

PAMPHLET No. 5

The Maharaja Sayajirao University of Baroda



(Hand-Book referred to herein is the University
Hand-Book—Part II, 1984 edition)

ORDINANCES

1. Addition and substitution in O. 2 page 70 of H.B.—Part II 1984 and subsequently amended vide item No. 1 of Pamphlet No. 1 and Item No. 1 of Pamphlet No 4 (S.R. No 37 of 16-7-88, S.R. No. 15 of 30-12-88, and S.R. No. 34 of 16-4-88).

(a) Under the head IV Faculty of Commerce Sr. 2 has been substituted by the following :

<i>Sr. No.</i>	<i>Name of the Board of Studies</i>	<i>No. of Teachers to be elected</i>
2.	Accounting and Financial Management	9

(b) Under the head VI Faculty of Technology and Engineering new Sr. No. 14 has been added as under :

<i>Sr. No.</i>	<i>Name of the Board of Studies</i>	<i>No. of Teachers to be elected</i>
14.	Computer Science	8

(c) Under the head IX Faculty of Home Science, Sr. No. 1 has been substituted by the following :

<i>Sr. No.</i>	<i>Name of the Board of Studies</i>	<i>No. of Teaches to be elected</i>
1	Human Development and Family Studies	8

2. Addition of Sections 36-A and 42 in Ordinance 31, subsequently amended vide Item No. 1 of Pamphlet No. 2 (S.R. No. 15 of 18-6-88 and S.R. 18 of 16-7-88)

Section 36-A as follows has been added after Section 36 in the Power Statement A, page 425 of H.B. Part II-1984 under O. 31:

<i>Sec. No</i>	<i>Item</i>	<i>Registrar</i>	<i>Dean or Principal or Head</i>	<i>Vice-Chancellor; Pro-Vice-Chancellor</i>	<i>Remarks</i>
36-A	Inviting Visiting Professor/Lecturer and sanctioning expenditure against Vacant post of Professor/Reader/Lecturer	—	—	Has power	—
42.	To fix the qualification for the different categories of non-teaching posts (transferable and Non-transferable)	—	—	Has power	— — —

3. Substitution of Ordinance 32 Page No. 106 of H.B. Part II-1984 (S.R. No. 101 of 18-6-88. and S.R.No. 1 (101) of 16-7-88).

Ordinance 32 has been substituted to read as under :

The Library Committee shall consist of the Vice-Chancellor, the Pro-Vice-O. 32 : Chacellor, the University Registrar and not more 20 members appointed by the Syndicate, 6 of them being members of the Council of Post-Graduate Studies and Research.

4. Substitution of Ordinance 45-Page No. 112 of H.B. Part II-1984 (S.R. No. 49 of 29-10-88).

Ordinance 45 has been substituted to read as under :

The following shall be the rules regarding amount to be charged in respect of use and occupation of buildings for the Maharaja Sayajirao University of Baroda for residential purposes :

(1) The amount to be charged for the use of the occupation of the building for residential purposes shall be on the basis of the flat rates of rent for different type of accommodation classified on the basis of living area as determined by the State Government from time to time. The use of building for residential purpose shall be permitted so long as the occupants is in service in the University.

(2) The amount fixed for the various residential accommodations in the University as per provisions of O. 45, 1 above are as under :

O. 45

2 : The amount fixed by the Syndicate for various Buildings used for Residential purpose are as under :

Sr. No.	Name of the Building	Category	Pay Range	Flat Rent to be charged P.M. Rs.	Remarks
1	2	3	4	5	6
(a)	Dhanvantari Bungalow	E/2	6700—7299	Rent Free	EAR MARKED for Residence of Vice-Chancellor (Full Furnished)
(b)	Ketki Baug, Ground Floor	E/2	6700—7299	260/-	
(c)	Ketki Baug, First Floor	E/2	6700—7299	Rent Free	EAR MARKED for Residence of University Engineer (Un-Furnished)
(d)	Gulab Baug	E/2x	6700—7299	Rent Free	EAR MARKED for Residence of Pro-Vice-Chancellor (Full Furnished).
(e)	Malti Baug	E/2	6700—7299	Rent Free	EAR MARKED for Residence of University Registrar (Un-Furnished).
(f)	Nimb Niwas, Ground Floor	E/2	6700—7299	260/-	
(g)	Nimb Nisas, First Floor	E/2	6700—7200	260/-	
(h)	Shevanti Baug, Ground Floor	E/1	4500—6699	200/-	
(i)	Shevanti Baug, First Floor	E/1	4500—6699	200/-	
(j)	Chameli Baug, Professors' Quarters				
	(i) Chameli Baug A/1	E/1	4500—6699	200/-	+ Rs. 20/- Garden charges
	(ii) Chameli Baug A/2 F.F	E/1	4500—6699	200/-	+ Rs. 20/- Garden charges
	(iii) Chameli Baug C	E/1	4500—6699	200/-	+ Rs. 20/- Garden charges
(k)	Adhyapak Niwas				
	(i) Corner Blocks (6 in all) Flat No. 1,4,5,8,9,12	E/2	6700—7299	260/-	
	(ii) Middle Blocks (6 in all) Flat No. 2,3,6,7,10,11	E/2	6700—7299	260/-	
	(iii) Rear Blocks (6 in all) Flat No. 13,14,15,16,17,18	C	1500—2799	75/-	

1	2	3	4	5	6
(1)	Adhyapak Kutirs Colony :				
(i)	Adhyapak Kutirs Block A/1 to A/5 B/1 to B/5 (five quarters in each Block)	D D/1	2800--3599	100/- 120/-	
(ii)	Adhyapak Kutirs Block C/1 to C/5 D/1 to D/5	C C	1500--2799	75/- 75/-	
(iii)	Adhyapak Kutirs Block E to S (4 quarters in each Block)	D	2800--3599	100/-	
(iv)	Adhyapak Kutirs Block T and U (12 quarters in each Block)	B/1	950--1499	50/-	
(v)	Residence of Chief Medical Officer, First Floor over Health Centre.	E	3600--4499	Rent Free	EAR MARKED for Chief Medical Officer, Health Centre (Un-Furnished)
(m)	Vikram Baug Colony :				
(i)	Vikram Baug old Bunglow A/1 Ground Floor	E	3600--4499	150/-	
(ii)	Vikram Baug old Bunglow Block A/2, 1st floor	E/1	4500--6699	200/-	
(iii)	Vikram Baug Block ' B ' and ' C ' (4 flats in each block)	E	3600--4499	150/-	
(iv)	Vikram Baug Block ' E ' to ' M ' (4 flats in each block)	E	3600--4499	150/-	
(v)	Vikram Baug ' L ' (1 to 8)	D	2800--3599	100/-	
(n)	Tara Baug Colony :				
(i)	Tara Baug Block A/1 to A/2 (2 in all)	E	3600--4499	150/-	
(ii)	Tara Baug Block B/1 to 3/B4 (4 in all)	D	2800--3599	100/-	
(iii)	Tara Baug Block ' C ' and ' D ' (12 flats in each block)	B/1	950--1499	50/-	
(iv)	Tara Baug Block ' E ' (3 in all)				
	E/1.	E	3600--4499	150/-	
	E/2.....	E/2	6700--7299	260/-	
	E/3.....	E/2	6700--7299	260/-	

