

# ACHARYA NAGARJUNA UNIVERSITY



## DRAFT SERVICE REGULATIONS - 2017

(Prepared by the Committee on the basis of the relevant rules of the Government of Andhra Pradesh, UGC Regulations, Administration Manual of Andhra University and the earlier draft of Service Regulations prepared by the earlier Committees appointed by the University)

Members of the Committee (Constituted vide Proceedings of the VC No: ANU/Acad./ANU Code/2016, dated 16.11.2016)

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1<sup>st</sup> March, 2017

## DRAFT SERVICE REGULATIONS - 2017

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ACHARYA NAGARJUNA UNIVERSITY  
SERVICE REGULATIONS-2017

CHAPTER – I – EXTENT OF APPLICATION

In exercise of the powers conferred by Section 19{5(i) (ii) (iii), (7), (8) and (24)} of A.P. Universities Act, 1991 (Act No.4 of 1991) (hereinafter called the Act), the Executive Council hereby makes the following Regulations in respect of qualifications, classification, methods of appointment and all other terms and conditions of service of persons employed by Acharya Nagarjuna University, hereinafter called **Service Regulations-2017**.

1. COMMENCEMENT: These Regulations shall come into force from the date of approval by the Executive Council. Till then the rules and regulations of Andhra University shall remain in force as per Syndicate Resolution No.5, dt.12-03-1977 of Nagarjuna University except in cases where Nagarjuna University made rules of service through the resolutions of its own Syndicate/Board of Management/Executive Council.
2. APPLICATION OF REGULATIONS: **These Regulations shall apply to all regular employees of the University appointed against sanctioned posts.**
3. If any doubt arises as to the application or interpretation of these Regulations to any employee of the University, the matter shall be referred to the Vice-Chancellor, as per Section 13 (5) of the Act.
4. These Regulations shall be applicable to both Teaching and Non-Teaching staff of the University, except where a special provision has been made for Teachers in these Regulations.
5. (i) In any case where there is no specific provision in these Regulations on any matter or when any clarification or interpretation of provision(s) contained herein is required, the Fundamental Rules of A.P. State Government and either the A.P. State and Sub-ordinate Service Rules or the A.P. State Ministerial Service Rules or A.P. Last Grade Service Rules or A.P. Roads and Buildings Engineering/Engineering Subordinate Service Rules or A.P. Leave Rules or any other relevant Act/Rules of the State of Andhra Pradesh, as the case may be, together with their amendments from time to time shall apply to the University employees.  
  
(ii) With regard to the service conditions of teachers, relevant UGC Regulations together with their amendments from time to time shall apply to the extent accepted by the Government of Andhra Pradesh subject to the adoption of relevant G.Os by the Executive Council.

Provided that the Executive Council may adopt relevant Government Orders issued by the Government of Andhra Pradesh from time to time making additions or deletions or amendments to the matters covered in these Regulations, as it deems fit, so as to make them applicable to the employees of the University.

6. With regard to the Non-Teaching staff who are covered by the Service/Family Pension scheme, the A.P. Revised Pension Rules 1980, as amended from time to time, shall apply.
7. With regard to the Teachers who are covered by the Service/Family Pension scheme, the A.P. Universities Teachers Pension Rules 1992, as amended from time to time, shall apply.

8. With regard to the employees who are appointed, whether Teaching or Non-Teaching, on or after 01-09-2004, the Contributory Pension Scheme prescribed by the A.P. State Government, as amended from time to time, shall apply.

## CHAPTER – II

### DEFINITIONS

1. APPOINTED TO THE UNIVERSITY SERVICE:

(a) A person is said to be appointed to the University service in a cadre when he/she discharges for the first time the duties of a post or commences the probation or training prescribed there for.

(b) Appointment to any service, class or category shall be by one or more of the methods indicated below as may be applicable to the relevant post:

(i) Direct Recruitment

(ii) Recruitment/Appointment by Transfer

(iii) Promotion

(iv) Tenure/Temporary Appointment/Re-employment.

(v) Deputation/Foreign Service

(vi) Appointment of persons of high academic distinction and professional attainments as Professors by invitation.

2. CADRE means the sanctioned strength of a category in the Acharya Nagarjuna University service.

3. DAY means a calendar day beginning and ending at midnight. But an absence from the headquarters which is of 24 hours duration is reckoned as one day at whatever hour the absence begins or ends.

4. EMPLOYEE means a member of both teaching and non-teaching staff appointed in sanctioned posts and includes those appointed on probation or on temporary basis, approved probationers and full members of all types of services in the University.

5. TEACHER OF THE UNIVERSITY means a person appointed by the University, in accordance with the rules framed for the purpose, to give instruction or guide research in the University College(s) and the Post-Graduate Center(s) of the University.

6. MEMBERS OF UNIVERSITY SERVICE means a probationer or a full member who has been appointed by the University and has not resigned or retired or been removed or dismissed or been discharged for any reason. Members other than last grade service shall belong to superior service.

7. FULL MEMBER OF THE UNIVERSITY SERVICE means a person who has been appointed substantively to a permanent post.

8. PROBATIONER is a person appointed to the service of the University in a regular vacancy whose conduct and abilities are put to test for a period specified in the rules of the University.

9. APPROVED PROBATIONER means a person who, having been appointed to the University service on regular basis, has satisfactorily completed the period of probation prescribed to the post.

10. DISCHARGE OF A PROBATIONER means reverting the full member of another post to his original post in case he could not successfully complete the period of probation prescribed to

the post or dispensing with the services of a person appointed to the post for the first time for not successfully completing the period of probation.

11. **ADDITIONAL CHARGE** means allowing a University employee to perform duties of another post, in addition to the duties of his/her own post, on which no other employee holds a lien. Holding additional charge of another post shall not amount to appointment to that another post.
12. **OFFICIATING ARRANGEMENT** means allowing a University employee to perform the duties of a post on which another employee holds a lien. University may, if it thinks fit, appoint its employee to officiate in a vacant post on which no other University employee holds a lien.
13. **DUTY:** An employee is said to be on duty while
  - i) Performing the duties of the post to which appointed
  - ii) Undergoing probation or training to be followed by confirmation
  - iii) On authorized holidays or casual leave
  - iv) On vacation
  - v) Attending conferences, workshops, symposia, etc., when deputed by the University
  - vi) On joining time
  - vii) On tours attending to University work entrusted to him/her relating to his/her post or not and enforced halts occurring enroute on such tours
  - viii) Compulsory wait for orders of posting on return from leave.
14. **FAMILY** (for the purpose of T.A. rules and medical aid) shall include the members of the family as specified in the relevant Pension Rules.
15. **HEAD OF THE DEPARTMENT OF STUDY** means a teacher in each Department of Study nominated to this position by the Vice-Chancellor as per rules framed for the purpose.
16. **HONORARIUM** means a recurring or non-recurring payment granted to an employee of the University as remuneration for special or professional work.
17. **LEAVE SALARY** means the monthly emoluments paid by the University to its employees on leave sanctioned by the University.
18. **JOINING TIME** is the time allowed to a University employee to enable him/her to join a new post at a different station to which he/she is appointed while on duty in his/her old post.
19. **PERMANENT POST** means a post carrying a definite rate of pay, sanctioned without a limit of time included in the cadre strength.
20. **TEMPORARY POST** means a post carrying a definite rate of pay sanctioned for a limited time.
21. **TENURE POST** means a post which an employee shall not hold for more than a limited period on contract basis.
22. **PAY** means the amount drawn by the University employee on duty every month which includes the basic pay, special pay and personal pay and any other emoluments which may be specially classed as pay by the Executive Council.

23. **TIME-SCALE OF PAY** means pay which, subject to the conditions prescribed in these Regulations, rises by periodical increments from a minimum to a maximum.
24. **PAY-PERSONAL:** Personal pay means additional pay granted to a University employee (i) to save him from loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure and (ii) in exceptional circumstances, on other personal considerations by the Executive Council.
25. **PAY-SPECIAL:** Special pay means an addition of the nature of pay to the emoluments of a post or of an employee, granted in consideration of (i) the specially arduous nature of the duties or (ii) a specific addition to the work or responsibility.
26. **PAY-SUBSTANTIVE:** Substantive pay means the pay other than special pay or personal pay.
27. **SUBSISTENCE ALLOWANCE** means a monthly allowance made to an employee of the University who is not in receipt of pay or leave salary during the period of suspension.
28. **TRAVELLING ALLOWANCE** means all allowances granted to an employee of the University as per the T.A. rules in force to cover the expenses which he/she incurs in travelling in the interests of the University or on University business and having been authorized by the appropriate authority.
29. **SERVICE-TEACHING:** The teachers of the University shall be of the following three categories and/or any other category approved by UGC/State Government/Executive Council from time to time:

<b>Sl. No.</b>	<b>Name of the Post</b>
1.	Professor
2.	Associate Professor
3.	Assistant Professor

30. **SERVICE-ADMINISTRATIVE:** Administrative Services include University employees of the cadre of Asst. Registrar and above and any other employees defined as such by the Executive Council. The following are the posts that fall under the Administrative Service:

<b>Sl. No</b>	<b>Name of the Post</b>
1.	Registrar
2.	Finance Officer
3.	Joint Registrar
4.	Deputy Registrar
5.	Assistant Registrar

31. **SERVICE-PROFESSIONAL:** Professional Services include University employees of different professions, other than teachers, drawing State or UGC scales of pay:

<b>Sl. No</b>	<b>Name of the Post</b>
1.	Medical Officer
2.	Librarian

3.	Deputy Librarian
4.	Assistant Librarian
5.	Documentation Officer
6.	Information Scientist
7.	Director of Physical Education
8.	Deputy Director of Physical Education.
9.	Assistant Director of Physical Education

32. **SERVICE-ENGINEERING:** Engineering Services include all categories of University employees whose duties are technical in nature and whose services are utilized in the Engineering Department and any other employee specially defined as such by the Executive Council. The following are the posts that fall under Engineering Service:

<b>Sl. No</b>	<b>Name of the Post</b>
1.	University Engineer
2.	Deputy Executive Engineer
3.	Assistant Executive Engineer
4.	Assistant Engineer
5.	Draughtsman Grade-I
6.	Draughtsman Grade-III
7.	Electrician
8.	Wireman
9.	Motor Mechanic
10.	Driver Grade-I
11.	Driver Grade-II
12.	Vibrator Operator
13.	Mixer Driver
14.	Work Inspector
15.	Pump Attender
16.	Plumber
17.	Carpenter

33. **SERVICE-TECHNICAL:** Technical Services include all categories of University employees whose duties are technical in nature and whose services are utilized in the Departments other than the Engineering Department. The following are the posts that fall under the Technical Service:

<b>Sl. No</b>	<b>Name of the Post</b>
1.	Electronic Engineer
2.	Programmer
3.	Computer Operator
4.	Senior Technical Assistant
5.	Key Punch Operator/ Data Entry Operator
6.	Photographer
7.	Sanitary Inspector



8.	Technician
9.	Technician Grade C
10.	Technician Grade B
11.	Technician Grade A
12.	Compounder-cum-Nurse
13.	Instrument Mechanic
14.	Glass Blower
15.	Binder
16.	Asst. Binder
17.	Chief Cook
18.	Head Cook
19.	Asst. Cook
20.	Binder Boy

34. **SERVICE-MINISTERIAL:** Ministerial Services include all categories of University employees whose duties are entirely clerical and any other class of employees specially defined as such by the Executive Council. The following are the posts that fall under the Ministerial Service:

<b>Sl. No</b>	<b>Name of the Post</b>
1.	Superintendent
2.	Personal Assistant.
3.	Library Assistant.
4.	(a) Senior Assistant (b) Care Taker
5.	Stenographer
6.	Technical Assistant (Library)
7.	Steno-Typist
8.	a) Junior Assistant. b) Store-keeper c) Typist d) Junior Assistant-Cum-Typist e) Junior Assistant-Cum-Telephone Operator f) Junior Assistant-Cum-Artist g) Technical Assistant (Adult Education)
9.	a) Record Assistant. b) Ground Supervisor c) Duplicating Operator d) Plant Collector e) Sargeant f) Lawn Maistry

35. **SERVICE-LAST GRADE** Last Grade Services include all services in posts carrying the lowest time scale of pay or any other post which is declared to be such by the Executive Council. The following are the posts that fall under the Last Grade Service:

<b>Sl. No</b>	<b>Name of the Post</b>
1.	Head Coolie
2.	Office Subordinate
3.	Masalchi
4.	Lady Waitress
5.	Sanitary Worker
6.	Sweeper

7.	Cleaner (Bus)
8.	Cleaner (Hostel)
9.	Watchman
10.	Reading Room Boy
11.	Supplier
12.	Rice Cleaner
13.	Utensil Cleaner
14.	Store Boy
15.	Helper (Hostel)
16.	Helper (Physics)
17.	Store Maid
18.	Marker
19.	Gardener

CHAPTER – III  
GENERAL CONDITIONS OF SERVICE

1. AGE:

- (i) A person shall not be eligible for appointment by direct recruitment to any of the posts if he/she has not completed the age of 18 years on the First of July of the year in which the recruitment is made.
- (ii) The upper age limit for eligibility for direct recruitment of Non-Teaching Staff shall be as decided by the Government from time to time as on the date of notification.
- (iii) Age limit in respect of teaching posts shall be as decided by the University Grants Commission/State Government from time to time.
- (iv) The relaxations in upper age limit granted to reserved categories by the Government from time to time shall be implemented *mutatis mutandis* by the University.
- (v) The upper age limit prescribed is not applicable to the internal candidates who apply for positions notified under direct recruitment quota.
- (vi) The date of birth entered in the service record at the time of entering into service of a member of the Teaching or Non-Teaching staff of the University will not be altered subsequently. The change of date of birth will not be effected as far as the service record is concerned even though any subsequent change of date of birth is made in the School or University records due to any judgment decree or order of a Civil Court.

