



गुरु घासीदास विश्वविद्यालय, बिलासपुर
GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR



**COMPILATION OF DRAFT STATUTES SL. NO. 01 TO 09
FOR DISCUSSION & SUGGESTIONS**

DETAILS DRAF STATUTES SL. NO. 01 TO SL.NO.09 FOR DISCUSSION & SUGGESTIONS

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DRAFT STATUTE SL. NO. 01 FOR DISCUSSION&SUGGESTIONS

Change of Terms and Conditions of Service of certain categories of employees.

Statute No.

(Refer section 4c, 4d read with section 45 -2a of central universities act 2009)

- (a) Every person , appointed or promoted or upgraded or employed , in any manner by the Guru Ghasidas Vishwavidyalaya , under any section of Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 (modified /amended as Chhattisgarh Vishwavidyalaya Adhiniyam 2002) and statutes /ordinances/rules /regulations made there under , immediately before the commencement of the central universities act 2009 (No.25 of 2009) , shall be deemed to be employees of the university as defined in section 2(i) of this act .**
- (b) Provided that the person /persons , who had/have been relieved from the services of the Guru Ghasidas Vishwavidyalaya , on their own request and has/have joined their services , in other state universities , shall be the employees of such other universities where they have joined their services .**
- (c) Provided further that Every person , employed by the Guru Ghasidas Vishwavidyalaya , immediately before the commencement of the central universities act 2009 (No.25 of 2009) and covered under clause (a) above and still working as the employee of the Guru Ghasidas Vishwavidyalaya , on the commencement of this statute , shall hold his office or service in Guru Ghasidas Vishwavidyalaya , established under this act for the remaining tenure , at the rate of remuneration as declared by GoI/UGC from time to time to other central universities and upon the terms and conditions as defined by this act and statutes , ordinances / rules and regulations made there under .**

DRAFT STATUTE SL. NO. 02 FOR DISCUSSION&SUGGESTIONS

Statute No.

Others Officers of the University: - Manner of appointment, conditions of service and powers and duties.

(Refer section 9(9) read with section 18 of central universities act 2009)

1. In addition to the officers mentioned in Section 9 sub Section 1 to 8 of Central Universities Act 2009 the University shall also have following as officers of the University if such posts available in the sanctioned setup of the University or sanctioned by the University Grants Commission/ GoI.

- (i) Joint Registrar
- (ii) *Joint Controller of Examination (if posts of Deputy Controller of Examination sanctioned by UGC)
- (iii)*Joint Finance Officer(if posts of Deputy Finance Officer sanctioned by UGC)
- (iv)Deputy Registrar.
- (v) *Deputy Controller of Examination. (if post sanctioned by UGC)
- (vi)*Deputy Finance Officer. (if post sanctioned by UGC)
- (vii) *Internal Audit Officer. (if post sanctioned by UGC)
- (viii) Account Officer.
- (ix)*Assistant Controller of Examination. (if post sanctioned by UGC)
- (x) *Assistant Finance Officer. (if post sanctioned by UGC)
- (xi)Assistant Registrar.
- (xii) University Engineer.
- (xiii) *Deputy Librarian. (if post sanctioned by UGC) (if post sanctioned by UGC)
- (xiv) Director of Physical Education.
- (xv) Assistant Librarian.
- (xvi) Radiation Safety Officer.
- (xvii) *Deputy Director Physical Education. (if post sanctioned by UGC)
- (xviii) Director, Human Resource Development Centre (HRDC)
- (xix) Deputy Director, Human Resource Development Centre (HRDC)
- (xx) Assistant Director, Human Resource Development Centre (HRDC)
- (xxi) Assistant Director Physical Education.

- (xxii) Technical Officer.
- (xxiii) Curator.
- (xxiv) Hindi Officer.
- (xxv) Public Relation Officer.
- (xxvi) Medical Health Officer.
- (xxvii) Senior System Programmer.
- (xxviii) System Programmer/ System Analyst.
- (xxix) Secretary to Vice-Chancellor.
- (xxx) *Training and Placement Officer (if post sanctioned by UGC)
- (xxxi) *Estate Officer (if post sanctioned by UGC)
- (xxxii) *Law Officer. (if post sanctioned by UGC)
- (xxxiii) *Horticulturist. (if post sanctioned by UGC)
- (xxxiv) Such other Officers appointed to the posts (having Grade pay Rs 5400/ or above) sanctioned by the University Grants Commission/GoI, and/ or created by the Executive Council under Statute 12(iv) from time to time and subsequently sanctioned by the University Grants Commission/ GoI.

2. The scales of pay for the posts mentioned as above from (i) to (xxxiv) shall be as sanctioned by the GoI / UGC from time to time.

Provided that the scales so sanctioned shall be subject to revision of pay scales from the date of the revision sanctioned by the GoI/UGC to the posts of similar scales/cadre.

