



MYSORE EDUCATION SOCIETY

SERVICE RULES

&

REVISED LEAVE RULES

2024

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NOTIFICATION

In exercise of the powers conferred with Managing Committee of the Mysore Education Society, the Managing Committee makes the following rules: -

1. Short title and commencement: -

- 1) These rules may be called the Mysore Education Society Service Rules, 2024 and Revised Leave Rules of MES, 2024;
- 2) They shall come into force retrospectively from the **first day of April, 2024**;
- 3) They shall apply to all categories of employees including part time/full time temporary, contract appointees, consolidated salary, guest faculty, appointed by the management under the MES Recruitment Rules, 2017 and before

2. These rules shall not apply to: -

- a) persons drawing pay in the UGC/AICTE/ICAR scales of pay; and
- b) any other class or category of persons whom the management may by order, specifically exclude from the operation from all or any of the provisions of these rules.

3. These rules are classified into following chapters: -

- I. Preliminary;
- II. Recruitment Rules;
- III. Leave Rules;
- IV. Terms and conditions of service rules of employees;
- V. Code and Conduct Rules; and
- VI. Disciplinary Rules


20.04.2024

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Chief Executive
Mysore Education Society

MYSORE EDUCATON SOCIETY SERVICE RULES

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Chapter I

Preliminary

1. Short title & Commencement

These rules may be called as “Mysore Education Society (MES) Service Rules (2023)”, hereinafter referred to as “**Society**”. These rules supersede all previous service & leave rules.

These rules shall come into force with effect from 01.04.2024.

2. Application

a) Save as otherwise provided, these rules shall apply to all categories of employees, teaching & non-teaching, regular or part time & full time temporary, consolidated & contractual appointments made to the Mysore Education Society (MES) and its constituent institutions and serving in connection with the affairs of the MES, other than the Grant-in-Aid (GIA) employees of the aided institutions who are governed by the KCSRs.

b) Notwithstanding anything contained in sub-rule (1), these rules shall not apply to: -

i) members of the Mysore Education Society.

ii) the Grant-in-Aid (GIA) employees of the aided institutions who are governed by the KCSRs.

3. Definitions

a) “**Appointing Authority**” means authority competent to make appointments in recognized Un-aided and self-financing institution. The appointing Authority shall be the Management of MES OR the authority/authorities specified by the Management.

- b) **“Absence”** means an employee of the Society absent from duty on which he/she has a lien, whether regular or temporary, either on leave or on deputation, or on special duty unconnected with his/her own appointment or under suspension.
- c) **“Audit Officer”** means an Officer appointed by the Management for Academic/Administrative/Finance audit purposes.
- d) **“Cadre”** means strength of a service or part of a service sanctioned as a separate unit.
- e) **“Class and Grade”** means the appointments said to be in the “class” when they are in the same department and bear the same designation declared by the Society. Appointments in the same class are sometimes divided into “graded” according to pay.
- f) **“Competent Authority”** means the “Mysore Education Society (MES)” or any other authority to which the power is delegated by or under these rules.
- g) **“Continuous Service”** means service rendered by the employee from the beginning of his/her service, without any break. Only leave with allowance will be included in continuous service.
- h) **“Contract”** means the contract entered into in writing between an employee and the Competent Authority.
- i) **“Disciplinary Authority”** means the authority empowered under these rules to impose penalties on the employees. The Disciplinary Authority shall be the Management of MES **OR** the authority/authorities appointed by the Management
- j) **“Emoluments”** except otherwise expressly provided, means, salary or subsistence allowance.