2. ORDER OF APPOINTMENT: Every appointment of a person to the University service shall be through an order of appointment which shall clearly indicate the nature of appointment, scale of pay, period of probation, etc.

- (i) The Executive Council shall appoint members of all services in the University.
- (ii) In all types of appointments, the maximum time allowed for reporting to duty shall be 30 days unless and otherwise specified in the order of appointment. The Vice-Chancellor may, in genuine cases, extend time for reporting to duty by such time as he/she deems fit.

3. MEDICAL CERTIFICATE:

(a) Every person other than the Vice-Chancellor, appointed for the first time, to a post in the University service shall invariably produce a medical certificate of health as to the physical fitness of the candidate issued by the University Medical Officer or any other qualified doctor appointed for the purpose by the Vice-Chancellor. Appropriate formats prescribed are given as **Annexures-I and II**.

(b) No further medical examination shall be required for confirmation of services.

4. WHOLE TIME EMPLOYMENT: Unless in any case it be otherwise distinctly provided, the whole time of a University employee is at the disposal of the University which pays him/her, and he/she may be employed in any manner required by the University authorities concerned without claim for additional remuneration irrespective of the fact whether his/her salary is met from the Block Grant or the funds raised by the University.

5. WORK OTHER THAN THAT OF THE POST HELD BY AN EMPLOYEE:

- (i) No full time employee of the University shall undertake any other remunerative work or honorary work without the prior approval of the appointing authority.
- (ii) No permission is required for publications embodying one's research work or books of reasonably good standard or radio talks or T.V. programs relating to his/her subject or of literary value or any topic of general interest.

6. SUBSTANTIVE APPOINTMENT TO ONLY ONE POST:

- (i) Two or more persons cannot be appointed substantively to the same permanent post at the same time in the University.
- (ii) A University employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
- (iii) A University employee cannot be appointed substantively to a post on which another University employee holds a lien.

7. LIEN:

- (i) Unless in any case it be otherwise provided in these Regulations a University employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- (ii) Unless the lien is suspended a University employee holding substantively a permanent post retains a lien on that post:
  - (a) while performing the duties of the post;
  - (b) while on foreign service, or holding a temporary post, or officiating in another post;
  - (c) during joining time on transfer to another post; unless he/she is transferred substantively to a post on lower pay in which case his/her lien is transferred to the new post from the date on which he/she is relieved of his/her duties in the old post;
  - (d) while on leave;
  - (e) while under suspension.

8. TRANSFERS:

- (i) The transfers of employees from one Branch/Section to another Branch/Section in the University or to the P.G Center(s) or vice-versa may be taken-up by the University ordinarily once in three years.
- (ii) Transfer of an officer/employee shall not be completed until the Certificate of Transfer of Charge (CTC) has been signed by both the relieving and the relieved University employees. Pay and allowances shall not be drawn in case no such certificate is received in the establishment section in respect of such transferred employees. A copy of the charge list shall also be enclosed to the certificate (Format of CTC is given as **Annexure-III**).

9. PROVIDENT FUND: Every full time employee of the University, appointed prior to 1-9-2004, shall as a condition of service become a depositor in the General Provident Fund Scheme or other similar fund in accordance with such rules as may be prescribed from time to time.

10. CONDUCT RULES: All the employees of the University shall be subjected to the disciplinary control of the Executive Council and other authorities or officers specified in this behalf by the Executive Council or by Statutes or Ordinances.

11. PROBATION:

- (i) No person appointed to a post in the University shall be eligible to be confirmed as a permanent member of the University service without being on probation for the period prescribed by the rules governing appointment thereto or in the order of appointment.

- (ii) Every person appointed to a category by direct recruitment shall be on probation for a total period of two years. Every person appointed to any category or grade by promotion shall be on probation for a total period of one year.
- (iii) Date of commencement of probation: If a person having been appointed temporarily to a post and is subsequently appointed to the post on a regular basis, he/she shall commence his/her probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine.
- (iv) Service in a higher post counting for probation: The services of a probationer in any post in the same cadre or in any post in a higher cadre during the period of probation counts for the period of probation prescribed for such a probationer to the first post.
- (v) Extension, Suspension or termination of probation:
  - (a) If, within the period of probation, a probationer fails to acquire the qualifications specified in the order of appointment or to pass the tests prescribed in the rules or fails to serve the period of probation satisfactorily, the appointing authority may, by order, discharge the probationer from service or extend the period of probation. Such extension in any case shall not exceed two years, extension being ordered for not more than one year at a time.
  - (b) The appointing authority may at any time before the expiry of the period of probation,
    - (i) suspend the probation of a probationer and discharge him/her from service for want of a post.
    - (ii) terminate the probation of a probationer and discharge him/her from service for unsatisfactory work or incompetence.
- (vi) Probationer's suitability for full membership:
  - (a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the post for which he/she was selected.
  - (b) If found suitable, the appointing authority, as soon as possible, issue an order declaring the probationer to have satisfactorily completed the period of probation which enables the employee for full membership in the University service.
  - (c) If found not suitable for such membership, the appointing authority shall, by order, discharge him/her.
- (vii) Delay in discharge of probationers:
  - (a) Any delay in the issue of an order discharging a probationer shall not entitle him/her to be deemed to have satisfactorily completed his/her probation.
  - (b) However, the delay shall not exceed one year and where it exceeds it shall be construed that the probationer is deemed to have completed the period of probation satisfactorily with retrospective effect.

## 12. CALCULATION OF A PERIOD EXPRESSED IN TERMS OF MONTHS AND DAYS:

- (i) To calculate three months and 20 days on and from the 25<sup>th</sup> January the following method should be adopted:

	Y	M	D
25 <sup>th</sup> January to 31 <sup>st</sup> January	0	0	7
February to April	0	3	0
1 <sup>st</sup> May to 13 <sup>th</sup> May	0	0	13
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Total	0	3	20
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- (ii) The period commencing on 30<sup>th</sup> January and ending with 2<sup>nd</sup> March should be deemed as 1 month and 4 days as indicated below:

	Y	M	D
30 <sup>th</sup> January to 31 <sup>st</sup> January.	0	0	2
February	0	1	0
1 <sup>st</sup> March to 2 <sup>nd</sup> March	0	0	2
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Total	0	1	4
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## 13. JOINING TIME :

- i) Joining time shall be granted to a University employee to enable him/her to join a new post at a different station to which he/she is appointed while on duty in his/her old post. However, the competent authority may, in appropriate cases, extend the joining time either on administrative grounds or on request from the concerned employee.
- ii) Six days are allowed for preparation and in addition a period to cover the actual journey shall be at the rate of 250 km per day. For any fractional portion over and above 250 km an extra day is allowed.
- iii) A Sunday does not count as a day for computing the period of six days of preparation but Sundays are included in the period allowed for the actual journey.
- iv) No joining time shall be admissible in cases of temporary transfer for a period not exceeding 180 days. Only the actual transit time as admissible in case of journeys on and to may be allowed.
- v) A University employee, who does not join his/her post within the joining time, after being relieved, is not entitled to pay or leave salary at the end of the joining time.
- vi) Willful absence from duty after the expiry of the joining time shall be treated as misbehavior.

## 14. SENIORITY:

- (i) Every year by 30<sup>th</sup> of September, the seniority lists of employees of all cadres have to be updated and circulated.
- (ii) The seniority of an employee, other than a teacher, in a cadre shall, unless he/she has been reduced to a lower rank as a punishment, be determined as per the merit order recommended by the Selection Committee and approved by the Executive Council and in the absence of such merit order, as per the seniority in the previous cadre subject to the rule of reservation and roster points thereon, wherever needed.

- a) If any portion of the service of such employee does not count towards probation under these rules, the seniority shall be determined by the date of commencement of his/her service which counts towards probation.
- b) Where the holder of any post in a cadre is reduced to a lower cadre on a permanent basis as a punishment he/she shall be placed at the top of the latter cadre. The reduction in rank shall not affect the right of full membership of an employee.

(iii) For arriving at the seniority of teachers, the following criteria shall be followed:

Cadre	Unit	Criteria
I. Professors	Department	<ol style="list-style-type: none"> <li>1. Merit order in the selection for those who have joined within the time specified for joining.</li> <li>2. Those who joined after the joining time shall be the juniors irrespective of merit order in the selections.</li> </ol>
	Between Departments and Colleges	<ol style="list-style-type: none"> <li>1. Date of joining.</li> <li>2. Between/among those who joined on the same date, those who have put in longer service in lower cadres in the University will gain preference.</li> <li>3. Even if the date of joining and the service they have put in are the same, the older in age shall be the senior.</li> </ol>
II. Associate Professors	Department/ College	<ol style="list-style-type: none"> <li>1. Merit Order prepared based on rule of reservation/roster points for all those who have reported to duty within the joining time specified.</li> <li>2. In the case of SC and ST candidates the seniority shall be as per the roster even for the candidates who could not join within the time specified for joining. For all others the date of joining shall be the criterion for seniority.</li> <li>3. Between and among those who joined on the same date, those who put in longer service as Assistant Professor in this University will gain preference in seniority.</li> <li>4. Even if the date of joining and the service they have put in as Assistant Professors in the University are the same, the older in age shall be the senior.</li> </ol>
	Between Departments and Colleges	<ol style="list-style-type: none"> <li>1. Date of joining.</li> <li>2. Between/among those who joined on the same date those who have put in longer service in lower cadre in the University will gain preference.</li> <li>3. Even if the date of joining and the service they have put in are the same, the older in age shall be the senior.</li> </ol>
III. Assistant Professors	Department/ College	<ol style="list-style-type: none"> <li>1. Merit order prepared based on the rule of reservation/roster points for all those who have reported to duty within the joining time specified.</li> <li>2. In the case of SC and ST candidates, the seniority shall be as per roster even for the candidates who could not join within the time specified.</li> <li>3. For all others the date of joining shall be the criterion.</li> </ol>
	Between Departments and Colleges	<ol style="list-style-type: none"> <li>1. Date of joining.</li> <li>2. If the date of joining is the same, the older in age shall be the senior.</li> </ol>

## 15. TESTS:

- (i) The candidates appointed to the posts of Superintendents/ equivalent cadres on or after the introduction of these rules shall have to pass Accounts Test Part-I for Executive Officers to be conducted by the A.P. Public Service Commission (APPSC) within a period of two years from the date of appointment in order to become eligible for promotion to the post of Assistant Registrar.
- (ii) Superintendents appointed prior to the introduction of these rules are eligible for promotion as Assistant Registrars without passing the test referred to above, but shall not be eligible for further promotion until they pass the test.

Provided that the rule is not applicable to those who have completed the age of 50 years on the date of appointment as Assistant Registrars and also to persons already serving as Assistant Registrars prior to the introduction of these rules.

- (iii) (a) A candidate appointed to the service as Junior Assistant/JACT/Typist/equivalent cadres by direct recruitment or promotion on or after the introduction of these rules shall not be eligible for promotion to the posts of Senior Assistants/equivalent cadres unless he/she has passed the Accounts Test Part-I for Subordinate Officers to be conducted by the A.P. Public Service Commission or Office Test to be conducted by the University within a period of two years from the date of appointment. The employees who pass in the Office Test conducted by the University need not appear for the Accounts Test Part-I for Subordinate Officers to be conducted by the APPSC.

(b) The syllabus, test methodology and evaluation procedures for the Office Test shall be as decided by the Vice-Chancellor.

- (iv) Junior Assistants appointed prior to the introduction of these rules are eligible for promotion as Senior Assistants without passing the test referred to above, but they shall not be eligible for further promotion until they pass the test.

Provided that the rule is not applicable to those who have completed the age of 45 years on the date of appointment as Senior Assistants and also to persons already serving as Senior Assistants prior to the introduction of these rules. Those who passed the Office Test conducted by the University need not pass the Accounts Test conducted by the APPSC.

- (v) The candidates appointed to the posts of Deputy Executive Engineer/equivalent cadres on or after the introduction of these rules shall have to pass either the Accounts Test for PWD Officers and Subordinates or APPSC Accounts Test Part-I for Executive Officers within two years from the date of appointment in order to become eligible for promotion to the cadre of University Engineer. A person who has already passed in the Test at AEE/AE level is exempted from the operation of this rule.

- (vi) A Deputy Executive Engineer appointed prior to the introduction of these rules is eligible for promotion to the post of University Engineer without passing the test referred to above, but he/she shall have to pass the test within a period of 3 years from the date of his/her promotion as University Engineer. If he/she fails to pass the test within the prescribed period of 3 years, his/her increment shall be postponed without cumulative effect until the test is passed.



Provided that the rule is not applicable to a person who has completed the age of 50 years on the date of appointment as University Engineer and also to a person already serving as University Engineer prior to the introduction of these rules.

- (vii) The candidates appointed to the posts of Assistant Executive Engineer/Assistant Engineer by direct recruitment or promotion or by transfer on or after the introduction of these rules shall have to pass either the Accounts Test for PWD Officers and Subordinates or APPSC Accounts Test Part-I for Executive Officers within two years from the date of appointment in order to become eligible for promotion to the cadre of Deputy Executive Engineer.
- (viii) An Assistant Executive Engineer/Assistant Engineer appointed prior to the introduction of these rules is eligible for promotion to the post of Deputy Executive Engineer without passing the test referred to above, but shall not be eligible for further promotion until he/she passes the test.

Provided that the rule is not applicable to persons who have completed the age of 45 years on the date of appointment as Deputy Executive Engineer and also to persons already serving as Deputy Executive Engineer prior to the introduction of these rules.

