

RAJAYA VOKKALIGARA SANGHA

SERVICE RULES



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RAJYA VOKKALIGARA SANGHA SERVICE RULES

1-GENERAL

1. TITLE AND COMMENCEMENT

(I) These Rules may be called as Vokkaligara Sangha Service Rules.

(II) They shall come into force w.e.f 10-11-2001 as approved by the executive committee.

2.APPLICATION

(I) These Rules shall apply to all employees serving in connection with the affairs of Vokkaligara Sangha in respect of whose conditions of service the Sangha is competent to make rules.

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

(a) Persons in casual contract employment

(b) Persons subject to discharge from service on less than one month's notices.

3. Where the Vokkaligara Sangha is Satisfied that operation of any rule regulating the conditions of service of the Vokkaligara Sangha Employees or any class of such employees causes undue hardship in any particular case, it may be order dispense with or relax the requirements of that Rule to such extent and subject to such conditions as it may consider necessary for dealing with any case in a just and equitable manner.

3. An Officer appointed to be in charge of the current duties of post shall be competent to exercise all administrative and financial powers vested in the regular incumbent of the post, Such an officer should not however, modify or over-rule the orders already passed by the regular incumbent of the post except in an emergency, without obtaining the orders of the next higher authority.

4. The claim of the Sangha employee to pay and allowances, including travelling allowances as regulated by the rules in force at the time at which pay and allowances earned; to by the rules in force at the time leave is applied for and granted and to terminal benefits, by the rules in force at the time when Sangha Employee retires or is discharged from the services of the Vokkaligara Sangha.

5. The service and monetary benefits extendable and payable to all the employees shall depend upon the financial position of the Vokkaligara Sangha and as decided by its executive committee from time to time.

CHAPTER-1

DEFINITIONS

In these rules, unless the context otherwise requires:

(1) **"ABSENTEE"** means a Sangha employee absent from an appointment on which he has a lien, either on leave or on deputation to another appointment whether permanent or temporary or on special duty un-connected with his own appointment or on joining time during transfer to another appointment or under suspension if the suspension is confirmed.

(2) **"ALLOTMENT"** means grant of license to a Sangha employee to occupy a house owned, leased or requisitioned by the Sangha or portion thereof, for use by him as residence.

(3) **AGE:-**When a Sangha employee is required to retire, revert or cease to be on leave on attaining a specified age, the day on which he/she attains that age is reckoned as a non-working day, and the employee must retire, revert or cease to be on leave (as the case may be) with effect from and including that day.

(4) **"AUTHORISE MEDICAL ATTENDANT"** means the civil surgeon or the principal medical officer appointed by the Govt. Or Sangha

(5) **CADRE:** means the strength of a service, sanctioned as separate unit;

(6) **"CAMPEQUI PAGE"** means the apparatus for moving a service camp

(7) **"CAMP EQUIPMENTS"** means tents and the requisites for pitching and furnishing them or where tents are not carried such articles of camp furniture as it may be necessary in the interest of the Sangha service for a Sangha employee to carry with him on tour.

(8) **"CLASS AND GRADE"**-Appointments are said to be in the same "class" when they are in the same office, and bear the same designation, or have been declared by the VOKKALIGARA SANGHA to be in the same class. Appointments in the same class are sometimes divided into "grades" according to pay.

NOTE:-Appointments do not belong to the same class or grades unless they have been so constituted are recognized by the Sangha. A ministerial officer may be appointed to act for another ministerial officer in the same office whose pays higher than his own subject to rules governing such appointments.

(9)"CONTINUOUS SERVICE" means the service the Sangha employee from the beginning of his service, without any break. Only leave with allowances will be included in the continuous service.

(10)"COMPETENT AUTHORITY" (in relation to the exercise of any power) means Sangha or any authority to which the power is delegated by or under these rules.

(11)"DAY" means a calendar day, beginning and ending at mid night: but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

(12)"DUTY"- 'DUTY' includes:

(a) Services probationer,

Note: Service as a temporary candidate is to be treated as officiating or temporary service for purpose of grant of increments, leave, and gratuity.

(b) JOINING TIME:

Note: If a Sangha employee has handed over charge of a post on receipt of the orders of transfer and if, immediately thereafter the orders of transfer are held in abeyance or cancelled, the period of compulsory waiting between the date of handling over charge and the date of resuming charge of the post should be treated as duty.

(c) A course of instruction or training authorized by or under the orders of Sangha.

NOTE 1: Where a Sangha employee deputed for training is required to attend an interview and to wait for the interview before actually joining the course of instructions or training, the period intervening between the date of interview and the date of actually joining the course of instruction or training may be treated as duty under special orders of Sangha.

d) The period occupied in appearing for an examination prescribed by Sangha in any regional language at which a Sangha employee has been granted permission to appear, or in attending an obligatory examination, or in attending an examination which a Sangha employee must pass to become eligible for a higher post in any branch of service, or attending the Kannada type writing of Kannada Shorthand examinations conducted by the Office of public instruction including the time reasonably necessary for going to and from

the place of examination ; provided such period shall be deemed to be on duty only twice in respect of each obligatory examination.

NOTE: In cases where an examination is taken in interruption of leave or immediately after leave, the time occupied in appearing for the examination, including the time necessary for going to and from the place of examination, shall be treated not as duty but as leave. If the examination takes place immediately before leave, the leave shall be held to have commenced from the date of following that of the completion of the examination.

d) The Period spent by a Sangha employee awaiting orders of posting after relief from a post under Sangha or after reporting for duty on return from leave, training or deputation provide search waiting is approved by Sangha as unavoidable it should be ensured that delay in giving posting order is avoided.

e) The period spent by a Sangha employee, who is engaged or deployed temporarily or special duty or under orders of the competent authority, including the time reasonably required to travel to and place of such special duty.

NOTE: Deployment of a Sangha employee temporarily for a period not exceeding one month does not amount to transfer.

f) The period spent by a Sangha employee whose services or engaged by a delinquent Sangha employee in accordance with the provisions of V.S. conduct rules, in his defense in the disciplinary proceedings, instituted against him, in assisting the delinquent Sangha employee.

(13) **“FAMILY”** means a sangha employee’s wife or husband, legitimate children and stepchildren, residing with and wholly dependent on the Sangha employee. In respect of journeys on transfer it includes in addition his/her parents residing with and wholly dependent on the Sangha employee.

(14) **“FEES”** means a recurring or non-recurring payment to a sangha employee from a source other than the fund of the Sangha, whether made directly to the Sangha employee or indirectly through the intermediary of Sangha but does not include

(a) Income from property, dividends and interest on securities.

(b) Income from literary, cultural or artistic if such efforts are not aided by the knowledge acquired by the Sangha employee in the course of his service otherwise to be treated as fees.

(15) **"FIRST APPOINTMENT"** Includes the appointment of a person not at the time of holding any appointment under Sangha even though he may have previously held such an appointment.

(16) **"FOREIGN SERVICE"** means service in which a Sangha employee receives his substantive pay with the sanction of Sangha, from any source other than the fund of the Sangha.

(16-A) Foreign Service allowance is an allowance granted by a foreign employer to a Sangha employee.

(17) **"HOLIDAY"** means a holiday prescribed or notified by Sangha as such: and in relation any particular office, includes a day on which such office is ordered to be closed by a competent authority for the transactions of office/Institution business without reserve or qualification.

(18) **"HONORARIUM"** means a recurring or non-recurring payment granted to a Sangha employee from the Sangha institution under whom he is employed as remuneration for work of an occasional or intermittent character.

(19) **"JOINING TIME"** means time allowed to Sangha employee to join new post or to travel to station to which he is posted.

(20) **"LEAVE SALARY"** means the monthly amount paid by the Sangha to Sangha employee on leave.

(21) **"LIEN"** means the title of a Sangha to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a temporary post, to which he has been appointed substantively.

NOTE: - Sangha may permit a Sangha employee to retain a lien on a temporary appointment in special cases, such as absence on study or duty or training outside India.

(22) **"LOCAL ALLOWANCE"**: A "Local Allowance" is an allowance granted in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality.

(22-A) LOCAL CANDIDATE: A local candidate in service means a temporary Sangha employee not appointed regularly as per rules of recruitment of that service.

(23) "MINISTERIAL EMPLOYEE" means Sangha employee whose duties are entirely clerical and any other class of employees specially defined as such by Sangha.

(24) "MONTH" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd numbers of days calculated subsequently.

NOTE: In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on 24th April and the 20 days on 14th May. In the same way, the period from 30th January to 2nd March should be reckoned as 1 month and 2 days, because 1 month from 30th January ends on 28th February. A period of month and 29th days commencing from 1st January will expire, in an ordinary year (In which February is a month of 28 days) on the last day of February, because a period of 29 days cannot obviously mean to exceed a period of full calendar month a period of 2 months from 1st January would end on the last day of February. The same would be the case if February were a month of 29 days or if the broken period work 28 days (in an ordinary year).

(25) "OFFICIATE"- A Sangha employee officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint a Sangha employee to officiate in a vacant post on which no other sangha employee holds a lien.

NOTE-1: The authority which has power to make a substantive appointment to a vacant post may appoint a Sangha employee to officiate in it.

NOTE-2: A post vacated by Sangha employee who has been dismissed should not be filled substantively pending the result of such appeal as the rules permit.

(26) "PAY" means the amount drawn monthly by a Sangha employee as the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and shall also include:

(a) Stagnation increment, if any, granted to him above the maximum of the scale of pay,

(b) Personal pay, if any, granted to him under the Karnataka civil Services (revised pay) Rules, issues by the Sangha from time to time.

(c) Any other emoluments specifically classed as pay by the Sangha”.

(27) “PERMANENT POST”:-Means a post carrying a definite rate of pay sanctioned without limit of time.

(28) “PERSONAL PAY” means additional pay granted to a Sangha employee

5 (a) To save him from a loss of substantive pay in respect of a permanent post other than a tenure post, due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measures; or

(b) In exceptional circumstances, on other personal considerations.

Unless in any case it is specially ordered otherwise, a personal pay should be reduced by any amount by which the recipient’s pay may be increased and should cease as soon as his pay is increased by an amount equal to his personal pay:

(29) PRESUMPTIVE PAY OF A POST: When used with reference to any particular Sangha employee, means the pay to which, he would be entitled, if he held the post substantively and were performing its duties; but it does not include special pay, unless the Sangha employee performs or discharges the work or responsibility or is exposed to the unhealthy conditions, in consideration of which the special pay, was sanctioned.

(30) The term “Probationer” shall have the same meaning as given to it under the terms & conditions of the appointment orders and period of probation shall be two years.

NOTE 1: A probationer is treated for all purpose as a temporary Sangha employee.

NOTE 2: In computing the period of probation, extraordinary leave granted to a probationer during the period his probation shall be excluded.

(31) “SUBSISTENCE GRANT”:- Means a monthly grant made to a Sangha employee who is not in receipt of pay or leave salary.

(32) "SUBSTANTIVE PAY" :-Means the pay other than the pay, personal pay, or emoluments classed as pay by the Sangha under clause to which a Sangha 26 (e) & (e) employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

(33) "TEMPORARY POST":-Means the post carrying a definite rate of pay sanctioned for a limited time and for period of two years.

(34) "TRANSFER" :- Means the movement of a Sangha employee from one headquarters in which he is employed to another such place, either (a) to take up the duties of a new post or; (b) in consequence of a change of his headquarters;

(35)Sangha, means: Vokkaligara Sangha

(36) President: means president of Vokkaligara Sangha

(37)Executive Committee: Means Executive Committee of Vokkaligara Sangha

CHARGE OF OFFICE

07. Unless, for special recorded reasons which must be of a public nature, the authority under whose orders the transfer takes place, permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over as its headquarters, both the relieving and the relived Sangha employees being present.

LEAVING JURISDICTION

08. No Sangha employee should leave the headquarters for any time without proper authority.

Note 1:-An authority competent to sanction casual leave to a Sangha employee may permit him to leave the headquarters during holidays or during casual leave.

CHAPTER II

GENERAL RULES REGARDING LIEN ON APPOINTMENT AND ADMISSIBILITY OF ALLOWANCES.

09. (a) Two or more Sangha employees cannot be appointed substantively to the same permanent post at the same time.

(b) A Sangha employee cannot be appointed substantively except as temporary measure, to two or more permanent posts at the same time.

10. (a) A Sangha employee cannot be appointed substantively to a post on which another Sangha employee holds a lien.

(b) Unless, in any case, it is otherwise provided in the rules, a Sangha 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.

11. Unless his lien is suspended under Rule 12 a Sangha employee holding substantively a permanent post retains a lien on that post.

(a) While performing duties of that post;

(b) While on Foreign Service, or holding a temporary post or officiating in another posts.

(c) During joining time or transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post.

(d) While on leave

(e) While under suspension.

12. Sangha shall suspend the lien of a Sangha employee on permanent post which he holds substantively if he is appointed to such post.

(a) Provisionally to a post on which another Sangha employee would hold a lien had his lien not been suspended under this rule.

(b) Sangha may at its option, suspend the lien of a Sangha employee on a permanent post which he holds substantively if he is deputed transferred in an officiating capacity to a post in another cadre and if in any of these case there is reason to believe that he will remain absent from the post on which he holds lien for a period of not less than three years.

(c) If a Sangha employee's lien on a post is suspended under clause (a) or (b) of this Rule, the post may be filled up substantively and the Sangha employee appointed to hold it substantively shall acquire a lien on it, provided that the arrangements shall be reversed as soon as the suspended revives.

NOTE: When a post is filled substantively under this clause the appointment will be termed as provisional appointment; the Sangha employee appointed will hold a provisional lien on the post and that lien will be liable for suspension under clause (a) but not under clause (b) of this Rule.