- k) **“Family”** means the spouse, children and parents of the employee.
- l) **“First Appointment”** includes the appointment of a person not at the time of holding any appointment under the Society even though he/she may have previously held such an appointment.
- m) **“Fund”** means Staff Provident Fund/Gratuity/ESI and any other for which contribution is made.
- n) **“Government”** means the Government of Karnataka
- o) **“Holiday”** means all general holidays during the calendar year notified by the government including Sundays and any other day declared by the Management.
- p) **“Honorarium”** means payment granted to the resource person(s) from the Management for the assignment
- q) **“Leave”** means permission to remain absent from duty granted by the Competent Authority.
- r) **“Leave Salary”** means the salary paid to the employee by the Society during his/her leave.
- s) **“Lien”** means the title of the employee of the Society to hold substantively, either immediately or on the termination of a period or periods of absence, a regular post, including a tenure post, to which he/she has been appointed substantively.
- t) **“Management”** means the Managing Committee of the Mysore Education Society registered under the Karnataka Societies Registration Act, 1960, authority competent to exercise the rules specified herein.

- u) **“Pay”** means the Basic pay of the employee as approved by the management.
- v) **“Probationer”** means the period of appointment of an employee for a stipulated period and on specific terms & conditions for determination of his/her fitness for appointment to a regular post during which leave granted to the employee if treated as dies *non* shall be excluded.
- w) **“Subsistence allowance”** means monthly grant made to the employee who is not in receipt salary during the period of his/her suspension period.
- x) **“Temporary / Contractual appointment”** means an appointment made purely on temporary/contract basis for a specified period.
- y) **“Time-scale of pay”** means pay which subject to any conditions prescribed in these rules rises by periodical increments from a minimum to a maximum by the Management from time to time.
- z) **“Vacation department”** means a department or a part of the department to which regular vacations are allowed.

Chapter II

Procedure of appointment, Probationary period, Service Register, Working hours and Seniority of Teaching and Seniority rules of staff

- 1) **“Procedure for appointment”**-All appointments whether regular/temporary/contract to be made by nominations or by selection shall be advertised in at least two leading daily newspapers, or consultants or social media indicating all essential parameters of qualification, pay scale, number of posts, experience etc., within which the candidates are required to submit their applications.
- 2) Selections Committee shall consist of the following: -
 - Vice President of the Management or his/her nominee.
 - Hon Secretary of the Management or his/her nominee.
 - Hon Treasurer of the Management or his/her nominee.
 - Chief Executive
 - Director(s) of Academics
 - Respective Head of the Institution & HOD
 - Subject Expert

Note: A person appointed in the Un-aided & Self-financing Institutions shall be required to sign the agreement / code of conduct prescribed by the Management.
- 3) **“Probation”**- All employee appointed on regular scale of pay to a regular post by selection shall be on probation for a period of two years extendable/terminable/confirmed based on performance.
- 4) **Service Register** - (1) Service Register shall be maintained in respect of all employees: It shall contain all events in his official

career such as () his first appointment (ii) his subsequent appointments to higher grades (ii) increments (with dates) sanctioned from time to time (iii) all other kinds of leave except casual leave, granted to him from time to time etc., (iv) any reward or appreciation of work, (v) suspension/punishment/disciplinary action imposed, if any.

- 5) Service Register should be updated periodically, verified by the HOI and submitted to the Management.
 - a) An employee whose service is terminated by removal or dismissal, his service register shall be kept in custody for a period of five years.
- 6) **Working Hours** - The employee shall perform his/her duties during the working hours as prescribed by the Competent Authority.
- 7) **Seniority:** - The Seniority list of all regular/confirmed teaching and non-teaching employees shall be prepared and maintained up to date by the Management. The seniority list so prepared shall be circulated in April every year among the employees concerned. Objections, if any, therein shall be duly considered before finalizing the seniority list.
- 8) **“Temporary Post”** means a post created for a specified period carrying a definite rate of pay.
- 9) **“Tenure Post”** means a post which an individual may not hold beyond a specified tenure/period without reappointment.