#### 16. PROMOTION:

- (i) No member of the University service shall be eligible for promotion from the category of post to which he/she was appointed unless he/she has satisfactorily completed the period of probation.
- (ii) Promotions to all the posts shall be made on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. However, the rule of reservation for SC/ST categories in promotions shall be strictly adhered to.
- (iii) The promotees shall be required to report to duty within 15 days from the date of relief failing which the order of promotion stands cancelled. However, such an employee will be considered for future promotions subject to the condition that his/her seniority in the promotion cadre shall be reckoned from the date of joining in the promotion post.
- (iv) The details of sanctioned cadres/posts, methods of appointment (i.e., direct recruitment/promotion/appointment by transfer), channels of promotion, qualifications, experience, tests to be passed required for filling up the Non-Teaching Posts of the University are given at **Annexure-IV**. The employees can be promoted to the next cadre as per the channel/qualifications/experience/passing in tests indicated therein.
- (v) The candidature of existing employees possessing the requisite qualifications and fitting into the particular reservation category in the temporary roster be taken into consideration, while making purely temporary/adhoc arrangements for filling up of the vacancies under direct recruitment quota.
- (vi) Automatic Advancement Scheme: The Automatic Advancement Scheme applicable to Andhra Pradesh State Government employees shall apply to the Non-Teaching employees of this University to relieve them from stagnation. The Executive Council may adopt the Government Orders amending this scheme from time to time.

#### 17. DIRECT RECRUITMENT:

- (i) The vacancies for all the posts which have to be filled by direct recruitment shall be advertised in the statewide news papers as well as notified to the State Level Employment Exchange prescribing the fees to be paid and all the applications

received from the qualified candidates shall be consolidated and a written examination conducted in the following subjects:

- (a) Assistant Registrars: 1.Telugu or Hindi  
(Advanced Standard) 2. English  
3. General Knowledge  
4. Computer Applications  
5. Office Organisation
- (b) Senior Assistants : 1.Telugu or Hindi  
(Higher Standard) 2. English  
3. General Knowledge  
4. Computer Applications
- (c) Junior Assistants : 1.Telugu or Hindi  
(Lower Standard) 2. English  
3. General Knowledge  
4. Computer Applications
- (d) Steno-Typists : A Test in Shorthand, Typewriting, General  
Knowledge and Computer Applications.
- (e) Typists : A Test in Typewriting, General  
Knowledge and Computer Applications.
- (f) Other categories of : Oral Test (Interview)  
Posts

- (ii) The syllabus and texts for the above subjects (at different levels) shall be prescribed by the University. Based on merit in the written test, candidates in the ratio of 1:10 shall be called for an oral test (interview) by the Selection Committee to be constituted by the Vice-Chancellor and candidates shall be selected for appointment on the basis of their performance in the written test and interview and by following the rule of reservation. A panel of the selected candidates shall be prepared and appointments made from the said panel after obtaining the physical fitness certificates and verifying their antecedents.

#### 18. SELECTION COMMITTEES:

(i) It shall be competent for the Vice-Chancellor to constitute a Selection Committee for recruitment, selection or preparation of panels for appointment by direct recruitment or promotion and to lay down the procedure to be adopted by such committee. The selection committee shall consist of at least five members. The Registrar shall be the Ex-officio Secretary of the Committee. The procedure for Selection Committees is provided at **Annexures-V and VI**.

(ii) In respect of the Direct Recruitment category, the aggregate marks for the written test and for performance at the interview shall be 75% and 25% respectively.

## 19. RECORD OF SERVICES:

- (i) A service register shall be opened for every employee of the University within one month from the date of his/her first entry into the University service.
- (ii) In the service register, every step in the official life of the employee shall be recorded and attested.
- (iii) The date of birth once recorded, based on evidence, in the service register shall not be changed.
- (iv) Each entry of the service register shall be duly verified and attested by the competent authority.
- (v) Annual verification of service registers shall be undertaken in the month of April, as to the correctness of entries made till 31<sup>st</sup> March of the preceding year and entry to that effect be made by the Officer concerned.
- (vi) The name of the Nominee (s) of every employee shall be obtained in the prescribed form and recorded in the Service Register.
- (vii) A photo copy of one's Service Register can be given to an employee on request.

## 20. EMPLOYEES' AUTHORIZED ABSENCE FROM DUTY: (i) The absence of a member of the University service from duty in such service, whether on leave or on foreign service or on deputation or for any other reason and whether his/her lien on a post borne on the cadre of such service is suspended or not, shall not, if he/she is otherwise fit, render him/her ineligible on his/her return-

- (a) For re-appointment to a substantive or officiating vacancy in the class, category, or post in which he/she may be a probationer or an approved probationer; and
  - (b) For promotion from a lower to higher category in such service.
- (ii) However, such an authorized absence of any employee of the University shall not exceed five years, except in cases where Government/other University/Institution consider his/her services necessary beyond five years.

## 21. SPECIAL REPRESENTATION IN RESPECT OF S.C., S.T., B.C., P.H., ETC.:

The rules of special representation (rule of reservation) in appointments prescribed by the Government of Andhra Pradesh from time to time in respect of Scheduled Castes, Scheduled Tribes, Backward Classes, Physically Handicapped, etc., as adopted by the Executive Council of the University, shall be made applicable to the University.

## 22. SERVICE CONTRACT:

- (i) Every University employee including teachers shall be appointed under a written contract in the prescribed form as required under Sections 39 and 40 of A.P. Universities Act, 1991. The contract shall be lodged with the Registrar and a copy thereof shall be furnished to the employee concerned.
- (ii) The service contract shall be executed within one month of the date of employee's joining duty failing which he/she shall have no claim for pay and allowances. The proforma for Service Contract is given as **Annexure-VII**.
- (iii) When an employee in a lower grade of pay is appointed to a higher grade, he/she shall be required to execute a fresh contract.

### 23. FOREIGN SERVICE/DEPUTATION:

- (i) Foreign Service for the purpose of this regulation means the service rendered by an employee of this University under any other employer / University or vice-versa.
- (ii) Under no circumstances shall, an employee who is not an approved probationer, be deputed to Foreign Service.
- (iii) No order of transfer to Foreign Service shall be issued without the previous approval of the appointing authority.
- (iv) No University employee may be transferred to Foreign Service against his/her will.
- (v) University Employee in Foreign Service will draw pay from the foreign employer from the date on which he/she relinquished charge of his/her post in the University service.
- (vi) Leave salary and pension contribution shall be paid by the foreign employer at the rates prescribed by the GoAP from time to time. It shall be the responsibility of the employee to ensure the timely payment of such contribution.
- (vii) The travelling allowance of a University employee both in respect of journey on transfer to Foreign Service and the journey on return there from to University service shall be borne by the foreign employer.
- (viii) Executive Council is the competent authority to approve proposals for Deputation/ Foreign Service.
- (ix) No University employee on Foreign Service shall accept a pension/gratuity from the foreign employer in respect of such service without the knowledge of the University.
- (x) A University employee in Foreign Service shall not be granted leave otherwise than in accordance with leave rules of the University as applicable to his/her cadre and shall not take leave or receive leave salary from the University unless he/she goes on such leave.
- (xi) On the return of a University employee from Foreign Service, his/her pay will cease to be paid by the foreign employer, and the payment of leave salary and pension contribution will be discontinued with effect from the date of return.
- (xii) Employees to Foreign Service shall be permitted to encash leave as per rules of the University. The foreign employer shall initially bear the expenditure and get the expenditure reimbursed.
- (xiii) No deputation of University employees should be permitted to any private organization whether or not such deputation is in public interest. Further, any University Employee seeking employment in any private organization should resign from the University service.
- (xiv) Foreign Service including service on deputation does not count for probation in the parent department.
- (xv) However, the total period of such deputation or foreign service shall not exceed five years (2+1+1+1) in the entire service of an employee.
- (xvi) Employees on deputation/foreign service shall be entitled for sanction of notional increments for such period.
- (xvii) Employees of any other University, institution or organization may be appointed for any post of this University, whenever necessary for a limited period of not exceeding two years at a time with the prior approval of the Executive Council. After that they may be granted extension on year-wise basis not exceeding a total period of five years if the Executive Council deems it necessary.

### 24. SANCTION OF LEAVE ON LIEN:

Definition of Lien: Lien means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post to which he/she has been appointed substantively.

A University employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

Applications from the University employees (Teaching or Non-Teaching) for grant of lien for taking up studies/assignments/employment in other institutions may be dealt with under the following categories: (a) Academic, (b) Non-Academic.

(a) Academic: Applications under academic may be classified as follows: (i) For pursuing postgraduate studies or pursuing Ph.D. either in India or abroad, (ii) For pursuing post-doctoral studies either in India or abroad.

(b) Non-Academic: Applications under non-academic may be classified as follows: (i) For undertaking assignments /employment elsewhere either in India or abroad, (ii) For undertaking assignments/employment in State Government or Central Government in India.

(c) Rules for academic purposes subject to the General Rules given hereunder: (i) The employee should have put in a minimum of five years experience in the University. (ii) In the case of request for grant of lien to take up postgraduate studies/Ph.D. the period of lien granted shall be for the actual period of study or for a period of two years whichever is less. Further extension of leave on lien may be granted for a period of one year on merits of each case subject to a total period of three years at a stretch. (iii) In the case of request for grant of leave on lien for postdoctoral studies, the period of leave on lien granted shall be for one year extendable by another year on the merits of the case. (iv) Request for extension of leave on lien shall be considered on submission of satisfactory reports on the progress of the work done issued by the Chairperson/Dean of the Department or Head of the Institution concerned. (v) After return, the employee should submit a report on the work done during the leave on lien period.

(d) Rules for Non-Academic purposes subject to the general rules given hereunder: (i) The employees should have put in not less than ten years experience in the University. (ii) The leave on lien granted for this purpose shall be for two years at a time subject to the condition that the total period of leave on lien granted shall not exceed 1/5th of the total service rendered by the employee in the University and shall not be for more than two years at a stretch. (iii) Request for extension of leave on lien shall be considered on the submission of satisfactory evidence from the employer concerned.

(e) General Rules for Sanction of Leave on Lien: (i) The employee should be a permanent employee in the University working in a substantive post. No teacher who has been appointed specifically to teach a specialized subject shall be considered for lien, unless a substitute is available in the department. (ii) No teacher, who has a scheme on hand for which funds have been received from the University or from outside funding agencies, shall be relieved on lien for accepting the assignment/service until completion of the scheme or alternative arrangements are made by the appropriate authorities and approved by the funding agencies. (iii) No teacher under whom Research Scholars are working shall be considered for leave on lien unless alternative arrangements are made for the Research Scholars. (iv) All applications for sanction of leave on lien or extension of the same should be submitted sufficiently in advance through proper channel along with the supporting documents indicating the purpose for which the leave on lien is sought for. (v) Leave on lien shall be granted on the merits of each case but not as a matter right. Not more than 1/5th of the staff members of a department are eligible for leave on lien at any one time. Among the applicants for sanction of leave on lien from a department/office, preference may be given to those who are seeking leave on lien for the first time and for the academic purposes. Other things being equal, applications shall be processed on first-come-first-served basis. (vi) Employees who are proceeding on leave on lien and who are provided with financial assistance during the period of leave on lien by the University should execute a bond giving an undertaking to serve the University on the expiry of leave on lien for a period equal to the period of leave on lien granted. No employee during the period of obligation to serve the University under the bond is eligible for sanction of leave on lien again, until he/she completes the period of service in the University as specified in the bond unless the teacher gives an undertaking to forego the accrued benefits of leave on lien including the financial assistance. (vii) If an employee granted leave on lien desires to avail the same for another purpose he/she should obtain prior

approval of the University after submitting the necessary documents. (viii) Every employee proceeding on leave on lien should report back to the University on expiry of the same. If he/she does not do so or fails to pay the stipulated amount to the University, suitable action will be taken as per the rules in force and that may be amended from time to time. (ix) Any employee granted leave on lien shall pay to the University the leave salary and pension contribution at the rates prescribed by the Government from time to time and the period of authorized leave on lien shall count for the counting of service for retirement benefits. The employee on such leave on lien shall be entitled for the sanction of notional increments for such period.

(f) The Executive Council is the competent authority to grant leave on lien.

## 25. TRAINING:

(i) Candidates appointed by direct recruitment to the posts of Junior Assistant, Senior Assistant and Assistant Registrar shall, immediately after joining service, undergo training for a period of two months in different departments/offices of the University in the manner prescribed by the Vice-chancellor so as to enable them to acquaint with different kinds of work and to acclimatize themselves to the University environment. At the end of the training, he/she will be given the posting. Internal candidates selected under direct recruitment category need not undergo this training.

(ii) The University shall ensure that every employee of the University in the non-teaching cadres undergoes at least one training session every year in one of the following areas: (i) attitudinal training, (ii) on the job training and (iii) training in additional skills such as computerization, advanced computing, language skills, etc. The Establishment wing shall undertake activity pertaining to conducting these training programs in collaboration with the Center for Human Resource Development, Acharya Nagarjuna University. Necessary financial provision shall be made for this purpose in the University Budget.

(iii) The University shall make similar arrangements for conducting training programs for University teachers, whenever found necessary, to enable them to acquire teaching orientation/latest concepts/additional skills.

(iv) The persons appointed as Deputy Executive Engineers by way of appointment by transfer, as Assistant Executive Engineer by direct recruitment or promotion or by transfer and as Assistant Engineers by direct recruitment or promotion or by transfer shall undergo, immediately after joining the said post, a course of training for a period of three months as per such programme and syllabus as may be prescribed. The University may conduct this training in collaboration with the Department of Roads and Buildings, Government of Andhra Pradesh. A person who has undergone training once need not undergo the same in a higher cadre.

(v) All the above rules relating to Training shall apply to the persons appointed to the posts indicated above after the introduction of these rules.