(d) A Sangha employee's lien which has been suspended under clause (a) of this Rule shall revive as soon as he ceases to hold lien on a post of the nature specified in sub-clause (1) of that clause.

(e) A Sangha employee's lien which has been suspended under clause (b) of this Rule shall revive as soon as he ceases to be on deputation on foreign service or to hold a post referred to in clause (b) provided that a suspended lien shall not revive because the Sangha employee takes leave if there is reason to believe that he will on return from leave continue to be on deputation on foreign service or to hold a post referred to in clause (b) and the total period of a absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-clause(1) of (2) of 12 (a)

NOTE 1: Only one provisionally substantive appointment permissible against one post. A provisionally substantive appointment is permissible against a vacant permanent post.

NOTE 2: The power to make provisionally permanent arrangement and to order suspension of lien is delegated to the president in the case of Sangha employees.

NOTE 3: The lien of a Sangha employee cannot be suspended while he is on probation in another post. If the Sangha employee completes the period of probation satisfactorily,

suspension of lien may be made with retrospective effect from the date on which Sangha employee was transferred to other duty provided that the conditions in clause (b) above are otherwise satisfied.

(f) (i) A Sangha employees lien on post may in no circumstances be terminated even with his consent if the result will be to leave him without a leave, or a suspended lien upon a permanent post.

(g) Sangha may transfer to another permanent post in the same cadre the lien of a Sangha employee who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

Note: - The President of Sangha is empowered to transfer a lien in the same cadre the lien provided that he or on authority subordinates to him is authorised to make appointments to both the post concerned.

(h) The Sangha employee's lien on post shall stand terminated on his acquiring a lien on a permanent post outside the cadre, on which he is borne,

(12-A) (1) A sangha employee may be transferred from one post to another provided that except

(i) As penalty imposed for misconduct, or

(ii) On his written request,

A Sangha employee shall not be transferred appointed to officiate in a post carrying less pay than the pay of the post on which he holds a lien or would hold a lien had his lien not been suspended under Rule 12.

(2) Nothing contained in sub-rule(1) of this rule or clause(21) of rule 06 shall operate to prevent the transfer of a Sangha employee to the post on which he would hold a lien had it not been suspended in accordance with the provisions of clause (a) of Rule 12.

13. A Sangha employee may be required to subscribe that may and it may be prescribed by sangha to provident fund or other similarly fund in accordance with such rules.

14. Subject to any exception specially made in these Rules, a Sangha employee shall begin to draw the pay and allowances of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge the duties.

15. Unless it be otherwise provided by special rule or contract the pay of a Sangha employee begins when he takes charge of the appointment in respect of which it is earned. If the charge is transferred afternoon, the transfer does not affect allowance until then next day 12 noon will be treated as forenoon.

If, however the substantive appointment of a Sangha employee is changed while he is officiating in an appointment or if while so officiating a Sangha employee is appointed for the first time to some substantive office then, provided that the tenure of is officiating appointment is not interrupted by is new substantive appointment he may draw the pay thereof without joining at from the date on which the substantive office becomes vacant.

Promotions involving change of duties shall take effect from the date when the Sangha employee assumes the duties of the post.

16. Every relieving Sangha employee is responsible for informing the Sangha employee to be relieved at the earliest possible moment of the date when he will be in a position to receive charge and it is the duty of the Sangha employee to be relieved to be in readiness to deliver charge on that date.

When more than one day is occupied in making over charge the last day should be entered in the report, and an explanation should be submitted.

17. Unless in any case it be otherwise distinctly provided the whole time to a Sangha employee is at the disposal of the Sangha which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration, whether the service required of him are such as would ordinarily be remunerated from the Sangha fund, or its subordinate institution funds.

18. (a) Fee: - A competent authority may permit a Sangha employee, if it be satisfied, that this can be done without detrimental to his official duties or responsibilities to perform a specified service or series of services for a private person or body or for a public body including a body administering fund and to receive as remuneration therefore if the service be material, a nonrecurring or recurring fee.

(b) Honoraria: - A competent authority may grant or permit a sangha employee to receive an honorarium as remuneration for work performed which is occasional 1 (or intermittent) in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from the provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of Sangha and its amount has been settled in advance.

Note 1: The following general principles are laid down for payment of fees and honoraria:-

- (a) No honoraria should be paid in respect of any work which can fairly be regarded as part of the legitimate duties of the Sangha employee concerned.
- (b) It is one of the liabilities of Sangha employee to have to work outside the office hours in exceptional times and circumstances. No honoraria should ordinarily be given on this account, but continuous working out of office hours and on authorized Holidays may justify a claim to honoraria or to special allowance.
- (c) The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given. The maximum fee permitted by any rule is not to be given in cases in which any smaller fee would be fair and sufficient.
- (d) When the service rendered falls within the scope of the ordinary duties of the Sangha employee performing it, the test of special merit prescribed in this rule must be very strictly applied.

NOTE 2:- The temporary increase in work due to the holding of special conferences under the auspices of a Sangha or subordinate authority or committees are normal incidents of service, and form part of the legitimate duties of Sangha employees according to the general principle enunciated in Note.1. Those so employed have, therefore, no claim to extra remuneration.

NOTE 3:- In the case of both fees and honoraria, the sanctioning authority shall record in writing that due regard has been paid to the general principle enunciated in Note 1 and shall record also the reasons which in its opinion justify the grant of extra remuneration.

FEES-SUBSIDIARY RULES

19. Any Sangha employee may receive a fee from a private body or a public body whose funds are not administered by Sangha for work done for it, provided:-

(1) He has undertaken the work with the knowledge and (sanction of Sangha and it can be carried out without detriment to his official duties.

Note: - It is incorrect for Sangha employees, who are whole time Sangha employees to accept private employment (particularly part- time work daily) which may conflict with their official duties. Permission for such employment should be accorded only for a work of a quasi-Sangha nature of an educational institution, Local Body, or a Co-operative Institution coming under the control of Vokkaligara Sangha.

20. If the journey by Sangha employee is solely or mainly in connection with the affairs of any other organization or body, the whole expenditure on the travelling of the Sangha employee concerned shall be borne by the official himself or the organization concerned, unless otherwise specifically permitted by Sangha Where, however, the journey is not mainly on account of the affairs of the other organization the entire expenditure on the travelling allowance of the Sangha employee shall be borne by the Sangha.

(i) If Sangha is an employee in Foreign Service is required to work in some capacity for third party and receives fee from the party, such less the amount of expenditure incurred on him by the foreign employer by way of travelling allowance (Which shall be reimbursed to the foreign employer) shall be credited to Sangha.

CHAPTER III

REGULATION OF EMOLUMENTS

21. An officiating arrangements is permissible in a post of which either a no holder or of which the holder is an absentee.

Note: - With the general or special sanction of Sangha acting appointment may be made in place of officers ordered or permitted to undergo a course of training.

Explanation: In the case of a Sangha employee deputed for training or a course of instruction it is not necessary to create a new post in order to accommodate him during such training or course of instruction since the very order posting him for training, etc., would be considered as sanction in this behalf.

22. A Sangha employee who is on training. the period spent on which is treated as duty under Rule 6 (12) (c) may be granted such pay as the Sangha may consider equitable but in no case exceeding the pay which he would have drawn had he been on duty other than duty under Rule 6(12)(c).

Explanation: - A Sangha employee who is on training may be given regular promotion and allowed by the competent authority to draw the pay of the higher post against which he would have officiated but for his deputation to undergo training as per Rule 39(1) (a) of these rules.

INSTRUCTIONS:

According to the explanation below Rule 22 a Sangha employee who is on training may be given promotion and allowed by the competent authority to draw the pay of the higher post against which he would have officiated but for his deputation to undergo the training as per Rule 39(1) (a) of these Rules.

The matter has been further examined and it is hereby clarified that, a Sangha employee who has been deputed for a course of instruction or training authorized by or under orders of Sangha, and who is treated as on duty according to Rule 6(12)(c) these rules may be-

(a) Given regular promotion by the competent authority with effect from the date on which the Sangha employee junior to him in the cadre of his service assumes charge on promotion to a post in the next higher cadre and

(b) Allowed to draw such pay in the pay scale of the higher cadre as he would have drawn from time to time but for his deputation to undergo such instruction or training.

The above benefit of promotion and consequential fixation of pay may be given subject to fulfillment of the following conditions:-

(i) The Sangha employee undergoing training or instruction is otherwise eligible for promotion, according to the rules of recruitment and

(ii) All his seniors, except those regarded as unfit for promotion have been promoted.

23. Instead of appointing a Sangha employee to officiate, it is also permissible to appoint him to be in charge of the current duties of a vacant post. In such a case a "charge allowance" (additional pay) is payable as specified in Rule 41.

Note 1: A Sangha employee can be appointed under this rule to be in charge of the current duties of a vacant post only if he is eligible to be promoted to officiate in that post according to the C & R Rules applicable to that post or if he is holding a post in an equivalent or higher grade).

Note 2:- The provisions of this Rule apply also to case where a Sangha employee being relieved of his own appointment is appointed to be in independent charge of a higher appointment as a temporary measure).

Note 3:- A person placed in independent charge of a higher promotional post would be eligible for promotion retrospectively if the following conditions are satisfied.

(i) He should be eligible for promotion according to his seniority.

(ii) He should be otherwise fit for promotion according to the C & R Rules of Vokkaligara Sangha.

(iii) He should have been placed in independent charge of the post by competent authority.

(iv) He should have discharged the duties of the post in which he has been placed in independent charge.

No retrospective promotion is permissible in the case of an individual who is placed in independent charge overlooking the claims of any of his seniors unless the senior was after due consideration of his case, held to be ineligible for promotion.

Note 4:-President of Vokkaligara Sangha is authorized to make in charge/independent charge/additional charge arrangements in accordance with the provisions of rules and of these rules, in respect of such vacant posts.

It should, therefore be clearly noted that no retrospective promotion is permissible in the case of an individual who is placed in independent charge overlooking the claims of any of his seniors unless the senior was after due consideration of his case, held to be ineligible for promotion.

24. "Permanent Post" is defined in rule; 6(27)

Without the authority of Vokkaligara Sangha

(i) No new appointment may be created; and no addition may be made to the pay and allowances of any Sangha employee.

(ii) No appointment may be abolished and the pay and allowance of no appointment may be reduced.

(iii) No class or grade of Sangha employees may be created or abolished and the pay of no class or grade of Sangha employee may be raised or reduced.

Exception: An addition to the scale of appointments in the lower grade as against a vacancy in higher grade may be allowed temporarily on occasions.

No temporary post may be created without the sanction of Sangha. Sangha may however delegate this power to president subject to such limits and conditions as they deem fit.

25. A Sangha employee when appointed to officiate in post which is tenable by a Sangha employee, of any one of the several grades or classes in a cadre shall, save as otherwise

directed by Sangha, be given officiating pay calculated in the pay of the lowest grade or class in the cadre.

26.(a) The pay of a Sangha employee officiating in a post, the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service, is the pay which he would from time to time have received if he held the post substantively.

(b)The pay of Sangha employee officiating in post, the pay of which has been reduced with effect from the next succession thereto, is the reduced pay.

27. The pay of a Sangha employee officiating in an appointment, the pay of which has been increased with effect from the next succession thereto, is the increased pay.

28.The fixation of pay of Sangha employee is within the competence of Sangha provided that, except in the case of personal pay granted in their circumstances defined in rule the pay of Sangha employee shall not be so increased as to exceed the pay sanctioned for his post without the sanction of the executive committee.

29.(1)Notwithstanding anything contained in these rules, when a Sangha employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves the assumption of duties and responsibilities of greater importance than those of the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.

Provided that where a Sangha employee appointed to higher ex-cadre post is promoted while holding such ex-cadre post, to a higher post in accordance with the recruitment rules of the service to which he belongs, the pay drawn in such ex-cadre post shall not be taken into account for the purpose of fixation of initial pay on such promotion, but his initial pay in the post to which he is promoted shall be fixed with reference to the pay which he would have drawn in the post held by him before his appointment to the ex-cadre post.

Provided further that if a Sangha employee either

(a) Has previously held substantively or officiated in

(i) The same post, or

(ii) A permanent or temporary post on the same time-scale or

(iii) A permanent post other than a temporary post on identical time-scale, or

(b) Is appointed substantively to a temporary post on a time scale identical with that of another temporary post which he has previously held substantively or in which he has previously officiated, then the initial pay shall not be less than the pay (other than, special pay, personal pay or emoluments classed as pay) which he drew on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasions for increments in the stage of the time scale equivalent to that pay.

(2) The pay of a Sangha employee to whom sub-rule(1) is applicable, and who would have normally on his next increment in the time-scale of the lower post but for his promotion to the said higher post or appointment to the said higher ex-cadre post, shall be re fixed in accordance with the provisions of sub-rule(1) in the time scale of the higher post held by him, as if he had been promoted to the said higher post or appointed to the said higher ex-cadre post after he had earned the said increment in the lower post.

(3) The expression "ex-cadre post" used in this rule means a stray post, which has been created in an office or service outside the regular line of promotion for a purely temporary period to meet a special need and appointment to which is made by selection from Sangha employees possessing the required qualification and experience.

(4) The principles of fixation of pay as laid down in sub-rules (1&2) above shall be applicable also to a Sangha employee appointed through the recruitment committee to a post carrying higher pay of scale.

(30) Subject to the provisions of Rule 21 to 39. A Sangha employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the post, on which he holds a lien or would hold a lien and his lien not been suspended.