1	2	3	4	5	6
(v)	Tara Baug Block 'F'				
	F/1.....	E	3600—4499	150/-	
	F/2.....	D/1	2800—3599	120/-	
(vi)	Tara Baug Block 'M' and 'N'	B/1	950—1499	50/-	
	(12 flats in each block)				
(vii)	Tara Baug Colony Block G.H.I.J. and K	D/1	2800—3599	120/-	
(viii)	Tara Baug Block 'O' and 'P'	B	950—1499	35/-	
	(12 flats in each block)				
(o)	Reader's quarters near Polytechnic	E	3600—4499	150/-	
	(4 flats in all) A/1 to A/4				
(p)	Lectures' quarters near Polytechnic	D	2800—3599	100/-	
	(4 flats in all) B/1 to B/4				
(q)	Quarters on the 2nd floor of Dr. Jivraj Mehta Hall and Prof. T. K. Gajjar Hall (Reserved for the staff in Professor's and Reader's grade)	E/1	4500—6699	200/-	
(r)	Ladies staff quarters in Girl's Hostel as under ;				
	(i) Staff room Nos. 1,2,4,5 and 6 in Smt S. D. Hall	A	950/-	20/-	
	(ii) Staff room Nos. 5,6 and 7 in Smt. H.M. Hall	A	950/-	20/-	
	(iii) Staff room Nos. 1,2,3,4, and 6 in Smt. P. G. Hall	A	950/-	20/-	
	(iv) Staff room Nos. 1,2,3,4,6 and 7 in Kasturba Hall	A	950/-	20/-	
(s)	Bachelor Staff quarters in Shri Manubhai Mehta Hall				
	(i) Double Rooms (2 in all) (South Block) 1	C	1500—2799	75/-	
	(ii) North Block 2 Rooms + Centre	D/1	2800—3599	120/-	
(t)	(i) Legal Branch Block 'F' East	E	3600—4499	150/-	
	(ii) Legal Branch Bachelor quarter Block 1 and 2	D/1	2000—3599	120/-	
(u)	Quarters at Samiala :				
	(i) Director's	E	3600—4499	150/-	
	(ii) 3 Rooms quarter for Warden	C	1500—2799	75/-	
	(iii) 2 Rooms quarter (2 in all)	C	1500—2799	75/-	
	(iv) 1 Room quarter (Guest House)	A	950/-	20/-	
	(v) Clerk's quarters (2 in all)	E	3600—4499	150/-	

1	2	3	4	5	6
	(vi) Driver's quarters (2 in all)	A	950/-	20/-	
	(vii) Servant's quarters (4 in all)	A	950/-	20/-	
(v)	Residence Bungalow Staff quarters (Old University Office Building) for foreign Visiting Professors				
	(i) Block No. 1 G.F.	E/2	6700—7299	260/-	
	(ii) Block No. 3 G.F.	E/1	4500—6699	200/-	
	(iii) Block No. 2 G.F. for permanent teaching staff of the University	E/2	6700—7299	260/-	
	(iv) Block No. 4 G.F. for permanent teaching staff of the University	E/2	6770—7299	260/-	
	(v) Block No. 5 G.F. for permanent teaching staff of the University for Professors only	E/2	6700—7299	260/-	
(w)	Servants' Quarters : in the University Campus other than those at Samiala Block A/1 to A/24, B/1 to B/16, C/1 to C/22, D/1 to D/4, E-G, L/1 to L/9 in Tara Baug Colony and quarters in Bungalows and Faculties premises.	A	Below Rs. 950	20/-	
	Wardens and Assistant Superintendent quarters				
1.	Smt. Sarojini Devi Hall Superintendent qr. G. floor	D/1	2800—3599	Rent Free	
2.	Smt. Sarojini Devi Hall Assistant Superintendents' quarters Room No. 3	A	950/-	—do—	
3.	Smt. Hansa Mehta Hall Superintendent's quarter	C	1500—2799	—do—	
4.	Smt. Hansa Mehta Hall Assistant Superintendent's quarter Room No. 4	A	950/-	—do—	
5.	Smt. Pandita Gargi Hall Superintendent's quarter on First floor	D/1	2800—3599	—do—	
6.	Smt. Pandita Gargi Hall Assistant Superintendent's quarter Room No. 5	A	950/-	—do—	
7.	Smt. Kasturba Gandhi Hall Superintendent's quarter	C	1500—2799	—do—	
8.	Smt. Kasturba Gandhi Hall Assistant Superintendent's quarter Room No. 5	A	950/-	—do—	

1	2	3	4	5	6
9.	Shri Manubhai Mehta Hall Warden's Block on F. floor	D/1	4500—6699	--do--	
10.	Shri N. K. Vakil Hall Warden's quarter on G. floor	D/1	2800—3599	--do--	
11.	Prof. T. K. Gajjar Hall Warden's Block on F. floor	E/1	4500—6699	--do--	
12.	Shri K. M. Munshi Hall Warden's quarter on S. floor	E	3600—4499	--do--	
13.	Dr. Jivraj Mehta Hall Warden's F. floor	E/1	4500—6699	--do--	
14.	Shri Sardar Patel Hall Warden's Block S. floor	E	3600—4499	--do--	
15.	Shri M. V. Hall Warden's Block S. floor	E	3600—4499	--do--	
16.	Shri M. V. Hall Assistant Warden's quarter	C	1500—2799	Rent Free	
17.	Shri Sidhraj Jaysinh Hall Warden's quarters S. floor	E	3600—4499	--do--	
18.	Shri Sidhraj Jaysinh Hall Assistant Warden's qrt. G. floor	C	1500—2799	--do--	
19.	Shri R. T. Hall Warden's quarter S. floor	E	3600—4499	--do--	
20.	Shri R. T. Hall Assistant Warden's quarter G. floor	C	1500—2799	--do--	

- Note* :—(1) Occupation and other charges for occupants of buildings wherever fixed shall be recovered by the Head of the Office or Institution of the University from the employees by deducting them from salary bills.
- (2) Persons occupying University quarters and not drawing salary from University funds shall pay the amount directly to the University before 10th of every month, failing which the Vice-Chancellor may order to vacate the premises.
- (3) Normally the occupants of the University quarter shall have to bear the entire bill of electric supply issued by the G.E.B. based on the meter reading. For any default in this matter the University authorities will not be responsible. However wherever the separate meters are not installed the electric supply charges shall be recovered as per the rates prescribed by the Syndicate from time to time till the separate meters are installed. Furniture rent will be charged for the whole calendar month irrespective of the date of issue return of the articles in that month at the rate 10% of cost of furniture per annum.
- (4) The allottee of the University quarter shall not be paid house rent allowance provided. However that the employees whose services are declared as an essential services by the Syndicate, and provided Rent free accommodation will be paid an amount equal to their House Rent allowance as essential service allowance.
- (5) Usual repairs will be carried out in the building from the amount provided in the budget, for the purpose. No special grants shall be sanctioned for out of way repairs and in no case the occupant shall be allowed

to carry out any sort of repairs in the University Buildings without special permission in writing to that effect. Where such permission is granted the occupant shall have to bear the cost of such repairs.

- (6) The occupants shall immediately inform the University authorities of any accidental damage done to building, electric installation and sanitary fittings. If this is not done, it will be taken for granted that the damage has been done by the occupant and the cost of the repairs thereof shall be recovered from him.
- (7) The occupant shall be responsible for any damage (other than accidental) to the buliding fittings, and furni-ture (loss or damage). the cost for setting right/replacement of the same shall be recovered from the occupant.
- (8) Electric bulbs shall have to be provided by the occupant at his own cost.
- (9) The University authorities reserve the right of getting any building vacated after giving one month's notice.

Note : 2 No occupant will keep cattles without prior permission of the University authorities.