Chapter III

Leave rules and Kinds of leave applicable

1) General Conditions:-

- a) Leave includes casual leave, earned leave, commuted leave, maternity leave, leave without allowance.
- b) Leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave of any kind rests with the sanctioning authority.
- c) The employee shall have to apply for grant of leave, in the prescribed form and obtain prior approval from the competent authority, except under cases of emergency.
- d) Provided that, if the employee is suddenly required to proceed on casual leave for reasons beyond his/her control, the sanctioning authority may, on satisfying itself, sanction such leave and obtain the application later.
- e) An employee who absents himself from duty without sanction will not be entitled for any salary for the days of absence and the period of such absence shall be debited to his leave account to the extent such leave is due unless leave granted by the competent authority for the days of such absence.
- f) No employee shall be entitled to any leave for the period of absence from duty in pursuance of a strike/protest.
- g) Unless otherwise as determined under special circumstances, an employee who continuously remain absent from duty unauthorizedly for four months or more is liable for dismissal or termination from service after following the procedures laid down in the disciplinary rules.

2) Surrender of earned leave for encashment

- a) All regular confirmed employees are eligible for encashment of earned leave in excess of 90 days up to 15 days in a calendar year by surrendering the earned leave.
- b) Employees retiring on superannuation can encash EL up to a maximum of 90 days one month prior to the date of retirement.
- c) The leave salary for the period of surrendered leave is not liable to any deductions on account of PF subscriptions, Insurance premia, repayment of any advance etc.
- d) An employee may apply for surrender of earned leave while on duty, except leave preparatory to retirement or refused leave.
- e) Employees on probation are not entitled for encashment of earned leave during their period of probation and until confirmed in service.
- f) An employee who is unauthorizedly absent or who is under suspension is not entitled to EL for encashment.
- g) Employees appointed on contract, part time, full time temporary, consolidated pay are not entitled for leave encashment.
- h) Application for surrender of earned leave shall be made one month in advance of the intended date of surrender.
- i) Authority competent to sanction EL shall also be competent to sanction surrender leave for encashment.
- j) The cash equivalent for the leave surrendered shall be calculated at the rate of $\frac{1}{30^{\text{th}}}$ of the salary for each day of surrender irrespective of the number of days in the month in which the leave is surrendered.
- k) For this purpose, salary means Basic Pay, Special Pay, Stagnation Increments (sanctioned above the maximum of the scale of pay) and allowances.

- l) The block period for encashment for non-teaching staff is January- June and that for teaching staff is July-December.

3) KINDS OF LEAVE

a) Casual Leave

The employee shall be entitled to 12 days Casual Leave in a calendar year: -

- i) Permission for casual leave shall ordinarily be obtained in advance. In exceptional circumstances where requests cannot be made in advance, post-facto sanction shall be obtained.
- ii) Mass casual leave by employees shall be treated as “misconduct” as defined in the conduct rules.
- iii) Maximum of 3 days CL excluding general holidays can be availed at a time by an employee.
- iv) Half day casual leave is debited to an employee coming late by 10 minutes. If there is no CL at credit, one day earned leave will be debited.
- v) Casual Leave cannot be combined or clubbed with any other kind of leave.

b) Earned Leave (EL)

- i) “Earned Leave” means leave earned by an employee in respect of period spent on duty.
- ii) Teaching staff are eligible for 10 days EL in a calendar year, credited in advance in two instalments on 1st January and 1st July.
- iii) Non-teaching staff are eligible for 16 days EL in a calendar year, credited in advance in two instalments on 1st January and 1st July.
- iv) All teaching staff will earn one day EL for completion of every month of continuous service in their first year of

appointment AND non-teaching staff will earn 4 days EL for completion of every three months of continuous service in their first year of appointment.

- v) A maximum of 90 days EL can be accumulated by an employee.
- vi) An employee cannot avail EL for a period less than 3 days
- vii) A maximum of 30 days EL may be availed by an employee in a calendar year on personal grounds with prior sanction.
- viii) An employee, subject to sanction by the competent authority, may avail leave preparatory to retirement, to the extent of earned leave at credit, not exceeding 90 days.
- ix) If, during the calendar year, an employee avails loss of pay (LOP) or leave without allowance (LWA), EL credit shall be reduced by one day for every eleven days to the extent of number of days of LOP or LWA.
- x) Vacation staff shall be on duty on the 1st and the last working day of the semester in case of degree colleges and the academic year in case of schools and PU Colleges, else the period of vacation will be treated as leave and debited to the leave at their credit.

c) Maternity Leave: -

- i) All female employees appointed on regular time scale of pay are entitled for 180 days Maternity Leave up to two living children from the date of delivery.
- ii) All male employees appointed on regular time scale of pay whose spouses are employed in MES or otherwise, are entitled for 15 days Paternity leave.
- iii) Maternity Leave subject to a maximum of 45 days may also be granted in case of miscarriages, including abortions.