3. The service conditions and **powers and duties** of the posts mentioned as above from (i) to (xxxiv) shall be such as may be defined by the GoI/UGC and/ or prescribed by the Ordinances/ Rules/ Regulations made from time to time under Central Universities Act 2009 and Statutes made there under.
4. Save as otherwise provided for, by or under Central Universities Act 2009 and Statutes made there under or prescribed by the sanctioning authority, the appointing authority of the officers mentioned in this Statute shall be the Executive Council of the University.
5. **Method of Recruitment:** The following shall be the mode of recruitment for posts mentioned as above from (i) to (xxxiv) :-
 - (a) Direct Recruitment
 - (b) Promotion

(c) Deputation with or without provision for absorption

(d) Appointment on Temporary/ Tenure/short term contract / Contractual basis.

6. The manner and procedure of appointments, number and nature of posts, age limits, categories of posts, minimum qualifications and emoluments etc. for posts mentioned as above from (i) to (xxxiv) shall be as prescribed by the Ordinances/ Rules/ Regulations made from time to time by the University under Central University Act 2009 and Statutes made there under.

DRAFT STATUTE SL. NO. 03 FOR DISCUSSION&SUGGESTIONS

Statute No.

Provident Fund

(Refer section 26 (f) read with section 36 (1) of central universities act 2009)

1. In this Statutes:-

- (a) “Salary” in relation to an employee means monthly salary and includes all fixed monthly allowances by way of pay but does not include any other allowances.**
- (b) “Employee” means every whole time officers, teachers or other employees of the University including every person employed by Guru Ghasidas Vishwavidyalaya immediately before the commencement of Central University Act 2009 (as mentioned in Section 4(d) and covered under Section 45 (2a) of Central Universities Act 2009) but does not include persons whose services have been lent to the University by any Government or any autonomous body or PSU substantially financed or established by the any Government.**
- (c) “Subscriber” means an employee (as defined above in clause- b) on whose behalf a deposit is made under this Statute. Persons appointed on probation to a permanent post shall also be eligible to subscribe to the fund.**
- (d) “Saving Bank” means a saving bank of any post office or any scheduled bank as defined in Reserve Bank of India Act, 1934 (No. 11 of 1934).**
- (e) “Interest” means the interest which is paid on a fixed deposit or recurring deposit in the saving bank of the Post Office or the scheduled bank from time to time.**
- (f) “Dependant” means any of the following relations of a deceased subscriber to Provident Fund viz. , a wife, husband, son, daughter, deceased son’s widow, son of deceased son, daughter of the deceased son, parents, minor brothers and unmarried sister and where no parent of the subscriber is alive, a paternal grand-parent.**

2. Every employee (except those , who have been appointed under NPS) of the Vishwavidyalaya shall subscribe to the Provident Fund at the rate in percent, as declared by the GoI/UGC from time to time, of his salary for which an account

will be opened/ maintained in the Saving Bank. The deduction shall be made by the Vishwavidyalaya upon every salary bill presented. In the calculation of this deduction, fractions of a rupee shall be omitted. The amount so deducted together with the contribution by the Vishwavidyalaya shall be deposited in a Saving Bank account as per the following scheme :-

(a) There shall be no contribution made by the Vishwavidyalaya, at the Saving Bank level, for those employees who have been covered in Section 4(c), Section 4(d) and Section 45(2a) of Central Universities Act 2009 and entitled for Pension and Gratuity schemes as admissible to the Government Servants of the GoI under the CCS (Pension) Rules 1972 as amended from time to time.

(b) The contribution of the Vishwavidyalaya, for those subscriber who have been, initially appointed in a pensionable establishment of any Government or any autonomous body or PSU substantially financed or established by the any Government and subsequently appointed, through proper channel, on or from 01-01-2004 or 01-11-2004 or 15-01-2009 , in this Vishwavidyalaya , shall be kept in a Saving Bank account to create a Contributory Provident Fund or appropriate Pension Fund to be regulated in accordance with the Statutes and the Ordinances.

3. The payments in respect of monthly deductions and contributions shall, so far as possible, be made in to the bank within 02 days of the receipts of the money in order that interest may be accruing, properly. The following procedure will be adopted :-

The account will be operated by the Registrar/Finance Officer only and all sums to be credited in these accounts shall be sent to the Saving Bank accompanied by

(a) Saving Bank Pass Book , &

(b) A list in such form as may be prescribed by the Registrar showing in details the amount to be credited to each account.

4. Subscriber to the Provided Fund are given option of raising their subscription to the provided fund up to any amount but not exceeding the 50% of pay drawing per month .