Note : 3 Whenever an occupant vacates the quarter, he has to produce his last electric bill paid by him to enable to calculate the electric charges as per meter reading at the time of taking over charge, subject to condition that the meter is in working condition. However, if any outstanding due arises after vacating the quarter in this regard he/she is bound to clear such dues with the University/G.E.B. The amount of electric charges arrived at shall have to be paid in cash to the next occupant or to the University Office against the receipt.

Note : 4 Occupants shall keep the quarter neat and clean while vacating, failing which the same will be got done by the University and expense for the same will be recovered from him her. Whenever an occupant vacates the quarter, he has to produce the receipt of the last payment with regard to gas connection and also. No Due's Certificate from gas supplying Authorities to the University Engineer. In case any advance payment is made, the same will not be considered by the University, for refund.

Note : 5 In addition to above, the occupant shall also observe the acommodation and allocation rules approved vide S.R.No. CD/85/XII/27 dt. 20-1-1986 framed for the purpose by the University and also the amendments made in it by the Syndicate from time to time.

Recovery of Electric Supply charges be made on the following revised fixed charges where the meters have not been installed with effect from 1-11-1989.

Existing fixed rate

Rs. 2/- P.M.
Rs. 3/- P.M.
Rs. 4/- P.M.
Rs. 6/- P.M.

Proposed fixed rate

Rs. 20/- P.M.
Rs. 30/- P.M.
Rs. 40/- P.M.
Rs. 60/- P.M.

5. Substitution of Ordinance 46 Page 123 of H.B.—Part II 1984 (S.R. No. 12 of 18-4-88)

Ordinance 46 has been substituted to read as under :

The following shall be rules regarding the occupation of the University Guest House :

1. The following persons will be eligible for the occupation of the Guest House provided they are not having their own residences in Vadodara.

- (i) Member of the Senate, Syndicate and the Committee appointed by them, and other Statutory Committee.
- (ii) Members of the Board of Visitors, other Boards constituted under Ordinances and the members of the Faculties and Boards of Studies, and Sub-Committees appointed by them.
- (iii) Examiners appointed for University Examinations.
- (iv) Members of the University Staff on their first appointment.
- (v) Visiting Professors and persons invited to deliver lectures in the University and other University Guests.
- (vi) Guests of the University authorities will also be accommodated at the prescribed rates plus the maintenance charges, as stated here-below, when they come for non-official business, as a special case, subject to availability of rooms.
- (vii) Persons authorised by the Vice-Chancellor/Pro-Vice-Chancellor/Registrar.

2. Ordinarily a person will be allowed to stay upto seven days, However, under special circumstances, he may be allowed by the Vice-Chancellor/Pro-Vice-Chancellor/Registrar to stay for a longer period subject to availability of room, but he she shall have to vacate the same, if required, at 24 hours' notice.

3. *The daily charges for lodging will be as under :*

- (i) Rs. 5/- per day for single occupancy in a room with two beds.
- (ii) Rs 10/- per day for a room with two beds
- (iii) Rs. 20/- per day if accommodated in VIP suit.

Note :—(i) Persons occupying a single bed in a room with two beds cannot object to the use of the other bed by another.

- (ii) *Maintenance charges* of Rs. 10/- per day per person for general occupancy and Rs. 20/- for occupancy in VIP Suit per day will be levied if he is not on official visit, but accommodated at the instance of the Vice-Chancellor/Pro-Vice-Chancellor/Registrar.

- (iii) The Vice-Chancellor/Pro-Vice-Chancellor may exempt any person accommodated in the University Guest House from payment of lodging charges.
- (iv) No function or get-together in form of Lunch/Dinner, High Tea etc. will be arranged in the lawn of the Chameli Baug.
4. For the purposes of charges a "day" will be counted on the basis of 24 hours stay or a part thereof.
5. Hot water, Bed tea, Breakfast, Afternoon tea will be supplied by the Contractor on payment of the charges as laid down from time to time. However, prior intimation for the supply of above will be necessary. No food will be allowed to be brought by the guests from outside and served there,
6. Persons staying in the University Guest House cannot bring their guest for staying in the Guest House; however, persons staying in the University Guest House may invite others for tea, Breakfast etc. for which charges at the rate of 25% over the scheduled rates will be payable.
7. Persons using the University Guest House will be responsible for any damage done by them to the Building or furniture or any other property.
8. They are requested to leave the University Guest House clean and tidy on their departure and write their name, official designation, residence, date and time of arrival and the amount paid, if any in the register. They may note their suggestions, complaints of any infringement of the rules or abuse of the building "Suggestion and Complaint Book", which will be available from the staff present in the University Guest House.
9. The University Guest House will be under the supervision of the Registrar. Requests for permission to stay in the Guest House should be addressed to the Registrar, The Maharaja Sayajirao University of Baroda, Vadodara-390 002. The Registrar will mark the allotment as per availability of rooms and will communicate the same to the applicant.

6. Substitution of Ordinance 200 (18) and (19) (i, (ii), (iii), (iv) on page No. 195 of Hand Book Part II and subsequently amended vide Item No. 5 of Pamphlet No. 2 (G.R. No. ECR-1087 19-M dated 9-6-87 of Finance Department Govt of Gujarat)

The clauses (18) and (19) (i),(ii),(iii),(iv) of O.200 have been substituted to read as under:

O. 200 (18):

The charge allowance is admissible only where additional charge is held for minimum period of 30 days.

O. 200 (19)

- (i) The charge allowance/special pay for holding additional charge should now be at 5% instead of 10% of the presumptive of other post.
- (ii) The charge allowance/special pay is sanctioned only when an Officer holds charge of another post of equivalent rank in another office/Department. No charge allowance/special pay for holding additional charge of equivalent post in the same Office/Department is allowed. For instance, Junior Clerk, Senior Clerk, Head Clerk, Asstt. Accountant/Asstt. Auditor, Superintendent, Asstt. Registrar, Deputy Registrar, etc. holding charge of equivalent post in the same Office/Department is not entitled to any Special Pay.
- (iii) When an Officer is appointed to hold charge of another post which is higher in rank than the post held by him even in the same Office/Department, he is entitled to charge allowance at the revised rate.

**7. Revised Ordinances regarding Leave Rules as Approved
under S.R.No. 46 dated 20-8-1988 effecting from 1-9-1988**

Leave Rules

O 202

No leave can be claimed as a matter of right; but it may be granted subject to the exigencies of service.

- (a) In case of the University Press Workers, however, except earned leave no leave can be claimed as a matter of right.
- (b) All casual workers in the University Press will be governed by the Factory Act Regulations and not by the University Rules.
- (c) The Syndicate may grant the balance of earned leave due to a University employee to the extent not exceeding eight months as leave prior to retirement if applied for by him sufficiently in advance i.e. two months before the commencement of such leave.
- (d) Before an employee is granted leave or an extension of leave on medical ground he must obtain medical certificate and produce the same to the leave sanctioning authority through proper channel.
- (e) When a medical certificate has been produced from a Registered Medical Practitioner and a second medical opinion is considered necessary, the leave sanctioning authority may direct, a University employee to obtain the medical certificate from the University Medical Officer.