For the purposes of this rule the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to

which it is made, is on the same scale of pay as the permanent post, on which he holds a lien or would hold a lien had his lien not been suspended or on a scale of pay identical therewith.

(31) A person holding no substantive appointment under Sangha, who is appointed to officiate in a permanent post or to hold a temporary post on a time-scale of pay, shall not be allowed to count, for the purpose of increment on the time-scale post non-continuous officiating service in such permanent post or non-continuous service in such temporary post.

Note: Service shall be deemed non-continuous only if is interrupted by actual loss of appointment.

INCREMENT

32. Increment accrues from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Sangha employee by competent authority in accordance with the rules applicable for ordering withholding of increments if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments. An increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month, subsequent increments regulated accordingly.

Note: when the authority passing orders to withhold an increment fails to specify clearly for what period the officer is to be deprived of his increment, the deprivation should be held to cease on the expiry of the period during which the officer would have drawn the increment withheld. For example, if on the 1st July 2000, officer already drawing a pay of Rs.3850 from 1st July 1999 grade of Rs.3850-50-7000 and in ordinary course entitled to an increment of Rs.50 on the 1st July each year is punished by refusal of the next increment to which he would otherwise have been entitled on that date, he will, in the absence of specific orders to the contrary, be entitled on the 1st July 2001 to draw Rs.3950 and not Rs.3900 only.

(3) (I) In case where is postponement of date of increment due to availment by an employee of extraordinary leave which is not counted for increment, the postponement of normal date of increment will first be worked out as per rules. If the postponed date of increment falls on any date a month, the increment will be granted from the first of the month.

(II) periods of service at the same stage count for increment, If by counting those broken periods the date of next increment falls on the date later than first of the month, then increments will be payable from the first of the month in which the increment falls due after counting the broken periods equal to one year provided the employee has also been holding the post from the first of that month to the date counting the broken periods equal to one year on which it falls due. In case he is not holding the post on the first of the month, the increment will be granted from the date it falls due.

(iii) In case where the normal increment is withheld for a specified period and the period of such penalty expires after first of the month, increments in such cases will be granted/restored from the date penalty cases.

(iv) The provisions of proponent of increment to first of the month is applicable only to normal increments in the prescribed scale and are not applicable to advance/enhance increments due to passing of certain examination. Such increments, if permissible will be governed by the relevant rules and orders.

(v) While sanctioning the increment, the actual date of increment with the remark that it has been advanced to the first of the month in accordance with provision of sub-rule (2) of rule 332 of these rules should be mentioned concerned. In cases, where an increment having been advanced to the first day of the month is subsequently postponed by operation of any rule, to a date other than first day of any month, the same should be advanced to first day of the month and a certificate to the effect that it is so advanced should be recorded in the service register.

(vi) As the increments falling due within the prescribed period of probation may be released, a second increment which may fall due within the prescribed period of probation may be

admitted even without the declaration of satisfactory completion of probation. But, no increment accruing during the extended period of probation can be admitted.

32- A (1) notwithstanding anything contained in Rule 32 where under the conditions of his service Sangha employee has to pass any service examination or test before earning an increment he shall not earn the increment until he passes such examination or test.

(2) Where in pursuance of sub-rule (1), the date of earning the increment in respect of any Sangha employee is differed beyond the normal period or period subscribed by earning the subsequent increments, the pay of such Sangha employee shall, on his passing the examination or test concerned be fixed at the stage at which he would have drawn if the earning of the increment as not been deferred.

Explanation: The provisions of sub-rule (2) will not entitle the Sangha employee to payment of any amount other than that drawn by him before earning the increment for the period during which he did not earn the increment. He will only be entitled to the fixation of his pay in the time-scale at the stage at which he would have drawn the pay, in the earnings of the increment has not been differed.

33. The conditions under which service counts for increments in a time-scale are as follows;

(a) All duty in a post on a time scale counts for increments in that time-scale: Provided that for the purposes of arriving at the date of the next increment in that time-scale, the total of all such periods as do not count for increments in that time scale shall be added to the normal date of increment.

Note: 1: In the case of a Sangha Employee, who, while officiating in one post, is appointed to officiate in another the period of joining time spent in proceeding from one post to the other should be treated as duty in the posts, the pay of which the Sangha Employee draws during the period and will count for increment in the same post.

Note: 2: In the case of Sangha Employee, who officiating in a post, proceeds on training or to attend a course of instruction, and who is treated as an on duty while under training, the period of such duty will count for increment in the post in which he was officiating prior to

his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

Note: 3: In cases where the passing of an examination or tests confers on a Sangha Employee the (title to increments) such title should be deemed to have accrued on the day following the last day of the examination or test which he passed. In cases where the examination or test can be passed in more than one installment, the title to increments will be deemed to have accrued on the last day following the last day of the last installment of the examination or test which he is required to pass.

The title to increments conferred by passing the examination is subject to the person concerned being otherwise eligible for the increments).

(b)(i) Service in other post, other than a post carrying less pay to in *12 A clause (1) of rule, whether in a substantive or officiating capacity, service on deputation out of India and (Leave except extraordinary leave taken otherwise than on Medical certificate shall count for increments in the time-scale applicable to the post on which the Sangha employee holds a lien, as well as in the time-scale applicable to the post or posts, if any on which he would hold a lien had his lien not be suspended.

(ii) All leave except extra-ordinary leave taken otherwise than on medical certificate and the periods of deputation out of India shall count for increments in the time-scale applicable to the post in which a Sangha Employee was officiating at the time he proceeded on leave or and deputation out of India and would have continued to officiate but for his proceeding on leave or deputation out of India.

Periods of deputation in other departments of Sangha in accordance with count for increment in the time-scale applicable to the post held at the time of deputation or to which the Sangha Employee may be promoted in the parent department while on deputation.

Periods that the Sangha may in any case in which it is satisfied that the extraordinary leave was taken for any reason beyond the control of sangha Employee or for prosecution of higher studies, direct that the extraordinary leave shall count for increments under clauses (I) and (II) (and, where the leave was taken for prosecuting higher studies, subject to the following conditions namely;).

(a)The courses of such higher studies have a close bearing on the sphere of duties of the Sangha employee;

(b)Such leave has been sanctioned with the prior approval of the Sangha.

Note: 1: A certificate in the following form will be obtained from the appointing authority and appended to the increment certificate by the head of the office.

Certified that “who has been allowed increment taking into account the period of leave with allowance from.....to..... Would have actually continued to officiate in the post held by him but for his proceeding on leave”

Note 1(a): In the case of a Sangha Employee proceeding the leave where no officiating arrangement is made in the leave vacancy and the Sangha Employee concerned returns to the same post after expiry of the leave, the certificate mentioned in Note1 above may be issued by the leave sanctioning authority)

Note 1(b): The provisions of sub-clause (ii) shall be applicable also to probationers.

Note 2: In the case of Sangha Employee the order of the competent authority sanctioning leave will indicate that the Sangha Employee would have actually continued to officiate in the post but for his proceeding on leave.

Note 3: The maximum period of extraordinary leave which will be recognized for purpose of granting increments under the provision to this rule shall be two years for under graduate, graduate and post-graduate courses and three years for Ph.D.

Note 4: The period of absence from duty debited to the half pay leave or account of a Sangha Employee under the provisions of Rule 60A of these Rules, as the case may be, shall count for the purpose of increment in the scale of pay of the post held substantively or in an officiating capacity as on the date of commencement of the unauthorized absence.

Note 5: The following instructions shall be followed regarding submission of prescribed certificates and particulars for release of increments to the employees:

(a) The authority competent to sanction leave to the Employee officiating in a post should invariably furnish in the orders sanctioning leave a certificate as to officiate in that post but for proceeding on leave, as required by Rule 33(b) (ii)

(b) Where an Employee officiating in a post is deputed to Foreign Service should furnish a certificate periodically, in time, indicating as to whether or not the concerned employee would have continued to officiate in that post but for his deputation to Foreign Service as required by Rule 33(e) of rules.

(c) Where the employee under suspension is reinstated in service, the authority competent to reinstate him should invariably make a specific order, as enjoined by rule 54 of these rules, as to how the period of suspension has been treated.

(d) If a Sangha 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 officiating or temporary service in the higher post, shall if he is re-appointed to a lower post on the same time scale of pay, count for increments in the time scale applicable to such lower post / or appointed or re-appointed to a post.

The period of officiating service in the higher post, which counts of increments in the lower posts, is however, restricted to the period during which the Sangha employee would have officiated in the lower post but for his appointment to the higher post.

This clause applies also to a Sangha employee who is not actually officiating in the lower post at the time of his appointment to the higher post, but who would have so officiated in such lower post or in a post on the same time-scale of pay had he not been appointed to the higher post.

Note: The intention of this rule is to allow the concession irrespective of whether the higher post is within or outside the department to which the Sangha employee belongs.

- (e) Foreign service counts for increments in the time-scale applicable to
 - (i) The post in Sangha service on which the Sangha employee concerned holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended, and

- (ii) The post in Sangha service in which the Sangha employee was officiating immediately before his transfer to foreign service so long as he would have continued to officiate in that post (or a post) on the same time-scale but for his going on foreign service; and
 - (iii) Any post in which he may receive officiating promotion while in Foreign Service for the duration of such promotion.
- (f) (i) Joining time availed of by a Sangha employee in continuation of duty counts for increment in the time scale applicable to the post on which he holds a lien or would have held a lien, if his lien had not been suspended and in the time scale applicable to the post, the pay of which is received by him during the period of joining time.
- (ii) Joining time availed of by a Sangha employee in a continuation of leave counts for increment in the time scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increment.

(iv) Joining time availed of by a Sangha employee in continuation of suspension counts for increment in the time scale applicable to the post the pay of which is received by him for the period of joining time.

34. Time passed under suspension does not count towards increments if the authority competent to impose any punishment directs that the period of suspension shall not count as duty under Rule 54.

35. 1. In the case of increments granted in advance, it is usually the intention that the officer should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments as an officer, who has so risen.

2:- A proposal to grant an increment to a Sangha employee on a time-scale pay in advance of the due date should be scrutinized with special care as it is contrary to the principle of a time-scale pay to grant an increment before it is due. Such a grant of advance increment should not, therefore, be recommended or allowed except under circumstances which would justify the grant of personal pay to a Sangha employee. Such increments in advance can be allowed only under the special order of executive committee in each case.

36. The authority which orders the transfer of a Sangha employee as a penalty from a higher to all over grade or post may allow him 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 Sangha employee under this rule shall not exceed the pay which he would have drawn by the operation of Rule 33.

Note: Once the pay is fixed in the lower post in the manner indicated above the regulation of increments in the lower post will be made under the normal rules unless the increment in the lower post is also withheld.

37. {(1) (a) where a sangha employee's pay is reduced as a measure of penalty to a lower stage in his time-scale, the authority ordering such reduction shall indicate.

(i) The date from which the penalty will take effects.

(ii) The period (in terms of years and months) for which the penalty shall be operative.

(iii) The stage in the time scale (in terms of rupees) to which the pay of the Sangha employee is reduced.

(iv) Whether the Sangha employee will earn increments during the period referred to at (ii) above and

(v) whether, on the expiry of the period referred to at (ii) above, the reduction will operate to postpone his future increments and if so the extent (in terms of years and months) to which it would operate to postpone future increments.

(b) The reduction of pay to a lower stage in a time scale in a not permissible under the rules either for an unspecified period or a as a permanent measure.

(c) The period to be specified under (v) in clause (a) above, should in no case exceed the period specified under (II) *ibid*.

(d) The question as to what should be the pay of a Sangha employee on the expiry of the period of reduction shall be decided as follows.

(i) If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the Sangha employee should be allowed the pay which he would have drawn in the normal course but for the reduction

(ii) If the order of reduction specified that the period of reduction shall operate to postpone future increments for any specified period, the pay of the Sangha employee shall be refixed in accordance with (i) above, but after treating the period for which the increments are postponed as not counting for increments.

(e) Where a Sangha employee who is reduced to a lower stage in his time scale for a specified period, is promoted to a higher post during the period of such reduction, his pay on such promotion shall be regulated as follows:

(i) The pay of the Sangha employee shall be fixed under relevant rules regulating fixation of pay on the date he assumes charge of the post to which he is promoted on the basis of the pay he is drawing as a result of the penalty.

(ii) The pay of the Sangha employee shall simultaneously be fixed notionally on the basis of the pay he would have been entitled to, had the penalty not been imposed. This fixation will, however, be operative from the date following the date of expiry of the period of reduction.

(iii) The service rendered by the Sangha employee in the higher post shall count for increment from the date he took charge of the post.

(iv) The principles of fixations of pay laid down at (i) to (iii) above shall be applicable also in cases where a Sangha employee is promoted during the currency of the penalty of withholding of increments.

(f)(1) Where increments are allowed under clause (a) (iv) above, the Sangha employee shall draw during the period of penalty increments with reference to the reduced pay.

(2) If a Sangha employee is reduced as a measure of penalty to a lower service, grade or post, or (to a lower time-scale) the authority ordering the reduction may or may not specify the period for which the reduction shall be effective, but where the period is specified, the

authority shall also state whether, on restoration, the period of reduction, shall operate to postpone future increments and, if so, what extent.

Note: where the period of reduction is specified

Under sub-rule (2) of this Rule, the Sangha employee concerned shall be automatically restored to his old post after the expiry of the specified period and his pay on such restoration shall be regulated as follows:

If the order of reduction lays down that the period shall not operate to postpone future increments, the Sangha Employee shall be allowed the pay which he would have drawn in the normal course but for his reduction to the lower post.

