declared as duty following his exoneration, he shall be entitled to all kinds of leave proportionate to period of suspension,

(b) If the period of suspension is treated as non-duty, it shall not be reckoned as service/duty.

5.08 An employee applying for Earned Leave on medical grounds shall produce a medical certificate along with the application for leave and at the time of resumption of duty on expiry of leave, he shall produce Medical fitness Certificate from an authorized Medical Officer.

5.09 An employee who is granted leave may be recalled to duty by the leave sanctioning authority before expiry of leave due to exigency of circumstance.

5.10 When an employee resigns, he shall not be granted leave due at his credit for the period prior to the date of his resignation except CL/RH.

5.11 Absence from duty by an employee after the expiry of leave granted by a concerned authority shall render the employee liable to disciplinary action for misconduct unless the employee establishes to the satisfaction of such authority that he was unable to attend duty for reasons beyond his control.

5.12 Before proceeding on leave of any kind, an employee shall submit application in prescribed form for such leave and get it sanctioned in advance, save in exceptional cases of unforeseen urgency, hand written application may be accepted, by the authority concerned to sanction leave including casual leave.

5.13 General

- i. Leave should always be applied for and get it sanctioned before it is availed, except in cases of emergency and exceptional circumstances.
- ii. Absence from duty after expiry of leave entails/attracts disciplinary action.
- iii. Absence without leave will amount to break in service.
- iv. Employees on leave shall not take up any service of profit or employment elsewhere.

5.14 Working Hours

i) a. Mahavidyapeetha and its Divisional Offices

The working hours would mean and include the hours of duty during which the office work is to be done by the employees/staff. In the interest of smooth and efficient functioning of the offices, the following working hours shall be adhered to.

Weekdays : 10.30 AM to 5.30 PM
(except Sundays & Public Holidays)
Lunch Break : 1.30 PM to 2.15 PM

b. Institutions

The Institutions shall adopt the timings generally followed by other similar Government and Private Institutions.

- ii) All employees shall put their thumb impression/mark their attendance in Biometric machine at the prescribed timings both in the morning and evening session, wherever the facility is provided.
- iii) Wherever Biometric facilities are not provided, the employees shall sign in the Attendance Register against their names in the concerned 'date column'. The Head of the concerned Institution or the authorized officer shall attest the attendance register daily.
- iv) Late attendance shall be crossed in red ink against the name of the employee concerned. For every 3 such crosses not exceeding 10 minutes in a month, 1/2 day CL shall be debited against the CL account of the official concerned. However, disciplinary action shall be taken against habitual late comers and punishment imposed including fine.

5.15 Kinds of leave

The following kinds of leave will be admissible to the employees:

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Maternity Leave (ML)
4. Special Medical Leave
5. Leave without allowance (LWA)
6. Special Casual Leave
7. Special Leave

5.15.1 Casual Leave

a) means leave of a casual nature, availing of which, is normally necessitated by unforeseen and urgent circumstances or personal reasons.

b) an employee who has completed one year of continuous service, excluding periods of LWA, shall be eligible for 12 days of CL in a calendar year.

c) An employee, on joining service in JSS MVP and its institutions, shall be eligible for one day's CL for each completed calendar month of service excluding periods of LWA.

Note: If an employee, who has not completed one year service, avails LWA for 15 days or more in a calendar month, he shall not be eligible for CL for that month.

d) Casual leave may be availed by prior sanction of the competent authority except in very urgent and unforeseen circumstances due to which he may not be able to obtain prior sanction.

e) As far as possible, sanction of casual leave shall be regulated evenly over the year. In exceptional circumstance, casual leave combined with general holidays, by prefixing and suffixing may be sanctioned, the total period not exceeding 5 days at a time. The maximum number of Casual Leave that can be sanctioned at a time is 4 days.

f) Casual Leave cannot be clubbed with any other kind of leave.

g) Non-Teaching staff may be sanctioned half day casual leave for the Forenoon or Afternoon session. This is not applicable to Teaching Staff.

h) Institutions which function for half a day only on Saturdays the Casual Leave applied by the Staff shall be treated as one day.

Note: Restricted Holiday (RH)

RH is a day on which a religious festival falls. An employee may avail any two RH, notified by the Government in a calendar year, with prior sanction.

5.15.2 Earned Leave (EL)

- (i) EL means leave earned by an employee in respect of completed year of service including any kind of leave sanctioned but excluding LWA,
- (ii) An employee shall be eligible for EL of 20 days in a calendar year. EL of 10 days shall be credited to his account, in advance, on 1st January and the remaining 10 days on 1st July of a calendar year effective from the second year of his service.
- (iii) (a) In respect of an employee in a vacation department/institution his EL account shall be credited in advance in 2 installments of 5 days each on 1st January and 1st July every year.
(b) An employee in teaching cadre who do not have the vacation facility shall be eligible for 20 days of EL in a calendar year. EL of 10 days shall be credited to his account on 1st January and the remaining 10 days on 1st July of a calendar year.
- (iv) An employee on joining service in JSS MVP shall not be eligible for earned leave until he completes one year of service excluding LWA.
- (v) An employee shall submit the leave application in the prescribed format in advance through proper channel to the competent authority and he shall proceed on leave only with the prior sanction of leave applied for.
- (vi) If the period of absence on earned leave exceeds 15 days including holidays, the employee shall hand over charge of his office, along with a list of important and urgent items of work to be attended, in accordance with Rule 9.31 of the JSS MVP Accounts Rules, 2012, to the specified employee as per orders of the leave sanctioning authority,
- (vii) Subject to Rule 5.15.3 (ii) and (iii), an employee is entitled to accumulate EL at his credit to a maximum of 120 days, beyond which leave earned by him shall lapse. The leave at the credit of an employee at the close of previous half year shall be carried over to the next half year subject to the condition that the leave so carried over shall not exceed 120 days.

(viii) Subject to the general principle governing granting of leave, no leave can be claimed as a matter of right. An employee may be granted earned leave at his credit, in part or in full, at the discretion of the competent authority.

(ix) EL for less than 3 days at a time (not exceeding 3 occasions in a year) shall not, ordinarily, be sanctioned.

Note: In exceptional cases, for valid reasons, earned leave may be sanctioned in relaxation of this Rule.

(x) Employees are not entitled for the benefit of encashment of EL. However, when an employee dies while in service, EL at his credit (subject to maximum of 120 days) shall be encashed and the amount paid to his spouse or legal heirs.

Note: Encashment benefit under above provisions includes only basic pay, personal pay and Dearness Allowance admissible on the day of death of the employee.

5.15.3 Maternity Leave

(i) a female employee shall be granted paid maternity leave for a period of 135 days (from date of commencement of leave) by the competent authority,

(ii) a female employee who is covered under the purview of ESI Act shall avail herself of the maternity leave/benefits as per ESI rules,

(iii) application for maternity leave shall be supported by a medical certificate from an authorised Medical Officer,

(iv) maternity leave under sub-rule (i) shall not be admissible to a female employee who has more than two living children,

(v) maternity leave is not debitable against any other leave. It shall count as duty/service for purpose of all benefits; viz. leave, increment and seniority,

(vi) maternity leave may be combined with leave of any other kind except casual leave,

(vii) during maternity leave, leave salary equal to last pay drawn is admissible.

5.15.4 Special Medical Leave

- (i) Management may, at its discretion, sanction Special Medical Leave to an employee, who has completed two years of service, for a maximum period of six months without salary for treatment of major ailments like cancer, kidney grafting, cardiac operation, etc. on production of Medical Certificate from the authorised Medical Officer.
- (ii) Medical leave shall count for purpose of seniority but not for earning leave, increment and any other financial benefit,
- (iii) the affected employee may submit leave application in prescribed form through proper channel to the Management along with the prescribed Medical Certificate.

5.15.5 Leave Without Allowance (LWA)

- (i) LWA is leave without any salary or allowances. It may be sanctioned to an employee in special circumstance subject to the satisfaction of the competent authority, when no other kind of leave is admissible to him. Such leave shall not ordinarily be granted for more than three months at a time,
- (ii) when an employee, on the expiry of the maximum period of LWA, is not admissible and granted under this Rule, remains absent from duty shall be liable, unless the Management otherwise determines, to be dismissed from service, after giving an opportunity to show cause as to why he should not be dismissed.
- (iii) LWA sanctioned in accordance with this Rule shall not count for purposes of seniority, increment, leave and other financial benefits.

5.15.6 Special Casual Leave (SCL)

- (i) SCL may be granted to the employees/faculties, working in Professional Institutions, JSS S&T University and its constituent colleges and Degree colleges, etc., to attend Conferences, Seminars, Workshops, Symposia, Practical Training, etc. :

(a) Within India – Twice in a calendar year restricted to maximum period of 10 days on each occasion including travel time.

(b) Outside India – Once in a calendar year (two years in the case of institutions coming under JSS AHER) restricted to maximum period of 15 days subject to presentation of research/scientific paper.

(ii) To attend Examination/University work, etc.

In a calendar year, members of the teaching staff are permitted to accept not more than two offers/work limited to 10 days in a year for the examination purpose only.

(iii) To receive National/International awards

(a) Within India – SCL may be granted for the maximum period of 7 days in a calendar year.

(b) Outside India - SCL may be granted for the maximum period of 15 days in a calendar year.

(iv) SCL can be combined with any regular leave other than casual Leave,

(v) conducting inspection work and participation in meeting by faculty members on direction of statutory bodies or Regulatory authorities shall be treated as OOD.

(vi) Cases where the faculty members on invitation accept lectures for which they get remuneration, no special casual leave is admissible.

5.15.7 Competent Authority to sanction leave

(i) Officers listed in cols.(3), (4) and (5) against serial Nos. (1) to (3) of "Powers: Administrative/Service matters" in ANNEXURE-B to the office order No.GAD/EST(1)39/ 2008-09 dated 01.04.2009 are the competent authorities prescribed for grant of various kinds of leave in this chapter.

(ii) the authority competent to sanction leave shall ensure that leave applied for is at concerned employee's credit.

5.15.8 Disbursal of Leave salary, etc.

An employee granted leave of any kind shall be paid leave salary, equivalent to the salary he was drawing immediately before proceeding on leave.

(i) An employee drawing any special allowance connected with the nature of the work of his post shall not be eligible for the same during the period of leave if it exceeds one month,

(ii) An employee drawing Non-practicing allowance (NPA) or House rent allowance (HRA) or Hill Station allowance or City Compensatory allowance (CCA) shall not be eligible for the same for the period beyond three months of earned leave.

5.15.9 Availing Benefits under ESI Scheme

Employees whose salary is less than ₹ 21,000/-p.m (subject to periodic changes made by ESI Corporation) are covered under ESI Scheme.

5.16 Retired/Re-employed employees appointed in JSS MVP and its Institutions

This category of employees are those who are retired on superannuation from JSS MVP/Institutions or State/Central Government Departments and thereafter re-appointed in JSS MVP and its Institutions.

5.16.1 They are eligible for Casual leave and Restricted Holidays as per the regulations specified in Rule No.5.15.1,

After completion of one year of continuous service, they are eligible for special leave of 20 days in a calendar year - Special leave of 10 days shall be credited to his account on 1st January and the remaining 10 days on 1st July of the calendar year,

5.16.2 This category of employees are entitled to accumulate special leave to a maximum of 90 days beyond which the leave earned by them shall lapse. They may avail the special leave for going abroad on private affairs provided they have leave at their credit.

5.17 Leave Account

5.17.1 Casual Leave/Restricted Holiday

(i) The Head of the Institution or the Administrative Officer or the officer authorized by the Head of the Institution shall maintain a Register, on a calendar year basis, to account the casual leave availed by the employees, including themselves. In the Divisions of JSS MVP, the official authorized by the Director or the Officer in charge of the Division shall do so.