- iv) During the ML period, the employee is entitled for leave salary equal to the pay drawn immediately before proceeding on leave.
- v) Employees covered under ESI scheme are entitled for 180 days ML from the date of delivery with salary borne by ESIC.
- vi) Such leave shall not be debited to the leave account.
- vii) Maternity Leave can be clubbed with any other leave other than Casual Leave **up to a maximum of 30 days.**

d) Loss of Pay (LOP) or Leave without Allowance (LWA)

1. A maximum of 30 days of LOP/LWA may be granted to a vacation staff and 60 days to a non-vacation staff, in a block period of five years, under the following special circumstances: -
 - a) when no other kind of leave is admissible.
 - b) employee applies in writing for grant of LOP/LWA despite having leave at credit.

4) Leave Sanctioning Authority: -

- a) All kinds of leave other than Casual leave will be sanctioned by the Management on the recommendations of Head of the Institutions.
- b) Casual leave shall be sanctioned by the Head of Institution.
- c) Casual leave and any other kind leave applied by the Head of the Institution shall be sanctioned by Management or any other person authorised to do so.

Chapter IV

Terms and conditions of Service of Employees in Private Unaided Institutions

1) Definitions: -

As defined in chapter-I unless the context otherwise requires.

a) “Educational Institutions” means:

- i) Unaided educational institutions recognized by (i) Commissioner of Public Instruction, (ii) Pre-University Education (both merged as Karnataka School Examination & Assessment Board (KSEAB), (iii) Collegiate Education, (iv) Schools controlled under CBSE/ICSE syllabus.
- ii) Controlling Authority means Managing Committee of the Mysore Education Society (MES), Bangalore represented by the Secretary.

2) **Qualification and conditions of Service of employees** - The minimum qualification for recruitment, age of recruitment and retirement for employees in Private Unaided Educational Institutions shall be the same as those applicable for the corresponding category of employees in the Government aided Institutions.

3) **Age:** - The age limit prescribed for recruitment to corresponding posts in the Aided Educational Institutions shall apply.

4) **Pay and allowance:** The pay and allowance are decided by the Management from time to time.

5) **Schedule of employees:** Every institution shall maintain a schedule of employees indicating the name, grade of pay and other particulars in respect of each employee, in the prescribed format.

6) Retirement: -

- i) Superannuation shall be at the age of 60 years.
- ii) Eligibility for voluntary retirement shall be after completion of 15 years of service in the same institution or under the same management.
- iii) Compulsory retirement on disciplinary grounds/medical grounds.

7) Retirement Benefits: - On superannuation or voluntary retirement, the employee will get the accumulated provident fund and LIC gratuity from the concerned authorities as per the rules existing at the time of retirement.

8) Termination: - The service of an employee appointed for a specified period not exceeding three months or a part time employee appointed for a specified period of less than one year or for the academic year may be terminated at the end of the specified period without assigning any reasons.

9) Resignation: - Any employee may resign from service by giving one month's notice in writing to the appointing authority or one month's salary in lieu thereof. Such notice shall be sent to the management through the Head of the Institution for acceptance.

Chapter V

Code of Conduct

Code of Conduct and ethics for employees of Educational Institutions:

Maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of an Educational Institution.

1) For Teaching Staff

The teaching profession calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and her/his conduct in an Institutional environment has great impact on students. As responsible, educated adults, teachers need to uphold norms and be role models to their colleagues and students.