- (f) No University employee who has been granted leave on medical certificate for two months or more may return to duty without first producing a medical certificate of fitness, from the Medical Officer. If the Medical Officer gives unfitness certificate then the employee has a right to appeal to the Syndicate. The leave sanctioning authority may at its discretion require a similar certificate from any University employee who has been granted leave for reasons of health even though such leave was not actually granted on a medical certificate.
- (g) A University employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the leave sanctioning authority
- (h) University employee has to obtain prior sanction/permission of the leave from competent authorities and he should not proceed on leave in anticipation of the same failing which he will be considered on wilful absence which may be treated as misconduct for the purpose of disciplinary action.
- (i) Wilful absence from duty after the expiry of leave may be treated as misconduct for the purpose of disciplinary action. Unless the wilful absence is converted into any kind of leave by the competent authorities on the request of the employee. No salary shall be released for such absence.
- (j) During leave, a University employee shall not take any service or accept any employment without obtaining the specific prior permission of the Syndicate. The leave salary of a University employee who is permitted to take up employment during leave shall be subject to such restriction as the Syndicate may decide.
- (k) A University employee who is removed or dismissed from the University service but is reinstated on appeal or revision, is entitled to count his former service for leave.
- (l) More than 20% of the total strength of the teaching employees of the same department shall not be allowed to be on leave under different provisions/clauses of leave including due leave at a given time and unless there are exceptional cases, the Head of the Deptt. will not recommended for granting of any kind of leave to the competent authorities when 20% of the employees at a given time are on leave of any kind. However, in exceptional cases, the overall limit of 20% can be relaxed by the Vice-Chancellor. The above limit of 20% will be made applicable only when any such kind of leave exceeds seven days.
- (m) Any member of the staff who is to be granted any kind of leave for going abroad on immigration visa shall enter into an agreement guaranteed by a surety with the University on a Government Revenue Stamp (to be purchased at his own cost) to serve the University on completion of the leave

for double the period of the leave granted to him or in default to pay liquidated damages to the University equal to an amount of leave salary and allowance paid to him during the leave. In case of extra ordinary leave (leave without pay), the employee concerned will pay liquidated damages to the University of an amount equal to half the leave salary for the remaining part of the period for which he falls short to render the services to the University.

- (n) Whenever a University Employee goes abroad during any kind of leave or even during vacation, he is required to take prior permission of the Vice-Chancellor before leaving India irrespective of the nature of Visa under which he proposes to visit abroad.
- (o) "It will be obligatory on the part of the University employee to give prior information to the competent authority before leaving the headquarter even during holidays and vacation and he should give his address during such leave to his Head of the Department/Section concerned.

0.202 (A)

- (i) An University Employee teaching/Non-teaching will be paid cash equivalent of leave salary in respect of the period of earned leave at his credit at the time of his actual retirement on superannuation, subject to a maximum of 180 days of earned leave or as may be prescribed from time to time by Government.
- (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lumpsum as a one time settlement.
- (iii) Cash payment under this Ordinance will, subject to (iv) below, be equal to leave salary as admissible for earned leave and Dearness Allowance and Additional Dearness Allowance admissible on that leave salary, at the rates in force on the date of retirement. No City Compensatory Allowance and/or House Rent Allowance shall be payable.
- (iv) From the cash amount worked out in accordance with (iii) above will be deducted the pension and pension equivalent of other retirement benefits in case of those employees whose pension rights are guaranteed by the Government and who are deemed to have retired for purpose of pension on their reaching the age of 55 years. However, in case of employees appointed after 30-4-1979 who are on Provident Fund basis no pension equivalent of the Provident Fund will be deducted.
- (v) The authority competent to grant leave shall 'suo moto' issue orders granting cash equivalent of earned leave at credit on the actual date of retirement.

- (vi) (a) The benefit of encashment of earned Leave at the credit shall also be extended to an employee who takes Voluntary retirement upto the extent of 240 days or as may be prescribed by the syndicate from time to time.
- (b) The employees of the University shall be eligible for the benefit of encashment of half of the balance of Earned Leave at the time of resignation subject to the maximum of 120 days.
- (c) The employee who is relieved from the service by giving three months notice or in lieu of notice of the three months pay then he shall be entitled to encash leave to his credit to 240 days.
- (d) The benefit of encashment of half pay leave at the credit of an employee be also allowed in case of an employee goes on compulsory retirement and who takes voluntary retirement subject to the following conditions :
- (i) The pension or its other equivalent retirement benefits and temporary increase on pension shall be deducted from the leave salary to be paid for the period of half pay leave for which the cash equivalent is payable:
- (ii) At the time of payment of the amount equal to the half pay at his credit, compensatory allowance and house rent be not paid. The competent authority has to issue orders in writing about allowing encashment of such half pay leave.
- (iii) Such period of half pay leave should not cover the period beyond the period of his normal superannuation. Provided that if leave salary for half pay leave component falls short of pension or other pensionary benefits, cash equivalent of half pay leave shall not be granted.

O. 202—B

No leave, except casual leave and leave on medical grounds supported by a certificate from a registered medical practitioner shall be granted without previous permission of the Vice-Chancellor to an employee who has given notice of resignation.

1. Heads of Offices and Institutions while seeking permission to grant leave under this Ordinance shall satisfy themselves that the employees' need to go on leave is genuine and that the University work will not suffer by the grant of leave.

2. Orders of the Vice-Chancellor regarding continuance or otherwise of the leave granted to an employee will also be necessary in case he sends notice of resignation during the leave period.

Casual Leave

O. 203

(1) An employee of the University will be entitled to a maximum of 12 day's casual leave in a academic year (July to June) subject to the condition that :

(a) in the case of an employee other than a Press Worker ordinarily not more than 7 day's casual leave, and

(b) in the case of Press Worker ordinarily not more than 5 day's casual leave.

Shall be enjoyed at a time to be extended to nine days in the case of a Press Worker and ten days in the case of any other employee only in exceptional circumstances.

Provided however that in case of the member of the administrative staff working in the Maharaja Sayajirao University Press, the maximum period of such leave shall be 20.

(1-A) A Press Worker desiring to go on casual leave shall apply in writing—

(i) not later than the day on which he desires to go on leave, in case he desires to go leave for one day only, and

(ii) before at least one week, in case he desires to go on leave for more than one day.

(2) The leave (i.e. casual leave) cannot be joined with any other kind of leave except Sunday and University general holidays. However, Sundays and Holidays prefixing or suffixing or falling within or between the casual leave shall not be counted as casual leave.

(3) Half casual leave shall also be allowed to be sanctioned to non-teaching staff of the University Office and the Faculties and Institutions.

Provided further that such half Casual Leave shall not be granted on Saturday to those who work for half day.

For purposes a of salary full pay shall be given during such leave.

(4) A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of the last payment.

(5) An employee going on such leave is entitled to the allowance that he may be getting.

O. 203-A Special Casual Leave

An employee of the University, including Press Workers, undergoing sterilization operation may be granted special casual leave as mentioned below on production of a Medical Certificate from the Doctor who actually performs the operation :

(i) Special Casual Leave not exceeding 6 days to a male University employee who has undergone sterilization operation.

(ii) Special Casual Leave not exceeding 7 days to a male University employee whose wife has undergone non-puerperal sterilization operation to enable him to look after the children and carry out other household duties. Special Casual Leave only under this clause may be combined with ordinary Casual Leave.

(iii) Special casual leave not exceeding 14 days to a female University employee who has undergone non-puerperal sterilization (Tubectomy operation without delivery).

O. 203 (B) Special Casual Leave for Academic and other purposes

(i) Special Casual Leave not exceeding 15 days in an academic year may be granted to an employee :

(a) Who conducts examinations of other Universities, Public Service Commission, Board of Examinations or other similar bodies/institutions, and to work on the Committees of similar Institutions.

(b) Who inspects academic institutions attached to a Statutory body, etc. The above leave may be granted by the authority competent to sanction due leave.