(ii) The names of the employees with their designations shall be entered in the Register and the dates of CL sanctioned/availed shall be recorded against the name of each employee. RH availed may be similarly recorded in separate columns in the same Register.

(iii) Casual leave sanctioned and RH availed shall also be immediately marked or noted against the employee concerned in the Attendance Register.

Note: (1) If separate Attendance Registers are maintained Department-wise or Unit wise in bigger Institutions, like Engineering and Medical Colleges, separate CL Registers shall be maintained Department-wise/Unit-wise by the Officer-in-charge of the Department/Unit or an official authorized by such Officer.

(2) CL Registers may be maintained digitally, subject to availability of the required facility.

5.17.2 Earned Leave

(i) The Earned Leave Account of an employee shall be maintained in part-V (cols. 1 to 11) of his Service Register in each Institution from which the salary of the employee is drawn and disbursed.

(ii) An employee is entitled for earned leave on completion of one year of continuous service/duty excluding LWA. If an employee completes one year of service excluding LWA in the middle of a calendar year, earned leave shall be credited to his leave account at the rate of 1½ days for each completed calendar month of service for the remaining period of the calendar year.

(iii) The leave account of each employee, who has completed one year of service or more excluding LWA, shall be credited with earned leave in advance in two instalments of ten days each on the 1st January and the 1st July every year.

(iv) In respect of an employee in a vacation department/Institution, his leave account shall be credited in advance in two instalments of five days each on the 1st January and 1st July every year.

Note: *If an employee is not permitted to utilize the vacation in full/part, in a year, his leave account may be credited with 10 days/proportionate earned leave each on 1st January and 1st July of that year. In such cases, the concerned Head of the Institution, with the approval of the competent authority, shall issue a certificate to the effect that the concerned employee was not allowed to utilize the vacation in full/part during that year and the same to be recorded in part-V of the Service Register of the employee with due attestation.*

(v) The leave at credit of an employee 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 advance credit for the half year does not exceed one hundred and twenty (120) days.

(vi) If an employee has taken any extra-ordinary leave and / or some period of absence, like, his suspension which is treated as 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 correspondingly of the period of such extra-ordinary leave and/or non-duty period, subject to a maximum of 10 days.

Explanation: *In the case of an employee 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 LWA, the earned leave account shall be recast by affording due credit to his earned leave account for the period of suspension.*

(vii) Earned Leave account shall be written in such a way as to clearly show (a) the leave at credit at the beginning of the period (of each half year), (b) credit afforded at the beginning of the half year, (c) earned leave availed / utilized during that half year and (d) earned leave at credit after such

availment and the entries shall be consistent, i.e., (d) must be equal to [(a) + (b) - (c)].

5.17.3 Details of Office Order number, date of sanctioning leave of any kind, its nature, extent and duration, etc, shall also be recorded in part-II of the Service Register of the employee concerned.

Note: while crediting earned leave, fractions of a day shall be rounded off to the nearest day, for instance 7½ days to 8 days.

5.17.4 Maternity Leave granted and availed shall be recorded in the form of a note in part-II of the Service Book of the employee, namely: "The employee is sanctioned maternity leave of days w.e.f. (date) to (date), both days inclusive under order No. dated issued by the (name & designation of officer/office) and is the first/second availment of maternity leave".

5.17.5 Details of LWA/Special Medical Leave shall be similarly recorded in the manner laid down in Rule 5.17.4.

(a) The Leave account of each employee shall be updated regularly and promptly as and when due/leave availed,

(b) Entries shall be made neatly and legibly in the leave account; all entries shall be duly attested by the case worker and the officer/head of the Institution concerned.

CHAPTER – 6

CONDUCT RULES

6.01 General

(1) Every employee shall at all times –

- (a) maintain punctuality, discipline and devotion to duty,
- (b) maintain absolute integrity,
- (c) act, in the course of performance of his duty or in exercise of powers conferred on him, in the best interest of JSS MVP/its institutions,
- (d) shall abide by the rules and regulations prescribed from time to time by JSS MVP and
- (e) comply with the instructions/orders of his official superiors.

(2) No employee shall -

- (a) do anything which is unbecoming of a JSS MVP employee,
- (b) knowingly or willfully neglect his duties and responsibilities,
- (c) remain absent from duty without leave or over stay leave without permission from the competent authority or his superior,
- (d) indulge in or encourage any malpractice connected with examinations or any academic activity or misappropriation of funds,
- (e) indulge in communal activities or propagate casteism,
- (f) disobey the orders or instructions issued by competent authority in the interest of JSS MVP and
- (g) misbehavior with superiors/ colleagues or general public.

(3) Every Supervisory Officer shall

- (a) take all necessary steps to ensure the integrity, discipline, punctuality and devotion to duty by the employees under his control, and

(C) Media: No employee shall participate in Radio or T.V programmes or act in Dramas or movies or engage in News-paper/Journalistic activities or other Mass Media that may, knowingly or unknowingly, directly or indirectly, may affect the reputation of the institution.

6.05 Academic studies: An employee who intends to (1) pursue higher studies through any mode including Correspondence Courses/Open University or (2) register for doing research leading to Ph.D. or other Degrees shall obtain prior permission, in writing, from the Management subject to such conditions as may be imposed.

6.06 Canvassing or influencing: - No employee shall bring or try to bring, directly or indirectly, any influence on the Management in matters pertaining to his employment or service under the JSS MVP.

6.07 Personal representation: - Any representation by an employee shall be addressed to the Executive Secretary only through proper channel viz. Head of the Institution/ Head of the Division only and an advance copy of it may be endorsed to the Executive Secretary.

Provided, if no reply is received within 2 months from the date of submission of the representation, the employee may submit a further representation addressed to the President, JSS MVP, through proper channel, an advance copy of which may be submitted to the President.

6.08 Joining associations:- No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial/detrimental

(1) to the interests of the JSS MVP or

(2) to the sovereignty or integrity of India or public order or morality.

6.09 Movable and Immovable property: - The Management may, from time to time, require an employee to furnish, within a specified date, a full and complete statement of movable and immovable properties held or acquired by him or any member of his family or both. Such statement shall also include

the details of the extent of funds and sources of funds through which such properties were acquired.

6.10 Political activism: No employee shall – (1) be a member of or otherwise associate himself with any political party or any organization taking part in politics nor shall he subscribe in aid or assist in any other manner any political party or movement or activity of a political nature.

Explanation: (i) If any question arises as to whether a party is a political party or any activity or movement is political, the decision of the Management shall be final,

(ii) an employee shall not be deemed to be associated with any political activity when his services are required for the conduct of an election in the due performance of a duty imposed on him by or under any law for the time-being in force,

(2) criticize, in public, the policies of the Government of Karnataka or of other States or of the Government of India.

6.11 Conflict of Interest

No employee shall represent or give opinion or advice to others in any matter which is adverse to the interest and objective of JSS MVP nor indulge in any activity outside the terms and conditions of his appointment/contractual assignments.

6.12 All employees are expected to respect and obey Law of the land including to Law relating Dowry, Bigamous marriage, legal guardianship, Insolvency and habitual indebtedness and intoxicants and drugs.

6.13 Demonstrations and strikes: No employee shall –

(1) engage himself or participate in any demonstration which is prejudicial to the interest of JSS MVP or to the integrity and sovereignty of India or public order or morality or which invites contempt of court, defamation or incitement to an offence and

(2) participate in a strike or resort to or instigate, incite or abet any form of strike by other employees,

(b) when, in times of urgency, an employee is acting under his supervisory officer's oral instructions, the officer shall issue written orders or confirm such oral instructions immediately thereafter,

Note: *No employee shall evade his responsibility by unnecessarily seeking instruction or approval from his supervisory officer when such instructions are not necessary under the scheme of distribution of powers and responsibilities.*

6.02 Accountability

Every employee -

Shall strictly observe the canons of financial propriety, as defined under **Rule 3.08 of the JSS MVP Accounts Rules, 2012.** as brought out hereunder:

(1) Every Officer or employee who is authorized to incur expenditure out of JSS funds, grants from State/Central Government or any Agencies, shall observe the following principles which are termed as Canons of Financial Propriety:

- a) He shall exercise the same degree of vigilance in incurring expenditure from JSS funds, grants from State/Central Government or any Agencies as a person of ordinary prudence would exercise in respect of expenditure of his own money. In particular, he must ensure that expenditure conforms to the criteria of economy, efficiency, and effectiveness,
- b) No officer shall misuse his powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own advantage,
- c) JSS funds, grants from State/Central Government or any Agencies shall not be utilized for the benefit of a particular person or a group of persons, and
- d) No officer while exercising his powers of sanction, shall exceed the limits of his powers.

(2) who is empowered to receive monies or incur expenditure on behalf of the JSS MVP/its institutions in the course of performing his duties, shall maintain

up-to-date cash book and other registers/documents and render proper accounts promptly as prescribed and

(3) shall be up-to-date in his work and shall properly maintain all files, registers, books of accounts, etc. thereof.

6.03 Favouritism:- No employee shall, in the course of discharging his duties, deal with any matter or give or sanction any contract to any company or firm or person where any member of his family is employed in that company or firm or under that person or if he or any member of his family has financial interest directly or indirectly in that company or firm or that person, as the case may be.

6.04 (A) Private trade or employment or profession: - No employee shall, except with the prior permission of the Management, engage himself directly or indirectly in any trade or business or profession or private practice or private tuition or any other private employment for a salary or fee or commission or profit, provided that an employee may, without such permission, undertake any work of a social or cultural or charitable nature or occasional work of a literary or artistic or scientific nature without any fee or profit or monetary benefit subject to the conditions that:

- (a) such work does not affect his official duties in any manner and
- (b) he shall immediately inform the Management of his taking up such work.

(B) Private practice or employment by a Medical officer: - No Medical Officer, called by whatever designation, shall work as a consultant or work directly or indirectly for any other Hospital or Nursing Home or similar Institution for a fee or honorarium or salary or any consideration in cash or kind,

Provided, however, he may treat or advise patients in his private clinic subject to the condition that such patients are NOT admitted for further treatment by him to any other Hospital or Nursing Home except the JSS Hospital or JSS Ayurvedic Hospital, Mysuru or other Medical Institutions run by the JSS MVP.

Explanation:- for this purpose, strike means cessation of work, including unauthorized absence from duty by a group or body of employees acting in combination or a concerted refusal to work, under a common understanding of a number of employees.

6.14 Leaving headquarters and private foreign tours

(1) No employee while on leave or otherwise, except in cases of emergency as part of his official duties, leave the jurisdiction of the place of his duty or headquarters without intimation or permission of the head of the office competent to sanction leave.

(2) No employee shall undertake private foreign tour without getting prior permission from the competent authority.

6.15 Prohibition of sexual harassment

No employee shall indulge in any act of sexual harassment of any woman in work place/any other place.

Explanation: for the purpose this rule 'sexual harassment' includes such unwelcome sexually determined (whether directly or by implication) behavior as;

(a) physical contact and advances;

(b) a demand or request for sexual favors

(c) sexually colored remarks and wrongful gestures

(d) showing pornography; or

(e) any other unwelcome physical, verbal or non-verbal contact of sexual nature.

6.16 Misconduct

What constitute misconduct

(a) Without prejudice to the general meaning of misconduct, any act of omission or violation of the terms and conditions stipulated in the appointment order of an employee shall amount to misconduct. In particular,

breach or violation of any of the provisions of Conduct Rules 6.01 to 6.11 shall amount to misconduct;

(b) willful insubordination or disobedience or instigating other employees to indulge in such acts against any lawful and reasonable order of a superior;

(c) abetting, inciting, instigating others to strike work alone or in combination with others;

Explanation: for this purpose, strike means cessation of work including unauthorised absence from duty by a group or body of employees acting in combination or a concerted refusal to work under a common understanding of a number of employees.