Keeping the above in mind, the MES Management has adopted the following Rules that together constitute a Code of Conduct for Teachers appointed by it:

1. Teachers shall at all times conduct themselves in a manner that inspires, motivates, persuades and guides students in their educational endeavors.
2. Teachers appointed by MES are liable to inter-Institutional transfers within comparable institutions of the MES group, and must be willing to accept training or deputation duties as and when directed by the Management.
3. Teachers are expected to wear the Institutional ID cards during their stay on the Institutional premises, as also insist the same from their students and adhere to the dress code of the institution viz. sarees for lady staff member and formal dress for male staff member
4. Teachers shall adhere to the working hours as stipulated by the Institution or regulatory authority.

5. Teachers shall attend the morning assembly and participate in all cultural and extra-curricular activities and serve in any capacity in such functions as called upon.
6. Teachers shall adhere to the norms of biometrics/Institutional digital campus solutions as required by the Management.
7. Teachers shall be responsible for the equipment/furniture entrusted to them.
8. Teachers shall diligently undertake additional duties such as stock verification, etc. assigned to them by the HOI/Management from time to time.
9. Use of mobile phones is strictly not permitted in the Classrooms, Labs and Corridors, except for taking attendance under ERP package and as an ICT tool in the classroom.
10. Teachers shall not Indulge in or encourage any form of malpractice connected with examinations or any unlawful activity, and refrain from inciting students against other students/teacher/administrator/management members
11. During the period of their service, teachers cannot join any other Institutions or pursue any course of studies without the prior approval of the Head of Institution/Management.
12. Teachers cannot remain absent from the institution without prior sanction of leave or without previous permission of the HOI. They cannot leave the country without prior sanction from the MES Management.
13. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require, leave of any kind may be refused or revoked by the management.
14. Teachers cannot accept any remuneration related job from any source other than officially permitted or engage in any business.
15. Teachers shall keep pace with the advancement in their subject domain in particular and in the area of education

generally and shall constantly strive to endeavour to upgrade their skills, including ICT skills.

16. All teachers are responsible for maintaining their Class Attendance Register, Lesson Plan Book, Daily Work Diary and Examination Registers. They shall not carry them outside the college premises and are solely responsible and accountable for any loss of the same.
17. All teachers are required to get their Lesson Plan Book signed every fortnight and Daily Diary every week, from the HOD/HOI respectively.
18. All teachers are strictly forbidden from inflicting any corporal punishment upon any student notwithstanding any compelling circumstances whatsoever. They shall also exhibit utmost fairness in their assessment of the students without any bias.
19. Teachers shall strive to develop the institution as a community and human resource development entre providing knowledge and information and developing skills and attitudes needed for such development.
20. Teachers shall not knowingly or willfully neglect their duties, including correction of class-work or homework or assignments submitted by the students.
21. Teachers shall not discriminate against any student on the ground of gender, caste, creed, language, place of origin, social and cultural background.
22. Teachers shall not enter into any monetary transactions with any student or parent; nor shall they exploit their influence for personal ends.
23. Teachers cannot undertake private tuitions to any students or other persons as per the norms of the regulatory bodies.
24. Teachers shall publish any book/s or keys/guides on their own or assist in such publications directly or indirectly, only with the prior permission from the Management.

25. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues and refrain from divulging confidential information about the students/institution to any outsiders.
26. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
27. To refrain from being in touch with the students on any social media like WhatsApp, Twitter, Facebook, Instagram etc., or get unduly friendly or personal with them or have any interaction which goes beyond the classroom.
28. They shall abide by the Code of Conduct under Child Protection Policy (CPP)

NOTE: Non-compliance or violation of any of the above-mentioned Rules can lead to appropriate action by the Management against the concerned teacher.

2) For Non-teaching Staff

Non-teaching and support staff appointed by the MES, at the Management office as well as at its institutions (educational and/or ancillary), shall abide by the following Rules that together constitute a Code of Conduct during their employment with the MES:

1. Personnel appointed by MES at all times exhibit utmost competence, prudence, transparency and a helpful attitude in the discharge of their duties and conduct themselves in a manner that upholds the image of the Society.
2. They are liable to inter-Institutional transfers within the MES group of institutions.
3. They shall accept training or deputation duties within or

outside the institutions, as and when so directed by the Management.

