

GAUHATI UNIVERSITY

GAUHATI UNIVERSITY EMPLOYEES SERVICE
CONDITIONS, CONDUCT AND APPEAL RULES: 1970



2017
Gopinath Bardoloi Nagar
Guwahati - 781014
Assam : India

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Short Title

1. a) These rules may be called the Gauhati University employees service conditions, conduct and Appeal Rules, 1970
Commencement and extent of application.
- b) These rules Shall apply to all classes III and class IV employees of the University.
- c) They Shall come into force on such date as may be appointed by the Executive Council.

Definition

2. In these Rules unless there is anything repugnant in the subject or context.
 1. University means the Gauhati University.
 2. Executive Council means the Executive Council of the Gauhati University.
 3. Selection Committee means the Committee appointed by the Executive Council for selection of candidate for the post of class III and class IV of the University.
 4. Appointing Authority means the Executive Council or any officer authorised in that behalf by the Executive Council.

5. Permanent post means a post carrying a definite rate of pay sanctioned without limit of time.
6. Temporary post means a post carrying a definite rate of pay sanctioned for a limited period of time.
7. Part-time post means a post, the incumbent of which holds another post within or outside the university or is engaged in any trade or profession.
8. Employee means a person appointed by competent authority to a permanent, temporary or part-time post, under the University and includes an employee of a recognised outside authority whose service have been borrowed by the University.
9. Service means employment in the University whether permanent or temporary or part-time or on a contract basis.
10. Lien means the title of an employee to hold substantively, either immediately or on the termination of a periods of absence, a permanent post to which he has been appointed substantively.
11. To officiate means to perform the duties of a post in which another employee holds a lien or of a vacant post on which no other employee holds a lien.
12. Pay means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or temporary or in an officiating capacity and includes special pay and personal pay, if any.
13. Special Pay means an addition in the nature of pay to employments of a post or of an employee granted in consideration of the nature of duty or a specific addition to the work or responsibility.
14. Personal Pay means an addition to pay granted to an employee (a) to save him from a loss of substantive pay in respect of a

permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure or (b) in exceptional circumstances on other personal consideration.

15. Substantive pay means pay as define above other than special or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively.
16. Presumptive pay means of a post here in used with reference to a particular employee means the pay to which he would be entitled if he had held the post substantively and had been performing its duties, but it does not include special pay unless the employee performs or discharges the duty or responsibility in consideration of which the special pay was sanctioned.
17. Time scale pay means pay which, subject to any condition prescribed in these rules, rise periodical increments from a minimum to maximum.
18. Class III employees means persons appointed to clerical post or to other post on corresponding scale of pay.
19. Class IV employees means persons appointed to post carrying scales of pay lower then those class III employees.
20. Subsistence allowance means a monthly allowance made to an employee who is not in receipt of pay or leave salary.

Categories of Posts

3. The various categories of post shall those detailed in the be schedule and such other posts as may be sanctioned by the Executive Council from time to time.
4. The qualifications for appointment to the various post shall be such as may be determined by the Executive Council from time to time. Provided that in case of promotion or re-

appointment after retirement the academic qualification may be relaxed.

5. i) Appointment of a persons by direct recruitment for periods of more than a year shall be subject to their being found medically fit by the Civil surgeon, Kamrup, or by a medical officer not below the rank of Govt. Asstt. surgeon grade I or by a professor of Medical College.
- ii) No person Shall be appointed to any post unless he possesses good character and ante cedents.
- iii) No person below the age of 18 years and above the age 25 years shall ordinarily be appointed any class III or class IV post. Provided that this limit may be relaxed by the appointing authority in special cases.
6. i) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- ii) An employee cannot be appointed substantively to a post in which another employee holds a lien.
- iii) An employee when confirmed in a permanent post acquires a lien on that post and cease to hold any lien previously acquired in any other post.
7. a) An employee shall not be transferred to a post carrying less pay than that the post in which he holds a lien except on account of inefficiency or misconduct or at his own request.
- b) An employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of the post and shall cease to draw these as soon as he ceases to perform the duties.
- c) If an employee take charge of a post in the after noon he shall, for purpose of calculation of pay and allowance be regarded

as having charge of it on the subsequent day. Provided that when the office works only in the evening and if the employee takes charge of his duties after 5.P.M. he will be regarded as to have joined on the subsequent day.

8. i) Appointments to, promotion in and suspension, removal or dismissal from the services shall be made by the Executive Council provided that the Executive Council may authorised the Vice-Chancellor in this regard.
- ii) An employee who has been removed or dismissed may within 30 days of the service of the notice of removal or dismissal, file appeal to the Executive Council.
9. An employee who is continuously absent from duty for a period 3 months without leave shall case to be in the University Service. Even if he joins within this grace period he must submit a satisfactory explanation of his absence without leave otherwise he will be liable to disciplinary action by the appointing authority.
10. A whole time employee may be assigned any alternative or additional duty similar to his own by the Head of the Department to which he is attached. No whole time employee can accept any additional employment without prior approval of the Vice-Chancellor.
11. Appointment to the post may made :
 - 1) by promotion,
 - 2) by direct recruitment,
 - 3) by lian of service of employees from Govt. Departments and other institutions.
12. i) Appointment to a post in any category of a class by promotion shall ordinarily be made whether in a perment or officiating

capacity by promotion from amongst the employees of the University serving in posts in the next lower category of the same class. Provided that when no candidates with required qualification, experience and efficiency are available in the next lower category the post shall be filled up by direct recruitment. Provided further that temporary or officiating vacancy of the not more than 3 months duration at a time in a post may be filled up by promotion of the senior most member of the lower cadre working for the time being in the department in which the vacancy occurs by the Vice-Chancellor on recommendation of the Head of the Department Concerned. If the vacancy extends beyond three months the appointment shall be made through the selection Committee.

- ii) Every appointment by promotion shall be made on the recommendation of the Selection Committee. The Selection Committee shall after taking into consideration the merit, efficiency and seniority of the employee shall recommend candidates to the appointing authority. In determining efficiency the character roll and confidential report on the Service of the employee shall be taken into consideration.
13. In direct recruitment the post whether permanent or temporary shall advertised and candidates shall be selected by the Selection Committee on the result of a written test and an interview and the names of selected candidates shall be forwarded to the appointing authority for appointment. Provided that vacancies of not more than 3 month's duration may be filled by Vice-Chancellor without advertisement, test and interview. If the vacancy extends beyond three months the appointment shall be made through the selection Committee.
14. No Vacancy caused by the dismissal, removal or reduction in rank from any grade or category in the services shall be

substantively filled upto the prejudice of such persons until the time allowed for preferring an appeal has expired or till the appeal as prescribed, if preferred, is disposed of.

15. i) Every person appointed to a permanent post under the University by promotion or direct recruitment shall be on probation in such post for a period of 1 (one) year which may be extended by a maximum period of six months in exceptional circumstances.
- ii) Where a person appointed to a post under the University on probation is, during his period of probation, found unfit for holding that post on the basis of character roll and confidential report, the appointing authority may (a) in case of a person appointed by promotion, revert him to the post held by him immediately before such appointment, and (b) in the case of a person appointed by direct recruitment, terminate his services by giving him one months notice
- iii) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his period of probation, be eligible for confirmation in the post.
- iv) No employee shall be confirmed in any post unless (i) such post is permanent and no one else has a lien on it and (ii) the employee has satisfactorily completed the period of probation.

16. Seniority

The Seniority of an employee in a particular class shall be determined in the cadre to which he is appointed with reference to the date from which his service in that class is counted for probation and in case of more than one person appointed on promotion and joining on the same date, according to their respective seniority in the immediate low-or cadre. Provided

that in case of more than one person appointed by direct recruitment and joining on the same date, seniority of an employee in a particular class shall be determined with reference to his position in the merit list in the competitive examination and interview conducted by the Selection Committee. Provided further that in case of more than one employee joining on the same date one appointed on promotion and other (s) appointed by direct recruitment the candidate appointed by promotion will be considered senior.

17. i) An employee shall be a temporary employee of the University until he is confirmed in a present post.
- ii) An employee confirm in any permanent post under the University shall be a permanent employee of the University.
18. i) The Service of a temporary employee may be terminated by the appointing authority assigning reasons without notice. Provided that service an employee on probation may be terminated as provided under sec.15 (ii) (b) with one month's notice or one month's pay in lieu thereof.

19. Age of Retirement

An employee of the University shall retire on completion of 60 years on age provided that an employee shall retire earlier.

- i) On his being declared medically unfit for service by Medical Board to be appointed by the Executive Council in this behalf, or.
- ii) On the imposition of the penalty of compulsory retirement. Provided that the service of an employee may be extended till the completion of 63 years of age by instalment of one year at a time on the certificate of physical & mental fitness from the Civil Surgeon, Kamrup, or from a professor concerned of a medical College affiliated to the University and on the advise

of a Committee appointed by the Executive Council for the purpose if his service is necessary in the University.

20. Resignation

- i) A permanent employee may, by notice of three months and a temporary employee by notice of one month in writing, addressed to the Registrar may resign from the service of the University, or by payment of salary in lieu thereof. Provided that no resignation shall be effective until and unless it is accepted by the appointing authority.
- ii) The appointing authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the University on shorter notice.

21. Scale of Pay

- i) The scale of pay for the post under the university shall be as specified from time by the Executive Council

Option to elect new scale

- ii) The holder of a post, the scale of pay which has been changed shall, for purpose of pay only be treated as through he were transferred to a new post on the new pay; provided that he may, at his option, retain his old pay until the date on which he earns his next or any subsequent increment on the old scale or until he vacates his post ceases to draw pay on that time scale. The option once exercised shall be final.

22. Fixation of Pay on Appointment

- i) An employee shall, on the appointment by direct recruitment be given the minimum of the scale to which such person is appointed. Provided that if such a person immediately before the appointment to the post was holding a substantive post under

the University, The Govt. or a sami-Govt. Institution or in a College affiliated to the Gauhati University, his initial pay shall be fixed at a stage of the University scale next above his pay in the previous post. Provided further that in a case where the maximum pay in the university scale is less than his substantive pay in respect of the old post he shall be given the maximum of the University scale plus a personal pay so as to protect his substantive pay on the date of his joining in the University post. Pay for this purpose shall include substantive pay and special pay of permanent nature.

- ii) In case of promotion of an employee of the University from one post to another pay shall be fixed as follows :-

The employee shall first be given one increment in the lower scale. His pay shall than be fixed in the higher scale as below :

- a) If the aggregate of his substantive pay increment in the lower scale falls short of the minimum of the higher scale, than at the minimum of the higher scale.
- b) If the aggregate of his substantive pay and one increment in the lower scale corresponds to a stage of the higher scale, than at a stage of the higher scale next above such aggregate
- c) If the aggregate of his substantive pay and one increment in the lower scale is intermediate between two stage of the higher scale next above such aggregate. Provided that where an employee immediately before his promotion or appointment to a post is drawing pay at the maximum of the time scale of the lower post, his initial pay on the time scale of the higher post shall be fixed at the stage of that time scale, next above such maximum in the lower post.

23. Subject to the provision of clause 12 above an employee officiating in a post shall draw the presumptive pay of that post provided that should presumptive pay of the permanent post on which he holds a lien be at any time greater than the presumptive pay of the post in which he officiates he shall draw the presumptive pay of the permanent post.

24. Increment

- a) An increment shall ordinarily be drawn as a matter of course unless it is withhold by the appointing authority on the report unsatisfactory service from the Head of the Administrative or teaching Department to which he may be attached or on any other ground.
 - b) An increment may be withhold if the conduct of the employee has not been good or his work has not been satisfactory. In ordering the withholding of an increment the withholding authority shall state the period for which it has be withhold and whether the post ponment shall have the effect of post-poning future increments.
 - c) Where efficiency bar has been prescribed in a time scale the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withheld increment. On each occasion on which an employee is allowed to pass an efficiency bar which has previously been efforced against him he should come on to the time scale at stage as the authority may fix for him subject to the pay admissible according to the length of his service.
25. The following service shall count for increment in the time scale of a post.
- a) Continuous duty in that post or in any other post of the same or higher grade in a substantive or efficiating capacity.

- b) Leave for studies with or without pay.
- c) Service on deputation.
- d) Leave other than extra-ordinary leave.

Notes :

- i) A period of overstayal after leave does not count towards increment.
- ii) Leave taken during the officiating service of an employee on a time scale of pay does not count for increment in that time scale.
- iii) Period of suspension for proved misconduct shall not be allowed to be counted to wards increment.
- iv) In case of suspension on account of imprisonment for debt or for reason other than misconduct the period of service preceding the suspension may be counted for increment but not the actual period of suspension.

26. Dismissal, Removal and Suspension

- 1) The pay and allowances of an employee who is dismissed or removed shall cease from the date of such dismissal or removal.
- 2) An employee under suspension shall be entitled to the following payments :-
 - i) A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on average pay or on half pay and in addition dearness allowance based on such to a overall maximum of Rs. 500/- per month.

Notes :

The amount of dearness allowance will be suitably reduced in marginal cases. Provided that where the period of suspension exceed 12 month's the authority which made or is deemed to

have made the order of suspension shall be competent to vary the amount of subsistence allowance for any subsequent to the period of the first 12 month's as follows :

- a) The amount of subsistence allowance may be increased by a suitable amount exceeding 5% of the subsistence allowance admissible during the period of the 12 month's if, in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.
 - b) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first 12 month's if in the opinion of the said authority of period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.
 - c) The rate of dearness allowance, if any will be based on the increased or, as the case may be the decreased amount of subsistence allowance admissible under (a) and (b) above.
 - ii) Other Compensatory allowance, if any of which the employee was in receipt on the date of suspension, provided that the employee shall not be entitled to the compensatory allowance unless the said authority is satisfied that the employee continues to meet the expenditure for which such compensatory allowance is granted.
3. No payment under sub-rule (2) shall be made unless the employee furnished a certificate and the authority is satisfied that the employee is not engaged in any other employment, business, profession or vocation.

4. When the suspension of an employee is hold been un satisfiable or not wholly justifiable or when an employee who has been dismissed, removed or suspended is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty.

- a) If he is honorably acuted, full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded any allowance of which he was in receipt prior to his dismissal, removal or suspension, or,
- b) If otherwise, such proportion of such pay and allowance as the revising or appellate authority may prescribe.

IN A CASE FALLING UNDER CLAUSE

- a) The period of absence from duty will be treated as a period spent on duty.

IN A CASE FALLING UNDER CLAUSE

- b) It will not be treated as a period spent on duty, unless the revising or appellate authority so directs.

5. No leave can be granted to an employee under suspension.

27. COMBINATION OF POST

An Employee placed in charge of the current duties of another post in addition to his own duties for a period of not less than one month shall be entitled to an additional pay not exceeding fifteen percent of his own pay.

28. LEAVE

An employee shall be entitled to such leave as may admissible to him under the Rules made in this behalf separately and in

force from time to time. Provided that he shall not be entitled to any leave during the period of notice of termination of service by the appointing authority or by the employee on his resignation.

29. CONDUCT RULES

Member of family in relation to a University employee includes

- i) The wife or husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a compent authority.
- ii) Son or daughter or step-son or step-daughter of the employee and wholly depended on him but does not include a child or step-child who is not longer is any way dependent on the employee or of whose custody the employee has been deprived of by or under any law;
- iii) Any other person related, whether by blood or by marriage, to the employee's wife or husband, and wholly depended on the employee.

30. GENERAL

Every employee shall at all times –

- i) Maintain absolute integrity,
- ii) Maintain devotion to duty; and
- iii) Do nothing which is unbecoming of a University employee.

31. Critisim of the University

No employee shall, in any Radio broadcast or any document published in his own name or anonymously, pseudonymously

or in the name of any other person or any communication the press or in any public utterance, make any statement of fact or opinion, which has the effect of an adverse criticism or any current of recent policy or action of the University. Provided that nothing in this rule shall apply to any statement made or views expressed an employee in his official capacity or in the due performance of the duties assigned to him.

32. An employee shall -

- a) Strictly abide by law relating to intoxicating drinks or drugs in force in any area in which he may happen to be the time being,
- b) Take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;
- c) Not appear in a public place in a state of intoxication,
- d) Not indulge in vicious habit, like sex and gambling which reduce his efficiency and utility as a University employee or damaged the reputation of the University or the employee generally in public esteem

33. **Private Trade or Employment**

1) No employee shall engage directly or indirectly in any trade or business or undertake any other employment: Provided that employee may, undertake honory work of special or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but shall not undertake or shall also continued such work. If so directed by the appointing authority.

EXAPLANATION

Canvassing by employee in support of the business of insurance agency, commission agency, etc. owned or managed by his

wife or any other member of his family shall be deemed to be a breach of this sub-rule.

- 2) Every employee shall report to the appointing authority if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- 3) No employee may accept any fee for work done by him for any public or any private person without the sanction of the appointing authority.

34. **PROSECUTION OF STUDIES BY UNIVERSITY EMPLOYEE IN EDUCATIONAL INSTITUTION**

No employee, while in the University service shall join or attend any educational institution for the purpose of preparing himself for or shall appear at any examination of a recognised Board or University without obtaining previous permission from the appointing authority. Provided that the appointing authority may refuse such permission in the interest of University Service on consideration that such joining or attending any educational intuition or appearing at any examination may treat dislocation of work or second in the way of the efficient discharge of his duties by the University employee concerned. Permission granted for the purpose of joining or attending any educational institution shall be subject to the condition that the employee shall not seek election to or held any elective office in student's union or other associations of students except associations formed for purely literary, academic or athletic pursuits. Provided further that the employee shall furnish an undertaking as mentioned above in case when such permission is granted by the competent authority.

EXPLANATION

No one shall ordinarily be permitted to prosecute studies beyond the Degree Course. Persons doing executive work shall not ordinarily be given permission to prosecute studies.

35. **INSOLVENCY AND HABITUAL INDEBTEDNESS**

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudged an insolvent shall forthwith report the full facts of the legal proceedings to the appointing authority.

NOTE:

The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

36. **UNAUTHORISED COMMUNICATION OF INFORMATION**

No employee shall, except in accordance with any general or special order of the appointing authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any 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.

37. **CONNECTION WITH PRESS OR RADIO**

1. No employee shall, except with the previous sanction of the appointing authority own wholly or in part, or conduct or participate in the editing or management of any newspaper or other personal publication.

2. No employee shall, except with the previous sanction of the appointing authority or except in the bonafide 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 or in the name of any person to any newspaper or periodical : Provided that no such sanction shall be required if such broadcast or such contribution is of a purely academic, artistic or scientific character.

38. **EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY**

- 1) No employee shall, except with the previous sanction of the appointing authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- 2) Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticise the policy or any action of the university.

39. **TAKING PART IN POLITICS AND ELECTIONS**

No employee shall be a member of or be otherwise associated with any political party or any organization which takes part, nor in politics, nor shall he take part in, subscribe in aid of or assist in any other manner any political activities. No employee shall offer himself as a candidate for election to a legislative body or for holding an office of any local body without previous sanction of the appointing authority and except in accordance with the following rules :-

- i) Any employee desiring to seek election to a legislative body or to hold office of any local body shall be on compulsory leave without pay for one year from the date of his filing nomination and if elected till the end of the term of his office in the legislative or local body.

40. No employee shall organise or participate in any demonstration or resort to any form of strike.

41. MEMBERSHIP OF SERVICE ASSOCIATION

No employee shall be a member, representative or office bearer of any association representing or purporting to represent University employees or any class of University employees or any class of University employees unless such association satisfies the following conditions :

- a) Membership of the association shall be confined to a distinct class of University employees and shall be open to all University employees of that class. Office bearers including the president shall be selected or elected from its members or from amongst the members of other staff of the University.
- b) The association shall not in any way be connected with or affiliated to any association which does not satisfy condition (a)
- c) The association shall not (i) issue or maintain any periodical publication except in accordance with the general or special order of the University authority and such permission shall be given only on condition that no letters or articles under a nom-de-plume or pseudonym or in the name of any individual member criticising or commenting on any decision communication of the University, authority, individual grievances against orders passed by a competent authority, notice of organised action with a view to discrediting the University are published.

i) Except with the previous sanction of the Vice-Chancellor publish any representation on behalf of its members, whether in the press or otherwise.

42. No employee shall submit any memorandum to the University authority in respect of any matter in which he is not personally interested.

43. CONFIDENTIAL REPORTS ON EMPLOYEES

The Head of the Departments should complete at the end of each financial year and submit to the Registrar by the 15th of June, a report on the Official character and capacity of all employees committed to his departmental authority during the previous year. Character Rolls should be maintained in the prescribed form as per appendix B

44. University employees are prohibited from approaching members of the authorities or bodies as constituted under the Gauhati University Act or circulating among them any document regarding any personal interest or any grievance for redress.

45. SUSPENSION

1) The appointing Authority may place an employee under suspension-

a) Where disciplinary proceedings against him is contemplated or is pending, or

b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation or trial,

2) An employee who is detained in custody, whether on a criminal or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of such detention by an order of the Appointing Authority and Shall remain under suspension until further orders :

- 3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal under these rules and the case is remitted for further inquiry or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- 4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void in consequence of or by a decision of a court of Law and the appointing authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory commitment was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- 5) An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or is deemed to have made the order.

46. DISCIPLINE

Nature of penalties : Any one or more of the following may, for good sufficient reasons and as here in after provided, be imposed by the Disciplinary Authority on an employee, namely

- i) Censure :
- ii) Withholding of increment (s)

- iii) Compulsory leave;
- iv) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
- v) Education to a lower service, grade or post, or to a lower time scale, or to a lower stage in a time scale.
- vi) Compulsory retirement;
- vii) Removal from service which shall not be disqualification for future employment;
- viii) Dismissal from service which shall ordinarily be disqualification for future employment.

EXPLANATION

The following shall not amount to a penalty within the meaning of this rule :

- a) Stoppage of an increment at an efficiency bar in the time scale on the ground of his unfitness to cross the bar,
- b) Non-promotion whether in substantive or officiating capacity of an employee, after due consideration of his case, to a service, grade or post promotion to which he may be eligible
- c) Revision to a lower service, grade or post of an employee officiating in a higher service, grade or post on the ground that he is considered after trial, to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct;
- d) Reversion to his permanent service, grade post of an employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation.

e) **Termination of services**

- i) An employee appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation,
- ii) Of an employee, employed under an agreement in accordance with the terms of such agreement,
- iii) Of an employee whose terms of appointment provides for the termination of service by either party giving notice nor a specific period.
- iv) Of an employee in whose case the appointment is expressly stated to be on temporary basis and to have been sanctioned until further orders and it is also provided that his services may be terminated at any time without notice.

47. **DISCIPLINARY AUTHORITY**

The Disciplinary Authority may impose any one more of the penalties I rule 46 on any on any employee. The Disciplinary Authority shall be the appointing authority as defined i Rule 2(4).

48. **PROCEDURE FOR IMPOSING PENALTIES:**

- i) No order imposing on an employee any of the penalties specified in rule 46 shall be passed except after an inquiry, held as far may be in the manner herein after provided;
- ii) The Disciplinary Authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held such charges together with a statement of the allegations on which they are based shall be communicated in writing to the employee and he shall be required to submit, within such time as may be specified by the Disciplinary Authority, a written

statement of his defense and also to since whether he desires to be heard in person.

- iii) The employee shall, for the purpose of preparing his defense, be permitted to inspect and on take extracts from such official records as he may specify, provided that such permission may be refused it for reason to be recorded in writing in the potion of the Disciplinary Authority such records are not event for purpose or it is against the interest of the University to allow his access thereto, provided that when an employee is permitted to inspect and to take extract from official records due care shall be taken against terpering, removal or destruction of records.
- iv) On receipt of the written statement of defense, or if no such statement is received within the time specified, the Disciplinary Authority may itself inquire into such of the charges as are not admitted or if considers it necessary so to do, appoint for the purpose a Board of inquiry or an Inquiring Officer.
- v) The Inquiry Authority Shall, in the course of the Inquiry, consider such documentary evidence and take such oral evidence as may relevant or materials in regard to the charges. The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and adduce documentary and oral evidence in his defense. If the Inquiry Authority declines to examine any witness or to admit any document in evidence on the ground that his evidence or such document is not relevant or material it shall record its reasons in writing. No agent of the employee nor any legal practioner on the employee behalf shall be allowed in such inquiry.

- vi) At the conclusion of the inquiry, the Inquiry shall prepare a report of the inquiry recording its finding on each of the charges together with reasons therefore.
- vii) The record of the inquiry shall include :-
 - a) The Charge framed against the employee and the statement of allegations furnished to him under sub-rule (2).
 - b) His written statement of defense, if any;
 - c) The oral evidence taken in the course of the inquiry.
 - d) The documentary evidence considered in the courses of the inquiry.
 - e) The orders, if any, made by the Disciplinary Authority and the inquiring authority in regard on the inquiry and Provided that where the detention is made on account of any charge not connected with his position as a University employees or continuance in office is not likely to embarrass the University or the University employee in the discharge of his duties or the charge does not involve moral turpitude, the Appointing Authority may vacate the suspension order made or deemed to have been made when he is released on bail or is not otherwise in custody or imprisonment.
 - f) A report setting out the finding on each charge the reasons therefore
- viii) The Disciplinary Authority shall, if it is not the inquiring authority, consider the record of the inquiry and records of the inquiry and records its finding on each charge.
- ix) Major Penalties**
 - a) If the Disciplinary Authority having regard to its finding on the charges is of the opinion that any of the penalties specified in clause (v) to (viii) of rule 46 should be imposed, shall

- b) Furnish to the employee a copy of the report of the Inquiring Authority and, where the Disciplinary Authority is not the inquiring authority a statement of its findings together with brief reasons for dis-agreement, if any with the findings of the inquiring authority and.
- c) Give him notice stating the penalty proposed to be imposed on him calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty only on the basis of the evidence adduced during the enquiry.
- d) The disciplinary Authority shall consider the representation, if any, made by the employee in response to the notice under clause (i) above determine what penalty, if any, should be imposed on the employee and pass appropriate final orders. If such representation contains statements, reference, request demands. etc. Not based on the evidence adduced during the inquiry such statement etc. should be ignored and this fact should be brought out in the final orders passed in the case.

Provision regarding lent employees:

1. Where the service of an employee are lent to an outside authority (herein after in this rule referred to as "the Borrowing Authority) the Borrowing Authority shall have the powers of the Appointing Authority for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary process ending against him. Provided that the Borrowing Authority shall forthwith inform the University which lent his services of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings as the case may be.
2. In the light of the finding in the disciplinary proceedings taken against the employee-

- i) If the Borrowing Authority is of the opinion that any of the penalties specified in clause (i) on the rule 46 should be imposed on him, it may, in consultation with the University, pass such orders or the case as it deems necessary : Provided that in the event of difference of opinion between the Borrowing Authority and the University the service the service of the employee shall be replaced at the disposal of the University.
 - ii) If the Borrowing Authority is of the opinion that any of the penalties specified in clause (v) or (vii) of rule 46 should be imposed on him it shall replace his service at the disposal of the University and transmit to it the proceeding of the inquiry and thereupon the University may, pass such orders thereon as it deems necessary. Provided that in passing any such orders the Disciplinary Authority shall comply with the provisions of the sub-rule (10) of rule 48
 - iii) Orders passed by the Disciplinary Authority shall be communicated to the employee.
- (ii) Minor Penalties**
- a) If the Disciplinary, having regard to its findings on findings on charges, is of the opinion that any of the penalties specified in clause (i) to (iv) of rule 46 should be imposed, it shall pass appropriate orders and communicated the same to the employee.
 - b) No order imposing the penalties specified in clause (i) to (iv) of Rule 46 shall however be passed except after.
 - c) The employee is informed in writing of the proposal to take action against him and of the allegation on which it is proposed to be taken and give an opportunity to make any reputation he may wish on make and.

- d) Such representation, if taken into consideration by the Disciplinary Authority.

EXPLANATION

- The Disciplinary Authority may take an order under clause (ii) of sub-rule (2) on the record of the inquiry transmitted by the Borrowing Authority., or after holding such further inquiry as it may deem necessary.

50. PROVISIONS REGARDING BORROWED EMPLOYEES:

1. Where an order of suspension is made on a disciplinary proceeding is taken against an employee whose services have been borrowed from an outside authority the authority lending his services (herein after in this rule referred to as the Leading Authority) shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings as the case may be.
2. In the light of the findings in the disciplinary proceeding taken against the employees.
 - i) If the Disciplinary Authority is of the opinion that any of the penalties specified in clause (i) to (iv) of rule 46 should be imposed on him, it may subject to the provisions rule 48 and in consultation with the leading Authority, pass such orders on the case as it deems necessary. Provided that in the event of a difference of opinion between the University and the Leading Authority.
 - ii) If the Disciplinary Authority is of the opinion that any of the penalties specified in clause (v) to (vii) of rule 46 should be imposed on him it shall replace his services at the disposal of the Leading Authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

51. APPEALS

Every employee shall be entitled to appeal, as herein after provided, against an order passed by an authority :-

- a) Placing him under suspension under rule 45
- b) Imposing upon him any of the penalties specified in rule 46

52. APPEALS AGAINST ORDERS IMPOSING PENALTIES :

An employee may appeal against an order imposing upon him any of the penalties specified in the rule 46 to the Executive Council, there shall be no second appeal against the orders of the Executive Council.

EXPLANATION

In this rule the expression employee includes a person who has ceased to be in the University service.

53. APPEAL AGAINST ORDERS :

- i) An employee may appeal an order which -
 - a) Denies or varies to his disadvantage his pay, allowance, provident fund gratuity pensioner other conditions of service as regulated by any rules or by any agreement.
 - b) Interprets to his disadvantage the provisions of any such rules or agreement-to the Authority to which the authority passing such order is immediately subordinate.
- ii) An appeal against order-
 - a) Stopping an employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;

- b) Reverting to a lower service, grade or post an employee officiating in a higher service, grade or post otherwise than as a penalty.
- c) Determining the pay and allowance for the period of suspension to be paid to an employee on his reinstatement or determining whether or not such period shall be treated as a period on duty for any purpose; and
- d) Placing an employee under suspension shall lie-
 - b) In the case of an order made in respect of an employee on whom the penalty of dismissal from services can be imposed only by the Executive Council.

EXAPLAINATION

In this rule the expression employee includes a person who has ceased to be in University Service.

54. PERIOD OF LIMITATION FOR APPEAL :

No appeal under this part shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against provided that the Executive Council may entertain the appeal after the expiry of the said period, if it is satisfied that the applicant has sufficient cause for not submitting the appeal time :

55. FROM AND CONTENTS OF APPEAL

- a) Every person submitting an appeal shall do so Separately and in his own name.
- b) The appeal shall be addressed to the Chairman of the Executive Council and, Shall contain all material statement and arguments

on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

56. SUBMISSION OF APPEAL

Every appeal shall be submitted to the Chairman of the Executive Council which made the order against and in the case of serving employees through the head of the department in which appellant is serving for the time being.

57. WITHOLDING OF APPEAL:

The authority which made the order appealed against may withhold the appeal if –

- i) It is an against an order from which no appeal lies or.
- ii) It does not comply with any of the provisions of rules 56 or;
- iii) It is not submitted within the period specified in rule 55 and no sufficient cause is shown for the delay, or
- iv) It is repetition of an appeal already decided and no new facts or circumstances of material importance are adduced. Provided that an appeal withheld on the ground only that it does not comply with the provisions of rule 56 shall be returned to the appellant and if resubmitted within one month there of after compliance with the said provisions shall not be withheld. Provided further that where an appeal is withheld, the appellant shall be informed of the fact and reason therefore.

58. CONSIDERATION OF APPEAL

1. In the case of an appeal against an order of suspension, the Executive Council shall consider whether in the light of the provisions of rule 45 and having regard to the circumstances an gravity of the case the under of suspension is justified or not and confirm or revoke the order accordingly.

2. In the case of an appeal against an order imposing any of the penalties specified in rule 46, the Executive Council shall consider,

- a) Whether the proceeding prescribe in these rules have been complied with, and if not, whether such non-compliance has resulted in violation of any provisions of the constitution or in failure of justice;
 - b) Whether the findings are justified, and
 - c) Whether the penalty imposed is excessive, adequate or inadequate; and pass order, setting aside, reducing, confirming or enhancing the penalty;
- i) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty, and
 - ii) If enhanced penalty which the Executive Council proposes to impose is one of the penalties specified clause (iv) to (viii) of rule 46 and inquiry under rule 48 has not already been in the case, the Executive Council shall itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and giving the appellant an opportunity of making any representation which he may to make against such penalty, pass such orders as it may deem fit.

3. In the case of an appeal against any order specified in rule 53 the Executive Council shall consider all the circumstances of the case and pass such orders as it deems just and equitable.

59. EXPENDITIONS DISPOSAL OF APPEAL

When an appeal under these rules is preferred it shall be disposed of as expeditiously as possible and in any case within

a period of three months from the date of receipt of the appeal by the Executive Council.

60. Implementation of orders in appeal the Authority which made the order appealed against shall fort with give effect to the orders passed by the appellate authority. The decision of the Executive Council on the appeal shall be given effect to forthwith.

61. REVIEW EXECUTIVE COUNCIL'S POWER TO REVIEW:

Not with standing anytime contained in these rule, the Executive council, on its own motion or otherwise, call for the records of the case and review any order which is made or is appeallable under these rules :

- a) Confirm, modify, or set aside the order;
- b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- c) Remit the case directing such further action or inquiry as the Executive Council considers proper in the circumstance of the case;
- d) Pass such other as the Executive Council deems fit. Provided that :
 - i) An order imposing on enhance a penalty shall not be passed without affording the person concerned an opportunity of making representation which he may with to make against such enhanced penalty.
 - ii) If the Executive Council propose to impose any of the penalties specified in clauses (iv) to (viii) of rule 46 in a case where an inquiry under rule 48 has not been held, the Executive Council shall decet that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving

the person concerned an opportunity of making representation which he may wish to make against such penalty, pass such orders as it may deem fit.

62. REVIEW OF ORDERS IN DISCIPLINARY CASE:

The Executive council may of its own motion or otherwise, call for the records of the case in a disciplinary proceedings review any order passed in such a case and pass such orders as it may deem fit, as the employee has preferred an appeal against such order :- Provided that no action under this rule shall be acidified more than one year after the date of the order to be reviewed.

63. REDIOVAL OF DOUBTS

Where a doubt arised as to the interpretation of any of the provisions of these rules, the matter shall be refered to the Executive Council whose decision thereon shall be final.

Sd/-K. C. Bhattacharyya, 29.9.70 Sd/-G. Sarma, 29.9.70

Sd/-H. K. Borpujari, 29.9.70 Sd/-R. Das, 29.9.70

Sd/-C. Das Sd/-M. Neog, 29.9.70

6. Jr. Accountant
Radio Mechanic
Graduate Teacher 250-12.5-375-15-450
Overseer Grade-I
7. Stenographer Grade-II
Electrician 175-10-225-EB-12.5-400.
Overseer Grade-II

8. L.D. Assistant
 Audit Assistant
 Computer
 Lab. Assistant
 Store-Keeper
 Asstt Mechanic
 Glass Blower
 Gas Maker
 Jr. Literary Assistant
 Asstt. Teacher
 Hindi Visarad Teacher 150-7.5-180-EB-7.5-210-EB-9-300
 Compunder
 Clinical Assistant
 Nurse
 Meter Reader-Cum L.D. Assistant
 Draftmen
 Accounts Assistant
 Proof Reader
 Store-Keeper Cum Typist
 Lab. Assistant Cum Typist
 L.D. Assistant Cum Typist
 Museum Assistant Cum Draftmen

9. Typist
 Scribe Field Assistant
 Carpentry Instructor
 Muharrir
 Tracer 125-4-145-EB-4-165-EB-5-200
 Compositor
 Carpenter
 Machine man Grade-I
 Monotype Operator

10 Class IV
 Cash Collector
 Motor Driver 110-3-125-EB-140-EB-3-149-165.
 Electric Lineman
 11. Gestetner Operator
 Pump Diver
 Dresser
 Section Cutter
 Jr. Cash Collector
 Armed Guard
 Duftry
 Medicines 100-3-115-EB-3-130-EB-3-142-4-150
 Plant Collector
 Jr. Lab Assistant
 Asstt. Gas Maker
 Machineman Grade -II
 Head Peon
 Binder
 Jr. Compositor
 Road Roller Driver Cum-relieving pump Driver.
 12. Peon
 Peon Attached to Officer
 Head Mali 85-1-90-2-100-EB-2.5-105-3-135
 Head Jamadar
 Cooks
 13. Junior
 Darwan
 Mali
 Chowkidar

Sweeper	
Handyman	
Machine boy	80-1-90-EB-2-100-EB2.5-115-3-130
Cattleman	
Helper	
Plough man	
Kitchen Bearer	
Field Peon	
Godown Chowkidar	
Hostel Bearer	50-1-60-FB-2-80-EB-2.5-90

Admixture

(Reference : Resulation of Executive Council dated 4-6-57) The gauhati university ministerial staff service Rules 1956

1. These Rules may be called the Gauhati University ministerial Staff Service rules, 1956.
2. **Definitions :** In these Rules unless there is anything repugnant in the subject or context :
 - i) 'University' means the Gauhati University.
 - ii) 'Appointing Authority' means the Executive Council of the Gauhati University.
 - iii) 'Executive Council' means the Executive Council of the Gauhati University.
 - iv) 'Selection Committee' means the Committee appointed by the Executive Council for selection candidates for the Ministerial post.
 - v) 'Direct Recruitment' means the recruitment made otherwise than by promotion as prescribe under rules.

3. Strength of the staff :

- i) The strength of the staff shall be such as may be determined by the Executive Council from time to time: Provided that the present staff in the various cadres shall be as given in schedule 'A'. Provided also that the Executive Council may leave unfilled or hold in abeyance any vacant post without thereby ensiling any person to compensation.
- ii) The staff will consist of the following cadres :-
 - a) Superintendents.
 - b) Head Assistants including Accountant and Cashier.
 - c) Upper Division Assistants.
 - d) Lower Division Assistants.
 - e) Stenographers.
 - f) Typists
 - g) Scribe.

4. Recruitment :

Recruitment to the various posts shall be made as follows : -

i) Superintendents :

Recruitment to a post in this cader shall ordinarily be made by selection strictly on the basis of efficiency from the cadre of Head Assistant, Accountant and Cashier provided that candidates for such post posses the qualifications and experience as required rule 7; otherwise by direct recruitment.

ii) Accountant and Cashier :

Recruitment to this post shall ordinarily be made by selection on the basic of efficiency from the Upper Division Assistant having knowledge of at least 5 years experience in accounts; otherwise by direct recruitment.

iii) **Head Assistant :**

Recruitment to this cadre shall ordinarily be made by selection on the basis of efficiency from the cadre of Upper Division Assistant subject to the provision of rule 7, otherwise by direct recruitment.

iv) **Upper Division Assistants :**

Recruitment to this cadre will be made by selection strict on the basis of efficiency from among the members of the cadre of Lower Division Assistants who have completed at least 3 years services in the Lower Division Cadre; otherwise by direct recruitment.

v) **Lower Division Assistants, Stenographers, Typists and Scribes (ordinary) :** By direct recruitment.

vi) **Typist & Scribes – (Selection Grade) :** By selection strictly on merit from ordinary Typists and Scribes.

5. **Procidure of Selection and Appointment :**

i) In direct recruitment, the post whether permanent or temporary shall be advertised and candidates will be selected by the Selection Committee on the result of a competitive examination including interview, and the required number on name shall be forwarded to the Executive Council for appointment; provided that vacancies of less than 3 month, duration may be filled up by the Vice-Chancellor on the recommendation of the selection Committee. If the temporary appointment made as above, is required to be continued for more than six months, the post shall be advertise.

ii) In case of promotion, the Selection Committee will self candidates according to the provision of rule 4 and forward the names to the Appointing Authority. In determining efficiency

as required under Rule 4, the character roll and confidential report the service of the employee will be taken into consideration : Provided that if no candidates with the required qualification are available in the category from which promotion is prescribed under Rule 4, the post shall be advertised and direct requitment made as per Rule 5 (i). Provided further that a temporary or officiating vacancy of not more than 3 months duration at a time in a post above the cadre of Lower Division Assistant shall ordinarily be filled by promotion of the senior most member of the lower cadre, working for the time being in any Department under the control of the Head of the Department in which vacancy occurs by the Vice-Chancellor on the recommendation of the Head of the Department concerned.

6. **Probation and confirmation :**

i) **Probation :**

a) Every person appointed to the service in a substantive vacancy in any cadre shall be placed on probation for a period of 12 months. Provided that the Executive Council may allow continuous temporary or officiating service count towards the period of probation.

b) If during or at the end of the probationary period it is found that a person has not been able satisfy the standard expected of him, he may be reverted to his substantive post if he were appointed by promotion or relieved of his duties if he were appointed by direct recruitment.

c) The Executive Council may for sufficient reasons extend the period of probation in special cases.

ii) **Confirmation :**

Subject to the provisions of Rule 6 (i) a probationer shall be confirmed in his appointment at the end of the period of probation if his work and conduct are reported satisfactory by the Head of the Department concerned.

7. **Academic qualification and Experiences :**

The minimum academic qualifications and experience required of the candidate for the following posts shall be :

i) **Superintendents :**

In case of the direct recruitment, degree of a recognized University. In case of appointment by promotion a candidate must have at least 5 years experience in the Head Assistants cadre : Provided that candidate for the post of Superintendent of Accounts must have knowledge of and experience in Accounts.

ii) **Head Assistant :**

In case of direct recruitment of a recognized University. In case of Promotion at least 5 years continuous and efficient service in the Upper Division cadre.

iii) **Upper Division Assistants :**

In case of recruitment degree of a recognised University. In case of promotion at least 3 years continuous and efficient service in the cadre of Lower Division Assistant.

iv) **Lower Division Assistants :**

Intermediate or equivalent examination certificate of a recognised University or Board.

v) **Stenographers, Typists and Scribe :**

Matriculation or equivalent examination certificate of a recognised University or Board.

8. **Monthly rates of pay :**

The monthly rates of pay for the various cadres shall be as in Schedule 'B'

9. **Increments :**

Time scale increments will be earned by probationary service provided that if in any case the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment. An increment may be withheld if the work or conduct of a member of the staff during the previous year have been unsatisfactory.

10. **Seniority :**

The seniority of a member of the staff shall ordinarily be determined in the cadre to which he is appointed by the date of his substantive appointment in case of more than one person appoint on the same date according to their respective seniority in the lower grade. Provided that in case of more than one person appointed on the same date by direct recruitment seniority of a member of the staff shall be determined by their respective position in the merit list the competitive Examination to be conducted by the Selection Committee. Provided further that in case of more than one appointment may on the same date one by promotion and others (s) by direct recruitment the candidate appointed by promotion will considered senior.

11. **Leave, Provident Fund etc.**

Members of the staff shall be governed by the leave Rules and Provident Fund Students of the University.

SCHEDULE 'A'

Department (Branch)	Supdt.	H.A.	U.D. Asstts	L.D. Asstts	Stenogra phers	Typist	Scribe
1. V. C. Office	—	—	1	—	1	—	—
2. Accounts Deptt.	1	3	8	22	—	2	—
3. General, Library & Publication Branches	1	3	8	17	—	7	—
4. Examination & Certificate Branches	2	4	10	24	1	5	6
5. Confidential Branch	1	2	3	4	—	3	4
6. Teaching Deptt.	2	2	6	12	—	1	—
7. University Library	—	1	2	7	—	1	—
8. Engineering Deptt.	—	1	1	2	—	1	—
Total	7	16	39	88	2	20	10

* Of the Typist and Scribe 15% of their respective strength will be in the selection Grade

SCHEDULE 'B'

Grade

Grade	Scale of pay.
1. Superintendents	Rs. 200-10-280-15-400/-
2. Head assistants, Accounts & Cashier	Rs. 150-10-300/-
3. Upper Division Assistants	Rs. 90-8-250/-
4. Lower Division Assistants	Rs. 75-5-150/-
5. Stenographer	Rs. 90-8-250/-
6. Typists & Scribes Ordinary	Rs. 65-5-120/-
7. Selection Grade	Rs. 125-5-150/-

OFFICE OF THE REGISTRAR :: GAUHATI UNIVERSITY GUWAHATI-14

:: NOTIFICATION ::

Dated : 03.08.90

Sub : Accounts Cadre

In continuation of this Office Notification issued under No. Estt/A/C.Cell/89/2553-87 dated 30.3.89 and pursuant to the decision of the Executive Council Vide Resolution No. 130/15/90 dated 19.6.90, it is notified for information of all concerned as bellow :-

1. The separate Accounts Cadre (service) will come into effect with effect from the date of issue of this notification.
2. The following posts of administrative officers and subordinate staff of different grade and cadre will constitute in the Accounts cadre (service) for the present.

- a) Treasurer
- b) Deputy Treasurer,
- c) Assistant Treasurer.

Cadre – I :

- a) Senior Accountant,
- b) Chief Cashier,
- c) Senior Auditor.

Cadre – II :

- a) Accountant

Cadre – III :

- a) Senior Accounts Assistant,
- b) Assistant Cashier,
- c) Sr. Audit Assistant.

Cadre – IV :

- a) Accounts Assistant,
- b) Audit Assistant.

3. The post under Cadre IV will be primary posts and will be recruited directly as per normal rules of the University. The Prescribed qualification for these post is Commerce Graduate. Cases of Graduate in Arts/Science may also be considered with minimum of 3 years experience in Accounts in Govt. or semi Govt. organisation.

4. All other post up to the posts up to the post of Assistant Treasurer are secondary posts and will be filled by promotion on seniority and efficiency basis from the lower cadre, it being noted that the minimum qualification for the post of Assistant Treasurer would be a Graduate preferably in Commerce. If no suitable candidate is found for promotion to any of these posts then the post will be filled directly through open advertisement. In case of direct recruitment the qualification and experience will be as bellow.

- a) Cadre-III above commerce Graduate with minimum of 5 years experience in Accounts in any Govt. or semi Govt.
- b) Cadre-II above Commerce Graduate with minimum of 7 years experience in Govt or Semi Govt. Officers in Accounts.
- c) Cadre-I Commerce graduate with at least 10 years experience in Accounts in Govt or semi Govt. Offices of which at least 5 years experience in supervisory capacity.
- d) Asstt. Treasurer : As may be prescribed by the Executive Council.
- e) Deputy Treasurer : As may be Prescribed by the Executive Council.

5. The Accounts cadre is being implemented with the existing staff. Those employees who have submitted option to go out of Accounts cadre will be posted out side the cadre as and when suitable vacancies arise but they will be required to perform their duties as at present till they are transferred from the existing Accounts Branch.

Their case will be considered for promotion in Accounts cadre in due course provided they withdraw their option to go out of Accounts cadre in due course provided they withdraw they option to go out of Accounts Cadre within 30 days from the date of E.C. vide Resulation No. 130/15/90 dated 19/6/90.

Sd/D.C. Baroowa
Registrar,
Gauhati University

Memo No. Estt/A/C. Cell/90/9604-38

Copy forwarded for information to all Heads of Administrative
Departments. G.U.

Registrar,
Gauhati University

GAUHATI UNIVERSITY

Sub : Separate Accounts Cadre :

:: NOTIFICATION ::

The Executive Council vide resolution No. 342/29/88 dated 22-11-88 has accepted the Finance Committee's recommendation No. 1 (c) held on 16.12.88 to implement the scheme of separate Accounts Cadre for the University in two phase :-

- 1) The first phase includes organisation of the separate Accounts cadre with the existing staff of Treasurer's Establishment and staff working in other establishment dealing with Accounts works.
- 2) The second phase includes filling up of the required posts on work justification basis as per recommendation of the sub-committee constituted for creation of the separate Accounts cadre..

As recommended by the Finance Committee the implementation of the second phase has to be deferred till the financial condition of the University improves. This would be taken up along with the creation of posts in other establishments.

Accordingly, in order to implement the first phase of separate Accounts-Cadre for the University with immediate effect. It is notified for information off all concerned in the following manner :

1. JURISDICTION:

It covers the employees under the Treasurer's establishment and the employee of other establishments dealing with accounts matters,

2. DESIGNATION:

The new designation shall be as under :-

<u>Existing</u>	<u>New Posts</u>	<u>Scale</u>
1. Treasurer	Treasurer	Rs. 2200-2800/-
2. Dy. Treasurer	Dy. Treasurer	Rs. 1525-2225/-
3. Accounts Officer	Asstt. Treasurer	Rs. 1125-1975/-
4. Superintendents	%Sr. Accountants	Rs. 875-1850/-
5. Asstt. Superintendents	%Account out	Rs. 975-1600/-
6. Accountant		
7. U.D. Asstt.	Sr. Accounts Asstt.	Rs. 670-1500/-
8. Jr. Accountant		
9. L.D. Asstt.%		
10. Accounts Asstt.%	Accounts Asstt.	Rs. 620-1315/-
11. Cashier	Head Cashier	Rs. 875-1850/-
12. Asstt. Cashier	Asstt. Cashier	Rs. 670-1500/-
13. Audit Officer	Senior Auditor	Rs. 875-1850/-
14. Jr. Internal Auditor	Sr. Audit Asstt.	Rs. 670-1500/-
15. Audit Asstt.	Audit Asstt.	Rs. 620-1315/-

3. APPOINTMENT AND PROMOTION

Same principle of appointment as existing at present in University Shall continue. However, for filling up the new posts of Asstt. Treasurer, at the initial stage, superintendents of other establishments and other B officers having requisite qualification and experience in accounts may be given an opportunity on

suitability basis. All posts upto grade of Asstt. Treasurer will be secondary basis, however, in the matter by promotion on merit cum seniority basis, however, in the matter of promotion to the post of Asstt. Treasurer, other things being equal, preference will be given to Commerce Graduate as per existing rules, it being noted that minimum educational qualification for the post would be a Bachelor's degree.

The post of Accounts Asstt. And Audit. Will be primary posts and the minimum qualification shall be graduate in Commerce. Case of Graduate in Arts/Science may also be considered with a minimum of 3 years experience in Accounts works in Govt. Semi-Govt. Organisation.

4. TREASURER:

Documents of the Accounts Cadre will be eligible for promotion within the Cadre. There shall be no inter cadre transfer after the establishment of the cadre, either by promotion or in normal course.

5. SENIORITY

The seniority of the existing employee will be maintained as per their existing records in respective cadre of posts. The new appointees will have their seniority on the basis of their merit list appointment in the cadre.

6. OPTION:

The existing employees of the Accounts Department may option if they desire to be placed in office outside the Accounts cadre. Similarly, the employees of other office may also option to be transferred to the Accounts Cadre, Audit and Cash shall not be allowed to exercise option.

All case of options shall be considered by the Committee to be constituted by the Vice-Chancellor and Committee's recommendation, when approved by the Vice-Chancellor shall be final. Option once exercised cannot be withdrawn.

- 7 The eligible and desirous employees of the Treasurer's establishment and also employees of the offices dealing with Accounts may submit their option in the enclosed from within 10.4.89 for consideration of the Committee.
8. These Rules are subject to review and modification as and when consideration necessary.

Sd/-D. C. Baroowa
Registrar,
Gauhati University

Memo No. Estt/A/C.Cell/89/2553-87

Dated : 30.3.89

Copy forwarded for information to all Heads of Administrative Departments, G.U.

Sd/-D. C. Baroowa
Registrar
Gauhati University