5. A subscriber may at his option, not subscribe during leave. In such cases the subscriber shall intimate his election not to subscribe during leave by written communication to the Registrar before proceeding on leave. Failure to make due

and timely intimation shall be deemed to constitute an election to subscriber during leave. The subscription of the subscriber while on leave with allowance shall be assessed on the full amount of his pay and not on the leave salary.

6. No subscribers shall subscribe to the fund while on leave on half average pay or leave without pay or absent without leave or placed under suspension.
7. The amount of subscription of the employee will be so invested by the Vishwavidyalaya in a Saving Bank that the employee gets an interest of not less than the interest prescribed for GPF , applicable to similarly placed Govt. Servants, as amended from time to time. In case the rate of interest falls short of the rate prescribed for GPF subscription, the difference shall be made good by the University from the UGC fund after obtaining prior approval from the UGC.
8. The University shall make a contribution as per the scheme as mentioned at Clause 2 above at the rate prescribed from time to time by GoI/UGC. Provided that no contribution shall be made by the University out of its funds for the period during which a subscriber does not or is not permitted to subscribe to the fund. Provided further that the provisions of this Para of the Statute will be applicable only in respect of the employee who is not covered under any pension and gratuity scheme of the University/UGC but continue to be governed by the Contributory Provident Fund (CPF) scheme .
9. (i) Investment in the Post Office schemes/certificates or in Government Securities or in fixed deposit with the Saving Bank of the amount to the credit of the subscriber in his Provident Fund is also permissible if the subscriber so desires on the condition that no Security /Certificate/FDR of the phase value of less than 6 months subscription is purchased at one time.
(ii) The Post Office Certificates/Securities /FDR receipts shall remain in custody of the Registrar/Finance Officer.
10. The Vice-Chancellor may, under such conditions as may be laid down by him/her, permit the payment of premium on Life Insurance Policy or Policies on life on the life of subscriber out of his personnel subscription to the Provident Fund account. The amount to be deposited in the Saving Bank account of the subscriber shall be reduced to the extent of such premium. In all such cases the Life Insurance Policy for which the premium is so paid shall be assigned in favour of the University. On the retirement of the subscriber from the service of the University the policy shall be reassigned to him by the University. In case of

the maturity of the policy during the service of the subscriber, in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber during the service of the University, the full amount of the policy shall be paid to the legal representative of the deceased entitled to the Provident Fund.

11. (i) Withdrawal may be permitted when a subscriber's service in the University come to an end by his retirement, resignation, death or otherwise provided that :-

(a) No employee, whose services have been dispensed with for, in opinion of the Executive Council, gross misconduct, shall be entitled to receive the amount of the contribution made by the University on his behalf and the interest thereon.

(b) No employee shall be entitled to receive the amount contributed by the University on his behalf and the interest thereon, unless he has been in the service of the University, for continuous period of 12 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign his appointment.

(ii) Any contribution and interest thereon withheld under this Statute shall belong to the University and shall be credited to the University Fund.

12. The Vice-Chancellor may permit a subscriber to take a temporary advance or Part Final withdrawal, as per the GoI Rules as amended from time to time, from the amount standing at the credit of the subscriber in the Fund.

13. The temporary advance shall be refunded in fund as per the Norms and Rules of GoI as amended from time to time. A subscriber may, however, at his option, make payment in less number of instalments or may repay two or more instalments at the same time. Recoveries will be made monthly commencing from the first payment of a full month's salary after the advance is granted. The instalments will be paid by compulsory deduction from salary or leave salary and will be in addition to the usual subscription.

14. (i) Each subscriber must submit in the office of the University a declaration in such form as may be prescribed by the Registrar showing how he wishes the amount of his accumulation in fund to be disposed of in the event of his death or becoming insane;

Provided that if the subscriber has got dependants he shall not be permitted to nominate any outsider. Provided further that where a subscriber has no dependent at the time of nomination but subsequently comes to have one or more dependents he shall, as soon as , may be change the nomination in favour of such dependent or dependents.

(ii) The subscriber may from time to time, change his nominees by a written application, dully witnessed, to the Registrar. A register of such nominees shall be kept under the personal custody of the Registrar/Finance Officer.

- 15. Any sum standing to the credit of any subscriber to the fund at the time of his death and payable to any dependent of the subscriber or to such persons as may be authorised by law to receive payment on his behalf, shall, subject to any deductions authorised by the Statutes vest in the dependent and shall be free of any debt of other liability incurred by the dependent before the death of the subscriber;**

Provided that if no nomination has been made by the subscriber such sum shall be paid to the dependents in order of preference given in Clause 1(f).