If the order lays down that the period of reduction shall operate to postpone his future increments for any specified period which shall not exceed the period of reduction to the lower post/grade, the pay of the Sangha employee on restoration shall be fixed in accordance with (I) above but after treating the period for which increments are to be postponed as not counting for increments.

In cases where his reduction to the lower post/grade is for an unspecified period, if and when the Sangha employee is re-appointed to the higher post in the normal course the pay in the higher post will be regulated only in accordance with the normal rules relating to fixation of pay.

38. Where an order of penalty of withholding of increment of a Sangha Employee or his reduction to a lower service, grade or post, or to a lower time-scale, or to a lower stage in a time-scale is set aside or modified by a competent authority on appeal or review, the pay of the Sangha Employee shall, notwithstanding anything contained in these rules, be regulated in the following manner:

a) If the said order is set aside, he shall be given for the period of such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay that he had actually drawn.

b) If the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation : If the pay drawn by a Sangha Employee in respect of any period prior to the issue of the orders of the competent authority under this rule is revised, the leave salary and the allowance (other than the travelling allowance), if any, admissible to him during that period shall be revised on the basis of the revised pay.

Note: In respect of cases falling under sub-rule (a) of this rule service rendered by the Sangha servant in the lower service. Grade or post and or lower time-scale or lower stage in the time-scale or at the stage the increment was withheld, from the date of imposition of such penalty by the disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority, shall count for increment or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty.

In respect of cases falling under sub-rule (b) of this Rule, such service from the date of imposition of the penalty by the disciplinary authority to the date on which the order is modified by the appellate or reviewing the authority, shall be counted for the purpose of increment or for other purposes in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the order of penalty to the extent the modified order permits of such counting.

For Example, if an employee in the Scale (Rs.3850-7050) is reduced to Rs. (3000-5450) for a period of say, two years, and if after six months, the order is modified by the Appellate Authority as reduction to Scale (Rs.3300-6300), the period of six months will count for increment in the Junior Scale.

If, on the other hand, the order of penalty is modified as reduction to a lower stage in the time scale (Rs.3850-7000) for a specified period, or with holding of increment in that time scale for a specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order.

DEPUTATION FOR TRAINING OR STUDY WITHIN INDIA

39.(A) The Vokkaligara Sangha may, depute or grant permission to a Sangha Employee for pursuing of a special course of study consisting of higher studies or specialized training in professional or technical subjects having a direct and close connection with the sphere of his duty on request of the employees at their own cost regarding salary & other expenses. However, the period of such training counts for increment.

(b) The Sangha may also grant permission to an Employee for persuasion of studies which may not be closely or directly connected with his work but which are capable of widening his mind in a matter likely to improve his abilities as a Sangha Employee and to equip him better to collaborate with those employed in the other branches of Sangha institutions at his/her own cost.

(2) Sangha employees desirous of attending colleges or institutions with a view to acquiring knowledge and higher education should obtain prior permission of the appointing authority and that such permission should not be granted unless they satisfied the following conditions.

(i) That their study will not adversely affect their work and in particular the hours of study will permit them to adhere to the normal office hours and

(ii) That they have passed the examinations, if any, prescribed for the post.

(3) Sangha may depute officer/officials working under their control for undergoing training in various courses sponsored by the central/state Government or autonomous institutions/ both within and outside the State to ensure that services of officers/officials who undergo training are utilized to benefit the Sangha and that these officers are in a position to give the benefits of the training to the best of their ability in suitable assignments, they should invariably be posted to the jobs where their specialized training would be useful to the branch/institution.

To achieve the above objectives the officers/officials who undergo training should submit brief of their training in duplicate in the pro-forma noted below, within one month of completion of the training to the appointing authority.

PROFORMA
REPORT OF TRAINING IN INDIA.

(Report to be submitted by every officer trained within one month of his return from training)

PART – I		
1	NAME	
2	Designation	
3	Office in which now working	
4	Date of Birth	
5	Academic qualification	
PART – II		
1	Previous training if any	
	a) Name/s of Institution/s	
	b) Period of Training	
	c) Brief content of the Training Programme:	
	d) Your impression on the training	
	e) Any other remarks	
PART – III		
1	Details of the latest Training	
	a) Name of the Institution/s	
	b) Period of Training	
	c) Subject of the Training	
	d) Your impression on the training	
	e) (i) Do you feel that the knowledge gained during the training is being usefully utilized in your present assignment?	
	(ii) If so, explain how it has been useful.	
	(iii) If no, please indicate your knowledge and skill gained during the Training could be better utilized.	
	(iv) Any other remarks you wish to state.	

Date:

Filled in by.....

(Trainee)

PART IV

(To be filled in by Head of the Institution)

1. How the services of the trainee have been utilised especially in the field in which the candidate was trained.
2. If the services are not being utilised in the same field for which he was Deputed, please give reasons.
3. General remarks

Date:

Head of the Institutions.

CHARGE OF CURRENT DUTIES

40. When a Sangha employee is appointed to be charge of the current duties of an office in addition to his own duties and the charge entails a substantial increase of responsibility and some additional work, he is entitled to additional pay (charge allowance) to be fixed by the authority competent to appoint him as such, not exceeding (5% of the pay) of the pay (minimum pay of the post). The charge allowance is subject to revision to revision of rates from time to time as and when executive committee revises the same.

(Sanction of Sangha should be obtained where the in-charge arrangement is proposed to be continued beyond) (Six months.)

Note 1: A Sangha Employee can be appointed under this rule to be in charge of the current duties of an officer or post in addition to his own duties only if he eligible to be promoted to officiate in that post according to the cadre and recruitment Rules applicable to that post or if he holding a post in an equivalent or higher grade.

Note 2: No charge allowance is admissible unless the incumbent has actually given over charge of the office under the orders of the competent authority (and is absent on leave or deputation or is permitted to avail himself of vacation or is under suspension.)

Note 3: The minimum period required for claiming charge allowance under this rule shall be one month.

Explanation: In cases where a period of additional charge is interrupted by leave with allowances and the total period of additional charge immediately before and after such leave (excluding the period of leave) together exceed one month, charge allowance may be paid for the period of such additional charge even though each of the two spells of additional charge does not by itself exceed one month, provided it is certified by the competent authority granting leave that but for the Sangha employee proceeding on leave, he would have continued to hold additional charge of the post which he held immediately before proceeding on leave.

Note 4: Sangha Employee when deputed to places outside the state to attend conferences and technical committee meetings for training, etc., treated as on duty and whenever subordinate officers are placed in charge of the current duties of such officers no charge allowance is admissible officers so placed in charge except in cases where the period of deputation, training etc., is not less than one month and the officer on deputation or training.

Note 5: No charge allowance is admissible under this rule to a Sangha employee who is placed in additional charge of the duties of a Dalayat, Daffedar, Jamedar or a watchman.

INSTRUCTIONS.

1. Charge allowance in respect of only one additional post is admissible even though a Sangha employee is placed in additional charge of duties of more than one post concurrently.
 2. Charge allowance is admissible in cases where the employee holds another post in addition to the post of which she/he is placed in independent charge concurrently.
41. The charge allowances payable even in cases where the pay of the officer together with the charge allowance, exceeds the pay which he would have received if he had officiated in the office.

Note: Charge allowance is admissible only in cases where a Sangha employee is placed in additional charge of duties of another office, carrying almost the same or higher rate of pay. For ex, when a first division clerk is placed in additional charge of the current duties of a second division clerk charge allowance is not payable to the former.

42. A Sangha employee placed in charge of the current duties of an office is not entitled to any fixed travelling or other allowance (including special allowance) attached to the office except under the special orders of Sangha.

A Sangha employee who is already in receipt of special pay or an allowance when placed in charge of an appointment to which special pay or an allowance is attached shall be entitled to draw either the special pay in receipt or the special pay or allowance for being in charge of duties of the post, but not both.

CHAPTER IV
JOINING TIME.

43. **Admissibility of joining time:** Joining time shall be granted to a Sangha servant on transfer in Sangha interest to enable him to join the new post either at the same or a new station.

44. Period of joining time where transfer of does not involve change of station/ residence;

Where the transfer of Sangha servant is within the same station or does not involve change of residence from one station to another, his joining time shall be regulated as specified below:

- (a) Where the transfer makes over charge in the forenoon, he should take over charge in the afternoon of the same day.
- (b) Where the Sangha servants makes over charge in the afternoon, he should take over charge in the forenoon on the succeeding day unless it is holiday.
- (c) Where the Sangha servant makes over charge on the afternoon and the succeeding day(s) is (are) holiday(s), he should join duty in the forenoon of next working day.
- (d) Where a Sangha office/institution functions in the forenoons, a Sangha servant who is expected to join duty in the afternoon should do so, as soon as the office/institution commences work and a Sangha servant who is relieved at the close of the office/institution is treated as having been relieved in the afternoon.
- (e) 12 noon is treated as forenoon except as otherwise provided in clause (d) above.

45. **Combination of holidays(s) with joining time :** When holidays(s) follows(s) joining time, the normal joining time admissible under these rules shall be deemed to have been extended to cover such holidays(s).

Explanation: Holidays can only be suffixed to joining time but not prefixed to it.

46. **Combination of leave or vacation with joining time:** (1) Joining time may be combined with vacation and/or leave of any kind or duration except casual leave. But, where a Sangha servant applies for leave no transfer, no leave shall be granted to him except on Medicals grounds.

(2) Casual leave is not admissible in combination with or in continuation of joining time.

(3) Therefore, Employees who apply for leave on health grounds at the time of transfer or own request, the leave so applied for shall not be sanctioned without such employees are examined by the Medical boards and a certificate to that effect is obtained by them.

47. Overstay of joining time: Where a Sangha servant overstays his joining time the period of such absence shall be treated as unauthorized absence in accordance with the provisions of Rule 60-A.

48. Pay during joining time: Where a Sangha servant on joining time shall be treated as on duty and shall be entitled to be paid as follows:

(a) Where joining time is availed of a Sangha servant immediately on relinquishment charge of his old post without avilment of any leave, he is entitled to draw pay equal to the pay which was drawn before relinquishment of charge of the old post and compensatory allowances like DA, CCA and HRA admissible thereon.

(b) Where joining time is availed of by a Sangha servant is continuation of leave of any kind, except casual leave, he is entitled to draw pay equal to the pay which was drawn before relinquishment of charge of the old post and compensatory allowances like DA, CCA and HRA admissible thereon.

(c) Where joining time is availed of by a Sangha servant in continuation of training, he is entitled to draw pay equal to the pay last drawn during the period of is deputation for training/study and compensatory allowances like DA, CCA & HRA admissible thereon as per Rule 40 (1) (a) of these rules.

d) where joining time is availed of by a Sangha servant, after suspension, he is entitled to draw pay equal to the pay which he was in receipt of immediately prior to the date of suspension or which he would have receive but for proceeding or being on leave immediately prior to the date of suspension and compensatory allowances like DA, CCA & HRA admissible thereon.

(e) On the pay admissible for the period of joining time as specified as at (a) to (d) above conveyance allowance, permanent travelling allowance, & project allowance are not payable.

49. Reckoning of joining time of increment: Joining time counts for increment in accordance with provisions of clause of Rules of these rules 33.

CHAPTER V

DISMISSAL, REMOVAL AND SUSPENSION

50. The pay and allowances of a Sangha servant who is dismissed or removed or compulsorily retired from service ceases from the date from the date of such dismissal or removal or compulsory retirement.

51. A Sangha servant under suspension shall not seek any employment, business, profession of vocation either in private or in institutions where a Sangha have interest.

52.(1) A Sangha servant who is placed or deemed to have been placed or continues to be under suspension shall be entitled to the following; payments viz.,

(a) Subsistence allowance at an amount equal to the leave salary which the Sangha servant would have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary, and

(b) House rent allowance and city compensatory allowance admissible from time to time on the basis of pay of which the Sangha servant was in receipt on the date of suspension subject to fulfillment of other conditions laid down for drawl of such allowances.

Provided that where the period of suspension exceeds **Six months**, the authority which made or is deemed to have been made, the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first Six months as follows:

(i)The amount of subsistence allowance may be reduced by a suitable amount not exceeding **Fifty percent of** the subsistence allowance admissible during the period of the first Six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, directly attributable to the Sangha servant.

(ii)The amount of dearness allowance shall be based on the decrease in amount of subsistence allowance, admissible under clause 1.

(2) No payment under sub-rule (1) shall be made unless the Sangha servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

Provided that in the case of Sangha servant dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement as per V.S.C.D rules, and who fails to produce such a certificate for any period or period during which is deemed to have been placed or to continue to be under suspension, shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or the amount by which his earnings during such period or periods as the case may be, fall short of the amount of subsistence allowance and other allowance that would otherwise be admissible to him/are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

*but when the subsistence allowances admissible to him.

53.(1) When a Sangha servant who has been dismissed, removed or compulsorily retired, is reinstated as a result of appeal or review or would have been so reinstated but for his retirement on superannuation while under suspension or not, the authority competent to order reinstatement shall consider and make a specific order.

(a) Regarding the pay and allowances to be paid to the Sangha servant to the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be; and

(b) Whether or not said period shall be treated as a period spent on duty.

(2) Where the authority competent to order reinstatement, is of opinion that the Sangha servant who had been dismissed, removed or compulsorily retired has been fully exonerated, the Sangha servant shall, subject to the provisions of sub-rule (6), be paid the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be;

Provided that where such authority is of opinion that the termination of the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may after giving him an opportunity to make his representation and after considering the representation, if any submitted by him, direct, for reasons to be recorded in writing, that the Sangha servant shall subject to the provisions of sub-rule (7), be paid for the period of such delay, only such proportion of such pay and allowances as it may determine.

(3) In a case falling under sub-rule (2) the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a spent on duty for all purposes.