4. They shall wear the Institutional ID cards and, uniform to whomever it is mandatory, at all times during their stay on the Institutional premises.
5. They shall adhere to the working hours as stipulated by the MES Management /HOI/HOD of the Institution.
6. They shall participate and help in all cultural and extra-curricular activities and serve in any capacity in such functions as may be called upon.
7. They shall adhere to the norms of biometrics/ institutional digital campus solutions as required by the Management, from time to time.
8. They shall be responsible for the properties/equipment/ furniture/library resources or any such other items as entrusted to them by the Management or the Hol.
9. They shall undertake additional duties related to stock verification, extra-curricular activities, etc. as may be allotted by the HOI/Management from time to time.
10. They shall refrain from using their mobile phones inside the institution during office hours.
11. They shall not Indulge in, or encourage, any form of malpractice connected with examination or any unlawful activity and treat all stakeholders (students, parents, administrators' teachers) with due concern and cordiality.
12. During the period of their service, they cannot join any other Institutions or pursue any course of studies without the prior written approval of the Head of Institution.
13. They cannot absent themselves without prior sanction of leave or without previous permission of the head of the institution. They cannot leave the country without prior sanction from the MES Management.

14. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require leave of any kind may be refused or revoked by the management.
15. They cannot accept any remuneration related to any job from any source other than the Institution or engage in business without the knowledge of the authorities.
16. They shall not enter into any monetary transactions with any student or parent; nor shall exploit one's influence for personal ends.
17. They shall not directly or indirectly, knowingly or otherwise interfere in the governance / admissions / activities of any institution.
18. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues.
19. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
20. They shall refrain from taking part in activities having potential to spread a feeling of hatred or enmity among different communities, religion, caste, category or linguistic groups.

NOTE: Non-compliance or violation of any of the above-mentioned rules can lead to appropriate action by the Management, against the concerned individual.

Chapter VI

Disciplinary Rules and Imposing of penalties

- 1) **Nature of Penalties:** One or more of the following penalties hereinafter provided may be imposed on the employees;
 - i) Fine;
 - ii) Censure;
 - iii) Withholding of increments;
 - iv) Withholding of promotions;
 - v) Recovery from pay of the employees in whole or part of any pecuniary loss caused by negligence or breach of orders of the Management.
 - vi) Reduction to a lower stage in a time scale of pay for a specified period with further direction as to whether or not the employee will earn increments to pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect on postponing the future increments;
 - vii) Reduction to a lower time scale of pay, grade, post or service which shall, unless otherwise directed, be a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without further directions regarding; -
 - a. Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced;
 - b. Conditions of restoration to the scale of pay, grade, post or service from which the employee was reduced and his/her seniority and pay on such restoration to the scale of pay, grade, post or post or service.
 - viii) Compulsory retirement;

- ix) Dismissal/Removal from service which shall not be a disqualification for future employment elsewhere;
- x) Dismissal/Removal from service which shall be a disqualification for future employment in the same organisation;

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the order of the disciplinary authority, no penalty other than those specified in clause (vi) to (x) shall be imposed.

Provided further that every order of the management regarding suspension, dismissal or removal from service etc., shall be issued after prior approval by the Competent Authority.

2) Disciplinary Powers: -

- a) The Management Committee may impose any of the penalties specified from (i) to (x) under the Rules on any employee.
- b) The Head of the institution may impose any of the penalties specified in clauses (i), (ii) and (iii)
- c) Procedure to impose penalties: - The disciplinary authorities will follow the principles of natural justice while conducting enquiry and imposing penalties as stipulated in the above rules. The imposing of penalties will be placed before the Managing Committee for consideration and approval.

3) Communication of orders:

Every orders of the Management imposing any penalty or otherwise affecting the condition of service of an employee to his prejudice shall be communicated to him/her by the Hon Secretary or his authorised person by Regd. Post Acknowledgement due:
