

THAPAR POLYTECHNIC COLLEGE, PATIALA

SERVICE RULES FOR THE STAFF

Short Title and commencement

1. These rules may be called "Thapar Polytechnic, Patiala Staff Service Rules, 1987".

These rules shall come into force on 01.06.1975 and supersede all rules previously framed or applied to the staff of the Polytechnic on matter specified herein.

2. Unless the context requires otherwise, these Rules shall apply to every person in the whole time employment of the Thapar Polytechnic, Patiala other than a person employed under the contingent establishment.

DEFINITION

3. In these Rules unless the context otherwise requires :

- (a) Appointment to any post also includes an appointment made according to the terms and conditions of these Rules to an officiating vacancy or an ex-cadre post.
- (b) "Cadre" means the strength of a service or a part of service sanctioned as a separate unit.
- (c) "Cadre Post" means a permanent post in a cadre.
- (d) "Institute" means Thapar Polytechnic, Patiala.
- (e) "T.I.E.T" means Thapar Institute of Engg. & Technology, Patiala – a Deemed University located in the same campus.
- (f) "Polytechnic" means Thapar Polytechnic, Patiala. (changed the name as **Thapar Polytechnic College, Patiala** in 47th meeting of the Managing Committee vide item No. 47.02 held on 21.12.2005)
- (g) "Managing Committee" means the Managing Committee of Thapar Polytechnic.
"Chairman" means the Chairman of the Managing Committee of Thapar Polytechnic.
- (h) "Selection Committee" means the Selection Committee constituted for recruitment of particular staff.
- (j) Vice Chairman means the Vice Chairman of the Managing Committee. Director Thapar Institute of Engineering & Technology shall be ex-officio Vice Chairman of the M.C.
- (k) "Principal" means the Principal of the Polytechnic.

- (l) "Employees" means any person employed or appointed to any service, office or post in the Polytechnic
- (m) "Staff" means employees of the Polytechnic.
- (n) "Teacher" means and include Principal, Head of Department, Workshop Superintendent, Senior Lecturer, Lecturer, Instructor, Demonstrator, Physical Training Instructor and Workshop Instructor.

The MC excluded the Principal from coverage under the definition of teacher under Sr.No.3 (n) of TPC Staff Service Rules and the entitlement of Principal for earned leave should be the same as non-teaching staff of TPC. (Amended in 61st meeting held item No. 61.20 on 06.03.2017)

- (o) "Member" means a member of the staff of the Polytechnic.
- (p) "Service" means the whole period of the continuous service in the Institute including the period spent on leave.
- (q) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time. "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited period.
- (r) "Duty" includes service as a probationer or apprentice provided that such service is followed by confirmation without break.
- (s) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay, dearness pay or a personal pay, if any, but no other allowances.
- (t) "Special Pay" means an addition of the nature of pay to the emoluments of a post granted in consideration of special duties or of a specific addition to the work or responsibilities.
- (u) "Personal Pay" means additional pay granted to an employee(a) to save him from loss of substantive pay in respect of a permanent post due to a revision of pay or to any other reduction of such substantive pay otherwise than disciplinary measures, or (b) in exceptional circumstances on other personal considerations.
- (v) "Salary" means the amount the monthly pay and allowances granted by the Polytechnic to an employee.
- (w) "Competent Authority" means Managing Committee of the Institute and it includes such Officer/officers whom the managing Committee may authorise for all or any of the purpose of these rules.
- (x) "State Board" means the Punjab State Board of Technical Education
- (y) "DTE" means Director, Technical Education , Punjab.

4. APPOINTMENTS – MODE OF RECRUITMENT

- i) For purposes of appointments, the staff of the Polytechnic shall be divided in 4 categories, namely :

Category - I Principal, Heads of the Deptt., Senior Lecturers & Lecturers , Workshop Superintendent.

Category - II Jr. Lecturers, Demonstrator/Instructors, Office Supdtt., Accountant, P.T.I.

Category - III Draftsman, Workshop Instructors, Technicians, Instrument Repairer, Lab. Assistants, Studio Assistants, Stenographer, Assistant Librarian, Clerks.

Category - IV All the employees not included in Categories I, II & III.

- ii) Appointing authority for various categories shall be as indicated below :

Category Of Staff	Appointing Authority	
	For Permanent Appointment	For Temporary Appointment
Principal	Trust	Chairman, Managing Committee
I	Managing Committee	Vice-Chairman, M.C.
II	Vice-Chairman	Principal
III & IV	Vice-Chairman	Principal

- iii) All appointments against permanent posts in categories – I, II, III be made by promotion / recruitment through transfer from the panel of internal staff and also from the staff other than the cadre on the basis of merit-cum-seniority by the competent authority. And in case no suitable candidate is available then only it should be considered for direct recruitment. However, for category – IV, the posts be filled through transfer / advertisement / employment exchange. (As amended in 37th meeting held on 08.09.99).

- iv) **APPOINTMENT OF THE PRINCIPAL (As amended in 14th Meeting vide item No. 14.5 held on 22.08.90)**

Appointment of the Principal will be made by the Patiala Technical Education Trust (PTET) for a term not exceeding 5 years in the first instance with the provision that the term may be extended.

- v) While making appointment, the Polytechnic shall make necessary provisions for the reservations of posts in favour of the scheduled castes and schedule tribes in accordance with the decision of the Managing Committee.

vi) **APPOINTMENT OF CATEGORY –I POSTS (As amended in 14th Meeting vide item No. 14.5 held on 22.08.90)**

Selection Committee for filling the Class – I post shall be constituted in the manner laid down below :

- | | | | |
|----|--|---|----------|
| a) | Chairman, Managing Committee or his nominee | : | Chairman |
| b) | Two outside experts from a panel of names approved by the Chairman, Managing Committee. | : | Member |
| c) | One Professor of the Institute/One Senior Scientist of the centre in the cognate area nominated by the Chairman, Managing Committee. | : | Member |
| d) | Principal, Polytechnic College | : | Member |
| e) | One member of the Managing Committee from the panel of names duly approved by the Chairman. | : | Member |
| f) | Director, Technical Education, Punjab or his nominee. | : | Member |
| g) | One nominee of the Chairman, Punjab State Board of Technical Education & Indl. Trg. | : | Member |

The Committee shall be assisted by the Head of Department provided he is of the same or of higher rank as the post.

vii) **APPOINTMENT OF CATEGORY – II POSTS (As amended in 14th Meeting vide item No. 14.5 held on 22.08.90)**

In the case of Class – II post the Selection Committee shall be constituted in the manner laid down below :

- | | | | |
|----|---|---|----------|
| a) | Vice-Chairman, Managing Committee | : | Chairman |
| b) | Two outside experts from a panel of names approved by the Chairman, Managing Committee. | : | Member |
| c) | Principal, Polytechnic | : | Member |
| e) | Head of the concerned Deptt. | : | Member |

5
viii) **APPOINTMENT OF CATEGORY – III & IV POSTS (As amended in 14th Meeting vide item No. 14.5 held on 22.08.90)**

In case of Categories – III & IV posts, the Selection Committee shall be constituted as under :

- a) Principal, Polytechnic : Chairman
- b) Head of the concerned Deptt. : Member
- c) An expert from the staff of the Institute/ Centre nominated by the Director. : Member
- d) Registrar of the institute : Member

The quorum for the Selection Committee shall be **three** provided that atleast one member from amongst the outside expert is present. The Chairman, Managing Committee shall select the experts from amongst the approved panel of names.

ix) **TEMPORARY APPOINTMENT**

When a post is to be filled temporarily for a period not exceeding 12 months, the Selection Committee shall consist of :

Selection Committee (As amended in 61st meeting vide item No. 61.21 held on 06/03/2017)

Existing Rules	Amended Rules
<p><u>Category – I</u></p> <p>Vice-Chairman,MC: Chairman Principal : Member HOD/Incharge : Member</p> <p><u>Category – II, III, IV</u></p> <p>Principal : Chairman HOD/ Incharge : Member One member : Member from the polytechnic staff</p>	<p><u>Category – I</u></p> <p>Vice – Chairman, MC : Chairman Principal : Member HOD/Incharge : Member</p> <p><u>Category – II, III, IV</u></p> <p>Principal : Chairman HOD/ Incharge : Member One member : Member from the polytechnic staff</p> <p style="text-align: center;">OR (for all the above categories)</p> <p>As decided by the Chairman Managing Committee.</p>

- a) Extension of appointment of contractual /temporary employees of category II,III & IV may be made by the Chairman, Managing Committee upto a maximum period of two years. (As amended in 58th meeting vide item No. 58.14 held on 22.07.14).
- b) After approving the proposal (Annexure-I) the MC decided that fresh appointments may be given to the contractual faculty members in Aided/ Self-Supported Courses for new academic session after terminating their services at the end of each academic session subject to

6

satisfactory performance or as deemed appropriate by the Management. (As amended in 58th meeting vide item No. 58.14 held on 22.07.14).