## 26. RESIGNATION:

(i) A University employee may resign from the service on the University and the acceptance of his/her resignation by the appointing authority is subject to the fulfillment of the condition that the employee may by resignation terminate his/her services by giving three months notice or on payment of salary in lieu of notice and shall take effect:

- (a) In case he is on duty, from the date on which he/she is relieved of his/her duties in pursuance of such acceptance.
- (b) In case he/she is on leave, from the date of communication of such acceptance to the employee or from such other date as the said authority may specify:

Provided that a resignation of a University employee who is placed under suspension from service, pending investigation or enquiry into grave charges or who is deemed to have been suspended under the Discipline and Appeal Rules of the University shall not be accepted during the period of such suspension.

Provided further that the employee may withdraw his/her resignation before it takes effect.

- (ii) No withdrawal of resignation shall be permitted except with the sanction of the Executive Council, after the date of its actual acceptance by the appointing authority.
- (iii) A member of a University service shall, if he resigns, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the University. He/she shall not be entitled to any terminal benefits such as leave salary, pension, gratuity, etc.
- (iv) The reappointment of such person to the service shall be treated in the same way as a first appointment to the service by direct recruitment and all rules governing such appointment shall apply and on such reappointment shall not entitle him/her to count any portion of his/her previous service for any benefit or concession admissible under any rule or order of the University.
- (v) Employees who join the employment of another University/Institution while holding lien on their post in the parent University can submit technical resignation seeking to terminate their lien on the parent University post so as to get absorbed into the service of such other University/Institution in which case the accrued service/pensionary benefits in the parent University will not be forfeited.

## 27. RETIREMENT:

- (i) The rules of retirement of Non-teaching staff shall be as prescribed in the A.P. Revised Pension Rules 1980 as amended from time to time.
- (ii) The rules of retirement of University Teachers shall be as prescribed in the A.P. Universities Teachers' Pension Rules 1992 as amended from time to time.
- (iii) With reference to the employees, whether Teaching or Non-Teaching, who are appointed, after 01-09-2004, the Contributory Pension Scheme prescribed by the A.P. State Government as amended from time to time shall apply.

## 28. TERMINATION OF SERVICES:

- (i) The University shall have the right to terminate the appointment of any permanent employee of the University for reason of want of vacancy, abolition of post, and such other reasons by giving notice of three months before the date of termination of appointment or by paying an amount equal to the salary of three months without giving any notice:

Provided that, if the termination is effected during the period of notice of three months the employee shall be paid such pay and allowances as might be admissible to him/her for the unexpired portion of the notice of three months.

- (ii) It shall be competent for the appointing authority to terminate the services of any employee of the University, if it is satisfied on the report of a Medical Board or Medical Officer, as the case may be, appointed by the appointing authority for the purpose, that the employee is incapacitated or seriously afflicted with an illness and he/she is likely to continue

to be so incapacitated or ill to be incapable of discharging his/her duties by reason of such incapacity or ill health. An employee so discharged from service of the University shall not be entitled to any damages or compensation whatsoever. It shall, however, be competent for the Executive Council to grant a lump sum amount on compassionate grounds if such an employee is not entitled for pension as per the rules of the University.

29. The Executive Council may formulate service conditions in respect of persons working (teaching and non-teaching) in the University outside the sanctioned posts on purely temporary basis.



## CHAPTER – IV

### PAY AND ALLOWANCES

#### 1. DRAWING OF PAY AND ALLOWANCES:

All the members of the University service, both teaching and non-teaching, shall be entitled to such emoluments (basic pay, dearness allowances, HRA, etc.) as determined by the Executive Council on the basis of the orders issued by the Government of Andhra Pradesh from time to time.

- (i) A University employee will begin to draw the pay and allowances attached to the post with effect from the date on which he/she assumes the duties of that post and shall cease to draw them as soon as he/she ceases to discharge those duties.
- (ii) In the case of assumption of duties on the afternoon, the pay and allowances shall be drawn from the following day.

#### 2. FIXATION OF PAY: It shall be competent for the appointing authority to fix the initial pay of a person appointed to the post.

- (i) All new appointments shall ordinarily be made on the minimum of the time scale attached to the post.
- (ii) If the employee holds a lien on a permanent post, other than a tenure post, or would hold a lien on such a post had his lien not been suspended:
  - (a) When appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to such permanent post, he/she will draw as initial pay the stage of the time scale next above his substantive pay in respect of the old post.
  - (b) When appointment to the new post does not involve such assumption he/she will draw as initial pay the stage of the time scale which is equal to his substantive pay in respect of the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference.
- (iii) In order to remove the anomaly of a University employee promoted or appointed to a higher post and drawing a lower rate of pay in that post than another University employee junior to him/her in the lower post and promoted or appointed subsequently to another identical post, in all such cases, the pay of the senior in the higher post should be stepped up to a figure equal to the pay as fixed for the junior in that higher post subject to the conditions that –
  - (a) both the employees should belong to the same cadre.
  - (b) their scale of pay should be identical.
  - (c) the anomaly should be directly as a result of implementation of this rule. If in the lower post the junior employee draws from time to time a higher rate of pay than the senior by virtue of grant of advance increments etc., the pay of the senior employee need not be stepped up.
  - (d) For settlement of the cases of stepping up of pay of senior employees on par with the pay of their juniors as per rules, the request/representation of the senior employees must be received up to a period of five years after the promotion of their juniors. Under no circumstances, such representations beyond five years after the promotion of their juniors can be allowed.

3. **CHANGE OF POST TREATED AS TRANSFER:** The holder of a post, the pay of which is changed, shall be treated as if he/she were transferred to a new post on the new pay and his/her pay in the new time-scale be fixed in accordance with the principle laid down in clause 2 (ii)(a) above provided that he/she may at his/her option retain his/her old pay until the date on which he/she earns his/her next or any subsequent increment on the old scale, or until he/she vacates his/her post or ceases to draw pay on that time scale. The option once exercised is final.

4. **RULES RELATING TO INCREMENTS:**

(i) Service for increment: (a) All duty in a post on a time scale counts for increments in that time scale. Service in another post, whether in a substantive or officiating capacity, service on deputation and leave other than extraordinary leave, count for increments in the time scale applicable to the post.

Provided, the Executive Council shall have the power to direct that extraordinary leave shall be counted for purposes of increment when it is taken for the purposes specified in the Leave Rules included in these Regulations.

(b) In the case of teachers or other employees of the University appointed temporarily or in an officiating capacity, approved, continuous, temporary or officiating service in any post, may count for increment in the time scale in which the temporary or officiating appointment is made.

(c) Probation shall not be a bar to increments. Annual increments may be granted to officers, teachers and employees of the University appointed on probation, after the completion of one year's satisfactory service.

(ii) Service in higher post counts for increment in the lower post: If a University employee, while officiating in a post or holding a temporary post on a time scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his/her officiating or temporary service in the higher post shall, if he/she is reappointed to the lower post, count for increment in the time scale applicable to such lower post.

(iii) Increment how drawn: To the first bill in which a periodical increment is drawn for an employee of the University, shall be attached an increment certificate, signed by the Officer or member of the staff authorized to sanction the increment as detailed below:

<b>Category of Staff and Department/Office where working to whom the Increment may be sanctioned</b>	<b>Sanctioning Authority</b>
1. Rector, Principal/Special Officer, Professors, Registrar, Librarian, Director of Physical Education, Dean-CDC, Associate Professors, Assistant Professors, Finance Officer, Joint Registrar and any other equivalent cadre.	Vice-Chancellor
2. University Engineer, University Medical Officer, Controller of Examinations, Deputy Registrars, Assistant Registrars, Deputy Executive Engineers, AEE and AE and any other equivalent cadre.	Registrar
3. Superintendents, Ministerial Staff, Engineering Staff, Technical Staff not covered above, Last Grade Service and any other equivalent cadre.	Joint Registrar/ Deputy Registrar (Estt.)

(iv) Power to suspend or withhold increment:

The power to suspend, postpone or withhold the increment with or without cumulative effect of any employee of the University shall be vested with the Vice-Chancellor. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

(v) Advance Increment:

The appointing authority may grant, at the time of appointment, advance increment(s) not exceeding five to University employees on a time scale of pay based on the recommendation of the Selection Committee.

(vi) Reduction to a Lower grade or Post:

The Executive Council when ordering the reduction in rank of a University employee as a penalty from a higher to a lower grade or post may allow him/her to draw any pay not exceeding the maximum of the lower grade or post which it may think proper:

Provided that the pay allowed to be drawn by a University employee under this rule shall not exceed the pay which he/she would have drawn by the operation of Rule 22 read with clause (b) or clause (c), as the case may be, of Rule 26 of Fundamental Rules.

If a University employee is, on account of gross misconduct or inefficiency, reduced to a lower grade or post or to a lower stage in his time scale, the competent authority when ordering such reduction, shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone the future increments and if so, to what extent.

(vii) Non-continuous service:

An officiating University employee who has no substantive appointment cannot count non-continuous officiating service for increments in a time scale.

5. PAY AND ALLOWANCES DURING SUSPENSION, REMOVAL OR DISMISSAL:

- (i) Pay and Allowances: The pay and allowances of a University employee who is dismissed or removed from service cease from the date of such dismissal or removal.

An employee under suspension pending enquiry shall not draw his pay and allowances during the period of suspension but is entitled to a subsistence allowance at such rates as the suspending authority may direct, but not exceeding one-half of the pay (drawn on the date of suspension) with proportionate allowances of the party concerned on certification that he/she is not engaged in any other employment, business, profession or vocation.

When the suspension of a University employee is held to have been unjustifiable or not wholly justifiable, or when a University employee who is dismissed, removed or suspended is reinstated, the appellate authority may grant to him/her for the period of his/her absence from duty:

- (a) If he/she is fully exonerated from the alleged misconduct, the full salary to which he/she would have been entitled if he/she had not been dismissed, removed or suspended.
- (b) If otherwise, such proportion of such pay and allowances as the appellate authority may prescribe.

In a case falling under clause (a) above, the period of absence from duty will be treated as a period spent on duty. In a case falling under clause (b), it will not be treated as period spent on duty, unless ordered by the appellate authority otherwise.

(ii) A University employee who has been committed to prison either for debt or on a criminal charge shall be considered as under suspension from the date of his/her arrest, and therefore entitled only to subsistence allowance until the termination of the proceedings against him/her. If he/she is not dismissed or removed, subsequently, adjustment of his/her pay and allowances shall be made according to the conditions and terms prescribed above, the full amount being given only in the event of the employee being considered to be acquitted of blame, or where if the imprisonment was for debt, it is proved that the employee's liability arose from circumstances beyond his control.

(a) The amount of subsistence allowance, if any, already drawn, shall be deducted from the pay and allowances or proportion of them which may be granted later.

(b) The grant of pay and allowances or a portion of them does not cancel any officiating arrangements that may have been in force while the employee was under suspension not as a punishment.

(iii) Leave during suspension: Leave shall not be granted to a University employee under suspension.

(iv) Where suspension is awarded as a punishment, the employee is not entitled to any pay and allowances for the period of suspension.

#### 6. RE-EMPLOYMENT OF RETIRED EMPLOYEES:

The Executive Council shall have the power to reemploy in special cases, the employees of the University including those belonging to last grade service, after attaining the age of superannuation for a period of not exceeding 5 years, the reemployment being for one year at a time subject to the following conditions:

(i) Service during the period of reemployment shall not count for purposes of increment and Provident Fund. It shall, however, count for purposes of leave.

(ii) The employee shall be eligible to the pay and allowances drawn by him on the date of superannuation.

(iii) If the reemployed person draws pension, the remuneration payable shall not exceed the difference between the emoluments drawn at the time of retirement and the pension amount he/she is drawing.

(iv) The Executive Council may also appoint retired teachers on reemployment basis on consolidated pay or on payment of honorarium at the rates fixed by it.

7. The Executive Council may fix the remuneration, allowances, rate of daily wage, etc., as it deems fit in respect of persons working (teaching and non-teaching) in the University outside the sanctioned posts on purely temporary basis.

CHAPTER – V  
LEAVE RULES

1. These Regulations on Leave shall apply to all the employees except teachers who are governed by separate Leave Rules contained in the Government Orders issued based on the recommendations of the University Grants Commission and adopted by the Executive Council.
2. Leave how earned: Leave is earned by duty only. Duty for the purposes of leave does not include any period of absence on any leave admissible under the leave rules but includes:
  - (i) any period of absence on casual leave during a continuous period spent on duty;
  - (ii) any period of absence on gazette holidays or other days declared to be holidays by a competent authority during a continuous period spent on duty;
  - (iii) any period of absence on gazette holidays when permitted to be prefixed and suffixed to leave;
  - (iv) any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or suffixed to leave;
  - (v) joining time;
  - (vi) such other periods as the Executive Council may treat as duty.
3. APPLICATIONS FOR SANCTION OF LEAVE:
  - (i) All leave applications shall be submitted through proper channel to the sanctioning authority sufficiently in advance (other than casual leave) to take all necessary action in making alternate arrangements for carrying on the work. It shall be clearly understood by the employees of the University that leave will be granted to the extent eligible only where in the opinion of the authority competent to grant leave such a grant does not prejudicially affect the work of the University and the reasons for leave are satisfactory. No one shall avail himself/herself of leave except with prior sanction, unless it be on medical grounds duly certified or for urgent reasons to be fully explained to the satisfaction of the sanctioning authority. Disregarding this basic procedure will be viewed seriously. A person leaving the station shall intimate to the Head of the Department/Office in which he/she is working and shall also furnish his/her address during the period of such absence.
  - (ii) Intimation of leave at credit: The order sanctioning earned leave/half-pay leave to a University employee shall indicate the balance of such leave at his/her credit.
4. REFUSAL OR REVOCATION OF LEAVE: Leave cannot be claimed as a matter of right. When the exigencies of University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
5. COMMENCEMENT OF LEAVE: Leave ordinarily begins on the day on which transfer of charge is effected or the employee avails himself/herself of the leave sanctioned and ends on the day preceding that on which charge is resumed.
6. SUFFIXING OR PREFIXING HOLIDAYS TO LEAVE: When the day immediately preceding the day on which the leave of a University employee begins or immediately following the day on which his/her leave or joining time expires is a holiday or one of series of holidays, the University employee may leave the station at the close of the day before, or return to it on the day following such holiday or series of holidays. If holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances take effect from

the first day after the holidays. If holidays are suffixed to leave or joining time, the leave or joining time is treated as having terminated on, and any consequent re-arrangement of pay and allowances taken effect from, the day on which the leave or joining time would have ended if holidays had not been suffixed.