(4) In cases other than those covered by sub-rule (2) (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of (clause (1) or clause(2) of article 311) of the³ constitution and no further enquiry is proposed to be held) the Sangha servant shall subject to the provisions of sub-rules (6) and (7) be paid such proportion of the full pay and allowances to which he would have been entitled, had he not been dismissed removed or compulsorily retired or suspended prior to such dismissal, removal compulsory retirement, as the case may be, as the competent authority may determine, after giving notice to the Sangha servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice.

(5) In cases falling under sub-rule (4) the period of absence from duty including the period of suspension preceding his dismissal, removal, compulsory retirement, as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose.

Provided that if the Sangha servant so desires such authority may direct that the period of absence from duty, including the period of suspension preceding his dismissal removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due to and admissible to the Sangha servant.

Note: The order of the competent authority under the preceding proviso shall be absolute and no higher sanctions shall be necessary for the grant of

(a) Extraordinary leave in excess of three months in the case of temporary Sangha servant; and

(b) Leave of any kind in excess of five years in the case of permanent Sangha servant.

(6) The payment of allowances under sub-rule (2) and sub-rule (4) shall be subject to all other conditions under which allowances are admissible.

(7) The proportion of the full pay and allowances determined under the proviso to sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under Rule 52.

(8) Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of removal dismissal or compulsory retirement, as the case may be, and the date of retirement. Where the emoluments admissible under this rule are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the Sangha servant.

(9) No extra cost may ordinarily be imposed on Sangha by the grant of an allowance under this rule without the permission of Sangha.

Note: The grant of pay and allowance or a proportion of them does not cancel any officiating arrangements that have been made while the Sangha servant was under removal or dismissal.

53 A (1) Where the dismissal, removal or compulsory retirement of a Sangha servant is set aside by a court of law and such Sangha servant is reinstated without holding any further enquiry, the period of absence from duty shall be regularized and the Sangha servant shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or (3) subject to the directions, if any, of the court.

(2) Where the dismissal, removal or compulsory retirement of a Sangha servant is set aside by the court solely on the ground of non-compliance with the requirements of clause(1) or (2) of articles 311) of the constitution and where he is not exonerated on merits, the pay

and allowances to be paid to the Sangha servant for the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement shall be determined by the competent authority and the said period shall be regularized in accordance with the provisions contained in sub-rules(4)(5) (7) of Rule 53.

(3) If the dismissal, removal or compulsory retirement of a Sangha servant is set aside by the court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal removal or compulsory retirement, as the case may be, and the date of reinstatement shall be treated as duty for all purposes and he shall be paid for the period the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired, or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

(4) The payment of allowance under sub-rule (2), or sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.

(5) Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal removal or compulsory retirement and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than those earned during the employment elsewhere nothing shall be paid to the Sangha servant.

54(1) When a Sangha servant who has been suspended is reinstated or would have been so reinstated but for his retirement on superannuation while under suspension the authority competent to order, reinstatement shall consider and make a specific order-

- (a) Regarding the pay and allowances to be paid to the Sangha servant for the period of suspension ending with reinstatement on the date of his retirement on superannuation, as the case may be; and

(b) Whether or not the said period shall be treated as a period as a spent on duty.

(2) Notwithstanding anything contained in Rule 92, where a Sangha servant under suspension dies before the disciplinary or court proceeding instituted against him are concluded the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid for that period the full pay and allowances to which he would have been entitled had he not been suspended subject to adjustment in respect of subsistence allowance already paid.

(3) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified the Sangha servant shall, subject to the provisions of sub-rule (8) be paid the full pay and allowances to which he would have been entitled, had he not been suspended;

Providing that where such authority is of the opinion that termination of the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may after giving him an opportunity to make his representation, and after considering the representation, if any submitted by him, direct, for reasons to be recorded in writing, that the Sangha servant shall be paid for the period of such delay only such proportion of such pay and allowances as it may determine.

Note 1 : Allowances such as permanent travelling allowances, conveyance allowance and special pay which are paid for the performance of special duties and which the Sangha servant was in receipt of immediately prior to the date of his suspension shall not be payable for the period of suspension which is subsequently treated as duty under the clause.

Note 2: Where a Sangha servant who is considered for promotion on account of his being under suspension, is fully exonerated on the conclusion of the enquiry, he may be promoted in the next available vacancy or, if there is no vacancy, by reversing the officiating arrangement made previously. His pay on the date of actual promotion may be fixed at the stage which would have reached had he been promoted on the date his junior was promoted and took charge, the order of fixation of pay being issued under Rule 36.

Which supernumerary posts maybe created. Sangha are, therefore, pleased to lay down the following broad principles governing the creation of such posts.

- (i) A supernumerary post is normally created to accommodate the lien of a Sangha servant, who, in the opinion of the authority competent to create such a post is entitled to hold a lien against a regular permanent post cannot have his lien against such a post.
- (ii) It is a shadow post, i.e., no duties are attached to such a post. The Sangha servant, whose lien is maintained against such post, generally performs duties in some other vacant temporary or permanent post.
- (iii) It can be created only if another vacant permanent or temporary post is available to provide work for the person whose lien is retained by the created of the super supernumerary post. In other words, it should not be created in circumstances which at the time of the creation of post or thereafter, would lead to an excess of the working strength.
- (iv) It is always a permanent post. Since, However, it is a post created for accommodating a permanent Sangha servant till he is absorbed in a regular permanent post, it should not be created for an indefinite period as other permanent posts are but should normally be created for a definite and fixed period sufficient for the purpose in view
- (v) It is personal to the Sangha servant for whom it is created and no other Sangha servant can be appointed against such a post. Its stands abolished as soon as the Sangha servant for whom it was created vacates it on account of retirement or confirmation in another regular permanent post or for any other reason. In other words, no officiating arrangements can be made against such post. Since a supernumerary post is not a working post, the number working post in a cadre will continue to be regulated in a manner that, if a permanent incumbent of one of the regular posts returns to the cadre and all the posts are manned, one of the Sangha servants of the cadre will have to make room for him. He should be shown against a supernumerary post.
- (vi) There should be no extra financial commitment involved in the creation of such posts in the shape of increases pay and allowances, pensionary benefits etc.,

2. Subject to the observance of the principles set out in the previous paragraph, supernumerary posts may be created only in consultation with the Executive committee.

3. The Heads of Institutions should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts retire or are absorbed regular permanent posts, for the purpose of verification of service gratuity.

COMMITTALS TO PRISION

SUSPENSION DURING PENDENCY OF CRIMINAL PROCEEDING OR PROCEEDINGS FOR ARREST FOR DEPT OR DURING DETENTION UNDER A LAW PROVIDING FOR PREVENTIVE DETENTION.

55. A Sangha servant against whom proceedings have been taken either for his arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention should be considered as under suspension for any periods during which he is under suspension for any periods during which he is detained in custody or is undergoing imprisonment and not allowed to draw any pay and allowances other than any subsistence allowance that may be granted in accordance with the principles laid down in rule 52 for such periods until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty, as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of the blame or (if the proceedings taken against him were for his arrest for debt) of its being proved that the officer's liability arose from the circumstances beyond his control. In cases where the arrest is for detention under a law providing for preventive detention, shall be given only when such detention is held by any competent authority to be unjustified.

56. A Sangha servant against whom a criminal charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (i.e. while released on bail), if the charge made or proceedings taken against him is connected with his position as a Sangha servant or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, the provisions of rule 55 above shall apply.

Note 1: A subsistence allowance not exceeding the prescribed rate may, however, be granted even in cases of committals to prison at the discretion of the suspending authority.

Note 2: Each claim for subsistence and compensatory allowance should be supported by a certificate by the Sangha servant concerned to the effect that he was not engaged in any employment, business, profession or vacation during the period to which the claim relates.

CONVICTION

57. Whenever a Sangha servant is judicially convicted of any offence, such action in the case as may be deemed proper may be taken as soon as it comes to the notice of the Sangha.

LEAVE WHILE UNDER SUSPENSION

Leave of absence for a definite period is not admissible to a Sangha servant who has been suspended from duty and, without obtaining the permission of the authority competent to fill up the appointment, a Sangha servant under suspension should not leave the station where his office is situated.

(2) No payment under rule 52 shall be made unless the Sangha servant continues to reside in the station where his office is situated or in the station in which he is permitted to reside by the authority which made or which is deemed to have made the order of suspensions.

CHAPTER VI
MAIN RULES

59. In these rules:

- (i) "Leave" includes earned leave, half pay leave, commuted leave, leave not due and extraordinary leave.
- (ii) "Earned Leave" means leave earned in respect of periods spent on duty.
- (iii) "Half pay Leave" means leave earned in respect of completed years of service.
- (iv) "Commutated Leave" means leave taken under Rule 67.
- (v) "Completed years of service" and "one year's continuous service" means continuous service of the specified duration and include periods spent on duty as well as on leave including extraordinary leave.
- (vi) "Vacation Department" means a department or a part of the department to which regular vacations are allowed.

60-A: Sangha servant who absents himself from duty without leave will not be entitled to any salary for the days of absence and the period of such absence shall be debited to his leave account as though it were half pay leave to the extent such leave is due and as extraordinary leave to the extent such leave is due and an extraordinary leave to the extent the period of half pay leave falls short of the period of such absence unless leave is granted by a competent authority. Absence from duty to a Sangha servant without leave granted by a competent authority will also render such Sangha servants liable to disciplinary action for misconductexcept where the Sangha Employee establishes to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control. *for the days of such absence

Note 1: When Sangha servant has attended office late after the expiry of the grace period of ten minutes from the appointed time of commencement of office but before 2.00p.m. He shall forfeit casual leave for half-a-day on each day of such late attendance. If, however, the Sangha servant concerned has no casual leave at his credit, he shall forfeit a day's earned leave or any other kind of leave, due and admissible to him for each day of late such attendance.

Note2:- Where a day's duty of a Sangha servant is divided into two parts, unauthorized absence for any one part shall entail forfeiture of half-a-day's pay and allowances.

60B (1) No Sangha servant shall be entitled to any leave under these rules in respect of absence from duty in pursuance of a strike.

(3) Absence from or cession of duty, by a Sangha servant on account of participation in a strike shall entail lapse of all kinds of leave at his credit.

Explanation: For purposes of this Rule, the expression 'Strike' shall have the same meaning as in the Karnataka State Civil services (prevention of Strikes) Act, 1966, and includes refusal or abstention from doing work though physically present at the place of duty, by resort to pen-down strike or stay-n-strike or other method.

Extract of Section 2 of Karnataka state civil services (Prevention of Strikes) Act, 1966;

2."Strike" means a cessation of work (including any unauthorized absence from duty) by a body of Sangha servants acting in combination, or a concerted refusal under a common understanding, of any member of Sangha.

61. Leave cannot be claimed as of right, Discretion is reserved to the authority empowered to grant leave either to refuse or revoke leave at any time according to the exigencies of the work.

62. Unless Sangha, in view of the special circumstances of the case, determines otherwise, an officer who remains absent from duty without leave for a period of four months or more may be liable to be dismissed or removed from service after following the procedure laid down in the V.S.CDA Rules.

63. Any kind of leave under these Rules may be granted in combination with or in continuation of any other kind of leave (except casual leave)

64. Subject to the provisions of Rule 61 an officer may at any time be granted the whole or any part of the earned leave due to him.

SECTION-1 LEAVE EARNED BY SERVICE

65(1) A Sangha servant other than person serving in a Vacation Department shall be entitled to earned leave of thirty days in a calendar year or the period of leave as amended and specified by the Executive Committee from time to time whichever is less.

(2)The leave account of every Sangha servant shall be credited with earned leave in advance in two installments of Fifteen days each on the 1st January and 1st July every year

(3)The leave at credit of a Sangha servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for-the-half year does not exceed two hundred and forty (240) days.

Provided that where the earned leave at the credit of a Sangha servant as on the last day of December or June, is 240 days or less but more than 225 days, the advance credit of 225 days earned leave on 1st day of January or July to be afforded in the manner indicated under sub-rule(2) shall instead of being credited in their account be kept separately and first adjusted against the earned leave that the Sangha servant avails during that half year and the balance, if any shall be credited to the leave account at the close of the half year subject to the condition that balance of said earned leave plus leave already at credit leave do not exceed maximum of 240 days.

4. Earned leave shall be credited to the leave account of a Sangha servant at the rate of Two and a half days for each completed calendar month of service in the half of the calendar year in which he/she is appointed.

5. (i) The credit for the Half year in which a Sangha servant is due for retirement or resigns from the service, the EL shall be afforded at the rate of Two and a half days for each completed calendar month of service up to the date of retirement or resignation.

(ii)When a Sangha servant is removed or dismissed from service or dies while in service, the credit of earned leave shall be allowed at the rate of two and half days for each completed calendar month of service up to the end of the calendar month in which he is removed or dismissed from service or dies while in service.

6. If a Sangha servant has taken any extraordinary leave and /or some period of his/her absence like suspension has been treated as dies-Non or non-duty in a half year, the credit

to be afforded to his/her earned leave account at the commencement of the next half year shall be reduced by 1/10th for the period of the such extraordinary leave and/or dies-non or non-duty, subject to a maximum of 15days.

Explanation: In the case of the Sangha servant who is placed under suspension, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by 1/10th of the period of suspension. If the period of suspension is subsequently treated as duty or leave other than extraordinary leave, the earned leave account shall be recast.

7. While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

8. If a Sangha servant is on leave on the last day of any half year he shall be entitled to the credit of earned leave on the first day of the succeeding half year provided the authority competent to grant him leave has reason to believe that the Sangha servant will return to duty on his expiry.