- 16. When the sum standing to the credit of any depositor becomes payable, there may , if the Executive Council so directs, be deducted there from and paid to the University fund any amount under a liability incurred by the subscriber to the University but not exceeding any sums or sums contributed by the University and any interest or other profit thereon.**

- 17. The contribution of the Vishwavidyalaya for those subscribers, who have been appointed under NPS, shall be remitted, at the rates as declared by GoI for NPS scheme from time to time, to the National Pension Fund established by GoI and their subscription together with university contribution shall be governed under the rules and regulations of NPS as amended from time to time.**

DRAFT STATUTE SL. NO. 04 FOR DISCUSSION&SUGGESTIONS

DRAFT FOR NEW STATUTE OR AMENDMENT IN STATUTE- 10

University Court

(Refer section 20 of central universities Act 2009)

(1) The Court shall consist of the following members:

Ex-officio Members

- (i) the Chancellor
- (ii) the Vice-Chancellor
- (iii) the Pro- Vice-Chancellor
- (iv) the Deans of Schools
- (v) the Secretary or his nominee , not below the rank of Joint Secretary department of Higher Education , MHRD
- (vi) the Chief Secretary, Govt. of Chhattisgarh
- (vii) the Dean of Students' Welfare
- (viii) the Registrar
- (ix) the Finance Officer
- (x) the Controller of Examinations
- (xi) the Chief Proctor

Representatives of Schools and Departments

- (xii) Four Professors, who are not deans of school, to be nominated by the Vice-Chancellor by rotation according to their seniority.
- (xiii) Three Heads of the Department, who are not Deans or Professors, to be nominated by the Vice-Chancellor by rotation according to their seniority.
- (xiv) Two Associate Professors, who are not Deans/ Heads of the Department, and two Assistant Professors to be nominated by the Vice-Chancellor by rotation according to their seniority.

Representatives of Parliament

- (xv) Six representatives of Parliament, four of them to be nominated by the Speaker of the Lok Sabha from among the members thereof and two to be nominated by the Chairman of the Rajya Sabha from among the members thereof.

Persons representing learned professions and special interests

(xvi) Five members representing learned professions and special interests including representatives of industry, commerce, trade union, banking and agriculture to be nominated by the Visitor.

Other Members

(xvii) Such members of the Executive Council, who' are not members under any of foregoing category.

(xviii) One representative each of the salaried teaching and non-teaching employees of the University and student of the teaching department **to be elected in such manner as may be prescribed by the Ordinances or regulations.**

(xix) Three alumni to be nominated by the Vice-Chancellor.

(xx) Every donor donating minimum Rs 01 lakh to the University shall be the member of the court for a term of three years or for residual term, from the date of donation, whichever is earlier. Every donor donating Rs 05 lakh or more to the University shall be the member of the court during his life time.

One third members of the Court shall form quorum

(2) (i) All members of the Court, other than Ex-Officio members , Donor members and members representing students, shall hold office for a term of three years.

(ii) An Ex-Officio member shall cease to be a member of the Court as soon as he vacates the office by virtue of which he is such member.

(iii) Members representing students shall hold office for a period of one year or till such time as they continue to be students, whichever is earlier.

(iv) The Chancellor, if present, or the Vice-Chancellor, in the absence of the Chancellor, shall preside over the meetings of the Court.

(v) **Registrar shall be the Member Secretary of the Court.**

DRAFT STATUTE SL. NO. 05 FOR DISCUSSION&SUGGESTIONS

Statute No.

Conditions of Service, Code of Conduct of Employees of the University, Manner of Termination of Service and Disciplinary Actions.

(Refer section 26(f) of central universities act 2009)

Part-I

Applicability and Definitions:-

1. Save as otherwise provided in the Central Universities Act 2009 and the Statutes, Ordinances, Rules & Regulations made there under, the provisions of this Statute shall apply to all employees of the University other than those whose services have been lent to the University by the Central or State Government or any other Statutory Body /Institution substantially financed or established by Central Government or any State Government.
2. **In this Statute:-**
 - (a) **“Pay”** means the amount drawn monthly by the University employees as :-
 - (i) The pay, other than special pay or additional pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reasons of his position in a cadre and,
 - (ii) Special pay, personal pay, technical pay and
 - (iii) Any other emoluments which may be specially classed as pay by Executive Council.
 - (b) **“Average Pay”** means the average monthly pay earned during the 10 complete months immediately preceding the month in which the University employee proceeds on leave or is suspended.
 - (c) **“Substantive Pay”** means pay other than special pay, personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
 - (d) **“Vacation Post”** means a post involving teaching duties in an educational institution entitled to the winter and summer vacations.

Part-II

CLASSIFICATION OF POSTS, APPOINTMENT, TENURE AND GENERAL CONDITIONS OF SERVICE.

3. The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as classified by Govt. of India from time to time and adopted by the University Ordinances/ Rules/ Regulations made from time to time under Central University Act 2009 and Statutes made there under.
4. The manner and procedure of appointments, number and nature of posts, age limits, minimum qualifications and emoluments etc. for the non-teaching employees of the university shall be as prescribed by the Ordinances/ Rules/ Regulations made from time to time by the University under Central University Act 2009 and Statutes made there under.
5. Save as otherwise provided, the age of retirement of University non-teaching employees shall be sixty years.