When a University employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he/she is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) if any preceding the day he/she is so certified shall be treated as part of the leave. When the certificate is of a date intervening the holidays, the entire period of holidays may be treated as part of leave.

7. **SERVICE WHILE ON LEAVE:** A University employee while on leave may not take up any other service or accept any employment without obtaining the previous sanction of the Executive Council. This rule does not apply, however, to casual literary work or to serve as an examiner or to similar assignment.
8. **RECALL TO DUTY WHILE ON LEAVE:** The authority which sanctions the leave or its superior authority shall have the power to recall the University employee to duty before the expiry of the period of leave. All orders recalling the University employee to duty before the expiry of his/her leave shall state whether the return to duty is optional or compulsory. If the return to duty is compulsory he/she is entitled to be treated as on duty from the date on which he/she starts for the station to which he/she is posted, and to draw travelling allowance for the journey. But until he/she joins his/her post, he/she is entitled to leave salary only. If the return to duty is optional, he/she is not entitled to travelling allowance.
9. **CANCELLATION OF LEAVE:** A University employee on leave may not return to duty before the expiry of the period of the leave granted to him, unless he/she is permitted to do so by the authority which granted him/her leave. However, ordinarily he will be permitted to do so, provided that if any arrangements have been made for the period of his/her leave which would involve a pecuniary loss in the case of his/her premature return, he/she shall take upon himself/herself such pecuniary liability. No formal cancellation order for the unexpired portion of leave is necessary when a University employee returns to duty before the expiry of his/her leave.
10. **OVERSTAYAL OF LEAVE:** In the case of any employee who remains absent after the end of his/her leave, the period of such overstayal of leave should, unless the leave is extended by the competent authority, be treated as follows:
  - (i) as leave on half pay on private affairs to the extent such leave is due unless the overstayal is supported by medical certificate;
  - (ii) as leave on half pay on medical certificate to the extent such leave is due, if the overstayal is supported by a medical certificate;
  - (iii) as extraordinary leave to the extent the period of half pay leave due on private affairs and/or on Medical certificate falls short of the period of overstayal.
  - (iv) the employee is not entitled to leave salary during such overstayal of leave not covered by an extension of leave by the competent authority.
11. **TIME LIMIT FOR CONTINUOUS LEAVE:**
  - (i) Unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, no University employee shall be granted leave of any kind for a continuous period exceeding five years.

(ii) Willful absence from duty after the expiry of leave may be treated as misbehavior which attracts disciplinary action.

(iii) Willful absence from duty not covered by grant of any leave will be treated as 'dies-non' for all purposes, viz., increment, leave and pension.

(iv) Any kind of leave (except casual leave and special casual leave) admissible under these rules may be granted in combination with any other kind of leave so admissible or in continuation of leave already taken whether of the same or of any other kind.

12. LEAVE ON RETIREMENT: The leave account of an employee shall be settled at least one day prior to his/her retirement as per rules.

13. KINDS OF LEAVE: Leave may be of the following kinds:

- (i) Casual Leave
- (ii) Special Casual Leave
- (iii) Compensatory Leave
- (iv) Duty Leave (On Duty)
- (v) Earned Leave on full pay
- (vi) Half-pay Leave
- (vii) Commuted Leave
- (viii) Leave not due
- (ix) Extraordinary Leave on loss of pay
- (x) Study Leave
- (xi) Medical Leave
- (xii) Paternity Leave
- (xiii) Special Disability Leave

14. CASUAL LEAVE:

Every regular employee including probationers belonging to non-vacation Departments/Offices is entitled for 20 days of casual leave per calendar year without any provision for optional holidays. Casual leave may be reckoned in terms of full day or half day for purposes of debit in the account.

Casual leave may be taken in one or more installments as the applicant desires, but such leave may not be granted for more than five days inclusive of holidays at a time in the case of teachers. In the case of others, casual leave may not be granted for more than seven days exclusive of Sundays or holidays at a time provided that no period of absence from duty shall exceed ten days. Casual leave cannot be accumulated and shall not be combined with any other kind of leave or vacation but it may be combined in any manner with Sundays and other authorized holidays subject to the limitations prescribed above.

15. SPECIAL CASUAL LEAVE:

(a) Special Casual Leave not counting against ordinary casual leave may be granted to a University employee in the following circumstances:

(i) When he/she is detained in a plague camp on the way to rejoin duty.

(ii) When he/she, on the way to rejoin duty, is held up at a place due to civil disturbances, natural calamities or other factors entirely beyond his/her control.

(iii) When he/she is summoned to serve as an assessor or to give evidence before a court as a witness in civil and criminal cases in which his/her private interests are not in issue: The leave to cover the total period of absence necessary.

(b) In the cases coming under (a) above, when the absence from duty exceeds the period which may be reasonably treated as casual leave under the discretion vested in the sanctioning authority, the University employee may be granted for the entire period of absence such regular leave with leave salary as may be due to him/her and thereafter extraordinary leave.

(c) In addition, special casual leave to the extent mentioned below may also be granted for undergoing family planning operation:

<b>Category</b>	<b>No. of Days of Leave</b>
Male – Vasectomy	6 working days
Second operation	6 working days
Female – Tubectomy	14 working days
Male – for Tubectomy of wife	7 working days
Second operation	14/7 working days
Female – Salpingectomy after medical termination of pregnancy	14 working days
Male for above operation of wife	7 working days
Insertion of intrauterine contraceptive	1 day

Note: Leave for second operation is permitted when the Doctor certifies that the first operation was a failure. Additional special casual leave beyond above limits can be given on account of post operation complications subject to production of medical certificate.

(d) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

#### 16. COMPENSATORY LEAVE:

A University employee who is called on to attend to office on public holiday to keep ordinary turn duty/due to exigencies of work shall be granted compensatory leave not more than ten days in a calendar year and no such leave shall be taken after the expiry of six months from the public holiday for which it is substituted.

#### 17. DUTY LEAVE (ON DUTY):

(i) Duty leave may be granted:

(a) For performing administrative or academic or any other duty assigned by the University to any member of Teaching or Non-Teaching staff of the University in which case duty leave will be sanctioned as per the number of days required.

(b) To the Office bearers of recognized Service Associations for attending State/Regional/National conferences/meetings of such Associations. Number of persons to be deputed and number of days of 'on duty' to be sanctioned shall be as decided by the competent authority.

(c) To the personnel of the Department of Physical Education and Sports for attending this sports events/tournaments of IUT/State/Regional/National/International level and for attending the meetings of Sports Associations/Authorities.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.



- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty leave must be availed only after obtaining prior approval from the sanctioning authority.

#### 18. EARNED LEAVE ON FULL PAY:

All regular employees, other than teachers who are declared as vacation staff, earn leave as indicated below:

- (a) The leave account of all regular employees (approved probationers) should be credited with 30 days earned leave, in two installments, 15 days each on the 1<sup>st</sup> January and 1<sup>st</sup> July every year. The employees on probation shall be entitled to Earned Leave at the rate of 8 days for every six months. After declaration of probation, his/her earned leave will be recast on par with regular employees with effect from the date of commencement of probation.
- (b) The leave at credit of the employees at the close of the previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for that half year shall not exceed the maximum limit of 300 days in respect of regular University employees.
- (c) The credit afforded under clause (b) shall be reduced by 1/10<sup>th</sup> of the period of extraordinary leave only availed during the previous half year subject to a maximum of 15 days.

#### NOTE:

(i) When an employee is appointed on or after 1<sup>st</sup> January or 1<sup>st</sup> July of a year earned leave should be credited to the leave account at the rate of 2 ½ days for each completed month of service which he/she is likely to render in the calendar half year in which he/she is appointed. e.g., if he/she is appointed on 13<sup>th</sup> March, the number of completed months of his/her service in that half year will be 3 and credit will be  $3 \times 5/2 = 7 \frac{1}{2}$  days rounded to 8 days. If he/she is appointed on 20<sup>th</sup> April the number of completed months will be only 2 and credit will be  $2 \times 5/2 = 5$  days.

(ii) The credit for the half year in which an employee is due to retire or resigns from the service, shall be afforded only at the rate of 2 ½ days per completed month in that half year up to the date of retirement or resignation. If in the case of a University employee who resigns from the service the leave already availed of is more than the credit so due to him/her, necessary adjustment should be made in respect of leave salary overdrawn, if any.

- (d) The maximum earned leave that can be granted at any time shall not exceed 180 days.
- (e) Vacation may be availed of in combination with or in continuation of any kind of leave admissible under these rules. Total duration of vacation, earned leave and leave on half pay commuted on medical certificate and/or half pay leave on private affairs taken in conjunction shall not exceed 180 days.

#### 19. HALF PAY LEAVE:

- (a) The half pay leave admissible to an employee on successful completion of initial probation for each completed year of service is twenty days. The half pay leave is admissible in respect of periods spent on duty and on leave including extra-ordinary leave.
- (b) The half pay leave due may be granted to any employee on medical certificate. In the case of permanent employees leave may be granted on private affairs also. In respect of probationers half pay leave on medical certificate may be granted after putting in 2 years of service.
- (c) A permanent employee or an approved probationer may be granted leave on medical certificate for the treatment of Tuberculosis or Leprosy provided that a medical certificate from the Medical Officer of a recognised Sanatorium, in the case of those undergoing treatment in a recognised sanatorium, is produced. The prospect of returning to duty on the expiry of the leave should be assessed on the basis of the certificate given by the appropriate medical authority.

20. COMMUTED LEAVE: Commuted leave not exceeding half the amount of half pay leave due may be granted on a Medical Certificate to an employee subject to the following conditions:

- (a) Commuted leave availed during the entire service shall be limited to a maximum of 240 (two hundred and forty) days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

Provided, that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

NOTE:

- (i) When commuted leave is granted to an employee under this rule and when the employee intends to retire or resigns subsequently, the commuted leave should be converted to half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered from him/her. An undertaking to this effect should therefore be taken from the employee whenever commuted leave is sanctioned to him/her.
- (ii) In all cases of resignation or voluntary retirement refund of excess leave salary should be enforced, while in cases where he/she is compulsorily retired by reason of ill health incapacitating him/her from further service or in public interest, and if he/she dies before resuming his/her duty, no refund should be enforced.

21. LEAVE NOT DUE: Leave not due may be granted to a permanent employee only on medical certificate for a period not exceeding 180 days during the entire service. Such leave will be debited against the half pay leave the employee may earn subsequently. The following norms be followed:

- (i) Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and it should be limited to half pay leave the employee is likely to earn thereafter.
- (ii) When an employee who has been granted leave not due under this clause applies for permission to retire voluntarily, the leave not due shall, if the permission is granted, be cancelled. In such cases the retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should therefore be taken from the employee who avails the leave not due. The question whether an employee should be called upon to refund the amount of leave salary should be decided on the merits of each case, e.g. if the retirement is voluntary, refund should be enforced, if it is unavoidable by reasons of ill health incapacitating him/her for further service, no refund need be insisted upon.
- (iii) When leave not due is granted to an employee under the above rule and he/she applies for permission to retire voluntarily or resigns of his/her own volition at any time after returning to duty, the question of refund of leave salary in respect of leave not due already availed before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in the preceding paragraph.
- (iv) In cases where an employee is compulsorily retired from service as a measure of penalty under Discipline and Appeal Rules of the University, the recovery need not be insisted upon.

## 22. EXTRAORDINARY LEAVE ON LOSS OF PAY:

(A) Extraordinary leave on loss of pay may be granted to a permanent employee in special circumstances:

- (i) When no other leave is admissible under these rules, or
- (ii) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave. Such leave is not debited against the leave account. No leave salary is admissible during such leave.
- (iii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his/her credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.

Provided that such counting of extraordinary leave for purpose of increments as per (iii) above shall be limited to a maximum period of 36 months and provided further that in case of availing of extraordinary leave for purpose of higher studies, counting of the period for increments shall be subject to the condition that the candidate shall work in the University on his return from leave for a period of 36 months or period of leave availed whichever is less.

- (iv) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (v) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(B) In the case of Probationers the duration of extraordinary leave on any one occasion shall not exceed –

- (i) Three months;
- (ii) Six months in cases where the employee completes three years continuous service on the date of expiry of leave of the kind due and admissible under the rules (including three months extraordinary leave under (i) above) and his/her request for such leave is supported by a medical certificate as required under the rules;
- (iii) Eighteen months where the employee is undergoing treatment for:-

(a) Pulmonary tuberculosis (or Pleurisy of tubercular origin) on production of a certificate from a T.B. specialist; or

- (b) Tuberculosis of any other part of the body on production of a certificate from a qualified tuberculosis specialist or a Civil Surgeon; or
- (c) Leprosy in a recognised Leprosy institution or by a Civil Surgeon or a specialist in Leprosy on production of a certificate to this effect.

NOTE: The concession of extraordinary leave upto eighteen months under this sub-rule will be admissible only to those employees who have been in continuous service in the University for a period exceeding one year.