9. Subject to the provisions of Rule61, and the maximum earned leave that may be granted at a time shall be:

(a) one hundred and twenty days to a Sangha servant who is been employed in India or

(b) one hundred and eighty days to the officer if the entire leave so granted or a portion there of which is not less than sixty days is spent outside India.

(c) Two hundred and forty days leave preparatory to retirement.

(d) A Sangha servant may be permitted by the authority competent to grant leave, to take leave preparatory to retirement to the extent of earned leave due not exceeding two hundred and forty days.

66. EARNED LEAVE TO SANGHA SERVANTS SERVING IN VACTION DEPARTMENT

1(a) the leave account of a Sangha servant serving in vacation department shall be credited in advance with earned leave in two installments of 5 days each on the 1st day of January and 1st day of July of every Calendar year or the period of leave as amended and specified by the Executive from time whichever is less.

(b)If a Sangha servant serving in vacation department has availed of any extraordinary leave and/or some period of his/her absence has been treated as dies-non during a

half year the credit to be afforded to his leave account at the commencement of next half year shall be reduced by $1/30^{\text{th}}$ of the period of such leave and/or dies-non subject to maximum of 5 days.

(c)The credit for the half year in which a Sangha servant serving in vacation department is appointed/ceases to be in service shall be allowed at the rate of $5/6^{\text{th}}$ day of each completed month of service which he/she had rendered/is likely to render on the half year in which he is appointed/ ceases to be in service.

(2)Subject to provisions of sub-rule (1) a Sangha servant serving in vacation department shall be entitled to any earned leave in respect of duty performed in any year in which he/she avails the full vacation.

(3)(a) In respect of any year in which a Sangha servant avails himself a portion of vacation, he shall be entitled to any earned leave in such proportion of 30 days as the number of days of vacation not taken bears to the full vacations; Provided that no such leave shall be admissible to a Sangha servant not in permanent employ in respect of the first year of service.

(b)If, in any year a Sangha servant does not avail himself of any vacation, earned leave shall be admissible to him/her in respect of that year under rule 65. The leave admissible is in addition to earned leave of ten days.

Explanation: For the purpose of this rule the 'year' shall be constructed as a period of twelve months of actual duty in vacation department.

Note 1: A Sangha servant entitled to vacation shall be considered to have availed himself of a vacation of a portion of vacation unless he has been required by general or special order of higher authority to forego such vacation or portion of a vacation.

Provided that if he has been prevented by such order from enjoying more than fifteen days of vacation, he shall be considered to have availed himself of no portion of the vacation.

Note 2: When Sangha servant serving in a vacation department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before

Proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completes the previous year of duty.

Note 3 : In the case of a Sangha servant serving in vacation department the earned leave if any, admissible under sub-rule(3) will be in addition to the earned leave admissible under sub-rule(1).

4) Vacation may be taken in combination with or in continuation of any kind of leave under these rules;

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the sangha servant at a time under Rule 65.

(5) The earned leave under this rule at the credit of a Sangha servant at the close of previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed the maximum limit of 240 days.

6(a) A Sangha servant transferred from a vacation department to a non-vacation department shall be entitled to earned leave at the rate of $5/6^{\text{th}}$ day of every completed month of service from the half calendar year preceding such transfer till the date of transfer, from the date of transfer, he shall be entitled to earned leave under the rules applicable to the employees of non-vacation department.

(b)The credit of half pay leave for the half year in which a Sangha servant is transferred from a vacation department to non-vacation department shall be at the rate of $5/3^{\text{rd}}$ days per completed calendar month up to the end of the calendar year. From the commencement of the next half calendar year, the half pay leave shall be credited in advance in two installments' of ten days each on the first day of January and July of every calendar year, as the case may be.

7(a) if a Sangha servant is transferred from a non-vacation department to vacation department shall be entitled to earned leave under the rules as applicable to persons of non-vacation department till the date of such transfer. From the date of transfer till the end of half calendar year, he shall be entitled to earned leave at the rate of $5/6^{\text{th}}$ day of every completed month of service.

(b) If a Sangha servant is transferred before rendering a completed year of service in the non-vacation department from the date of last anniversary till the date of transfer he shall be entitled to half pay leave at the rate of $5/3^{\text{rd}}$ days of every completed month of service.

8.(1) Half pay leave at the credit of the employees serving in vacation department i.e., educational institutions as on **30-6-1985** is to be shown separately in the leave account and may be granted as half pay leave/commuted leave as the same terms and conditions as were applicable to them prior to **1-7-1985**.

(2) Unadjusted portion of 'leave not due' granted to employees serving in vacation departments may be adjusted against their future earnings of earned leave by them. For this purpose, two days of 'leave not due' may be adjusted against one day of earned leave.

67. The half pay leave account of every Sangha servant shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year or the period of leave as amended and specified by the Executive Committee from time to time whichever is less.

2(a) the leave shall be credited to the said leave account at the rate of $5/3^{\text{rd}}$ days for each completed calendar month of service in which he is appointed.

(b) The credit for the half year in which a Sangha servant is due to retire or resigns from service shall be allowed at the rate of $5/3^{\text{rd}}$ days per completed calendar month up to the date of retirement or resignation.

(c) The period of suspension treated as dies-non or non-duty shall not be reckoned as service for the purpose of these rules.

3. The leave under this rule may be granted on medical certificate or on private affairs.

Provided that in the case of Sangha servant not in permanent employ or quasi-permanent employ, no half pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the Sangha servant will return to duty on its expiry except in the case of Sangha servant who has been declared completely and permanently incapacitated for further service by medical authority.

4. Commuted leave not exceeding half the amount of half pay leave due may be granted on a medical certificate or on private affairs subject to the following conditions, namely, or the period of leave as amended and specified by the executive committee from time to time whichever is less.

(a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Sangha servant returning to duty on its expiry;

(b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(c) The maximum commuted leave on private affairs that may grant at a time shall be 120 days. If commuted leave on private affairs is combined with earned leave the total period should not exceed 180 days.

5. Where a Sangha servant who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered;

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the Sangha servant for further service, or in the event of his death.

6. For the purpose of this rule and Rule 68, a Sangha servant who has rendered not less than five years of continuous service excluding the service as a temporary candidate and periods of suspension adjudged as penalty, shall be considered as belonging to permanent employee provided the department/competent authority certifies that there is no prospect of his reversion or discharge.

68. (a) Extraordinary leave may be granted to any officer in special circumstances ;

(i) When no other leave is by rule admissible or

(ii) When other leave is admissible, but the officer concerned applies in writing for the grant of extraordinary leave.

(b) Unless Sangha in view of the exceptional circumstances of the case otherwise determines, no Sangha servant who is not a permanent employee or a quasi-permanent employee shall be granted extraordinary leave on anyone occasion in excess of the following limits.

i) three months without medical certificates.

ii) six months for common ailment, where the Sangha servant has completed a continuous service of not less than one year on the date of expiry of leave of the kind due and admissible under these rules, including extraordinary leave of three months under clause (l) above and his request for such leave is supported by a medical certificate, as required by these rules.

iii) Eighteen months, where the Sangha servant, who has completed a continuous service if not less than one year, including extraordinary leave of three months under clause (i) is undergoing treatment for cancer/mental illness/ pulmonary tuberculosis/pleurisy of tubercular origin/tuberculosis of any part of the body / leprosy, in Sangha institution or at his residence through such institution and his request for such leave is supported by a medical certificate in the form prescribed in Rule 104, issued by the civil surgeon of the district or the district medical officer or a specialist in the concerned disease, the certificate specifies that the Sangha servant has reasonable chances of recovery on the expiry of the leave recommended.

iv) Two years of under-graduate/graduate/post graduate courses in three years for doctorate courses, where the Sangha servant has completed a continuous service of not less than three years on the date of expiry of leave of the kind due and admissible under the Rules including the extraordinary leave of three months under clause (b) (i) and applies for the leave for prosecution of higher studies, having a close bearing on his sphere of duty, provided that prior approval of a Sangha is taken before sanctioning the leave.

(c) Where a Sangha employee who is not a permanent employee, fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where such a Sangha servant who is granted lesser amount of extraordinary leave than the maximum amount admissible, remains absent from duty for any period, which together with the extraordinary leave granted exceeds three months, he shall unless Sangha in view of the exceptional circumstances of the case otherwise determine, be liable to be dismissed or removed from service after following the procedure laid down in the V.S.C.D.A RULES.

(d) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

69.(1) A Sangha employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on such leave.

Note: 'Pay' for this purpose means the pay as defined in sub rule 26 of rule 6 of these rules and the rate at which it is admissible immediately before the date of commencement of leave.

(2) A Sangha servant on half pay leave or 'leave not due' shall be entitled to leave salary equal to half the amount specified in sub-rule(1).

(3) A Sangha servant on commuted leave shall be entitled to leave salary equal to the amount specified in sub-rule (1).

(4) A Sangha servant on extraordinary leave is not entitled to any leave salary.

EXAMINATION LEAVE

70. The Rules in this section regulate the grant of leave to enable Sangha servants to appear at examinations as and when prescribed by Sangha.

71. Examination leave may be affixed or prefixed to earned leave except as here in provided, no kind of leave except half pay leave on medical certificate, may be granted in continuation of examination leave.

72. A sangha servant while absent from his office or from his station to attend an obligatory examination, is considered to be on duty.

73. Leave may not be given to a Sangha servant to prepare for examination or for recreation after examination. A reasonable time, including the day or days of examination should be allowed for journey to and from the place of examination, and nothing more.

74. A Sangha servant permitted to present himself at any examination which must be passed before he is eligible for higher appointment in any branch of the Sangha service, may under the orders of his immediate department superior, be allowed leave of absence for the number of days which is actually necessary to enable him to attend the examination, that is, the number of days required for travelling from his station to the place of examination and back, and the number of days which the examination itself will occupy. During this absence no deduction will be made from the allowances of the Sangha servant unless the Head of the office finds such deduction necessary to enable him to make arrangements for carrying on the work. Such leave should not be allowed more than twice for each standard of examination.

NOTE: To ensure that the concession of examination leave should not be allowed more than twice for each standard of examination and is not misused, whenever A Sangha employee submits his/her application for admission to the prescribed examination an entry to this effect should be made in his/her service register and this should be put up to the concerned competent authority before the certificate sought by the employee is issued. However, in respect of Heads of the institutions, the declaration given by them in their application for admission to the examination may be accepted as correct.

MATERNITY LEAVE

75(1) A female Sangha servant may be granted maternity leave by an authority competent to grant leave for a period of 90/180 days from the date of its commencement or as decided by the Executive Committee from the time to time whichever is less. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(2) Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of pregnancy Act, 1971 (but not threatened abortion) subject to the conditions that.

a. The leave does not exceed six weeks; and

b. The application for leave is supported by a medical certificate from registered Medical Practitioner.

3. Maternity leave under sub-rule (1) or (2) above shall not be admissible to a female Sangha servant who has two or more living children.

4. (a) Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding 60 days may be granted without production of medical certificate.

(b) Leave in further continuation of leave granted under clause (a) of sub-rule 4 may be granted in cases of illness of female Sangha servant subject to production of a medical certificate from the authorized medical attendant. Such leave may be granted in case of illness of a newly born baby, subject to production of a medical certificate from the authorized medical attendant to the effect that the condition of ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.

5. The maternity leave shall not be debited against the leave account.

75.A. A female Sangha servant on her adopting a child, may be granted leave of the kind due and admissible (including commuted leave without production of medical certificate for a

period not exceeding 60-days subject to the conditions that such female Sangha servant should not have two living children at the time of adoption.

CHAPTER VII

SUBSIDIARY RULES CONDITIONS OF GRANT

76. If in the interest of the Sangha service, all application for leave cannot be complied with, the authority competent to sanction leave will have full discretion in deciding which should be granted, and in so doing, it may take into consideration the following circumstances;

1. The Sangha servants who can, for the time being, be conveniently spared.
2. The leave due to various competing applications.
3. The amount and character of the previous continuous service that they have rendered.
4. The fact that a Sangha servant was compulsorily recalled from the leave last enjoyed by him.
5. The fact that a Sangha servant has been refused leave in the Sangha interest.

77. Leave shall not be granted to a Sangha servant to whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Sangha service.

78. Sangha servant appointed on probation is entitled to leave as a temporary Sangha servant.

79. Part-time Sangha servants are not entitled to any other kind of leave except casual leave, which shall be limited to fifteen days in each calendar year in non-vacation departments and ten days in vacation departments.

COMMENCEMENT AND END OF LEAVE

80. Ordinarily, leave begins on the date on which the transfer of charge is effected, or if charge is transferred afternoon, on the following day. Similarly, such leave ordinarily ends on the day preceding that on which charge is resumed, or if charge is resumed afternoon, on that day.

But if a Sunday or one or more Gazetted holidays fall on the day immediately preceding that on which the leave begins or on the day on which the leave 1(XXX) between two appointments ends, a Sangha servant may leave his station at the close of the day before or return to it at the end of such holidays provided his departure or return does not involve-

- (i) The immediate transfer of a Sangha servant from or to another station, or the loss of his appointment by a Sangha servant appointed temporarily to the service;
- (ii) The taking over of money, unless subject to the condition that the departing Sangha servant remains responsible for the money in his charge, Sangha specially allows transfer of charge to take place before or after the holidays.

If holidays are as above prefixed to leave, the leave and the consequent re-arrangements of allowances, if any, take effect from the day of the holidays on which the office is open for the business and if the holidays are affixed to leave, the leave is treated as having terminated on, and the re-arrangements of allowances if any takes effect from the day on which the Sangha servant would have resumed charge and holidays not followed the leave.