Provided that the Executive Council, in a special case, may grant to an employee who has reached the age of superannuation, an extension for a further period not exceeding two years, if the Council is satisfied that such extension is in the interest of the University.

6. (1) Ordinarily appointment against a permanent post shall in first instance be on probation for a period of one or two years, as may be decided by competent authority. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed three years.
(2) No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by a Medical Practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employee. The fees prescribed in case of such examination shall be paid by the employee.
7. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical pay scales or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post

on permanent basis shall be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

8. (a) The whole time of a University employee is at the disposal of the University and he may be employed in any manner required by the proper authority, without claim for additional remuneration.

(b) (i) The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive a remuneration thereto in the form of a fee, if it is satisfied that this can be done without detriment to his official duties or responsibilities.

Provided that half the amount of the fee so received shall be credited to the fund of the University except in cases covered by exception in relevant Fundamental Rules.

(ii) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed, which is occasional in character;

Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.

9. The Head of the Section/Branch or Department or Institution or Centre under whom the employee is working shall send the following to the Registrar in the form prescribed by the University.

(a) Every year not later than 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.

(b) At least one month before the date of the expiry of the probationary period of a University employee, a report about the work and conduct of the employee appointed to a permanent post, stating his opinion about the employee's fitness or otherwise for confirmation in the University service.

10. A temporary appointment may be terminated by either Party without assigning any reason by giving to the other one month's notice or one month salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency paid employee.

11. (a) If the appointing authority is not satisfied that the work and/or conduct of the employee on probation is satisfactory, his services may be terminated.

In case of termination of the services of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of one month.

The probationer may also terminate the engagement by giving one months notice or one month's salary.

(b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such reversion shall not be deemed to be a penalty

(c) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall , on satisfactorily completing his period of probation, be eligible for confirmation in that post.

12. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and ceases to hold any lien on the first one.

13. A permanent employee shall be required to give three months notice in case he wishes to resign or he shall pay to the University three months salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved.

In the absence of such notice the University shall pay him three months salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired as a result of penalty imposed under any kind of disciplinary action.

* Provided that where a permanent employee is relieved after three month notice or payment of three months' salary in lieu of such notice to take up appointment elsewhere, his lien shall be maintained in the University for a period of two years from the date of his relieving or till the date of his confirmation on the other post, whichever is earlier.

14. **LEAVE:** - The employees of the University shall be entitled to all kinds of leave in accordance with the **CCS (Leave Rules) of Government of India**, applicable and amended from time to time. However the leave rules, as laid down by the University Grants Commission, as applicable and amended from time to time, shall also be followed for the University teachers.

15. (i) No University employee shall be granted leave of any kind for a continuous period exceeding five years.

(ii) Where the University employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be in University employment. Provided that the Executive Council may determine otherwise, in any case in view of the exceptional circumstances.

16. Leave is earned by duty but cannot be claimed of right. When the exigencies of the University service so require, discretion to refuse or revoke leave of any kind /description is reserved to the authority empowered to grant it.
17. A University employee, who is dismissed or removed from the University service but is reinstated on appeal or revision is entitled to count his former service for leave.
18. Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day preceding that on which charge is resumed.
19. **Medical Attendance/LTC :-** All the permanent/regular employees of the University shall be entitled to:
 - a) Medical re-imburement as per CMAS rules of GoI as adopted by the University.
 - b) Leave Travel Concession as per rules of GoI as amended and applicable from time to time.
20. **Qualifying service for promotion or for financial up gradation for non teaching employees:** - Minimum qualifying service for promotion or for financial up gradation for non teaching employees shall be prescribed by ordinances /rules /regulations made under Central Universities Act 2009 and Statutes by the university by adopting GoI /UGC norms as applicable and amended from time to time .
21. **MACP/ Career Advancement Scheme (CAS):**
 - (i) The financial up-gradation under the MACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/ guidelines of UGC/ Government of India as amended/ issued from time to time.
 - (ii) The Modified Assured Career Progression Scheme (MACP) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 15.01.2009.
 - (iii) Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the University Grants Commission shall be final.

22. Before leaving University service an employee, whether appointed temporarily or on probation or permanently, shall hand over the charge of his post to the employee duly authorised to receive charge and shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, if any. If he fails to do so, the University shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund, if he has any, or from any other source.
23. A University employee shall subscribe to the appropriate Provident Fund, as per their eligibility, in accordance to the provisions of the relevant Statutes.
24. A University employee shall be entitled to such terminal benefits as to pension, family pension, leave encashment and gratuity etc. as per their eligibility in accordance to the provisions of relevant Statutes and norms of GoI/UGC as applicable and amended from time to time.
25. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw as soon as he ceases to discharge those duties.
26. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of GoI/ GoI/UGC norms as applicable and amended from time to time. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.
27. The Executive Council may make Rules laying down the principals governing the allotment of residential accommodation or buildings or such portions thereof, as may be available to employees serving under the administrative control of the University for residential purposes.
28. The employee shall be eligible to house rent allowances at the rates as may be declared by GoI/UGC from time to time subject to their eligibility and terms and condition laid down by GoI/UGC from time to time for grant of such allowance.