(d) Drunkenness or riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing other employees or wrongfully interfering with the work of other employees, assault or threat of assault either provoked or otherwise, within the premises of the Institution or commission of any act that is subversive of good and proper behavior.

(e) Failure to intimate the competent authority within 24 hours of the commencement and conclusion of any leave granted or recommended by the ESI Corporation and the treatment undergone in the ESI Dispensary/Hospital,

(f) Theft, fraud or dishonesty in connection with the institution/office property or theft of other employees' property within the premises of the Institution.

(g) Unauthorized possession of any documents or any information in regard to the processes and secrets of the institution/office, which he might have acquired during the course of his duties, and disclosure to the unconcerned person(s).

(h) Offering or accepting bribe/favour or any other illegal gratification, whatsoever, either from employees or from customers/suppliers/dealers of the JSS MVP/institutions and general public, etc.

(i) Lending or borrowing money to/from fellow employee(s) or running of chit funds or other schemes or raising loan within the premises of the institutions/office,

(j) Engaging in any trade and doing private/personal work within the premises of the JSS MVP/institutions.

(k) Causing damage to any property of JSS MVP/institutions intentionally or by negligence/carelessness,

(l) Organizing, holding, attending or taking part in any meeting and also distributing or exhibiting hand bills, pamphlets, posters within the premises of the Institution; without permission of the Head of the institution/office,

(m) (i) Loitering, malingering, idling, whiling away during working hours, (ii) staying within the premises of the Institution before/after prescribed working hours without permission of the Head of the Institution/office,

(n) tampering of the attendance register or sabotaging the bio-metric recorder of attendance of himself or any other employee(s),

(o) Any material misstatement or wrong information or concealment of any relevant facts, with malafide intention, in the application for employment,

(p) (i) Deliberately making false, vicious or malicious statements in public or otherwise against the JSS MVP/institutions or any officer or employee of the Institution either inside or outside the premises of the office/Institution,

(ii) Criticizing or making derogatory remarks against the JSS MVP/institutions/ Government of India/Karnataka or any other State Governments.

(q) Willful falsification, defacement, destruction or manipulation of any record of the JSS MVP/Institutions maintained by himself or by other employees, false TA claims, etc.

(r) temporary misappropriation; means and includes: (i) amounts collected by way of fees or other receipts but not remitted/credited to the authorised Bank account of the JSS MVP/institutions on the same day or the next working day, (ii) not rendering the accounts with supporting vouchers and returning the unspent balance to the concerned authority strictly within the fixed time limit of the advance(s) taken for any purpose like TA/DA, conducting of any programmes/conferences/workshops/symposia/seminars/training/projects/jatra-jayanthi and other activities.

- (s) Refusal to accept a memo, chargesheet, order or other lawful or proper communication served in accordance with the Service Rules,
- (t) Misuse of any amenities, facilities or benefits provided by the institutions/Management,
- (u) Claiming any monetary benefit by submitting false or fabricated record or information,
- (v) Not wearing prescribed uniforms, badges, shoes and identity card provided by the JSS MVP/Institutions/Office during the working hours/while on duty,
- (w) Indulging in sexual harassment as defined in the Conduct rules 6.19.
- (x) Not submitting APR, CRs, Budget proposals, progress reports, etc. as per time schedule.
- (y) Repeatedly / habitually availing leave (except CL) without applying for such leave in advance or proceeding on such leave without prior sanction.
- (z-i) Unauthorized absence of less than four months.
- (z-ii) Unauthorised absence of four months or more.
- (AA) Inadequate or lack of supervision/guidance to employees leading to lapses/misconduct.
- (AB) Indulging or encouraging in malpractices connected with any examination or academic activity.
- (AC) Clause regarding misconduct/misbehavior with colleagues, students, parents or other stakeholders.
- (AD) Not permitting/presenting/causing disturbance to his colleague/staff in carrying out their duties.
- (AE) The Disciplinary Authority may, at his discretion, construe any other activity which is detrimental to the interest of JSS MVP/its institutions as misconduct to impose appropriate penalty,

CHAPTER-7

Personal File, Service Register and Performance (Confidential) Reports

Personal File

7.01 It must be maintained in respect of each employee in the Administration Division or Section of the Institution in which he is working. It should be updated as soon as an order affecting the employee is issued. When an employee is transferred from one office to another, his updated personal file shall be sent immediately with due acknowledgement to the office to which he is transferred. Detailed instructions regarding the maintenance of PF are prescribed in Rule 8.11 of JSS MVP Accounts Rules, 2012.

Service Register

7.02 It is a very important record - vide: Rule 1.04 (49) of chapter 1 - because the entries in the Service Register or Service Book provide documentary evidence for determining: (a) fixation of pay (b) seniority and promotion, (c) sanction of leave, (d) length of qualifying service for terminal benefits, (e) legal heirs, etc. The Service Book must be maintained in the Administration Division or Section of the Institution concerned and updated as soon as an order affecting the employee is issued. If an employee is transferred from one office to another, the updated Service Book must be sent immediately to the office concerned under due acknowledgement.

7.03 Detailed instructions regarding the maintenance and manner of updating the Service Book are prescribed in **Rules 8.01 to 8.10 of the "JSS MVP Accounts Rules, 2012"** (Vide: order No. GAD/EST(1)/21/2012-13 dated 06.06.2013) which shall be strictly followed. (Appendix D)

Performance Reports

7.04 (i) Meaning

Performance Report means a report on the performance of an employee during the year, generally a financial year, given by the immediate Supervisory Officer under whom the employee worked during the year, which

is reviewed by the higher authorities. It is a crucial report in that the employee's capabilities/capacities and actual output of work or his contribution to the Institution during the year are recorded:

(ii) It is crucial because the employee's future career, in terms of his promotion and prospects of career advancement, depends very much on it

(iii) keeping this in view, the employee will have to be diligent and prompt in his work. The reporting and reviewing authorities must have to observe closely the work of the employee, assess his work and prepare the report in the most objective manner,

(iv) the employee and his immediate supervisory officer/ the reporting officer play mutually complementary roles in a given work environment. The employee must whole heartedly support his supervisory officer by his good and prompt work. The supervisory officer, in turn, must provide him guidance willingly and sympathetically. In such a mutually reinforcing environment, quality work can be maximized which ensures the successful and purposeful functioning of the Institution.

(v) Detailed instructions regarding the Annual Performance Report (APR) in respect of all Management employees of JSS MVP/it's institutions to be written are prescribed and accordingly rules viz. **'JSS Mahavidyapeetha Annual Performance Reports (for Management Employees) Rules, 2021'** are framed and approved by the Management vide Order No. GAD/EST(i)/4/2020-21 dated 31.07.2021, which should be strictly followed. The Rules together with Reporting, Reviewing and Accepting Authority in respect of various category/post of employees is specified in Appendix E(I) & E(II).

CHAPTER - 8

SUSPENSION, REMOVAL/DISMISSAL AND RETIREMENT

Suspension

- 8.01** The Management may suspend any employee from service, pending disciplinary proceedings against him, for reasons specified under Rule 9.07(1) of Chapter 9.
- 8.02** An employee under suspension shall not take up any employment, business or profession during the period of suspension.
- 8.03** An employee shall be paid subsistence allowance, during the period of suspension, at fifty percent of his basic pay and other allowances admissible corresponding to the reduced basic pay as on the date of suspension,
- 8.04** The payment of subsistence allowance under Rule 8.03 shall not be made unless the employee furnishes a written undertaking to the effect that he is not engaged in any other employment, profession or business during the period of suspension.
- 8.05** While under suspension, the employee shall not leave his headquarters without prior permission of the Management.
- 8.06** When an employee under suspension is exonerated and reinstated following conclusion of disciplinary proceedings against him, or, for any other reason, the Management in the order of reinstatement, may specify the amount of pay and allowances to be paid to the employee for the period of his absence from duty due to suspension and other consequential benefits.
- 8.07** When an employee under suspension is due to retire on attaining the age of superannuation in the middle of the period of suspension, then -
- (a) the disciplinary proceedings pending, if any, shall be continued beyond that date,
 - (b) payment of subsistence allowance shall be limited to the date of superannuation, and

(c) if the employee under suspension is exonerated and reinstated, following the conclusion of the disciplinary proceedings, the employee may be granted the benefits specified under Rule 8.06.

8.08 When the disciplinary proceedings are prolonged due to dilatory tactics resorted to by the employee, to be recorded in writing;

(a) the period of suspension may be extended periodically up to a maximum extent of two years from the start of the initial period of suspension,

(b) subsistence allowance be paid at the rate specified under Rule 8.03, and

(c) the concerned employee shall be removed from service, without further notice, by an order passed by the Management based on the report of Enquiry Officer.

8.09 Removal/Dismissal

An employee shall be removed or dismissed from service by following procedure:

(a) conclusion of disciplinary proceedings against him resulting in the imposition of any of the penalties under sub-rule (8) of Rule 9.04 in Chapter 9 of these Rules, or

(b) under sub-rule (c) of Rule 8.08 and

(c) on his conviction by a court of law for moral turpitude or criminal offence or insolvency.

8.10 Retirement: Retirement means that an employee ceases to be in employment under the JSS MVP/institutions with effect from a given or specific date:

Superannuation- an employee retiring on attaining the age of 58 years or as may be prescribed by the Management, is termed Superannuation, provided, however,

(a) he shall retire on the last day of the month in which he attains the age of superannuation, or

(b) if the last working day is a holiday(s), he shall retire on the previous working day in the concerned month,

(c) if an employee is born on the 1st day of a calendar month, he shall retire on the last working day of the previous calendar month.

CHAPTER -9

DISCIPLINARY PROCEEDINGS

9.01 General

(1) The Rules in this Chapter provide guidance for dealing with cases of delinquent employees who violate the code of conduct laid down in Chapter 6 or other chapters of these Rules;

(2) In particular, the Rules facilitate the Appointing Authority and Disciplinary Authorities regarding the nature and extent of penalties they may have to impose on employees of different categories/cadres for established guilt/misconduct and the procedure to be followed in the process of proving the alleged guilt/misconduct, etc. in accordance with the principle of natural justice.

9.02 Appointing of Disciplinary Authority, Inquiry Officer and Presenting Officer

(1) The Managing Committee/President shall be the sole authority for making all kinds of appointments to all categories/cadres of posts in JSS MVP and its institutions,

(2) the Executive Secretary duly authorized by the Managing Committee/President should be the Disciplinary Authority who may impose any penalty/punishment on any employee in respect of whom the guilt is proved by following the due procedure prescribed hereunder,

(3) the President may delegate powers to the Disciplinary Authority/such other officers, as he may deem fit, in respect of specified categories of employees and prescribe the nature of penalties.

(4) (a) Presenting Officer: Presenting Officer means one who perform activities in a case of Departmental Enquiry to collect all the original records related to evidences of misconduct committed by charged official/employee. The Presenting Officer has to assist the Inquiry Officer to the best of his ability in correct perspective.

(b) Inquiry Officer: Whenever the Disciplinary Authority (DA) is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior of an employee, he may appoint an authority (Inquiry Officer) to inquire into the truth there of and to submit the findings to him in a given time frame.

