

CHAPTER-I

GENERAL

Bye-Laws of the G.Z.S. College of Engineering & Technology, (Bathinda), Society.

1.1 Preliminary

In pursuance of Rule 12(xvii & xviii) of the G.Z.S.College of Engineering & Technology (Bathinda) Society, Rules and other powers enabling it in that behalf, the Board of Governors of the G.Z.S.C.E.T., (Bathinda) Society in the regulation of and for any purpose connected with the management and administration of the affairs of the College and for furtherance of its objects, hereby approves these Bye-Laws.

In these Bye-Laws, unless the context otherwise requires: -

- (a) “**College**” means the College of Engineering & Technology, Bathinda.
- (b) “**Society**” means the Society known as the Engineering College Society, Bathinda Registered under the Societies Act XXI of 1860.
- (c) “**Board**” means Board of Governors of the College.
- (d) “**Chairman**” means the Chairman of the Board of Governors of the College.
- (e) “**Principal**” means the Principal of the College.
- (f) “**Registrar**” means the Registrar of the College.
- (g) “**Chief Warden**” means the Chief Warden of the Hostels of the College.
- (h) “**Warden**” means the Warden of the Hostels of the College.
- (i) “**Authorities**”, “**Officers**” and “**Professors**” means the Authorities, Officers and Professors respectively of the College.
- (j) “**Discipline Committee**” means the Discipline Committee of the College.
- (k) “**Secretary**” means the Secretary of the Engineering College Society, Bathinda (Regd.)
- (l) “**Competent Authority**” means the Board of Governors of the Engineering College Society, Bathinda and includes such officers and authorities to whom the Board may authorise for all and any of the purposes of these Bye-Laws.

- (m) “**Employee**” means any person employed or appointed to any service, office or post in connection with the affairs of the Society but excluding any work charged person working on part time and work-charged basis.
- (n) “**Service**” means the Service in the G.Z.S. College of Engineering & Technology, Bathinda.

1.2 Date of Commencement

These Bye-Laws shall be deemed to have come into force from the date these are approved by the Board of Governors provided that any condition laid down in the appointment letter of any employee prior to the date of making of these Bye Laws by the Board of Governors and where approval by the State Govt. and Central Govt. shall not be changed by the provision of these Bye Laws to the disadvantage of the employees of the Society.

Provided further that notwithstanding anything to the contrary in these Bye Laws, or previous actions taken by the competent authorities of the College and the Board of Governors from time to time shall be deemed to have been taken under these Bye Laws.

1.3 Application

Except as otherwise expressly provided for, these Bye Laws shall apply to every person in the whole time employment of the G.Z.S. College of Engineering & Technology, (Bathinda) Society (Regd.) other than a person employed under the contingent establishment.

1.4 Validity and Authentication of orders and Decisions of the Board.

All decisions taken at the meetings of the Board shall be valid even if it is discovered afterwards that there is some disqualification or defect in any member of the Board of Governors.

CHAPTER-II

RULES RELATING TO APPOINTMENTS IN THE G.Z.S.COLLEGE OF ENGINEERING & TECHNOLOGY, BATHINDA.

GENERAL

2.1

All posts in the College shall normally be filled by direct recruitment by advertisement but the Board shall have the powers to decide that a particular post is filled by negotiations or by promotion from amongst the members of the staff of the College.

2.2

While making appointments, the appointing authority shall take into consideration the claims of the members of the SC/ST & Ex-serviceman consistently with the maintenance of efficiency of administration and teaching in the College.

2.3

Subject to availability of a suitable vacancy, one dependant of any employee of the College who dies or becomes permanently disabled while in service of the College, be given employment in the College subject to his fulfilling the qualifications.

2.4

The Selection Committee for filling up of posts in the College by advertisement or by promotion from amongst the members of the staff of the College shall be constituted in a manner as laid down by the Board from time to time. The life of any panel of selected candidates for appointment against any future vacancies will be six months from the date of selection unless extended by the competent authority.

2.5

The terms and conditions of the posts to be filled by advertisement except the post of the Principal and all applications received within the date specified in the advertisement shall be considered by the Selection Committee.

Provided that the Principal may, for sufficient reasons, consider any application received after the date so specified. The preliminary selection of candidates to be called for interview shall be made by the Principal, and a summary of particulars of the candidates called for interview shall be supplied to all members of the Selection Committee.

2.6

Action required to be taken by the Principal in 2.5 above shall be taken by the Chairman, Board of Governors when the post of the Principal is to be filled.

2.7

In making the preliminary selection, the maximum number of candidates to be called for interview be limited as under: -

- | | | |
|-------|---|-------------|
| (i) | if the vacancy is for the one post only ; | 10 |
| (ii) | if the vacancy is for the two posts only ; | 16 |
| (iii) | if the vacancy is for more than two posts ; | 06 per post |

2.8

It shall be the duty of the Registrar of the College to certify that all applicants, who are called for interview fulfil completely the essential qualifications as advertised and no candidate, who does not fulfil the essential qualifications, is called for interview. In the absence of the Registrar, the Principal may nominate any other employee of the College for the above purpose.

2.9

The Principal shall maintain a panel of external experts in various subjects as approved by the Board of Governors to be revised every year. External experts shall be appointed from this panel.

In the event of an external expert expressing his inability, at a very short notice to attend the meeting of the Selection Committee, the Principal after getting consent of Chairman of the Selection Committee may invite another external expert in his place who may or may not appear in the panel of experts approved by the Board. The external experts shall act as experts for all the specialisations in the deptt. concerned.

2.10

In the interest of maintenance of efficiency of teaching at the College, the Principal may make appointments to teaching posts on ad-hoc basis, up to and including the post of Lecturer, for a period not exceeding six months. Any extension beyond six months in the adhoc appointment may be made, with the approval of Chairman, Board of Governors. Any further extension beyond six months in the adhoc appointment beyond one year may be made with the approval of the Board of Governors up to a maximum period of six months. During this period of one and a half year, the vacancy shall be filled up on regular basis through the normal procedure for making appointment.

2.11

The Principal may make temporary appointments to non-teaching posts carrying the scale maximum of which does not exceed Rs.4000 for a period of six months.

2.12

For recruitment to the lower ministerial posts, apart from issue of advertisement notice to newspapers, intimation shall also be sent to the District Employment Exchange, for obtaining names of eligible candidates for consideration along with the applications received in response to the advertisement in the newspapers.

2.13

A candidate applying for a post in the College shall be charged applications fees at the rates detailed below: -

- | | | |
|-----|---|-------|
| (a) | Post carrying the scale of pay the initial salary of which is less than Rs.950/- per month. | Rs. 5 |
| (b) | Others | Rs.15 |

2.14

T.A. as per following rates will be paid to the candidates who are called interview, after scrutiny of applications for posts in the College.

- | | | |
|-----|---|--|
| (a) | For posts carrying the scale of Rs.2200-4000. | Actual second class rail fair/
bus fare. |
| (b) | For posts carrying the scale of pay of Rs.3700-5700 & equivalent posts. | Actual first class rail fare/
deluxe bus fair. |
| (c) | For posts carrying the scale of Rs.4500-7300 and above. | Actual first class rail fare/
air conditioned bus fair. |

2.15

Every employee appointed against regular post on his first entry into College service, shall be required to produce Medical Fitness Certificate from the Civil Surgeon/Chief Medical Officer of a District Govt. Hospital or the College Medical Officer before he is allowed to join the post. The Medical Certificate must certify that the person concerned does not suffer from any disease (communicable or otherwise) constitutional affection or bodily infirmity which may come in the way of his efficient discharge of duty. The condition of bodily infirmity shall be suitably relaxed for handicapped candidates.

2.16

The pay and allowances of all the employees of the Society shall be regulated in such a manner as may be decided by the Board from time to time.

The Selection Committee should decide in each case the basic pay to be offered to the selected candidate.

2.17

- (a) All appointments to full time posts in the College shall ordinarily be made on probation for a period of two years. If an employee of the College is promoted to a higher post, the period of his probation in the higher post shall be one year.
- (b) The appointing authority shall have the power to extend the period of probation of any employee of the College for one year or such shorter period as may be found necessary. If an employee who is already working on a post in a temporary capacity is appointed in the same post against permanent vacancy, his period of probation in the permanent post may be reduced by the period he has already served in the post in a temporary capacity subject to a maximum of the period of probation.
- (c) On completion of the period of probation or the extended period of probation as the case may be, the employee shall, if his work and conduct during the period of probation has been satisfactory, be confirmed in the post and shall continue to hold his office till the age of 60 years subject to disciplinary rules of the College.

2.18

The age of retirement of both teaching and non-teaching employees of the College shall be 60 years.

The employees of the College may be allowed to retire on the last day of the month irrespective of the actual date of their retirement as per Punjab Govt. Rules.

Provided that the employees of the Society be permitted to retire voluntarily after completion of 20 years qualifying service and they be paid proportionate retirement benefits in accordance with Punjab Govt. Rules. The appropriate authority shall, if it is of the opinion that it is in Public interest to do so, have the absolute right, by giving an employee prior notice in writing, to retire that employee on the date on which he completes twenty five years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice.

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

2.19

The appointing authority shall have the power to terminate the services of any employee without notice and without assigning any cause, during the period of probation or extended period of probation.

The appointing authority shall have the power to terminate the services of an employee by giving three months' notice or on payment of three months' salary in lieu thereof, if, on medical grounds, certified by a medical authority nominated by the competent authority, his retention in service is considered undesirable by such appointing authority.

The board shall have the power to terminate the services of any employee on grounds of retrenchment or economy by giving to the person concerned three months' salary in lieu thereof. The Principal of 'last come first go' shall be followed in this case.

An employee of the College may terminate his engagement by giving the appointing authority 3 months' notice or three months' salary in lieu thereof, provided that the appointing authority may, for sufficient reasons, either reduce this period or for teaching staff call upon the employees concerned to continue till the end of the academic session in which the notice is received.

2.20

The person appointed to any post in the College shall be paid travelling allowance and daily allowance in accordance with the following provisions:-

- (a) If already holding a substantive appointment, under Government including Govt. of India, Semi-Govt. Organisations including Public Sector Undertakings, autonomous institutions, like Universities/Boards Corporations etc., but not private organizations, shall be granted travelling allowance for joining the post.
- (b) If already employed in a temporary capacity under Govt. including Govt. of India, Semi-Govt. Organisations including Public Sector Undertakings, autonomous institutions, like Universities/Boards, Corporations etc., should not be granted travelling allowance for joining the post unless in any particular case the competent authority otherwise directs.

The competent authority to grant travelling allowance in such cases shall be the same as the appointing authority.

- (c) No travelling allowance shall be admissible in case where no change of residence is involved consequent on joining the College.
- (d) An employee eligible for getting travelling allowance on joining the College on his first appointment shall be governed by the rules as below:-
 - (i) He can travel by the class as per his entitlement. The employee can also draw charges for travelling for his family members by the same class.
 - (ii) An employee eligible for getting T.A., for joining the College shall also be reimbursed the actual cost of transportation charges of his house-hold goods on the under mentioned scale at the rates approved by the union of the transport companies.

Grade IV	Half truck
Grade III	One truck
Grade II	1 ½ trucks
Grade I	2 trucks

In case, the house hold goods are transported by any other mode of conveyance, the employee would be paid actual or the charges as per his entitlement, whichever is less.

- (iii) He will be paid packing/un-packing and loading/unloading charges at Rs.50 per truck.
- (iv) Daily allowance for the employee and his family shall also be admissible as per entitlement of the employee.
- (e) A person appointed on deputation from any other Govt. including Govt. of India, Semi-Govt. Organisations including Public Sector Undertakings, autonomous institutions, like Universities/Boards, Corporations etc., to the College shall also be eligible for T.A. and D.A. as above, in case transfer of residence is involved on joining the College.

2.21

- (a) The basic pay of the candidate selected for appointment in the College shall be decided by the Selection Committee.
- (b) The candidate who are appointed on deputation from any other Govt., Govt. of India, Semi-Govt., Organisations including Public Sector Undertakings, autonomous institutions like Universities/Boards Corporations etc., shall be eligible for deputation allowance in accordance with Punjab Govt. rules.

2.22

Every appointee shall be governed by the College rules as amended from time to time.

2.23

All the regular employees of the College shall be assessed for their performance on prescribed format annually. The assessment of each employee will be completed in the month of May every year.

CHAPTER-III

PROCEDURE FOR APPOINTMENT TO FACULTY POSITIONS RULES FOR APPOINTMENT TO THE POST OF PRINCIPAL

3.1 GENERAL

- (a) The appointment to the post of Principal shall be made strictly on the basis of merit.
- (b) The grade and qualifications of the post of Principal shall be such as prescribed by the Board.
- (c) The appointment to the post of Principal shall be made by the Board for a tenure of 3 years in consultation with the State & Central Govt. The tenure may be renewed at the discretion of the Board.
- (d) The Principal may resign his post even before the expiry of 3 years giving three months' notice or 3 months' salary in lieu thereof. Likewise, the Board may dispense with the services of the Principal by giving three months or three months salary in lieu thereof.

3.2 MANNER OF APPOINTMENT

- (a) The post of Principal shall be advertised with the prescribed qualifications in the leading newspapers at the national level.

In addition to this, the Chairman may invite suggestions and recommendations from such person, institutions, agencies as he deems proper. He may also include in such a list a person/persons who have not applied or have not been recommended by the persons, institutions and agencies to whom the matter had been referred.

- (b) The applications received in response to the advertisement and the suggestions and recommendations, if any, invited from appropriate persons, institutions and agencies etc., shall be screened by a Screening Committee to be appointed by the Chairman.

The Screening Committee shall scrutinize all the applications, suggestions and recommendations received and prepare a list of candidates who shall be either called for interview or considered in absentia.

- (c) The following Selection Committee shall either interview the candidates or consider them in absentia, as the case may be: -

- (i) Chairman, Board of Governors Chairman
or Chief Secretary, Govt. of Pb.

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|-------|--|---------|
| (ii) | Educational Advisor (T) Govt. of India
Ministry of Human Resource Development,
or his nominee. | Member |
| (iii) | Director, Indian Institute of Technology,
Kanpur. | Member |
| (iv) | Vice-Chancellor of the University
to which the College is affiliated. | Member |
| (v) | At least two experts from Industry/
Technical Education. | Member |
| (vi) | Secretary, Technical Education,
Govt. of Punjab. | Member |
| (vii) | Director, Technical Education,
Secretary
Govt. of Punjab. | Member- |

The Committee shall recommend a panel of three names, if possible, in order of merit to the Board of Governors. If the Board does not approve the recommendations of the Selection Committee, the post shall be readvertised. If the Board accepts the recommendations of the Selection Committee, these will be sent to the State Govt. & Central Govt. for approval, after which the appointment shall be made.

RULES REGARDING APPOINTMENT OF TEACHERS.

3.3 Classification of Teachers

- (a) Teacher means a person appointed or recognised by the Board for the purpose of imparting instructions or conducting and guiding research and includes a person declared to be a teacher by the Board.
- (b) The teacher shall include the following: -
- (i) Professors
 - (ii) Assistant Professors
 - (iii) Lecturers
 - (iv) Persons conducting and guiding research.
 - (v) Any other employee of the College declared as “ Teacher “ by the Board.

3.4 Manner of Appointment

All appointments of teachers of the College shall be made strictly on merit.

Qualifications and grades of Pay

- 3.5** Qualifications for all teaching posts shall be prescribed by the Board.
- 3.6** Grades of pay of the teachers shall be determined by the Board in consultation with the State and Central Govt.
- 3.7** Once a person has been taken in the regular service of the College, he shall be allowed to compete for a higher post in his cadre even if he does not ***Appointment of Professor and Assistant Professor level teachers.** strictly fulfils the qualifications for the higher post provided he fulfils the experience and other requirements.
- 3.8**
- (a) The post shall be advertised with such qualifications as have been prescribed by the Board. In addition to this, the Principal may invite suggestions and recommendations from such persons institutions, agencies as he deems proper.
- (b) The applications received in response to the advertisement and suggestions and recommendations, if any, invited from appropriate persons, institutions and agencies, shall be screened by a Screening Committee to be constituted by the Principal.
- (c) The Screening Committee will ascertain the candidates who fulfil the prescribed qualifications and will recommend to the Principal the names of candidates fulfilling the qualifications who may be called for interview. The Screening Committee shall have the discretion to short list the candidates to be called for interview but in that case, the Screening Committee shall involve a logical criterion for this purpose.
- (d) Ordinarily, the Selection Committee shall consist of the following: -

FOR PROFESSORS

- | | | |
|----|---|----------|
| 1. | The Chairman, Board of Governors,
or his nominee (not below the rank
of Financial Commissioner.) | Chairman |
| 2. | The Dy. Educational Advisor (T)
Govt. of India, Ministry of
Human Resources Development or his nominee. | Member |
| 3. | The Secretary, Technical Education,
Govt. of Punjab or his nominee. | Member |

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|----|---|------------------|
| 4. | Atleast 3 external Experts to be nominated by the Chairman BOG,(these experts should be from the respective field) | Member |
| 5. | The Director, Technical Education, Govt. of Punjab. | Member |
| 6. | The Principal, G.Z.S. College of Engg. & Technology, Bathinda | Member-Secretary |
- VII. After interviewing the candidates or considering them in absentia as the case may be, the committee shall recommend as far as possible, at least three persons in order of preference for one vacancy.
- VIII. The recommendations of the Selection Committee shall be submitted to the Chairman. If the Chairman does not approve the recommendations, the Principal shall in due course submit another recommendation, after following the prescribed procedure.

3.9 Assistant Professors

- (a) The Selection Committee would be the same as for Professor level teachers except that instead of 3 external experts, there would be two external experts.

3.10 Appointment of Lecturer level teachers.

The procedure for appointment of Lecturer level teacher will be the same as for as Prof. & Asstt. Prof. level teacher except clause (4)(d) and (f) which will be as under: -

The Principal shall appoint a Selection Committee to make recommendations. Ordinarily, the Selection Committee shall consist of the following: -

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|----|---|------------------|
| 1. | The Principal, G.Z.S. College of Engg & Technology, Bathinda. | Chairman |
| 2. | The Asstt. Educational Advisor (T) Govt. of India, Ministry of Human Resource Development, Kanpur. | Member |
| 3. | The Head of the concerned Deptt. | Member |
| 4. | Atleast 2 external experts to be nominated by the Principal (these experts should be in the field in which the post is to be filled up) | Member |
| 5. | Registrar, G.Z.S.College of Engg. & Technology, Bathinda. | Member-Secretary |

- (f) The recommendations of the Selection Committee shall be submitted to the Principal for approval.

Appointment on Contract

- 3.11** Subject to the provisions contained in these Rules, the Board may appoint any person on contract basis in the prescribed scale of pay and on the same terms and conditions applicable to the relevant post for a period not exceeding three years with a provision of renewal for further periods. For making such appointments, the Chairman may, at his discretion, constitute such adhoc Selection Committee, as the circumstances of each case may require.

CHAPTER-IV

RULES REGARDING THE APPOINTMENT OF EMPLOYEES OF THE COLLEGE OTHER THAN TEACHERS

4.1 Classification

Employees of the College other than teachers shall be graded according to the grading prescribed by the Punjab Govt. for its employees.

4.2 Appointments

The appointments by promotion shall be made on the basis of seniority-cum-merit as per the procedure prescribed by the Pb. Govt. for its employees. The appointment by direct recruitment shall be made strictly on merit.

4.3 Manner of appointment

- (a) The posts in the scale with initial pay of Rs.2200/- and above shall be filled up by direct appointment and promotion in the ratio of 3:1.
- (b) All other posts will be filled up by direct appointment and promotion on 50:50 basis.

4.4 Manner of appointment by direct appointment

The following procedure shall be adopted for making appointments by direct recruitment:-

- (a) The Principal may have the post advertised with such qualifications as have been prescribed and/ or invite suggestions and recommendations from such persons/institutions/agencies, as he deems proper.
- (b) The applications and recommendations shall be screened by a committee constituted for the purpose by the Principal. The Principal shall constitute a Selection Committee in the following manner:

For the post of Registrar

- | | | |
|-----|--|----------|
| (a) | Secretary, Technical Education
Govt. of Punjab. | Chairman |
| (b) | Asstt.Educational Advisor (T)
Govt. of India, Ministry of Human
Resources Development, Kanpur or
his nominee. | Member |
| (c) | Director, Technical Education
Govt. of Punjab or his nominee. | Member |

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|-----|--|---------|
| (d) | Two experts (External) from appropriate field (to be nominated by the Chairman of the Committee) | Member |
| (e) | Principal, GZS CET, Bathinda.
Secretary | Member- |

For other posts not covered above.

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|-----|---|----------|
| (a) | Principal, GZS CET, Bathinda. | Chairman |
| (b) | Head of the concerned Deptt. | Member |
| (c) | One expert to be nominated by the Principal. | Member |
| (d) | Registrar of the College (in the Secretary absence of Registrar, Principal will nominate a Member-Secretary.) | Member- |
- (c) After interviewing the candidates or considering them in absentia as the case may be, the Selection Committee shall recommend as far as possible at least three persons against a vacancy in order of preference.
- (d) After receiving the recommendations of the Selection Committee, the appointing authority may if considers necessary, request the Committee to consider additional names or to review or reconsider its recommendations. He may also, if considered necessary, himself interview a person recommended by the Committee and/or others whom he considers to be suitably. The appointment shall be made when the appointing authority accepts the recommendations of the Selection Committee are accepted by the appointing authority.

4.4 Seniority of the Employees

- (a) The authority inter-se of the employee shall be determined by the dates of their continuous appointment to the posts:

Provided that in the case of employee appointed directly the order of merit determined by the Selecting Authority shall not be disturbed and persons appointed as a result of an earlier selection of the same post shall be senior to those appointed as a result of a subsequent selection:

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:

- (i) An employee recruited by direct appointment shall be senior to a member recruited otherwise.
- (ii) An employees recruited by promotion shall be senior to person recruited by transfer.
- (iii) In the case of employees recruited by promotions or transfer seniority shall be determined according to the seniority of each employee in the appointment from which they were promoted or transferred, and pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments, and if the length of such service is the same, an older member shall be senior to the younger member.

Explanation: - Service rendered by the employees on foreign service, deputation with the College shall count for seniority provided such employees agree to be regularly absorbed in the service of the College.

Note 1: This rule shall not apply to persons appointed on purely provisional basis.

Note 2: In the case of employees whose period of probation is extended(the cause of unsatisfactory work and/or conduct) his date of appointment for the purpose of seniority shall be deemed to have been deferred to the extent the period of probation is extended.

4.5 Administrative Control

- (a) The Registrar shall work under the Administrative Control of the Principal.
- (b) The other non-teaching employees of the College will work under the Administrative Control of the Registrar, the overall control being with the Principal.

CHAPTER-V

JOINING TIME RULES

- 5.1** Joining time may be granted to a College employee to enable him: -
- (a) To join a new post either at the same or new station, without availing himself of any leave or relinquishing charge of his old post.
 - (b) To join a new post in a new station on return from: -
 - (i) Earned leave not exceeding 180 days, in respect of College employees subject to the leave rules.
 - (ii) Leave other than that specified in sub-clause (i) when he has not had sufficient notice of his appointment to new post.
 - (c)
 - (i) to proceed on transfer or on the expiry of leave from a specified station to join a post in a place in a remote locality which is not easy of access.
 - (ii) to proceed, on relinquishing charge of a post on transfer or leave, in a place in a remote locality which is not easy of access to a specified station.

Note-1. The authority which granted the leave will decide whether the notice referred to in clause (b)(ii) was sufficient.

Note-2. The time reasonably required for journey between the place of training and the stations to which a college employee is posted immediately before and after the period of training should be treated as part of the training period. This does not apply to probationers holding “training posts” which they may be considered as taking with them on transfer. Such probationers are entitled to joining time when transferred.

Note-3. When a college employee holding a temporary post is offered through his official superior another such post at some other station at any time before the abolition of his post, he is entitled to joining time.

5.2 The joining time, and travelling allowance of college employees appointed to posts under the Society of G.Z.S. College of Engineering & Technology, Bathinda is regulated as under;

- (a) Travelling allowance, joining time and joining time pay should ordinarily be allowed to all College employees who hold permanent posts in a substantive capacity in any Govt., Semi-Govt. aided body/Institution.
- (b) No travelling allowance, joining time pay should be granted in the case of those who are employed in a temporary capacity without the sanction of Board of Governors.

(c) For purpose of clause(a) above provisionally permanent and quasi-permanent Govt. employees shall be treated as on par with the permanent Govt. employees.

5.3 No joining time shall be allowed in cases when a College employee is transferred from one post to another in the College.

5.4 (a) A college employee on transfer during a vacation may be permitted to take joining time at the end of vacation.

(b) If vacation is combined with leave, joining time shall be regulated under 4.1(b)(i), if the total period of leave on average pay and vacation or earned leave and vacation combined is of not more than six months or 180 days duration respectively.

5.5 If a college employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On the expiry of the leave, the College employee may be allowed normal joining time.

5.6 CALCULATION OF JOINING TIME

The joining time of a College employee in cases involving a transfer from one station to another, neither of which is in a remote locality not easy of access, shall be subject to a maximum of 30 days. Six days are allowed for preparation and in addition, a period to cover the actual journey calculated as follows: -

(a) A college employee shall be allowed:-

(i)	For the portion of the journey which he travels by air craft.	Actual time occupied in journey.
(ii)	For the portion of the journey which he travels or might travel	One day for each.
	By railway	500 kilometers.
	By Ocean steamer	350 kilometers or any longer.
	By river steamer	150 kilometers or any longer time actual occupied in the journey.
	By motor vehicle, or	150 kilometers.
	Horse drawn conveyance in any other way	25 kilometers.

(b) (i) For purpose of journey by air under 5.6 (a)(i) a part of day should be treated as one day.

(ii) A day is also allowed for any fractional portion of any distance prescribed in 5.6(a)(ii)

- (c) When part of journey by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.

Note: - If a steamer is not due to start immediately after the expiry of six days from the day when the College employee gives over charge, the College employee may add to his joining time the number of days intervening between the expiry of the six days and the departure of the next steamer whether he actually starts during the first six days or by the next boat after their expiry.

- (d) Travel by road not exceeding five miles to or from a railway station, or steamer that at the beginning or end of journey does not count for joining time.
- (e) A Sunday does not count as a day for the purpose of the calculations in this rule but Sundays are included in the maximum period of 30 days.

Exception: - The authority sanctioning the transfer may in special circumstances reduce the period of joining time admissible under this rule.

5.7 Not more than one day is allowed to a College employee in order to join a new post when the appointment to such post does not necessarily, involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

5.8 Except in the case of a journey performed by air which will be governed by the provisions in (a)(i) of Rule 5.6 by whatever route a College employee actually travels his joining time shall unless a competent authority for special reasons otherwise orders, be calculated by the route which travellers ordinarily use.

5.9 (a) The joining time of a College employee under (b)(i) and (ii) will be counted from his old station or from the place at which he received the order of appointment, whichever calculation will entitle him to less joining time. If the leave is being spent out of India and the order of appointment to the new post reaches him before he arrives at the port of debarkation, the port of debarkation is the place in which he received the order for the purpose of this rule. If, however, such a College employee actually performs the journey to his old headquarters for winding up his personal affairs, etc. his joining time will be calculated from the old headquarters to the new headquarters, irrespective of the place where he spends leave or receives posting orders.

A certificate to the effect that the College employee had actually performed that journey from the station where he was spending leave to the old headquarters for winding up personal affairs should be furnished by the officer concerned with his charge report for assumption of the post at the new headquarters. The responsibility for obtaining the certificate from a gazetted

officer would rest with the Head of Office concerned for both gazetted and non-gazetted staff.

(b) A College employee taking joining time under clause(b)(i) Rule 4.1 who receives, while on leave(whether spent in or out of India); order of transfer to a station other than that from which he took leave, will be granted full joining time admissible under clause(a) above, without reference to the authority which granted the leave and irrespective of the date on which the orders of transfer are received by him. Should he join his new appointment before the expiry of such leave plus the joining time admissible the period short taken should be considered as leave not enjoyed, and a corresponding portion of the leave sanctioned should be cancelled without any reference to the authority which granted the leave. If in any case, the College employee desires not to avail himself of the full period of joining time admissible the period of leave and joining time should be adjusted with reference to such option.

5.10 If a college employee is authorised to make over charge of a post elsewhere than at his headquarter, his joining time shall be calculated from the place at which he actually makes over charge.

5.11 If the headquarter of a college employee, while on tour is changed to the tour station itself, or his temporary transfer is converted into permanent transfer by the competent authority, his joining time may be calculated from the old headquarters, to the new headquarters, in case he actually performs the journey to his old headquarters for winding up his household effects.

5.12 If a College employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.

Note: -A second period of six days for preparation should not be included in calculating the joining time of a College employee whose appointment is changed while he is in transit.

5.13 When a college employee is transferred to the control of another Government, his joining time for the journey to join his post under that Govt. and for the return will be governed by the rules of that Govt.

5.14 Pay During Joining Time

A college employee on joining time shall be regarded as on duty, and shall be entitled to be paid as follows: -

(a) Where joining time is granted under clause (a) of Rule 4.1 the pay which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less.

(b) Where the joining time is granted under clause (b) of Rule B.1: -

- (i) If it is in continuation of leave which included a period of leave on average pay of earned leave pay equal to leave salary which last drew during such leave on average pay or earned leave at the rate prescribed for payment of leave salary in India.
- (ii) If it is in continuation of leave which did not include a period of earned leave pay would have drawn under the leave rules applicable to him as if he had been on leave on average pay or earned leave in India for the period of joining time.
- (c) Where joining time is granted under clause (c) of Rule B.1 the pay which he would draw in his post in the remote locality provided that: -
 - (i) A college employee on transfer shall not be entitled to any pay for the period of joining time unless his transfer is in the interest of public service.
 - (ii) No joining time pay shall be granted to a college employee who does not hold a permanent post under Govt. (including the Central and State Govts., Govt. aided body/Institution) in a quasi-permanent capacity, when he is appointed to a new post on the results of a competitive examination or interview which is open to both college employee and others.

Note-1 A college employee on transfer is not entitled to be paid while on joining time unless his transfer is made in the public interest.