Conduct Rules

29. All the permanent/regular employees of the University shall be governed by the **CCS (Conduct Rules) 1964** of Govt. of India, as amended and applicable from time to time.

30. (a) The services of a University employee may be terminated on any of the following grounds:-

- (i) Wilful neglect of duty.
- (ii) Misconduct.
- (iii) Physical or mental unfitness.
- (iv) When the post he is holding is abolished.
- (v) Conviction in a Court of Law for an offence involving moral turpitude.

(b) In addition to above provisions from (i) to (v) , The teachers and other academic staff of the University shall also abide with a **Code of Conduct** as may be prescribed by the relevant **Ordinance made under Statute 22(1)**.

31. **Every employee shall at all times:**

- (a) Maintain absolute integrity;
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.

32. No employee shall join or continue to be a member of such association, the objects or activities of which are prejudicial to the University or Public Order, decency, or morality.

33. **No employee shall :-**

- (i) Engage himself or participate in any demonstration which is prejudicial to the interest of the University, Public order, decency or morality or which involves in contempt of Court, defamation or incitement to an offence, or
- (ii) Resort to or, in any way, abet any form of violence in connection with any matter pertaining to his service or the service of any employee.

34. (i) No employee shall except with the previous sanction of the University own wholly or in part, or conduct, or in participate in the editing or management of any news paper or periodical publication.

- (ii) No employee shall except with the previous sanction of University or the prescribed authority or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any news paper or periodical or write a book.

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

35. No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly an official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.
36. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
37. No University employee shall, except with the previous written sanction of the University, join any College/School or appear at any examination conducted by the University or any other University or Board.
Permission to attend classes or take an examination will be granted only, if it is consistent with University interest and it cannot be claimed as of right.
38. No University employee except those specifically employed on a part time basis shall, without the previous permission of the University, apply for any post, outside the University.
39. Any infringement of above provisions of **Para 27 to Para 36** of this Statute shall be regarded as subversive of good discipline and misconduct and will well justify the initiation of disciplinary action against such employee.

Part-III

THE MANNER OF TERMINATION OF SERVICE AND DISCIPLINARY ACTION.

40. (1) **Save as otherwise provided in the Central Universities Act 2009 and the Statutes made there under** the Appointing authority /the Vice-Chancellor, as the case may be, by an order place an employee, under suspension.
- (a) When a disciplinary proceeding against him is contemplated or is pending, or
- (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- (2) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer

warnings to them or to impose on them the penalty of censure or the withholding of increments;

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

2(a) an appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in Clause (2) above.

2(b) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations; Provided that an appeal shall lie to the Executive Council against the order of the Vice-Chancellor imposing any penalty.

(3) An employee shall be deemed to have been placed under suspension by an order of the Appointing authority/ the Vice-Chancellor/Registrar (as the case may be):

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours.

(b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

(3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the Appointing authority/ the Vice-Chancellor.

(4) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

41. (1) The Appointing authority/ the Vice-Chancellor may, for good and sufficient reasons, impose on an employee the following penalties:-

Minor Penalties:-

(i) Censure;

(ii) With holding of his promotion;

(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders;

(iii)(a) Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.

(iv) Withholding of increments of pay;

Major Penalties:-

(v) Save as provided for in clause (iii)(a), reduction to a lower stage in time scale of pay for specified period, with further directions as to whether or not the University employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the University employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the University employee was reduced and his seniority and pay on such restoration to that grade, post or service;

(vii) Compulsory retirement;

(viii) removal from service which shall not be a disqualification for future employment under any Government or University ;

(ix) Dismissal from service which shall ordinarily be a disqualification for future employment under any Government or University ;

Provided that, in every case in which the charge of possession of assets disproportionate to known sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in Clause (viii) or Clause (ix) shall be imposed:

Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may be imposed.

(2) The Appointing authority/ the Vice-Chancellor, for good and sufficient reasons, may institute disciplinary proceeding against an employee of the University.

(3) No order imposing any of the penalties specified in Clause 38(1) shall be imposed except **in accordance with the procedure, for imposing similar penalties on**

Central Government Employee/Servant, as prescribed in Central Civil Services (Classification, Control and Appeal) Rules 1965, as amended and applicable from time to time.

42. (1) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the Vice-Chancellor within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (2) Where any penalty is imposed on an employee by the Vice-Chancellor, he may prefer an appeal to the Executive Council, within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (3) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies; shall not contain any disrespectful or improper language and shall be complete in itself.
- (4) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant record to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
- (5) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the facts and circumstances of the case.
- (ii) The authority which made the order appealed against shall give effect to the order passed by the appellate authority.
43. A University employee under suspension shall not be granted any leave.
44. (a) An employee under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the leave rules, if he had been on earned leave and in addition dearness allowance, if admissible on such leave salary.
- Provided that where the period of suspension exceeds one year, the authority, who ordered the suspension:
- (a) shall increase the amount of subsistence allowance by an amount not exceeding 50% of the amount paid during the first year, if the period of suspension has been prolonged for reasons not attributable to the University employee or may reduce the subsistence allowance by a suitable amount, not exceeding 50% of the amount

paid during the first year, if the period of suspension has been prolonged due to reasons directly attributable to the University employee.

(b) He shall also be entitled to any other allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted.

No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

45. When a University employee who has been dismissed, removed, or suspended, is reinstated, the authority competent to order reinstatement shall make a specific order;

(a) Regarding the pay and allowances to be paid to the employee for the period of his absence from duty; and

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

DRAFT STATUTE SL. NO. 06 FOR DISCUSSION & SUGGESTIONS

Statute No. -----

Pension and Gratuity Schemes

(Refer Section 26(f) read with Section 36(1) of central universities act 2009)

1. Save as otherwise provided in the Central Universities Act 2009 and the Statutes, Ordinances, Rules & Regulations made there under, the provisions of this Statute shall apply to all employees of the University other than those whose services have been lent to the University by the Central or State Government or any other Statutory Body /Institution substantially financed or established by Central Government or any State Government.
2. **For the purpose of Pension and Gratuity Schemes, “Employees” means every whole time officers, teachers or other employees of the University appointed substantively & regularly against approved /sanctioned posts including every person employed by Guru Ghasidas Vishwavidyalaya immediately before the commencement of Central Universities Act 2009 (as mentioned in Section 4(d) and covered under Section 4(c) and 45 (2a) of Central Universities Act 2009) and who, earlier, were governed by the Statute 26(A)(Statute for the grant of pension and gratuity to the employees of Guru Ghasidas University) made under the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973.**
3. **Employees, who have been employed by the Guru Ghasidas Vishwavidyalaya, under any section of Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 (modified/amended as Chhattisgarh Vishwavidyalaya Adhiniyam 2002) and Statutes/Ordinances/ Rules/ Regulations made there under, immediately before the commencement of the Central Universities Act 2009 and covered under Section 4(c), 4(d) and 45(2a) of Central Universities Act 2009, shall be entitled for Pension and Gratuity Schemes as admissible to the Central Government servants of the GoI under the CCS(Pension) Rules 1972 as amended from time to time.**
4. Persons who were already in regular service under any kind of pensionable establishment in any University/State Government/ Central Government/ Any Statutory Body in which the pension scheme was in vogue prior to 01-11-2004 and applied through proper channel for appointment in this University and was relieved by the competent authority to join this University on or after 01-11-2004 will not be

treated as new entrants/new recruitee for the purpose of Pension and Gratuity Schemes. Such persons shall continue to be governed by the Pension Schemes as applicable to the employees of this University as per their eligibility under GoI / UGC Norms. However, this is subject to the condition that the previous employer shall transfer the pension contribution, for the service rendered by such person in the earlier pensionable establishment, on pro-rata basis to this University.

5. Persons appointed on or from 01-11-2004 as new entrants/new recruitee against any sanctioned post or post created by the Executive Council of the University shall not be governed by this Pension and Gratuity Schemes.

DRAFT STATUTE SL. NO. 07 FOR DISCUSSION & SUGGESTIONS

Statute No.

The procedure for appeal to the Executive Council by any employee or student against the action of any officer or authority of the University.

(Refer section 26(i) read with section 35 of Central Universities Act 2009)

1. Save as otherwise provided in the Central Universities Act 2009 and Statutes/Ordinances made there under , any employee or student of the University may prefer an appeal (except examination matters concerning to any student) to the Executive Council within 45 days from the date on which a copy of the order / decision appealed against is delivered to the appellant employee or student.
Provided that the Vice-Chancellor may, however, entertain any appeal within 90 days (maximum) of the said date, if the appellant has sufficient cause for not submitting the appeal in time.
2. An appeal shall be accompanied with a copy of the order against which remedy is sought and it should be addressed to the Secretary of the Executive Council.
- 3. Upon receiving the appeal ;**
 - a. in the case of a student , the Controller of Examinations / the Chief Proctor /the Dean Student Welfare / the concerning Dean School of Studies / the Director (IT)/ the concerning Head of the Department , as the case may be , shall submit a written factual report to the Vice-Chancellor , regarding subject matter of the appeal .
 - b. in the case of a non- teaching officer/ non-teaching employee posted in an administrative office or section , the Registrar shall submit a written factual report to the Vice-Chancellor , regarding subject matter of the appeal .
 - c. and in the case of a teacher /other academic staff / non-teaching employee posted in any teaching department or in an academic centre or establishment , the concerning Head of the Department/ the controlling Officer / the Dean School of Studies , as the case may be , shall , through the Registrar, submit a written factual report , to the Vice-Chancellor , regarding subject matter of the appeal .
4. An appeal received and processed in the manner as mentioned above shall be presented before the Executive Council by its Chair Person and the Executive Council may, after consideration of the case, confirm , modify or reverse the order/decision appealed against .

DRAFT STATUTE SL. NO. 08 FOR DISCUSSION &SUGGESTIONS

Statute No.

The procedure for regulating the work of the tribunal.

(Refer section 26 (h) read with section 33 of the central universities act 2009)

1. Any employee in dispute with the University arising out of the provisions of the contract of employment with the University as defined in Section 33 (1) of the **central universities act 2009** may submit to the Registrar in writing for reference of the dispute to the Tribunal of Arbitration.
2. Upon receipt of the written submission for reference to the Tribunal for Arbitration, the Registrar shall cause the constitution of the Tribunal of Arbitration as laid down under Section 33 (2) of the **central universities act 2009**.
3. The procedure to be followed by the Tribunal of Arbitration shall be as laid down in the Arbitration and Conciliation Act, 1996.

DRAFT STATUTE SL. NO. 09 FOR DISCUSSION&SUGGESTIONS

Statute No.

Constitution , Powers and Duties of the Academic Planning ,
Development & Monitoring Board (APDMB). **Establishment and abolition of
Schools, Departments, Centres, Halls, Colleges and Institutions.**

(Refer sections 26 (k), 19(6) read with section 26(q) of the central universities act 2009)

Save as otherwise provided in the Central Universities Act 2009 and the Statutes, Ordinances, Rules & Regulations made there under, the Academic Planning, Development & Monitoring Board shall advise the Academic and Executive Council on overall academic planning and development of the University including establishment and abolition of various Schools, Departments, Centres, Halls, Colleges and Institutions, if any, running or to be running by the University.

1. Constitution of the **Academic Planning, Development and Monitoring Board**

The **Academic Planning, Development and Monitoring Board** (in short, the Board) shall consist of the following namely;

- (i) The Vice-Chancellor shall be the Ex-officio Chairman of the Board.
- (ii) All Deans of Schools of studies and Dean of Students' Welfare. (Ex-officio members)
- (iii) Director/Co-Ordinator IQAC (Ex-officio - Member).
- (iv) The Registrar (Ex-officio- Member Secretary)
- (v) Two members from the Executive Council nominated by the Vice-Chancellor.
- (vi) One member from Finance Committee nominated by the Vice-Chancellor.
- (vii) One member from Bulding Committee nominated by the Vice-Chancellor.
- (viii) One senior Administrative Officer from IQAC nominated by the Vice-Chancellor.

(ix) Six teachers to be nominated by the Academic Council with at least one teacher of each rank.

(x) One representative , not below the rank of deputy secretary, each from the

(A) Ministry of Human Resource Development, Government of India.

(B) University Grants Commission.

(C) Department of Higher Education / Science & Technology from the State Government of Chhattisgarh .

(xi) Three eminent persons from the field of Science & Technology, Education & Industry to be nominated by the Executive Council.

(xii) Controller of Examinations , Finance Officer , Librarian , University Engineer & Officer Incharge Development Section shall be the permanent invitees.

2. The term of the **Academic Planning, Development and Monitoring Board shall be three years and half of the members shall form a quorum for meetings.**

3. The **Academic Planning, Development and Monitoring Board shall have the following powers and duties , namely ;**

(i) to advice and recommend the Academic and Executive Council on overall academic planning and development of the University including establishment and abolition of various Schools, Departments, Centres, Halls, Colleges and Institutions, if any, running or to be running by the University.

(ii) to prepare and monitor the short term and long term plan of the University.

(iii) to advise and constitute such committees as may be necessary for planning and monitoring of the plans of the University.

(iv) to evaluate , periodically , the progress of the plans of the University.

(v) to initiate proposals for institution of teaching & other academic posts and prescribing the duties of such posts .

(vi) to suggest & advise new academic programmes to be established in the University .

(vii) to suggest & advice on implementation of various schems of GoI /UGC as instructed from time to time.

(viii) to evaluate , monitor & advice from time to time on the working of the University Teching Departments and School of Studies.

(ix) to perform such other functions and duties as may be prescribed by the Vice-Chancellor /Academic Council/Executive Council.