Note1:- In cases which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, Sangha shall decide which Sangha servant shall be held to have been in charge and to whom the salary of the office for the Sunday or holiday shall be paid.

Note 2:- For the purpose of this rule, the office is regarded as closed for business only on Sundays and general holidays.

Explanatory Note: The intention of the above Rule is that Sunday and general holidays may be affixed and suffixed to leave.

As regards the regulation of pay and allowances during holidays prefixed and/or suffixed to leave, pay and allowances during such holidays are to be granted as if the Sangha servant concerned is on duty.

Note 3: Prefixing and suffixing holidays to leave under this rule shall be allowed automatically except in cases where for administrative reasons permission for prefixing or suffixing any holiday to leave is specifically withheld and mentioned in the order sanctioning the leave.

Note 4: In the case of leave on Medical certificate, the prefixing/suffixing of holidays to leave shall be determined with reference to the date of issue of medical certificate.

1. Procedure to combine holidays with leave on Medical certificate:

- (i) Prefixing of holidays to leave on Medical Certificate.

- (a) When the Medical certificate is issued on the day immediately preceding the holidays or during the holidays, may be treated as part of leave and not allowed to be prefixed.
- (b) When the Medical certificate is issued on the day leave is to commence, the holidays may be allowed to be prefixed at the request of the Sangha servant.
 - (i) Affixing of Holidays to leave on Medical Certificate-
 - (ii) When the fitness certificate is of the date on which the Sangha servant resumes duty or the date just preceding there to joining or when the certificate is of a date intervening the holidays, the holiday or holidays may be treated as part of the leave and not allowed to be affixed.
 - (iii) If the fitness certificate is of the date just preceding the holidays, the holidays may be allowed to be suffixed at the request of the Sangha servant.

RETURN TO DUTY

81. A sangha servant on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him unless he is permitted to do so by authority which granted him leave.

Note: In cases where above procedure is found to be cumbersome and administratively not possible to comply with, it would be sufficient if the officer deserving to return to duty before the expiry of the period of leave sanctioned obtains the oral permission from the competent authority to do so and it is recorded in the order cancelling the unavailed portion of leave as also to report for duty before the expiry of leave, on his request.

82. No sangha servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the prescribed form. The authority sanctioning leave may require a similar certificate in the case of any Sangha servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

We The Members of the medical Board /I.....Civil Surgeon/Staff Surgeon/authorized Medical Attendant / Registered Medical practitioner of..... do hereby certify that We/ I have carefully examined Sri/Smt/Kumari.....whose signature is given below and find that he/she has recovered from his/her illness and now is fit to resume duties in Sangha service. We /I also certify that before arriving at this decision (s) and statement (s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/ my decision.

Members of the Medical Board

1.....

2.....

3.....

Civil Surgeon/staff surgeon/

Signature of the
Government Servant

Authorized medical attendant/
Registered Medical Practitioner.

RECALL TO DUTY

83. A Sangha servant on leave may be recalled by the authority sanctioning leave to duty before the expiry of his leave only if such recall is considered necessary in sangha's interest. Such recall shall be compulsory and the sangha servant shall be entitled, if the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw.

- a. Travelling allowance, as decided by the Executive Committee, and
- b. Leave salary until he/she joins the post at the same rate at which he/she would have drawn it but for the recall to duty.

OVERSTAYING LEAVE

84. A sangha servant who remains absent after the end of his/her leave entitled to no leave salary for the period of such absence and that period shall be debited to his leave account as though it were half pay leave to the extent such leave is due and as extraordinary leave to the period of half pay leave fall short of the period of such absence, unless the leave is extended by a competent authority. Absence for a duty after the expiry of leave will render a sangha servant liable to disciplinary action for misconduct except where the sangha servant establishes to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control.

COMBINATION, EXTENSION AND COMMUTATION OF LEAVE.

85. The authority competent to sanction leave may

1) grant to a sangha servant any kind of leave admissible under these rules (including extraordinary leave without allowance) in combination with any other kind of leave so admissible or in continuation of leave of any other kind already taken.

NOTE 1: Earned leave already sanctioned and availed prior to 29-1-1971 shall not be permitted to be converted into commuted leave/half pay leave.

NOTE 2: Earned leave already sanctioned and availed of on and after 29-1-1971 shall not be permitted to be converted into commuted leave/half pay leave.

2) Commute the whole or any portion of any leave granted under these rules retrospectively into any other kind of leave which was admissible when the original leave was granted; and

3) commute retrospectively periods of absence without leave into leave without allowances.

NOTE: Extraordinary leave without allowance cannot be converted retrospectively into leave on medical certificate, but leave may be given on medical certificate in continuation of leave without allowances.

Explanatory note: Casual leave once utilized cannot be commuted retrospectively into leave of any other kind at a later date, after return of the sangha servant to duty. In the case, however, of a sangha servant who avails of casual leave and before return to duty applies for earned leave or other leave, the casual leave already applied to for should be treated as cancelled and the leave sanctioned will have effect from the date of sangha servant concerned ceased to perform his duties.

EMPLOYMENT DURING LEAVE

86. Save in very exceptional circumstances, no sangha servant should be granted leave whether with or without allowances, to allow of his practicing at the Bar or pursuing any other profession calling.

87. A sangha servant who is already on leave may not take service or accept any employment (including the setting up of private professional practice as accountant, consultant or legal or medical practitioner) which involves the receipt of a fee or honorarium, without obtaining the previous sanction of sangha.

Note: 1. this rule does not apply to the acceptance of fees for literary work or for service as an Examiner or similar employment, nor does it apply to acceptance of Foreign Service.

Note: 2. This rule does not also apply where Sangha servant who has been allowed to take up a limited amount of private practice and receive fees there for as part of his conditions of service e.g. where a right of private practice has been granted to a Medical officer.

ALLOWANCES

88. Fixed travelling allowance is not admissible during leave and may be drawn by the substitute.

89. The draw of House rent allowance, Compensatory-cum-House Rent allowance or City Compensatory Allowance by a sangha servant during leave shall be regulated as stated below:

(1) A Sangha servant shall be entitled to draw House Rent allowance, Compensatory-cum-House Rent allowance or City compensatory Allowance during the leave at same rate at

which he was drawing this allowance before he proceeded on leave. For this purpose leave means the entire leave (including extraordinary leave) if it does not exceed four months of leave if the actual duration of the leave exceeds that period. A sangha servant on leave preparatory to retirement shall also be entitled to draw these allowance at the same rate at which he was drawing before proceeding on leave for the duration of such leave not exceeding 120 day/four months or for the first 120 days/four month if the duration of such leave exceeds this limit. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave shall be taken as one spell of leave. Unless in any case it is otherwise expressly provided in these rules joining time shall be added to the period of four months.

Note: 1.The drawls of this allowance during period of vacation whether combined with leave or not shall be regulated in the same manner as during leave.

Note: 2.The grant of House rent allowance compensatory-cum-House Rent Allowance or city-compensatory allowance to the Sangha servants who are originally granted leave on Medical Grounds or otherwise but do not join duty after expiry of such leave owing to death/invalidation during such leave, shall be regulated under **Note 1.**

(2) The limit of four months shall be extended to eight months for the purpose of grant of this allowance in the case of sangha servants suffering from T. B., cancer or other ailment during the period of their leave taken on medical certificate when such certificates are in the forms prescribed under **Rule 106** of these rules .It is immaterial whether the leave is on medical certificate from the very commencement or is in contribution of other leave as defined in sub rule (1) the question whether this allowance may be paid to an officer suffering from T .B., Cancer or other ailment during leave on medical certificates exceeding eight months shall be decided by sangha.

(3) Drawl of this allowance during the period of leave in excess of first 4 months shall be subject to furnishing the following certificate.

“The Sangha servant concerned continued, for the period for which House rent allowance, Compensatory-cum House Rent Allowance or city Compensatory Allowance is claimed to reside at the same station from where he proceeded on leave”

90. A Sangha servant on earned leave may draw his tentage on the conditions prescribed for the House Rent in **Rule 88**.

91. Local allowance granted for the unhealthiness of the locality may be drawn during the period of earned leave. Local allowance granted for other purposes may be drawn during the period of earned leave provided there is no cost to Sangha.

92.A Non-practicing allowance sanctioned to Residential Medical Officers and the teaching staff in the Medical Colleges may be drawn during the period of leave with allowances not exceeding four months or 120 days or during the first 4 months or 120 days of leave in excess of four months or 120 days taken at a time provided that the Sangha servant is likely to return after the expiry of the leave, to the same post or to another post carrying non-practicing allowance and provided further that he is not engaged in any private practice during the period of the leave and there is no extra cost to Sangha by payment of the allowance to the Sangha servant on leave.

This allowance is also admissible during leave to the doctors, the **Administrative Medical Officers**

92-B. Project allowance may be drawn during leave not exceeding two months or during the first two months of leave exceeding two months at a time;

Provided that the allowance may be drawn for a further period of two months if the leave in excess of the first two months is on medical certificate.

Note: 1 For the purpose of this rule, leave means with allowances of any kind but does not include leave preparatory to retirement.

92-C. Nursing superintendents. Grade I and II , sisters, sister tutors and nurses and midwives including probationary nurses may be allowed to draw uniform and ration allowance during any kind of expect leave preparatory to retirement for a period not exceeding 120days or 4 months as the case may be.

CHAPTER VIII

PROCEDURE RELATING TO LEAVE –GENERAL RULES

93. The leave account of sangha employee shall be maintained, and the entries there in attested, by the head of the office in which he is employed.

94. An application for leave for an extension of leave must be forwarded through the immediate departmental superiors (if any) to the authority competent to grant such leave or extension.

Provided that no such application shall be necessary:-

1. When a sangha servant makes a request for extension of leave by a letter with necessary particulars, or
2. When the authority competent to sanction leaves comes to know that a sangha servant is absent from duty due to illness or that a sangha servant has died.

95-A: A sangha servant returning from leave is not entitled in the absence of specific orders to that effect to resume as a matter of course the post which he had before going on leave. He must return to the station from where he proceeded on leave and report to the authority under which he was serving before he proceeded on leave unless there are orders to the contrary. He must if necessary also submit to such delay as may be unavoidable in the interest of sangha service.

NOTE: Controlling officers should provide for the expected return of sangha servants from leave by seeing that sangha servant to be relieved are at headquarters in due time to give over charge.

96. Medical officers must not recommend the grant of leave in any case in which there appears to be reasonable prospect that the sangha servant concerned will ever be fit to resume his duties. In such cases the opinion that the sangha servant is permanently unfit for sangha service should be recorded in the medical certificate.

97. Every certificate of a Medical Committee or a Medical Officer recommending the grant of leave to a sangha servant must contain a proviso that no recommendation contained in it

shall be deemed to be evidence of a claim to any leave not admissible to the sangha servant under the terms of his contract or of the rules to which he is subject.

NOTE: In all cases where half pay leave 'not due' is granted to a sangha servant, the Medical Officer granting the Medical certificate should specifically state therein that as far as can be reasonably foreseen by him, there is every likelihood of the Sangha servant returning to duty and continuing in service for a specified number of years. Such a certificate is necessary to enable the sanctioning authority to grant or refuse leave 'not due' basing his judgment on Medical opinion so furnished.

In the case of Sangha servant suffering from T.B, not admitted to a sanatorium, the medical certificates as above granted by the Medical officer may be accepted and in the case of those admitted to a sanatorium, the certificate granted by Medical officer in charge of the sanatorium may be accepted.

98. With the cognizance of the Head of his officer or, if he is himself the Head of his officer, of the Head of his department, the applicant must, except in the cases provided for in **Rules 99A & 100** present himself with two copies of the statement of his case at the seat of Sangha or at such other place as may be appointed by Sangha.

We do hereby certify that according to the best of our professional judgment, after careful personal examination of the case we consider the health of C.D to be such as to render leave of absence for a period of..... Months absolutely necessary for his recovery.

99. Before deciding whether to grant or refuse the certificate, the Authority may, in a doubtful case, detain him under professional observation during a period not exceeding fourteen days. In that case would grant to him a certificate to the following effect;

C.D having applied to us for a Medical certificate recommending the grant to him of leave we consider it expedient, before granting or refusing such a certificate, to detain C .D under professional observation for days.

99.A In cases in which president of Sangha is satisfied that grant of leave to Sangha servant on account of illness is necessary, a certificate from the civil Surgeon of the District or the District Medical Officer in the following form will suffice

'I A B Civil Surgeon, District/District Medical Officer after careful personal examination of the case hereby certify that.....is in a bad state of health and solemnly and sincerely declare that according to the best of my judgment the leave of absence for a period ofmonths from (date) to.....(date)....from the date of relief is essentially necessary for the recovery of his health and recommend that he may be granted.....month's leave.

100. If the state of the applicants health certified by a Medical Officer in Charge of a station to be such as to make it inexpedient to present himself at any place in which the Medical Examination is to be conducted, the authority competent to grant the leave may accept in lieu of the certificate prescribed in Rule 98, a certificate from any two Medical Officers.

Note 1: A Medical certificate from the district Medical Officer of the Station countersigned by the Deputy Commissioner of the district may be accepted in exceptional cases in which Sangha considers it impracticable or undesirable to insist on the production of a certificate signed by Two Medical Officers.

Note 2: Notwithstanding anything contained in this rule, the authority competent to sanction leave may dispense with the procedure laid down in **rule 98**.

- i) When the leave recommended by the authorized medical attendant is for period not exceeding two months, or
- ii) The applicant is undergoing treatment in a hospital as an indoor patient and the leave is recommended by the medical officer in charge of the case in the hospital not below the rank of civil surgeon or surgeon for the period of hospitalization or convalescence, provided that such a medical officer certifies that in his opinion it is unnecessary for the applicant to appear before a medical committee.