In such cases the college employee may be granted regular leave by the competent authority under the leave rules admissible to him even if the transfer is at his own request to cover the period after handing over charge at the old station and before taking over at another, if the college employee applies for it and the competent authority is willing to sanction it. In case, however, where the college employee does not apply for leave to cover the period spent in transit, this period should be treated as “dies non” for purpose of leave, increment and pension.

Note-2 A Military Officer subject to the Military Leave Rules who retains a lien on his civil post is entitled to joining time, under sub clause (ii) of clause (b) above to draw the same amount of leave salary which he would have drawn had he taken leave under civil leave rules: Provided that such leave salary shall not be less than that which he actually drew during the last portion of his leave.

5.15 OVERSTAYAL AND EXTENSION OF JOINING TIME

A college employee who does not join his post within his joining time is entitled to no pay or leave salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour.

- 5.15** (a) A competent authority may, in any case extend the joining time admissible under these rules, provided that the general spirits of the rules is observed.
- (b) Within the prescribed maximum of thirty days, Head of Departments may, in the case of college employee under their control (other than those belonging to All India Services), extend the joining time admissible under the rules to the extent necessary in the following circumstances :-
- (i) When the college employee has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part has spent more time on the journey than is allowed by the rules; or
- (ii) When such extension is considered necessary for the public convenience or for the saving or such public expenditure as is caused by unnecessary or purely formal transfers:
- (iii) When the rules have, in any particular case, operated hastily as for example, when a college employee has though no fault on his part missed a steamer or fallen sick on the journey.

5.16 JOINING TIME TO PERSONS NOT IN GOVERNMENT SERVICE ON JOINING THE GOVT. SERVICE AND ON REVERSION FROM IT.

A person employed other than college service or on leave granted from such employment, if, in the interest of college, he is appointed to a post under college, may at the discretion of the competent authority, be treated as on joining time while he prepares for and makes the journey on reversion from the post under college to return to his original payment. During such joining time he shall receive pay equal to the pay, or in the case of joining time immediately following leave granted from the private employment, to the leave salary, paid to him, by his private employer prior to his appointment to college service or pay equal to the pay of the college service, whichever is less.

Things not covered under these rules will be as per Punjab Govt. Rules.

CHAPTER-VI

VACATION AND LEAVE RULES

6.1 Applicability

The provisions contained in these rules shall apply to all employees of the College.

6.2 Definitions

In these rules unless the context otherwise requires,

- (a) “Computed leave” means leave as provided under paragraph-16,
- (b) “Completed years of Service” means continuous service of the specified duration under the college and includes periods spent on duty as well as on deputation and leave including extraordinary leave.
- (c) “Half Pay leave” means earned in the respect of completed years of service calculated according to the provisions here in after contained.
- (d) “Leave” includes earned leave, half pay leave, commuted leave, leave not due and extra-ordinary leave.
- (e) “Earned leave” means leave earned in respect of period spent on duty.

6.3 Right to Leave

Leave cannot be claimed as a matter of right and when exigencies of service so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

6.4 Authority Empowered to Sanction Leave

- (a) The Chairman shall have the power to sanction leave to the Principal. However, Principal shall be empowered to sanction his station leave and casual leave under intimation to the Chairman.
- (b) Leave may be sanctioned to all the employees by the Principal or by a member of staff to whom the power has been delegated by the Principal.
- (c) Principal is empowered to attend all sorts of conferences symposiums, seminars and other activities of such nature as are in the interest of the college within India. The information in this regard may be communicated to the Chairman.
- (d) Study leave to an employees of the college will be sanctioned by the Principal subject to his fulfilling the prescribed conditions.

6.5 Commencement and Termination of Leave

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day proceeding the one on which duty is resumed.
- (b) Saturday, Sunday and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

6.6 Combination of leave

Except as otherwise provided in this schedule, any kind of leave under these provisions may be granted in combination with or in continuation of any kind of leave, subject to any limit on the aggregated period of absence as may be prescribed in such cases.

6.7 Grant of leave Beyond the Date of Retirement and in the Event of Resignation.

The rules of the Punjab Govt. shall be applicable for this purpose.

6.8 Conversion of One kind of Leave into Another kind.

- (i) At the request of a member of the staff the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.
- (ii) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amount covered as the case may be.

6.9 Rejoining of Duty before the Expiry of Leave: -

Except with the permission of the authority, which granted the leave, no member of the staff, on leave, may return to duty before the expiry of leave granted to him.

6.10 Rejoining the Duty on return from leave on Medical ground: -

A member of the staff, who has been granted leave on medical certificates, shall be required to produce a medical certificate of fitness before resuming duty.

- (a) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- (b) Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

6.11 Kinds of Leave: -

The following kinds of leave shall be admissible to members of staff: -

- (a) Casual Leave
- (b) Academic Leave
- (c) Study Leave
- (d) Half Day Leave
- (e) Commuted Leave
- (f) Earned Leave
- (g) Extraordinary Leave
- (h) Maternity Leave
- (i) Hospital Leave
- (j) Quarntative Leave
- (k) Sabbatical Leave

6.12 Causal Leave: -

- (a) Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interminated.
- (b) Casual Leave cannot be claimed as a matter of right & its grant is always subject to the exigencies of service and subject to a maximum of 15 days in a calender year. The female employees shall be allowed casual leave for 20 days in a calendar year.

Employees resigning the services of the college may be allowed casual leave during the notice period. Casual Leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence including Sundays, Saturdays and other holidays, prefixed and or suffixed shall not exceed 10 days at a time.

- (c) Casual Leave cannot be combined with any other kind of leave except restricted leave.
- (d) Special Casual Leave, not debitable against ordinary casual leave may be granted to a member of the staff when he is summoned to serve as a Juror or assessor or to give evidence before a court of law as a witness in a civil or criminal case, in which his private interests are not at issue and in other circumstances of special nature at the discretion of the sanctioning authority. The leave granted to the employees of the college, whose wives have undergone or will undergo tubectomy operation, will be as per Punjab Govt. Rules.

- (e) The periods of such leave admissible in a year shall ordinarily not exceed fifteen days but should however be sufficient to cover the period of absence necessary be laid down by the Board.

6.13 Academic Leave: -

The Principal may grant upto the limit of 10 days in an academic year & absence from duty to a member of the teaching staff in connection with the following: -

- (a) To deliver academic Lecturers at a University or a College or an Institution of University status.
- (b) To attend the meetings of the bodies of statutory board or meetings of the committees constituted by the Govt. or by bodies like the Institutions of Engineers (India).
- (c) To inspect academic institutions attached to a University. Provided further that academic leave be also granted to attend academic conferences/seminars as well as for attending meetings of any committees set up for selection of staff.

In addition to above, the Principal may grant at his discretion such leave for attending an academic conference or any other work of academic or technical nature not covered by the above as he may consider necessary.

In exceptional cases academic leave may be granted for a period of more than 10 days and not exceeding 15 days in a calender year.

6.14 Study Leave: -

- (a) Study Leave will ordinarily be admissible to the employee of the College of pursue a special course of study or investigation of scientific or technical nature.
- (b) The Principal may judge the suitability for grant of study leave.
- (c) Study Leave will not be granted to the employees of the college of less than 5 years of service or who has attained the age of 50. The upper age limit can be relaxed by the Principal provided the employee can the serve the college for periods indicated under item (f) of these rules, after his return.
- (d) Study Leave may be taken for study either in India or outside India. Study leave should ordinarily be granted for a period of exceeding 2 years though in exceptional cases, may be increased to three years which is the maximum period of study leave admissible to an employee during the entire period of his service. An employee will be treated as on duty during the period of absence on study leave.

- (e) The allowance admissible to an employee of the college who proceeds on study leave, shall be as follows: -
- (i) An employer who avails of study leave without any aid or scholarship or any type may be given his full salary and a monthly allowance of not more than one fourth of his basic pay.
- (ii) An employee, who avails of a fellowship or scholarship or part time employment at place of study, shall not be allowed any allowance or salary by the college. However, such an employee shall not be allowed study leave, without pay before the completion of 3 years active service at the college. Teachers enjoying study leave under this category will be entitled, on rejoining duties, to their normal increments on production of satisfactory progress report.
- (iii) In exceptional circumstances, an employee, who avails of study leave with any aid or scholarship of any type, which is not enough for his subsistence, may be granted a monthly allowance, not exceeding half of his basic pay.
- (f) The employees of the college, who avail of leave for study, will be required to execute a bond with two sureties as given in to serve the college, after his return from leave, for a period as indicated below: -

3 months	One year
6 months	Two year
1 year	Three year
2 year or more	Five year

- (g) The employee, who avails of study leave, must submit a consolidated report on his study and achievements on return from leave.
- (h) Not more than 20% of the staff in a department may be granted leave at a time. The number of teachers, who are granted study leave, should also not exceed 3 at a time from each department.

6.15 Half-Pay Leave: -

- (a) The half pay leave admissible to a member of the staff in respect of each completed year of service shall be 20 days.
- (b) Half pay leave may be granted to a member of the staff on medical certificate or on private affairs.

Provided that in case of a temporary member of staff, no half pay leave will be granted unless the authority competent to sanction leave, is ready to believe that the employee will return on duty on the expiry of leave, except in case of an employee, who has been declared completely and permanently incapacitated for further service by medical authorities.

Leave not due may be granted to an employee in permanent employment for a period not exceeding 360 days during his entire service otherwise than on medical certificate. Such leave will be debited against the half pay leave, the employee may earn subsequently.

Note: - 'Leave not due' should be granted only if the authority empowered to sanction leave, is satisfied that there is reasonable prospect of the employee returning to duty on expiry of the leave and should be limited to the half pay leave he is likely to earn there-after.

6.16 Commuted Leave: -

Commutated Leave not exceeding half the amount of half pay leave may be granted on medical certificate to a regular member of the staff subject to the following conditions: -

- (a) The commuted leave during the entire period of service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this provision unless the authority, competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

6.17 Earned Leave: -

(A) Earned Leave admissible to members of the Vacation Staff:

- (i) During the period of one academic year, the period of vacation for an employee entitled to it, shall be as declared from time to time by the Principal. The total vacation in a calendar year shall be allowed as per norms of Punjabi University.
- (ii) In case such a member of staff is required to remain on duty during the whole or any part of the vacation, he shall be eligible for earned leave on full pay as under: -
 - (a) If full vacation not availed = 30 days earned leave
 - (b) $30 \times \frac{\text{No. of days vacation not availed}}{\text{Total No. of days of Vacation.}}$

An employee on deputation under the QIP scheme or on study leave is not eligible to any earned leave in lieu of the period of vacation during such deputation or leave.

Since the teachers sponsored under QIP to join QIP Centres for M.Tech/Ph.D. courses, are treated as on duty by the sponsoring institutions, therefore, leave if admissible under the rules of the sponsoring institution in lieu of the vacation for the period spent by them on duty under QIP be converted into earned leave and in case the earned leave is availed of by the teachers during the period of their stay at the QIP centres they would not be entitled to stipend during the leave period.

(B) Earned Leave admissible to members of the Non-Teaching Staff:

- (a) The earned leave admissible to a member of the staff in regular employment other than vacation staff shall be 1/11th of the period spent on duty.
- (b) In the case of members of the staff not in regular employment the earned leave, during the first year of service shall be 1/22 of the period spent on duty and thereafter 1/11 of the period spent on duty.
- (c) A member of the staff, not in regular employment appointed without interruption of duty to a regular post shall be credited with the earned leave, which would have been admissible if his previous duty had been in permanent employment, diminished by only earned leave already taken, leave is not an interruption of duty for the purpose of this rule.
- (d) Earned leave will not be granted more than four times in a year subject to a minimum of 2 days at one time.

(C) Limit of Accumulation and Grant of leave (Applicable to all the members of the staff)

There is no limit for the accumulation of the earned leave. However, it should not be granted for more than 240 days at a time whether in India or abroad. Further a member of the staff on retirement from the service shall be allowed to encash, or avail, the accumulated leave upto 240 days but a person seeking voluntary retirement after 20 years of service may be granted encashment accumulated earned leave as per Punjab Govt. Rule.

6.18 Extraordinary Leave: -

The competent authority may, in its discretion, for any special reason, grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months and shall also not count towards increment in gratuity. Provided further that the maximum total period for which such leave may be granted shall not ordinarily exceed two years. In special cases such leave may be granted up to five years.

6.19 Maternity Leave: -

- (a) Maternity Leave may be granted to a woman member of the staff on full pay for a period up to 180 days from the date of its commencement.

- (b) Maternity Leave may also be granted on full pay in case of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by medical certificate from the authorised medical attendant. This will not be granted more than thrice in the total service.

Note-1: Maternity Leave shall not be debited to the Leave account.

Note-2: Maternity Leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.

6.20 Hospital Leave: -

- (a) Hospital leave may be granted to a member of the staff under medical treatment for illness or injury or if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such illness or injury and whose duties exposes them to such illness or injury and whose pay scale of pay is below the scale of a lecturer.
- (b) Hospital leave may be granted on leave salary either average or half average pay as the Principal may consider necessary.
- (c) The amount of the Hospital Leave shall be limited to three months. Hospital Leave on half pay means the leave as on half pay.
- (d) Hospital Leave is not debitable against the leave account and may be combined with any other leave, which may be admissible provided that the total period of leave, after such combination, shall not exceed 28 months.

6.21 Quarantine Leave: -

- (a) Quarantine Leave is granted when a member of staff is precluded under orders of the competent medical authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the certificate of a medical or a Public Health Officer. Maximum duration of such leave is ordinarily 21 days and may be extended up to 30 days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff on Quarantine Leave is not treated as absent from duty and his pay is not interrupted.
- (b) Quarantine Leave is not admissible if the member of staff himself is suffering from an infectious disease.

6.22 Sabbatical Leave: -

A regular member of staff with 10 years service may be granted sabbatical leave for one or more of the following objects: -

- (a) To conduct research or advanced studies in India or abroad.

- (b) To write text books, standard works and other literature.
- (c) To visit or work in industrial concerns and technical deptt. of Govt. to gain practical experience in their respective fields.
- (d) To visit or work in a University, Industry or Govt. research laboratories in India and abroad.
- (e) Any other purpose for the academic development of the staff member as approved by the BOG/Principal.
- (f) Sabbatical Leave may be sanctioned subject to the following conditions: -
 - (i) That the staff member is in a position to serve the College for at least three years after return from leave.
 - (ii) The staff members shall execute a bond in the prescribed form that after the expiry of such leave/he shall serve the college for a minimum period of three years on return to duty at the College.
 - (iii) The period of sabbatical leave shall not exceed one year at a time including vacations if any, but the BOG/Principal may grant in addition any other leave up to a maximum of 120 days, which the member has earned during the service in the college.
 - (iv) A member of academic staff during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowance in India or abroad.
 - (v) A member of the academic staff shall not undertake during the period of sabbatical leave any regular appointment under any organization in India or abroad. He will be free to receive any scholarship or fellowship or any adhoc honorarium.

6.23 Vacation and Leave Salary: -

- (a) An employee of the college entitled to vacation, shall be eligible for pay and allowances at full rates during the period of vacation.
- (b) An employee, who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (c) An officer on half pay leave or 'Leave not due' is entitled to leave salary equal to half the amount of his monthly pay. There will be such condition if such leave is granted on a medical certificate or for pursuing any approved course of study otherwise than of study leave terms.
- (d) For employee on extra-ordinary leave is not entitled to any leave salary.

- (e) An employee on commuted leave is entitled to leave salary at full rates.

6.24 Increment During Leave: -

- (a) If the increment falls due during leave other than a casual leave, the effect of increase in pay will be given from the date, the member of the staff resumes duty with prejudice to the normal date of his increment.
- (b) If the employee overstays his leave he shall forfeit all his salary during the time of his remaining so absent; and if he overstays his leave for more than one week his office shall be liable to be declared vacant.

6.25 Limit of Total Absence: -

A member of the staff ceases to be in the service of the College if he is continuously absent from duty for five years. Whether with or without leave, unless such absence is absence on foreign service in India.

6.26 Counting of Leave towards Increment: -

All leave except the extraordinary leave will be counted towards increment. The Principal may, in any case in which he is satisfied that the extra-ordinary leave was taken on account of illness or for any other cause beyond the control of the employee or for prospecting higher scientific and technical studies, direct that EOL shall count towards increment.

6.27 Leave Encashment: -

Leave encashment in lieu of utilised earned leave at the credit of the employee at the time of retirement on superannuation or voluntary retirement after 20 years shall be allowed as per Punjab Govt. Rules.

6.28 Cash Equivalent of Leave Salary in Certain Cases: -

In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family as per Punjab Govt. Rules.

CHAPTER-VII

CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY RULES

7.1 APPLICATION

- (a) The provisions contained in these rules shall apply in the employees of the college who have not otherwise exercised an option to join the General Provident Fund-cum-Pension-cum-Gratuity Rules.
- (b) No employee of the college shall be entitled to the benefits of the Contributory Fund whose service in the college entitles him to Pension and Gratuity or on whose account the college contributes towards Pension or who has been appointed by the college on consolidated salary or on special terms which exclude the benefits of the Provident Fund.

Provided that persons appointed in the college on probation or in any temporary capacity, shall be entitled to Contributory Provident Fund of the college from the date of appointment and on confirmation the college shall add its contribution with retrospective effect from the effect from the date of appointment.

Provided that any employee who was holding any substantive post in Govt./Semi-Govt. or an autonomous body and joins this college after resigning the post will be entitled to the college contribution from the date of appointment if he opts for C.P.F. cum gratuity scheme.

- (c) The Board of Governors may in case of a person appointed to a substantive post, permit the transfer to the Provident Fund or any money standing to his credit in any recognised Provident Fund to which he was a subscriber immediately before his appointment in the college and may, with his consent, make such arrangement with the authority of that Provident Fund for the purpose of its transfer, whether in the form of cash or of securities, or of both, as may be convenient.

7.2 DEFINITIONS

In this schedule, unless the context otherwise requires:

- (a) “Salary” means total emoluments excluding House Rent Allowance for the purpose of deduction to be made towards the Contributory Provident Fund but includes all other allowances i.e. Dearness Allowance, additional Relief and any other allowance supplementary to Dearness Allowance.
- (b) “Family” means

In the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children or a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matter to which these rules relate, unless the subscriber subsequently indicates notification in writing to the Principal that she shall continue to be so regarded:

In case of a woman subscriber, the husband and children of the subscriber, and widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber by notification in writing to the Principal expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing notification excluding him.

Note: I. Children means legitimate children.

Note: II. An adopted child shall be considered to be a child by the Principal or if any doubt arises in the mind of Principal after obtaining legal advice is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

Note: III. When a person has given his child an adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should for the purpose of these rules be considered as excluded from the family of the natural father.

- (c) "Fund" means the G.Z.S.College of Engineering & Technology, Bathinda Contributory Fund.
- (d) "Year" means the Financial Year.
- (e) "Subscription" means the amount paid by the subscriber and
- (f) "Contribution" means the amount contributed by the College.

7.3 CONSTITUTION AND INVESTMENTS

The fund shall be established by the College for the benefit of the employees of the college.

- (a) The fund which shall be maintained in rupees shall be constituted with the subscription paid by the subscribers and contributions made by the college and shall include interest paid to the credit of the account of the subscriber.
- (b) The management of Fund is vested in the Board subject to the control and direction of the Board. The Principal shall administer the Fund for and on behalf of the Board.

- (c) The Board may from time to time make regulations for the constitution and management of Fund or the investment of sums at credit of the Fund or the privileges of subscribers not herein expressly provided for and may add to, vary or cancel any regulations so made.

7.4 DECLARATION

Every employee of the college entitled to the benefits of the Fund shall be required to sign a written declaration in the form set forth that he has read these rules and agreed to abide by the provisions contained in it.

7.5 NOMINATIONS

- (a) A subscriber shall at the time of joining the Fund, send to the Principal a nomination in the prescribed form conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death, before that amount has become payable has not been paid.

Provided that, if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall if the amount to his credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this para until he makes a nomination in accordance with this rule.

- (b) If a subscriber nominates more than one person under Rule:
 - (i) He shall specify in the nomination the amount of share payable to each of the nominee in such a manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
 - (ii) Every nomination shall be in such one of the forms as is appropriate in the circumstances.
- (c) A subscriber may at any time cancel a nomination by sending a notice in writing to the Principal. The subscriber shall, alongwith, such notice or separately send a fresh nomination made in accordance with the provisions of this para.
- (d) A subscriber may provide in a nomination:
 - (i) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has no other member of his family, be such other member or members. Hence the subscriber confers such

a right on more than one person under this clause, he shall specify the amount of share payable to each of such members in a manner as to cover the whole of the amount payable to the nominee.

- (ii) That the nomination shall become invalid in the event of the happening of a contingency specified therein.

Provided that, if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequent acquiring a family.

Provided further that, at the time of making nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (i) shall become invalid in the event of his subsequently acquiring other member or members of his family.

- (e) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination or on the occurrence of any event by reason of which the nomination becomes invalid or the proviso thereto, the subscriber shall send to the Principal a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this para.
- (f) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Principal.

The college shall not be bound by nor shall recognise any effect while disposal of the amount standing to the credit of a subscriber who dies before the amounts become payable.

- (g) In case a subscriber fails to make any nomination or the nominations made by him is found invalid the payment of the amount lying to his credit shall be made on his death, in the manner provided for in the rules relating to Punjab Govt.

7.6 SUBSCRIBER'S ACCOUNT

An account shall be opened in the name of each subscriber in the form set forth in which will be shown:

- (a) the subscriber's subscriptions
- (b) subscriptions made by the College to his/her account
- (c) interest accrued on credit balance.

7.7 CONDITIONS AND RATE OF SUBSCRIPTION

- (a) Every subscriber shall subscribe monthly to the Fund when on duty or on foreign service but not during the period of suspension.

Provided that a subscriber on re-instatement after a period passed under suspension shall be allowed the option of paying in lumpsum, or in instalments, any sum exceeding the maximum amount of arrears of subscriptions permissible for that period.

- (b) A subscriber may, at his option, not subscribe during leave other than on average pay or earned leave of less than 30 days duration by sending a notice in writing to the Principal before or soon after proceeding on leave.

Failure to give due and timely intimation shall be deemed to constitute acquiescence to subscribe. The option of a subscriber intimated under this para shall be final.

- (c) The subscription to the Fund shall be 10% of the salary of the subscriber.

Provided that if any employee so desires, he may subscribe @ 60% of his salary but the contribution of the college shall be 10% of his salary.

- (d) The amount shall be expressed in whole rupees.
- (e) The subscription as deducted month by month from the salary of each employee shall be paid into the fund to the credit of the subscriber.
- (f) The subscriber shall forward his dues monthly to the college when salary is drawn from any other source than the college.
- (g) The amount of subscription once fixed may be enhanced or reduced only once during the course of a year.

7.8 CONTRIBUTION BY THE COLLEGE

- (a) At the time of withdrawal of salary each month a sum equal to 10% of the salary of the subscriber shall be contributed to the Fund by the college and subject to the condition contained in the provision to be placed to the credit of the subscriber.
- (b) No employee shall be entitled to receive any part or share in any sums contributed by the college to the Fund and no interest which has accrued on such contribution of the service unless he has established to the satisfaction of the college that his resignation is necessitated by incapacity for further service.

7.9 MAINTENANCE OF ACCOUNTS

- (a) The Principal shall cause to be maintained proper accounts relating to the Fund showing the amount for the time being at the credit of each subscriber and the general state of the Fund.
- (b) The Principal shall also verify the entries relating to the opening balance, deposits and withdrawal during the half year and add interest accrued during the half year, in respect of each subscriber in the Pass Book maintained.

7.10 INVESTMENT OF FUND

- (a) All sums paid into the fund under the rules shall be deposited in the name of “G.Z.S. College of Engineering & Technology C.P.F.” with any Nationalised Bank.
- (b) The balance of the Fund after reserving suitable accounts for current needs shall be invested in Fixed Deposit Receipts in any Nationalised Bank. All such investments shall be hold in the name of College.
- (c) The interest realised on such investments shall be treated as Miscellaneous Receipts.

7.11 INTEREST

- (a) The rate of interest to be allowed on all sums deposited to the Fund shall be such as may be determined from time to time by the Board.
- (b) The amount of such interest shall be placed to credit of each subscriber half yearly.
- (c) The total amount of interest shall be rounded to the nearest rupee.
- (d) The interest to be charged on the money advanced to the employee shall be recovered at the rate which interest is credited by the College to the subscribers.

7.12 WITHDRAWAL OF TEMPORARY ADVANCES

- (a) A temporary advance from the Fund may be permitted by the Principal to the subscriber and in the case of Principal by himself subject to the condition that no advance shall be granted unless the sanctioning authority in satisfied that the applicant’s pecuniary circumstances justify it, and that will be expended on the object or objects for which it is granted and not otherwise.
- (b) Advance for the purchase of Plot/Construction of House/Purchase of House may be granted equal to 60 months pay to defray the cost of purchase of a house or construction of a house or purchase of land for construction of house provided:

- (i) The subscriber or any other member of his family has no residential house of his own and that he has subscribed to the Fund for not less than 5 years.
 - (ii) An advance shall in no case exceed employee's own subscription and interest thereon when a subscriber has served for not more than eight years in the College whereafter he may also be advanced 50% of the College contribution including interest thereon.
 - (iii) An advance equal to 60 months pay may be drawn in more than one instalment.
- (c) Advance for the purchase of Motor/Motor Cycle/Scooter/Moped may be granted subject to the conditions that:
- (i) The subscriber has subscribed to the Fund for not less than 3 years.
 - (ii) Advance for the purchase of Motor Cycle/Scooter/Moped shall be admissible to the subscriber drawing basic pay not less than Rs.1200/- per month and it shall be limited to 15 months pay or the actual price of the conveyance, whichever is less.
 - (iii) Advance for the purchase of Motor Car shall be admissible to a subscriber drawing basic pay not less than Rs.3000/- monthly and it shall be limited to Rs.80, 000/- or the cost of car whichever is less.

Provided that an advance in these cases shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber.

Provided further that a second advance for the purchase of Motor Cycle/Scooter/Moped shall not be granted until at least 5 years have passed since the grant of first advance.

- (d) Advance for Ceremonies and other obligatory expenses may be granted:
- (i) To pay expenses in connection with prolonged/serious illness of the applicant or any other family member actually dependent on him. This advance will be admissible on the recommendation of the Medical Officer.
 - (ii) To pay for the overseas passage only for the reasons of health or education of the applicant or any other person actually dependent on him. Advances from the Fund may also be granted to meet the cost of education of himself or family member actually dependent on him in the following type of cases:
 - (i) For education outside India whether for academic, technical, professional or vocational courses.

- (ii) For medical, engineering and other technical or specialised courses in India beyond the high school stage. Provided that the duration of the course of study is not less than three years.
- (e) To pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with the subscriber's own marriage, funeral or other ceremonies of persons actually dependent on him/her and to meet the cost of legal proceedings for vindicating his/her position in regard to any allegation made against him/her in respect of any act done by him/her in the discharge of the official duty.

Provided that the advance shall not be admissible in respect of any matter unconnected with his/her official duty.

Provided further that the condition of actual dependency shall not apply in the case of son or daughter of the subscriber.

- (i) An advance admissible under above rules shall in no case exceed the amount of the subscription and interest thereon standing to the credit of the subscriber in the Fund and shall be limited to a six-month pay.
- (ii) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted until atleast twelve months after the final payment of all previous advances together with interest there-on, unless the amount already advanced not exceed two third of the amount admissible.

In cases falling under the above rules advances may be granted by the sanctioning authority to pay debt incurred: provided an application duly supported with documentary proof and affidavit is made within 30 days after the event to which it relates.

- (f) Advance for purchase of wheat may be granted to employees drawing pay upto Rs.1200/- p.m. to the maximum of Rs.1000/- out of the balance credit in his/her account on the one half of balance with interest thereon at the credit of the subscriber in his/her account whichever is less. The advance shall be recoverable in equal monthly instalments. The last instalment will be recovered from the salary of the concerned employee for the month of February paid in March.

7.13 WITHDRAWAL OF NON-REFUNDABLE ADVANCE

- (a) In Non-refundable advance from the Fund may be permitted by the Principal to the subscriber subject to the condition that no advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that it will be expected on the object or object for which it is granted and not otherwise.
- (b) A subscriber after the completion of 20 years service (including broken period if any) or within 10 years before the date of his/her retirement on superannuation, whichever is earlier be granted an advance equal to six

months pay his credit, whichever is less to meet the expenses in connection with marriage/higher education of subscriber's daughter/son. If two or more marriages are to be celebrated simultaneously the amount admissible in respect of each marriage will be determined as the advances are sanctioned separately one after the other.

The advance for the higher education will be admissible in the following type of cases:

- (i) For higher education outside India whether for academic, technical, professional or vocational courses beyond the high school.
- (ii) For any medical, engineering and other technical or specialised courses in India beyond the high school stage. Provided that the duration of the course of study is not less than three years.

In sanctioning Non-Refundable advance under this clause the temporary advance outstanding against the subscriber if any, will be taken into account.

- (c) A subscriber after the completion of 6 years service including broken periods if any, or within 10 years before the date of his/her retirement on superannuation whichever is earlier may be granted an advance equal to 60 months pay of the subscriber or employees own subscription plus 50% of the College contribution including interest thereon, whichever is less, for building or acquiring a suitable house for his residence including the cost of the site. For purchasing a house sit or for constructing a house on a site purchased utilising the sum withdrawn for the purpose. Advance may be drawn in instalments twice a year.
- (d) A subscriber with a basic Rs.3000/- per month and has put 15 years service may be granted a Non-Refundable advance from C.P.F. for purchase of Motor Car. The limit of the advance is not to exceed Rs.80, 000/- or 30 months pay of the scriber or half of the balance with interest thereon at the credit of the subscriber in C.P.F. or the actual price of the Car whichever is less.
- (e) A subscriber with a basic pay not less than Rs.1200/- per month who has put in 10 years service may be granted Non-Refundable advance from the C.P.F. for the purchase of Motor Cycle/Scooter/Moped. The limit of the advance is not to exceed balance with interest thereon at the credit of the subscriber in his/her C.P.F. account or actual price of Motor Cycle/Scooter/Moped whichever is less.
- (f) A subscriber with 5 years of service may be granted a Non-Refundable advance not exceeding Rs.800/- from the C.P.F. account for the purchase of a bicycle on half of the balance at the credit of the subscriber in his/her C.P.F. account, whichever is less.

The second advance for purchase of Motor Cycle/Scooter/Moped/Cycle shall not be granted until at least 5 years passed since the grant of first advance.

- (g) A subscriber who draws a temporary advance under the ordinary rules may convert at his/her discretion by written request addressed to the Principal the balance outstanding against him/her into Non-Refundable advance satisfying the condition laid down in these rules.
- (h) A subscriber who has been permitted to withdraw money from the Fund shall satisfy the Principal within a period of three months that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole sum so withdrawn or so much thereof as he has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in lumpsum together with interest thereon by the subscriber to the Fund in default of each such payment it shall be ordered by the sanctioning authority to be recovered from his salary either in lumpsum or in such number of monthly instalments as may be determined by the Principal.

7.14 RECOVERY OF ADVANCES

- (a) An advance shall be recovered from the salary of the subscriber in such a number of equal monthly instalments, as the sanctioning authority may direct but such number shall not be less than 12 unless the subscriber so elects or in any case not more than 24. In special circumstances the sanctioning authority with the concurrence of the Principal may fix such number of instalments to be more than 24 in no case more than 36. A subscriber may, at his option, make repayment in a small number of whole rupee. The amount of the advance being raised or reduced, if necessary, to admit of the limitation of such instalments. However, in case of any advance equal to 15 months pay/advance for Motor Cycle/Scooter/Moped the recovery in 40 instalments and in case of an advance equal to 80 months pay/advance for Car, the recovery in 96 instalments and in case an advance to 60 months pay recovery in 100 instalments shall be made.
- (b) Recovery shall not be made without the subscriber's consent when he is on leave or is in receipt of subsistence grant and may be postponed by the sanctioning authority.
- (c) If more than one advance has been made to a subscriber, such advance shall be treated separately for the purpose of recovery.
- (d) (i) After the Principal of the advance has been fully repaid interest shall be paid at the same rate as the college pays interest on all similar deposits in the Fund on the Principal for each month or broken portion of a month during the period between the drawal and complete repayment of the Principal.

(ii) Interest on advance shall be calculated and added to the Principal in the first instance and it shall be recovered in equal prescribed instalments.
- (e) Recoveries made under this rule shall be credited as they are made to the account of the subscriber in the fund.

A subscriber who has been permitted to withdraw money from the Fund shall satisfy the Principal within a period of three months that the money has been utilised for the purpose of which it was withdrawn and if he fails to do so, the whole sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forth will be repaid in one lumpsum together with interest thereon by the subscriber to the Fund and in default of each such payment it shall be ordered by the sanctioning authority to be recovered from his salary either in lumpsum or in such number of monthly instalments as may be determined by the Principal.

7.15 AMOUNT WHEN PAYABLE

- (a) Subject to the provisions of this Schedule the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of this College.
- (b) If the payment is not taken within one year of its becoming due by the subscriber or his nominee or such other family member as may be eligible for payment, no interest shall be paid on the deposits after one year.

7.16 GRATUITY

- (a) Gratuity shall be granted for good, efficient and faithful service to whole time employee of the College and shall exclude the following: -
 - (i) Casual and non regular employees;
 - (ii) Employees on deputation;
 - (iii) Employees on contract basis;
 - (iv) Apprentices and trainees and reemployed persons.
- (b) It shall be granted in the following circumstances:
 - (i) Discharge on abolition of post;
 - (ii) Permanent incapacity owing to bodily or mental infirmity;
 - (iii) Superannuation.
 - (iv) Voluntary retirement after 20 years of qualifying service or on reaching the age of 50 years. Provided that
- (a) Gratuity shall not be admissible to an employee who resigns from service (Voluntary retirement after 20 years qualifying service shall not constitute resignation) or where services are terminated for misconduct, insolvency or inefficiency;

- (b) Except in the case of death, gratuity will be admissible only after 5 years of qualifying service.
- (c) Qualifying services shall mean all service rendered in the college after completion of 18 years of age except periods of service rendered as apprentice and extraordinary leave without salary.
- (d) The amount of gratuity will be one-fourth of the emoluments of the person for each completed monthly period of qualifying service subject to 16 ½ (sixteen and half) times the emoluments in the case of class I, II, III services and 17 ½ (seventeen and half) times the emoluments in case of class IV employees, provided that in no case gratuity shall exceed Rs.50, 000/- in the event of death of an employee while in service the gratuity will be subject to a minimum of 12 times the emoluments of the employee at the time of death provided that in no case shall it exceed Rs.50, 000/-.
- (e) The above rules will stand automatically revised as and when the corresponding rules of Punjab Govt. are revised.

CHAPTER-VIII

RULES REGARDING PENSION FOR THE G.Z.S. COLLEGE OF ENGINEERING & TECHNOLOGY, BATHINDA EMPLOYEES.

EXTENT OF APPLICATION AND DEFINITION.

- 8.1.1** A pension Fund to be called ‘GZS College of Engineering and Technology Pension Fund’ shall be established for the benefit of employees eligible under the Rules by creating a Corpus Fund by transferring the C.P.F. contributions made by the College alongwith interest accrued thereon in respect of employees who opt for Pension and the State Government/MHRD and other financing agencies will continue to provide to the College the C.P.F. matching contribution @ 10% of the salaries (excluding House Rent Allowance) of the employees working in their scheme on a permanent footing and it shall be non-lapseable. Such contribution will be added to this fund.
- 8.1.2** These rules apply to: -
- i) All employees who join service in the College on or after the date of approval of the Pension Scheme/Bye-Laws of the College.
 - ii) The employees who were in the service of the college before the date of approval of Bye-Laws and specifically effect to be governed by the rules by exercising an option.
- 8.1.3** In the case of employees governed by these rules the provision relating to Contributory Provident Fund in the relevant rules shall not be applicable.
- 8.1.4** These rules do not apply to employees appointed on part time basis and those appointed on contract unless the contract provides otherwise.
- 8.1.5** Unless there be something repugnant in the subject on context, the terms in these rules carry the meaning as:
- i) ‘Average Emoluments’ means the average calculation upon the last ten months of qualifying service.
 - ii) ‘Competent Authority’ means the authority to whom the powers have been delegated.
 - iii) ‘Registrar’ means the Registrar of GZS CET, Bathinda or any other person exercising the powers of Registrar for the time being.
 - iv) ‘Emoluments’ means emoluments which the employee was receiving immediately before his retirement or the date of his death and shall include basic pay, special pay (including non-practising allowance) dearness pay (as and when so declared by the Punjab Govt.), personal

pay and such other allowances as may be declared as pay for the purpose of Pension by the Govt.

- v) 'Employee' means any person employed in the service of G.Z.S.C.E.T., Bathinda, but shall not include persons employed on contract, part-time or daily wage basis.
- vi) 'Family' for the grant of various pensionary benefits as contained in these Rules means family as defined in the Pension Rules of the Punjab Govt.
- vii) 'Qualifying Service' means the service that qualifies for Pension under these Rules. It shall be reckoned in terms of completed half years, provided that the fraction equal to three months and above shall be treated a completed half year.
- viii) 'Principal' means the Principal of G.Z.S.C.E.T., Bathinda or any other person exercising the powers of Principal for the time being.

8.1.6 Unless otherwise provided in the Rules an employee's claim to pension in regulated by the Rules in force applicable to him at the time the he retires or quit a service.

8.1.7 All matters pertaining to grant of pension to the retirees of the College (except those which have been specifically provided in the Pension Rules) would be regulated in accordance with the Punjab Govt. rules/instructions as amended from time to time or as modified by the College. Keeping in view the activities/character of the College.

8.1.8 The Principal shall be the competent authority to frame rules and procedures for the proper implementation of the provisions contained in these rules.

- 8.1.9** (a) The rules will be applicable to the employees who join service in the College on or after 01-04-1992.
- (b) The existing employees of the College shall have the right to either opt(i) to continue to be governed by the Contributory Provident Fund Rules.

OR

- (ii) to elect to be governed by the Pension Schemes contained in these rules.

An option in this regard shall be exercised by the existing employees within four months from the notification of the rules. In case an employee does not exercise his option, these rules will be automatically applicable to him. Option once exercised shall be final.

- (c) In case of those employees who elect the alternative at (b) (ii) above, they shall have to refund the College Contribution of Contributory Provident Fund in their CPF account alongwith interest thereon to the Pension Fund. In case there is any shortfall due to drawl of the College share by the employees as advance, that will be made good first from his own share lying in the CPF account and if there is still any shortfall, he shall have to refund the same in instalments to be decided by the Principal but not later than his date of superannuation.
- (ii) The employee's remaining share, if any of Contributory Provident Fund alongwith interest thereon shall be transferred to his General Provident Fund Account, which the employee shall be asked to open and to which he shall subscribe compulsorily under the rules of the Fund.

8.1.10 An employee who is recruited at the age of thirty five years or more, may, within a period of three months from the date of appointment, elect not to be governed by the Pension rules, where upon he shall be eligible to be governed by the rules for the 'Constitution of the Provident Fund for the benefit of Officers, Teachers and other employees of the 'College'. The option in this regard, once exercised, shall be final.

GENERAL PROVISIONS RELATING TO GRANT OF PENSIONS

SECTION I: CLASSIFICATION OF PENSIONS ETC.

8.2.1 Pensions are divided into following classes: -

- a) **Compensation Pension:** It is granted to an employee who is discharged from service owing to the abolition of a post held by his, when it is not possible to appoint him to another post, the conditions of which are deemed by the authority competent to discharge him to be atleast equal to these of his own.
- b) **Invalid Pension:** It is granted to an employee on his retirement when by bodily or mental infirmity is permanently incapacitated for service or for the particular branch of it to which he belongs.
- c) **Superannuation Pession:** It is granted to an employee entitled or required by rules regarding conditions of service of college employee's to retire at a particular age.
- d) **Retiring Pension:** It is granted to an employee who seeks voluntary retirement under the rules.

8.2.2 Compassionate Allowance: An employee who is dismissed or removed from service for misconduct, insolvency or for inefficiency shall forfeit his pension provided that the authority competent to dismiss or remove the employee may, if the case is deserving of special consideration, sanction Compassionate

Allowance not exceeding two thirds of the Pension which would have been admissible to him if he had retired on medical certificate.

8.2.3 Extraordinary Pension and Disability Awards:

It is granted to an employee who dies or is disabled and such death or disability is attributable to service or aggravated by service.

SECTION II: GENERAL CONDITIONS.

8.2.4 Any restrictions concerning the withholding, reducing or withdrawing of pension or any part thereof from the pensioner shall be regulated as per corresponding provisions of the Punjab Government Pension Rules/instructions as applicable from time to time.

SERVICE QUALIFYING FOR PENSION

8.3.1 Unless otherwise provided by special provisions of contract, the service of an employee shall begin to qualify for pension when he takes charge of the post to which he is first appointed.

8.3.2 Except for compensation pension, service does not qualify till the employee has completed 'eighteen' years of age.

8.3.3 Following are the general conditions which shall be fulfilled before service qualifies for pension: -

First: - The service must be under the College.

Second: - The service must be paid by the College.

8.3.4 The temporary employees shall be treated at par with permanent employee in respect of all retirement benefits viz., retiring, superannuation, compensation and invalid pensions and service and Death-cum-Retirement Gratuities.

8.3.5 Service rendered by an employee as work charged/stop gap basis/adhoc basis as also paid from contingencies qualifies provided.

i) Such service is followed by regular employment.

ii) Such service shall be a full time job (and not part time or portion of the day).

8.3.6 Following periods qualify' for pension: -

i) All duty whether interrupted or continuous.

ii) All periods of leave when leave salary is paid.

iii) All periods of Extraordinary leave which counts for increments under the service rules. However, if the period of extraordinary leave is

availed of for higher studies with permission of competent authority, such period will qualify for pension by benefits.

- iv) Joining time during which pay and allowance are paid.
- v) Periods of training, if so ordered by the competent authority.
- vi) Service as a probationer, if followed by confirmation on the same or another post.
- vii) An employee who is dismissed or removed from service or compulsorily retired, but reinstated on appeal or revision is entitled to count his past service for pension. The period of break in service between the date of dismissal or removal and date of reinstatement shall not count unless regularised as duty or leave by a specific order of the authority which passed the order of reinstatement.
- viii) Period of suspension of the employee who is fully exonerated of the charges. In other cases where the employee is not fully exonerated and is reinstated for other reasons, the period of suspension will count only if so decided by the authority which ordered his reinstatement.
- ix) Retired spent on foreign service/assignment in or outside India if contributions towards Pension are paid to the College by the foreign employer or the employee himself.

8.3.7 Following periods do not qualify for pension: -

- i) Suspension adjudged as a specific penalty.
- ii) Casual or daily rated service.
- iii) Joining time for which no pay and allowances are paid under the relevant rules.
- iv) Service as an apprentice.
- v) Period of overstay of leave.
- vi) Period of foreign service in or outside India when no pension contributions are paid to the College.

8.3.8 Past qualifying service rendered by an employee is forfeited under the following circumstances: -

- i) Resignation from service except as provided under rules.
- ii) If any unauthorised leave of absence occurs in continuation of authorised leave of absence and if the post of the absentee has been substantively filled up, the past service of the absentee is forfeited.
- iii) Removal from service for misconduct, insolvency, inefficiency not due to age or failure to pass an examination shall entail forfeiture of past service.

- iv) An interruption in the service of an employee caused by wilful absence from duty or unauthorised absence without leave shall entail forfeiture of past service.
- v) Wilful abstinence from performing duties by an employee by resort to pen down strike shall be deemed to be wilful absence from duty and shall also entail forfeiture of the past service.

8.3.9 An employee appointed to a service or post shall be eligible to add to his service qualifying for superannuation pension (but not for any other pension) the actual period not exceeding one fourth of the length of his service or the actual periods by which his age at the time of recruitment exceeded twenty five years or a period of five years, whichever is less, if his service or post to which he is appointed is one.

- a) for which Postgraduate research or a specialist qualification or experience in scientific, technological or professional field is essential and
- b) to which candidates of more than twenty five years of age are normally recruited, provided that his concession shall not be admissible to an employee unless his actual qualifying service at the time he quits College service is not less than 10 years.

8.3.10 An employee who becomes blind, deaf, dumb or orthopedically handicapped during the service and is retired from service as a result thereof shall also be eligible to add to his service qualifying for superannuation pension a period of five years.

8.3.11 An employee who is blind, deaf and otherwise orthopaedically handicapped or widow at the time of his entry into service shall be eligible to add to his service qualifying for superannuation pension a period of five years.

8.3.12 In the case of an employee retiring voluntarily after putting in not less than 20 years service, weightage of five years shall be given in his actual qualifying service so that the total qualifying service increased shall not in any case exceed thirty five years or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever be less.

8.3.13 (i) An existing employee who has served the Central/any State Government or autonomous body established under the Central/State Law and has been absorbed in the college service in the public interest or who has come over/joined the College service after rendering service in the Central/State Government/autonomous (provided the intervening period between leaving the service in the previous employment and joining the college service does not exceed 30 days) can get his past service counted towards pension if he refunds the terminal retirement benefits such as pension, gratuity etc. received, if

any, by him from such Government/autonomous body for the service rendered there, to this College, alongwith interest thereon as per rate of CPF prevalent in the College from time to time, from the date of receipt of these benefits, till the date of deposit with the College. However, such an employee who is in receipt of pension from his previous employer and is still in service of the College, he may draw pension in addition to his regular salary in the scale in which he has been appointed in the College. Further such an employee shall also given an undertaking that on his retirement from the college service, the amount of pension payable by the previous employer be deducted from his pension payable to him by the College.

Existing employee who has served the Central Govt./any State Govt. or any autonomous body established under the Central or State law and has been absorbed in the college service, in the public interest, or who has come over/joined the college service after rendering service in the Central/State Govt./Autonomous body (provided his intervening period between leaving the service in the previous employment and joining the college service does not exceed 30 days) and was contributing towards CPF there, can get his past service counted towards pension only if he refunds the amount of Gratuity and Contributory share of the institution towards CPF alongwith interest accrued thereon, he shall also have to pay interest on such amount as per rate of CPF prevalent in the College from time to time, from the date of receipt of such benefits, till the date of deposit with the College.

8.3.14 In respect of cases falling under clause 8.3.13 the concerned employee shall have to give an application for the purpose of getting his past service counted towards pension within four months from the date of approval of rules alongwith bank draft of the required amount in lumpsum, failing which his past service shall not count for pensionary benefits. However, the future entrants who join services in the College after serving in the Central Government/any State Government or any autonomous body established under the Central/State Law shall have to give an application within four months of their joining in the College for getting their past service counted towards pension and they shall have to refund to the College the terminal retirement benefits such as pension Gratuity, C.P.F. etc. received by them from the previous employer for the service rendered there to this college alongwith interest thereon as per rate of CPF prevalent in the college from time to time, from the date of deposit with the college and shall have to attach alongwith their application the bank draft of the required amount in lumpsum, failing which their past service shall not count for pensionary benefits. In case they have not received the pensionary benefits including CPF from their previous employer, then their past service shall not count towards pensionary benefits in the College.

AMOUNT OF SERVICE GRATUITY & PENSION

8.4.1 The amount of pension that may be granted to an employee is determined by length of qualifying service which shall be computed in terms of completed half years. Fraction of a year equal to three months and above shall be treated as complete half year and reckoned as qualifying for determining pension as illustrated below: -

29 years 2 months 29 days	-29 years
29 years 3 months	-29 ½ years
29 years 5 months 15 days	-29 ½ years
29 years 11 months 29 days	-30 years

8.4.2 If the qualifying service rendered by an employee is less than 10 years (20 half years) he shall be entitled to service gratuity calculated @ half month's emoluments for every completed six monthly period of service.

8.4.3 In the case of an employee has rendered 33 years (66 half years) or more of qualifying service the pension payable shall be calculated @ 50% of average emoluments. In case where the qualifying service is less than sixty six half years (but not less than 20 half years), the pension of admissible shall first be calculated @ 50% of average emoluments and then it will be proportionately reduced for completed half years service actually rendered provided that pension shall in no case be less than Rs.375/- per month or as may be decided from time to time by the Punjab Govt.

8.4.4 Death-cum-Retirement Gratuity: -

An employee who has completed 5 years qualifying service shall be paid retirement gratuity on his retirement @ one-fourth of emoluments for each completed six monthly period of qualifying service subject to a maximum of 17 ½ times the emoluments in case of grade 'C' employees in the scale of Rs.750-1350/- or as may be revised from time to time and maximum of 16 ½ times the emoluments in the case of other employees, provided that in no case the amount shall exceed one lakh. There shall be no maximum limit of emoluments for the purpose of calculating the death-cum-retirement gratuity.

8.4.5 If an employee dies while in service, Death Gratuity at the following rate shall be paid to the person/persons in whom the right to receive the same is conferred under clause 4.6 of the statutes.

Length of Service

Rate of Gratuity

1. Less than one year	2 times the emoluments.
2. One year or more but less than 5 years.	6 times the emoluments.
3. 5 years or more but less than 20 years.	12 times the emoluments.

4. 20 years and above.

Half the emoluments for each completed six monthly period of qualifying service subject to a maximum of 33 times the emoluments provided that the amount of Death Gratuity shall in no case exceed one lakh rupees.

8.4.6 An employee on his regular appointment shall make a nomination within a period of 60 days conferring on one or more persons the right to receive any gratuity that may be sanctioned under clause 8.4.5 of the rules and any gratuity that having become admissible to him under clause 8.4.4 of the Statutes and has not been paid to him before his death provided that if at the time of making nomination, the employee has a family, the nomination shall not be in favour of a person or persons other than the members of his family.

FAMILY PENSION AND EXTRAORDINARY FAMILY PENSION

8.5.1 Family pension at the following rates shall be payable to family of a deceased employee:

A. During first seven years or till the employee would have attained the age of 67 years had the survived, whichever is less: -

<u>Pay of the deceased employee</u>	<u>Rate of family pension per month</u>
i) Upto Rs.1500 Rs.750/ -	60% of pay subject to a minimum of
ii) Rs.1501 to Rs.3000 Rs.900/-	40% of pay subject to a minimum of
iii) Above Rs.3000 Rs.1200 and	30% of pay subject to a minimum of
	maximum of Rs.2500/-.

Note 1:

The above rates will be applicable only if the deceased employee rendered not less than seven years continuous service before the while in service.

Note 2:

Where husband and wife both are entitled to pension, the family pens will be paid to the Surviving spouse in addition to his/her salary own pension.

Note 3:

In case both husband and wife are employees their eligible child will be entitled to two family pension-one in respect of each parent the event of death of both of them, subject to a maximum of Rs.300 per month.

- B.** After the expiry of seven years or the completion of 67 years of had the employee survived, whichever is less; the rate of family pension shall be as under: -

<u>Pay of the deceased employee</u>	<u>Rate of family pension per month</u>
i) Pay upto Rs.1500/-	40% pay subject to a minimum of Rs.375/-
ii) Rs.1501 to Rs.3000/-	30% of pay subject to a minimum of Rs.600/-
iii) Above Rs.3000/-	20% of pay subject to minimum of Rs.900/- maximum of Rs.1500/-

Note 1:

In case both husband and wife are employees their eligible children will be entitled to two family pensions-one in respect of each parent-in the event of death of both of them subject a maximum of Rs.2250/- per month.

Note 2:

Where husband and wife both are entitled to pension, the family pension will be paid to the surviving spouse in addition his/her salary or own pension.

Note 3:

Family pension will be admissible in the case of death while service or after retirement. In the case of death while service, the employee should have completed a minimum period of one year of service without break. The condition of one-year service shall not be applicable in the case of an employee who has been medically examined and declared fit for entry in service.

- 8.5.2** In the event of death after retirement, family pension admissible only if the retiree was entitled to or receipt of pension at the time of death.

EXTRAORDINARY PENSIONS AND DISABILITY AWARDS

- 8.5.3** The benefits mentioned in clause 8.5.4 to 8.5.7 of rules applicable when an employee dies or is disabled such death or disability is attributable to service aggravated by service.

8.5.4 Family pension at the following rates, irrespective of service rendered by the deceased, shall be admissible.

A. When the deceased employee does not hold a pensional post.

Pay	Rate of family pension per month
upto Rs. 1500/-	40% of pay subject to a minimum of Rs.375/-
From Rs.1501 to Rs.3000/-	30% of pay subject to a minimum of Rs.600/-
Above Rs.3000/-	20% of pay subject to a minimum of Rs.900/- and Maximum of Rs.1500/-

B. When the deceased employee holds a pensionable post.

upto Rs.1500/-	60% of pay subject to a minimum of Rs.750/-
From Rs.1501 to Rs.3000/-	40% of pay subject to a minimum of Rs.900/-
Above Rs.3000/-	30% of pay subject to a minimum of Rs.1200/- and Maximum of Rs.2500/-

8.5.5 If the disability due to causes attributable to service is 60% and above and the employee is permanently incapacitated, he may give the option to have his pension determined in the manner provided in either of the following two alternatives: -

- (a) A consolidated pension for the disability (including the element of invalid pension admissible under normal rules) at the rates mentioned in 8.5.4 (B) above:

OR

- (b) Invalid pension under normal rules and in addition one time compensation of Rs.20, 000/- for the injury.

8.5.6 If the disability due to causes attributable to service is below 60%, one time compensation shall be granted at the following rates, which shall be in addition to usual pensionary benefits admissible under the rules: -

- (a) When the disability is between 20% to 40%
Rs.5000/-
- (b) When the disability is above 40%
Rs.10000/-

8.5.7 The rates of special Family Pension to the family of the employee who dies while performing his duties as the result of attack by or during action against extremists, decoits, smugglers and antisocial elements etc shall be as under: -

- | | | |
|------|--|---|
| (i) | From the day following the date of death of the deceased to the notional date of superannuation. his/her death | Last pay drawn by the Employee at the time of |
| (ii) | From beyond the notional date of Superannuation. | As at 5.4(B) above. |

8.5.8 When a pensioner is killed by extremists or antisocial elements etc. as a result of retaliation for some action taken by him against such extremists or anti-social elements etc. in the performance of his duty while in service, his family shall be granted special ex-gratia grant and special family pension at the same rate as the time of retirement being reckoned for the purpose.

8.5.9 If a family member of the employee or a pensioner is killed/disabled by extremists, or anti-social elements etc. as a retaliation for any action taken by the employee or Pensioner in the performance of his duties while in service, the family of the deceased and in case disability is 100%, if he is not a college employee, shall be granted family pension @ Rs.563/- per month or as may be revised from time to time by Punjab Govt.

8.5.10 For the purpose of clause 8.5.3 to 8.5.9 of the rules the list of disabilities and the procedure for payment/compensation shall be such as may be provided in the rules and procedure for sanction and disbursement of pensions.

OTHER BENEFITS

EX-GRATIA GRANT

8.6.1 If an employee who is in regular service dies while in service, ex-gratia grant equivalent to twenty times the emoluments drawn by the deceased employee immediately before death shall be paid to the family of the deceased employee. The amount of grant shall be subject to a minimum of Rs.10,000/- and maximum of Rs.30,000/- or as revised by the Punjab Govt. from time to time.

In the case of an employee who is killed in terrorist action, the amount of grant shall be equivalent to twenty four times the emoluments subject to a minimum of one lakh rupees with effect from 01.07.1990 or as amended from time to time by the Punjab Govt.

8.6.2 OLD AGE SPECIAL ALLOWANCE

The Pensioners and family pensioners who complete 70 years and 80 years of age shall be granted w.e.f. the month succeeding the month in which they attain 70 or 80 years age, special allowance to compensate them for higher expenses attendant with old age at the following rates: -

- i) On completion of 70 years age-5% of basic pension.
- ii) On completion of 80 years age-10% of basic pension inclusive of (i) above.

8.6.3 TRAVEL CONCESSION

Pensioners shall be granted Travel Concession equal to one month's basic pension after completion of every block of two years or as decided by the Punjab Govt. from time to time.

8.6.4 DEARNESS RELIEF

Dearness relief sanctioned by the college from time to time shall also be admissible in addition to the pension/family pension.

COMMUTATION OF PENSION

8.7.1 An employee shall be entitled to commute for a lump sum payment any portion, consisting of whole rupees of exceeding one third of any pension, which has been or is to be granted to under these rules provided that an employee against whom judicial or departmental proceedings have been initiated or a pensioner against whom any such proceedings have been initiated continued shall not be permitted to commute any part of his pension during the pendency of such proceedings.

8.7.2 The lump sum payable on commutation shall be calculated in accordance with the table prescribed by the Punjab Govt. from time to time.

8.7.2.1 (a) An employee who applies for commutation of pension within one year of the date of retirement superannuation, retiring or compensation pension entitled to get his pension commuted without undergoing medical examination by making an application in the prescribed for the purpose.

(b) The commutation shall become absolute when application is received by the Registrar.

(c) The employee is not allowed to withdraw application for commutation under these rules.

8.7.4 (a) The benefit of commutation of pension with medical examination under rules

8.7.3 shall not be admissible to an employee: -

- (i) who retires on invalid pension.
- (ii) applies for commutation of pension after one year of the date of his retirement except when the grant of pension is held up on account of any judicial or departmental proceedings and in such cases the period of one year shall be deemed to commence w.e.f. the date of proceedings are concluded without extinguishing the title to pension.

(b) Procedure for commutation/medical examination in such cases will be such as may be prescribed in the relevant rules and procedure for sanction and disbursement of pension.

8.7.5 (a) Notwithstanding any thing contained in these statutes, the commuted portion of superannuation pension which is commuted within one year of the date of retirement shall be restored when the Pensioner attains the age of 72 years.

(b) In other cases, where the commutation was made after one year of retirement or where a pensioner retired on compensation, invalid or retiring pension, the commuted portion of pension shall be restored after such period as may be prescribed by rules and procedure for sanction and disbursement of pension made in this behalf keeping in view generally the principle that the commuted value along with interest thereon has been more or less fully repaid to the college by way of drawn of reduced pension.

RE-EMPLOYMENT OF PENSIONERS

8.8.1 When a person who was formerly in the civil or military employment of any Government or on autonomous body obtains re-employment in the College, it shall be incumbent on him to declare to the appointing authority the amount of any gratuity, bonus or pension granted to him in respect of the previous employment. The appointing authority shall decide if any deduction is to be made from pension or pay as required by these statutes.

8.8.2 A college employee who has retired with a compensation gratuity or on invalid gratuity, but is sufficiently restored to health, if re-employed, in qualifying service, may either retain his gratuity in which case his former service will not count for future pension or refund it and count his former service.

8.8.3 A college employee who has retired on compensation pension, if re-employed, may retain his pension in addition to his pay provided that his pension shall remain wholly or partly in abeyance, if the sum of the pension and initial pay on re-employment exceeds his substantive pay immediately before retirement that is he can draw so much of pension only as will make his initial pay plus pension equal to his substantive pay as at the time of his retirement, once the

amount of his pension has been fixed in conform it with this condition he shall be entitled to receive the benefit of increment in his new scale or promotion to another scale or post without a further corresponding reduction in pension.

- 8.8.4** If the re-employment is after receiving compensation pension the employee may either retain his pension in which case his former service will not count for pension or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.
- 8.8.5** The re-employment of employees who retired on invalid pension is also governed by clause 8.8.3 and 8.8.4 if the rules.
- 8.8.6** An employee who has retired on superannuation or retiring pension can be re-employed only in a purely temporary capacity and with the sanction of competent authority and in determining the pay of such re-employed pensioner, the following principles shall be observed: -
- (i) The pay must be exceed the substantive pay drawn immediately before retirement or the maximum of the scale applicable to the post in which he is re-employed, whichever is less and pension shall not ordinarily be allowed in addition.
 - (ii) The pay must not exceed the substantive pay drawn immediately before retirement or the maximum of the scale applicable to the post in which he is re-employed, whichever is less and pension shall not exceed the substantive pay drawn immediately before retirement or the maximum of the post in which he is re-employed, whichever is less.
 - (iii) The pension equivalent of death-cum-retirement gratuity shall be taken into account in fixing pay in accordance with these principles.
- 8.8.7** When an employee who having been discharged with a pension is subsequently re-employed he may not count his new service for a separate pension. Pension, if any, is a dismissible only for the new service combined with the old, the whole being counted as one service.
- 8.8.8** If an employee who has obtained compensation or invalid pension is re-employed in pensionable service and retains those benefits under clause 8.8.3 to 8.8.5 of the rules, the pension or gratuity admissible for his subsequent service is subject to the limitation that the gratuity or capital value of pension shall not be greater than the difference between the value of pension that would be admissible at the time of his final retirement, if the two periods of service were combined and value of pension already granted for previous service.
- 8.8.9** If a gratuity received for earlier service has not been refunded, gratuity or pension may be allowed for the subsequent service on the condition that the amount of such gratuity or the present value of such pension plus the amount of the previous gratuity shall not exceed the amount of gratuity or the present value of the pension that would have been admissible and the gratuity received

for the earlier service been refunded, if it exceeds the excess must be disallowed.

8.8.10 A pensioner, who before his retirement was on Officer of College/teacher or equivalent shall not take up any commercial employment before the expiry of two years from the date of his retirement without obtaining previous permission of the competent authority. If he takes up such employment in contravention of these statutes or commits a breach of any condition subject to which permission to take up commercial employment was granted to him, it shall be competent for the said authority to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to whole or such part of the pension and for such period as may be specified in the order, giving him an opportunity of showing cause such declaration.

PROCEDURE FOR SANCTIONING AND PAYMENT OF PENSION

8.9.1 Delay in payment of pension involves hardship to the pensioner. Principal will frame a time table and prescribe procedure for ensuring prompt sanctioning and timely payment of pension and other dues of retirees. It should be ensured by all those concerned with sanctioning and payment of pension and other dues that payment is made on the date when it becomes due.

If however, in any isolated case there is apprehension of undue delay in sanctioning of pension then provisional pension may be sanctioned as per provisions laid down in the rules and procedure for sanction and disbursement of pensions.

8.9.2 If the payment of Pension and/or Death-cum-Retirement Gratuity is delayed beyond three months from the date of its becoming due, interest at such rates, as may be specified by the regulations to be framed, shall be paid for the period beyond three months after these benefits become due to the end of the month preceding the month in which payment is authorised to the pensioner concerned.

DECLARATION OF POWERS

8.10.1 The following shall exercise the power of Competent Authority under various rules: -

S.No.	Clauses Of Rules	Nature of power	Authority to which power Delegated	Extent to power
1	2	3	4	5
1.	8.2.3	Powers to withheld or Withdraw a Pension or any part of it on account of grave mis-conduct of the Pensioners.	Principal	Full powers

2.	8.3.6(v)	Powers to count for pension any period spent on training.	Principal	Full powers
3.	8.4	Power to sanction pension, service gratuity and Death-cum- retirement Gratuity.	(i) Principal (ii) Registrar	For all employees except 'B' & 'C' Grades. For all 'B' & 'C' grade employee.
4.	8.5	Power to sanction family pension extraordinary pension & disability awards.	Principal	

S.No.	Clauses Of Rules	Nature of power	Authority to which power Delegated	Extent to power
1	2	3	4	5
5.	8.6.1	Power to sanction Ex-gratia grant.	Principal	
6.	8.6.2	Power to grant old age special allowance to pensioners.	Principal	
7.	8.6.3	Power to grant travel concession to Pensioners.	Principal	
8.	8.7.3	Power to sanction commutation of Pension.	Principal	
9.	8.8.10	Power to permit officers of the College, Teachers and equivalent retired employee to take up commercial employment within two years of retirement.	Principal	Full powers.
10.	8.9.2	Power to permit interest on delayed payment of pensionary benefits.	Principal	Full powers of Responsibility for delay shall be fixed in the cases of delay payment.

8.10.2 The Principal may delegate any of his powers to his subordinate(s) subject to such conditions which he may like to impose. The powers so delegated cannot be delegated any further. However, the powers of the Registrar mentioned above may be delegated by him to his subordinate with the concurrence of the Principal.

8.10.3 Any change(s) in grant of pensionary benefits as made by the Punjab Government to their employees from time to time shall be made applicable to the college employees with the approval of the Principal.

8.10.4 If any question relating to the interpretation of any provision of these pension rules or any difficulty arise in giving effect to these provisions, the decision of the Principal shall be final.

8.10.5 The rules relating to General Provident Fund shall be the same as applicable to Punjab Govt. employees from time to time in respect of employees of the college who opt for pension.

FORM OF OPTION

(To be given by widow/widower) (in the absence thereto, an eldest surviving member of the family) eligible for Family Pension, who wish to be governed by the benefits available in the Pension Scheme.

I, _____
widow/widower _____ son/daughter _____ of _____ late
(Name) _____ employed as
(designation) _____ in the
Department/office _____ do hereby opt to be
governed by the GZS CET, Pension Scheme.

Signature of widow/widower
(in the absence thereto, as
eldest surviving member of the
family) eligible for Family
Pension.

CPF Account No. _____

Place _____
Dated _____

Accepted

Principal

FORM OF OPTION

(To be given by widow/widower/nominee of the deceased who does not wish to be governed by the benefits available in the Pension Scheme.)

I, _____
widow/widower _____ son/daughter _____ of _____ late

(Name) _____ employed as

(designation) _____ in the
Department/office _____ do hereby opt to
continuing under the Contributory Provident Fund Scheme of GZS CET, Bathinda.

Signature of widow/widower/
Nominee of the deceased.

CPF Account No. _____

Place _____

Dated _____

Accepted

Principal

CHAPTER-IX

T.A. & D.A. RULES

9.1 For the purpose of T.A./D.A. grading of the employee in various pay ranges in the revised scales of pay shall be as under: -

<u>Grade</u>	<u>Pay Range</u>
I	Rs. 5000/- and above.
II	Rs. 3000/- and above but less than Rs. 5000/-
III	Rs. 2000/- and above but less than Rs. 3000/-
IV	Rs. 1500/- and above but less than Rs. 2000/-
V	Rs. 1200/- and above but less than Rs. 1500/-
VI	below Rs. 1200/-

9.2 The rates of daily allowances shall be as under: -

Pay Range	Rates of daily allowance within Punjab	Rates of daily allowance outside Punjab	Rates of daily allowance at Shimla, Delhi, Madras, Bombay, Calcutta.
	Rs.	Rs.	Rs.
(a) Rs. 5000/- and above.	50	60	70
(b) Rs. 3000/- and above but less than Rs. 5000/-	40	50	60
(c) Rs. 2000/- and above but less than Rs. 3000/-	35	45	55
(d) Rs. 1500/- and above but less than Rs. 2000/-	30	40	50
(e) Rs. 1200/- and above but less than Rs. 1500/-	25	35	45
(f) below Rs. 1200/-	20	25	35

9.3 The maximum rates of Hostel/Accommodation/Tourist Bangalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under: -

Grade Pay Range		Bombay/Calcutta Madras/Delhi/ Shimla	Other places outside Punjab State
		Rs.	Rs.
I	Rs. 5000/- and above.	300	225
II	Rs. 3000/- and above but less than Rs.5000/-	225	180
III	Rs. 2000/- and above but less than Rs.3000/-	200	165
IV	Rs. 1500/- and above but less than Rs.2000/-	120	100
V	Rs. 1200/- and above but less than Rs.1500/-	100	75
VI	below Rs. 1200/-	60	45

9.4 The entitlement to travel by railway shall be as under: -

Grade Pay Range		Travel Entitlement
I	Rs. 5000/- and above.	Ist class A.C.
II	Rs. 3000/- and above but less than Rs. 5000/-	A.C. two their sleeper. Ist class.
III	Rs. 2000/- and above but less than Rs. 3000/-	Ist class A.C. Chair Car.
IV	Rs. 1500/- and above but less than Rs. 2000/-	Ist class/A.C. Chair Car.
V	Rs. 1200/- and above but less than Rs. 1500/-	Second class sleeper.
VI	below Rs. 1200/-	IIInd class sleeper.

9.5 The criteria of entitlement to travel by air is as under: -

Grade	Pay Range	Travel Entitlement
I	Pay exceeding Rs. 5000/-	At discretion.
II	Pay exceeding Rs. 3000/- but not above that the Rs. 5000/-.	On the condition The Principal may permit travel distance is more than 510 by air in deserving cases. Kms. and journey cannot be performed overnight by rail.

9.6 The employees shall have the option to travel by air, means road transport, i.e., whether by Air Conditioned, Deluxe Bus, Ordinary Bus, subject to the payment of actual charges or medium railway fare, whichever is less. In the case of station not directly connected by rail, the entitlement of road transport shall be as under: -

Grade	Pay	Entitlement
I	Rs. 3000/- and above.	A.C. Bus
II	Rs. 2000/- and above but less than Rs. 3000/-	Deluxe Bus
III	below Rs. 2000/-	Ordinary Bus

9.7 No incidental charges/Daily allowance shall be admissible in the case of an employee returning to the Headquarters within 8 hours and full daily allowances shall be admissible in the case of return after 8 hours subject to the condition that the travelling is beyond 25 kms. from the Headquarters. The rates of Road mileage per kilometre shall be as under except that for Delhi/Madra/Bombay/Calcutta where local mileage shall be paid on actual basis on the production of receipt or certificate for the mode of conveyance of entitlement:

	Grade Own Motor Bus/Car Scooter	Own Motor Cycle/	Ordinary Cycle	Other means of conveyance	Single seat in Taxi etc.
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
I	1.50	0.60	0.25	0.60	0.30
II	1.50	0.60	0.25	0.60	0.30
III	1.50	0.60	0.25	0.60	0.30
IV	---	0.60	0.25	0.30	0.25
V	---	0.60	0.25	0.30	0.25
VI	---	---	0.25	0.30	0.15

9.8 The employees travelling by staff car/Govt. vehicle shall be paid full Daily Allowance in case absence from Headquarter exceeds 8 hours and if it is followed by night outside the Headquarters the Daily Allowance shall be admissible at the rates of the place of night halt.

9.9 The employees shall be entitled to the transport charges for the carriage of their personal effects on transfer, according to the following scales: -

Grade	Officer possessing no Family quintals	Officer possessing family quintals
I	30	45
II	30	45
III	20	30
IV	15	20
V	15	20
VI	10	15

The packing charges shall be Rs.10 per quintal. For the carriage of personal effects by road, the employee shall be reimbursed the actual transport charges by road for admissible charges by rail plus an amount not more than the 25% thereof, whichever is less. In addition, one fare of the class entitled shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.

9.10 TOUR APPROVAL

- (a) Head of departments shall be competent to approve tour of all employees working under them subject to available budget of the department for this purpose.

- (b) Tours of Heads of Departments shall be approved by the Principal.
 - (c) The Principal is authorised to approve his own tours. He shall however, send his information of the same to the Chairman, Board of Governors as far as possible in advance.
- 9.11** (a) Things not covered under these rules will be as per Punjab Govt. T.A. Rules.
- (b) The rates of TA/DA shall stand automatically revised as and when corresponding rules are revised by the Punjab Govt. for its employees.

LEAVE TRAVEL CONCESSION

- 9.12** The rules of the Leave Travel Concession shall be the same as applicable to the employees of the Punjab Govt. from time to time.

CHAPTER-X

CONDUCT RULES

10.1 Application

The provisions contained in these Rules shall apply to all employees of the College.

10.2 Definitions

In these Rules unless the context otherwise requires

- (a) “Competent authority” means
 - (i) “The Board of Governors” in the case of Principal.
 - (ii) “The Principal” in the case of all other employees.
- (b) “Members of the family” in relation to an employee includes:
 - (i) The wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her and
 - (ii) Any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- (c) “Service” means service under the College.

10.3 General

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties interalia shall include attendance at meetings of committees to which he may be appointed by the college.

- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached or Principal if he himself the Head of Deptt., the address where he would be available during the period of his absence from station.

10.4 Taking part in Politics and Elections.

- (a) No employee shall take part in politics or be associated with any party or organisation which takes part in political activities nor shall be subscribe in aid or assist in any manner any political movement or activity.
- (b) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election or legislative body or local authority.

Provided that an employee of the college qualified to vote at sub election may exercise his right to vote but where he does so, he shall give no indication of the manner, in which he proposes to vote or has voted.

10.5 Connection with Press or Radio or patents

- (a) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.
- (b) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in the behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter whether anonymously or in his own name or in the name of any other person to any newspaper or periodical.

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

NOTE: Subject to the restrictions noted below members of the state are at liberty, without any sanction as contemplated in paragraph 10.5 above, to publish their original scientific works in journal of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. It shall be free from all political things.

Publications of articles relating to India's boundary areas and the tribal population in such area is prohibited without previous permission of the competent authority.

10.6 Criticism of the College

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement to fact or opinion: -

- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the college or
- (ii) Which is capable of embarrassing the relations between the college and the Central Govt. or any State Govt. or any other college or Organisation or members of the public.

Provided that nothing in this paragraph shall apply to any statement made or view expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

10.7 Evidence before Committee or any other Authority.

- (i) Same as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticise the policy or any action of the college or the Central Govt. or any State Govt.
- (iii) Nothing in this paragraph shall apply to :
 - (a) evidence given at any enquiry before any authority appointed by the College, by Parliament or by a State Legislature or
 - (b) evidence given in any judicial enquiry or
 - (c) evidence given in any departmental enquiry ordered by the college authorities.

10.8 Unauthorised Communication of Information

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

10.9 Gifts

No employee shall, with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than the trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Punjab Govt. servants Conduct Rule.

10.10 Private Trade Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall apply to Academic work and consultative practice under taken with the prior permission of the competent authority which may be given subject to as regard acceptance of remuneration as may be laid down by the Board.

10.11 Investments, Lending & Borrowing

- (a) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make, and investment likely to embarrass or influence him in the discharge of his official duties.
- (b) No employee shall lend money at interest to any person nor shall he borrow from any person with whom he is likely to have official dealings.

10.12 Insolvency, Habitual Indebtness and Criminal Proceedings

- (a) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or his salary is continuously being attached, as may be liable to dismissal. An employee who becomes the subject to legal proceedings for insolvency and shall forthwith report for facts to the college.

- (b) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Deptt. to which he is attached, irrespective of the for whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 24 hours shall he join his duties in the college unless he has obtained written permission to that effect from the Principal.

10.13 Moveable, Immoveable and Valuable Property

Every member of the staff shall, on first appointment in the college service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit return in such form as the college may prescribe in the behalf of all immoveable property, acquired or inherited by this lease or mortgage, either in his own name or in the name of the member of his family or in the name of any other person.

10.14 Vindication of acts and Character of Employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamable character.

Provided nothing in this rule shall be deemed to prohibited employee from vindicating his private character or any act down him in his private capacity.

10.15 Marriages etc.

An employee intending to marry a person who holds a citizenship another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the Principal notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules will lead to immediate dismissal from the college service.

10.16 Representations

Whenever an employee wishes to pur forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

CHAPTER-XI

RULES REGARDING REIMBURSEMENT OF MEDICAL CHARGES

MEIDCAL ATTENDENCE AND TREATMENT

- 11.1** In cases where adequate facilities are not available in the GZS CET Hospital and the Medical Officer concerned is satisfied, he may refer the cases to other recognised hospitals at Bathinda. However, the cases requiring special treatment may be referred to scared Heart Hospital, CMC Ludhiana/Post Graduate Medical Research Institute, Chandigarh with the approval of Principal (which shall be obtained before hand unless this delay entails danger to the health of the patient).
- 11.2** If the Medical Officer is of the opinion that the case of the patient is of such a serious or special nature as to require medical, attendance other than at Bathinda he may with the approval of Principal (which shall be obtained before hand unless the delay entails danger to the health of the patient).
- (a) Send the patient to the nearest specialist or other Medical Officer in or outside the State by whom, in his opinion, medical attendance is required for the patient.
 - (b) If the patient is too ill to travel, summon such specialist or other Medical Officer to attend on the patient.

A patient sent under above clause shall on production of a certificate in writing by the concerned Medical Officer in this behalf, be entitled to travelling allowance for the journey to the headquarters of the specialist or other Medical Officer and back.

Note: -To discourage any undue tendency to recommend this concession to college employees for various conditions for which specialist's advice or treatment is not necessarily essential, it is laid down that the request for permission for performing journeys between the headquarters of the employee concerned and the specialist must be accompanied by a certificate from the Medical Officer in the following performa.

This is to certify that, I being the authorised Medical Attendant of Working as in the office have been examined/treated him/her disease for and that his/her disease is of such a nature as to make it essential for a specialist to be consulted and I am not in a position to make investigation give the treatment.

- 11.3** The college employee stationed at places other than Bathinda should as far as possible get themselves treated in a local Govt. hospital or dispensary. However, at places where such a Hospital/dispensary is not located, treatment may be obtained from the Registered Medical Practitioner. In case where the

Head of Deptt. is satisfied that the case of the patient is of such serious nature as to require medical attendance at a place other than the duty station or the employee concerned, he may with the approval of the Medical Officer at Bathinda (which shall be obtained before hand unless the delay entails danger to the health of the patient) send him to the nearest Govt. hospital/dispensary and the provisions of Rule-3 above would mutandis apply in this case.

- 11.4** No antenatal or postnatal care would be given in the Hospital for delivery purposes, nor medicines provided for recoupment would be allowed after second living child.
- 11.5** The employees of the GZS CET, Bathinda who retired on superannuation shall be entitled to get medical facilities (including reimbursement of medical charges) from GZS CET hospital or Civil Hospital/Dispensaries as are admissible to Punjab Govt. employees from time to time subject to such conditions, restrictions or modifications as are considered necessary by the Principal.
- 11.6** The Punjab Govt. Medical Attendance Rules, 1940 as amended from time to time shall apply to the employees of the GZS CET, Bathinda (including retired employees) mutatis mutandis. In case of any anomaly or interpretation in their application to the employees of the GZS CET, Bathinda, the decision of the Principal shall be final.
- 11.7** The Principal shall constitute a Medical Board in consultation with the Civil Surgeon, Bathinda for recommending treatment of employees outside the State and the amounts on such treatment shall be re-imbursed as per Punjab Govt. norms as amended from time to time.

CHAPTER-XII

RULES RELATING TO ALLOTMENT OF HOUSES TO THE STAFF WORKING AT GAINI ZAIL SINGH COLLEGE OF ENGINEERING & TECHNOLOGY, BATHINDA.

12.1 APPLICABILITY

These rules shall govern the allotment of houses to the employee of the GZS College of Engineering & Technology, Bathinda.

12.2 DEFINITION

In these rules unless the context otherwise requires: -

- (i) "Employee" means an employee of the Society.
- (ii) "House" means a residential house of the Society.
- (iii) "Allottee" means an employee to whom a house has been allotted.
- (iv) "Family" means the wife, husband, children, parents, brothers and sisters residing with and dependant of an allottee.
- (v) "Seniority" means seniority of an allottee for the purpose of allotment of a house as decided under these Rules.
- (vi) "Pay" means the basic pay of the allottee.
- (vii) "Rent" means the amount payable by the allottee as rent for a house allotted to him under these rules exclusion of Fan Rent, Water and other charges.

12.3 ELIGIBILITY

The allotment criterion for allotment of accommodation at the campus shall be as under: -

Category VI	Principal's House
Category V	Basic Pay of Rs. 4000/- and above.
Category IV	Basic Pay of Rs. 3200/- to Rs. 3999/-
Category III	Basic Pay of Rs. 2200/- to Rs. 3199/-
Category II	Basic Pay of Rs. 1000/- to Rs. 2199/-
Category I	Basic Pay upto Rs. 999/-

12.4 ALLOTMENT PROCEDURE

- (i) The allotment shall be made in order of seniority.

For the purpose of allotment of a house in a category seniority of an eligible employee shall be reckoned from the date when he become eligible for that category of house.

A list of all eligible employees cum engineers according to seniority, shall be maintained by the Estate Officer and the list shall be reviewed after every six months. (Jan./July).

- (ii) A staff member on his request may be considered eligible for allotment of house of lower category if house in that category of his entitlement is not available. For such allotment, a staff member holding higher post shall be considered senior to all other employees who are otherwise eligible for that category of house.
- (iii) An employee shall maintain his seniority in the category of houses to which he is eligible for further allotment even if he accepts allotment of a lower category house or joint allotment or if he does not accept the allotment under any of these paras.
- (iv) An employee shall not be allotted a house if the employee's spouse is already an allottee but this clause shall not apply where the husband and wife are residing separately in pursuance of an order of Judicial Separation made by a Court.
- (v) If two allottees marry each other, they shall surrender one of the two houses within one month of marriage failing which allotment of the lower type of house shall be deemed to have been cancelled on expiry of the aforesaid period of one month and where both the houses are of the same type, the allotment of one of them, as the, Principal may specify, shall be deemed to have been cancelled.
- (vi) The Society accommodation shall not ordinarily be allotted to an employee who own a house(s) or part of a house in his own name(s) or part of his spouse within a radius of 8 kms. of GZS College of Engineering & Technology, Bathinda, excepting when the College requires the presence of an employee on the campus of if the employee makes a specific request which is acceded to by the Principal.
- (vii) If an employee is required to stay in the College campus in the interest of the College he may be allotted a house out of seniority in the category of houses to which he is eligible at the discretion of the Principal.

- (viii) The Principal may, if he deems it necessary, reserve or set aside a particular house or a set of houses for any specific purpose.

12.5 ALLOTMENT COMMITTEE

- (i) The power to allot the houses under these rules shall vest in the Principal. However, the Principal may appoint an Allotment Committees to advise him on all matters relating to the allotment of houses and may delegate any of the powers and functions conferred on him under these rules subject to such conditions as he may deem fit.
- (ii) An allotment order shall be issued by the Registrar to each allottee. An allotment once made shall not ordinarily be disturbed.
- (iii) An allotment shall be effective from the date the house occupied by the allottee and shall continue until: -
 - (a) It is cancelled or is deemed to have been cancelled under these rules: or
 - (b) It is surrendered by the allottee.
- (iv) In case an allottee after having accepted the allotment of a house to which he is eligible, relinquishes it, or he does not occupy the house, he will be entitled to allotment of a house for a period of one year from the date of last appointment.

Re-allotment within the same type of houses may be allowed by the Principal.

- (v) As a temporary measure in order to meet the shortage of residential accommodation an employee may be allotted a house jointly and if he so chooses may share the house allotted to him with one or more other employees of his own choice in which case such employees shall be deemed to be joint allottees and the rent chargeable from each and such allottee shall be as approved by the Principal from time to time. Such joint allottees shall not be entitled to any House Rent Allowance and they shall maintain their seniority in the category of houses to which they are otherwise eligible for allotment.

12.6 OCCUPATION

- (i) The Estate Officer of the college shall certify after proper verification that the house allotted to an allottee is fit for occupation.
- (ii) An allottee shall occupy the house allotted to him within 15 days from the date of issue of the allotment order to him or from the date of issue of the notice to him that the house is fit for occupation, whichever is later, failing which the allottee shall be charged rent as if he has occupied the house till the order for cancellation of allotment is issued.

- (iii) An allottee shall be required to sign an inventory of the fittings and fixtures in the house on occupation/vacation of the house.

12.7 CANCELLATION OF ALLOTMENT

If after the cancellation of an allotment under any of these rules, the house remains in unauthorised occupation of an allottee, standard rent for the house and also water and other charges shall be charged for the period of unauthorised occupation without prejudice to any other action that may be taken against the allottee.

12.8 LICENCE

In every case the allottee shall be deemed to be a licence and not a tenant.

12.9 TEMPORARY OCCUPATION

An employee may be permitted temporary occupation of any vacant house/guest house of a period not exceeding ten days for ceremonial or religious purposes on payment of normal/ceiling rent of that house.

12.10 WATER CHARGES AND RENT

An allottee shall pay rent and water charges at the rates fixed by the Society from time to time which shall be deducted from the salary bill of the allottee.

12.11 RENT CHARGEABLE FROM ALLOTTEE UNDER SUSPENSION

An allottee who has been placed under suspension shall be charged rent at the rate prescribed by the Society from time to time.

12.12 LEAVE

An allottee on Study Leave/Extraordinary Leave/QIP Leave/Deputation/Sabbatical Leave may be permitted to retain his house provided his family continues to occupy the house upto the following periods from the commencement of his Leave/Deputation and payment of normal rent:

- (a) If employee remains in India. Maximum period of 3 months
- (b) If employee goes abroad. Maximum period of 6 months.

12.13 SUBLETTING

No allottee shall sublet a house or any portion thereof to anyone under any circumstances. If an allottee sublets a house or any portion thereof, the allotment of house shall be cancelled and he shall be debarred from any allotment of house for a period of two years without prejudice to any other action that may be taken against him under the rules.

12.14 NOTICE VACATING HOUSE

An allottee shall give notice of his vacating the house in writing to the Registrar of the Society at least ten days in advance. If he fails to do so, the allottee shall be responsible for payment of rent for the number of days by which the notice given falls short of 10 days. An allottee shall submit a vacation report to the Estate Officer of the Society, which shall be acknowledged on the same date.

12.15 DEATH

If an allottee dies while in service his family may be permitted to retain the house for one year from the date of his death on normal rent.

12.16 RETIREMENT

If an employee retires from the service of the Society he may be permitted to retain the house for a period not exceeding two months after the date of his retirement on payment of normal rent.

12.17 TERMINATION OR RESIGNATION

If an allottee's service with the Society is terminated or if he resigns from the service of the Society he may be permitted to retain the house for one month after the date of his being relieved from the service of the society on payment of normal rent.

12.18 PROPER USE

- (i) An allottee shall use the house strictly, for the purpose of the allottee's or his family's residence and shall maintain the house and the compound in a clean and hygienic condition.
- (ii) An allottee shall not be permitted cutting of trees planted in the compound of the house without the consent of the Estate Officer-cum-Engineer of the Society. An allottee shall ensure that no water supply and sanitary installations in the house* for necessary repairs, whenever needed.

12.19 ADDITIONS AND ALTERATIONS TO BUILDING ETC.

An allottee shall not make any addition or alteration in the building, fittings or electrical installations and shall not make any unauthorised construction or make extensions to the electric or water supply lines without the specific permission of the Principal in writing.

12.20 CATTLE ANIMALS

No cattle shall be kept in the house or in its compound. Care should be taken to ensure that pet animals do not cause any inconvenience to others.

12.21 INFLAMMABLE MATERIALS

No inflammable material in bulk shall be stored in the house or in compounds.

12.22 DAMAGES/THEFT

An allottee shall be personally responsible for any damage beyond normal wear and tear of the fixture, sanitary fittings, electrical installations, furniture fencing etc. provided in the house or for theft of any of these items during the period of his occupation of the house.

12.23 MAINTENANCE

An allottee shall allow the maintenance staff of the Society or the workers of authorised contractors to have access to the house at all reasonable hours to inspect the building, water sanitary of electrical installations and fixtures and furniture and to carry out repairs etc.

12.24 INFECTIOUS DISEASE

Incidence of any infectious disease shall be reported by the allottee to the Medical Officer or the Society immediately and all precautions shall be taken to prevent spreading of the infections.*are damaged and will reports to the Estate Officer-cum-Engineer.

12.25 BREACH OF RULES

If an allottee commits any breach of these rules or of the terms and conditions of the allotment or uses the house or permits it to be used for any purpose other than what is stated in these rules or conducts himself in manner which in the opinion of the Principal disturbs harmonious relations with the allottee's neighbours or peace on the campus or if it is found that the allottee has knowingly furnished incorrect information in any application or written statement with a view of securing the allotment, the Principal may, without prejudice to any other disciplinary action that may be taken against the allottee, (a) Cancel the allotment of the house to he allottee, (b) declare the employee ineligible for any fresh allotment of a house for period of one year.

12.26 HARDSHIP

If the Principal is satisfied that the operation of these Rules may cause undue hardship in a particular case he may dispense with or relax that rules to such an extent and in such a manner as he may consider necessary.

12.27 INTERPRETATION

On any question of interpretation of these Rules the Principal's decision shall be final. However, the employee may appeal to the Board whose decision shall be final in the matter.

CHAPTER-XIII

ACCOUNTS RULES

13.1 GENERAL RULES

These rules may be called the G.Z.S. College of Engineering & Technology, Bathinda Account Rules. Unless there be anything repugnant in the subject or context, the terms defined in these rules are used in the sense here-under explained.

- (a) “Competent Authority” means the Board of Governors of the G.Z.S. College of Engg. & Technology, Bathinda and includes such officers or authorities to whom the Board may authorise for all or any purpose of these rules.
- (b) “Appropriation” means the assignment to meet specified expenditure of funds at the disposal of the assigning authority.
- (c) “Bank” means any Nationalised Bank at Bathinda, where the account of the College is maintained.
- (d) “Book Transfer” denotes the process whereby financial transaction which do not involve the giving or receiving of cash, or of stock materials, are brought to account. Such transactions usually represent liabilities and assets brought to account either by way of settlement or otherwise but may also represent corrections and amendments made in cash, stock or book transfer transactions previously taken in account.
- (e) “Cash” includes legal tender coins, currency and bank notes, cheques payable on demand, and demand drafts/Indian Postal Orders and also 20 paisa revenue stamps. Govt. Securities, deposit receipt of banks, debentures and Bonds accepted as security deposits are not treated as cash.
- (f) “Employee” means an officer or person employed by the College and includes Govt. servants on foreign service with the College.
- (g) “Financial Year” means the year beginning on 1st April and ending on the following 31st March.
- (h) “Government” means the Govt. of Punjab or the Govt. of India as the context may imply.
- (i) “Grant-in-Aid” means any contribution or grant which may be made by the Govt. of India or Govt. of Punjab on such conditions which it may impose.
- (j) “Head of Department” means an employee of the college declared as such by the competent authority.

- (k) “Major Head” means a main unit of classification of revenue and expenditure.
- (l) “Minor Head” means sub division of a Major Head.
- (m) “Non-Recurring Expenditure” means expenditure sanctioned as a lump-sum charge where the amount may be paid as lump-sum or by instalments.

NOTE: Sanction to any time of expenditure which is of a fixed recurring nature and does not vary periodically and which is chargeable to contingencies or to pay of establishment and which does not extend beyond the financial year, or beyond, six months within the financial year is deemed to be a sanction for non-recurring expenditure.

- (n) “Recurring Expenditure” means expenditure which is not non-recurring.
- (o) “Reappropriation” means the transfer of funds from one unit of appropriation to another such unit.
- (p) “College Account” means the Bank Account opened in any Nationalised Bank at Bathinda, in which all the Grant-in-Aid and other revenues of the College are credited. It does not include current accounts maintained for Amalgamated funds or Mess Funds.

NOTE: Other terms used in these rules derive their meaning from G.Z.S. College of Engg. & Technology, Bathinda Society Rules. In the matter of details connected with accounts not provided for in these rules, the employee of the college shall comply with the Instructions of the Principal.

13.2 MANNER OF KEEPING ACCOUNTS:

- (a) Books of Accounts, Forms and Registers shall be subsequently bound and page-numbered before being brought to use.
- (b) No alteration cutting or crasion shall be made in any book, register forms, vouchers or cheques. If any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the employee concerned or in case of a cheque by the signatures of the officer the cheque.

13.3 DESTRUCTION OF RECORD:

Vouchers, Registers and other Forms prescribed in these rules shall not be weeded or destroyed otherwise than in accordance with the rules as laid down by the State Govt. of Punjab in respect of disposal of its own records, provided that no voucher, register or form relating to an audit objection has been got settled.

13.4 AUDIT OF ACCOUNTS:

The accounts of the college shall be preaudited by the Internal Auditors/Deputy Registrar (A/Cs).

The post Audit of accounts will be conducted by the A.G. Punjab.

13.5 MAINAINENCE OF ACCOUNTS:

There shall be the following accounts of the College:

- (i) General Current Account.
- (ii) CPF Account/GPF Account.
- (iii) Security deposit Account.
- (iv) Any other account, to be opened with the approval of the Principal.
 - (a) Income from fees, grants from Govts., income from property and hostels and other misc. services of the College will be deposited in the current account of the College.
 - (b) All subscriptions of the employees and contributions by the College to C.P.F. and interest there-on will be deposited in the C.P.F. account subject to the general policy of the College approved for the investment of balance in long term security deposit.
 - (c) The security deposit of the employees and security deposit of any other kind will be deposited in the security deposits account.

Every employee is personally responsible for the money which passes through his hands and for the prompt record of the receipts and payments in the relevant accounts, as well as for the correctness of account in every respect. The private cash or account of members of office or departments should not be mixed up with the college cash or account.

The account of receipts and payments will be maintained in cash books.

NOTE: The cash books shall be bound in convenient volumes and the pages machine numbered. Before bringing the cash book into use, the Deputy Registrar (A/Cs) shall count the number of pages and record a certificate of count on the first page of the cash book.

All monetary transactions as well as book transfers shall be entered in the cash book as they occur. The receipt as the case may be will be issued for the money received on behalf of the College. The receipts upto Rs. 200/- will be signed by the Cashier/Head Cashier and receipts for the amount more than Rs. 200/- will be counter-signed by the Superintendent/Dy. Registrar(A/Cs).

All money received in the College shall ordinarily be deposited in the Bank on the same day. However, in exceptional circumstances, money received after banking hours will be kept in the strong chest of the College.

The Cash Book should be closed and completely checked. The Supdt./Dy. Registrar (A/Cs) should verify and sign the totalling of cash book every day besides checking the individual entries.

The cash book will be checked by the Registrar at the end of every month.

When the College money is paid into the Bank, Supdt./Dy. Registrar(A/Cs) should compare the Bank receipt, the challan with the entries in the cash book and satisfy themselves that the amounts have been actually credited in the Bank. By the last date of every month a Bank reconciliation statement should be prepared on the basis of the Cash Book and the balance tallied with Bank. The Dy. Registrar(A/Cs) will be responsible for the regular reconciliation of accounts.

Any erasure or over-writing of entry, in the cash book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing the pen through the incorrect entry and inserting the correct amount in red ink between the lines. The Supdt./Dy. Registrar(A/Cs) should initial every such correction and invariably date his initials.

When a Cheque is drawn in favour of the cashier or the Head Cashier for disbursement of salaries to class IV staff or workcharged staff or petty payments to be made in cash, its amount should at once be entered as a receipt in the subsidiary cash book.

All receipts, disbursements and charges of whatever sort connected with the college service must be, and, no other may be, shown in the Cash Book.

Sufficient details should be given in column 'Particulars' to admitted of main points of each transaction being readily ascertainable without reference to the detailed vouchers.

Classified abstracts in parts will be maintained separately for income and expenditure for all heads of account. Entries in the Abstract Register will be transcribed from the cash book daily. Monthly totals will be made in the Abstract Register for each head of account and monthly account will then be prepared from the totals so struck in Abstract Register in the proforma of monthly account.

All the temporary advances given to staff for various purposes will be entered in a register to be maintained in the prescribed form. This register will be posted monthly and balances struck at the end of every month and tallied with the figures in monthly account. It will be obligatory on the part of the Heads of Deptts. to ensure the accounts of temporary advances within 30 days of the issue of an advance. Unspent balances out of these advances must be deposited by the employees concerned within 7 days of the finalisation of cash purchases, Undue retention of College money beyond this period without

proper justification will be specially reviewed by the Registrar every month, and action taken against the defaulters.

13.6 RECEIPT OF MONEY:

When the money is received by the College employee on behalf of College, it should be at once brought to account in cash book and receipt be issued to the payer. If, however, an amount is realised by recovery from a payment made by a bill or other vouchers setting forth full particulars of the deductions, a receipt should be issued only if specially desired by the payer. But the fact of recovery having been made by deduction from the payment vouchers should be clearly recorded on the receipt.

NOTE: Final acquittance for private cheques and drafts on local Banks accepted under proper authority should not be given to the payer until these have been cleared.

Cheques of Private individuals if accepted, in payment of College dues, should be sent to Bank for encashment and be shown in appropriate column of the cash book as remittance into Bank.

A register in the prescribed form should be maintained for the cheques and drafts received from outside parties and credit of the amount of cheques/drafts should be watched through this register.

A register in the prescribed form should be maintained in respect of Investments held by the College.

The account of security deposits from employees and other Misc. deposits will be maintained in the prescribed form. This register should be closed every month and debit/ credit tallied with the figures of monthly account.

In addition, a separate detailed account for the individual students in respect of College/ Mess security will be maintained.

13.7 PAYMENTS:

All payments should as far as possible be made by cheque. However, petty sums under Rs. 100/- may not be made by cheque. Similarly, other charges which are paid in cash e.g. wages of labourers and pay of class IV establishment etc. may be made in cash after drawing the amount from the Bank. All bills whether for the supplies received or for advance payments against despatched documents or otherwise should be verified by the Heads of Deptts. and the payment should be arranged by the Accounts departments/ Branch which are operating budget grants of respective departments. Record of 90% or 100% advance payment will be maintained separately in a register in the prescribed proforma. It will be the responsibility of the Heads of the Deptts./ Branch to ensure expenditures and clearance of such advances and all the advances, should be brought to the notice of Principal for proper action.

13.8 VOUCHERS:

As a general rule, every payment including repayment of money previously lodged with College for whatever purpose must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in the account. The particular Head of Accounts to which the charges are debitible or to which the deductions or other credits shown in the vouchers are creditable should be clearly indicated on it on proper and prominent place.

Voucher must bear a pass order signed by authorised officer of the College.

Every voucher should also bear or have attached to it an acknowledgement of payment signed by the person by whom or in whose behalf the claim is put forward.

13.9 REMITTANCE TO BANK:

All remittance to Bank should be shown in main cash book. These entries should be verified with reference to the challan No. of the Bank by Supdt./ Dy.Registrar(A/Cs).

13.10 IMPREST:

The account of imprest given to the Registrar, Cashier/Head Cashier and Head of Deptt./ Branch will be maintained in the prescribed Register. The imprest account will be got adjusted before the closing month so that payments are brought in account during the month of payment.

13.11 RECEIPT FROM STUDENTS:

The fees and other dues received from the students will at once recorded in the Demand and Collection Register. A receipt in prescribed form will be issued to the students. The total cash received as worked out in Collection Register daily will be posted in the Main Cash Book and deposited in the Bank same day.

13.12 PAYMENT OF SCHOLARSHIPS LOANS:

All amounts of scholarship and loans received from various authorities for payment to the student of the College as scholarship or loan will be credited in the Main Cash Book under the proper Sub Heads of accounts. A Scholarship Register will be maintained. A page shall be allotted in respect of each student. A Scholarship Deposit Register to show the amount received and paid to the students will also be maintained. The undisbursed amount of these scholarship and loans will be refundable to the concerned authorities as soon as possible after the close of academic year.

13.13 PAY AND ALLOWANCES TO THE STAFF:

Each department of the College will send to the Accounts Section by 20th of every month the statement showing the staff on duty and on leave during a particular month. Pay bill of the staff will be prepared by the Accounts Section on the basis of the duty reports etc. The Dy. Registrar(A/Cs) will sign and pass the pay bills of all the staff.

As Establishment Check Register will be maintained in respect of the employees. All entries in the Establishment Check Register will be attested by the Registrar.

Payment to all staff except class IV will ordinarily be made through Bank. Payment to class IV will be made through cash. A cheque for the amount of bill passed in respect of class IV employees will be prepared in the name of Cashier/ Head Cashier who will enter it at once in Sub-Cash Book. The details of this money will be kept by him in the vouchers and the Sub-Cash Book. The Cash Book will be daily checked by Supdt./ Dy. Registrar(A/Cs).

Misc. recoveries and event register will also be maintained in Accounts Section for purpose of noting down changes in staff or any other deduction or payment to be made to the staff.

A Rent Register on account of recoveries effected from the employees will be maintained. The register will also including residence occupied by non-employee and will show the assessment and realisation of rent during the month.

13.14 TRAVELLING ALLOWANCES:

The employees of the College are entitled to travelling allowances according to rules framed by Board from time to time. The employees will submit their T.A. Bills. A T.A. Check Register will be maintained to show the total grant for T.A. and the amount spent out of this grant and balance amount available.

13.15 CONTRIBUTORY PROVIDENT FUND:

The account of C.P.F. of the employees will be maintained in the prescribed form. This register will be posted every month and will show the payment of temporary loans and recoveries of C.P.F. Separate Pass Books will be issued to the subscribers. Interest will be calculated half yearly and credited to the accounts of the subscribers.

13.16 PAYMENTS TO SUPPLIERS AND CONTRACTORS:

Purchase of consumable and non-consumable articles in the College will be arranged in accordance with the approved purchase rules. As soon as, supply

of any material is received, the same should be checked according to the specifications and orders. The bill of the suppliers duly verified by the Head on the bill may be submitted to the Accounts Section for arranging payment.

The articles of stock received should at once be taken in the stock register according to the nature of material.

The College will arrange stock-taking of all departments. This will be arranged by the Principal in such a manner that the stock of each department is checked by a staff member of another department. The store checking staff members will also report about the material which has been unserviceable or short and or surplus.

13.17 BUDGET ESTIMATES:

The Budget Estimates of the College will be prepared every year in the month of September in the form as approved by the Central/State Govt. The budget will show separately the expenditure under the following Heads.

- (i) Recurring Expenditure.
- (ii) Non-Recurring Expenditure.

There will be the following Major Heads: -

- (a) Pay
- (b) Allowances
- (c) Travelling Allowance
- (d) Contingencies.

The Major Heads of the Budget Estimates may be changed by the Board of Governors/ Finance Committee according to the needs of the College.

The Budget will show the estimated receipt and expenditure of various Heads. An abstract showing the total expenditure and the share payable by Central/State Govt. will also be prepared. It will also include necessary explanatory note for the various grants. The budget prepared in the month of September will include the Revised Budget Estimates of the current year, as well as, new estimates of next financial year.

After the budget is approved by the F.C./B.O.G., the same will be sent to the Govt. of India and the State Govt. for their information as laid down in the Bye-Laws of the College.

13.18 GRANTS/LOANS RECEIVED FROM CENTRAL/STATE GOVT.

A register in the prescribed form will be maintained showing the details of the grants received from the Central as well as State Govt. The balance will be worked out at the end of each financial year to show the unspent/unpaid balance of grants in respect of Central/State Govt. separately. A separate register in form will be maintained to show the loans received from the Govt.

of India for the construction of buildings and due dates of repayments and actual dates of repayments. All entries in register will be attested by the Deputy Registrar(A/Cs).

13.19 RESIDUARY MATTERS:

In the matters mentioned above, where rules are not specific, the rules of Punjab Govt. as applicable from time to time shall apply.

13.20 REAPPROPRIATION:

Principal is empowered to reappropriate funds between the different Heads with in the Deptt. Without affecting the total sanction of grant for that deptt. or under the Major Heads. Every such reappropriation shall as soon as possible be reported to the FC/Board of Governors.

13.21 The College shall prepare an annual statement of receipts and exp. of the Society and place the same before the Board of Governors for information and consideration.

CHAPTER-XIV

PURCHASE RULES

14.1 APPLICABILITY

The rules shall govern the purchase of all equipment, machinery, instruments, spare parts, chemicals, building materials hardware, furniture, stationery, consumable and non-consumable articles and all other goods (hereinafter referred to as goods) and repair work and services (hereinafter referred to as services) required for the College for any purpose.

14.2 DEFINITION:

In these rules, unless the context otherwise requires:

- (a) “Indentor” means (a) the Head of the Departments, Principal Investigators/Project Officers for sponsored Research Schemes/Consultancy Projects. Registrar, Dy. Registrar, Assistant Registrar, Medical Officer, Store Purchase Officer, Superintendent and Workshop Supdt. Foreman, Librarian, Estate Officer and any other official of the College so notified by the Principal under these rules.
- (b) “Supplier” means any a Firm, Organisation, Individual, who makes an offer to the College to supply goods for services or who supplies goods or services to the College including a Purchase Committee of the College.
- (c) “Tender” means any offer for supply of goods or services received from a supplier in response to an invitation to tender published in newspaper.
- (d) “Quotation” means any offer for supply of goods or services received or collected from a supplier other than a tender.
- (e) “Rate Contract” means any rate contract with the DGS and D New Delhi, or Director of Suppliers and Disposals or the Controller of Stores of the State Govt. or Central Govt.
- (f) “Item” means the total quantity of an Indent or a purchase order of any single article of service of one size or specification.
- (g) “Taxes” means Sales Tax, Custom Duty, Excise Duty, Octroi etc.
- (h) “Extra Charges” means packing forwarding collection, delivery, loading, unloading and Insurance charges etc.

14.3 PURCHASE POWER:

The Stores and Equipment Committee appointed by the Board of Governors of the College shall have power for purchasing goods or services up to any value, in accordance with the rules.

14.4 COLLEGE PURCHASE COMMITTEE:

The College Purchase Committee shall consist of the Indenting Head of Deptt., Registrar/ his nominee and a nominee of the Principal. The committee shall make recommendations for all the purchases above Rs. 50,000/-.

The Principal shall have power for purchasing goods or service with in these rules on Rate Contract upto any value and not on Rate Contract upto Rs. 2,00,000 lacs per item.

14.5 INDENT:

The Indentor shall issue an Indent for every purchase on a prescribed form.

14.6 SPECIFICATION FOR GOODS & SERVICES:

All Indents shall specify the complete specification for the goods or services and, except for goods on Rate Contract, spare parts, services, repair work, any specialised goods, or goods for which there is only a single manufacturer, shall not specify any Manufacturer's name or brand unless the Indentor considers it essential to do so for maintenance of quality of goods.

14.7 APPROVAL OF INDENT:

All Indents except for purchase under clause 14.8 to 14.10 shall be approved by the Principal/Registrar before any purchase action is taken.

14.8 PETTY PURCHASES:

The Indentors may purchase goods or services costing upto Rs. 1000/- per item exclusive of taxes and extra charges/without calling for a quotation, at a time against advance/ Imprest obtaining No Objection from the Registrar.

14.9 PURCHASE AT REGULATED PRICE:

Goods such as petrol, diesel, mobil oil, kerosene, alcohol etc. for which prices are ordinarily regulated may be purchased from the Authorised dealers/ Suppliers without calling for a quotation. All purchases made under this clause shall be reported to the Principal/ Registrar at the end of every month.

14.10 SERVICING ETC. OF VEHICLES:

Servicing or repairs of vehicles or their spare parts may be purchased from local Garrages & Dealers without calling for a quotation. Any break down repairs of vehicles enroute may be ordered & paid for by the Driver of Occupant of the vehicle on behalf of the College. All purchases made under

this clause shall be reported to the Principal/ Registrar at the end of every month.

14.11 PURCHASE OF GOODS ATRICLES FOR ENTERTAINMENT OF COLLEGE GUESTS:

Articles for entertainment of the College guests may be purchased up to the limits prescribed by the Principal without quotation.

14.12 URGENT PURCHASE:

Purchase of goods or services required urgently under unavoidable circumstances may be and made with the approval of Principal through the following purchase committee: -

Up to Rs. 2,000/- from the	Indentor and Registrar's nominee, Asstt. Level office.
Up to Rs. 5,000/- Registrar/Asstt.	Indentor, two nominees of Registrar (Dy. Registrar/SPO/Office Supdt. Level).
Up to Rs. 10,000/-	Indentor, Registrar and Principal's nominee.
Above Rs. 10,000/- Principal.	Special Committee to be constituted by the Principal.
Above Rs. 50,000/-	College Purchase Committee.

The Purchase Committee may visit the market in Bathinda or in any other city and shall affect the purchase after obtaining a minimum of three quotations and effect purchase on the basis of the lowest quoted rates subject to quality as decided by the Purchase Committee.

If for any reason a purchase cannot be completed by a Purchase Committee during its visit to the market, it should be reported to the Principal/his nominee who may permit making the purchase on the basis of the quotations collected by the Purchase Committee.

14.13 PURCHASE ON RATE CONTRACT:

Goods or services may be purchased against Rate Contract without calling for a quotation.

14.14 PURCHASE FROM GOVERNMENT DEPARTMENTS:

Goods, repair work, spare parts and accessories or services may be purchased without calling for quotations from Govt. Department/Emporium/Govt. approved Suppliers including Khadi Gram Udyog Mandals and Khadi Ashrams/Govt. or Public undertakings or proprietary Manufacturers/their

authorised stockists or Agents/Govt. approved Laboratories or from the authorised stockists or Agents/Govt. approved Laboratories or from the authorised Agents of the Project and Equipment Corporation, New Delhi on the basis of the approved price fixation formula of the Corporation in consultation with the Ministry of Human Resources, New Delhi or from the College or Govt. Co-operative stores or Superbazaars or in the case of medicines and Medical Instruments and accessories from the Manufacturers or their Sales Depots, Authorised Distributors, Authorised Stockists or Agents at Hospital Rates or where Hospital Rates do not exist or are not applicable to sales to the College, at wholesale rates.

14.15 PURCHASE UNDER LIBERALISED IMPORT RULE:

Goods or services may be purchased upto the amount allowed by the Govt. of India under its Liberalised Import Rules on the basis of a single quotation.

14.16 PURCHASE BY UNESCO COUPONS:

Goods or services may be purchased from Manufacturers in foreign countries against payment by UNESCO Coupons on the basis of a single quotation upto a limit of Rs. 25,000/- per item.

14.17 CALLING OF QUOTATIONS:

Except for purchase under clause 14.8 up to 14.16 quotations shall be invited from all purchases from a minimum of six prospective Suppliers by mailing letters Under Postal Certificate enquiries by the Registrar.

14.18 INVITATION TO TENDER:

Tenders shall be invited for purchasing an item valued at more than Rs. 50,000/- exclusive of taxes and extra charges accompanied by earnest money @ 2% of the value of the offer. The condition regarding earnest money may be waived off at the discretion of the Principal.

14.19 OPENING OF TENDERS OR QUOTATIONS:

Quotations shall be opened in the presence of the Committee on the prescribed date and time consisting of nominee of Registrar, Store Purchase Officer and Indentor or his nominee.

No Tender or Quotation received after the prescribed date or time shall be entertained. Any quotation received from a supplier other than from a prospective supplier from whom a quotation has been invited under Clause 14.17, shall not be entertained. Telegraphic or telephonic quotations/tenders shall also not be entertained. All quotations and tenders received shall be initialled by all the members of the opening committee. Also erasion and over writing etc. shall be duly initialled by the officer opening the quotations/tenders otherwise the tenders/ quotations will be treated as invalid.

14.20 VERIFICATION OF SPECIFICATIONS AND PREPARATION OF COMPARATIVE STATEMENTS ETC.

All valid tenders and quotations received (e.g. beyond the purchasing power of the Indentors) shall be sent to the Indentor for verification whether the goods or services offered are to specifications or not and for any comments on the performance etc. of the Suppliers and on the quantity to be ordered. The comparative statements shall also be prepared in the respective departments on the prescribed proforma.

14.21 TENDER COMMITTEES:

- (a) The Purchase within the purview of the Purchase Committee shall be decided by them subject to preaudit by the Dy. Registrar (A/Cs).
- (b) For other purchases, there shall be a Tender Committee comprising of Registrar/ S.P.O., Dy. Registrar A/C, Indentor or his representative and one staff member to be nominated by the Principal. The Tender Committee shall meet as frequently as necessary and decide the placement of the orders. The tender committee shall make suitable recommendations in respect of placement of an order against all tenders.

The senior most member of the Tender Committee shall act as the Chairman and the Store Purchase Officer as the Convener of the Committee.

The quorum for the Tender Committee shall be three members, but in the absence of any member of the Tender Committee the Principal may nominate other member in his place for the meeting.

14.22 LACK OF OFFERS:

In the case of Tender, there shall be no limitation in respect of the minimum number of offer received.

In the case of a quotation, if the number of offers received is three or more, these shall be considered by the Tender Committee/Purchase Committee. If for any item there is only a single quotation or two quotations* to specifications, quotations shall be called a-fresh for that item from at least four new prospective suppliers and also from the Supplier who submitted a quotation for this item on the first call. The order shall be placed on the basis of any offer or offers received against both the calls.

In response to a call for quotations, if the number of offers received is less than three, these shall not be opened. Quotations shall be called a-fresh from at least four new prospective suppliers. The order shall be placed on the basis of any offer or offers received against both the calls.

If no offer to specification is received in both the calls, purchase of the item shall be deemed to be an urgent purchase and shall be dealt with as in clause 14.12.

14.23 PURCHASE ORDER:

Notwithstanding what is stated in the Accounts Rules, all purchases except under Clause 14.8 to 14.14 shall be covered by a Purchase Order which will be signed by the Registrar or an Officer authorised by him on the basis of the decision. Further, the receipt of goods/ services from the Railway/Transporters shall be handled by the Store Purchase Officer for all purchases.

14.24 REPEAT ORDER:

A repeat order may be placed within six months of the date of first order subject to the condition that there should be no change in the rates as well as terms and conditions of supplies provided further that there shall be no more than one repeat order and for the amount exceeding the original order.

14.25 AWARDING OF RATE CONTRACT:

The College Principal may award Rate Contract for the supply of goods or services on the basis of tenders or quotations.

14.26 TERMS AND MODE OF PAYMENT:

For purchase under clauses 14.8 to 14.12 the terms and mode of payment may be 100% on receipt of goods or services in proper working condition payment to be made by Accounts Payee Cheque or crossed Bank Draft. Advance Payment may be made against despatched documents through bank if considered necessary and only to standard/well reputed Suppliers to avoid apparent risk involved. Such payment may be made only for the cost of material. However, payment for the taxes incidental charges freight etc. for which supporting documents/certificates are required will be made only on proper receipt of the same. This should be clearly mentioned in the Purchase Order. The advance payment up to 90% shall be decided by the Indentor/Tender Committee as the case may be. For advance payment above 90% the prior approval of the Principal shall be necessary.

14.27 INSPECTION:

If the indentor, Tender Committee or the Principal so decides, the Principal may nominate one or more officials of the college for Inspection of the works of Suppliers to determine their performances and competency before an order is placed.

If an order so specifies or the Indentor or the Principal so decides, the Indentor or the Principal on the basis of their purchasing power may be nominate one or more officials of the College for visiting the Works or Godowns etc. of the

Supplier to check the quality of the goods or services or to determine the progress of manufacturer of the goods or services.

14.28 VARIATION:

Any variation in taxes or extra charges or in the mode of despatch after an order has been placed shall be approved by the Registrar.

CHAPTER-XV

**RULES FOR THE GRANT OF LAONS AND ADVANCES TO THE
EMPLOYEES OF THE G.Z.S.C.E.T., BATHINDA.**

The following type of advances are admissible to employees of the G.Z.S.C.E.T., Bathinda. The term employee used here-in-after includes the persons on deputation with the College, unless the context implies otherwise:

1. Interest Free Advance:

- (a) Advance of pay and T.A. on transfer.

- (b) Advance on T.A. on tour.

2. Interest Bearing Advances:

- (a) Advance for the purchase of Motor Car and Motor Cycle(including Scooters)
- (b) Advance for the purchase of bicycles.
- (c) Festival Advance.

15.1 PERSON ENTITLED AND AMOUNT:

Permanent employees (including those on Deputation) of the College may be given advance not exceeding one month's pay which he is in receipt immediately before his transfer or the pay he is entitled after transfer, whichever is less. He may also be allowed advance of Travelling Allowance up to the amount to which he is entitled under the rules of the College for the time being in force. The temporary employees may also be given an advance of one month's officiating pay if they furnish surety of a permanent employee of a comparable or of higher status. If he does not furnish surety, he may be given an advance of T.A. to which he is entitled under the rules of the College.

Officer appointed on contract by the G.Z.S.C.E.T. also be treated at par with other temporary employees of the College. The advance should, however, be fully recovered before the expiry of the contract.

15.2 DRAWL OF THE ADVANCE:

The advance of pay may be given with the sanction of the competent authority either at the old station or at the new station provided that in the later case Last Pay Certificate should be produced showing that no advance was given at the old station.

The advance of pay and T.A. may be drawn by an employee of the College who receives orders of transfer while on leave. The advance can be drawn in one instalment only.

15.3 ADJUSTMENT OF ADVANCE:

- (i) The recovery of advance of pay should commence from the month in which employee draws full month's pay or leave salary as the case may be on joining his new appointment. The advance of pay may be recovered in three equal monthly instalments.
- (iii) The advance of T.A. should be recovered in full in the T.A. bill which should be submitted as soon as the journey is completed. If any

member/members of the family does/do not complete the journey with the employee the amount of advance pay be adjusted in two T.A. bills. The first T.A. bill should indicate the amount required to be adjusted and the names of the members of the family in respect of whom the T.A. bill is to be submitted subsequently. In case, this is completed. If any member/members of the family does/do not complete the journey with the employee the amount of advance pay be adjusted in two T.A. bills. The first T.A. bill should indicate the amount required to be adjusted and the names of the members of the family in respect of whom the T.A. bill is to be submitted subsequently. In case, the T.A. bill is not submitted in respect of the journey within one year of the date of joining at the new station, the whole amount may be deducted from the pay of the official/officer concerned in lump-sum.

15.4 SANCTIONING AUTHORITY:

The advance of pay and T.A. may be sanctioned by the Principal/Registrar as the case may be.

15.5 ADVANCE OF T.A. ON TOUR:

(a) Person entitled

An employee (including those on deputation) of the College may at the discretion of the Principal be given an advance of travelling allowance equal to the amount given in (ii) below.

(b) Amount

(i) The amount of the advance will include Daily Allowance for the likely period of halts not exceeding 30 days & Road Mileage and fares for the journeys to be performed by the Official/Officer.

(ii) The advance shall not exceed 80% of the anticipated T.A. as worked out in (i) above.

(iii) Advance of T.A. may be given only in cases where circumstances are compelling and the amount involved is so much excessive that the official concerned cannot be reasonably supposed to meet it from his own resources.

(c) Drawl of the Advance

The second advance cannot be granted until and unless the account of the first advance has been rendered.

(d) Adjustment of the Advance

- (i) The advance is adjustable in full in the T.A. bill which should be submitted as soon as possible after the completion of the tour. In case, no bill is submitted within two months of the completion of the tour, the advance may be recovered in full from the pay of the employee.
- (ii) Festival advance may be recovered in instalments as decided by the Principal and last instalment should be before the salary of March of the respective year.

15.6 INTEREST BEARING ADVANCES:

(a) General

- (i) Rules in this section do not ordinarily apply to the employees of the College who are not permanent employees as the pay of such employees does not constitute adequate security. These are however, applicable to employees on deputation with the College. Loans shall not ordinarily be granted to temporary employees except in special circumstances and if the circumstances admit of the provision of adequate security. Motor Cycle/ bicycle advance may be granted to the employees of the College who have put in two years/one year's service respectively, with the sanction of the Principal.
- (ii) The last pay certificate granted to an employee must specify details of such advance, the amount repaid and the balance along with interest, if any accrued in accordance with the rules. Simple interest at the rate fixed by the competent authority for the purpose, should be charged on the advance granted to an employee for the purchase of motor cars and motor cycles (including scooters and bicycles).
- (iii) Advance would be drawn by the Registrar.
- (iv) The loanee will be required to execute an agreement as prescribed by the Principal before drawing an advance for the purpose of motor car or scooter.
- (v) Earmarking of funds for grant of advance will be done by the Registrar, with the approval of the Principal.

(b) Advance for the Purchase of Motor Car

Advance may be sanctioned to an employee (including those on deputation) for the purchase of motor car provided the following conditions are fulfilled:

- (i) Advance may be given only when the Principal is satisfied that it is in the interest of the College that the employee should have a car and he will use it in the discharge of his duties. Advance

can only be granted to such employees as are required in the course of their official duties to do so much touring or to make frequent journeys at short intervals or where the saving of the time is of real importance.

- (ii) Advance may not be granted to an employee whose monthly pay is less than Rs. 3,000/-. The total amount of advance may not exceed Rs.80,000/- or price of the Motor Car whichever is less.

NOTE: The pay includes personal pay, deputation pay and such other emoluments as are classified as pay by the College.

If the actual price paid is less than the advance taken, the balance must be forthwith refunded to the College as lump-sum.

- (iii) Advance should be applied for before the purchase is made and the application for advance should state that the employee is unable to make the purchase without such assistance.

NOTE: Advance should be taken only after the employee has ensured that the vehicle will be made available to him within one month. The excuse of short supply of vehicles in the market should not be made criteria for relaxation of period of one month. Amount should not be drawn till the dealer has issued a certificate that the car will be available within one month.

- (iv) The advance for the purchase of car should be recovered in not more than 100 monthly instalments (of whole rupee) plus additional instalment for interest, each such instalment being not appreciably greater than the instalment by which the Principal was recovered. The re-payment will be made in lesser number of instalments, if no desired by the employee.
- (v) Recovery of the amount will start from the first pay drawn after the drawl of the advance.
- (vi) The amount to be recovered monthly will not be affected by the fact that borrowing employee has proceeded on leave or has been put under suspension.
- (vii) Interest will be calculated at the rate fixed by the State Govt. from time to time.
- (viii) While the amount remains to be paid to the College the vehicle must be insured against fire, theft or accident. It should be comprehensive insurance and not merely insurance covering third party risk. The amount for which the conveyance is insured during any period should not be less than outstanding balance of the advance with interest accrued at the beginning of that period. The insurance should be renewed from time to time

till the amount due is completely repaid. If the vehicle is not insured at any time, the College may get insured at the cost of the employee. The premium so paid will be added to the amount recoverable from the employee along with interest at the prevalent rates. The employee will have to write a letter to the insurance company stating that the College has an interest in the policy.

15.7 SECURITY BOND OR MORTGAGE DEED

The form of mortgage deed for hypothecating the vehicle to the College is attached to the rules.

Advance for the purchase of motor-car can be sanctioned by the Principal provided the availability of funds is certified by the Dy. Registrar(A/Cs).

The vehicle may not be sold or transferred to any other person or employee of the College without special sanction of the Principal. The sale proceeds should first be paid to the College against amount remaining due to the College. The mortgage will be cancelled and mortgage deed returned to the employee on completion of the payment of the advance.

A College employee who takes an advance under these rules should within a month after the drawl of the advance furnish the Registrar with a certificate giving full particulars of the vehicle purchased with the advance. The cash receipt obtained for the amount actually paid should also be shown to the Dy. Registrar(A/Cs).

15.8 ADVANCE FOR THE PURCHASE OF MOTOR-CYCLE

Advance may be sanctioned to an employee of the College (including those on deputation) for the purchase of motor-cycle (including scooter) subject mutatis mutandis to the rules laid down for the purchase of motor car excepting that :

- (i) The pay of the employee exceeds Rs. 1200/- P.M.
- (ii) The amount of the advance does not exceed Rs. 15,000/- or the price of the vehicle whichever is less.
- (iii) The recovery will be affected in 65 equal monthly instalments in addition to the instalment for the interest accrued on the principal amount.

15.9 ADVANCE FOR THE PURCHASE OF BICYCLE

Advance may be granted to an employee drawing pay not more than Rs.2000/- per month for the purchase of the other mean of conveyance other than motor-car, motor-cycle (including scooter) subject to the following conditions:-

(a) Advance may be allowed only when the post held entails duties involving tour. In case of the purchase of bicycle advance may, however, if in the opinion of the sanctioning authority the possession of the sanctioning authority the possession of a bicycle will add to the efficiency of the employee concerned.

(b) The total amount to be advanced to an employee should not exceed Rs.800/- or the price of the bicycle whichever is less. If the actual price laid is less than the advance taken the balance should forthwith be refunded to the College.

Recovery will be made in 12 equal monthly instalments from the pay bill of the employee concerned. Recovery will start from the pay bill of the employee concerned. Recovery will start from 1st issue of pay after the drawl of the advance. The interest will be recovered in addition from the month of the following the month in which the recovery of the Principal amount is completed. Interest will be calculated as laid down in rules.

The advance may be sanctioned by the Principal only if the funds have been earmarked.

The conveyance purchased with the advance will be considered to be property of the College till the advance with interest accrued thereon is repaid. The conveyance may not be sold or disposed off in any other manner without prior permission of the Principal. The balance of the advance alongwith interest accrued thereon should first be paid out of the sale proceeds.

An employee who has taken an advance under this rule should within one month drawing the advance, furnish the Dy. Registrar (A/Cs) with a certificate giving full particulars of the conveyance purchased with the advance and the cash receipt obtained for the amount actually paid for it.

ANNEXURE-I

Formula adopted for the calculation of interest on advance will be as under:-

$$\frac{R}{1200} \times \frac{N}{2} (A+P)$$

or by eliminating = P (N being equal to A)

$$\frac{R \times A}{2400} (N+1)$$

R-is the rate of interest.

N-is the number of instalments in which the advance (Principal) is to be paid.

A-is the amount of advance.

P-is the amount of each instalment of the Principal.

The number of instalments for the recovery of interest will be arrived at by dividing the amount of total interest by the amount in an instalment for the repayment of the Principal. The recovery of interest will start from the month following that in which the repayment of the Principal has been completed.

ANNEXURE II

Sh./Smt _____ hereinafter known as borrower declares

- (i) That the conveyance purchased with the advance is his absolute property and that he has not pledged and so long as any money (with interest) remains payable to the Principal in respect of the advance he will not sell pledge or part with the conveyance.
- (ii) If the instalments of the Principal or the interest are not paid monthly by the 10th of each month or the employee dies, quits the service, become insolvent, or any person takes proceedings against him in execution of decree or judgement the balance of the advance together with interest will become payable to the Principal forthwith and if it is not paid, the College will have right to seize the conveyance and either remain in possession thereof or sell it or realise from the sale proceeds the amount due to the College together with any cost incurred in this process. If any surplus is left it will be paid to the employee or his heirs. If the sale proceeds of the conveyance are not sufficient to cover the balance of the advance the remaining dues together with interest and cost, the college has the right to sue the employee in a court of law for the recovery of the balance.
- (iii) The employee should ensure and keep insured the conveyance against loss or damage by fire, theft or accident. The amount of the insurance should not at any time be less than the amount of the balance plus interest due to the College.
- (iv) The employee should take proper care of the vehicle so that it does not deteriorate to a degree beyond reasonable wear and tear and:
- (v) If any accident happens, the vehicle should be repaired immediately.

A schedule giving particulars of the conveyance should be included in the Security Bond or Mortgage Deed. The bond or the deed should then be signed both by the employee and the Registrar on behalf of the Principal and witnesses.

CHAPTER XVI

STUDENTS FUND RULES

16.1 Short Title

These rules may be called the students Fund Rules of the GZS CET, Bathinda.

16.2 Object

These rules govern all co-curricular activities of students like sports and cultural activities not connected with resident instruction.

16.3 (a) The students Fund shall consist of the following:

Annual subscriptions Book Replacement Fund
Medical examination and Attendance Fee
Sports and club Fee
Magazine subscription
Students welfare Fund
Class Examination Fee
Recreation and Sports admission fee
Students club Admission Fee
Share of Co-operative Store (refundable)

(b) The students will be charged an additional fee as prescribed for each item if they elect to become member of these clubs/activities:-

- (a) Tennis
- (b) Badminton
- (c) Squash
- (d) Gymnasium/weight lifting
- (e) Boating
- (f) Hiking and Tracking
- (g) Swimming pool activities

(c) Any other charges fixed by the Principal from time to time

16.4 Mode of Collection

The above fees and subscriptions shall be realised at the beginning of each semester (at the time of registration) and shall

be credited to the account of Students Fund. This fund will be operated by the Principal/Registrar.

16.5 Utilisation of Fund

The Principal shall administer and exercise full powers regarding utilisation of Students Fund for running the various students activities.

16.6 The students Fund shall be utilised for the following purposes:

- (a)** The purchase and repair of sports, music and other material including projectors, photographic goods, radio and television sets, radio gramms, record players, cycles and other materials required for various student activities.
- (b)** The amenities for NCC including NCC grade competitions etc. and expenditure connected therewith.
- (c)** Watering, levelling, cleaning and turfing of playgrounds, maintenance of swimming pools, stadium etc., Payment of sports Attendants, Markets, etc.
- (d)** General expenditure and grants in connection with societies, clubs, associations, committess, sabhas, community projects or social service activities etc. organised by the College.
- (e)** Annual photographs of teams and clubs, photographs of college functions like sports, matches, etc. and photographs of prize winners in inter college, inter-university tournaments, matches competitions etc.
- (f)** Rent of play-ground, if any.
- (g)** Expenditure in connection with the award of college colours to distinguished players and other participants in cultural activities selected by the committee consisting of chairman of the concerned Committee, the Registrar (or his representative) and Secretary to the concerned club/representative of the Principal.
- (h)** Conveyance and boarding charges to outside speakers, poets, artists etc. approved by. The Registrar.
- (i)** Expenses in connection with refreshment to players, participants in NCC competitions, participants in other cultural activities including guests invited to sports, NCC and other cultural functions, contests, competitions etc.
- (j)** For each sports and cultural activities as debates, declamation contes is etc., it may be allowed at the rate of Rs.1.00 per head. This may be raised to Rs.2.00 per head with specific approval of the Prinhcipal.
- (k)** At the time of friendly, inter college including inter-class and inter-university matches, at the rate of Rs.0.75. Rs.1.00 and Rs.1.50 per head per match respectively

- (l) Refreshment may be given to the extent of Rs.1.00 per head per day for a particular event at rehearsal for a period not exceeding ten days.
- (m) Expenses on medical assistance rendered to members of sports teams and other participants in other cultural activities.
- (n) Expenses in connection with entry and affiliation fees to pay to University or other tournament on the recommendation of the president of the club committee.
- (o) Expenses in connection with prescribed fee and travelling allowance to the referees appointed by the Principal/Registrar for conducting matches, competitions and other contests.
- (p)(i) Expenses in connection with the supply of iced water in play field to the students including cost of equipment and labour etc.
- (ii) Supply of special diet to sportsmen and athletes as considered necessary by the Principal/Registrar.
- (q) Expenses in connection with organising performance, by the outside artists of feasts, cultural activities etc. for the amazement and general knowledge of students.
- (r) Expenses in connection with the awards of prizes offers in annual debates, declamation contests, cultural competitions, etc. as under.

Prizes for extra -curricular activities

For each annual contest in dramatic debates, debates, declamation etc. there shall be two prizes-first and second, of the value or Rs.40/- and Rs.30/-.

Sports Prizes

Sports prizes shall be awarded as recommended by the Registrar.

- (s) Expenses in connection with the purchase/hire carriage of articles of furniture, equipment, shamianas, and the mike etc. including crockery for social, cultural and other functions.
- (t) Expenses in connection with postage, telegrams, telephone calls (and not installation charges) and purchase of stationery pertaining
- (u) Expenses in connection with trips to places of historical geographical, scientific, political and economic interest or mountaineering trips or visits to factories and trips as members of teams to play matches tournament and/or to enter any competition, debates, contests, sports coaching youth leadership training camps according to the following schedule:
 - (i) Single second class railway fare both ways (return journey tickets at concessional rates to be used wherever possible)

- (ii) Actual expenses at the lowest rates for the roads journey to and from the station.
- (iii) Actual hiring charges of pony conveyance up to a maximum of 50 paise pre kilometer if the places are not connected by rail or bus.
- (iv) In case of local matches, contests and competitions, tonga, rickshaw or bus hire may be allowed provided the places where matches, contests and competitions are held are at a distance of more than one mile from the college.
- (v) Daily allowance at the rate of Rs.6/- per head per day for every full 24 hours at the outstation. Only half daily allowance will be paid if the party leaves the headquarter after 12.00 noon or return before 12.00 noon.

16.7 The T.A . and D.A. admissible to the teachers/employees accompanying students going out on tour as specified above should also be paid out of students fund.

16.8 The magazine subscription shall be utilised on the following items.

- (i) Expenses on the printing of the college magazine.
- (ii) Expenses on the material to be used for the college magazine.
- (iii) Cost of photographs etc. used for the college magazine.
- (iv) Any other item in connection with the activity of the college magazine.

16.9 The Medical Fund shall be utilised as under: -

- (i) Any remuneration to be fixed by the Registrar for the maintenance of the health of the students in the absence of regular college facilities in the campus.
- (ii) Hospital charges, admitted to the extent allowed by the Registrar on any students, admitted to the hospital with the approval of the Registrar.
- (iii) The funds for the purchase of medicines, equipment and tonics will be earmarked by the Principal/Registrar in consultation with the College Medical Officer.

16.10 The cycle fund shall be utilised for the employment of chowkidar, making of tokens and other expenses incurred in the maintenance of the cycle stand.

16.11 All the expenditure shall be sanctioned by the Principal/Registrar subject to the condition that the purchase are certified to have been made at the lowest rates. In case of a purchase worth more than Rs.500/-,quotations/tenders shall be called. In cases where

the lowest quotation/tender is rejected, the reasons for rejections shall be recorded in writing.

16.12 The staff paid out of Student Fund shall be entitled to all the benefits admissible to the regular employees of the College, such as. Enhancement of pay, uniform, revision of pay scales, medical attendance with the approval of Principal.

16.13 If in the interest of maintaining student activities it becomes necessary to incur some expenditure not indicated in the various items above, the Principal on the recommendations of the Registrar may sanction such expenditure on such rates and scales as deemed fit.

16.14 GENERAL

- (i) All materials equipment purchased for sports, cultural and other activities shall be entered in the stock register kept for the purpose by the P.T.I. and other such like office bearer. No material shall be used before it has been entered on the stock register and branded or marked as the case the material has been used without his knowledge. Before the bills are paid it shall be the duty of the Accounts Branch to see that the entries in the stock register are made, the material bears the brand or mark and is in accordance with the indent of the President of the Club/Society concerned.
- (ii) The P.T.I. will issue games material in small regular instalments and in no case beyond one week s requirements on requisitions made by the President of the Club. He will not issue any material unless the old material has been returned.
- (iii) The stock will be physically verified at least once a year by the person appointed by the Registrar . The result will be reported to the Registrar.

All losses shall be reported to the Principal who is competent to write off articles once entered in the stock register. Unserviceable articles will be examined by a committee constituted by the Registrar and shall be auctioned once a year in destroyed and written off at the discretion of the Registrar. The Dy. Registrar accounts or his representative will also be included on the committee. The sale proceeds, if any, shall be credited to the students Fund.

- (iv) The Registrar shall be the Drawing and Disbursing officer of the Student Fund.

CHAPTER XVII

HOSTEL RULES FOR STUDENTS

17.1 General

- (a) The Hostel shall be opened to the regular students on the rolls of the college. The Students who can make suitable arrangement with their parents or guardians for boarding lodging outside the campus may be allowed to do so with the permission of the Principal on production of a written undertaking from the Father/Guardian that they will take part in all the extra curricular activities of the College and for their good conduct.
- (b) Every boarder must have a copy of the rule to aware himself with all the rules and regulations of the hostel. He must observe them strictly. Ignorance of rules will not be considered as an excuse.
- (c) While issuing character certificate to the boarders, the opinion of the Hostel warden will be given weightage. The Hostel Warden will exercise general supervision and control over the hostel.
- (d) Boarders must look up the hostel notice board twice a day as sometimes important notices are put up there.
- (e) No boarder should see the Principal for ordinary matters. Hostel warden is the right person for such matters.
- (f) All cases of illness should be reported to the Hostel warden.
- (g) No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel and a boarder found guilty of having committed a breach of this rule, shall be liable to be expelled from the hostel apart from any other punishment that may be awarded on the merit of each case, by the Principal.
- (h) Any meeting to be held in the Hostel premises should have the prior approval of the Principal/Hostel Warden.
- (i) The students shall make proper use of common rooms, the newspapers, other allied literature and the other articles required for indoor games. Hours of the common rooms will be fixed by the Hostel Warden from time to time. The common room secretary and Jt. Secretary will be responsible for running the common room. The Secretary/Jt. Secretary shall be nominated by the Warden in the first instance.
- (j) While visiting the dining hall, the common rooms and the canteen, the students should be in their proper dress.
- (k) On each storey of the hostel, a student amongst the boarders shall be appointed as a prefect for that wing, who will assist the Hostel Warden in the administration of the hostel affairs.
- (l) Boarders will contribute towards funds for the utensils, common rooms etc. as decided by the College from time to

time. These fund shall be placed in a separate account to be opened. With the bank and will be operated by the Registrar . The committee consisting of Hostel warden, Dy.Registrar (A/cs) two students representative shall make purchase for the following purposes:-

- (i) purchase or Newspaper & Magazines, Indoor games, Registers, Rubber Stamps, hostel competitions, hostel functions, festivals, etc.
- (m) The Principal shall have the power to make amendments in the Hostel Rules and Powers to declare Hostel articles unserviceable and its disposal and write off losses.
- (n) All the boarders shall vacate the hostel rooms before they leave for the vacations so that the annual repairs and white washing are carried out. All the hostel articles issued to the students leave their rooms. They will be held responsible for any loss. The loss, if any, will be made good from the defaulters.
- (o) The messing arrangement will be under the direction of the warden and for his assistance there will be a mess committee consisting of the prefects.

17.2 Allotment:

- (a) The accommodation consists of 3 seated dormitories. The room allotment shall be made by the warden.
- (b) The student must be personally present at the time of allotment of rooms. Rooms to be allotted will be specified immediately before an allotment is made.
- (c) The students can choose their room mates and make request for allotment accordingly.
- (d) The Boarder shall not be entitled to retain accommodation in the hostel beyond his/her normal period of study.
- (e) No boarder is allowed to change his/her room without the permission of the warden.
- (f) The boarder shall have to vacate accommodation as and when asked for.

17.3 Furniture and Equipment

- (a) Every boarder is provided with a chair, a table, and bed. He will be responsible for the items given to him/her. Furniture is not to be removed from one room to another. Every boarder is to see that no damage is done to the Hostel property fitting

and repair charges for any damage(intentional or through negligence) are to be borne by the boarder concerned.

17.4 Withdrawl and Removal from the College Hostel

(a) After the general allotment, application for withdraw from the hostel should be countersigned by the father/guardian and submitted to the Hostel warden. Such an application should be presented after hostel dues have been cleared.

(b) Even if the boarder has actually vacated his room, he/she will have to pay all the hostel dues and fines standing against his/her name up to the day he/she continues to be on the rolls, until his/her name is formally withdrawn.

(c) A boarder may be expelled from the hostel boy the Principal, if the boarder is in the habit of staying away without the permission or is found guilty of misconduct or indiscipline.

(d) (i) No boarder shall be allowed to stay in the hostel if his/her

hostel fee and mess dues are in arrear for more than a month.

(ii) Students who do not clear their dues such as dues of the hostel mess,canteen, fine etc. by the prescribed date, will not be registered for the subsequent semester until and unless they clear all their dues and get "No dues certificate" from the Dy.Registrar(A/Cs) or the concerned Hostel Warden. In case of those students. Who are to leave the College after completing their degree requirement or otherwise, their results as well as the provisional certificate/Degree will be withheld till No due certificate is produced.

(e) No boarder shall leave the hostel without personally handing over the charge of

the room. Loss, if any, will be made good from him.

17.5 Leave Rules :

(a) Leave sanctioned for absence from the College does not mean leave from the hostel. Leave from the hostel for one or more nights must be got approved from the Hostel Warden.

(b) Leave should be personally secured before it is availed of.

(c) Students absenting themselves from the hostel without getting the leave sanctioned before hand by the warden by penalised.

(d) If a boarder does not want to take breakfast, lunch, dinner in the hostel he shall have to inform the warden or the mess contractor well in time. Otherwise he shall be considered present.

17.6 Night Roll Call

(a) The night rool call will be taken by the storey perfect at 9.00 P.m. in winter and 10.00 P.m. in summer. Every boarder must be present in his/her room to avoid inconvenience for taking the roll-call. For girls hostel, the night roll call be taken at 7.00 P.m. in winter and 8.00 P.m. in summer.

(b) A student absent at the time of roll call is liable to a fine to be fixed by the Principal. The fine list shall be put on the Notice Board at the end of each month.

(c) After roll-call no student is allowed to leave the hostel but if an emergency arises, he/she must inform the prefect of his/her block who in turn will inform the Hostel Warden next morning . The Hostel warden, if he/she likes would verify the cause of his/her leaving the hostel.

(d) Absence from the nostel for the whole night without prior permission of the warden is considered as an act of gross negligence and misconduct and will carry neavy punishment. Such cases must be brought to the notice of the Principal by the respective warden.

17.7 Guests

(a) Guests are not, ordinarily; permitted to stay in the hostel except in the case of father/brother provided he comes from a fat off place at an odd hors. The student must get permission for keeping his/her guest in the hostel. The guest so allowed will be kept in the hostel guest room. Their names will be entered in the guest register kept in the Hostel.

(b) Lady guests are not permitted to stay in the Boy's hostel. Likewise male guests cannot stay in the girl's hostel

(c) A boarder keeping a guest without permission is liable to the fined.

17.8 Electricity

(a) Light must be switched off when not in use.

(b) The use of electric fans is allowed during the summer session. The lans may be used with the prior permission or the Hostel warden. If an extra fan is used, extra charges for electricity consumption will be levied according to the

prescribed rates. If a fan is installed before the 15th of a month full charges for the month will be realised.

- (c) The use of electric heater, electric rods and other similar electric appliances is prohibited.
 - (d) Any student who uses fan without permission shall be liable to fine and charged for the full session i.e. six months.
 - (e) Boarders are warned against lampering with electric installation and for all electric repairs the electrician should be called in.

17.9 Discipline and Complaints

- (a) Students are expected to maintain perfect discipline and proper atmospheres of studies in the hostel.
- (b) All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance is strictly prohibited.
- (c) Maltreating or abusing the hostel employees and canteen staff is strictly prohibited. In case of any complaint against them, the report should be made to the hostel Warden.
- (d) Dealing in general and specially with fellow students should be very courteous and polite. All quarrels and disputes with fellow boarders should be avoided. Students must not take law into their own hands but must report all quarrels and disputes to the Hostel Warden.
- (e) Teasing, maltreating or indulging in any sort of ragging of the newly admitted students is strictly prohibited. Serious disciplinary action will be taken against the defaditing students.
- (f) A boarder found guilty of having committed a breach of rules shall be, liable to be punished by the warden as under:
- (g) The hostel warden may issue a warning and/or/fine up to Rs.50/- on a defaulting student.
 - (h) Use of liquor, Alcohol and other intoxicants in the hostel is strietly prohibited.

17.10 Lawns and Cleanliness

- (a) Students are expected to show a sense of responsibility in the maintenance of hedges and floral growth. They should avoid crossing the lawns. The passage provided should be used. Hedges should not be tempered with and flowers should not be plucked.
- (b) Cycling in lawns and verandhas is forbidden.
 - (c) Spitting at all places should be avoided. Walls, furniture and doors should not be defected with pencil or chalk marks.

(d) The wash basin should not be blocked with sand or any other extraneous material. It should be kept clean and soap should only be used for washing purpose.

(e) For proper functioning of the flush latrines, the following instructions must be followed :

- (i) Pull the chain gently after use. The cistern will work satisfactorily only when full. Once emptied, it takes a few minutes to fill.
- (ii) To avoid blockage please do not throw datus and rough papers in the latrines.
- (iii) If the cistern is out of order, use water from the tap to flush away waste matter. Always close the taps of the bathrooms or latrines after use.

17.11 Duties of Storey Prefect

(a) He shall take roll-call of his /her block as mentioned in these rules and shall report to Hostel warden about all the absentees at the time of taking the roll-call as well as absentees for the whole night. Failure of prefect to report such cases to the Hostel warden is gross negligence on his/her part for which he/she can be removed from his/her prefectship.

(b) He/she shall ensure that all hostel rules are observed by the students of his/her society.

(c) He/she must stimulate and maintain a scholarship atmosphere in the residential unit.

(d) He/she should look to the sanitation of his/her block.

(e) He/she must act as a guide -philosopher and a friend to the students in his/her storey.

(f) He/she shall use persuasive and no coercive methods to put a stop to indiscipline. He/she shall report without delay all cases of misbehaviour of discipline to the Hostel warden.

(g) He/she should be available and approachable to all students of his/her block and should show interests in their activities.

CHAPTER XVIII

PURCHASE RULES FOR HOSTELS

18.1 Mess Committee.

The work pertaining to the running of the co-operative Mess in the student's hostels of GZS CET, Bathinda will be looked after by a committee, known as Mess Committee. Mess Committee shall consist of:

1. Warden
2. Asstt. Warden
3. Mess Manager-cum-Accountant (MMCA)
4. Six student members.

(to be elected/nominated by the Principal)

The MMCA in consultation with the Asstt. Warden shall convene the meetings of the Mess Committee. The Warden or the Asstt. Warden in his absence shall preside over the meetings of the Mess Committee.

18.2 Duties of the MMCA

The MMCA is responsible for general upkeep of the hostel, supervision of the day-to-day working of the hostel mess, maintaining the mess accounts and the advances. He will also carry out any other work as assigned to him by the Asstt. Warden/Warden. An imprest amount of Rs.500/- will be given to the MMCA for making petty immediate purchases.

18.3 Purchase Committee

The Purchase Committee shall consist of the following:-

- (a) Warden/Asstt. Warden and/or MMCA.
- (b) Two student members of whom one should be a member of the Mess Committee (the same members should not be included in the Purchase Committee very often.)

18.4 Mode of payment.

- (a) All payments other than cash purchase shall ordinarily be made by the Payee's a/c cheque except advance to MMCA/Asstt. Warden.

- (b) In case a cheque is drawn for more than Rs.10,000/- it shall be brought to the notice of the Registrar in writing by the cheques issuing authority except where the cheque is being issued to a Govt.Agency/Govt.Cooperative Store, College Cooperative Store/Super Bazar. It essential, advance payment may be made by the cheques to the agencies.

18.5 Purchase Procedure

(a) Cash Purchase

- (i) In consultation with the Mess Secretary the MMCA shall make an

estimate of the cash purchases to be made and submit it to the Asstt. Warden for approval. This will then be submitted to the Warden who will issue a cheque in the name of the Asstt.Warden/MMCA. The purchase Committee will then carry out the purchases and shall ensure that good quality and quantity of the material. The voucher shall then be signed by the Mess secretary and the MMCA. The Asstt. Warden shall pass the voucher and present it to the Warden for final payment/adjustment.

- (ii) All cash purchases shall be made by the Purchase Committee on the basis of competitive rates.

- (iii) As far as possible quotations be obtained from at least three reputed shops and purchases shall be effected on the lowest rates keeping in view the quality of the material. A certificate to this effect shall be recorded on the comparative statement by all the members of the Purchase Committee.

(b) Petty/Immediate Purchases

Petty/immediate purchases upto Rs.500/- at a time may be made by MMCA or a person authorized by the Asstt. Warden without calling for quotations and without assistance of a Purchase Committee.

(c) Fresh Supplies.

In case of fresh supplies such as milks, fruits, vegetables, bread, eggs, butter etc. the Mess Committee may enter into a contract with suppliers. It would be ensured that the material is supplied at market rates and is of good quality.

- (i) In case of milk, test checks shall be made by the Asstt.Warden/MMCA or a person authorised by the Mess Committee/Asstt. Warden by way of testing the fat content. The checks shall be carried out in the presence of the supplier and recorded on the bill under the signatures of the persons conducting the test. A proportionate deduction from his

bill for 7 days preceeding the date of the test shall be made and a fine may also be imposed as decided by the Mess Committee, if there is a defect in the quality.

- (ii) In the case of perishable items such as atta which gets spoiled on account of long storage it may be useful to fix the rates for a particular period(say one month) and the purchase may be effected in instalments to avoid storage.

18.5 General

- (i) Items like ghee, rice, atta etc., may be purchased on the basis of verbal enquiries. In such cases., the reasons thereof are to be recorded.
- (ii) The purchase of items in short supply may be made on the basis of a single quotation. However, it must be accompanied by a committee to this effect by the Purchase Committee.
- (iii) Quotations are not necessary for purchases from Govt.Stores/Co-operatives/super Bazars/College co-operative Store. But a certificate must be given that these are the lowest rates.
- (iv) In the case of items which are scarce but have to be purchased by the Purchase Committee, it will not be necessary to obtain a Bill from the Shopkeeper but a certificate from the Purchase Committee that the purchase has been effected at the lowest rates on the basis of personal enquiry may be accepted.

CHAPTER XIX

19.1 Name

It is named as Students Aid Fund of College of Engineering & Technology, Bathinda.

19.2 Object of the Fund:

The object of the Fund is to render financial assistance to the economically weak students of the College for purchase of books, slide rules, mini drafting machines etc. who cannot afford to purchase the same. Limited assistance may be given to the students to meet their tuition or examination fees, hostel dues, clothing or medical expenses etc., if their needs are considered genuine. No scholarship, stipend, loan, prize, reward etc. can be given from this Fund.

19.3 Source of Income:

The fund shall receive its income from the following sources.

- (i) Fines realised from the students for absence without leave.
- (ii) Special fines imposed on students.
- (iii) Voluntary subscription from the students of the College.
- (iv) Any other amount which may be contributed specifically to this Fund from any source.

19.4 Constitution of the Students Aid Fund (S.A.F.)

All awards of aid out of this Fund shall be considered and decided by a Committee consisting of the following: -

- | | | |
|-------|---|---------------|
| (i) | Principal | Chairman |
| (ii) | Registrar | Vice-Chairman |
| (iii) | Dy.Registrar(A/cs) | Secretary |
| (iv) | Prof.AcademicAffairs | Member |
| (v) | Chief Warden/Warden | Member |
| (vi) | One student representative form each of I,II,III & Iv year classes who have secured the highest marks in the qualifying examination for admission to this College provided he himself is no a candidate for aid out of this Fund in which case the next highest marks will be the representative. | |

19.5 Eligibility for Aid

- (i) A student is eligible for aid only if the total income of his father or guardian does not exceed Rs.2500/- per month. For this purpose , every student applying for aid is required to produce an income certificate

duly attested by a District Magistrate or First Class Magistrate or the Employer of his/her parent or guardian or the Sarpanch of the Village Panchayat or the Municipal Commissioner of the area concerned on the prescribed form. The certificate is to be submitted by every applicant irrespective of the fact whether or not he has been sanctioned any aid in the past.

- (ii) Only those students, who have not failed or been awarded reappear in the previous semesters shall be considered for aid out of this Fund.

19.6 Procedure for Award of Aid

The procedure for the award of aid shall be as laid down by the Student Aid Fund Committee from time to time.

19.7 General

In deserving cases, the Principal shall be empowered to relax all or any of the prescribed conditions.

CHAPTER XX

RULES RELATING TO FEE AND OTHER CHARGES

- 20.1** These shall be called the rules relating to fee and other payable by the students.
- 20.2** The fees and other charges payable by the students would be prescribed by the Board annually.
- 20.3** Fee payable at the time of first enrolment to the degree courses for 1991-92 as under:-

Particulars	Rs.
Admission Fee	10.00
Admission Fee for recreation/sports	10.00
Admission fee for student's club	20.00
College Caution Money (Refundable)	150.00
Share of Coop.Society (Refundable)	10.00
Hostel Caution Money (Refundable)	150.00
Mess Advance (To be adjusted against actual bill)	500.00
Hostel and Mess Establishment charges	200.00
Total:	----- 1150.00 -----

20.4 Fee payable for first enrolment and every succeeding academic year in August:

Particulars	Rs.
Tution Fee	180.00
(Half payable in August and half in January)	
Class examination fee	30.00
Library fee	10.00
Book Replacement Fund	10.00
Sports and Club Fee	150.00
Magazine subscription	20.00
Students welfare Fund	05.00
University Sports Registration Fee	10.00
University Youth Welfare Fee	06.00
University Sports Fee	08.00
Projection Club Fee	20.00
Eligibility/Enrolment Fee	05.00
University Registration Fee	10.00
Migration Fee	20.00
University Examination Fee	80.00
(per semester)	
University continuation Fee	05.00
(not applicable for first enrolment)	
Holiday Home Fee	01.00
Institutional Membership of Institution of Engineers	05.00
(students)	
Students Aid Fund	10.00

Total:	585.00

20.5 The following shall be the Hostel Charges:-

Particulars	Rs.
Hostel Rent (including furniture rent and watering charges)	
For three seated room	120.00
For single seated room	240.00
Fan Rent	
For three seated room	25.00
For single seated room	30.00

Hostel rent and fan rent half payable in August
and half payable in January.

- (a) Hostel charges payable monthly on dates to be notified.

- (b) Electricity charges As per consumption.

- (c) Mess charges As per mess bill.

CHAPTER XXI

RULES REGARDING AWARD OF SCHOLARSHIP TO THE STUDENTS

21.1 The College of Engineering & Technology, Bathinda shall institute every year merit scholarship and merit cum means scholarship to the students admitted to B.E./B.Tech. programme.

No. of Scholarship	:	25% of the total intake
1. <u>MERIT SCHOLARSHIP</u>	:	1/3 rd of the 25%
Value	:	A national prize of
Rs.100/- and		certificate of merit in lieu
of		scholarship to the eligible
students		whose parental income
exceeds		Rs.25,000/- per
annum.(Tuition fee		not exempted)
Duration	:	One year
Eligibility condition	:	<u>Merit scholarship for</u>
<u>First year</u>		First class or 60% or more
marks in		one attempt in the
qualifying		examination for
admission.		<u>For subsequent years</u>
one attempt in		60% of more marks in
		each of the two semester
		examinations in the
		previous year.

Basis of Award	:	<u>For First years</u>
semester		Marks secured in the first examination.
aggregate of		<u>For subsequent years</u>
examination in the		Marks secured in the two semester previous year.

2. MERIT CUM MEANS SCHOLARSHIP

No. of Scholarship	:	2/3 rd of 25%
Value	:	Rs.300/- per month.
Period	:	4 years subject to (b) of
eligibility		conditions and good
conduct and		50% or more marks in
one attempt in		the aggregate in the two
semesters		examinations in each
year.		
Eligibility Condition	:	a) First class or 60% or
more marks		in one attempt in the
qualifying		examination for
admission.		
all sources		b) Parents income from
exceed		(excluding HRA) not to

(standard Rs.25,000/- per annum
salaried deduction allowed for
people).

Basis of Award : Marks secured in the First
semester Examinations.

3. NATIONAL SCHOLARSHIP

Value : As per the amount of
fixed by the sanctioning authority.

Eligibility Conditions : As laid down by the
D.P.I. or the sanctioning authority.

Application forms available from & : The DPI of the State from
which the student has passed the
to whom apply. examination.
qualifying

**4. NATIONAL SCHOLARSHIP FOR
CHILDREN OF SCHOOL TEACHERS**

Value : As fixed by the DPI or the
sanctioning authority.

Eligibility Conditions : As laid down by the
sanctioning authority.

Application forms available from : The DPI of the State from
which the

qualifying student has passed the examination

5. **POST MATRIC SCHEDULED CASTE/ TRIBE SCHOLARSHIP.**

Value : Rs. 280/- per month for boarders and Rs. 125/- per month for day scholars (male candidates) with exemption from full fees.

Eligibility Conditions : i) A Scheduled Caste/Tribe candidate who has passed the qualifying or higher examination and parents income not to be exceeds Rs.1,500/- p.m. ii) The requirement laid down by the Deptt. of Social Welfare or the Sanctioning authority.

Application forms available from and : **For students from Punjab,** to whom apply. Deptt. of Social Welfare, Punjab.

where the **For others** qualifying student has passed the examination or the concerned DPI of the State from

prescribed authority.

6. **SCHOLARSHIP AWARDED BY** : The amount and
conditions would be as prescribed by the
INDUSTRY, INDIVIDUALS AND awarding agency.
PRIVATE INSTITUTIONS.
7. **PROCEDURE FOR PAYMENT** : i) The Scholarships
received from Govt. agencies shall be
disbursed by the Registrar after
confirming that the students fulfils
all the conditions and the
requirements laid down by the
sanctioning authority.
shall be ii) Other scholarships
awarded by a
Committee comprising of one
Head of Deptt. (to be nominated by the
Principal), Registrar and the
Warden, in accordance with the
terms and conditions of the
scholarship.

RULES FOR SECURITY DEPOSITS BY THE STUDNETS

22.1 Objects

Security fund is realised from the students to cover the risk of hostel dues, library books, fees and fines etc. and to ensure good conduct from them.

22.2 Value

The security deposits would be of following types:

- (a) Hostel Security
- (b) College and Library security
- (c) Any other security decided by the Principal.

22.3 Maintenance of Accounts

- (a) Hostel security would be realised from boarders and college and Library security would be realised from all students seeking admission to GZS CET, Bathinda.
- (b) The account of the securities would be maintained by the office of the Registrar, in the form prescribed.
- (c) Amount of the security deposits in excess of the yearly requirements, to be determined by the Principal, would be invested in fixed deposits with the approved Banks. The balance would be invested in the Savings Bank Account. The interest earned on the investment of Security Fund would be transferred to the Students Fund after suitable intervals.

22.4 Refund of Security Deposits

- (a) The refunds from the security funds would be allowed to the students after preaudit or the like manner as other payments are drawn from the College funds.
- (b) The students can claim refunds after they finally complete a particular programme in the college and by producing “No dues Certificate” from the Librarian, the Hostel Warden, Hostel Mess and Accounts Branch.
- (c) The securities remaining unclaimed for two semesters succeeding the end of the semesters in which the students left the college either by completing a particular course or otherwise shall lapse.

- (d) The statement of lapsed securities would be prepared by the office of the Registrar at the close of each financial year by the 30th April of the following year stating the receipt, number, date of receipts, name of the students, admission number and date of leaving the college. The amount of the statement after audit verification would be withdrawn from security funds and credited to Students Aid Fund.

CHAPTER XXIII

RULES REGARDING RUSTICATION AND EXPULSION OF STUDENTS

- 23.1** Clases of rustication and expulsion shall be reported to the Registrar immediately after rustication or expulsion for registration and notification.
- 23.2** The Principal may revise the decision within 15 days of the date of passing of the orders of rustication or expulsion. The revised decision together with reasons shall be communicated to the Registrar for record.
- 23.3** The Registrar shall establish the orders of rustication/expulsion to the Punjab Public Service Commission, Punjab School Education Board and the Universities in the State immediately after the expiry of 15 days period allowed to the Principal for revision of the decision.
- 23.4** Rustication when imposes on a College student in the semester system will mean the loss of at least one semester not counting the semester in which the rustication is ordered. Rustication imposed during the running of a semester will take effect immediately.
- 23.5** The student under rustication shall have the option of rejoining the class during the running semester after the expiry of the period of rustication.
- 23.6** It shall be obligatory on the part of the College to remit a rusticated student if he or she rejoins after the expiry of rustication period.
- 23.7** The name of the rusticated student shall not be maintained on the rolls of the College nor shall be changed during the period of rustication.

CHAPER XXIV

MOTOR VEHICLE RULES

24.1 GENERAL

The vehicles provided to the College are primarily intended for official use in connection with the work of the College.

24.2 CONTROL OVER THE VEHICLE

The Principal will be the overall incharge of the vehicles of the college.

24.3 MAINTENANCE OF THE VEHICLE

The workshop Superintendent will be responsible for the maintenance of the college vehicles. He will perform the following duties in this respect: -

- (a) To maintain a category-wise register of all the vehicles under his control.
- (b) To keep the vehicle in working order.
- (c) To arrange registration, insurance etc. of the vehicles and completion of other, legal formalities relating to the vehicles.
- (d) To frame estimates for running, maintenance and repairs of the vehicles.
- (e) To ensure periodic inspection and regular checking of the vehicles, in respect of general fitness, performance etc. He should have the vehicles tested once in every six months regarding their fitness for running and have his view recorded. A report in respect of this test should be submitted to the Principal.
- (f) To ensure regular servicing and changing of oil.
- (g) To maintain two log books for the vehicles as required under the rules in force from time to time.

- (i) To arrange periodical checking of the eateries in the log books issued for the various vehicles and
- (h) To make occasional surprise checks of the current Log Books.
- (i) To watch the expenditure on maintenance, upkeep and running of vehicles and to suggest necessary amendments for revision of the mileage rates in force.
- (j) To prepare a monthly statement of the fuel and lubricant consumed to review the consumption of P.O.L. and examine whether there has been any wastage.
- (k) To maintain proper accounts of the running and maintenance of the vehicles as per rules in force from time to time.
- (l) To decide upon the need of repair or overhauling.

24.4 USE OF VEHICLES FOR OFFICIAL PURPOSE

The college vehicles are primarily intended for the carriage of materials and for official touring outside the headquarters and for journey on bonafide official duties at the headquarters. Journeys between residence and office shall not be considered as official journey except in the case of Principal unless they form part of the journeys on tour. The permission for use of college vehicles should be submitted on the prescribed performa. All approved requisitions will be entered in a separate register by the Workshop Superintendent and numbers allocated. The requisition will contain full details about the places to be visited. No journey may be performed without written permission of the competent authority. However, for local use there will be no need of a written requisition.

24.5 PRIVATE JOURNEYS

- (i) Staff car may be permitted to be used for non-duty journeys to a limited extent always subject to the condition that their use for such purpose does not interfere with official requirements in any way and journey is paid for at the prescribed rates.
- (ii) Staff car, if otherwise available, will be allowed to be used for non-duty journey to the staff of the college with prior permission of the Principal.
- (iii) The use of college vehicle for journeys to place of public amusement, such as cinema, race club etc. shall not be permitted.
- (iv) Society Truck, Bus and vehicles other than staff car may also be permitted to be used for private journeys with the prior approval of the Principal on payment basis at Pb. Govt. prescribed rate.

- (v) (a) In accordance with Pb.Govt. Notification No.1137-VA-90 dated 4.1.91,
the Principal shall be empowered to use the Ambassador car for none official journey as under:- (Maximum 600 Km. in a quarter)
- | | | |
|-------|---------------|----------------------|
| (i) | 200 km. | -Rs.150/- per month |
| (ii) | 400 km. | -Rs. 300/- per month |
| (iii) | About 400 km. | -Rs. 1.50/- per Km. |
- (vi) The Principal with whom car has been attached is authorised to perform journey between residence and office, which will be treated as official journey.

24.6 AUTHORITY COMPETENT TO PERMIT FOR NON-DUTY JOURNEY

(a) DUTY JOURNEYS AT HEADQUARTERS

The Principal shall be competent to perform non-duty journey, where necessary:-

(b) FOR NON-DUTY JOURNEYS FROM HEADQUARTERS TO PLACE OUTSIDED HEADQUARTERS

- (i) The Principal shall be competent to perform such journeys.
- (ii) For others, permission of the Principal shall be obtained before taking up the journey. All places to be visited at out-station should be specifically mentioned in the Requisition and entries in the Log Books should also be made accordingly.
- (iii) All journeys performed within the jurisdiction of the Municipal Corporation, Bathinda will be treated as local journey.

24.7 OTHER CONDITIONS

- (a) Log Books of the vehicles must remain with the driver when a non-duty journey is being performed.
- (b) Before a non-duty journey commences, a clear entry showing the date, time, mileage reading of the meter should be recorded. Similar reading should be recorded in the Log Book after the journey is completed and verified and signed by the actual user.
- (c) No vehicle should be used for non-duty journey when its meter is not working order.
- (d) All bills for the non-duty journeys performed during the month, should be issued by the 10th of the next month, by the Accounts Section on receipt of Log Books from the Workshop Superintendent.

- (e) Bills for the non-duty journey shall be paid by the persons concerned within 30 days of their presentation, failing which further non-duty journey shall not be allowed till the amount standing against them is cleared. In the event of a bill remaining unpaid within 30 days of the issue, the amount shall be recovered from the salary of the concerned staff member, In the case of defaulters, information should be sent to the authorities competent to permit non-duties journeys for taking further action.
- (f) All non-duty for the case of Society Vehicles by an officer/official for non-duty journey shall be the same as prescribed by the Punjab Govt. from time to time.

24.8 RATES TO BE CHARGED FOR THE NON-DUTY JOURNEYS

- (a) The rates for the use of Society Vehicles by an officer/official for non-duty journey shall be the same as prescribed by the Punjab Govt. from time to time.
- (b) In the case of Principal, who is the Chief Academic and Executive Head of the College, the rates applicable would be the same as for Heads of Department of the Pb.Govt. Calculation of distance for the purpose of the above charges will be from and to the garage of the Vehicle.
- (c) The journey performed by the visiting of officers/member of Board of Governors and Committees from the Railway Station and Bus Stand to the place of duty or halt and vice versa shall be regarded as official journey.
- (d) Non-duty journey would automatically be deemed to commence from at the place where a vehicle is usually garaged, except in cases where the non-duty journey is performed in continuance of a duty.
- (e) The vehicles of the College shall be allowed for non-duty purposes sparingly for emergencies only and the staff car be not used as an ambulance.

24.9 CONDITIONS REGULATING THE USE OF THE COLLEGE VEHICLES

- (a) All vehicles shall be garaged at the places approved by the Principal.
- (b) All vehicles shall be equipped with the meters in the proper working order. Where milemeter of any vehicle is not in working order, the journey shall be estimated as best as possible.

- (c) All the relevant documents of the vehicles such as Registration Certificate, Insurance Cover, Token Tax etc. shall be kept by the driver with the vehicles.
- (d) The vehicles shall be driven by the authorised drivers who should carry their driving licences with them. No unauthorised driver not having a valid licence shall drive a vehicle.
- (e) Two log books in prescribed form shall be issued for each vehicle. One of these will remain alternately in the vehicle and the other used completion of accounts. It shall be the duty of the driver in charge of the vehicle to get all the entries in the log books properly filled in and signed by the officers using the vehicle.
- (f) The driver shall use that the vehicle is not over loaded.
- (g) The driver shall be responsible to ensure that the vehicle under his charge is not driven by an untrained person and in no case by persons having no valid motor driving licence.
- (h) No vehicle which is unsafe in any manner, unregistered or declared unfit for road by Motor Vehicle Inspector of Punjab Govt. shall be put on the road or allowed to be used for transport purpose.
- (i) It shall be the duty of the driver of the vehicle to ensure that all the requirements of the vehicle for a specific journey are taken care of and that the vehicle is not standed midway for want of minor repairs, fuels, minor spares etc.
- (j) The Principal shall be competent to treat the use of the college vehicle by students and employees of the Society including their families and other dependants, in emergencies as official. No charge be recovered form students and employees of the Society including their families and other dependents for the use of the Society including their families and other dependents for the use of the College vehicle whenever they are removed to the Local Hospital in emergency. However, in cases where the College vehicle is used to carry a student and employee of the Society including their families and other dependents to some outside station, the case may be considered by the Principal and he may in very deserving cases waive off the recovery of such charges at his discretion.

24.10 ACCIDENTS

All accidents should be reported to the Principal immediately. Detailed reports can follow later on. The College will not be responsible for any-member of the College, staff and student community who may be travelling in the Society vehicles, if there is any accident.

APPENDIX-II

LOG BOOK REGISTER FOR COLLEGE VEHICLE

PART-II

VEHICLE NO. _____ MONTH _____ YEAR _____

1.	Date
2.	Name of Driver
3.	Previous Balance of petrol/diesel tank (in letters)
4.	Diesel/Petrol issued
5.	Diesel/Petrol consumed
6.	Diesel/Petrol balance
7.	Average K.M. per litre
8.	Crank chamber oil renewed or made up (in litres)
9.	Vehicle greased washed or maintained
10.	K.M. done by vehicle since purchased
11.	K.M. done by vehicle since last overhauled
12.	Time and date on which remained under repairs. (details of repairs)
13.	Detail of spare parts issued and reason for undue delay for repairs
14.	Name & signature of Foreman workshop or checking officer
15.	Signature of Controlling Officer
16.	Remarks

Date of requisition

Serial No. of requisition

Name of Driver

Journey commenced from placed visited journey terminated at

Starting Time

Finishing Time

Nature of Journey official/private

Meter reading before journey (kilometres)

Meter reading after journey (kilometres)

Total distance (kilometre)

Journey charges to be received from

Name and Designation of the officer/
Official using the vehicle

Petrol/Diesel

Lubricant

REMARKS

RULES REGARDING PAYMENT OF TRAVELLING ALLOWANCE TO
THE CANDIDATES CALLED FOR INTERVIEW FOR VARIOUS
POSTS IN THE GZS CET, BATHINDA.

- 25.1** Such candidates as apply for the post of teachers and other Class-I posts (to be specified by the Principal) in the college and are recommended by the Selection Committee for the grant of T.A. coming for interview from a place situated at a distance of 200 miles or more should be paid, on production of actual receipts, second class railway fare by mail/passenger train or if travelled by road, the bus fare on the actual amount spent on if travelled whichever is less. The T.A. may be allowed from the place of residence or from the place actually travelled to the place of interview and back, whichever is less.
- 25.2** Schedule Caste candidates of all categories of posts carrying pay Rs.750/- and above should be allowed production of actual receipts second class railway fare by mail passenger train (irrespective of the distance) or if travels by road, the bus fare, on production of actual receipts, from the place of residence or from any other place from which actually travelled, to the place of interview/test, whichever is less.
- 25.3** Those persons who have not applied for a post but are invited for an interview either by a Selection Committee or by the Principal may be allowed T.A. at the rate specified at 25.1 and 25.2 above or higher T.A. rates by rail or by air, as ordered by the Principal.
- 25.4** The Screening Committee should recommend not more than 5 candidates (over and above the Scheduled Caste candidates) against each

CHAPTER XXVI

RULES REGARDING THE FORWARDING OF APPLICATIONS FOR POSTS OUTSIDE THE COLLEGE.

- 26.1** No applications shall be forwarded unless:-
- (a) The applicant has completed two years service in the College.
 - (b) The Head of Department certifies that he can make alternative arrangements till the post is filled in on regular basis and that the arrangements will be without any detriment to work.
 - (c) The Head of Department certifies that persons possessing the qualifications prescribed for the post will be available from the open market.
- 26.2** An employee who meets the requirements mentioned at 26.1 above can be allowed to submit two applications in the course of a year.
- 26.3** No employee who is under a bond to serve the College for a certain period shall be permitted to apply unless the bond period has expired.
- 26.4** An employee who fulfills the requirements mentioned at 26.1(a) to (c) above and whose application is forwarded shall in the event of his selection, be relieved after the Academic Session. No employee shall be relieved in the middle of the Academic Session.
- 26.5** Applications of the employees fulfilling the prescribed conditions will be forwarded by the Registrar. Only cases where relaxation of rule/policy is required will be submitted to the Principal.
- 26.6** The above rules shall not apply to employees appointed on leave vacancies. Their applications shall be forwarded but on the understanding that they would be relieved only when they complete their full period of appointment with the College.

CHAPTER-XXVII

NORMS OF WORK LOAD FOR TEACHERS

27.1 Teaching

Distribution of formative load for Teachers-Hours per week

	Lecturer (under graduate)	Lecturer (Post graduate)	Asstt. Professor/ Professor	Professor & Head
Class				
Preparation	16-24	16-20	12-16	08-12
Teaching	08-12	08-10	06-08	04-06
Evaluation	04-06	04-06	03-04	02-03
Advisement	01	01	01	01
Counselling	01	01	01	01
Postgraduate				
Guidance	-	03	05	05
Total	30-40	33-41	28-35	21-28

Note:

Class Preparation

Normally 2-3 hours are required for preparation for every one hour of class contact. Calculations have, however, been made by using the lower norm of two hours.

Evaluation

Half of the teaching contact hours have been used as the basis for working out time spent on evaluation responsibilities which include setting up a test papers, test administration, of reports and Feedback to students. In every under graduate courses, three examinations per semester have been prescribed. For post graduate courses, the number may vary from two to three including assignments.

Advisement

One hour per week of advisement has been prescribed under the University Rules.

Counselling

Students need contact with their advisors outside the one hour prescription for obtaining attestations, recommendations and counselling

on other academic and personal problems. One hour per week has been assumed for these assignments.

Postgraduate Guidance

The maximum number of postgraduate students, as per regulation already laid down, have been assumed to be three for Assistant Professor level postgraduate faculty member and five for associate Professor level postgraduate faculty member and five for associate Professor, Professors and Professors and Head, hour per week has been assumed as the norm for this responsibility.

CHAPTER XXVIII

RULES REGARDING ACCEPTANCE OF OUTSIDE/FOREIGN ASSIGNMENT BY TEACHERS/SCIENTIST/EMPLOYEES OF THE COLLEGE

- 28.1** No teacher/scientist/employees be allowed to accept any outside assignment unless he has completed three years of service in the College.
- 28.2** He must have completed the probationary period on the post he is holding.
- 28.3** A teacher/Scientist/employee, who is under bond to serve the College for a certain period, shall not be granted extraordinary leave to accept an outside assignment before the expiry of the period of bond executed by him.
- 28.4** If a teacher/scientist employee, who has been granted extraordinary leave to take up an outside assignment fails to rejoin duty on the expiry of his leave, his service will be deemed to have been terminated from the date of expiry of leave
- 28.5** He should be granted only extraordinary leave during the period of such outside assignment and that also for a maximum of three years in one spell, extendable upto five years by the Board of Governors.
- 28.6** After availing of extraordinary leave in terms of 28.5 above for one year or more in one spell, a teacher/scientist/employee must serve the College for at least three years before he is granted extraordinary leave to accept another assignment for the period short of maximum total of five years in entire service. The condition of five years service will not apply when the period of previous assignment is less than one year but his period shall also be counted for calculating total period of five years for which a teacher/scientist/employee can be granted extraordinary leave during his entire service.
- 28.7** The maximum period for which extraordinary leave is granted to a teacher/scientist/employee for taking up outside assignment must not exceed five years during his entire service in the College, provided that the Board may allow leave to teachers/employees not exceeding six months in a spell of three years in cases where he is satisfied that the assignment is of advisory/consultancy nature to foreign Govt./Institutions/International Organisation and shall bring recognition to the College and such leave shall not count towards maximum period of five years.
- 28.8** The period for which a teacher/scientist/employee has already served on outside assignment will be taken into account for calculating the maximum period of five years.
- 28.9** An employee on outside assignment may be granted extension in extraordinary leave beyond the prescribed limit if the period between expiry of his leave and his retirement is less than two years provided he shall not join back during the remaining period of his service.

- 28.10** Application for outside assignment must be routed through proper channel and if a teacher applied direct for an outside assignment or receives an offer of Appointment direct and accept an outside assignment without the College permission, he will have to resign from the College and he will neither be granted an extraordinary leave nor lien will be kept in the Collge.
- 28.11** The rules relating to deputation/foreign service shall apply mutis-mandas to the employees of GZS CET, Bathinda.

CHAPTER XXIX

WORK CHARGED STAFF RULES

29.1 These rules shall be called the service Rules for the work-charged employees of the College of Engg.& Technology, Bathinda.

29.2 The scale of pay of the work-charged employees of the GZS Collge of Engg.& Technology, Bathinda be also the same corresponding to the work-charged employees of the Punjab Govt.

29.3 Work-charged Establishment will include such Establishment as is employed in connection with the actual maintenance or minor construction work or supervision of this type in the College. This work-charged establishment does not include Clerks, Draftmen, Sub-ordinators or any other such establishment staff.

29.4 Competent Authority

Competent authority to engage the work-charged staff shall be the Principal of the College.

29.5 Pay and Allowances

- (a) The work-charged staff will be entitled to the pay and allowances as State Govt. for work-charged categories of employees.
- (b) The work-charged staff shall not be entitled to any gratuity and/or contributory Provident Fund or any other benefit of this type which are given to permanent/temporary employees of the Society.
- (c) The work-charged employees will, however, be entitled to compensation under the Workmen's Compensation Act as is being given to the Work-Charged employees of the Punjab State.

29.6 Leave

The work-charged establishment shall not be entitled to any kind of leave and leave travel concession except the following leave: -

- (a) 15 days casual/leave in a calendar year (Proportionate to the service rendered in that year) on full pay and allowances at the discretion of the concerned Head of Deptt./section of the College subject to the maximum period of 10 days at any time. This leave shall not be accumulated and will not be given in combination with any kind of leave.
- (b) Republic Day, Independence Day, Gandhi Jayanti Day, Holi, Dussehra and Diwali only would be observed as paid holidays for the workk-charged staff.

- (c) Holidays to a community for whom a particular day is held sacred by them, restricted to two days in a Calendar year, in the cases of each community, be given, in addition to the above six holidays, as decided by the Principal from time to time.

29.7 Travelling Allowance

At the discretion of the Principal, actual travelling and halting expenses may be allowed to a workcharged employee for journeys performed in the interest of the Society as per TA and D\A rates approved by the Punjab Govt. from time to time.

29.8 Termination of Service

The services of the staff members in the workcharged establishment shall be liable to be terminated on one month's notice in writing on either side or on payment of one month's pay and allowance in lieu thereof.

29.9 Service Record

A proper service record in the form of service book shall be maintained for each staff member employed under this category. The increments, if due, shall be given from time to time after one year's service.

29.10 General

The workcharged establishment on the rolls of the society on the date of the implementation of these rules shall be deemed to have been employed under these rules. However, these rules shall be implemented from the date these are approved by the Board of Governors.

CHAPTER XXX

CONSULTANCY RULES FOR CARRYING OUT THE TESTING/ INDUSTRIAL CONSULTANCY/ INVESTIGATION

- 30.1 (a)** The Principal and members of the teaching staff may be permitted to undertake consultancy work as per rules and regulations laid down by the Board of Governors from time to time. All consultancy work whether carried out by an individual or a group of faculty will be considered as College consultancy, and should be accepted after taking prior permission for undertaking the consultancy work from the Principal.
- (b)** For urgent testing of materials in the Laboratory, the consultancy/investigator may accept the work in anticipation of the approval of the Principal but should get the formal approval of the Principal within 15 days of its acceptance.
- 30.2** The fees in connection with consultation/testing work should be received in advance in the name of the Principal. On receipt of the fee(in part or full), an account number will be allotted to the consultation/investigation work by the office. The remuneration to the staff will be paid by the College as approved and given in the relevant clauses hereunder.
- 30.3 (a)** If the consultancy work does not involve any facility from the College by way of Laboratory and Workshop etc. the total fees received should be distributed between the College and the staff members concerned in the ratio of 30:70 after deducting all their expenditure.
- (b)** In case of (i) routine testing work and (ii) development of equipment and machine or process for a particular industry where use of Laboratory equipment and facilities is involved, the fees after deducting all expenses should be distributed between the College and members of the staff including Laboratory staff in the ratio of 50:50.
- (c)** For consultation work involving only personal discussion with members of the staff, the fees may be charged at the rate of Rs.200/- per hour. The fee for visit to the site of work for such consultation will be on per day basis at mutually acceptable rate subject to a maximum of rs.500/- per day. These charges will be in addition to Ta and D\ payable to the staff members. The fees will be shared with the College as in clause 30.3(a).
- For regular consultation to a particular organisation on a retainer basis, where fees are paid on monthly rate, the fees received will be shared with the College as in Clause 30.3(a).

- 30.4** The remuneration to office staff will be 5% of the gross fees received, to be distributed to the office of the College and the Department Office in the ratio of 4:1.
The norms for distribution of consultancy fee to the general and Accounts Office staff may be decided by the Principal in each case.
- 30.5** The total remuneration earned by a staff members of the college during the whole financial year on account of consultation and testing work, should not exceed the following limits of his yearly pay plus DA. Anything in excess of this is to be paid to the College in full:-
- | | | |
|-------|--|-----|
| (i) | Teaching staff | 75% |
| (ii) | Laboratory and other
Technical staff. | 50% |
| (iii) | Office staff | 35% |
- 30.6(a)** The consultant/investigator may make adhoc appointment to assist him in consultancy work with the approval of the Principal, for the tenure of the project.
- (b)** The Consultant/Investigator may incur expenses on hospitality in connection with the consultation work as per norms prescribed from time to time by the Principal.
- 30.7** For any outside visits leave as due is to be availed by the concerned staff members. Special Casual Leave or duty leave may be permitted at the discretion of the Principal.
- 30.8** For making any purchase in connection with consultancy work, the College purchase rules shall be followed.
- 30.9** No consultancy work will be undertaken unless the consultancy fee has been received in advance. For long duration consultancy projects which are likely to continue beyond a financial year, the project work may be planned in phase with advance fee received before the starting each phase. The payment of consultancy fee will be made immediately after the concerned consultant has submitted the project Report. The consultancy Fund which has become due for disbursement in a financial year should be distributed in that very financial year.

- 30.10** The deposits of consultancy fee shall be kept in a separate account and Funds received as a result of the College share of consultancy will be utilised as per decision of the Board taken from time to time.
- 30.11** The interpretation of these rules, as and when required will be made by the Principal.
- 30.12(a)** The procedure and performance for consultancy jobs are as given hereunder: -
- (i) An outside agency may make a request for consultancy job to an individual or to a department/College. If the consultancy has been received and initiated by the College/Department the staff members of the requisite specialisation should be identified by the Principal in consultation with the Head of the Deptt. of respective department & the work may be carried on by them as a team or it may be distributed amongst them. If the project is received by an individual it is upto him to associate some of his colleagues with him. The Principal investigator may correspond with the prospective client in accordance with consultancy Rules and Procedure with necessary intimation to the Principal.
 - (ii) The request for approval for consultancy job may be made on prescribed form. This form may be filled up in triplicate of the Principal investigator and sent to the Registrar. The form should be sent through the Chairman of the Department in clause 30.3(b) of the rules is applicable. An attested copy of the letter from the sponsoring agency should be attached. The following may be kept in view:-
 - (b) The distribution of consultancy fee shall be made as per section whichever is ticked and approved.
 - (c) If a project is divided into phases, the phase number is to be given. Thereafter each phase will be treated as a separate project for financial purposes. For example, if the request is being made for the 1st phase of a project to be divided into three phases, it should be indicated as 1/3. Also if the consultancy fee to be received for project is more than rs.10,000/- and it is considered essential to receive the fees in instalments, the project may be divided into phases. The approved for each phase may be obtained separately at different times or simultaneously in the beginning, as decided by the Principal investigator.
 - (d) The expenses of hospitality may be at the rate of 1% of the gross fee. For claiming these charges, a certificate from the Principal investigator would be sufficient.
 - (e) Expenses for the office staff is to be at the rate of 5% of the gross fee which includes 1% for the department office staff.

This 1% is to be distributed by the Principal investigator only to the staff in the office of the department. Any laboratory staff can be included in the distribution to be proposed by the Principal Investigator at the time of actual distribution.

- (f)** The Principal Investigator may sanction the journey for the consultancy jobs in respect of any person, excluding himself in which case he will take permission from the Principal. TA/DA will be paid as per College rules. Also leave is to be taken as admissible to an individual as per College rules.
- (g)** The academic staff to be associated with the job should be mentioned as far as possible, and no deviation from this should be made at the time of distribution. The lab staff may, however, be added by the Principal Investigator in the distribution at the time of actual distribution of consultancy fee.
- (h)** On receipt of approval of the job, the Principal Investigator may send a bill for payment in advance to the concerned party for making the necessary payment to the College.

- (i)** On receipt of the consultancy fee from the concerned party, the accounts section will send an intimation to the Principal Investigator. The work is to be started only after this intimation is received by the Principal Investigator. Duration of the project will be considered from this intimation letter to the date of despatch of report to the concerned party.
- (j)** Adhoc appointment appeared for an project report on the project should not continue beyond the project in any case.

CHAPTER XXXI

RULES REGARDING THE APPOINTMENT OF HEADS OF DEPARTMENTS.

31.1 The College shall have the following Departments:-

- (i) **Civil Engineering**
- (ii) **Mechanical Engineering**
- (iii) **Electrical Engineering**
- (iv) **Electronics and Instrumentation Engineering**
- (v) **Architecture**
- (vi) **Applied Sciences.**

In addition to the above, the Board may establish any department or Centre of Research.

31.2 Appointment of the Head of the Department: -

- (i) Each Department of the College shall be placed incharge of the Head, who shall be Professor,. In case there is no Prof. Level teacher available in a Department, the Senior most Asstt.Prof. level teacher of the Department may be made the coordinator.
- (ii) The Head of the Department shall be appointed for a tenure of 3 years.
 - (iii) The appointment shall ordinarily be made on the basis of seniority.
- (iv) The Principal may constitute a committee for assessing the suitability of a candidate for appointment as Head or any straight away the appointment be made on seniority basis.
- (v) The Headship shall be rotated after every three years in accordance with the above rules.
- (vi) In case of Department, where there is no Head of Department, the Principal will act as Head of the Deptt. He may however, delegate this power to the Dean or any other Head of Department till a regular Head is appointed.
- (vii) In case the Principal is not satisfied with the performance of any Head of Department, with the approval of Chairman takeover the Headship of that Department or assign it to any other Professor.

CHAPTER XXXII

RULES REGARDING RETENTION OF HOUSES IN THE CAMPUS BY TEACHERS/EMPLOYEES OF THE COLLEGE WHO PROCEED ON OUTSIDE/FOREIGN ASSIGNMENTS/FELLOWSHIPS/DEPUTATION ETC.

- 32.1** The employees proceeding on outside/foreign assignments/deputation etc; may be allowed to retain residential accommodation the campus up to maximum of its month, if the period of absence is one month or more.
- 32.2** If the period of absents is less than six months, the employees may be allowed to retain the residential accommodation for the actual period of absence.
- 32.3** The employee reported in 32.1 and 32.2 above, may be requested to sign an agreement before proceeding on leave to the effect that
- (a) He will pay the rent regularly as per rule.
 - (b) He will vacate the residential accommodation on expiry of the prescribed period, failing which the leave of absence granted to him will be cancelled and penal rent will be charged for any overstay and also proceedings will be instigated to get the accommodation vacated.
- 32.4** A teacher/scientist on fellowship including post doctoral fellowship, who is either sponsored by the College or selected in various fellowship programes by institutions like U.G.C., C.S.I.R., Ministry of Human Resources Development etc. will be entitled to retain residential accommodation at the campus for the period of such training.

CHAPTER XXXIII

RULES REGARDING GRANT OF PERMISSION TO THE COLLEGE TEACHERS FOR WRITING TEXT BOOKS

- 33.1** A college teacher who wishes to write a books, text books/manual must inform the Head of the Deptt. and the Dean concerned.
- 33.2** A teacher should normally have atleast five years of professional experience in the field in which he proposes to write a book/text book/manual.
- 33.3** No relief from or reduction in teaching and/or research activities shall be given to the teacher.
- 33.4** No stenographer, cartographic facility etc. shall be provided by the College.
- 33.5** In the event of publication of a book/text book/manual by a private publisher, no liability shall accrue to the College. The college shall also not claim a share or the royalties as these are taxable alongwith other income for purposes of income/tax.
- 33.6** No teacher shall be allowed to write any help book.

RULES FOR LIBRARY

34.1 Library Hours

Library hours will be fixed by the Principal.

34.2 Library Use

The Library is primarily intended for the staff and students of the College, who can make use of library collection, facilities and services in accordance with the rules.

Other can use the library only with the special permission of the Principal.

34.3 Access to Books

The readers have free access to books and periodicals which are on the open shelves. However, the microform reading material can be used under the supervision of the library staff. Text books, rare books and dissertations can be consulted only in the assigned area.

34.4 Library Service

Members are free to seek the assistance of library staff in selecting reading material, checking of references, searching of misplaced reading material, compilation of bibliographies, procurements etc.

Books and periodicals not in the library can be requested on loan from other libraries or institutions. The cost of postage on them has be paid by the member for whom they are borrowed.

Members are free to recommend new books or journals for the library and to suggest improvement in library service. Suggestion and recommendations, duly signed can be put in the suggestion box, placed on the circulation counter.

34.5 Membership

Library members, only, enjoy the privilege of borrowing books. The teachers, students and non-teaching staff of the college can be enrol themselves as members by filling a prescribed application form agreeing to abide by the rules.

Persons other than those listed above can be enrolled as special members with the approval of the Principal and on payment of Rs.250/- as security(refundable) and the requisite fee payable annually.

Borrowers Cards given to registered members are strictly non-transferable and are to be renewed every year.

A lost borrowers card if found should be immediately deposited in the library. Failure to comply, or its can lead to cancellation of membership, if a duplicate card has been issued.

34.6 Loan Privileges

Normal issue/return of library reading material is suspended one hour before closing except overnight issue. On Sundays & holidays there is no issue and return of library reading material except for the books/periodicals meant for overnight loan. The books borrowed for overnight must be returned within an hour of the opening of the library on the next day.

Reading material can be temporarily loaned to the department if they are needed for consultation by the members of the department.

The librarian can recall any library reading material at any time if necessity arises.

The number of books a borrower can take, and the period for which he can retain them, is as follows:

Number of books and periodicals

i)	Under-graduate students	3(1 text book)
ii)	Post-graduate students	4(1 text book)
iii)	Non-teaching staff	2
iv)	Teaching staff	8(3 Text books)
v)	Special members	2

34.7 Period of Loan

General Books	14 days
Text books	One semester
Teaching staff students	overnight only
Reference Books, Abstracts & Indexes	For overnight only
Current Periodical	Not to be issued
Bound periodicals & serials	Overnight only

Postgraduate students, teachers and officers of the
College.

Thesis, Rare Books and Micro/form

Not to be issued

Reading material

34.7 A. **Overdue Charges.**

The following overdue charges are recovered for library material retained longer than the period of loan from all borrower:

- (i) **General Books:** 50 paise per book per day for the first week of overdue, Rs.1.00 per book per day for the first week and Rs.2.00 per day per book for successive weeks. Grace period of four days including holidays will be allowed for every over/due general book during which no over/due charges will be realized i.e. for first four days after the due date. When the book is returned after grace period the over due charges will be realized for the grace period also at the usual rate of 50 paise per book per day.
- (ii) **Overnight textbooks:** Rs.1.00 per hour per book.
- (iii) **Overnight Bound Periodicals:** Rs.2.00 per volume per hour.

Fine can be reduced, or remitted, on reasonable grounds by the Registrar.

B. **Loss of Library Material**

Following charges are recovered from the borrowers for the loss of any library material:

- (a) **Books**
 - (i) **General Books:** Replacement or the current price plus Rs.5.00 as processing charges. In the case of a book which has been lost by a reader and in which case the current price of the book is also not available, and the book itself has become out of print, the price to be collected from the reader will be 10% increase in price per year from the date of its procurement subject to the maximum of four times of its original price. The reader, however, is at liberty to replace the books within 45 day in case he could manage it.

In case of books received free and whose price is not given in any of the catalogues, the College Librarian is authorised to fix reasonable price.

- (ii) **Text Books**, Rare and Reference Books: Rs.20.00 over and above the current price. The cost of the complete set may have to be paid for the loss of a singly volume if it is not available separately.

(b) Periodicals

- (i) **Single issue of Periodical:** Replacement within three months or the cost of the volume if the single issue is not available.
- (ii) **Bound Volume of a Periodical:** Replacement of the volume or four time the cost of the volume.

(c) Loss of Library Membership Card.

Loss of library membership card should be reported immediately to the circulation desk. However, the reader still remains responsible for the books issued on that card. A new library card is issued on payment of Rs.10/-

(d) Loss of property counter Token

Rs.5.00 will be charged for the loss of token of property counter.

34.8 Reprographic Service

The rates for different services shall be charged as fixed by the Principal.

34.9 General

- (i) Personal books, files, raincoats, umbrellas, etc. should be deposited at the property counter near the library entrance.
- (ii) Taking books out of the library without authorization, marking or underlining, or in anyway disfiguring and mutilating books, or library property is a misdemeanour, which may lead to withdraw of library privileges, or in serious cases to heavy fine and disciplinary action.
- (iii) No reading material can be issued to a borrower not in possession of his or her library membership card, or if he or she is drawing books for others.
 - (iv) Books shall be recalled and their issue suspended during the period of stock taking..
- (v) The "**No due Certificate**" can be secured from the library after surrendering the borrowers card and clearing all library dues. In case of the loss of Borrowers card, No Due Certificate can be issued only 14 days after the normal expiry of the membership. Provisional "No Dues Certificates" cannot be issued.

- (vi) Smoking is prohibited in all areas of the library.
- (vii) Change of address and designation should be immediately reported at the Circulation counter of the Library.
- (viii) Library reading material borrowed may be got reissued if it is not needed by another user. The borrower must get the library reading material re-issued in person. It is, however, at the discretion of the College Librarian, with the recommendations of the Circulation Incharge.
- (ix) No library reading material would be considered returned until it has been returned properly to the library personnel at Circulation Counter.
- (x) **The Ist borrower shall be responsible for any damage to the book/periodical etc. unless it has been pointed out at the time of issue.**
- (xi) Violation of these rules or indisciplined behaviour in the library will

lead to

cancellation of membership and disciplinary action.

**PUNJABI UNIVERSITY, PATIALA ORDINANCES FOR BACHELOR OF
ENGINEERING AND BACHELOR OF ARCHITECTURE**

1. The University will award the following degrees of Bachelor of Engineering & Bachelor of Architecture after fulfilment of requirements mentioned in succeeding paras.
 - (a) **Bachelor of engineering(Civil)**
 - (b) **Bachelor of engineering(Mechanical)**
 - (c) **Bachelor of Engineering (Electrical)**
 - (d) **Bachelor ofEngineering (Electronics & Instrumentation)**
 - (e) **Bachelor of Architecture**

2. The tenure of Bachelor of Engineering course will be four years divided into eight semesters and the tenure of Bachelor of Architecture will be five years, divided into ten semesters. The duration of each semester will be 15-16 weeks, according to the following schedule in each years.

1st August to 30th Nov.

1st Jan. to 30th April.

3. The admission to the above courses will be made on merit basis upon an entrance examination, provided the candidates are otherwise eligible for admission.

4. (a) The candidates must have passed 12th class examination on 10+2 pattern with our compulsory subjects namely, Physics, Chemistry, Mathematics and English from a "state School Education Board

Examination with above said four compulsory subjects, recognised by the Punjabi University, Patiala, equivalent to 12th class examination of 10+2 pattern.

(b) He/She should bear a good moral character.

(c) He/She must be a bonafide resident of Punjab State.

(d) He/She must be in a good mental and Physical Health, and free from any Physical defect. Each candidate before admission will have to under go a medical fitness examination and shall have to produce al medical fitness certificate in the prescribed form.

5. A student admitted to the B.E/B.Arch. programme must be on the rolls of the College of Engg. & technology, Bathinda to attend the classes regularly as per rules, and shall pay such fees to the classes regularly as per rules, and shall pay such fees to the G.Z.S.College of Engg. & Tech., Bathinda.

Change of discipline from Architecture to any branch of engg. An Vice versa is not allowed. Change of discipline from one branch of engineering to the other will be allowed after completion of 2nd semester and before the start of 3rd semester. It will be strictly according to the merit obtained in the first and second Semester University Examinations. If the result of second semester is not declared before the start of 3rd semester, the merit of Ist Semester examination will be considered, subject to the conditions: -

(i) That he has secured the minimum required attendances and sessional marks to be eligible to sit in the 2nd semester examinational subjects.

(ii) That a vacant seat is available.

6. Migration from other Institutions/University will be allowed only after the completion of the Ist Year within 30 days of the start of 3rd semester provided: -

(a) The candidate has passed the CET Examination and the candidate merit is higher than the last student admitted in that discipline.

(b) The course studies by the candidates are the same as provided in the scheme and syllabus offered in the college and he has passed all the courses successfully.

(c) The Institution & the University where the student is studying and the Institution and University to which migration is sought, has no objection to the migration.

(d) There is a seat available in the discipline in which migration is sought.

7. All courses offered by the various departments in the B.E/B.Arch.

Programmes are denoted by letters AS for Applied Sciences, CE- for Civil Engg., ES- for Electronics & Sciences, A- for Architecture and three digits. The first digit of the number corresponds to the semester in which course is taken, the second and the 3rd digit of the course numbers of a particular discipline. The letter P at the end denotes Practical. The study scheme and the detail syllabus for the various

disciplines of Engg. and Architecture will be as per annexure-A B,C, and D attached.

8. For the degree of Bachelor of Engineering there shall be eight semester examinations at the end of each semester, where as for the degree of Bachelor of architecture there shall be ten semester examinations.
9. Every candidate shall be examined in the subject prescribed in the scheme of examination, approved by the Academic council on the commendations of the faculty.
10. The examinations shall be held twice a year at the end of each semester of 15-16 weeks duration in the months of December and May on such dates as may be fixed by the Academic Council.
11. In order to be eligible to appear for any semester examination a candidates must have had his application submitted to the Registrar by the Principal of his college alongwith the following certificate signed by the Principal:-
 - (a) of good character.
 - (b) of having remained on the rolls of the college and of having attended not less than 75% of total attendances in prescribed courses of lectures, tutorials, practicals and workshops etc. for that semester examination.
 - (c) have passes in sessional work (i.e. 50% and above)

Provide that no candidate shall be eligible to appear in any higher semester examination unless he has already appeared in the immediately lower semester examination.

Attendances shall be counted upto 10 days previous to the date of commencement of the examination.

The Principal of the College shall have the authority to condone deficiency in attendance upto 10% of the lectures delivered

owing to serious illness of calamity participation in any game sports or any other good and sufficient reason.

12. A candidate who does not fulfil the attendance requirements for any subject in any semester shall have to repeat the entire work of that subject before being allowed to appear in semester examination.
13. The amount of admission fee to be paid by a candidate and the last date by which his admission forms and fee must reach the Registrar, shall be as follows:-

Examination Fees	Last date of Payment <u>without late fees</u>		Last date of payment <u>with late fee of Rs.50</u>	
	May Exam.	December Exam.	May Exam.	December Exam.
1 st Semester Rs.50/-	15 th April	15 th Nov.	30 th April	30 th Nov.
2 nd Semester Rs.50/-	-do-	- do-	-do-	-do-
3 rd Semester Rs.50/-	-do-	-do-	-do-	-do-
4 th Semester Rs. 50/-	-do-	-do-	-do-	-do-
5 th Semester Rs.60/-	-do-	-do-	-do-	-do-
6 th Semester Rs. 60/-	-do-	-do-	-do-	-do-
7 th Semester Rs.60/-	-do-	-do-	-do-	-do-
8 th Semester Rs. 60/-	-do-	-do-	-do-	-do-
9 th Semester Rs. 60/-	-do-	-do-	-do-	-do-
10 th Semester Rs.60/-	-do-	-do-	-do-	-do-

The examination fee for one or more failed papers(s) of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examinations.

14. In each course 50% of the total marks are assigned to sessional work.
15. The minimum number of marks required to pass the examination shall be
- (a) 50% of the marks assigned to sessional work in each course.
 - (b) 40% in each of the written papers, and
 - (c) 40% in each of viva-voce and /or practical examination

16. The sessional marks submitted by the teacher concerned will be scrutinized by a

board which will have the power to moderate the marks before submitting to the University. The final award shall be submitted to the University within 15 days after completion of the semester. The Board will consists of the Principal who will act as the Chairman, the Heads of the various departments and one teacher, not below the rank of Assistant Professor by rotation every year from each department and subject teacher concerned. The Principal will appoint the member of the Board.

If candidate fails in any subject of any semester he shall not be allowed to appear in that subject and he shall have to improve his/her sessional marks by doing extra work in the next semester to the satisfaction of the concerned teacher and or above mentioned board before being allowed to appear in that.

17. As soon as possible after the termination of the examination the Registrar shall publish the result of the examination.

18. (a) A candidate who has failed in one or more of the theory and/or viva-voce

and or practical papers of any semester examination shall be allowed to study for next semester examination and shall be permitted to appear in the failed papers of the previous examination(s) in the subsequent examination(s) which shall be held at the end of the semester in which the course is offered next alongwith the papers of the higher examination. After regular chance, three more chances shall be given to appear in failed subjects.

No candidate shall be allowed to study for the 5th,6th,7th, 8th semester examinations until he has passed all the papers of Ist, 2nd, 3rd semester examinations respectively.

(b) A Candidate who is appearing in a particular semester examination for the first time will be allowed to appear in not more than five theory papers and five practical papers of lower semester in addition to the regular papers prescribed for the semester.

(c) If a candidate is appearing only in paper(s) in which he has already appeared and failed or did not appear when he was eligible to appear, he will be allowed to offer a total of ten theory and ten practical papers in a particular examination.

(d) The result of paper, which a candidate once passes, shall not be cancelled.

19. In the theory papers, the question papers will be set by the external examiner.

The answer books shall be evaluated by the internal examiners. The internal examiner will send the awards to the University after evaluation of the answer books.

Internal examiner both for theory and practical examination will be appointed by the Head of the Department concerned of G.Z.S. College of Engg. & Technology, Bathinda and an intimation in this regard will be given to the University, Both external and internal examiner will get remuneration for the assignment from the University as per rules laid down by the Punjabi University, Patiala.

In case the external examiner does not turn up for practical/workshop/drawing/design examination, the Principal College of Engg. & Tech., Bathinda may appoint an external examiner on the spot locally and proceed with holding the examination as schedule. An intimation to this effect will immediately be sent to the Punjabi University.

All the academic problems of the candidates other than those affecting the University rules and regulations from time to time may be looked into by academic Review Board, which will consist of the Principal as the Chairman the Heads of respective departments and all Professors. The Principal will appoint members of the Board.

The final award of the sessional marks will be submitted to the University within seven days after completion of the semester.

20. The Registrar shall publish the final result indicating the marks and the division obtained by each candidate when the candidates has cleared all the papers / subjects of all the eight / ten semester examiantions.

21. In order to determine the division in which a candidate be placed for the award of degree of Bachelor of Engineering / Bachelor of Arch. the total marks obtained by the students in all the semester shall be taken into account.

- Ist division
in the
- a) 70% or more of the marks shall be placed in the first division with honours. (Provided all examinations are passed in first attempt).
 - b) 60% or more but leas than 70% marks shall be placed in the
 - c) Less than 60% of the marks but more than 50% shall be placed
- second division . In order to pass, the candidate must secure at least 50% marks.

22. Grace marks will be admissible as per general rules relating to award of grace marks subject to the condition that grace marks will be calculated on the total of theory and practical examination marks of University papers and will not include the sessional marks in the total.

WEEDING OF RECORDS

36.1 Period of preservation of various records shall be as contained in the Annexure.

36.2 The records in the Engineering Unit may be preserved as per the practice prevalent in the P.W.D. The records may be preserved up to the time when there is no audit objection pending with them.

ANNEXURE

S.No,	Name of the paper / record	Period for which to be preserved
1.	Excess and Surrenders Statements	5 Years
2.	Cash receipts counterfoils	permanent
3.	Register of Receipt /Cheque books	10 years
4.	Cash Book	permanent. However, cash book pertaining to Govt. period which is longer in use and there is no pending audit objection pertaining thereto.
5.	Register of Postal Orders	5 years
6.	Schemewise Classified statement of income.	5 years
7.	Bank ledger,	5 year
8.	Classified abstract of Expenditure	5 years
9.	Register of Investments	15 years
10.	Register of Receipt & disposal of	5 year

cheques.

11. Register of clearance of advance	5 year
12. Pay bill(o/c gazatted)	6 years
13. Pay bill of establishment o\c	6 years
14. Daily attendance Roll of Labortary	3 years
15. Establishment check Register	Permanent
16. Absentee statement	5 years
17. Last pay certificates	3 years.
18. Redrawal bills	Permanent.
19. T.A. bill o/c (Gazetted)	3 years
20. T.A. bill of establishment o/c	3 years
21. T.A. bill of Examiner etc. o/c	3 years
22. Acquaintance roll	10 years
23. Register of	Permanent
24. Contingent Register	5 years
25. Contingent bills	5 years
26. Register of Examination Expenditure	5 years
27. Bill for Remuneration to paper-setters examiners sub-examiners checkers etc.	5 years
28. Remuneration bill of Supervisory staff and others in attendance.	5 years
29. Scholarship/stipend bill	5 years
30. Cash book for Sundry deposits	10 years
31. C.P.F. record	Permanent.
<u>WORKSHOP</u>	
32. Order Forms	5 years
33. Job order Register	5 years
34. Job cards	5 years
35. Job Sheets Register	3 years
36. Despatch Register	3 years
37. Acknowledgement	5 years
38. Return slip	5 years
39. Job relieves Register	5 years

40.	Gate Passes	1 year
41.	Bill-cum- invoice	4 years
42.	Profit and loss accounts	12 years

MOTOR VEHICLES

43.	Log Book	5 years
44.	Tractor log Book	5 years
45.	Particulars of vehicles etc.	Till the vehicles remains with College
46.	Particulars of change of oil	-do-
47.	Particulars of replacement of tyres	-do-
48.	Particulars of Recovery	-do-
49.	Particulars of consumption of fuel oil and lubricants	-do-
50.	Requisitions	2 years
51.	Duty Register	5 years

BOOK TRANSFERS

52.	Transfer Entry O/Cs	5 years
53.	Register of Transfer entries	5 years

FEES

54.	Register of Applications for appointment	2 years
55.	Lists of Postal Orders	2 years
56.	Register of Medical Certificates issued	3 years
57.	Register of Daily Sales	5 years
58.	Register of Degrees to be issued in absentia	Permanent
59.	Register of Duplicate & other certificates.	3 years
60.	Receipt books (duplicate)	3 years
61.	Daily fee collection register	12 years
62.	Demand and collection register	12 years
63.	Demand Ledger of variable & occasional dues.	12 years

64. Register of students Deposits 12 years

FUNDS, BUILDINGS, STORES

65. Funds cash book Permanent
66. Register of buildings Permanent
67. Indents for supply of consumable stores. 3 years
68. Stationery Register 3 years
69. Stamp Register 3 years
70. Price store ledgers Permanent
71. Indents on the Central Purchase Organisation O/Cs. 5 years

LIBRARY

72. Accession Register Permanent
73. Shelf List Card Permanent
74. Withdrawl Register 5 years
75. Acquisition Record for Ephemeral Literature. 5 years
76. Periodicals check Record 5 years
77. Overdue and fines Register 5 years

RENTS

78. Register of Rent of Buildings & lands Permanent
79. Statements of rents recoverable in cash or by deduction from pay bills. 12 years

OTHER RECORDS

80. Personal files of the office establishment other than leave papers. resignation etc 5 yrs. after retirement, Dismissal, death,
81. Service book other than leave papers personal files of Gazetted Officers. etc 5 yrs. after retirement, dismissal, death, resignation
82. Register of Railway Receipts 3 years
83. Register of rent statements 3 years.

84.	Attendance Register	3 years
85.	Casual leave Register & application file	1 year
86.	Office copies of telegram	1 year
87.	Dak book of peons	2 years
88.	Despatch Register	5 years
89.	T.A. check Register	3 years
90.	Used Stencils	3 years
91.	Applications of the candidates who applied for various posts but are not selected.	1 year after meeting of the Selection Committee.
92.	Replies received from the reference in respect of the candidates not selected.	--do--
93.	Receipt register	10 years
94.	Answer-books of various Departmental examinations and recruitment tests.	3 years
95.	Files regarding sending of postal orders to the Comptroller.	3 years.
96.	Files of applications received from the candidates for supply of application forms.	1 year
97.	Advertisement Files	5 years
98.	Applications for departmental examinations.	1 year.
99.	Applications forms of the candidates not selected for admission to various programmes.	2 years
100.	Requests for obtaining prospectus and admission forms.	1 year

36.3 PROCEEDURES

The Registrar will be authorised to weed out the old record.

(a) Where the period of preservation of the record has been determined such record

shall be weeded out after the expiry of the prescribed period of preservation subject to the condition that there is no audit requisition/objection/ reference pending against it or the same is not required in any investigation/enquiry / proceedings pending in the court of law .

- (b) Where no period of preservation of record has been determined in that cases the prior concurrence of the Principal shall be obtained before weeded out is not required in any investigation / enquiry / proceedings pending in the court of law or no audit objections / reference is pending with regard to the same.

Provide further that while weeding out the record, the particular of such record shall be kept in respective offices on the prescribed performa and a copy of the prescribed performa and a copy of the same shall invariably be sent to the registrar for information and record.

The weeded out record shall be torn into pieces and auctioned department-wise in the presence of the Registrar and sale proceeds the same deposited in the College account.

CHAPTER XXXVII

RULES RELATING TO INVENTIONS AND PATENTS BY STAFF AND STUDENTS OF THE GZS CET, BATHINDA.

These rules shall apply to staff and students of the College: -

37.1 An invention made using College Funds and facilities should be reported to the Principal

of the College through the Head of the Deptt. concerned. The report should include a statement as to the circumstances under which the invention was made and a statement as to its commercial possibilities.

37.2 Any invention made using College funds and / or facilities shall be the property of the

College subject to any arrangements between the College and any outside sponsored or research.

37.3 When patents are applied for any invention made using college funds and /or facilities

they shall be applied in the name of the inventor(s) and the Principal. Patent(s) applications shall be made at College expenses.

37.4 Any arrangement to licence or assign invention made using College funds and / or

facilities must be applied by the Principal in writing.

37.5 Invention made apart from the College funds and / or may be pursued by the inventor on

his own, they should ,however, be reported to the Principal. for information and for avoiding any possible conflict with the Rules regarding invention and patents.

37.6 Any invention whether patented or not, which produces income from Licensing shall be

subject to the following division of proceeds:-

(a) 50% to be shared between the College, the Sponsorers and / or N.R..D.C.

(b) 50% to Inventor(s)

37.7 Processing of Papers:-

(i) Request for filling patents should be submitted to the Principal through the Head of the Deptt. giving the following information.

(a) Brief description of the items(s) to be patented.

(b) Various uses of the item(s) to be patented. While forwarding the request, Head of the Deptt. should satisfy himself, that there are no other claimants to the patent.

The Board of Governors of G.Z.S. College of Engineering & Technology Bathinda, in their 2nd meeting held on 14-2-1992 vide Item No.2.13 adopted the Bye-laws of Regional Engg. College, Jalandhar. The decision of the Board is placed below:-

" The Board considered the Bye-laws finalised by REC, Jalandhar and decided to adopt these for Engineering College Society Bathinda (Regd.). Necessary changes of nomenclature and addresses in these Bye-laws may be made by the Principal."

As per the above decision of the Board of Governors, the necessary changes in the

nomenclature and addresses have been made. In addition to the nomenclature, the following necessary changes have also been made.

1. In Chapter No.XXXI, under the rules regarding the appointment of Heads of Departemtns, the number and names of the deptts. has been changed to correspond to sanctioned disciplines.
2. In Chapter No.XXXV regarding ordinances for undergraduate Engg. students, the

ordinances prescribed by Punjabi University, Patiala, to which the College is affiliated.,

have been included.

Principal
GZS CET
Bathinda.