(iv) Twelve months where the employee is undergoing treatment for Cancer or for mental illness in an institution recognised for the treatment of such diseases or is so certified by a Civil Surgeon or a specialist in such diseases.

(v) Twenty four months where the leave is required for the purpose of prosecuting studies certified to be in the interest of the University.

Provided, that the employee has completed three years of continuous service on the date of expiry of leave of the kind due and admissible under the rules (including three months extraordinary leave under item B (i) above).

NOTE: This concession will be admissible only to those employees who have been in continuous University service for a period exceeding one year.

The grant of leave to a probationer shall be subject to the condition that but for the grant of the leave, he would have continued to hold a post in the University service until the expiry of leave.

### 23. STUDY LEAVE:

- (a) Study leave may be granted to approved probationers with at least three years of continuous service.
- (b) Study leave may be granted by the Executive Council to the teachers (who are governed by separate leave rules as mentioned above) of the University and in special cases to the employees other than teachers on such terms and conditions as may be prescribed by it to enable the employees to study or undertake research in scientific and technical, linguistics or other problems or to undergo special course of training or to make a special study of the various aspects of University organization and methods of education. The grant of study leave should be made with due regard to the exigencies of University service. Such leave is not debit to leave account. Study leave sanctioned shall lapse if not availed within 12 months from the date of sanction. However, such employee may apply afresh for study leave.
- (c) The study leave shall not be granted for more than three years in one spell, save in very exceptional circumstances in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University. In case the course of study falls short of study leave sanctioned, the employee shall resume duty immediately on the conclusion of such course of study, unless prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
- (d) Subject to the maximum period of absence from duty on leave not exceeding three years study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the employee shall be availed of at the discretion of the employee.

- (e) Study Leave cannot be claimed as a matter of right and the Executive Council may, at its discretion, refuse to grant study leave to any employee without assigning reasons. The Executive Council may terminate the study leave for reasons of unsatisfactory work by giving two months notice in which case the employee will have to pay back the amounts, if any, due to the University as decided by the Executive Council.
- (f) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (g) An employee who has been granted study leave should execute a bond binding him/her to serve the University on return from leave for a continuous period of at least three years and in default pay a sum equivalent to the entire leave salary paid to him/her during such study leave.
- (h) Employees who are granted study leave are ordinarily required to meet the cost of fees paid for courses of study.
- (i) Study Leave will count as service for sanction of notional increments, promotion, pension and contributory pension but not for leave, provided the employee joins the University on the expiry of his/her study leave. It will not affect any leave which may already be due to an employee.
- (j) An employee who is selected to a higher post during study leave will be placed in that position (through paper promotion in the case of employees other than teachers) and get the higher scale after joining the post subject to such joining time as may be fixed for this purpose by the appointing authority.
- (k) Study leave may be granted on full pay up to two years extendable by one year at the discretion of the University based on satisfactoriness of the progress of work and timely submission of six-monthly progress reports subject to taking into account the amount of scholarship or fellowship or any other financial assistance awarded to the employee on study leave, if it exceeds a specified amount to be determined from time to time based on the cost of living in the country of study, in determining the pay and allowances on which the study leave may be granted. In the case of an Indian fellowship which exceeds the salary of the employee, the salary would be forfeited.
- (l) The study leave shall not be granted to an employee who is due to retired within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

#### 24. MATERNITY LEAVE:

- (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (iii) Special Leave up to a maximum of 45 days, as recommended by Civil Surgeon/University Medical Officer, can be sanctioned to Women Employees who undergo Hysterectomy operation without debiting the same to the regular leave account of the individual and on payment of full pay and allowances.

## 25. PATERNITY LEAVE:

Paternity leave on full pay is admissible to married male University employees, temporary or permanent, for a period of 15 days from the date of his wife delivering the baby subject to the condition that this leave is admissible up to two children only.

## 26. SPECIAL DISABILITY LEAVE:

- i. Subject to the conditions hereinafter specified the Executive Council may grant Special Disability Leave to a University employee who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his/her official duties or in consequence of his/her official position.
- ii. Such leave shall not ordinarily be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.
- iii. The period of leave granted shall be such as is certified by the University Medical Officer or other qualified Doctor appointed ad hoc by the Vice-Chancellor for the purpose to be necessary. It shall not be extended except on the certificate of the said Medical officer or Doctor as the case may be and shall in no case exceed 24 months.
- iv. Such leave may be combined with leave of any other kind.
- v. Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- vi. Such leave shall not be debited against the leave account.
- vii. Leave salary during such leave shall be equal:
  - (a) For the first four months of any period of such leave including a period of such leave granted under clause (v) of this rule, to full pay and
  - (b) For the remaining period of any such leave, to half pay, or at the University employee's option, for a period not exceeding the period of full pay which would otherwise be admissible to him, to full pay.

## 27. MEDICAL CERTIFICATES:

- (a) A University employee who has been granted leave on medical certificate shall be asked to produce a certificate of physical fitness before he/she returns to duty by the Head of the Office where he/she joins duty. A similar certificate may be required in the case of any University employee who has been granted leave for reasons of health, even though such leave was not actually granted on medical certificate.
- (b) When the leave applied for is on medical certificate, the certificate shall be from a Gazetted Medical Officer or University Medical Officer. However, the University employee may, if felt necessary, be asked to appear before a Medical Board or the District Medical and Health Officer or the Superintendent or a Civil Surgeon of a Government Hospital on requisition at

his/her cost for examination and report. Requisitions for this purpose will be issued by the University wherever necessary. The medical certificates issued by other Doctors (Private/Government) shall require the counter signature of the University Medical Officer.

- (c) The medical leave can be debited either to earned leave or to half pay leave or to a combination of both depending upon the option of the employee and the availability of sufficient balance in the concerned leave account. Any excess of medical leave availed shall be treated as extraordinary leave on loss of pay.

## 28. LEAVE SALARY:

A University employee:

- (a) While on earned leave and on half pay leave on medical certificate commuted to full pay is entitled to leave salary equal to his/her pay last drawn.
- (b) While on leave on half pay or medical leave is entitled to leave salary equal to half the pay last drawn:

Provided, that when such leave is taken or is combined with earned leave by an employee for the treatment of Leprosy, Tuberculosis, Cancer, Mental illness and heart disease, as the case may be, he/she shall be eligible for leave salary equal to his/her pay for not more than six months in all on producing a certificate (i) from the Medical Officer in charge of a recognized Leprosy, Tuberculosis, Cancer, Mental illness or heart diseases treatment centre of his/her having undergone regular treatment during the period of such leave or (ii) from the Superintendent of the Government Head Quarters Hospital in which such employee is kept on the waiting list for admission into a recognized centre for want of accommodation in the respective recognized centre.

- (c) While on extra-ordinary leave the employee is not entitled to any leave salary.

## 29. SURRENDER OF EARNED LEAVE:

- (a) Regular Non-Teaching employees of the University are, after successful completion of their probation, permitted to surrender earned leave not exceeding 15/30 days once in one/two calendar years, and receive cash equivalent of leave salary and allowances in lieu of the leave so surrendered. The orders sanctioning surrender leave should specifically indicate the date on which the employee is permitted to surrender the leave so as to facilitate necessary entries to be made in the service registers. They may be permitted to surrender earned leave for the first time up to 15 days after one year of service.
- (b) The rate per month of cash value of the leave surrendered by an employee shall be the sum total of the monthly rates of leave salary and allowances to which the employee is eligible on the date of the surrender. For this purpose a month consists of 30 days irrespective of the month in which the leave is surrendered.
- (c) In order to ensure that surrender of leave has not been permitted more than once during the block period of one/two years, the authority competent to grant leave should append the following certificate in the sanction order:

‘Certified that the surrender of leave now permitted for one or two calendar year(s) has not been sanctioned and availed by the employee earlier’.

- (d) The leave salary for the period of leave surrendered will not be liable to deductions under any account.

- (e) Cash equivalent of the leave salary to the extent of leave admissible to the employee, subject to a maximum of 300 days may be paid to the employee on his/her retirement and to the legal heirs of a deceased employee in case of death of the employee while in service. This ceiling will be as per the Government Orders issued from time to time.
- (f) Employees shall not be permitted to surrender leave on a date earlier than the date of application.
- (g) Re-employed Pensioners are also eligible for surrender up to 15 days of earned leave after completion of twenty four months of service for the first time.
- (h) Such of those teachers who are posted to work in the administrative posts, non-vacation posts, etc., on full time basis shall be entitled for Earned Leave as per the limits mentioned in these regulations for the period they worked in such administrative posts and are also entitled for surrendering and encashing such leave on par with other administrative staff in the non-teaching cadres.

### 30. AUTHORITIES TO GRANT LEAVE:

Leave to the employees shall be sanctioned by the authority mentioned against each category as detailed hereunder:

#### I. Casual Leave/Special Casual Leave

Designation	Sanctioning Authority
(a) Rector, Principals of University Colleges and Registrar.	Vice-Chancellor
(b) Librarian, Director of Physical Education, University Medical Officer, Coordinators (Examinations), Dean-CDC, Special Officer (PG Centre), Director, Centre for Distance Education, University Engineer, Finance Officer, Joint Registrar and any other equivalent cadres.	Registrar
(c) Heads/Coordinators/Directors of Departments of Study/Centres of Research.	Principal/Special Officer
(d) Professors, Associate Professors, Assistant Professors and other Teachers and any other equivalent cadres.	Head of the Department/ Research Centre
(e) DRs, C.E., Additional C.E., D.E.Es., AEE, AE, A.Rs, Superintendents, Senior Assistants and any other equivalent cadres.	Registrar
(f) (i) Junior Assistants, Record Assistants, Office Subordinates, other Staff and any other equivalent cadres of each Department of Study/Centre of Research. (ii) Above cadres working in the Offices of Principal/Special Officer.	Head of the Department  Principal/Special Officer
(g) Junior Assistants, Record Assistants, Office Subordinates, other Staff and any other equivalent cadres in the Offices/Sections.	Head of each Office

#### II. Leave other than Casual Leave

Designation	Sanctioning Authority	Period of Leave
(a) Vice-Chancellor	Chancellor	---
(b) Rector and Registrar	Vice-Chancellor Executive Council	10 days Above 10 days
(c) Principal, Special Officer and University	Vice-Chancellor	Upto 1 month



Engineer	Executive Council	Beyond 1 month
(d) Professors, Associate Professors, Assistant Professors and equivalent cadres	Registrar Vice-Chancellor Executive Council	Upto 1 month Upto 3 months Beyond 3 months
(e) Librarian, University Medical Officer, Director-Centre for Distance Education, other Heads of Offices, Coordinators (Examinations), Dean-CDC, Director of Physical Education, Joint Registrar, Finance Officer and any other equivalent cadres	Registrar Vice-Chancellor Executive Council	Up to one month Up to 3 months Beyond 3 months
(f) Sanction of leave (other than surrender leave) on full pay or half pay or extraordinary leave or other kinds of leave for administrative and ministerial cadres up to and including the cadre of Junior Assistants in the Colleges/Departments/Centres/Offices and Engineering/Technical staff (excluding Class-IV employees)	Registrar  Vice-Chancellor	Up to 3 months  Beyond 3 months
(g) Sanction of surrender leave for all non-teaching staff other than Class-IV staff	Registrar	For the period of entitlement
(h) Sanction of leave including surrender leave to Class-IV employees in the University Office	Joint Registrar /Deputy Registrar (Admn.)  Registrar	Up to 1 month and surrender leave as per entitlement  Beyond 1 month
(i) Sanction of 'On Duty' to Teaching/Non-Teaching Staff within the country without financial assistance	Rector	---
(j) Sanction of 'On Duty' to Teaching/Non-Teaching Staff within the country with financial assistance and sanction of 'On Duty' to Teaching/Non-Teaching Staff outside India.	Vice-Chancellor	---

### 31. LEAVE ACCOUNT:

Leave account shall be maintained for each employee of the University, wherein is entered the leave earned, leave taken and the balance of leave to his/her credit. The amount of leave due to a University employee is the balance of leave at his/her credit in the leave account. Leave at credit of the University employee in his/her leave account lapses on the date of retirement.

32. The Executive Council may sanction listed holidays with pay and such leaves as it deems fit to persons working (teaching and non-teaching) in the University outside the sanctioned posts on purely temporary basis.

33. The leaves for which provision is made by research funding agencies to the research scholars/ research fellows directly or in research projects shall be sanctioned by the Principal/Special Officer of the respective College(s)/P.G. Centre(s). Further, the Executive Council may make provision for such leaves as it deems fit in respect of research scholars without fellowship.

## CHAPTER – VI

### SERVICE CONDITIONS OF TEACHERS

1. Notwithstanding anything contained in these Regulations, the conditions of service of teachers shall be regulated as per the provisions of G.O.Ms.No.38, dt.23-6-2016, on the following matters:
  - (i) Pay scales, pay fixation formula, age of superannuation, etc.
  - (ii) Recruitment and Qualifications
  - (iii) Increments
  - (iv) Allowances
  - (v) Leave rules
  - (vi) Teaching days
  - (vii) Workload
  - (viii) Superannuation & Re-employment of Teachers
  - (ix) Pension, Gratuity and other Service related benefits
  - (x) Consultancy Assignments
  - (xi) Period of Probation and Confirmation
  - (xii) Revised Scales of Pay to Tutors and Demonstrators
  - (xiii) Counting of past service for direct recruitment and promotion under CAS
  - (xiv) Service agreement and fixing of seniority
  - (xv) Applicability of the Schemes/Regulations
  - (xvi) Creation and filling up of Teaching Posts
  - (xvii) Amendment to Service Rules
  - (xviii) Code of Professional Ethics
  - (xix) Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions
  - (xx) Assistant Professors/Associate Professors/Professors in Colleges & Universities
  - (xxi) Professors in Undergraduate and Postgraduate Colleges
  - (xxii) Pay Scales of Principals in Colleges
  - (xxiii) Librarian/College Librarian
  - (xxiv) Pay Scales and Career Advancement Scheme for Physical Education Personnel
  - (xxv) Vice-Chancellor
  - (xxvi) Incentives for Ph.D./M.Phil. and other higher qualifications
  - (xxvii) Direct Recruitment
  - (xxviii) Selection Committees
  - (xxix) Selection Procedures
  - (xxx) Stages of promotion under Career Advancement Scheme.
2. All other matters specified in the above referred G.O. shall be applicable to the Teachers.
3. However, in respect of the following matters, the service conditions of teachers of the University shall be regulated by these Service Regulations:
  - (i) Lien
  - (ii) Deputation
  - (iii) Foreign Service
  - (iv) Resignation
  - (v) Pay and allowances during suspension, removal or dismissal
  - (vi) University welfare schemes including medical benefits
  - (vii) Any other matters not specifically included in the G.O.Ms.No.38, dt.23-6-2016

4. The Executive Council shall adopt relevant G.Os modifying the provisions pertaining to the service conditions of teachers listed above issued by the Government of Andhra Pradesh from time to time based on UGC Regulations or its own rules.

## CHAPTER VII UNIVERSITY WELFARE SCHEMES

The University shall provide the following facilities for the benefit of the University employees, pensioners and their family members as may be decided by the Executive Council from time to time:

### 1. HEALTH CENTRES:

The University shall provide a Health Centre on the University campus and appoint University Medical Officer(s) to attend to the medical needs of the employees (Teaching and Non-teaching staff), pensioners, NMRs and their dependents, Students and Research Scholars. In addition to the Campus Health Centre, University may appoint part-time Honorary Medical Officer(s) in Guntur city for attending to the medical needs of the employees and their dependents residing at Guntur. The Health Centre on the University campus may, in addition to free consultation with Doctor, provide the following facilities:

- a) Free Medicines, b) Clinical Laboratory Investigation, c) ECG, d) Ultrasound Scanner, e) X-Ray Unit, f) Ambulance.

The medical facilities available in Guntur city may be limited to free consultation and medicines as prescribed by the Doctors concerned limiting the cost of medicines per employee to the amount decided by the Executive Council from time to time.

### 2. MEDICAL REIMBURSEMENT SCHEME:

The University shall implement Medical Reimbursement Scheme as per the terms and conditions stipulated by the Executive Council (Resolution No.4.1.2.12, dated 17-03-2008). The present ceiling limit of financial assistance under this scheme stands at Rs.2.00 Lakhs per employee/pensioner and their dependents. The Executive Council may enhance the upper limit of the medical reimbursement scheme on par with Government employees.

### 3 COMPASSIONATE APPOINTMENTS SCHEME:

The University shall implement the Compassionate Appointments Schemes for the dependents of employees as per the G.Os issued by Govt. of A.P. from time to time.

### 4. RESIDENTIAL QUARTERS:

The University may provide residential quarters on the campus for different categories of employees for their residence in the University campus on payment of rent as may be fixed by the Executive Council from time to time. Some officers/employees of the University, whose presence on the campus is considered necessary, may be provided with quarters on such concessional terms as decided by the Executive Council. The employees residing in the University quarters shall not be entitled to House Rent Allowance.

## 5. ADVANCES:

The University shall sanction certain advances and loans to the staff like Marriage Advance, Festival Advance, Education Advance, etc., as per the relevant G.Os passed by Government of Andhra Pradesh from time to time meeting the expenditure from the General Fund Account of the University.

## 6. UNIVERSITY LOAN FUND SCHEME:

The following types of loans may be extended to the employees of the University meeting the expenditure by constituting a corpus fund from the general funds of the University administering the scheme as per the terms and conditions stipulated by the Executive Council from time to time:

- a. Personal Loan
- b. Vehicle Loan
- c. Education Loan
- d. Housing Loan
- e. Medical Loan

The details of these schemes are available in the Regulations on Finance.

ANNEXURE - I

CERTIFICATE OF PHYSICAL FITNESS

This form is to be used by every candidate who is required by Acharya Nagarjuna University to produce a certificate of physical fitness. It must be signed by the University Medical Officer or any other qualified Doctor appointed for the purpose by the Vice-Chancellor.

Name and Rank of the Officer granting the certificate:

I do hereby certify that I have examined (full name) \_\_\_\_\_, a candidate for employment under Acharya Nagarjuna University in the \_\_\_\_\_ service as \_\_\_\_\_ and cannot discover that he/she has any disease, constitutional affection or bodily infirmity except that his/her weight is in excess/below of the standard prescribed.

I do/do not consider this a disqualification for the employment he/she seeks.

I also certify that he/she has marks of small pox vaccination

Chest measurement in centimeters on full inspiration:

on full expiration:

Chest measurement in centimeters \_\_\_\_\_  
Difference      Expansion  
Cms.              Cms.

Weight in Kgs. \_\_\_\_\_

His/her vision is normal.

Hypermetropic \_\_\_\_\_  
(Here enter the degree of defect and the strength of correction glasses)

Myopic \_\_\_\_\_  
(Here enter the degree of defect and the strength of correction glasses)

Astigmatic (simple or mixed) \_\_\_\_\_ (Here  
enter the degree of defect and the strength of correction glasses)

Hearing is normal/defective (much or slight)

Urine – Does Chemical examination show (i) albumin, (ii) sugar-state specific gravity.

Personal Identification Marks:              1.

(at least two should be mentioned)      2.

SIGNATURE :

RANK :

DESIGNATION:

Station:

Date:

## ANNEXURE – II

### DECLARATION

The candidate must make the statement required below prior to his/her medical examination and must sign the declaration given below in the presence of the Medical Officer. His/her attention is specially directed to the warning contained in the note below:

1. State your name in full:
2. State your date of birth, age and place of birth:
3. a) Have you ever had Small pox, intermittent or any other Fever, enlargement or Suppuration of Glands, Spitting of blood, Asthma, Inflammation of Lungs, Heart disease, Fainting attacks, Rheumatism, Appendicitis?

OR

- b) Suffered from any other disease or accident requiring confinement to bed and medical or surgical treatment?

OR

- c) Suffered from any illness, wound or injuries sustained while on active service during war?

4. When were you last vaccinated ?
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity?
6. Have you suffered from any form of nervousness due to over work or any other cause?
7. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board, within the last three years (to be filled in only in the case of candidates for subordinate services).

8. Furnish the following particulars concerning your family:-

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their ages at death and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	Number of Sisters living, their ages and state of health	Number of Sisters dead, their ages at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct. I also solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition.

Candidate's Signature

Signed in my presence

Signature of Medical Officer

**Note:** The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information he/she will incur the risk of losing the appointment and, if appointed, all claims relating to salary and superannuation benefits are liable to be forfeited.

ANNEXURE – III

**CERTIFICATE OF TRANSFER OF CHARGE**

1. Name of the Officer / Employee taking over charge :
  
2. Name of the Officer/Employee handing over charge :
  
3. Authority under which transfer is effected :  
(Number and date of the transfer order shall be cited)
  
4. Date and time of handing over and taking over of charge :
  
5. Whether lists of files, furniture, etc., have been signed by both the Officers/Employees and enclosed to this certificate :
  
6. Are there any discrepancies noticed from the previous charge lists? If so reasons to be furnished :

Signature of the Officer/Employee  
handing over charge

Signature of the Officer/Employee  
taking over charge



ANNEXURE – IV

TABLE SHOWING THE DETAILS OF SANCTIONED CADRES/POSTS, METHODS OF APPOINTMENT, CHANNELS OF PROMOTION, QUALIFICATIONS/EXPERIENCE/PASSING IN TESTS REQUIRED FOR THE FILLING UP OF NON-TEACHING POSTS OF THE UNIVERSITY.

Sl. No	Category/ Designation	Mode of Appointment					Qualification prescribed for Direct Recruitment	Remarks
		By Promotion	By Direct Recruitment	% of Promotion	% of Direct Recruitment	By Transfer		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Registrar	---	As specified in Statutes	---	100	From the cadres as specified in Statutes	As specified in Statutes	---
2.	Joint Registrar	Yes. From Deputy Registrars who have successfully completed probation	No	100	---	-----	-----	---
3.	Finance Officer	---	Term appointment as per procedure laid down in Section 16(1) of the Act and in relevant Government Orders	---	---	Appointment by transfer from the cadre of Joint Registrar till the Finance Officer is appointed from the panel furnished by the Government	-----	---
4.	Deputy Registrar	Yes. From Assistant Registrars who have successfully completed probation	No	100	---	By transfer from any other service if eligible Assistant Registrars are not available	-----	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.	University Engineer	Yes. From D.E.Es who have successfully completed probation and passed the Accounts Test for PWD Officers and Subordinates or APPSC Accounts Test Part-I for Executive Officers.	--	100	---	-----	First Class M.Tech., (Civil Engineering) with 5 years experience as DEE/equivalent cadre (in case Direct Recruitment is decided upon by the Executive Council).	---
6.	Assistant Registrar	Yes. From Superintendents who have successfully completed probation and passed the APPSC Accounts Test for Executive Officers Part-I	Yes	75	25	By transfer from any other service if eligible candidates are not available for promotion	(i) Minimum Second Class Degree with DCA from an Institution recognized by the Government and with 3 years experience as Superintendent/ Senior Assistant/equivalent cadre for external candidates. (ii) Graduate with 2 years experience as Superintendent/ Senior Assistant/equivalent cadre for internal candidates.	---
7.	Electronic Engineer	No	Yes	---	100	-----	Ist class M.Tech. (Electronics) or Ist class M.Sc. (Electronics) with one year experience or First class B.Tech. (ECE/EIE) with two years experience.	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8.	Deputy Executive Engineer	Yes. From A.E.Es./A.E.s who have successfully completed probation and passed in the Accounts Test for PWD Officers and Subordinates or APPSC Accounts Test for Executive Officers Part-I. (The ratio between the cadres of AEE and AE shall be 1:3).	No	100	---	---	----	---
9.	Assistant Executive Engineer	No	Yes	---	100	From the cadres of AE/Draughtsman Special Grade/Draughtsman Grade-I who have acquired B.Tech. (Civil Engineering) qualification.	First Class B.Tech. (Civil Engineering)/ equivalent qualification.	---
10.	Medical Officer	No	Yes	---	100	----	MBBS with 3 years experience of general practice.	---
11.	Assistant Engineer	Yes. From Draughtsman Grade-I, if not available, from Draughtsman Grade-III possessing Diploma in relevant Branch issued by A.P. Board of Technical Education/its equivalent qualification	No	100	--	----	----	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
12.	Librarian	No	Yes	---	100	-----	As per UGC norms	---
13.	Deputy Librarian	No	Yes	---	100	-----	As per UGC norms	---
14.	Asst. Librarian	No	Yes	---	100	-----	As per UGC norms	---
15.	Documentation Officer	No	Yes	---	100	-----	As per UGC norms	---
16.	Information Scientist	No	Yes	---	100	-----	As per UGC norms	---
17.	Director of Physical Education	No	Yes	---	100	-----	As per UGC norms	---
18.	Deputy Director of Physical Education	No	Yes	---	100	-----	As per UGC norms	---
19.	Assistant Director of Physical Education	No	Yes	---	100	-----	As per UGC norms	---
20.	Programmer	No	Yes	---	100	-----	As per UGC norms	---
21.	Library Assistant	Yes From Technical Assistants in Library who have successfully completed probation.	No	100	---	-----	-----	---
22.	Superintendent/ Personal Assistant	Yes From Senior Assistants/Stenographers/Care Taker who have successfully completed probation.	No	100	---	-----	-----	---
23.	Computer Operator	No	Yes	---	100	-----	Must possess minimum Second Class Degree of a University with PGDCA from a Government recognized institution and one year experience	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
24.	Senior Technical Assistant	No	Yes	---	100	-----	Diploma in Mechanical Engineering with five years experience in Workshop practice and ability to lead and supervise the work of a group. (Candidates will have to pass a Trade Test). (Candidates with additional experience of supervisory work in a Mechanical Work Shop will be preferred)	---
25.	Senior Assistant/ Care Taker	Yes From the approved probationers from the posts of Junior Assistant/ JACT/ Typist/ Artist/ Store Keeper/ Telephone Operator who have passed APPSC Accounts Test for Subordinate officers Part-I or Office Test conducted by the University.	Yes	75	25	-----	(i) Must possess minimum Second class Degree of a University/ its equivalent qualification (ii) DCA from Government recognized Institution.	---
26.	Stenographer	Yes. From Steno- Typists who have successfully completed probation.	Yes	75	25	-----	Degree of a University and pass in Type Writing and Shorthand Higher Grade with DCA from a Government recognized institution. Candidates with Telugu Type Writing/Computer training will be preferred.	---
27.	Technical Assistant (Adult Education)	No	Yes	---	100	-----	Minimum Second Class Post Graduate degree in Social Sciences with experience in preparing technical reports and media work.	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
28.	Technician Grade-‘C’	Yes. From Technician Grade-B and Technician Grade-A who have successfully completed probation and possess ITI in relevant trade. In case promotees are not available from relevant trade, direct recruitment may be undertaken	---	100	---	----	(i) ITI in relevant trade with 5yrs. Experience. (ii) In case ITI Course is not available for a Trade, then S.S.C. with certificate in the relevant trade from a Government recognized institution and 5 years experience are required. (In case direct recruitment is undertaken)	---
29.	Technician	No	Yes	---	100	----	ITI in relevant trade with 3years experience.	---
30.	Draughtsman Grade- I	Yes. From Draughtsman Grade-III who have successfully completed probation.	No	100	---	----	----	---
31.	Instrument Mechanic	No	Yes	---	100	----	Degree in Instrumentation/Electronics or LEE with 8 years experience in instrumentation repairs and maintenance.	---
32.	Sanitary Inspector	No	Yes	---	100	----	Intermediate qualification with Bi.P.C. along with Certificate in Sanitary Inspector training course or Multipurpose Health Workers’ training course from Government recognized institutions.	---
33.	Photographer	No	Yes	---	100	----	Intermediate with Diploma/Certificate in Photography from Government recognized institutions and 2 years experience in Photography work.	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
34.	Draughtsman Grade-III	No	Yes	---	100	----	Must have passed Diploma in Civil Engineering.	---
35.	Technician Grade-B/ Technician Grade-A	No	Yes	---	100	----	(i) ITI in relevant trade with 3years experience (ii) In case ITI course is not available for a Trade, then S.S.C. with Certificate in the relevant trade from a Government recognized institution and 3 years experience are required.	---
36.	Compounder-Cum-Nurse	No	Yes	---	100	----	Intermediate qualification along with Certificate course in Nursing and Midwifery from Government recognized institution and 2 years experience.	---
37.	Electrician	No	Yes	---	100	----	ITI in relevant trade	---
38.	Wireman	No	Yes	---	100	----	ITI in the relevant trade	---
39.	Motor Mechanic	No	Yes	---	100	----	ITI in the relevant trade	---
40.	Glassblower	No	Yes	---	100	----	ITI in the relevant trade (or) S.S.C. with 4 years work experience	---
41.	Driver Grade-I	Yes From Drivers Grade-II who have successfully completed probation and possess Heavy Motor Vehicle (Transport) Driving License	No	100	---	----	----	---
42.	Chief Cook	Yes From Head Cooks who have successfully completed probation.	No	100	---	----	----	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
43.	Head Cook	Yes From Assistant Cooks who have successfully completed probation.	No	100	---	----	----	---
44.	Junior Assistant/ Junior Assistant- Cum-Typist/ Typist/Junior Assistant- Cum-Artist/ Store Keeper	Yes. From Record Assistants who have successfully completed probation and passed in the Intermediate examination of Board of Intermediate Education, Govt. of AP/its equivalent examination. For JACT/Typist posts, DCA from Government recognized institutions is also required.	Yes	50	50	----	(i) Must possess Degree of a University/ its equivalent qualification for the post of Junior Assistant, (ii) Degree with Type Writing Higher for the post of JACT. If Higher candidates are not available, Type Writing Lower may also be considered. Candidates with Telugu Typewriting/Computer Training will be preferred. (iii) Intermediate with Type Writing Higher for the post of Typist. Candidates with Telugu Typewriting/Computer Training will be preferred. (iv) All the above cadres must possess DCA from Government recognized institutions.	---
45.	Steno Typist	Yes. From Record Assistants who have successfully completed probation possessing the qualifications required for direct recruitment	Yes	50	50	----	(i) Inter with Shorthand Lower and Typewriting Higher. (ii) One year Diploma in Computer Applications from Government recognized institutions. Candidates with Telugu Typewriting/Computer Training will be preferred.	---
46.	Keypunch Operator/ Data Entry Operator	No	Yes	---	100	----	Degree with Typewriting Higher and DCA from a Government recognized institution	---



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
47.	Junior Assistant-Cum-Telephone Operator	No	Yes	---	100	----	Degree of a University with Diploma in Telephone operation and maintenance from Government recognized Institutions	---
48.	Technical Assistant (Library)	No	Yes	---	100	By transfer from the category of Junior Assistants (with B.LISc.) by following the rule of reservation	B.LISc., with Degree of any University	---
49.	Driver Grade-II	Yes. From Cleaners who have successfully completed probation and possess Light Motor Vehicle (Transport) Driving License	No	100	---	----	----	---
50.	Vibrator Operator	No	Yes	---	100	----	ITI in the relevant trade.	---
51.	Mixer Driver	No	Yes	---	100	----	ITI in the relevant trade.	---
52.	Work Inspector	No	Yes	---	100	----	ITI in the relevant trade.	---
53.	Binder	Yes. From Assistant Binders who have successfully completed probation.	No	100	---	----	----	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
54.	Record Assistant	Yes. From the employees of last grade service who have successfully completed probation and possess S.S.C. qualification	No	100	---	-----	-----	---
55.	Duplicating Operator	Yes From employees of last grade service who have successfully completed probation and possess S.S.C. qualification with certificate in operating Photostat Machines from a Government recognized institution	No	100	---	-----	-----	---
56.	Ground Supervisor	No	Yes	---	100	-----	Intermediate with Diploma in Physical Education from a College/Government recognized institution	---
57.	Lawn Maistry	No	Yes	---	100	-----	VII Class with two years experience in nursery work.	---
58.	Sergeant	Yes From Watchmen possessing VII class qualification being Ex-Serviceman or with training in Civil Defense or as Home Guard.	No	100	---	-----	-----	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
59.	Assistant Binder	Yes. From Binder Boys who have successfully completed probation.	No	100	---	----	----	---
60.	Pump Attender	No	Yes	---	100	----	ITI in the Electrical trade.	---
61.	Plumber	No	Yes	---	100	----	ITI in the relevant trade.	---
62.	Carpenter	No	Yes	---	100	----	ITI in the relevant trade.	---
63.	Helper (Physics)	No	Yes	---	100	----	VII Class	---
64.	Office Sub-ordinate	No	Yes	---	100	By transfer of Sweepers who have completed 5 years of service subject to availability of vacancy and by following the rule of reservation. (S.R. dated 14-11-1984)	VII Class	---
65.	Masalchi	No	Yes	---	100	----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
66.	Sanitary Worker	No	Yes	---	100	----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
67.	Lady Waitress	No	Yes	---	100	----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
68.	Sweeper	No	Yes	---	100	By transfer from Watchmen who have completed 5 years of service, only by conversion, as and when vacancies arise, but without disturbing the roster position, observing 5 years of service for reserved categories also. (E.C.R. dated 26-3-1991)	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
69.	Head Coolli	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
70.	Cleaner (Bus)	No	Yes	---	100	-----	VII Class with Light Motor Vehicle (Transport) Driving License	---
71.	Watchman	No	Yes	---	100	-----	Must have passed V Class or its equivalent Examination with experience as Ex-Serviceman or training in Civil Defense or as Home Guard or in security services.	---
72.	Assistant Cook	Yes From Suppliers who have successfully completed probation with experience in cooking	No	100	---	-----	-----	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
73.	Supplier	No	Yes	---	100	By transfer from Hostel Cleaners who have completed 5 years of service only by conversion, as and when vacancies arise, but without disturbing roster duly observing 5 years service to the reserved categories also	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
74.	Cleaner (Hostel)	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
75.	Reading Room Boy	No	Yes	---	100	-----	VII Class	---
76.	Rice Cleaner	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
77.	Utensil Cleaner	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
78.	Store Boy	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
79.	Helper (Hostel)	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---
80.	Store maid	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi	---

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
81.	Binder Boy	No	Yes	---	100	-----	Certificate in Bindery from Government recognized institution with 2 years work experience.	---
82.	Marker	No	Yes	---	100	-----	Knowing related work with ability to Read and Write Telugu or Urdu or English or Hindi	---
83.	Gardener	No	Yes	---	100	-----	Working knowledge and must be able to Read and Write Telugu or Urdu or English or Hindi and one year experience in relevant vocation	---
84.	Plant Collector	No	Yes	---	100	-----	(i) Must be able to Read and Write Telugu or Urdu or English or Hindi, (ii) Experience in maintaining garden and in recognizing plants for collection to the laboratory	---

**NOTE:**

1. Eligible internal candidates can apply for appointment to direct recruitment posts.
2. For the qualifications specified against the above posts, their equivalent qualifications from recognized Universities/ Institutions can also be accepted.
3. The Executive Council is the competent authority to create provision for appointment by transfer for any direct recruitment posts shown above keeping in view the exigencies of work. This cannot be claimed as a matter of right. Any appointment by transfer shall be subject to availability of vacancy, possessing of qualifications prescribed for direct recruitment and following the rule of reservation. The service in the previous cadre will count for seniority in the present cadre.

## ANNEXURE – V

### PROCEDURE FOR SELECTION COMMITTEES FOR NON-TEACHING POSTS

1. The Chairperson of the Selection Committee shall preside at the meeting of the Committee. The absence of any member of the Selection Committee at its meeting shall not invalidate the proceedings of the Committee. In case of absence of the Chairperson the Vice-Chancellor shall decide as to who shall preside over the meeting.
2. The Committee shall ordinarily consist of five members. In that case, the quorum for a meeting of the Selection Committee shall be three members which shall include the external member nominated by the Vice-Chancellor, if any.
3. A member of the Selection Committee shall not participate in the meeting of the Selection Committee if he/she is a near relative of a candidate for appointment to any post for which selection is held.
4. The Selection Committee shall record the criteria followed in recommending the candidates. The recommendation shall be made on the basis of relevant material record placed before it, in addition to the candidate's performance in the written test and interview in respect of direct recruitment posts. The selection to posts on promotion shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.
5. In respect of the direct recruitment category, the aggregate marks prescribed for the written test and performance at the interview shall be 75% and 25% respectively. The details of candidates shall be prepared in the proforma attached and placed before the Committee.
6. In case of promotion posts, particulars of the qualified candidates for each post and relevant material relating to the candidates shall be prepared in the proforma attached and placed before the Selection Committee. Where candidates for promotion have to be selected on merit and ability basis, records pertaining to qualified candidates to the tune of thrice the number of posts to be filled have to be placed before the Committee. If the number of qualified candidates is less than or equal to three times the number of the vacancies, the records relating to all of them shall be placed before the Committee.

ANNEXURE – VI

PROFORMA FOR SUBMITTING PROPOSALS TO SELECTION COMMITTEE

1. Name of the Branch/Department/Office:
2. Name and Designation of the members of the Selection Committee:

<u>Name</u>	<u>Designation</u>
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3. Post to which direct recruitment/promotion is to be made:

Branch/ Dept./ Office	Category	<u>No. of posts in the category</u>		<u>No. of vacancies to be filled</u>	
		Direct	Promotion	Direct	Promotion
		Recruitment		Recruitment	

4. Recruitment Rules for the Post:
  - a) Date on which the recruitment rules were issued.
  - b) Whether an up-to-date copy of the recruitment rules has been enclosed (this should invariably be enclosed for reference).

5. Seniority list:
  - a) A seniority list shall be enclosed. The seniority list should include names of eligible and ineligible candidates upto the last eligible candidate.
  - b) Whether the seniority list has been duly authenticated by the competent authority.

6. Bio-data for Promotion Posts:  
Complete up-to date character rolls of all the eligible officers/employees (to the tune of thrice the number of posts) are to be placed before the committee.

7. Format for Bio-data of the applicants for direct recruitment posts:  
(Applications should be placed on the table for the perusal of Selection Committee members)

Sl.No	Name of the Candidate	Date of Birth	Details of qualifications from S.S.C. onwards	Details of previous experience, if any	Details of marks secured			Remarks
					Written Test	Interview	Total Marks	
1								
2								
3								



8. Self-contained note for the Selection Committee:

The self contained note for the Selection Committee explaining proposals for promotion should invariably contain information regarding any representations, writs/ court cases pending in connection with the present promotion indicating the names of aggrieved parties and the present stage of cases. If there are any Court orders relating to the promotion which the Selection Committee has to keep in view may also be indicated in the note. Whether any enquiry/charges are pending against the persons being considered for promotion and if so the present stage may be indicated.

DATE : \_\_\_\_\_

SIGNATURE OF THE OFFICER IN CHARGE  
OF THE ESTABLISHMENT SECTION  
DESIGNATION\_\_\_\_\_

## ANNEXURE – VII

### PROFORMA FOR SERVICE CONTRACT

ARTICLES OF AGREEMENT executed on this \_\_\_\_\_ day of \_\_\_\_\_ of the year two thousand \_\_\_\_\_ the \_\_\_\_\_ year of the Republic of India between \_\_\_\_\_ (Name of the Employee) residing at \_\_\_\_\_ of the first part (herein after called 'the party of the first part') and the Acharya Nagarjuna University of the second part represented by its Registrar.

WHEREAS Acharya Nagarjuna University (hereinafter referred to as 'the University') has engaged the party of the first part as \_\_\_\_\_ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these presents witness and the parties hereto respectively agree as follows:

1. The party of the first part shall submit to the lawful orders of the University and of the authorities under whom he/she may, from time to time, be placed by the University and shall remain in the service of the University until further orders commencing from (Date of joining duty) subject to the terms and conditions contained herein.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all times obey the service rules including the University Employees' conduct, discipline and appeal rules and shall whenever required proceed to any part of India and perform there such duties as may be assigned to him/her.
3. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. (Basic Pay) in the scale of Rs. (Pay Scale). He/she shall also be eligible for the usual allowances admissible under the rules of the University in force.
4. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.
5. If the party of the first part is required to travel in the interest of the University Service, he/she shall be entitled to travelling allowance as per University Travelling Allowance Rules on the scale applicable to his/her grade.
6. The party of the first part may by resignation terminate his/her services by giving 3 months notice or on payment of salary in lieu of notice.
7. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made, the provisions of any Act or rule made by the University in regard to the employee's borne category of \_\_\_\_\_ (Designation) and in subsequent promotions/appointments in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS WHEREOF \_\_\_\_\_ (Name) \_\_\_\_\_, the party of the first part and the Registrar acting for and on behalf of the University have hereinto set their hands on date\_\_\_\_\_.

SIGNED BY THE PARTY OF THE  
FIRST PART IN THE PRESENCE OF

REGISTRAR  
ACHARYA NAGARJUNA UNIVERSITY

WITNESSES:

- 1.
- 2.