(ii) Special academic leave upto 30 days in an academic year may be granted with the permission of the Vice-Chancellor for academic work provided it does not interfere with the academic work, including participation and affiliation at National/International Sports, Events Tournaments etc., where the Employee is selected and invited to participate.

(iii) Special Casual Leave upto maximum of ten days in a Calendar year may be granted to not more than two Office Bearers of the recognised Employees Association/Unions for attending executive meetings conferences and such other activities pertaining to the Association/Union by the Vice-Chancellor.

(iv) Special Casual Leave for a half day may be granted to the University employees donating blood to the Red Cross Society with a view to provide rest after tapping the blood.

Note : Special Casual Leave and Special Leave for academic purposes 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.

- (1) Deans and Principals
- (2) Professors
- (3) Readers
- (4) Lectures
- (5) Instructors
- (6) Teachers of Baroda Sanskrit Mahavidyalaya, Chetan Balwadi, Uni. Experimental High School
- (7) Ustads, Faculty of Performing Arts
- (8) Director of Physical Education and Physical Instructors
- (9) Mistries of various shops in the Faculty of Technology and Engineering
- (10) Fellows
- (11) Technicians and Printer in the Faculty of Fine Arts —

(9) Earned leave for performing duty during vacation will be given as mentioned in clause (8) above subject to following conditions.

(i) A vacation employment who is directed in writing by the University, or the Dean of the Faculty or by any competent authority, to perform during vacation such academic or administrative work which cannot be done in regular terms, as is solely in the interest of the University, and for which no remuneration is paid, will be eligible for Earned leave. Appropriate orders in writing regarding this must be taken in advance. A copy of such order be forwarded to University. However, no post facto sanction shall be considered or given.

(ii) A vacation employee will be eligible for Earned if he is deputed to organise and/or participate during vacation a Seminar, Summer School, Refresher Course, N.C.C. Camps or any training useful for betterment of the Department. The actual period of proportionate leave will be recorded on being certified by the competent authority.

(iii) The work of research or supervision over the research staff or students shall not be considered for Earned leave. Deputation to refresher courses, Seminars, Conferences etc. for less than seven working days or special training beneficial to the employee in the enhancement of his qualifications or experience shall not be considered for Earned leave.

(iv) Activities like accompanying the students on educational tours, field work, study tours, N.C.C. duties (other than training camps) and all other activities which form part of the curricular programme of the institutions shall not be considered for earning Earned leave.

(v) When a vacation employee is directed to perform certain work during vacation, necessary orders for that requirement be passed quite in advance, before the commencement of the vacation, and attendance of such employee be marked in the office of the Institution concerned. After such attendance is marked the

15 Earned leave @ 1/3 of the period of such attendance can be granted by the competent authority in accordance with the powers vested in it by issuing a memorandum to all concerned and necessary entries made in the leave account.

(vi) Any claim for Earned leave with regard to the duty performed in the past in respect of which the procedure laid down in para (v) above is not followed, shall not be entertained.

(vii) In cases not covered under the above institution, the Vice-Chancellor's orders will be binding and final.

(10) If an employee is transferred from clerical or administrative side to the teaching side, he will be entitled to the leave which he has earned on the administrative side.

O. 205 Half Pay Leave

(1) The half pay leave shall be given to an employee at the rate of 20 days for completed year of service. However, on every first day of the month of January and July, 10 days half pay leave will be credited in advance in the accounts of the respective University employees for subsequent six months and if the University employee joins in between the period i.e. between January to June or July to December, he will be entitled for half pay leave at the rate of 5/3 per month and such leave may be granted on medical ground or for Private Affairs or for academic purposes.

(2) The employee will be entitled to half pay only.

(3) This leave can accumulate upto any period but no employee shall get more than 12 months half pay leave at a time.

(4) This leave can be commuted into full pay leave subject to a maximum of 3 months at a time only on production of medical certificate.

(5) An employee going on commuted leave on full pay shall have to produce a medical certificate.

(6) The employee shall be paid during full pay leave the full salary and during half pay leave half the salary he would have received, if he were on duty. He shall not be paid any work allowance during the period.

(7) This leave can be joined with earned leave.

(8) No employee who is granted sick leave for a period of two months or more shall return to duty without first producing a certificate of fitness from the University Medical Officer in from given below :—This is to certify, I have carefully examined Shri/Smt./Kum

.. (designation)
to-day and have found that he/she has recovered from illness and is now fit to resume his/her duties in the University.

Baroda :
Dated :

Medical Officer
M. S. University of Baroda

(9.) An employee may be granted commuted leave in case of sickness of any member of his/her family who is dependent on the employee. The medical certificate as is now necessary in respect of the University employee shall also be necessary when commuted leave is asked for on the ground of sickness of any of the dependent member of the family of the University employee.

The term "dependent" for the purpose of this rule means of a University employee's spouse, parents, sisters, brothers, children including step children.

(10) When the commuted leave is granted twice the amount of such leave shall be debited against half pay leave due.

O.206—Leave on Private Affairs

Leave on Private Affairs is deleted however following Transitory Provision is added.

Transitory Provision

Provided however that due to transfer of such balance in Earned Leave, if the balance exceeds 180 days the same Leave, will not be lapsed and a separate account will be maintained for such leave. This transferred leave will not be considered for encashment purpose.

However, the present balance of leave on Private Affairs earned till the effective date of new leave rules, be carried forward to Half Pay Leave and Earned leave—50% of Private Affairs leave be credited to half pay leave and 50% of balance of Private Affairs leave by commuting the same, be credited to earned leave in the accounts of respective employee.

O.207—Leave of Exchange for Non-Teaching Staff

Employees who are required to work on Sundays and or holidays shall be entitled to receive leave of exchange provided however that the work on Sundays and/or holidays is done under written orders of a competent authority and the presence is marked in the Attendance Register. Such leave of exchange shall be enjoyed in the academic year (i.e. July to June) in which it is earned.

O.208—Deleted.

O. 209—Duty Leave on Full Pay with Allowances

"Duty leave on full pay with allowance will be granted to the University employees for the purposes shown below.

Provided that, in case where part of the Inter-national cost are to be met from some other special grant or borne by some other agency, the remaining part may be sanctioned by the Syndicate out of the University Conference grant.

1. Purposes

1.1 To attend National and International Conference, Symposiums, Seminars, Workshops etc.

- 1.2 To deliver National lectures or other lectures invitation from the organisation like other Universities, Government of India, State Government and similar other Semi Government agencies.
- 1.3 Short Term Educational Training Research Programme and/or such other engagements.
- 1.4 The above leave can be granted solely or the object of increasing their educational proficiency which would be subsequently become useful to the Department/Faculty/University.
2. Eligibility for such leave

Duty leave can be granted subject to the following conditions :

 - 2.1 The employee is regularly appointed and who is confirmed in the University Service.
 - 2.2 The employee concerned has to present paper, which will have to be accepted by the sponsoring agency if it is for attending Conference/Seminar.
 - 2.3 The employee who is invited to Chair one of the sessions of the Conference or to give a key note address or to lead the Seminar/Workshop or discussion group, etc.
 - 2.4 The employee who is deputed by the University on its own or is invited by the Government of India, University Grants Commission, State Government or any other Universities and also National or International reputed Educational institutions, the invitation letter must come through the Head of the respective institution.
3. Application
 - 3.1 The application must be presented in a prescribed proforma.
 - 3.2 The application should be sent through the Head, Dean and the Head/Dean should give specific remarks whether his deputation can be useful to the Department concerned and if so, in what way.
 - 3.3 All the attested copies of all the relevant documents i.e. invitation letter, evidence of acceptance letter, etc. should be attached with the application.
 - 3.4 Normally the employee concerned should apply for such leave well in advance i.e. atleast one month before. However, in emergency this condition can be relaxed.
4. Quantum of Leave
 - 4.1 Such duty leave/s can only be granted for the day of Conference/Seminar/Symposium/Workshop/Lectures etc. plus days of travel.
 - 4.2 Such leave/s can be granted to maximum for a period of 20 days in an academic year. However, in case of UGC invitation for national lectures such period can be extended by the Vice-Chancellor.

5. Other Conditions

- 5.1 No substitute appointment can be made against the employee proceeded on such leave. The work will have to be shared by the colleagues working in the Department.
- 5.2 Only vacations and public holidays can be prefixed and suffixed.
- 5.3 The employee who is granted duty leave has to give brief report of the deliberation of such Conferences, Workshops, lectures etc.

6. Authority to Sanction Leave (National or State Level)

- 6.1 If such conference is organised by the State Government, Government of India, University Grants Commission, other Universities and the invitation is received by name and the period of such leave does not exceed one week in a year, the Deans/Heads of Institutions be allowed to grant such duty leave under intimation to the University subject to condition that they have to observe the eligibility prescribed for the same in these rules.
- 6.2 If the period of such leave for attending the Conference etc. as mentioned above exceeds one week, but upto two weeks, the same can be granted by the Vice-Chancellor. Beyond two weeks, but for a period upto one month such leave can be granted by the Syndicate.
- 6.3 If the Conference/Seminar, etc. is organised by the agencies other than above, i.e. by Private Associations, Federations etc. such duty leave can be granted upto the period, of one week by the Vice-Chancellor and beyond that but upto the period of one month by Syndicate.

7. International Level

- 7.1 So far as the International Conference/Seminar and other engagement are concerned such leave can be granted upto the period of one week by the Vice-Chancellor, if the T.A., D.A. etc. are not to be borne by the University or are to be borne from the University Grants Commission unassigned grant subject to conditions as mentioned in the foregoing paras. Beyond one week such leave will be granted by the Syndicate looking to the norms prescribed above.
- 7.2 Notwithstanding anything contained above, the Syndicate shall have powers in any exceptional case to relax any of conditions mentioned in the above rules.

O 209 A Sabbatical Leave

The Syndicate may grant on the consideration of the application in the prescribed form a permanent whole time University teacher in the service, of the University with not less than 3 years continuous service Sabbatical leave to him for a period not exceeding 1 year including vacations if any, and

without any additional period for joining duties etc., subject to the terms and conditions as stated below :

- (i) The Sabbatical leave shall be on full pay and all other allowances except charge allowance. No other rights or privileges of the University teacher shall be adversely affected on account of grant of such leave.
- (ii) No substitute appointment shall be made during the leave period of the University teacher and his work will be shared by his colleagues during the leave period.
- (iii) Sabbatical leave shall be granted solely for the object of increasing their proficiency and usefulness to the University and the Syndicate shall be the sole judge to decide this.
- (iv) This leave shall not be granted to a University teacher, who has as the time of completion of such leave less than three year's service to be put in before attaining age of superannuation.
- (v) (a) No University teacher shall be entitled to enjoy such leave for more than two times during his entire span of service in the University.
 (b) The second chance of such leave shall not be granted before completion of five year's service after resuming duties at the end of first period of such leave.
 (c) For the purpose of calculating the period of Five Years mentioned in (b) above, if the University teacher away from duty for any reason whatever, for a period exceeding three months (excluding vacation) during the said period of Five Years, such excess shall be made good by extending accordingly the said five year period.
- (vi) If any period is prefixed and/or suffixed to sabbatical leave, the said vacation period shall also count towards the total period for sabbatical leave.
- (vii) A University teacher in Sabbatical leave shall not take up during the period of such leave any regular appointment under another organisation in India or abroad or shall not do any other work of similar nature, such as private practice or consultancy work.*
- (viii) (a) The Programme be followed during the Sabbatical leave shall be submitted along with the leave application for consideration and approval by the Syndicate.
 (b) On return of leave, the teacher shall report to the Vice-Chancellor, the nature of study, research or writing work undertaken/done during the leave period.
- (ix) Subject to the overall limit of not more than 30 teachers of the University who may be allowed to be on Sabbatical Leave at any one point of time,

not more than one teacher from any one Department and not more than two teachers from Padra College shall be allowed to be on Sabbatical Leave at one and the same time. In a Financial year, not more than ten teachers will be granted Sabbatical Leave under this Ordinance.

*He may, however be allowed to accept a fellowship or scholarship or adhoc teaching and research assignment with honorarium of any other form of assistance other than a regular employment.

O. 209 B—Study Leave

- (A) The Syndicate may grant study leave to the teacher other than a Professor for any of the educational purpose stated below :
- To pursue a special line of study of research directly related to his work in the University organisation and methods of education giving full plan of work, which may be got approved in advance.
- (B) (i) Study Leave may be granted to permanent wholetime teacher (other than a Professor of the University) with not less than two years continuous service to pursue a special line of study or research directly related to his work in the University organisation and methods of education giving full plan of work.
- (ii) Study leave shall not be granted for more than two years in the first instance. In exceptional cases in which the Syndicate is satisfied that extension is unavoidable on academic grounds and necessary in the interest of the University, study leave may be extended for a period not exceeding one year.
- The period of study leave shall in no case, exceed three years in all.
- (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- (v) No teacher, who has been granted Study Leave shall be permitted to alter substantially the course of study or the programmes of research without prior permission of the Syndicate. When the course of Study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study.

- (vi) The teachers granted study leave would be entitled to continue to draw their total emoluments for the duration of the Study leave in addition of scholarship/fellowship allowance not exceeding Rs. 1000 p.m. obtained by the teacher from any other source. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers on study leave shall be reduced subject to the provision of Sub-clauses (vii) and (viii) below :
- (vii) The amount of scholarship/fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted.

The following guide-lines may apply while determining the admissibility of pay and allowance where financial assistance is received by a teacher is :

- (a) U. S. \$ 10,000/- or above per annum excluding Tuition Fees the leave shall be granted without pay ;
- (b) U.S. \$ 5,000/- and above excluding Tuition Fees but less than U.S. \$ 10,000/- per annum excluding Tuition fees the leave on half pay and
- (c) Below U.S. \$ 5,000 - per annum excluding tuition fees the leave with full pay;
- (d) If the financial assistance secured for study within the country is more than Rs. 1,000/- p.m. the amount in excess of the said Rs. 1,000/- shall be deducted from the total emoluments payable to the teacher.
- (viii) If a teacher, who is granted Study Leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of Part-time employment is not considered adequate the Syndicate may determine the Study Leave Salary payable in each case.

Note :—It shall be the duty of the teacher granted study Leave to communicate immediately to the University amount of financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

- (ix) 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 or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of

- the study leave. When Study Leave is taken in continuation of vacation the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (x) The period of Study Leave shall count as service for purposes of retirement benefits, provided that the teacher rejoins the University on the expiry of his Study Leave and serves for the period for which the bond has been executed.
 - (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
 - (xii) A teacher availing of Study Leave, shall undertake that he shall serve the University continuously for double the period of Study Leave subject to a maximum of three years from the date of his resuming duty after expiry of the Study-Leave.
 - (xiii) A teacher :—
 - (a) Who is unable to complete his studies within the period Leave granted to him OR.
 - (b) Who fails to rejoin the service of the University on the expiry of his Study Leave, OR
 - (c) Who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, OR
 - (d) Who within the said period is dismissed or removed from the service by the University, shall be liable to refund to the University the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study : Provided that if a teacher has served in the University for a period of not less than half the period of service under the Bond on return from Study Leave he shall refund to the University half of the amount calculated as above. In case the teacher has been granted Study Leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of Study.

Explanation :

If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned,

he will be deemed to have failed to rejoin the service on the expiry of his leave for the purposes of recovery of dues under these rules.

- (e) Notwithstanding with the above, the Syndicate may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from Study Leave is permitted to retire from service on medical grounds.
- (xiv) (a) After the leave has been sanctioned, the teacher shall before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of Study Leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties of the permanent employee of his own or higher rank when study Leave is granted to him on full pay or one surety when Study Leave is granted to him on half pay or give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to fulfill the obligations of the Bond.
- (xv) A teacher who has been granted study leave for pursuing studies towards his doctorate shall submit to the Registrar six monthly report of progress in his studies through supervisor or the Head of the Institution. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the reports do not reach the Registrar within the time specified, the payment of salary may be deferred will be receipt of such report.
- (xvi) Subject to the over all limit of not more than 30 teachers of the University who may be allowed to be on a study leave at any on point of time not more than one teacher from any one Department and not more than two teachers from Padra College shall be allowed to be on Study Leave at one and the same time. In a financial year, not more the ten teachers will be granted Study Leave under this Ordinance.

O. 210—Maternity Leave

- (1) A competent authority may grant to a female employee in permanent employment maternity leave for a period of three months from the date of its commencement. Such leave is not debited to the leave account.

Note :—Leave under this Ordinance is admissible in a case of miscarriage and inevitable abortion.

- (2) A competent authority may grant maternity leave as mentioned in sub-clause (1) above to female University employees, not in permanent employment, subject to the proviso that the concession of maternity leave will be admissible only to those temporary female employees who have put in at least one year of continuous service.

Provided further that no leave under Sub-clause (1) and (2) of the above Ordinance shall be granted to a female University employee who at the time where application for grant of leave is made has three or more living children.

- (3) The leave salary admissible during the period of maternity leave shall be regulated as follows :

- (a) In case of female employees in permanent employment and in case of temporary female employees who have put in two year's continuous service, the leave salary admissible will be the salary, which the employee would have received, if she were on duty.

University employee appointed on probation on a permanent post should be regarded as an employee in permanent employ for this purpose.

- (b) In case of temporary female employees who have put in continuous service for a period of one year or more but less than two years, two leave salary admissible will be half the salary which the employee would have received, if she were on duty.

- (4) Leave of any kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate from the University Medical Officer.

O.211—Extra—Ordinary Leave

A University Employee may be granted extra-ordinary leave

- (1) (a) When no other leave is admissible, or
 (b) When the employee applies in writing for the grant of such leave :
- (i) Extra Ordinary Leave shall always be without pay and allowance.
- (ii) The Extra Ordinary leave shall not count for increment except in the cases :
- (a) Leave on Medical Certificate.
- (b) Cases where the Vice-Chancellor is satisfied that the leave has taken due to causes beyond the control of the employee such as inability to join or rejoin duty due to

Civil, Commotion, Natural Calamity, provided that the employee does not have any kind of leave to his credit.

- (c) Leave taken for prosecuting higher studies. and
 - (d) Leave granted to accept an invitation to teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that total period of continuous absence from duty on leave shall not exceed one year except in case where leave is taken on Medical Certificate. The total period of absence from duty shall in no case exceed three years in all.
- (2) Except in case of a Person in permanent employment of the University, the duration of leave without pay shall not exceed three months on any occasion,
- (3) Applications of grant leave without pay for period over three months shall be placed for orders before the Syndicate.

O. 212 A—Leave Not Due

Leave not due may be granted to a University employee by the Syndicate in permanent employ for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all may be otherwise than on Medical Certificates. Such leave shall be debited against the half pay leave the University employee may earn subsequently provided that such leave shall always be granted on half pay.

- Note ;* (1) Leave not due should be granted only if the Syndicate is satisfied that there is a reasonable prospect of employee's returning to duty on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.
- (2) The University employee applying for leave not due shall have to give an undertaking in writing that in case he is not able to earn the leave not due, enjoyed by him and leaves the University service before he earns the leave, he shall refund to the University the salary and allowance drawn by him during such leave.

O. 212 B—Special Leave to T.B./Cancer/Leprosy Patients

- (1) The University Medical Officer will help employees who are T.B./Cancer/Leprosy Patients in getting admission in Government Hospitals.

- (2) All due leave may be granted to such patients in continuation for the period as may be recommended by the M.O. Bans about joining of leave of different kinds as maximum limits of leave permissible at the time will not be applicable in such cases.
- (3) In addition, the Syndicate may in deserving cases grant Special leave on full pay upto the maximum period of one year and subsequently for further maximum one year on half-pay subject to the recommendation of the M. O. on the line of the Govt. directives for the same.

O. 212 C—Leave with Permission to serve elsewhere in Educational and Renowned Research Institutions

- (1) A permanent member of the staff who is below 55 years of age on the date of proceeding on leave and who has put in at least five years continuous active service in the University is eligible for leave under this Ordinance. For a second or subsequent request for leave under this Ordinance, it is necessary that he has put in each time another period of atleast five years continuous active service.
- (2) The Syndicate may grant leave without pay to members of the staff of this University for a period of not more than two years and once only in a period of 5 years or more of continuous service to enable them to avail of the offer of teaching assignment or an appointment to serve elsewhere received from the Management of any Concern, Agency or Head of an Institution or Government etc.
- (3) The leave without pay with permission to serve elsewhere granted under this Ordinance will be on the following terms and conditions, unless otherwise directed by the Syndicate :
- (i) The employee or the new employer, shall inform the University the salary, grade, allowance etc. and other facilities if any to be paid to him during the period of leave without pay.
- (ii) The University will not pay the employee the joining time pay and travelling allowances on acceptance of and reversion from such service.
- (iii) (a) The employee or the new employer shall pay pension contribution as may be fixed by the competent authority every month regularly. (This is applicable only in case the member is a pensioner).
- (b) The employee or the new employer shall pay regularly every month to this University, the University Contribution equal

to the member's own subscription to his Provident Fund at the rate of 1/12th (or at such rate as may be fixed from time to time) of the member's basic salary in the University during the period of such service. The employee who is under pension scheme is also required to give pension contribution to the University during such period as prescribed from time to time.

- (c) The member of the staff or new employer shall pay regularly every month to this University Gratuity Contribution at the rate of 5 % (or at such rate that may be fixed from time to time) of this basic salary in the University towards Gratuity Fund.
- (iv) The member of the staff or the new employer shall pay regularly every month to this University, the leave salary contribution at the rate of 11 % (or at such rate as may be fixed from time to time) of the member's basic salary in the University during the period of such service.
- (v) The member of the staff will be entitled to earn increment during the period of such leave.
- (vi) The member of the staff who is granted this leave shall enter into an agreement guaranteed by a surety, with the University on a Government Revenue Stamp Paper (to be purchased at his cost) to serve the University on completion of the leave, for twice the period of the leave granted to him, or in default to pay as liquidated damages to the University an amount of Rs. 3,000/- or six months' monthly basic salary on the date of proceeding on the leave, whichever is higher.
These liquidated damages shall under no circumstances be considered in 'terrorem'.
- (vii) In order to facilitate recovery of liquidated damages mentioned in clause (vi) above, such member of staff shall give a further undertaking in the agreement that in the eventuality of the member becoming liable to pay the liquidated damages, the University will be entitled to recover the amount of damages from all kinds of his dues from the University including the Provident Fund amount becoming payable to him and for this purpose, he (the member concerned) shall give a letter of authority in favour of the Registrar, M. S. University to recover the same. If even after adjusting the dues of the member as above, the full amount of liquidated damages is not recovered, the University shall be entitled to recover the

balance from the monetary dues including Provident Fund payable to the surety or sureties of such member. The permanent employee of the University who has become a surety shall not be released from his obligations under the bond unless and until the concerned member replaces another surety acceptable to the University in his place.

Notwithstanding anything contained above, the Syndicate may grant leave without pay for one month more provided that it is not an extension of the appointment held by the employee elsewhere.

O. 213—Leave for Part-Time Employees

- (1) Part-Time employees of the University shall be entitled to casual leave as laid down in Ordinance 203.
- (2) No other kind of leave except on half pay on medical certificate shall be granted to part-time employees.
- (3) Leave admissible under sub-para (2) shall be allowed at the rate of 15 days for each completed year of duty.
- (4) The maximum amount of leave to be granted at any time under sub-para (2) shall be limited to ninety days.
- (5) Part-Time employees shall be eligible to enjoy vacations if they are employed in Vacation Institutions or are employed on posts which are declared to be vacation posts under Ordinance 204 (8) subject however to the provisions of Ordinance 214.
- (6) Part-time employee shall also be eligible to the grant of leave without pay as prescribed under Ordinance 211.

Note :—This Ordinance is applicable to those part-time employees who are given fixed monthly remuneration, whose names are maintained on the attendance register of the Institution or Office concerned, and are assigned fixed duties.

General Note :

In the matter of interpretation of any leave rules, the decision of the Vice-Chancellor shall be final.

O. 214—Salaries to Teachers for Vacation Periods

The following shall be the rules regarding the payment of salaries for vacation periods to the teachers appointed temporarily by the University from the year 1952-53.

- (1) If the teacher has worked throughout the first term, he shall be paid his salary for the period of the Diwali Vacation.

- (2) If the teacher has worked for the whole of the second term only, he shall be paid his salary for the first three weeks of the Summer Vacation only.
- (3) If the teacher has worked for the whole of the academic year, he shall be paid for the whole of the ensuing Summer Vacation.

Provided however that if the teacher has worked for part of one term and the whole of the preceding or succeeding term shall be paid salary with allowances for such portion of the succeeding vacations, if any, as will be decided by the Vice-Chancellor on the merit of each case. The Vice-Chancellor's decision shall be final.

Note : (i) Tutors, Demonstrators, Instructors, Adhyapakas, Assistant Adhyapakas, Ustads, Teachers of Experimental School and Chetan Balwadi and such other persons doing instructional work be also considered entitled to vacation salary as per scales laid down for teachers in this Ordinance.

(ii) The vacation salary to be paid under this Ordinances shall be charged to the general savings under the head of Establishment.

7. Addition of Ordinance 215-C after Ordinance 215-B on page No. 231 of H.B.—Part II 1984 (S.R. No. 21 of 16-7-88).

Ordinance 215-C has been added as follows :

215 C. A University employee under suspension shall be entitled to following payments :

- I. A subsistence allowance at an amount equal to the leave salary which the University employee would have been drawn if he had been on half pay leave and to dearness allowance based on such leave salary for a period of first six months of suspension.
- II. If the period of suspension exceeds six months appointing authority shall competent to vary rate of subsistence allowance for any period subsequent to the period of six months as follows :
 - (a) If the suspension has prolonged due to reasons be recorded in writing, directly attributable to the University employee subsistence allowance may be reduced by suitable amount not exceeding 50% of the rate as mentioned in (I) above.
 - (b) If the suspension has prolonged due to reasons, to be recorded in writing not directly attributable to the University employee subsistence allowance may be increased by suitable amount not exceeding 50 % of the rate as mentioned in (I) above.
 - (c) In both the case (II) (a) and (b) dearness allowance will be admissible and based on the rate of substance allowance.

III. When an University employee is convicted by the competent court and sentenced to imprisonment the subsistence allowance shall be reduced to a nominal amount of Re. 1 per month with effect from the date of such conviction and he shall be continue to draw the same till the date of removal or dismissal or reinstatement by the appointing authority. If he is acquitted by the appellate court in the meanwhile, he will draw the subsistence allowance at the said nominal rate retrospectively with effect from the date of conviction which is so set said by the appellate court. If such acquittance of an employee is on technical grounds such as the want of previous sanction of the competent authority for prosecution or the likewise and is followed by fresh prosecution the drawal of subsistence allowance shall be regulated on the basis of the nature of the final result of the prosecution.

IV. The Suspending authority may allow drawal of other compensatory allowance during suspension if the employee was in receipt of them prior to suspension and at such a rate and to such extent and subject to such conditions as he may deem fit provided the employee continues to meet the expenditure for which such allowances are granted.

8. Addition of Clauses (B), (C) and (D) after the Ordinance 24(A) on Page No. 237 of H.B. Part II-1984 (S.R. No. 72 of 20-8-88 and S.R. No. 6 of 31-1-89). The following new clauses (B), (C) and (D) have been added after clause (A) under O. 224.

(B) The University may, each year, give upto the maximum of 14 Awards to the Best Teachers of the different Faculties/Institutions as per the guide lines/norms prescribed by the Syndicate and the expenditure in this respect be charged to the Post-graduate Instructions and Research Fund.

(C) The financial assistance for valuable publications of the different Faculties/ Institutions be provided by the Syndicate on the recommendations of the Publication Board in each financial year from the Post-Graduate Instructions and Research Fund.

(D) The University may, each year, provide upto the maximum of Rs. 25,000/- to Sheth U.P.A.R. Unit, if need be, from the Post-Graduate Instructions and Research Fund.

9. Substitution of Ordinance 260 B, on page No. 274 of H.B. Part II-1989 (S.R. No. 83 of 20-8-88)

O. 260 B has been substituted to read as under :

O. 260-B

In addition to travelling allowance, the members of the Senate, Syndicate or other authorities of the University or Committees appointed by the University,

other than examiners and members of the staff, will be entitled to receive a halting allowance of Rs. 50/- per day spent by them at the place where the presence is required for meeting or otherwise. They shall get a halting allowance also for the day on which there is no meeting provided there is a meeting on the day before and after, both of which such members attend.

In addition to halting allowance, they shall be paid incidental expenses on the basis of one half of single fare of the class travelled in respect of journey by rail or 1/4 of the single fare in respect of journey by air for every completed journey.

Provided that in case of travel by air and/or rail, the incidental expenses will be limited to Rs. 60/- for each completed return journey. Provided further that when a member is permitted to travel by air-conditioned coach, he shall be paid incidental expenses on the basis of one half of the first class railway fare in respect of completed journey subject to a maximum of Rs. 60/- for every completed journey.

The incidental expenses laid down are for the completed return journey and not in respect of each of the journeys.

Provided further that reservation charges, if claimed shall also be payable to members.

Provided also that the Vice-Chancellor shall have the power to decide the amount of halting and other allowances, out of pocket and other expenses, payable to any person required to attend meeting or meetings for the transaction of business connected with the University in special circumstances looking to the needs of each case.

Vadodara
8-3-1990

By Order
H. N. MAJMUDAR
Officer on Special Duty.