9.03 Classification of Employees: (1) The employees of JSS MVP and its institutions are classified into four Groups as: Group A, Group B, Group C and Group D,

(2) each Group may consist of one or more category or cadre of posts, as specified under Rule 2.01 of these Rules,

9.04 Nature of Penalties: One or more of the following penalties for valid and sufficient reasons and as herein provided shall be imposed on an employee, namely:

(1) Fine – the fine amount shall be credited to the JSS MVP account,

(2) Censure,

(3) Withholding of increment(s), with or without cumulative effect,

(4) Withholding of promotion,

(5) recovery, from salary, of the whole or part of any pecuniary loss caused by the negligence or breach of instructions/orders, including interest at 10% per annum from the date of causing such loss till recovery is completed, in addition to any of the punishments at (1) to (4) above,

(6) reduction to a lower stage in the time-scale of pay for a specified period:

(a) with a specific direction that his pay shall be restored after the expiry of the specified period,

(b) restoration of pay may or may not have the effect of postponing his future increment(s), and

(7) reduction to a lower category/cadre of post carrying a lower time-scale of pay for a specified period:

- (a) which shall be restored after the expiry of the specified period or
- (b) which shall be a bar to the elevation of the employee to the time-scale of pay from which he was reduced with further directions regarding:
 - (i) his seniority and pay in the time-scale to which he is reduced and
 - (ii) conditions for restoration to the time-scale of pay from which he was reduced and his seniority and pay on such restoration to that time-scale of pay.

(8) Removal or Dismissal from Service,

9.05 Penalties for Misconduct

(1) Penalties for misconduct shall not exceed those specified in Appendix-F to these Rules,

***Note:** If an employee charged with any one of the misconducts listed in Appendix-F for the third time, then the DA may impose any penalty, including dismissal irrespective of what is indicated/prescribed in col. 4 of APPENDIX-F,*

(2) However, for an established charge of corruption or embezzlement, the minimum penalty to be imposed shall be any of the penalties in sub-rule (8) of Rule 9.04.

Explanation: for purpose of this Rule,

(i) the expression "Corruption" shall have the meaning assigned to it in Section 13 of the Prevention of Corruption Act, 1988 (Central Act 49 of 1988), and

(ii) embezzlement means directly or indirectly misappropriating Management/ institution's funds by deceit through over-billing, under-supply or both or showing financial favors to the suppliers or contractors for pecuniary benefits and the like, in return.

9.06 Disciplinary Authority (DA)

(1) DA may impose any of the penalties specified under Rules 9.04 and 9.05 to an Employee,

(2) without prejudice to the provision of sub-rule (1), the Executive Secretary or other authorised officer shall be the DA who may impose any of the penalties specified under sub-rules (1) to (8) of Rule 9.04 in respect of all employees of JSS MVP/its institutions.

9.07 Suspension Pending Enquiry

(1) The Management or the DA may place an employee under suspension pending enquiry:

(a) when there is prima-facie evidence to show that -

(i) he was caught red-handed by his supervisory officer/officer authorised by the Management while accepting gratification other than legal remuneration,

(ii) he was found by the officer authorised by the Management to be in possession of property/assets disproportionate to his known sources of income, and

(iii) directly or indirectly involved in misappropriation or embezzlement of Management funds and

(iv) indulged in any misconduct as defined in Chapter-6 or other Chapters of these Rules,

(b) when a chargesheet is filed against an employee for any offence involving moral turpitude committed in the course of his duty or on charge of corruption or embezzlement or criminal misappropriation of the Management/institution's funds and

(c) when there is prima-facie evidence of gross dereliction of duty against him,

(2) an employee shall be deemed to be under suspension by the Management with effect from the date of his detention, if he is detained in police custody, on a criminal charge or otherwise, for a period exceeding forty eight hours,

(3) an order of suspension made or deemed to have been made shall remain in force until it is modified or revoked by the DA,

(4) the Executive Secretary/other authorised officers may suspend an employee covered under sub-rule (2) above, pending enquiry and get such order of suspension ratified/approved immediately by the President.

(5) An employee under suspension shall not enter the premises of JSS MVP or its institution without obtaining written permission of the Executive Secretary through Head of the Institution concerned or the concerned officer of JSS MVP except when he is required to appear before the Enquiry officer/Disciplinary Authority on getting notice from such authority.

9.08 Authority to Institute Disciplinary Proceedings -

The President may authorise any authority of JSS MVP/its institutions, on its behalf, to act as DA and to institute disciplinary proceedings against an employee,

9.09 Procedure for imposing Major Penalties

(1) No order imposing any of the penalties specified in sub-rules (4) to (8) of Rule 9.04 shall be made except after an enquiry is conducted, as far as possible, in the manner provided in this Rule and Rule 9.10,

(2) if the DA is of the opinion that there are grounds for enquiring into the veracity of any allegation of misconduct or misbehavior against an employee, he may himself enquire into or appoint an Enquiry officer (EO) to enquire into the veracity of the allegation,

Explanation: when the DA himself conducts the enquiry, any reference to the EO in sub-rules (7) to (13) below, shall be construed as reference to the DA.

(3) when it is proposed to hold an enquiry against an employee under this Rule, the DA shall prepare -

(a) a list of allegations of misconduct into definite and distinct articles of charge,

(b) a detailed statement of allegations of misconduct in support of each article of charge which shall contain -

(i) all relevant facts including any admission or confession by the concerned employee and

(ii) list of witnesses together with list of supporting documents through which the articles of charge are supposed to be established,

(4) the DA shall serve, to the employee, copies of each of the documents as listed in the charge sheet under sub-rule (3) above and shall direct the employee to submit, within the specified time not exceeding 15 days, a written statement of his defense and to ask him whether he desires to be heard in person,

(5) (a) on receipt of the written statement of defense from the employee, the DA may himself enquire into such articles of charge which are not admitted or may appoint under sub-rule (2) an EO for the purpose - the DA may appoint one of the senior officers of JSS MVP/its institutions or a suitable outside agency as the EO.

(b) when all the articles of charges are admitted by the employee in his written statement of defense, the DA shall record his findings on each charge after taking such evidence as he may deem fit and shall act further in the manner laid down in sub-rule (3) of Rule 9.10 below,

(c) if no written statement of defense is submitted by the employee, the DA may order an enquiry by appointing any of the senior officers of JSS MVP/its institutions or an outside agency as the EO,

(d) the DA shall appoint any senior officer of JSS MVP/its institutions as Presenting Officer (PO) to present the case on his behalf in support of the articles of charges. In case the delinquent employee possess legal qualification, the DA shall appoint an officer with legal qualification as PO,

(6) if the DA is not the EO, he shall hand over to the EO;

(a) copy of articles of charges and the statement of allegations of misconduct against the employee,

(b) copy of written statement of defense, if any, submitted by the concerned employee,

(c) list of witnesses, if any,

(d) supporting evidence for serving under sub-rule (4) of the documents referred to in sub-rule (3) to the employee, and

(e) copy of the order appointing the PO,

(7) the Enquiry officer shall send a notice along with the copy of the articles of charges, etc. under sub-rule (3) above and call upon the delinquent employee to appear before him on the specified date, time and place,

(8) the delinquent employee may take the assistance of any other employee of JSS MVP/its institutions (without legal qualification) to present the case on his behalf. It is imperative that the PO appointed by DA shall be without legal qualification,

(9) if the delinquent employee, who deny the articles of charges in his written statement of defense or has not submitted any written statement of defense, appears before the EO, the EO shall ask him whether he is guilty or has any defense to make and if he pleads guilty to any articles of charges, the EO shall record the finding of guilt in respect of articles of charges and sign the plea as also get the signature of the delinquent employee thereon,

(10) if the delinquent employee fails to appear within the specified time or refuses to plead, the EO shall request the PO to produce the evidence by which he proposes to prove the articles of charges and adjourn the case to a specified date after due recording of the fact:

(11) on the revised date of enquiry, at the direction of the EO, the PO shall produce the Management witnesses and their statements shall be recorded. The Management witnesses shall be cross-examined by the delinquent employee/his counsel. The EO shall give an opportunity to the delinquent employee to record his statement or that of his witnesses. In turn, the PO shall cross-examine the statement made by the delinquent employee/his witnesses,

(12) if the delinquent employee, to whom copies of the documents mentioned at sub-rule (3) have been delivered, does not submit the written statement of defense on or before the date specified for the purpose or does not appear in person before the EO or otherwise fails or refuses to comply with the

provisions of these Rules at any stage of the enquiry, the EO shall conduct the enquiry *ex parte* after duly recording the refusal/non-cooperation of the delinquent employee to submit his written statement of defense,

(13) (a) After conclusion of the enquiry, a report shall be prepared by EO containing -

- (i) the articles of charges and the statement of allegations of misconduct,
- (ii) the defense of the employee in respect of each article of charges, and
- (iii) the findings of the EO on each article of charge and the reasons therefore,

Note: If in the opinion of the EO, the proceedings of the enquiry establish any other charge different from the original articles of charges, he shall record his findings on such charges also; provided, however, the employee is given an opportunity to defend himself against such charges in terms of the provisions of these Rules,

(b) the EO, shall submit to the DA the findings of the enquiry comprising -

- (i) enquiry report,
- (ii) written statement of defense, if any, submitted by the delinquent employee,
- (iii) oral/documentary, statement/evidence produced in the course of the enquiry, and
- (iv) written briefs, if any, filed by the PO and delinquent employee during the enquiry

9.10. Action on the Enquiry Report

(1) the DA shall, if he disagrees with the findings of the EO on any article of charges, record his reasons for such disagreement and record his own findings on such charges if the evidence on record is sufficient for the purpose. DA may order for instituting fresh enquiry,

(2) if the DA, having regard to findings of the EO on all or any of the articles of charges, is of the opinion that one or more of the penalties specified in Rule 9.04 shall be imposed on the delinquent employee, he shall make an order imposing such penalty,

(3) (a) if the DA, having regard to the findings of EO on all or any of the articles of charges, is of the opinion that any of the penalties specified in sub-rules (6) to (8) of Rule 9.04 shall be imposed on the delinquent employee, he shall furnish to the delinquent employee a copy of the enquiry report together with a notice intimating the penalty proposed to be imposed on him and calling upon to submit his written representation within fifteen days on receipt of the notice,

(b) the DA after considering the representation, if any, made by the delinquent employee determine what penalty, if any, should be imposed on him and shall make an order as he may deem fit,

9.11. Communication of Orders -

Final orders made by the DA, with the approval of the President, shall be communicated to the delinquent employee.

9.12 Joint Enquiry

When two or more employees are involved in a single case, the DA shall order for Joint Enquiry. The order shall specify the Authority/officer which/who shall function as the EO,

9.13. Special procedure in certain cases: Notwithstanding anything contained in Rules 9.09 to Rule 9.12; the DA may pass such orders, as it deems fit, in the following cases subject to prior approval of the President:

(a) when a penalty is imposed on a delinquent employee on the ground of misconduct which has led to his conviction on criminal charge in a court of law or

(b) when the delinquent employee concerned is absconding or when he does not take part in the enquiry or when, for any reasons to be recorded in writing, it is impracticable to communicate with him or when the DA, for

reasons to be recorded in writing, is satisfied that it is not reasonably practicable to follow the disciplinary procedure prescribed in the said Rules or (c) when the DA is satisfied that, in the interest of JSS MVP/its institutions, it is not desirable or expedient to follow such disciplinary procedure.

9.14. Disciplinary action against employees who are deputed to other Trust (R)/Society sponsored by JSS MVP

when an employee of JSS MVP/its institution on deputation to any other Trust (R)/Society, sponsored by JSS MVP indulges in any misconduct/misdeed during the period of his deputation, that Trust (R)/Society shall report the incident to the concerned authority of JSS MVP for taking disciplinary action as per conduct rules of JSS MVP,

9.15 Appeal against orders imposing penalties

A delinquent employee is entitled to appeal to the President (Appellate Authority) against an order passed by Disciplinary Authority imposing any of the penalties specified in sub-rules (1) to (8) of Rule 9.04,

9.16 Submission of Appeal

(1) The appeal shall be submitted by the delinquent employee himself through proper channel to the Appellate Authority specified under Rule 9.15.

(2) within 30 days from the date of passing the order,

(3) every such appeal shall be accompanied by:

(a) a copy of the order appealed against

(b) all material statements and arguments relied upon by the delinquent employee,

(c) shall not contain any disrespectful statements or should not be couched in improper or intemperate language.

9.17 Consideration of Appeals

In the case of an appeal against an order imposing any of the penalties under Rule 9.04, the Appellate Authority shall examine or consider:

(1) whether the procedure prescribed in these rules has been followed, and not, whether such non-compliance has resulted in violation of the principles of natural justice,

(2) whether the findings are justified,

(3) whether the penalty imposed is excessive/adequate/inadequate:

(a) setting aside, reducing/enhancing the penalty as the case may be or

(b) referring the appeal to the DA, who imposed the penalty, with such direction as deemed fit.

Miscellaneous

9.18 Service of Notices, Orders, etc

(1) all notices/orders or through other process made or issued under these Rules shall be served in person or email or any digital media on the delinquent employee and his acknowledgement obtained or communicated to him by registered post acknowledgement due or by courier service,

(2) when the delinquent employee refuses to receive or evade the service of such notice or order or other process, the same may be served by affixing a copy on the office notice board and on some conspicuous part/door of his house, in which he is known to be residing or publication in a leading local newspaper in the area or region concerned.

9.19 Repeal and Savings: rules, notifications and orders presently in force in this regard shall hereby stand repealed provided that -

(1) it shall not affect the operation of the previous rules, notifications and orders or anything done or any action taken thereunder prior to commencement of these rules,

(2) any proceedings under the said rules, notifications or orders, pending at the commencement of these rules, shall be continued and disposed of in accordance with the provisions of these rules,

(3) any appeal pending on or after commencement of these rules against an order made before the commencement of these rules shall be disposed of under the provisions of these rules.

LIST OF APPENDICES

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APPENDIX - A*

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Group A	1	36300-900-39000-1050-45300-1200-52500-1350-53850	By promotion from the concerned cadre next below		1. Director & Equivalent	
	2	32800-800-33600-900-39000-1050-45300-1200-52500	By promotion from the concerned cadre next below		1. Joint Director & Equivalent	
	3	30400-800-33600-900-39000-1050-45300-1200-51300	By promotion from the concerned cadre next below		1. Deputy Director & Equivalent	
	4	28100-700-28800-800-33600-900-39000-1050-45300-1200-50100	By promotion from the concerned cadre next below		1. Asst. Director 2. Administrative Officer 3. Principal of B.Ed College 2. Principal of B.P.Ed., College 3. Principal of Polytechnic 4. Principal of PU Colleges 4. Resident Engineer 5. Professor 6. Accounts Officer 7. Technical Assistant	
Group B	5	22800-600-24600-700-28800-800-33600-900-39000-1050-43200	15000	18000	1. Lecturer in Polytechnic 2. Asst.Engineer (Civil & Electrical) 3. Lecturer in Degree College 4. Lecturer in B.Ed College 5. Lecturer in B.P.Ed College 6. Principal of ITI 7. Physical Education Director 8. Medical Social Worker 9. System Analyst 10. Asst.Accounts Officer	

APPENDIX - A* (Contd.,)

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					11. Asst. Administrative Officer 12. Manager – HR/Finance/ Marketing/Business Development/Public Relations/Front Office 13. Project Officer 14. Counsellor	
					15. Chief Librarian 16. Medical Record Officer	
	6	21600-600-24600-700-28800- 800-33600-900-39000-1050- 40050	12500	15000	1. Librarian Grade-I 2. Lecturer in PU College 3. Law Officer 4. Additional Co-Ordinator 5. Community Co-Ordinator 6. Nursing Tutors/Asst. Lecturer in Nursing Schools and Colleges	
Group C					7. Head Master/Mistress in High Schools/Matriculation Schools	
	7	20000-500-21000-600-24600- 700-28800-800-33600-900- 36300	12000	14000	1. Office Superintendent 2. Computer Programmer 3. Librarian Grade-II 4. Foreman 5. Dieticians & Diabetic Educator 6. Asst. Education Officer 7. Accounts Superintendent	

APPENDIX - A* (Contd.,)

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group (1)	Sl. No. (2)	Time-scale of pay (₹) (3)	Probation period - consolidated pay (₹)		Category of Post (6)	Remarks (7)
			I Year (4)	II Year (5)		
					8. Graphic Designer 9. Asst. Manager Grade- II- Business Development 10. Physiotherapist Grade-I 11. Electrical Engineer 12. Maintenance Engineer 13. Perfusionist 14. Associate System Analyst 15. Asst. Operations Manager 16. Asst. Librarian 17. Asst. Medical Record Officer	
			By promotion from the cadre of Medical Record Technician			
	8	17650-450-19000-500-21000- 600-24600-700-28800-800- 32000	11000	13000	1. Graduate Teacher with B.Ed, Qualification 2. Lecturer in D.Ed College 3. Sanskrit Teacher Gr-I 4. Physical Education Instructor Gr-I 5. Bio Medical Engineer 6. Instructor in Technical & Other Institutions 7. Computer Operator 8. Jr. Engineer (Civil) 9. Draftsman 10. Jr. Engineer (Ele) 11. Artist (Dip. in Arts) 12. Physiotherapist 13. Supervisor (Workshop) 14. DTP Operator Gr-I	

APPENDIX - A* (Contd.,)

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group (1)	Sl. No. (2)	Time-scale of pay (₹) (3)	Probation period - consolidated pay (₹)		Category of Post (6)	Remarks (7)
			I Year (4)	II Year (5)		
					15. Printing Operator 16. Supervisor (Printing Press) 17. Asst. HVAC Engineer 18. Supervisor – CSSD 19. Engineer IT Support 20. Public Relations Officer (PRO) 21. Multi Media Specialist 22. Principal in Sahana Schools 23. Asst. Teacher- Matriculation School 24. JTO (Jr. Training Officer) 25. Music/Drawing/Drama/Horticulture/Craft/ Art Teacher 26. Asst. Project Officer 27. Physiotherapist Grade-II 28. Nursing Supervisor 29. Sr. Occupational Therapist 1. Sr. Lab Technician 2. Sr. Echo Technician	
	9	16000-400-17200-450-19000- 500-21000-600-24600-700- 28800-800-29600	By promotion from next below cadre of respective post By promotion from the cadre of Jr. Lab Technician By promotion from the cadre of Echo Technician	10500 12000		
	10	14550-350-15600-400-17200- 450-19000-500-21000-600- 24600-700-26700			1. FDA 2. Accountant 3. Store Keeper 4. Stenographer 5. X-Ray Technician 6. Refractionist	

APPENDIX - A* (Contd.,)

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					7. Pharmacist 8. ECG technician 9. EEG Technician 10. OT Technician 11. Dialysis Technician 12. Medical Record Technician 13. Respiratory Therapist 14. Ear Mould Technician 15. Jr. Lab Technician 16. Leather Technician 17. Modeller 18. DTP Operator Gr-II 19. Co-Ordinator (Rudset) 20. Asst. Programmer (Tele medicine) 21. Jr. Occupation Therapist 22. Project Co-ordinator (EFPL) 23. Asst. Manager-Finance (JSS Hospital) 24. Asst. Accounts Officer (JSS Hospital) 25. Jr. Engineer – IT Support 26. X-Ray Technician Grade-I 27. ECG Technician Grade-I 28. EEG Technician Grade-I 29. OT Technician Grade-I 30. Dialysis Technician Grade-I 31. Medical Record Technician Grade –I 32. Ear Mould Technician Grade-I	

APPENDIX - A *

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group (1)	Sl. No. (2)	Time-scale of pay (₹) (3)	Probation period - consolidated pay (₹)		Category of Post (6)	Remarks (7)
			I Year (4)	II Year (5)		
					33. Lab Technician Grade-I 34. Leather Technician Grade-I 35. Sr. HR Assistant 36. Bio-medical Technician – Grade-I 37. Cath Lab Technician Grade-I 38. EMG Technician Grade-I 39. Neuro Technician Grade-I 40. MRI Technician Grade-I 41. Sleep Lab Technician Grade-I 42. Emergency Medicine Technician 43. Staff Nurse Grade-I 44. Quality Assistant 45. Medical Social Worker Grade-I 46. Echo Technician 47. Computer Operator Gr-II 48. Clinical Psychologist 49. Quality Assurance Assistant 50. Lab Analyst 51. Project Coordinator	
	11	12500-250-13000-300-14200- 350-15600-400-17200-450- 19000-500-21000-600-24000	10000	11000	1. TCH Teacher 2. NST Teacher 3. Physical Education Instructor Gr-II 4. Graduate Teacher without B.Ed. 5. Sanskrit Teacher Gr-II 6. Asst. Instructor 7. Library Asst.	

* vide: JSS MVP order No. GAD/EST(I)/10/2020-21, dated 27.05.2020

APPENDIX - A *

(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					34. Telephone Operator 35. Bio-medical Technician Grade-II 36. Echo Technician Grade-II 37. Cath Lab Technician Grade-II 38. EMG Technician Grade-II 39. Neuro Technician Grade-II 40. MRI Technician 41. Sleep Lab Technician Grade-II 42. Store Assistant 43. Pharmacist (D.Pharma) 44. Radiology Secretary 45. CSSD Technician Grade-II 46. Medical Social Worker Grade-II 47. Programme Manager Grade-II 48. Project Coordinator Grade-II 49. Content Writer 50. Hostel Supervisor 51. Data Entry Operator 52. Jr. Health Inspector 53. Asst. Manager (Suttur Guest House) 54. Head Master, Sahana Schools 55. Resource Teacher, Sahana Schools 56. Jr. HR Assistant 57. Accounts Assistant	

APPENDIX - A *
(See Rules 2.01 and 2.02)
Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					8. SDA 9. Typist 10. Receptionist 11. ANM 12. Boarders Caretaker 13. Floor Manager 14. Customer Relationship Manager 15. Business Development Associate 16. Floor Coordinator 17. Coordinator (Front Office) 18. Fire & Safety Supervisor 19. D.Ed Teacher 20. Dietician Grade-II 21. Lab Technician Grade-II 22. Medical Record Technician Grade-II 23. X-Ray Technician Grade-II 24. OT Technician Grade-II 25. Dialysis Technician Grade-II 26. Staff Nurse (GNM) Grade-II 27. ECG Technician Grade-II 28. EEG Technician Grade-II 29. Ear Mould Technician Grade-II 30. Leather Technician Grade-II 31. Organ Transplant Coordinator 32. Finance Assistant 33. Billing Assistant	

APPENDIX - A* (Contd.)
(See Rules 2.01 and 2.02)
Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	12	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	9000	10000	1. Driver 2. Mechanic 3. Work Inspector 4. Electrician 5. Artist (with SSLC in Higher Arts) 6. Asst. Supervisor (Workshop) 7. Asst. to Orthotic & Prosthetic Engineer 8. Mudraka (Printing Press) 9. Manager (Sabhabhavana) (except SSC, B'lore) 10. Laundry Supervisor 11. Gas Plant Technician 12. HVAC Technician 13. Mechanic/Technician (AC & others) 14. Fire & Safety Technician 15. Bio-medical Technician 16. Technician 17. Billing Attendant 18. Asst. Pharmacist 19. Medical Transcript	

* vide: JSS MVP order No. GAD/EST(I)/10/2020-21, dated 27.05.2020

APPENDIX - A *
(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post (Contd.,)	Remarks
			I Year (4)	II Year (5)		
Group D	(1)	(3)			(6)	(7)
	(2)					
13	13	11000-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000	8000	9000	1. Carpenter 2. Plumber 3. Wiremen 4. Electrical Helper	
	14	10400-200-12000-250-13000-300-14200-350-15600-400-16400	8000	9000	1. Agamika 2. Lab Helper 3. Lab Attender 4. Lift Operator 5. Dark Room Asst., 6. ECG Asst., 7. X-ray Asst., 8. Pharmacy Asst., 9. Leather Asst., 10. Tailor 11. OT Asst., 12. Nursing Aid 13. Practical Nurse 14. Attender 15. RO Maintainer 16. Mortuary Attender 17. AC Operator 18. Nursing Assistant (ANM) / Practical Nurse 19. Patient Care Attendant	

* vide: JSS MVP order No. GAD/EST(I)/10/2020-21, dated 27.05.2020

SERVICE REGISTER / BOOK & PERSONAL FILES

(Rule No. 8.01 to 8.10 of CHAPTER VIII OF JSS MVP ACCOUNTS RULES, 2012)

8.01. Service Book is a record of service details of an employee from the day he reports for duty till his exit from service due to resignation or retirement or death. It is therefore a very important record. The entries in the Service Book provide documentary evidence for determining (a) fixation of pay (b) seniority and promotion and (c) length of qualifying service for terminal / retirement benefits.

8.02. When an employee is appointed for the first time, he shall submit along with his duty report a Medical Certificate of his fitness by a Medical Officer, not below the rank of a Lecturer/Asst. Professor of JSS Medical College/Hospital or Government Doctors of equivalent grade. The Medical Certificate shall be kept in the personal file of the employee.

8.03. The format of the Service Book shall be the same as the one adopted in offices of the Govt. of Karnataka. It shall be maintained in respect of each employee by the Head of the Institution and kept in his personal custody. In the case of the Head Office of JSS MVP, the service registers shall be maintained by the Director, General Administration. In respect of the Heads of Institutions, the Controlling Officer shall maintain their service books.

8.04. The Service Book shall be opened in respect of an employee as soon as he reports for duty. Details of the first appointment order of the employee, appointing authority, the post and the pay scale against which he is appointed shall be recorded and attested by the Head of the Institution is his Service Book. The date and time of reporting to duty viz; FN or AN shall be recorded. The duty report shall be filed in the personal file of the employee.

8.05. Details viz; name, date & place of birth, personal identification marks, height, address, home town, educational qualifications, shall be recorded. Entries relating to date of birth, educational qualifications shall be verified by the Head of the Institution with the original documents produced by the employee and entries attested.

8.06. Further details of the employee, viz; (a) declaration as to satisfactory completion of probation period or its extension (b) sanction of annual increments, (c) transfer and posting, (d) reports of handing over and taking over charge on transfer or promotion, (e) additional charge, (f) promotion, (g) pay fixation due to promotion or revision of pay scale (h) deputation for training, (i) additional qualifications acquired (j) declaration of nominations regarding EPF, ESI, gratuity,

APPENDIX - C FORM of Oath or Allegiance

(See Rule 2.11)

I, _____, (1) son/daughter of _____

.....(2) appointed to the post of(3) in

the(4) of the JSS Mahavidyapeetha, Mysuru or its institutions do

swear on God / Solemnly affirm * that:

(i) I will bear true faith and allegiance to the Constitution of India as by law established and will uphold the sovereignty and integrity of India,

(ii) I will be loyal and faithful to the JSS MVP, Mysuru and discharge my duties sincerely, honestly and promptly with due diligence and

(iii) I will not directly or indirectly communicate or reveal to any person any matter or information incidental to my work or in general which comes to my knowledge in the discharge of my duties under the JSS MVP, Mysuru.

Place: _____ Date: _____
Declarant _____
(Signature, Name and Designation)
Declaration made and signed before me.

Place: _____ Date: _____
Head of the Institution. _____
(Signature, Name and Designation with seal)

Note: (1) - enter name of the employee / declarant, here,
(2) - enter name of father and native place
(3) - enter the designation here,
(4) - enter the name of the institution of the JSS MVP, and

* - delete what is not preferred.

APPENDIX - A * (Concl.d.)
(See Rules 2.01 and 2.02)

Group wise Categories/Cadres of Posts with Time-scale of pay

Group	Sl. No.	Time-scale of pay (₹)	Probation period - consolidated pay (₹)		Category of Post	Remarks
			I Year	II Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	15	9600-200-12000-250-13000-300-14200-350-14550	7000	8000	1. Masseur 2. Animal Care Taker 3. Gardner 4. Peon 5. Cleaning Staff (Ward Boy/Ward Ayah/Sweeper/Dhoby) 6. Cleaner 7. Dissection Hall Attender	

* vide: JSS MVP order No. GAD/EST(I)/10/2020-21, dated 27.05.2020

LIST OF SOCIETIES, TRUSTS AND COMPANIES

SOCIETIES	
(1)	JSS Mahavidyapeetha, Mysuru
(2)	JSS Mahavidyapeetha, Ghaziabad
(3)	JSS AHE&R, Mysuru
(4)	JSSATE-STEP, Bengaluru
(5)	JSSATE-STEP, NOIDA
(6)	SJCE-STEP, Mysuru
(7)	Advanced Jewelry Design Technology Centre
(8)	Akhila Bharatha Sharana Sahitya Parithsath
(9)	Jan Shikshan Samsthan, Mysuru
(10)	Jan Shikshan Samsthan, Bengaluru
Trusts	
(1)	Jagadguru Sri Veerasimhasana Math, Suttur
(2)	Kyathanahalli Siddalingaiahnavara Samskruttha Pathashale & Free Boarding Home Trust (R), Mysuru
(3)	JSS Endowment Trust (R) (Dharmika Datt)
(4)	Sri Shivarathreeshwara Rural Development Foundation (SSRDF)
(5)	JSS Consultancy Trust (R)
(6)	JSS Medical Services Trust (R)
(7)	JSS Sangeetha Sabha Trust (R)
(8)	JSS International Education Trust (R)
(9)	Sri Suttur Math Trust (R)
Companies	
(1)	Global Incubation Services
(2)	JSS Academy FZ-LIC, Dubai
(3)	JSS Academy Ltd., Mauritius
(4)	JSS Education Foundation Private Limited
(5)	JSS Spiritual Mission, USA
(6)	JSS Mahavidyapeetha, INC
(7)	JSS AHER Pvt. Co., Mauritius
(8)	JSS True Global Ltd, Mauritius
(9)	Sparkle Cine Foundation Pvt. Ltd.

insurance, etc, (k) leave availed, (l) awards and appreciations for good work (m) un-authorized absence, (n) suspension and disciplinary action, (o) punishment imposed / exoneration or reinstatement, etc. shall be recorded along with details of relevant orders. These entries shall be made and attested by the Head of the Institution in the Service Book without fail.

8.07. Leave account is a separate part of the Service Book. Various kinds of leave earned by the employee shall be credited to his leave account every half year, i.e., as on 1st January and 1st July of the calendar year. Leave availed by the employee shall be debited to his leave account and balance at credit shall be recorded and entries attested by the Head of the Institution.

8.08. Sanction of leave without allowance (LWA) shall be noted in the relevant page of the Service Book and attested by the Head of the Institution.

8.09. In April each year, the Head of the Institution shall record a certificate in the Service Book of the employee to the effect that "the pay of the employee is verified with reference to the acquittance rolls for the financial year" under his dated initials.

8.10. The employee may be permitted to verify the entries in his Service Book at least once in two years and a certificate - to the effect that he has verified and is satisfied with the entries in his Service Book - got recorded. The employee may be permitted to maintain personal copy of his service book by copying entries from his service book kept in the office.

APPENDIX – E (I)
Annual Performance Reports

Enclosure to office order No. GAD/EST(1)/ 4 /2020-21, dated 31.07.2021
JSS Mahavidyapeetha Annual Performance Reports (for Management Employees),
Rules, 2021

1. Title, Commencement and application:

(1) These Rules may be called the JSS Mahavidyapeetha Annual Performance Reports (for Management Employees) Rules, 2021, and these shall come into force with effect from 01.04.2021,

(3) These Rules shall be applicable to all JSS Mahavidyapeetha Management Employees except

(a) aided Employees,

(b) Employees paid out of contingencies and

(c) any other category of employees excluded under specific orders of the Management.

2. Definitions: In these Rules, unless the context otherwise requires,

(1) "Accepting Authority" means the authority who during the period for which Performance Report (PR) is written was immediately superior to the "Reviewing Authority".

(2) "Aided Employee" means a JSS Mahavidyapeetha Employee whose salary and allowances, etc, are met from the grants provided by the Government of Karnataka or Government of India or by any of their Department / Organisation,

(3) "Appointing Authority"- means the Managing Committee of JSS Mahavidyapeetha.

(4) "Form"- means any of the Forms appended to these Rules,

(5) "Management"- means the Managing Committee of the JSS Mahavidyapeetha constituted under Article VII (a) of the JSS Mahavidyapeetha Rules and Regulations, 1962, Mysuru, as amended from time to time,

(6) "Management Employee"- means a JSS Mahavidyapeetha Employee whose salary and allowances are met by the funds provided by the Management.

(7) "Performance Report" (PR) - means a report on the performance of an employee written in accordance with these Rules covering various aspects set out in the respective forms, for a given year or period,

Note: (i) *The Annual Performance Report (APR) is a crucial Report. It is crucial because the employee's in terms of his promotion and prospects of career advancement, depends very much on it.*

(ii) *keeping this in view, the employee will have to be diligent and prompt in his work. The reporting and reviewing authorities must have to observe closely the work of the employee, assess his work and prepare the report in the most objective manner, and*

(iii) *the employee and his immediate supervisory officer/ the reporting officer play mutually complementary roles in a given work environment. The employee must whole heartedly support his supervisory officer by his good and prompt work. The supervisory officer, in turn, must provide him guidance willingly and sympathetically. In such a mutually*

reinforcing environment, quality work can be maximized which ensures the successful and purposeful functioning of the Institution.

- (8) **"President"** - means the President of the JSS Mahavidyapeetha designated as such under Article VII (c)(i) of the Rules and Regulations cited at sub-rule(5) above.
- (9) **"Reporting Authority"** - means the authority not below the rank of a Section Superintendent - Asst. Administrative Officer / Asst. Accounts Officer or Assistant Director / Administrative Officer / Accounts Officer or of equivalent rank, - or Institution Head, as the case may be, who during the period for which the Performance Report (PR) is written was immediately superior to the employee concerned,
- (10) **"Reviewing Authority"**: means the Authority who, during the period for which the PR is written, was immediately superior to the Reporting Authority,
- (11) **"Self assessment"** - means the assessment by the employee himself of his own work during the year under report listing his achievements and also highlighting his special contributions, if any, constraints or difficulties, if any faced by him in discharging his duties during the year,
- (12) **"Year"** - means the financial year beginning on the first day of April of a calendar year and ending on thirty-first day of March of the next calendar year, and
- (13) **"Other words and expressions"** - not defined in these Rules may be understood as per general usage in vogue unless otherwise stated in the context.

3 Maintenance and custody of PR files:

- (1) a PR file shall be maintained in respect of each employee separately,
- (2) it shall be maintained by the Head of the Division relating to the Institution covering under the jurisdiction of a division or by any other Authority as may be specified in this behalf by the Management,
- (3) the PR file shall contain the following documents, namely:
 - (a) Confidential reports (CRs) of the employee relating to the period prior to the commencement of these Rules and the PRs relating to the period after the commencement of these Rules,
 - (b) letters/records of appreciation, award, reward, etc, if any, given to the employee by the Reporting Officer or other higher Authorities or the Management,
 - (c) list of books, articles and other publications brought out, if any, by the employee during the year which are relevant and useful to the Institution in which he is working,
 - (d) any communication or order expressing displeasure against the work of an employee,
 - (e) copy of the order, if any, passed under Rule 10 or Rule 11 below, and
 - (f) copy of order(s) imposing any penalty in a disciplinary proceedings against him issued by President / Management / Disciplinary Authority.

4 Initiating and recording of PR :

- (1) The PR shall be written in the form prescribed under these Rules as amended from time to time and different forms may be prescribed for different categories or cadres of employees, However,

(a) for non-teaching employees like, Peon, Attender, Driver, Typist, SDA, Receptionist, Store Keeper, FDA, Stenographer, Accounts clerk, Accountant, Manager, Superintendent, Asst. Administrative Officer, Asst. Accounts Officer, Asst. Director, Accounts Officer, etc, the PR shall be written as per Form No.1 appended to these Rules.

Note: In respect of employees in the cadres of peon, attender and driver, the report by the Reporting Authority need not cover certain items in Form 1; as indicated there in.

(b) for teaching employees, like, Principals, Professors, Associate Professors, Asst. Professors / Lecturers, Instructors, Head Masters, Asst. Masters, etc, separate Forms are prescribed in respect of Institutions under the control of the (i) College Education Division (CED), (ii) School Education Division (SED), (iii) Public Schools' Division (PSD), (iv) Medical Education Division (MED), and (v) Technical Education Division (TED).

(c) Keeping in view the requirements of the Regulating Authorities, like, the MCI, AICTE, UGC, State or Central Government, etc., separate Forms are hereby prescribed and appended to these Rules as detailed below:

Sl. No.	Category / Division	Prescribed Form No.
I	Non-Teaching Staff (All Divisions)	Form No. 1
II	Teaching Staff in:	
	1. JSS AHE&R	
	1.1 AHE&R and its Constituent Colleges	Form No. 2
	2. Technical Education Division	
	2.1 Engineering Colleges, Polytechnics	Form No. 3(i)
	2.2 ITCs	Form No. 3(ii)
	3. JSS Science & Technology University	
	3.1 JSS ST&U	Form No. 4
	3.2 CMS	Form No. 3(i)
	4. College Education Division	
	4.1 All PG Colleges	Form No. 5(i)
	4.2 All UG Colleges	Form No. 5(ii)
	4.3 All PU Colleges	Form No. 5(iii)
	5. School Education Division	
	5.1 B.Ed. Colleges	Form No. 6(i)
	5.2 PU Colleges & D.Ed. Colleges	Form No. 6(ii)
	5.3 High Schools & Other Institutions	Form No. 6(iii)
	6. Public Schools Division	
	6.1 All Public Schools	Form No. 7
	7. Medical Education Division	
	7.1 Ayurveda, INYS, Nursing Colleges, Physiotherapy & Speech and Hearing Colleges	Form No. 8(i)
	7.2 All Nursing Colleges	Form No. 8(ii)

(b) all advisory remarks in the PR shall also be communicated to the employee concerned with in the time specified above. However, advisory remarks are not to be treated as adverse remarks, though both types of remarks are meant for the benefit of the employee concerned - to provide him an opportunity to improve,

(3) Delays, if any, in completing the PRS by various authorities or in communicating the adverse remarks may, for reasons to be recorded in writing, be condoned by the President / Management,

11. Representation against Adverse Remarks:

- (1) an employee to whom adverse remarks are communicated under sub-rule(2) of Rule 10 may, submit his representation, if any, with in a period of 45 days from the date of communication, against the adverse remarks to the President / Management or to any other Authority specified by it, through proper channel,
- (2) the President/Management or the specified Authority shall consider the representation, in consultation with the Reporting or Reviewing or the Accepting Authority, as the case may be, and pass suitable orders there on.
- (3) in its order, the Authority may accept the reports or expunge the adverse remarks in full or in part or modify them and the reasons for the same shall be recorded in that order; and
- (4) the order so passed shall be communicated to the employee concerned expeditiously; the said order shall be final.

12. Repeal and savings

- (1) Rules presently in force in this regard are hereby repealed,
- (2) however, the said repeal shall not affect the previous operation of the said rules or anything done or suffered there under or affect any right, liability or obligation acquired, accrued or incurred under the said rules, and
- (3) any reference to any rule or order repealed by sub-rule(1) shall be construed as a reference to the corresponding Rule in these Rules.

(Sd/-)

EXECUTIVE SECRETARY

APPENDIX – E (II)
Annual Performance Reports
Reporting, Reviewing and Accepting Authorities for
different categories/cadres of JSS MVP Employees
(See Rule 7.12)

Division / Institution / Employee	Authority		
	Reporting	Reviewing	Accepting
(1)	(2)	(3)	(4)
1. JSS MVP Head Office	Executive Secretary (ES)	President	President
1.1 Director			
1.2 Jt.Dir/Dy.Dir etc.	Director of the respective Division	E.S	E.S
1.3 Asst.Dir/ Administrative Officer/ Accounts Officer, AAO/ AEO/ Sub-Insp/ OS/ Accounts Supt./ Manager	Dy. Dir/ Jt. Dir	Director	E.S
1.4 All other employees	Superintendent AAO Asst.Dir/AO	AO / Asst.Dir/ Jt.Dir Dy.Dir/ Jt.Dir/ Director Jt.Dir	Director E.S E.S
2. Technical Education Division			
2.1 Engineering Colleges	Director	E.S	President
2.1.1 Principal / Vice Principal			
2.1.2 Deans/Heads of Depts.	Principal	Director	E.S
2.1.3 Professor / Associate Prof./ Asst. Prof.	Head of Dept.	Principal	Director
2.1.4 Non-teaching, technical staff	Head of Dept.	Principal	Director
2.1.5 Administrative Officer / Accounts Officer/CAO/Registrar	Principal	Director	E.S
2.1.6 All other ministerial employees	Registrar / Administrative Officer / Accounts Officer/ CAO	Principal	Director
2.2 Polytechnics			
2.2.1 Principal	Director	E.S	E.S/ President
2.2.2 HOD & other teaching employees	Principal	Director	E.S
2.2.3 All other employees	HOD	Principal	Director
2.3 ITC s			
2.3.1 Principal	Director	E.S	E.S/ President
2.3.2 Instructors	Principal	Director	E.S
2.3.2 All other employees	Principal	Director	Director

APPENDIX - E (II) (Contd.)

(See Rule 7.12)

(1)	(2)	(3)	(4)
2.4 All other Institutions in TED			
2.4.1 Head of the Institutions	Director	E.S	E.S
2.4.2 All other employees	Head of Instn.	Director	Director
3. College Education Division			
3.1 First Grade Colleges			
3.1.1 Principal	Director	E.S	President
3.1.2 Head of Dept.	Principal	Asst.Director	Director
3.1.3 other teaching employees	HOD	Principal	Asst. Director
3.1.4 All other employees	Suptd./AAO/AO	Principal	Asst.Direct or/ Dy.Director /JD
3.2 PU Colleges			
3.2.1 Principal	Asst.Director	Director	E.S
3.2.2 Other teaching employees	Principal	Asst.Director	Director
3.2.3 All other Non Teaching employees	Superintendent	Principal	Asst.Direct or
3.3 All other Institutions (including Hostels attached to the Institutions)			
3.3.1 All employees	Chief Warden/ Warden	Principal	Director
4. School Education Division			
4.1 D.ED/B.Ed/ Colleges			
4.1.1 Principal	Dy.Director	Director	E.S
4.1.2 other teaching employees	Principal	Dy.Director	Director
4.1.3 All other employees	Principal	Dy.Director	Director
4.2 PU Colleges			
4.2.1 Principal	Dy.Director	Director	E.S
4.2.2 other teaching employees	Principal	Dy.Director	Director
4.2.3 All other employees,	Principal	Dy.Director	Director
4.3 High Schools			
4.3.1 Head Master/Mistress	Dy.Director	Director	E.S
4.3.2 other teaching employees	Head Master / Head Mistress	Dy.Director	Director
4.3.3 All other employees	Head Master / Head Mistress	Dy.Director	Director
4.4 Other Institutions (Nursery School/Primary School/Sahana/KOS/JSS JSS)			
4.4.1 Heads of Institution	Dy.Director	Director	E.S
4.4.2 All other employees	Heads of Institution	Dy.Director	Director

APPENDIX – E (II) (Contd.)

(See Rule 7.12)

(1)	(2)	(3)	(4)
5. Public Schools Division			
5.1 Principal	Director	Secretary-I	E.S
5.2 Vice-Principal / other teaching employees	Principal	Director	Secretary-I
5.3 All other employees	Principal	Director	Secretary-I
6. Hostels & Transport Division (Sabhabhavans, Hostels, Vruddhashrama, etc.,)			
6.1 Heads of Institution	Secretary-II	E.S	E.S/ President
6.2 All other employees	Heads of Institutions	Secretary-II	E.S
7. Publication Division			
7.1 Head of the Division	Director	E.S	E.S/ President
7.2 All other employees	AO/AAO	Director	Director
8. General Development Division (JSS TICE, JSS MVP Divisional Office, Old Age Home, SSC, Chinthana Mantap, Development Committee, JSS Enterprises, JSS Akshara Dasoha, Yelandur)			
8.1 Head of Institution	Director	E.S	President
8.2 All other employees	Head of Institution	Director	Director
9. Medical Education Division			
9.1 All Colleges (AMC, INYS, Nursing Colleges, Physiotherapy)			
9.1.1 Principals / Heads of the Institution	Director	E.S	President
9.1.2 Heads of the Depts.	Principal	Director	E.S
9.1.3 All other teaching faculty	HOD	Principal	Director
9.1.4 All other Staff	Suptd./AAO/AO	Principal	Director
9.2 All Hospitals			
9.2.1 Hospital Director	E.S.	E.S	President
9.2.2 CFO/ AO/ CE in Hospital	Director (Hospital)	DME	E.S
9.2.3 Dy.Director/ Suptd. of Hospital	Director (Hospital)	DME	E.S
9.2.4 Nursing Chief, etc.,	Director (Hospital)	DME	E.S
9.2.5 Asst.Manager including Floor Manager/CRM/PRO	Director (Hospital)	DME	E.S
9.2.6 All Technical Staff	Concerned Supervisor	HOD's (Teaching Staff)	Suptd. Of Hospital/ Director (Hospital)
9.2.7 All Other Staff (Ministerial Staff, Attenders, etc.,)	Concerned Supervisor/Manager	AO/CFO	Suptd. Of Hospital/ Director (Hospital)
9.2.8 Staff Nurses	Nursing Supervisor	Chief of Nursing	Suptd. Of Hospital/ Director (Hospital)

- (2) the PR shall be initiated by the employee himself by obtaining a copy of the specified form (blank form) from the Reporting Authority or from the Administration Section concerned and submit it, after furnishing his personal data and self-assessment, within 15 days after the close of the financial year, i.e., by 15th April,
- (3) the Reporting, Reviewing and Accepting Authorities shall write or complete the PR in accordance with Rules 5, 6 and 7 below,
- (4) the Reporting, Reviewing and Accepting Authorities shall record their observations respectively in the PR about the employee's work and conduct during the year in the most objective manner with out any personal prejudices or ill will. Any adverse remarks on the employee's work or conduct should be supported by documentary evidence, such as, specific memos issued to him or remarks made on files submitted by him or acts of Commission and Omission, as pointed out in writing by the Authority concerned in files or records handled by him. Copies of such memos or written evidence must be attached to the PR of the employee in support of such adverse remarks, and
- (5) good work or appreciation earned by the employee during the year shall also be recorded suitably in his PR supported by documentary evidence. Undue praise must be avoided.

5 Recording of the PR :

- (1) the Reporting Authority shall record his report in the appropriate part of the prescribed/relevant form of the PR and submit it to the Reviewing Authority within 30th April after the close of the financial year,
- (2) if the employee concerned has not furnished his personal data and self-assessment within the due date prescribed under Rule 4(2) above, the Reporting Authority may record this fact and submit his report by furnishing available personal data of the employee.
- (3) (a) when the Reporting Authority has not observed the performance of the employee for at least three months during the year concerned, he shall not record its report,
 (b) in the circumstances of sub-clause (a), the Reviewing Authority shall record the PR if he has observed the performance of the employee for at least three months during the year,
 (c) when both the Reporting and Reviewing Authorities had not observed the performance of the employee for at least three months during the year concerned, then the Accepting Authority shall record the PR and
 (d) when all the three Authorities concerned have not observed the performance of the employee for at least three months during the year concerned, an entry to that effect shall be made in the PR by the Authority specified in sub-rule (2) of Rule 3.
- (4) (a) when the three Authorities concerned have not been able to record or review or accept respectively due to retirement or any other reason, the procedure prescribed in sub-rule(3) of this Rule shall, *mutatis mutandis* apply and the entries shall be made accordingly in the PR,
 (b) when the Accepting Authority has not been able to record in the PR for any reason, the report as recorded by the Reporting Authority and as reviewed by the Reviewing Authority shall be deemed to be a complete report,

- (c) when the Reviewing Authority and Accepting Authority have not been able to review and accept the report respectively for any reason, the PR as recorded by the Reporting Authority shall be deemed to be a complete report.
- (5) the PR shall also be written at the time when either the Reporting Authority or the employee concerned relinquishes the charge of the post, due either to transfer or retirement of the former and such PR shall be submitted to the Reviewing Authority and
- (6) when the PR for any portion or portions of the year could not be written due to the period being less than three months, the report available, if any, for the remaining period of the year shall be deemed to be the PR for the entire year.

6 Review of the PR :

- (1) the PR shall be reviewed by the Reviewing Authority and submit it to the Accepting Authority within forty-five days after the close of the financial year, i.e., by 15th May,
- (2) if, however, the Reviewing Authority differs with the report of the Reporting Authority, he may record its own views along with the reasons for differing with the report of the Reporting Authority and
- (3) if, however, the Reviewing Authority has not observed the performance of the employee for at least three months during the year concerned, it shall not review the PR but shall make an entry to that effect.

7. Acceptance of PR :

- (1) the PR shall be accepted with such modifications as may be considered necessary by the Accepting Authority within 75 days after the close of the financial year, i.e., by 15th June,
- (2) if, however, the Accepting Authority differs with the report of the Reporting Authority or Reviewing Authority or both, it may record its own views along with the reasons for the same, and
- (3) if, however, the Accepting Authority has not observed the performance of the employee for at least three months during the year concerned, he shall make an entry to that effect.

8. Recording by an Authority who retires from Service : if a Reporting Authority or Reviewing Authority or Accepting Authority retires at the time when PR becomes due, it may be permitted to record its report within three months only from the date of retirement of such Authority:

9. Reporting, Reviewing, Accepting Authorities: in respect of various categories of employees are clearly spelt out in Appendix I, Appendix II and Appendix III appended to these Rules.

10. Communication of Remarks :

- (1) (a) if the Reporting Authority or the Reviewing Authority or the Accepting Authority makes any adverse or advisory remarks in the PR, such authority shall indicate in the PR, whether such remarks are adverse or advisory,
- (b) if, however, any of these authorities fails to so indicate, then the question whether a remark is adverse or advisory shall be determined by the President.
- (2) (a) all adverse remarks in the PR shall be communicated by the Accepting Authority, or any other Authority empowered by the President / Management in this behalf, to the employee concerned together with a gist of good points, if any, in the PR within four months after the close of the year concerned i.e., by 31st July and

APPENDIX – E (II) (Concluded)
(See Rule 7.12)

(1)	(2)	(3)	(4)
9.3 Nursing Schools			
9.3.1 Principal	Director	E.S	President
9.3.2 All other Staff	Principal	Director	E.S
10. Rural Development Division (KVK)			
10.1 Head of Institution	Director	E.S	President
10.2 All other employees	Suptd.	Head of Institution	Director
11. Horticulture Division			
11.1 All Staff Members	Director	E.S	E.S
12. Suttur Institutions			
12.1 Coordinator	Administrative Officer	E.S	President
12.2 All other employees	Cooridnator	Administrative Officer	Administra tive Officer

(sd/-)
EXECUTIVE SECRETARY
JSS Mahavidyapeetha
Mysuru

APPENDIX - F
(See Rule 9.05)

Penalty that may be imposed for misconduct

Nature of Misconduct	Penalty on the First occasion of misconduct	Penalty on the Second occasion of misconduct	Penalty beyond second occasion of misconduct
(1)	(2)	(3)	(4)
1. Habitual late attendance (violation of Rule 5.14 (iv) of JSS MVP Service Rules)	Censure*	Stopping one annual increment without postponing effect	Stopping two annual increments with postponing effect or higher penalty at the discretion of the Disciplinary Authority (DA).
2. Disobeying instructions/orders of the Supervisory / Superior Officers Rule [6.01 (2) (f & g)]	-- do --	-- do --	-- do --
3. Not following prescribed Procedures - in the Manual of Office procedure, Accounts Manual, Budget Manual, etc. [Rule 6.01(1)(d)]	-- do --	-- do --	-- do --
4. Undue delay in the disposal of work contrary to time limit prescribed [Rule 6.01 (2)(b)]	-- do --	-- do --	-- do --
5. Not submitting Performance Reports, Confidential Report (CRs), Budget proposals, progress reports, etc. in time [Rule 6.16 (x)]	-- do --	-- do --	-- do --
6. Criticising or acting against the interest of the JSS MVP or any of the institutions of JSS MVP or any Trusts / Institutions promoted by the JSS MVP. [Rule 6.16 (p) (ii)]	-- do --	-- do --	-- do --
7. Criticising Govt. of India, Govt of Karnataka or any other State Govt. [Rule 6.16 (p) (ii)]	-- do --	-- do --	Stopping one increment with postponing effect
8. Repeatedly / habitually availing leave (except CL) without applying for such leave in advance or proceeding on such leave without prior sanction [Rule 6.16 (y)]	stopping one increment without postponing effect	stopping one increment with postponing effect	stopping two increments with postponing effect
9. Unauthorised absence of less than four months. [Rule 6.16 (z-i)]	-- do --	-- do --	removal/dismissal from Service
10. Unauthorised absence of four months or more [Rule 2.13 read with 6.16 (z-ii)]	Stopping of one increment with postponing effect.	removal/dismissal from Service	-

* Censure is the written communication issued to the employee concerned expressing dissatisfaction about his work / conduct and warning him to improve.

APPENDIX - F (Contd.)
(See. Rule 9.05)

(1)	(2)	(3)	(4)
11. Non-maintenance or improper or irregular maintenance of (i) Cash Book (ii) other financial registers / records, (iii) Service Registers, (iv) dead-stock registers, (v) stock register of stores, (vi) library Books, and (vii) other Registers prescribed in various JSS Manuals. (Rules 6.02)	Censure*	stopping of one increment with postponing effect	stopping of two increments with postponing effect.
12. Inadequate or lack of supervision / guidance to employees leading to lapses/misconduct listed at 1 to 11 above (except Sl. Nos. 6 & 7) by the employees. [Rule 6.16 (AA)]	-- do --	-- do --	-- do --
13. Indulging or encouraging in malpractices connected with any examination or academic activity [Rule 6.16 (AB)]	-- do --	-- do --	-- do --
14. Showing undue favour in financial or other terms in the course of discharge of his official duties connected with JSS MVP or its Institutions [Rule 6.16 (h)]	-- do --	-- do --	-- do --
15. Engaging in private employment or trade or profession in violation of Rule 6.04 (A) of the JSS MVP Service Rules	Stopping two increments with postponing effect.	Reduction to a lower category/ cadre post carrying a lower time-scale of pay.	Dismissal from Service
16. A Medical Officer practicing in a private Nursing home / hospital in violation of Rule 6.04 (B) of the JSS MVP Service Rules	-- do --	-- do --	-- do --
17. Violation of Rule 9.05 (2) (i) of JSS MVP Service Rules (against corruption)	Reduction to a lower category of post carrying a lower Time-scale of pay.	Dismissal	-----
18. Violation of Rule 6.16 [(o) & (p)(i)] of JSS MVP Service Rules (material misstatement/ wrong information/ concealment of any relevant facts with malafide intention, deliberately making false, vicious or malicious statements against JSS MVP/institutions, unauthorised communication of official information, etc.)	Censure*	Stopping one increment with postponing effect	Reduction to a lower category of post carrying a lower Time-scale of pay.

* Censure is the written communication issued to the employee concerned expressing dissatisfaction about his work / conduct and warning him to improve.

APPENDIX - F (Contd.)
(See. Rule 9.05)

(1)	(2)	(3)	(4)
19. Violation of Rule 6.15 of JSS MVP Service Rules (sexual harassment at work place)	Stopping two increments with postponing effect	Reduction to the lower category of post carrying a lower Time-scale of pay	Dismissal
20. Violation of Rule 6.06 of JSS MVP Service Rules (canvassing or influencing)	Censure*	Stopping one increment with postponing effect	Reduction to a lower category of post carrying lower. Time Scale of Pay
21. Violation of Rule 6.07 of JSS MVP Service Rules (personal representations)	-- do --	Stopping one increment without postponing effect	Reduction to the minimum of the Time Scale of Pay of the post
22. Violation of Rule 6.16 (t) of JSS MVP Service Rule (misuse / abuse of facilities)	-- do --	-- do --	-- do --
23. Rule 6.08, Rule 6.09 and Rule 6.10 of JSS MVP Service Rules (joining Association, non-submission of Property details and political activity)	-- do --	-- do --	-- do --
24. Violation of Rule 6.13 (strikes) of JSS MVP Service Rules.	-- do --	-- do --	Dismissal from Service
25. Temporary Misappropriation (a) Amount not exceeding ₹ 25,000/-	Stopping one increment with postponing effect and recovery of the misappropriated amount in single instalment	Reducing to the minimum of the Time Scale of Pay of the post held by him and recovery of the misappropriated amount in single instalment	Reduction to the lower category of post with lower Time Scale of Pay and recovery of the misappropriated amount in single instalment.
(b) Amount exceeding ₹ 25,000/- but not exceeding ₹ 50,000/-	Stopping two increments with postponing effect and recovery of the misappropriated amount in single instalment	Recovery of the misappropriated amount in single instalment and dismissal from service	-----

* Censure is the written communication issued to the employee concerned expressing dissatisfaction about his work / conduct and warning him to improve.

APPENDIX - F (Concluded.)
(See. Rule 9.05)

(1)	(2)	(3)	(4)
26. Not rendering accounts along with supporting vouchers in respect of advances taken from JSS funds and not refunding the unspent balance within fixed time limit in violation of Rule 5.53 (3) of JSS MVP Accounts Rules 2012.	Censure*	Stopping one increment with postponing effect	reduction to the minimum of the Time Scale of Pay of the post held by him.
27. False TA claims. [Rule 6.16(q)]	Censure*	Stopping one increment	Stopping two increments
28. Embezzlement of funds [Rule 9.05 (2)(ii)]	Recovery of the embezzled amount and dismissal from service by initiating necessary disciplinary proceedings as deemed fit.	-----	-----

* Censure in the written communication issued to the employee concerned expressing dissatisfaction about his work / conduct and warning him to improve.