- x) The panel of external expert will be approved by the Chairman, Managing Committee on recommendation of the Principal from time to time. The Chairman Selection Committee shall choose the subject experts and Managing Committee from the approved panel.
- xi) The minimum qualification and experience for all the posts shall be as prescribed by the Managing Committee. However, while prescribing the qualifications and experience, the recommendations made in this regard by the State Board of Technical Education, Punjab and All India Technician Education etc. would be kept in view.
- xii) Notwithstanding with anything contained in these rules, the Managing Committee may appoint eminent persons by invitations on contract for a period of not exceeding three years with a provision of renewal for a further period. For making such appointments, the Chairman, Managing Committee may constitute such adhoc Selection Committee as the circumstances of each case may require.
- xiii) If a post is to be filled by an advertisement, the terms and conditions of the post shall be advertised by the Principal and all applications received within the date specified in the advertisement shall be considered by the principal provided that the Selection Committee may have sufficient reasons to consider any application received after the date so specified on the recommendation of the Principal.
- xiv) The Selection Committee shall examine the particulars of all persons who have applied and may also consider other suitable name suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the committee.
- xv) The Selection Committee may interview any of the candidates as it deems fit or at the discretion of its Chairman, cause a written test or tests to be held for all or some of the candidates as the Chairman may think fit and shall make its recommendations to the appointing authority.
- xvi) No act or proceedings of any Selection Committee shall be called in question on the grounds merely of absence of any member or members of the Selection Committee provided that if any meeting of the Selection Committee is found necessary, the Principal shall give notice of the meeting to the members of the Committee at least 10 days before the date of the meeting.
- xvii) All appointments made at the Polytechnic shall be reported to the Managing Committee at its next meeting.

5. **MEDICAL FITNESS**

Every appointment shall be subject to the condition that the appointee is certified by a Medical Authority, nominated by the Managing Committee, as being in sound health and physically fit for service.

Provided that (i) the Managing Committee may, for sufficient reasons relax the requirement in any particular case or cases and dispense with the medical certificates, subject to such conditions, if any, as may be laid down by the Managing Committee.

(ii) In case of persons appointed temporarily in vacancies of less than 6 months in duration, the production of the medical certificate may be dispensed with by the appointing authority.

7

6. **JOINING TIME**

The appointing authority will decide the joining time in each individual case on its merit. Extension in the joining time may be allowed by the Principal, if considered necessary.

7. **REGULATION OF PAY**

The pay scales of all the employees shall be as sanctioned by the Punjab Government from time to time for its employees provided that the pay of an employee shall not be varied to his disadvantage after his appointment.

The employee shall be entitled to dearness and other allowance at rates as applicable to Punjab Government employees provided that any revision of such pay and allowances or allowances will be subject to the concurrence of Punjab Government.

The appointing authority may, offer upto two advance increments to deserving persons at the time of initial recruitment over and above the existing emoluments subject to the condition that the maximum of the scale shall not be exceeded.

8. **ANNUAL INCREMENT**

(a) Annual grade increment shall be granted to each employee by the Principal. It can only be with-held by the punishing authority as specified in schedule – I after assigning specific reasons in writing. An employee shall have the right of appeal to the appellate authority against such decision provided that crossing of efficiency bar in a pay scale will not be treated as a routine annual grade increment and will be granted by the appointing authority on a certificate about the fitness and satisfactory work of the employee. Provided further that in case where the appointing authority is the Managing Committee, Chairman shall have the powers to grant crossing efficiency bar.

The annual increment to the employees of this institute will be granted on first day of the month instead of from the actual dates on which they accrue to the institute employees.

(b) **CONSTITUTION OF SUB-COMMITTEE** :- Passed in the 53rd Managing Committee vide Item No. 53.08 held on 12.06.2009).

CONSTITUTION OF SUB-COMMITTEE

The following Sub-Committee is constituted for examining the cases of confirmations, promotions, resignations, dismissal and removal of the staff members as per GIA card Technical Education, Punjab.

- Vice Chairman : Chairman
Managing Committee
- Director-Technical Education & Indl. Trg. : Member
Punjab or his nominee
- Nominee of the Chairman : Member
Punjab State Board of Technical Education
& Indl. Trg

- One Expert from Thapar University : Member
- Principal-TPC : Member

The quorum of the Committee will be three.

9. **VACATION / NON -VACATION STAFF**

All members of the teaching staff of the Polytechnic shall be vacation staff. For other employees the Principal will decide as to who shall be entitled to vacation.

10. **VACATION SALARY**

Except in a case where an employee categorized as vacation staff employed in a temporary vacancy for a specified period terminating before the commencement of long vacation, a temporary employee who has worked continuously for 9 months before the long vacation shall be entitled to full vacation salary an employee who has worked for a shorter period shall receive vacation salary in proportion to the period for which he/she has served provided that no employee who has served for less than three months will be entitled to any vacation salary.

Provided that if an employee leaves service of his own accord, he shall not be entitled to vacation salary or any portion thereof.

11. **PROBATION**

- i) All appointments to full time posts in the Polytechnic shall ordinarily be made on probation for a period of two years if made by direct recruitment and one year if made by internal appointment promotion, provided that :
 - (a) Any period, after appointment, spent on deputation on a corresponding or a higher post may be allowed to count towards period of probation fixed under this rule.
 - (b) In the case of any appointment by promotion, any period of work done prior to appointment in the time scale in which the appointment on probation has been made, may be allowed to count towards the period of probation fixed under this rule.
 - (c) An officiating appointment in the service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a cadre post.
- ii) If the work/conduct of an employee during the period of probation is found not satisfactory the appointing authority may (a) dispense with his service, if recruited by direct appointment or (b) if recruited otherwise :
 - a) revert him to his former post.
 - or
 - b) deal with him in such other manner as terms and conditions of his previous appointment permit.

- iii) The appointing authority shall have the power to extend the period of probation of an employee by a maximum of one year. Provided that in case where the appointing authority is the Managing Committee, the Chairman shall have the authority to extend the probation.
- iv) On completion of the period of probation or the extended period of probation, as the case may be, the employee shall, if his work and conduct has been satisfactory, be confirmed in the post by means of a written order by the appointing authority/Chairman. Unless so confirmed the employee shall continue to be on probation.

12. AGE OF SUPERANUATIONS

- a) An employee who attains the age of 60 years shall retire from the service of the Polytechnic. His actual date of superannuation will be determined as the last working day of the month in which he attains the age of superannuation i.e. 60 years. If the employee attains the age of superannuation on 1st of the month, then his actual date of superannuation will be determined as the last day of previous month. **(As amended in 29th meeting vide item No.29.3 held on 09.10.96)**
- b) The Managing committee shall, if it is of the opinion that it is in the interest of the institute to do so have the absolute right by giving an employee prior notice in writing to retire that employee on the date on which he completes twenty five years of service or attains fifty five years of age or on any date thereafter to be specified in the notice.

The period of such notice shall not be less than three months.

Provided that where at least three month's notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rates at which he was drawing immediately before the date of retirement for a period of three months or, as the case may; for the period by which such notice falls short of three months.

Any employee may after giving atleast three months previous notice in writing to the Principal retires from the service on the date on which he completes twenty five years of service or attains fifty years of age or on any date thereafter to be specified in the notice.

The notice of voluntary retirement shall require acceptance by the Principal.

The employee who has selected to seek voluntary retirement and has given the necessary notice to that effect to the Principal shall be precluded from withdrawing his notice except with the specific approval of the Managing Committee.

Provided that the request for withdrawal shall be made before the intended date of his retirement.

Provided that no employee under suspension shall retire from service except with the specific approval of the Managing Committee.

An employee who retires or is required to retire shall be paid the Contributory Provident Fund to his credit at the time of voluntary retirement/premature retirement as per Provident Fund Rules of the Polytechnic.

- c) The Managing Committee may, exceptional case grant extension in service of or re-employ an employee who has attained the age of 58 years (amended to 60 years) on such terms and conditions, as it deems fit. Provided that no employee shall be retained in service or-re-employed beyond the age of 60 years.

(d) **GRATUITY**

The Managing Committee decided in principle to pay the gratuity to all the employees of Thapar Polytechnic College as per Gratuity Act.(As amended in 55th meeting vide item No. 55.06 held on 21.04.11).

13. **TERMINATION OF SERVICE**

- i) The appointing authority shall have the power to terminate the service of an employee without notice and / or without assigning any reason during the period of probation or extended period of probation.

Provided that in cases where the appointing authority is the Managing Committee, the Chairman shall have the authority to take action under this Rule.

- ii) The Managing Committee shall have the power to terminate services of an employee by giving him three months' notice in writing or on payment of three months salary in lieu thereof, if on medical grounds certified by Medical Authority nominated by the Managing Committee, his retention in service is considered undesirable or he is considered incompetent by the Managing Committee.
- iii) The Managing Committee shall have the power of terminating services of an employee on grounds of retrenchment by giving him 3 months' notice in writing or 3 months' salary in lieu thereof in case of permanent employee and one month's notice or on payment of one month's salary in lieu thereof in case of temporary employee. In case of retrenchment in a particular cadre the junior most employee will ordinarily be retrenched first. Such a notice or pay in lieu thereof shall not be required to be given when services are terminated on grounds of mis-conduct and / or indiscipline.
- iv) An employee may terminate his engagement with the Polytechnic, by giving the Principal three months' notice in writing, if he is a permanent employee and one month's notice, in writing, if he is temporary provided that the Principal shall have the authority for sufficient reasons to reduce this period or call upon the employee concerned to continue in service till the end of academic session in which the notice is served.

14. **SENIORITY**

A proper seniority list of all employees shall be maintained by the Principal. The seniority of an employee shall be determined as follows :

- i) A person in higher scale will always be senior to that person in the lower scale.

ii) Prior to Confirmation.

the seniority of persons in a grade will be determined as under :

- a) In case of appointments made the same day by direct recruitment the appointing authority should as far as possible, draw up a list of selected persons in the order of merit and the person placed as serial number 1 in order of merit shall be senior to the person placed at serial number 2 and so on. However, in case where the Selection Committee has not drawn up any merit list the seniority will be determined as follows :
 - i) A person given higher starting salary in the same grade would be senior to one given lower salary.
 - ii) In case the starting salary is the same, the person joining earlier would be senior to the one who joins later.
 - iii) In case where the starting salary and the date of joining is also the same than the person older in age would be senior and
- b) In case of persons appointed on the same day by promotion from the lower post, seniority shall be based according to their relative seniority in the lower post. Where an employee is promoted earlier then his senior, the employee first promoted shall be senior to one promoted later.
- iii) In case of employees who have been confirmed in a class the seniority shall be determined according to their respective dates of confirmation. Provided that where two or more employees are confirmed on the same date they shall retain the order in which they stood with respect of each other immediately prior to confirmation.
- iv) The seniority of members of teaching staff shall be department-wise.

15. **LEAVE RULES**

The employee shall be entitled to leave according to the leave rules of the Polytechnic as provided in schedule – II.

16. **CONTRIBUTORY PROVIDENT FUND**

The employees shall be entitled to the Contributory Provident Fund according to the rules given in schedule – III.

17. **TRAVELLING AND DAILY ALLOWANCES**

The employee shall be entitled to Travelling Allowance and Daily Allowance according to the scales as laid down by the Punjab Govt. for its employees from time to time. Provided that the officers visiting foreign countries on official tours may be reimbursed actual taxi charges incurred for the performance of journey from Air Port to hotel and vice versa in the country of visit subject to their furnishing a certificate to the effect that he/they has/have not availed of India Mission Car facility for the said journey (s) vide Punjab Govt. notification no. 12 (3) 86-2ERIV/84 dated 20.1.86.

Note :- TA/DA payable in case of staff members accompanying the students on long educational tours when they are not able to avail normal facilities shall be as under :

- a) *Accompanying staff may be allowed daily allowance for the total number of days spent on the tour and one daily allowance at permissible rates, which for the period of journey could be the rate for the place or final halting point.*
- c) *Within the halting stations the staff be granted the actual expenses incurred by them for official visits from the place of halt by way of conveyance with a maximum of taxi fare in a particular city.*
- c) *The incidental expenses to the staff accompanying the students may be paid at one half first class rail fare each way by the shortest or quickest route.*

18. **VACCINATION**

Every employee shall have himself vaccinated and revaccinated when so directed by the Principal by special or general order.

19. **PRIVATE TRADE OR EMPLOYMENT**

No employee shall, except with the previous permission of the appointing authority, engage directly or indirectly in any trade occupation or business or undertake any part-time employment. Previous permission of the Principal for undertaking private tuition work which will not be more than one hour a day, will also be necessary.

Provided that an employee may, without such permission, undertake honorary work of a purely social and charitable nature or occasional work of a literary, artistic or scientific, Character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or he shall discontinue such work if so directed by the Principal.

Provided further that no permission shall be necessary for examination work of the Punjab State Board of Technical Education or any other State Board of Technical Education In India or any Indian University or similar Institutions when the total emoluments accruing from such work do not exceed Rs 2,400/- in a year.

For all examinations and other work, including consultation, for which additional emoluments are expected, the previous permission of the Principal shall be necessary, if the total income of an employee from examination remuneration, consultative practice etc. exceeds Rs 2,400/- in a year he shall pay to the Polytechnic 1/3rd of the amount by which the income exceeds this figure.

The staff members are allowed to send applications as per detail below:

- i) No staff member should be allowed to apply more than twice in a year outside employment.

(Amended in 69 th meeting of the MC dated 8.12.78)	a)	Permanent Employee (without any bond)	:	Two application per year
	b)	Permanent Employee (with bond)	:	One application per year stating clearly the conditions of bond under which the person is serving and under which he could be released if selected.
	c)	Employees on Probation	:	None
	d)	Temporary Employees	:	Two per year.
	e)	Adhoc Employees	:	Any number, such staff member will not normally be allowed to leave the service before the end of the semester.
	f)	Application to be forwarded	:	The application for foreign assignment would be treated as one of the applications for employment as mentioned above. The applications for scholarships or fellowships would not be considered as application for employment.

- ii) Lien will only be kept in case of a person who has been sponsored by the Institute or Selected by the Govt. of India under some bilateral foreign agreement or foreign aid programme.

In case where the Govt. has merely provided facilities to the selection agency of a foreign government for recruitment of suitable personnel in India, the lien would not be kept.

The applications received from staff members for registration for foreign assignments may be forwarded in future in partial relaxation of the present restriction. Such an application from a staff member should be counted as one of the applications for an outside post during the particular year in which it is received.

20. WRITING OF BOOKS ETC.

No employee shall write a guide or help book or cheap notes. He shall follow the procedure laid down by the Punjab State of Technical Education in case he intends to publish any other work.

21. WHOLE TIME OF AN EMPLOYEE

Unless otherwise expressly provided, the whole time of an employee shall be at the disposal of the Polytechnic and he shall serve the Polytechnic in such capacity and at such places as he may, from time to time, be directed by the Principal/Managing Committee.

- iii) All academic and examination assignments given by the Director, Technical Education, Punjab shall be a part of the duties of the staff.
- iii) A staff member who wishes to improve his educational qualifications by attending part-time classes shall have to obtain prior permission of the Principal. Normally such

14 permission will not be given unless the staff members has put three years of service in the Polytechnic.

22. **DISCIPLINE, MISCONDUCT, PENALTY AND APPEAL**

In the matter relating to discipline, penalties and appeals employees shall be governed by Punjab Civil Service (Punishment and Appeal) Rules 1970 and Punjab Government employees (Conduct) Rules 1966, as amended from time to time. The nature of penalty punishing and appellate authority are given in Schedule – I.

23. **POWER TO RELAX**

Where the Managing Committee is satisfied that the operation of any Rule under these Regulations causes undue hardship in any particular case, the Managing Committee may dispense with or relax the requirement of that Rule to such an extent and subject to such conditions as it may consider necessary for dealing with the case in just and equitable manner.

24. Any case not coming within the purview of these regulations may be decided in accordance with the rules applicable to the Punjab Govt. servants and in the absence of such rules in such manner as the Managing Committee deems fit.

25. **MODIFICATION OF RULES**

The Managing Committee reserves to itself the power to modify, add or delete any rule under these regulations, as it may from time to time, deem expedient, and to interpret them in any case of doubt that may arise. Provided that the conditions of service of an employee shall not be varied to his disadvantage after his appointment.

Discipline, Misconduct, Penalty and Appeal																			
S. No	Category	Minor Penalties								Major Penalties									
		Censure		Withholding of Promotion		Recovery from his pay of the whole or part of any pecuniary loss caused to the Polytechnic by negligence or breach of orders		Withholding of increment of Pay		Reduction to a lower stage in the time scale of pay etc.		Reduction to a lower time scale of pay, grade post or service		Compulsory Retirement		Removal from the service of the Polytechnic which does not disqualified from future employment.		Dismissed from the service of the Poly. Which ordinarily disqualified from future employment	
		(i)		(ii)		(iii)		(iv)		(v)		(vi)		(vii)		(viii)		(ix)	
		PA	AA	PA	AA	PA	AA	PA	AA	PA	AA	PA	AA	PA	AA	PA	AA	PA	AA
1	I	P	VC	P	VC	P	VC	P	VC	C	MC	C	MC	C	MC	C	MC	C	MC
2	II	P	VC	P	VC	P	VC	P	VC	P	VC	VC	C	C	MC	VC	C	C	MC
3	III & IV	P	VC	P	VC	P	VC	P	VC	-	-	VC	C	VC	C	VC	C	C	MC

MC : Managing Committee
 C : Chairman, Managing Committee
 P : Principal
 VC : Vice-Chairman, Managing Committee
 PA : Punishing Authority
 AA : Appellate Authority

LEAVE RULES FOR THE STAFF OF THAPAR POLYTECHNIC COLLEGE, PATIALA

1. The provision contained in this schedule shall apply to all employees of the Polytechnic.

2. **DEFINITIONS**

In this Schedule unless the context otherwise requires:

- a) Leave includes casual, earned, academic, study, half pay, commuted, extra-ordinary, maternity and hospital leave.
- b) “Earned Leave’ means : Leave earned in respect of periods spent on duty admissible on full salary.
- c) “Commutated Leave” means : Leave as provided under paragraph 21.
- d) “Completed year of service” means : Continuous service of the specified duration in the Institute and includes period spent on duty as well as on deputation and leave including extra-ordinary leave.
- e) Family means :
 - i) In the case of male employee, his wife (excluding a judicially separated wife) his children whether married or un-married, his dependant parents, and widow and children of his deceased son.
 - ii) In the case of female employee, her husband (excluding a judicially separated husband), her children whether married or un-married, her dependant parents, and widow and children of her deceased son.

3. Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

4. **CHANGE IN NATURE OF LEAVE**

The nature of leave due and applied for by an employee cannot be altered at the option of the Sanctioning Authority. While it is open to the Sanctioning Authority to refuse or cancel leave due and applied for, it is not open to the Authority to alter the nature of such leave except as provided under para 13.

5. **AUTHORITY EMPOWERED TO SANCTION LEAVE**

- i) Leave other than study leave may be sanctioned by the Principal or by a member of the staff to whom powers in this respect have been delegated by the Principal.
- ii) The Chairman will have the powers to sanction leave to the Principal except study leave.
- iii) Study Leave to the employees of the Polytechnic including the Principal will be sanctioned by the Managing Committee.

6. **COMMENCEMENT & TERMINATION OF LEAVE**

- i) Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.
- ii) Sundays and other holidays may be prefixed as well as suffixed to the leave subject to any limit of absence leave prescribed under each category of leave.

7. All kinds of leave, other than earned leave, shall automatically lapse on the date of retirement or on the date of relinquishing charge on resignation by an employee.

8. **APPLICATION FOR LEAVE**

- i) An application for leave shall be made to the Authority Competent to grant such leave. In the application for leave, the kind of leave required and complete address while on leave, should be given.
- ii) Every application for leave on medical grounds, if it is more than three days, must be accompanied by a medical certificate from the College Medical Officer or from a registered medical practitioner having qualifications not less than M.B.B.S. provided that in the later case, the Principal may, at his discretion, secure a second medical opinion from the Institute Medical Officer or Chief Medical Officer. In that case, it will be incumbent upon the employee concerned to appear before that authority for second medical examination and the medical authority so nominated shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended. The fee, if any, to be charged for second medical opinion, shall be paid by the institute. However, in the case of an employee in Category III service, a medical certificate given by a registered medical practitioner or a registered Vaidya or Hakim will also be accepted.
- iii) Mere submission of an application for leave does not mean that the leave has been sanctioned, the applicant should await orders of the Competent Authority and proceed on leave only after it has been duly sanctioned by the Competent Authority. Except in the case of emergency an employee who absents himself from duty without permission of the Competent Authority is liable to have his absence treated as absence of duty without leave.

9. **REJOINING DUTY ON RETURN FROM LEAVE ON MEDICAL CERTIFICATE**

An employee who has been granted leave on medical certificate shall be required to produce a medical certificate of fitness from a Medical Officer as per Rule 8 (ii) before resuming duty.

10. Except with the permission of the authority which granted the leave, no employee on leave may return to duty before expiry of the period of leave granted by him.

11. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of all kinds of leave.

12. If an employee overstays his leave, he shall forfeit all his salary during the time of his remaining so absent and if he overstays his leave for more than a fortnight his services are liable to be terminated.

13. **CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND**

i) At the request of an employee the Sanctioning Authority may convert any kind of leave (except casual leave) including extra-ordinary leave, retrospectively into leave of a different kind which may be admissible as on the date on which the conversion is approved, but the employee cannot claim such conversion as a matter of right.

ii) If one kind of leave is converted into another the amount of leave salary and allowance admissible shall be recalculated and the arrears of salary and allowances paid and amounts overdrawn shall be recovered, as the case may be.

14. **ACCEPTANCE OF EMPLOYMENT DURING LEAVE**

An employee on leave shall not take any service or accept any employment (including the setting up of a private professional practice as consultant, Accountant or legal practitioner etc.) without obtaining previous sanction of the Appointing Authority in writing.

15. **COUNTING OF LEAVE TOWARDS INCREMENTS**

All leaves except extra-ordinary leave will count towards increments. The Competent Authority may in any case in which it is satisfied that the extra-ordinary leave was taken on account of illness or any other cause beyond the control of the employee or for prosecuting higher scientific and technical studies, direct that extra-ordinary leave shall count towards increment. In the case of extra-ordinary leave the date of increment shall be deferred by the period of such leave except as provided above.

16. **TRAVELLING CONCESSION DURING LEAVE**

The facility of Home Town Travelling concession has been withdrawn by the Managing Committee in its 44th meeting vide item No. 44.08 held on 11.10.2002.

17. CASUAL LEAVE

- i) An employee on Casual leave is not treated as absent from duty and his salary is not interrupted. Casual leave cannot be claimed as of right and its grant is always subject to the exigencies of service and also to a maximum number of days in a Calendar year as given below :

a)	For service upto 10 years	10 days
b)	For service above 10 years	15 days
c)	For service above 20 years	20 days

All women employees shall be entitled to 20 days casual leave every year irrespective of number of years of service put in by them (As amended in 12th meeting vide item No. 12.4 held on 21.12.1989).

Note : 1 Additional 7 days casual leave is allowed to Chowkidars in lieu of their duties on Sundays and other holidays.

- ii) Length of Leave and Combination of leave (As per Punjab Govt. CSR (Casual Leave) (As amended in 38th meeting of MC vide item No. 38.6 held on 23.10.99)

In taking casual leave, within the admissible limits, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in driblets. It may be emphasised that it is desirable but not compulsory for TP employees to take such a spell. Where a TP employee desires to take such a spell, permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience.

Casual Leave cannot be combined with any other kind of leave

Note : A TP employee should not leave his district during casual leave without permission.

- iii) Six days special casual leave may be granted to the employees of the Polytechnic who undergo sterilization operation under the Family Planning Scheme.
- iv) Polytechnic employees enrolled in the Territorial Army with the written permission of the Principal may be granted special casual leave for the period they are required to attend the Annual Training Camp or Course of Instructions.

18. ACADEMIC LEAVE

The Principal may grant upto the limit of 15 days in an academic year leave of absence from duty to a member of the teaching staff in connection with the following :

- i) To deliver academic lectures at a University or a college or any professional Institution.
- ii) To attend meetings of statutory Boards or any Committees constituted by Government or Bodies like the Institution of Engineers (India).

- iii) To inspect academic institutions affiliated to a University/Board.
- iv) To attend an academic Conference or any other work of an academic or technical nature.

19. **STUDY LEAVE**

- a) Study leave may ordinarily be admissible to the employees of the Polytechnic to pursue a special course of study or investigation of scientific nature. Provided that except in exceptional cases at the discretion of the Managing Committee study leave shall be granted only :
 - i) In the field in which the interest of the Polytechnic shall be served.
 - ii) In such disciplines for which suitable facilities do not exist at the Punjabi university or at the Institute.
- b) Study leave shall not be granted to any employee of the Polytechnic having less than five years service in the institute or who has attained the age of 50 years. It shall not be admissible to the employees other than the permanent ones.

Note : The upper age limit may be relaxed on the recommendation of the Principal provided the employee can serve the Polytechnic for periods indicated under (e) of this Rule, after his return from study leave.

(i) **Emoluments during study leave (For M.Sc./M.E/M.Tech. Courses)**

Half pay plus allowances admissible thereon, if sanctioned, shall be payable for the normal duration of the course i.e one to two years as applicable to the particular course which the applicant studies Any leave taken thereafter shall be without pay.

For P.hd. Courses.

Half pay plus allowances admissible thereon if sanctioned shall be payable for two years, and thereafter the leave shall be without pay.

- c) (ii) If any employee is sponsored by the Polytechnic for undergoing any specialized course or training in the interest of the Polytechnic, he shall be given his full salary and a monthly allowance of not more than one fourth of his salary. In addition to the above, he shall be entitled to traveling expenses both ways.

d) INCREMENTS DURING THE STUDY LEAVE (FOR M.SC./M.E/M.TECH.COURSES)

On successful completion of the course, regular increments in the time scale, not exceeding two increments, shall be allowed for the period of study leave which will be granted only on return to duty and on production of a certificate from the institution/University that the performance during the study period was satisfactory. Any extended leave without pay, if sanctioned will not count towards increments.

21 FOR P.HD. COURSES

On successful completion of the course, regular increments in the time scale, not exceeding three increments, shall be admissible for the actual period of study leave which will be granted only on return to duty and on production of a certificate from the institution/University that the performance during the study period was satisfactory.

- e) An employee of the Polytechnic who avails himself of study leave shall be required to execute a Bond, on the prescribed form, with two sureties to serve the Polytechnic after his return from study leave for a period as indicated below :

Period of study leave	Period for which bond is to be executed if allowed any salary and or allowance by the Polytechnic	Period of bond if no salary or allowance is given by the Polytechnic
One year or less	Two Years	One Year
More than One year	Double the period of study leave	Equal to the period of the study leave.

CLARIFICATION : A teacher proceeding on two years study leave or half pay and getting it extended by another years study leave without pay will be required to execute bond for five years service on return from leave i.e four years in respect of half pay leave and one year in respect of leave without pay. A teacher proceeding on two years study leave or half pay and getting it extended by any period less than a year leave without pay will be required to execute bond for 5 years service on return from leave, as a part of year will be treated as one year.

- f) An employee who avails himself of study leave must submit a duly certified report by his Professor Incharge on his progress and achievement every year during the period of his leave. A consolidated report should be submitted after return from leave.
- g) Not more than 20% of the staff in a department shall be granted study leave at a time subject to a maximum of two.
- h) PERIOD OF STUDY LEAVE (FOR M.SC./M.E/M.TECH. COURSES)**

Study Leave if granted shall be dependent on the normal duration of the course of the university concerned, i.e one to two years as applicable to the course.

FOR P.HD. COURSES

Study leave, if granted, shall be of two years in the first instance extendable by the Managing Committee on the production of report of satisfactory performance and recommendation of the University or Professor Incharge for extension in leave. In no case it shall be for more than four years.

- i) No employee having availed himself of study leave once shall be entitled to this leave again before completing the bond period.
- j) If an employee fails to serve the Polytechnic after his return from study leave for the full or part of the period mentioned in (e) above he shall pay back to the Polytechnic liquidated damages equal to double the amount of money received by him for the period not so served plus interest thereon at the prevailing bank rate if the payment is not made promptly on demand.

22_{k)}

INCENTIVE INCREMENTS

- i) For M.Sc./M.E/M.Tech./P.hd. Courses

One incentive increment shall be given from the date on which the result of successful completion of the Degree is announced, but it shall be sanctioned after the employee returns to duty. The date of regular increments shall be one year after the date of grant of incentive increment (s) unless : the competent authority decides it otherwise. Provided that two incentive increment shall be given to a person who does Ph.D. straight after B.Sc (Engg.) B.E. from the date on which the result of successful completion of the Degree is announced but it shall be sanctioned after the employee returns to duty. The date of regular increment shall be one year after the date of grant of incentive increment (s) unless the competent authority decided it otherwise.

- ii) One incentive increment for any other improvement in qualification may be allowed provided prior permission has been taken for pursuing such studies and such improvement is directly related to the field of activity of the applicant. Provided further in no case an employee can earn more than two such increments throughout his service in the Institute.

- l) If a person, on return from study leave is promoted to the next higher scale of pay, his initial salary in the higher scale shall be fixed after taking into consideration the increments due to him in the lower pay scale.

- m) Quality Improvement Programme

If an employee, is sponsored for quality Improvement Programme or any other similar Programme, he shall be entitled to benefits specified under that programme. He shall, however, not be entitled to any incentive increment.

- n) M.Sc./M.A (Applied Sciences & Humanities)

Since the basis of qualification for recruitment in such cases in M.Sc./M.A no study leave or increment will be admissible for M.Sc./ M.A For Ph.D. the rule as under (k) above for Ph.D. (Engg.) will apply.

20. **HALF PAY LEAVE**

- a) Half Pay Leave admissible to an employee in respect of each completed year of service shall be 20 days.
- b) Half Pay Leave may be granted to an employee on Medical grounds or for other reasons as approved by the Principal provided that in case of a temporary employee, no half pay leave will be granted unless the authority competent to sanction leave is satisfied that the employee will return to duty on the expiry of leave, except in the case of an employee who has been declared completely and permanently incapacitated for further service by medical authority.

- 23^{c)} Same in case of leave preparatory to retirement 'Leave not due' may be granted to an employee in permanent service for a period not exceeding 360 days during his entire service. But this leave shall not exceed 90 days at time except in the case of illness of the employee himself where it can be extended to 180 days. Such leave shall be debited against the half pay leave the employee may earn subsequently.

Note : Leave not due shall be granted only if the authority empowered to sanction leave is satisfied that there are reasonable prospects of the employee returning to duty on the expiry of the leave and shall be limited to the half pay leave he is likely to earn thereafter.

21. **COMMUTED LEAVE**

Commutated Leave not exceeding half the period of half-pay leave may be granted on medical certificate to an employee subject to the following conditions :

- a) When the Commuted Leave is granted, twice the period of such leave shall be debited against the half-pay leave due.
- b) No commuted leave may be granted unless it has been applied for at least 15 days at a time. This restriction of minimum quantum of leave to be taken at a time does not apply in the case of vacation staff who are not entitled to earned leave.
- c) The Commuted Leave during the entire period of service shall be limited to a maximum of 240 days.
- d) The total duration of Earned Leave and Commuted Leave taken in continuation shall not exceed 240 days. Provided that no commuted leave may be granted under this para unless the authority competent to sanction leave is satisfied that the employee will return on duty to its expiry.

22. **EARNED LEAVE**

- i) During the period of one academic year, the period of vacation for an employee entitled to it, shall be as laid down by the State Board of Technical Education from time to time.
- i) In the case of an employee of vocational staff who completes a year of service and also avails full period of vacation shall be entitled to 8 days earned leave only.
- ii) In case of an employee of vocational staff who complete a year of service and is prevented from availing the full vacation is entitled to earned leave as is admissible to the employees of non-vocational staff as per provision of Rule No. 8-117(b) of the Punjab Civil Service Vol-1, Part-I.
- iii) In case of an employee of vocational staff who completes a year of service and avails a part of vacations shall be entitled to earned leave proportionately admissible to him under Rule No. 8.117(b) together with 8 days additional earned leave which should not exceed the maximum earned leave admissible under rule No. 8.117 (b) to the employees of non-vocational departments.

Note - The word "Vacation" implies both the summer and the winter break.

- iii) The earned leave admissible to non-vacation staff shall be according to the Punjab Government Rules as in force from time to time. The present scale is as follows :
- a. 1/24 of the period spent on duty during first 10 years of service.
 - b. 1/18 of the period spent on duty during next 10 years of service.
 - c. 1/12 of the period spent on duty thereafter.
 - d. Earned leave may be granted to an employee for a period not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India. However, leave preparatory to retirement may be allowed upto 180 days provided it is due.
 - e. Accumulation of Earned Leave by an employee shall be restricted to 360 days. The existing employees shall, however, have the option either to continue to be governed by the existing Rules or by this decision, the option being exercisable within a period of 4 months from the date of approval by the Managing Committee.
 - f. The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of Earned leave.

Note:- As approved by the Director, Thapar Institute of Engineering & Technology in view of the decision of the Managing Committee in its 79th meeting, Earned Leave, half-Pay leave, Commuted Leave and 'Leave not due' are also admissible to staff who are Temporary, Officiating Service, Service which is not continuous and Part time service or Service remunerated wholly or partially by the payment of Honoraria or Daily Wages.

23. **EXTRA ORDINARY LEAVE**

- a) Extra-Ordinary Leave shall always be without pay and allowances and may be granted when no other kind of leave is admissible or when other leave being admissible the employee concerned specifically applies in writing for the grant of Extra-Ordinary Leave.
- b) Except in the case of a permanent employee, the duration of the Extra-Ordinary Leave on any one occasion shall not exceed the following limits.
 - i) Three months, for less than three years completed service.
 - ii) Six months, in case of an employee who has completed three years continuous service on the date of expiry of leave admissible to him under the Rules, and his request for such leave is supported by a Medical Certificate.
 - iii) Eighteen months when the employee is suffering from tuberculosis or leprosy etc. and is undergoing treatment in a Registered Clinic under a Specialist.
- c) The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.

Note :-The power of commuting retrospectively period of absence without leave into extra-ordinary leave is absolute and not subject to the conditions mentioned in Sub-Clause (a) above.

EXTRA-ORDINARY LEAVE FOR FOREIGN ASSIGNMENT GUIDELINES

- j) Grant of leave to the staff going on Foreign Assignment should be covered under the clause 19 (g) vide which 20% staff may be allowed Study Leave any time to a maximum of two persons in each department. No staff member shall be allowed to proceed on such leave during the semester. 20% staff would mean 20% of the sanctioned strength in the Department concerned.
- ii)
 - a) Leave for Foreign Assignment will be sanctioned to a staff member only once during his entire period service.
 - b) Maximum period for which leave/extension of leave for Foreign Assignment may be granted, would be three years, sanctioned as far as possible for one year in the first instance, but extendable upto the maximum of three years provided a request for extension is made by the recruiting Government through the Government of India : provided further that, in a case of the staff not rejoining duty on the expected date after the expiry of the sanctioned leave, any lien on the post at the institute shall stand lapsed automatically and the Institute shall be free to refill the permanent vacancy without any further notice to the staff member concerned.
 - iv) Staff members may also be permitted leave, if selected under exchange/fellowship/scholarship programmes for short duration in reputable institution in excess of the 20% limit as above provided the managing Committee feels that such programmes is or would be of relevance or benefit to the programme obtaining or under development at the institute.
 - v) Not-With-Standing the aforesaid, grant of leave under these guidelines will be subject to the approval of the Chairman, Managing Committee who may consider each case on its merit, keeping in view the interest of the students at the relevant time and the requirements of the departments concerned.

24. MATERNITY LEAVE

The maximum limit of Maternity Leave to women employees shall be 180 days without the necessity of production of Medical Certificate. Extension if any beyond 180 days shall however, be permissible by the grant of leave of the kind due.

- a) Leave on account of miscarriage abortion shall be admissible only in those case where a women employee has less than two living children. The others having two or more children shall not be entitled to avail this concession but, if required, can be sanctioned leave of the kind due, on the production of medical certificate.
- b) Maternity Leave shall not be debited to the leave account
- c) Maternity Leave may be combined with leave of other kind except casual leave but any leave applied for in continuation of Maternity Leave may be granted only if the application is supported by a medical certificate.

26

- d) No Maternity Leave shall, however, be granted if the employee has three children living.

25. **HOSPITAL LEAVE**

- a) Hospital Leave may be granted to an employee under medical treatment for illness or injury directly due to risk incurred in the course of his official duty. This concession will be available only to such employees, the nature of whose duties exposes them to such illness or injury.
- b) The period of Hospital leave shall be limited to three months on full salary in any period of three years. Hospital leave on half salary counts for the purpose of this limit a half the period of leave on full salary.
- c) Hospital leave is not debited against the leave account and may be combined with any other leave except casual leave, which may be admissible, provided that the total period of leave after such combination shall not exceed 18 months.

26. **VACATION AND LEAVE SALARY**

- a) An employee entitled to vacation shall be eligible for pay and allowances at full rates during the period of vacation.
- b) An employee who proceeds on earned leave is entitled to leave salary equal to the average monthly salary earned during the 10 complete months immediately preceding the month in which the leave commences, or the substantive salary to which the employee is entitled immediately before the commencement of leave whichever is greater. Provided that in case of an employee in permanent employment who has continuously officiated in another post for more than three years, the leave salary shall be equal to the salary drawn immediately before proceeding on leave.
- c) An employee on half pay leave or leave not due, is entitled to leave salary equal to half the amount specified in Sub-Rule (b).
- d) An employee on commuted leave is entitled to leave salary equal to the amount admissible under Sub-Rule (b).
- e) An employee on extraordinary leave is not entitled to any leave salary.

27. **LIMIT OF TOTAL ABSENCE**

No employee shall be granted leave which will keep him continuously absent from duty for a period exceeding three years. An employee ceases to be in the service of the Polytechnic if he is continuously absent from duty for a period exceeding three years.

CONTRIBUTORY PROVIDENT FUND RULES

1. In the following rules :
 - i) "Pay" means monthly pay including dearness pay, personal pay and special pay but does not include traveling or other allowances for the purpose of these rules.
 - ii) "Subscriber" means an employee who subscribes to the Contributory Provident under these rules.
 - iii) "Family means:
 - a) In the case of male subscriber, his wife (excluding a judicially separated wife) his children whether married or un-married, his dependant parents, and widow and children of his deceased son.
 - b) In the case of female subscriber, her husband (excluding a judicially separated husband) her children whether married or un-married, her dependant parents, and widow and children of her deceased son.
 - iv) "Fund" means the Contributory Provident Fund of the Polytechnic.
 - v) "Subscription" means the amount paid by the subscriber to the fund.
 - vi) "Contribution" means the amount contributed by the Government.
2. These rules shall apply to every permanent employee of the Polytechnic.
3. Contribution and Management of the Fund
 - i) The fund shall be contributed with subscription by the employees and equal contribution made by the Polytechnic and shall include accrued interest or profit realized on investment on the whole amount or any part thereof or the amount of interest allowed by the bank on saving bank or fixed deposit.
 - ii) The control and management of the fund shall vest in a committee consisting of the Principal as the Chairman and three representative of the subscribers.
 - iii) The amount of the contributory provident fund shall be deposited by the Principal in the State Bank of Patiala or any other nationalized bank at Patiala. The amount of Provident Fund deduction together with the Polytechnic contribution shall be paid into the bank between the first and six of the each month, in order that interest may accrue.
4. i) An employee shall be entitled to subscribe to the Provident Fund from the date of his/her appointment. The contribution of the Institute shall be credited to his/her account each month from the date of the subscription by the employee after his/her joining the Polytechnic. **(As amended in the 24th meeting of MC vide item No. 24.10 held on 08.10.1994)**

Such employees as have been confirmed in Government services or a Statutory Body and join the Polytechnic after resigning their previous employment without break for more than one month, shall be allowed to transfer the amount of Provident Fund to the Polytechnic Contributory Provident Fund.

- ii) Every subscriber shall, on joining the fund, sign a certificate in form 'C' appended in token of acceptance of these rule.
5. A separate account in Form 'A' appended shall be kept and written up in the office of Polytechnic for every subscriber, and a copy of this account credited with the interest thereon shall be furnished to every subscriber in Form 'A' – 1 as soon as possible after the close of the financial year to which the account relate.
 6. The record of Provident Fund loan paid to the subscriber and repayment of installments will be kept in Form 'B' as appended.

7. NOMINATION

- a) Every subscriber shall required to nominate in Form 'D' appended, the person or persons he desired to be beneficiaries entitled, in the event of his/her death, to the balance at his credit in the Fund.

Provided that if, at the time of making the nomination, the subscriber has a family the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such subscriber in favour of any other person not belonging to his family shall be invalid.

- b) The Polytechnic shall be bound by or recognize any assignment or incumbrance executed or attempted to be created with regard to the disposal of the amount at the credit of subscriber who dies before retirement.
- c) A subscriber may at any time cancel or alter his nomination by sending a notice in writing to the Principal. Provided that the subscriber shall alongwith such notice and a fresh nomination made in accordance with the provisions of these rules.
- d) Every nomination made, and every notice of cancellation or alteration given by a subscriber shall, to the extent what is valid, take effect from the date on which it is received by the Principal.
- e) An upto-date Register shall be maintained by the Polytechnic to record all nominations.

8. CONDITIONS AND RATE OF SUBSCRIPTION

- i) Every subscriber shall subscribe monthly to the fund when on duty or on leave but not on extraordinary leave, provided, however, that no subscription shall be permitted during the period a subscriber is under suspension.

29

- ii) The rate of subscription by a subscriber shall be 10% of the pay to the nearest rupees, 50 paise and above will be taken as a whole rupee while the amount less than 50 paise will be ignored.

Note :- A member on his request, is allowed to contribute more than the above rate subject to condition that the employer shall not be under any obligation to pay any contribution over and above the contribution payable under the provisions of the Act.

(Amended in 38th meeting vide item No. 38.05 held on 23.10.1999).

- iii) An employee appointed on probation shall be entitled to subscribe to this fund with effect from the date of his joining the service of the Polytechnic but the contribution from the Polytechnic will start as per provisions of Rule 4 (1).
 - iv) The subscription shall be deducted monthly from the pay of the subscriber.
 - v) No voluntary deposits from any subscriber will be credited to the fund.
9. i) The Polytechnic shall make contribution to the account of each Subscriber every month along with his subscription.
- ii) The contribution by the Polytechnic shall be equal to the amount of subscription made by a subscriber by way of deduction made from his pay every month, and it shall be to the nearest rupees.
 - iii) If a subscriber quits the service or dies during a year, contribution shall be credited to his account up to the date of quitting or casualty.

Note :- A member on his request, is allowed to contribute more than the above rate subject to the condition that the employer shall not be under any obligation to pay any contribution over and above the contribution payable under the provision of the Act.

10. INTEREST

- a) For part of the financial year at the time of withdrawal, the subscriber shall be allowed interest as admissible during the preceding year.
- b) Interest on Provident Fund loans taken by subscribers is not being charged at the end of the year. It is charged only after the payment of final installment of the loan. As a part from the incorrect accounting treatment, the present practice results in a loss of employee leaving/retiring in the intervening periods. As such, we feel interest should be charged at the end of each financial year.

11. A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund subject to the following conditions :-

- i) No advance shall be granted unless the Principal is satisfied that the pecuniary circumstances of the subscriber justify it, and that it will be expended on the following purpose or purposes and not otherwise.
 - a) To pay expenses incurred in connection with the prolonged illness, confinement or disability of the subscriber or any other person actually dependent on him/her.

- b) To pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriage, funerals/cost of higher education or ceremonies which by religion/custom it is incumbent on him/her to perform.
- c) To purchase a vehicle like motor car, scooter or a bicycle, if required for the personal use of the subscriber.
- c) To purchase a house or land for building a house or construction/addition/repair of house.

Provided that the Principal when he is satisfied that the pecuniary circumstances of a subscriber are such that the extension of facility is considered necessary may, at his discretion, sanction an advance for any purpose other than these specified above.

- (ii) (a) A temporary advance from the fund to the subscriber (other than the Principal) shall be sanctioned by the Principal.
- (b) A temporary advance from the Fund to the Principal shall require the sanction of the Chairman.
- (iii) The amount of the advance shall always be a multiple of Rs. 10/-.
- (iv) No advance shall be granted except for special reasons, if the amount standing to the credit of the subscriber does not exceed his/her 6 months pay.
- (v) An advance shall not, except for a special reason, exceed six month's pay and shall in no case exceeding 90% of the amount of his/her subscription and interest thereon standing to the credit of the subscriber in the Fund. No advance shall be sanctioned unless twelve months have elapsed since the complete repayment including the interest thereon of the last advance taken. This condition may be relaxed by the Principal in special circumstances. All such cases of relaxation shall be reported to the Managing Committee giving the reason for relaxation. A second advance recoverable upto 36 equal installments may be sanctioned by the competent authority for the marriage of self daughter or son treatment of prolonged illness and funeral expenses and competition of his own house provided that first loan has been taken on long term basis for purchase/ construction of land/house. In no case the carry home salary of an employee after making deductions for all loan repayment installment shall be less than 50% deduction.
- (vi) In the case of any advance to purchase a house or land for building a house or construction of house or addition to a house, the amount of advance shall not exceeds 12 month's pay or the employee contribution with interest thereon which ever is less.

Provided that the advance not exceeding employee's own subscription plus management contribution may be granted to such employees as have completed five year service and are permanents hands and have become fully entitled to the payment of the management contribution on their provident fund. This loan will be advance against two legally valid sureties.

31 (vii) The advance for the construction of a house shall be paid in three installments, the first installment immediately on sanction and subsequent installments on the production of a certificate to the satisfaction of the Principal that the previous advance has been spent more or less in full, on the construction of the house.

(viii) A person applying for advance for the construction or purchase of a house shall have to declare if he has received a loan from any other source for the purpose or not. In case he has received any such loan, he shall declare the amount of the loan sanctioned/received indicating its source.

12. i) An advance made under clause 11(i) and 11 (v) above shall be recoverable in a number of equal monthly installments which shall not exceed :-

- a) 36 when advance made is under clause 11 (i) and 11(v) .
- b) 96 when the advance is made under clause 11(vi)
- c) 180 when the advance is made under the provisions of clause 11(vi) or in such equated installment so as to complete the recovery of whole amount plus interest due thereon when the employees reaches the age of superannuation, whichever events occur earlier.

However, a subscriber at his option may make repayment in smaller number of installments than those prescribed. Each installments shall be multiple of whole rupees.

(ii) Recovery shall be made monthly commencing from the first occasion (after the advance is made) on which subscriber draws emoluments for a full month.

(iii) If more than one advance has been made to a subscriber, each advance shall be treated separately for purpose of recovery.

(iv) The advance shall be repaid in equal installment as opted by the subscriber with interest equivalent to the rate of interest paid to the employees on yearly basis. The interest on Provident Fund loan will be calculated on progressive balance at the close of every year and shall be debitable to the loan account of each loanee. **(As amended in 45th meeting vide item No. 45.08 of the MC held on 20.12.2003)**

(V) The installments shall be paid by compulsory deductions from pay and will be in addition to the usual monthly subscription.

(vi) A separate account for all such advances alongwith recoveries made shall be maintained by the Principal.

12. **A) NON-REFUNDABLE ADVANCE FROM FUND**

Notwithstanding anything contained in Paras 11 and 12 above, an employee who has put in 20 year's service covered by the Provident Fund Scheme or is due to retire within 10 years from the date of advance in sanctioned, shall be permitted a non-refundable advance from his provident fund for the marriage of his daughter, construction and purchase of a house/ site for a house or higher education of his children , on the condition that the amount of advance shall not exceed six month's pay or one half of the amount of employee's contribution with the interest thereupon, whichever is less.

32 Provided that :-

- i) In the case of a non-refundable advance to purchase a house or land for building a house or construction of house or addition to a house, the amount shall not exceed as provided for in rule 11(vi) . (75.9 M.C.) -27-3-81.
- (ii) No second advance will be permissible to an employee under this rules
- (iii) If the sanctioning authority is satisfied that the advance granted under this rule has been utilized for a purpose other than that for which it, was granted, or that the conditions of advance have not been fulfilled within a reasonable time, the sanctioning authority may forthwith take steps to recover the amount with interest thereon at the rate of one percent higher than the interest allowed by a nationalized bank on fixed deposit for one year from the salary of the employee in such installment as the sanctioning authority may determine and to credit the same to the employee's account.

Provided that the Principal when he is satisfied that the pecuniary circumstances of a subscriber are such that the extension of facility is considered necessary, may at his discretion an advance for any purpose other than those specified above.

13. **FINAL WITHDRAWAL FROM THE FUND**

The subscription and contributions, with interest thereon at the credit of any subscriber or such part of them as he may be entitled to, may with the sanction of the Principal be withdrawn in the following cases : (in case of principal such withdrawals may be made with the sanction of the Director) :

- (i) On the demise of the subscriber when the amount shall be paid to the beneficiary / beneficiaries nominated by him/her or if no nominated beneficiary survives him/her to his/her legal heir or heirs.
- (ii) On his/her retirement for physical unfitness for further service when the amount shall be paid to subscriber himself/herself.
- (iii) On his resignation when subject to the provisions of rule 15 he shall receive :-
 - a) After less than three years service his/her own deposits with interest thereon only.
 - b) After three year's completed service, his/her own deposits with interest thereon together with 50% of the balance.
 - c) After four year's completed service, his/her own deposits with interest thereon together with 75% of the balance as above.
 - d) After five year's completed service, his/her own deposits with interest thereon together with 100% or the full balance in the fund to the credit of his/her account.

Note :- This balance will consist of the Polytechnic contribution together with interest on such contribution.

33 (iv) If a subscriber's services are dispensed with for no fault of his/her own e.g. owing to reduction of establishment he/she will be paid the full amount to his/her credit without any deduction.

14. In case a subscriber resigns with a view to take up an appointment in another Institutions or is transferred to another Institution which has a Provident Fund, the balance of credit of his/her Provident Fund account in full non-withstanding anything contained in Rule (13) above shall, instated of being paid to him be transferred to the credit of a similar account in his/her name in the new Institution.
15. If a subscriber is dismissed or leave the Polytechnic in contravention of a written agreement, the Principal, may pay to him/her only his/her own subscriptions., together with interests thereon together with 5% of the balance at his/her credit in the fund and may withhold from him the whole or part of any further sum to which he/she would ordinary be entitled under Rule 13. The subscriber's own subscription together with interest thereon cannot be forfeited.
16. In case of leave granted preparatory to retirement, a subscriber may at the discretion of the Principal be permitted to withdraw 90% of his/her full amount in the fund.
17. When a subscriber quits service the amount standing to his/her credit in the fund shall subject to any deduction under Rule 15 become payable to him/her forthwith after he/she obtains the clearance certificate.
18. A subscriber should satisfy himself as to the correctness of the annual statement and errors should be brought to the notice of the Principal within one month from the date of receipt of the statement. If no intimation is received from the subscriber within this period, it shall be assumed that he has accepted the statement as correct.
19. When errors in the annual statements are brought to the notice of the Principal, it shall be his responsibility to rectify the same to the satisfaction of the subscriber within one month.
20. A separate account in the bank concerned shall be opened for depositing any sum of money with-held from subscriber under the preceding rule. The account shall be called the "THAPAR POLYTECHNIC STAFF SPECIAL PROVIDENT FUND ACCOUNT " .
21. Money at the credit of this account may with the approval of the standing sub-committee be utilized for compassionate allowance or gratuities to destitute employees and their widows and dependents.
22. **"POWERS TO AMEND AND MODIFY RULES"**

The Managing Committee reserve to itself the power to modify, add or delete any rule under these regulations, as may from time to time seem expedient and to interpret them in any case of doubt that may arise, provided that the rules shall not be varied to the disadvantage of any employee after his appointment".

Constitution of Sub-Committee

The following Sub-Committee is constituted for examining the cases of confirmations, promotions, resignations, dismissal and removal of the staff members

- Vice Chairman
Managing Committee : Chairman
- Director-Technical Education & Indl. Trg.
Punjab or his nominee : Member
- Nominee of the Chairman
Punjab State Board of Technical Education
& Indl. Trg : Member
- One Expert from Thapar University : Member
- Principal-TPC : Member

The quorum of the Committee will be three.