101. Sangha servant serving in places outside district headquarters may be granted leave on medical certificate on the strength of certificate of a registered medical practitioner countersigned by the civil surgeon or the district medical officer who may visit the patient if for any reason he considers this course advisable. This rule will be only applicable when the

sangha servant requiring superior to come to headquarters to undergo examination by the civil surgeon or the district medical officer.

102. The grant of a medical certificate does not in itself confer upon the sangha servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.

103. When any sangha servant is granted leave on medical certificate, the authority granting the leave should specify the fact in its order to enable the concerned authority to make the necessary entry in the leave salary certificates.

Medical certificate to sangha servants

104. An application for leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration and period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should countersigned by the district medical officer of the district where the applicant resides.

However, subject to the following rules; the authority sanctioning the leave may accept a certificate from the applicants' medical attendant without such counter signature-

1. The term medical attendant in these rules includes honorary medical officers. Honorary assistant officers, Vaidyas and Hakims.
2. Certificates given by a Vaidyas and Hakims may be accepted for short period of leave not exceeding fifteen days, at the discretion of the head of the office.
3. Certificates given by Assistant Surgeons Class-II in Sangha service and Registered Medical Practitioners whose names are entered in the register of the medical council may be accepted for period of leave not exceeding two months.
4. Certificates given by Medical Graduates in Sangha service and Registered Medical Practitioners who hold any of the following qualifications may be accepted for period of leave exceeding two months but not exceeding six months.
 1. M.B.B.S of the Mysore or university in India.
 2. L. R. C. P
 3. M.R.C.S

4. M.R.C.S
5. F.R.C.S
6. M.D
7. B.S.A.M. (Bangalore, Mysore and Karnataka university)
8. B.A.M.S. (Bangalore , Mysore and Karnataka universities)
9. B.U.M.S. (Bangalore university), (Unani)
10. M.D (Ayurveda) Bangalore university and Gujarat university)
11. D.Ay. M.S (Mysore and Banaras Hindu university)
12. H.P.A, M.S.A.M. (Gujarat university)

5 .For periods of leave in excess of six months, the counter signature of the district medical officer should ordinarily be obtained except in cases where the authority sanctioning the leave does not think it necessary on account of the certificate having been given by a medical attendant holding high qualification such as F.R.C.S., M.R.C.P. and M.D.

Note: In the case of female officers, sangha may either dispense the counter signature of the District Medical Officer for authorize such counter signature by doctors of their own sex.

105. The countersigning office may, at his discretion require the applicant to appear before him, unless it appears from the certificate of his Medical Attendant that he is too ill to bear the journey in which case, such officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit. In Such a case, he may get the Sangha servant concerned examined by the nearest medical subordinate and obtain a report before he decides on countersigning the certificate. No certificate should be submitted for countersignature without the cognizance of the head of the applicants office, or if the applicant be himself the Head of Office, without immediate report to the Head of his department/ Institution.

106. The certificate shall be in the following form.

{..... After careful personal examination of the case herby certify that Sri/Smt. (who is/ is not under orders of transfer) whose signature/ thumb impression given below) is suffering from.... And I consider that a period of absence from duty of... with effect from...to.....is absolutely necessary for the restoration of his/her health.

**Signature and Designation
Of Medical Attendant.**

(Government Medical Officer of the rank of the Civil
Surgeon/Gazetted Assistant Surgeon/ Registered Medical
Practitioner with his Registration Number)

Signature of the Applicant
Left hand thumb impression of the
Applicant (in the case of illiterates)
Taken in my presence this day of

**Signature and Designation of
Medical Attendant**

Medical History

(The nature of illness, symptoms, causes and duration should be specified)

**Signature and Designation of
Medical Attendant.**

Note: The Head of the office should, before sanctioning or recommending leave, satisfy himself that the thumb impression recorded in the Certificate and the Service Register do not differ in the case of illiterates.

Sanction of Leave.

107. Any leave, admissible under these rules may be granted to Sangha employee by a competent authority. Before leave is sanctioned to an employee the authority sanctioning the leave should either consult the leave account or his service book, and satisfy himself

that the leave is admissible or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account or the service book.

108. The authority competent to sanction leave specified in column (1) of the table below, may sanction leave in respect of the sub-ordinate employees holding the posts in the scale of pay specified in column (2) thereof to the maximum duration specified there in.

Authority competent to sanction leave	Posts in the scale of pay of		
	1.	2.	
	Rs. 7400-13120 And above	Rs. 5575-10620 and above but below 7400- 13120	Rs.2500-3850 And above but below
President	4 months	6 months	Full power
Vice-president	3 months	4 months	
General secretary	2 months	3 months	

109. (a) Sangha has delegated to the president/ vice- president/ General secretary the power of granting leave to the sangha employee as specified in **Rule 108.**

(b) Acting or incharge arrangements may also be made in such vacancies. The minimum period required for claiming charge allowance shall be one month.

Note: Sanction of the sangha should be obtained where the in charge arrangement is proposed to be continued beyond four months. Sangha may also fill up temporarily leave vacancies'.

Note:1. Where the application is for study leave out of India or other leave specifically granted for purposes of study out of India, the authority sanctioning the leave should obtain a certificate of admissibility from the accounts officer of the sangha before sanctioning the leave.

Note: 2 in determining the authority competent to sanction leave under this rule, the period of earned leave surrendered for purpose of encashment shall not be taken in to account.

Note: 3 Leave not availed within thirty days of its sanction expires and a fresh sanction is necessary for availing the leave.

CHAPTER IX
PAYMENT OF LEAVE ALLOWANCE

110. Leave allowances are payable after the end of each calendar month.

111. When leave is sanctioned with retrospective effect or when one kind of leave is commuted retrospectively into any other kind of leave admissible under these rules after the lapse of one year from the date of relief, the leave allowance shall not become payable without the sanction of Sangha.

112. The leave salary shall be drawn in rupees in India, except in the case of Sangha servants proceeding outside India on study leave or any other type of leave granted specially for the purpose of study.

113. If the leave of a Sangha servant is extended or commuted, the head of the office must communicate it to the Accounts Officer, Vokkaligara sangha. He should also communicate any other circumstances connected with the leave which may be required to be known to the accounts officer who passes the leave allowances of the sangha servant.

114. The leave allowances of a Sangha servant on leave can be drawn only at the place where his salary is paid, and under the signature of the Head of his office who is responsible for any overcharges; no other security is required.

In case where a period of leave is followed by transfer, such portion of the leave salary as could not be drawn at the old station, may be drawn at the office/institution from which the pay in respect of the new post is drawn.

CHAPTER X

Maintenance of Records of Service.

115. A record of the service of each Sangha employee shall be maintained by the Head of the Office in form.... which is supplied to every employee on his first appointment. It shall be maintained for an employee from the date of his first appointment to the Vokkaligara sangha service (Whether permanent, temporary or officiating). It must be kept in the custody of the Head of the office in which he is serving, and transferred with him from office to office.

Note: Service books are to be supplied by the Sangha fund to the employees

Maintenance of Service Book

116. Every step in a Sangha servant's official life including temporary and officiating, promotions of all kinds, the date on which the period of probation is satisfactorily completed, increment's and transfers and leave of absence taken should be regularly and concurrently recorded in the service book each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the Head of the Office if the Sangha servant is himself if the Head of an Office, the attestation should be made by his immediate superior. There should be no erasure or overwriting and all corrections should be neatly made and properly tested. Any special test or examination passes by the Sangha servant should be entered in the service book together with a reference to the number and date of the Notification directing the publication of the names of the successful candidates in the test.

Note: whenever the certificate mentioned in (Note 1 to clause (b) of **Rules 33** issued by the competent administrative authority, a very concise entry such as "certificate under Note 1 to **Rules 33** (b) Vokkaligara Sangha service Rules, issued for the period from To should also be recorded after the entry regarding leave, in the service book.

117. When a sangha servant is reduced to lower post, dismissed or removed from service or suspended from employment or subjected to any other penalty, the reason for the

reduction dismissal, removal or suspension or other penalty, a the case may be , should always be briefly stated thus,

“Reduced for inefficiency”, “Reduced owing to revision of establishment etc.,” The Head of the Office should make efficient arrangement for these entries being made with regularity the duty should not be left to the Sangha servant concerned.

Copies of all orders regarding, dismissal, removal, suspension or other penalty should be filed with the Service book.

Note: An entry regarding “censure” would not be necessary in the Service Book, but such entry should be recorded in the confidential Rolls.

118. The entries in the leave accounts should be attested by the head of the office.

119. The declarations of Sangha servants exercising their option regarding scales of pay, leave rules, or other rules regulating the conditions of service should be pasted in the service books themselves with dated and signature of the Head of the Office.

120. The date of birth should be verified with reference to the documentary evidence and certificate recorded to that effect stating the nature of document relied on

121. Finger prints of the Sangha servant should be recorded in the column “personal marks of identification” in the service book itself in the case of Sangha servant who are not literate The impression should not be taken on separate slips of paper and pasted to the service book.

122. It shall be the duty of every Head of Office to initiate action to show the service books to the Sangha servants under his administrative control every year and to obtain their signatures there in token of their having inspected the service books. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next Superior Officer by the end of every September.

The Sangha servants shall inter alia ensure before affixing their signatures, that their services have been duly verified and certificated as such in case of Sangha servant on

Foreign Service his signature shall be obtained in his service book after the Accounts Officers Vokkaligara Sangha has made therein necessary entries connected with his foreign service.

123. When a Sangha servant is transferred, whether permanently or temporary, from one office to another, the necessary entry and the nature and reason of the transfer should be made in this service book in the office from which the Officer is transferred and the book, after being duly verified up to date and attested by the book maintained in his office. If the head of the latter office find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The service book should not be handed over to the employee who has been transferred nor should it be given to him when proceeding on leave.

124. (1) the service book should not be returned to the Sangha servant on retirement, resignation or discharge from service.

(2) When the service of a sangha servant is terminated by removal or dismissal, his service book is retained for a period of five years or until the Sangha servant's death, whichever is earlier, after which it will be destroyed. A similar procedure should be followed in the case of Sangha servant whose probation is terminated. The Head of the office in which he was last employed should retain the service book in such cases

(3) When the service of a Sangha servant is terminated by resignation or discharge without his fault, the service book should be retained for period of five years from the date of his resignation or discharge. In the event of his death within the period of five years, the Service book should be retained for a period of six months only from the date of his death.

(4) The service book of a Sangha servant who has been dismissed, removed or compulsorily retired and who is afterwards reinstated should on requisition be returned to the head of the office in which he is re-employed.

(5) A similar course should be adopted when a sangha servant has been discharged without fault or resigns and is subsequently re-employed.

VERIFICATION

125. Ministerial heads of sections in each office should maintain the service registers of sangha servants serving under them up-to-date. Manger to check the service register once a quarter and furnish a certificate to the Head of Office or Department, as the case may be. The service books should be taken for verification once a year by the Head of the office who, after satisfying himself that the service of the Sangha Servants concerned and the up to date residential address of the members of his family are correctly recorded in his service book in conformity with these rules, should record therein a certificate in the following words over his signature.

Verified the services from the pay bills, acquaintance rolls and similar records (to be specified by reference to which the verification was made) and also residential address of the members of the family up to date.

Note: 1. The annual verification is an important item of work and has to be one by the Head of the Office Generally.

126.The Head of the office in recording the annual verification should in the case of any portion of service that cannot be verified from office records, distinctly state that for the accepted periods (naming them), a statement in wring by the officer as well as a record of the evidence of his contemporary employs is attached to the Book.

127. The Head of Offices and Department should attach to their salary bills for (May) each year a certificate to the effect that the service registers of officials in their offices have been duly verified In accordance with the prescribed rules and found to be correct.

PERIODICAL INSPECTION.

128. It is the duty of sangha servants inspecting subordinated offices to inspect the service books maintained there. They should see that they are maintained up to date that entries are properly made and attested, that verification has been properly carried out and the necessary statement and evidence secured and verification certificates have been properly recorded by the heads of the offices.

CHAPTER XI

TRAVLLING ALLOWANCE

GENERAL RULES.

129. Travelling Allowances means an allowance granted to a Sangha servant to cover the expenses which he incurs in travelling in the interests of the Sangha service. Allowance shall be as decided and fixed by the Executive Committee from time to time.

CHAPTER XII- RETIREMENT

DATE OF RETIREMENT

130.(1)The date of compulsory retirement of Sangha employee shall be the afternoon of the last day of the month in which he\she attains the age of superannuation of 60 year.

Provided that date of compulsory retirement of a Sangha servant whose date of birth is the first day of a month shall be the afternoon of the last day of the month preceding the which he attains the age of 60 years.

Provided further that where date of compulsory retirement of a Sangha servant in a General Holiday or the date of compulsory retirement and the days (s) preceding there to are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowance for the holiday or holidays.

(2)Not withstanding anything contained in sub rules (1) Sangha may grant re-employment to any Sangha servant beyond the date of his compulsory retirement if he is physically fit, on public grounds, which must be recorded in writing subject to the condition that such re-employment shall not be granted beyond the age of 60 years, except in very special circumstances. No sangha servant shall be continued in service beyond the date of compulsory retirement, except with the prior and specific sanction of sangha.

(3) Notwithstanding anything contained in sub –rule (1) a competent authority may remove or dismiss any sangha service or may require him to retire from it compulsory, on the ground of misconduct or insolvency or inefficiency provided that before any such order is issued, the procedure laid down in the VS CDA rules, shall be followed.

(4) Not withstanding anything to the contrary contained in this rule or any other rule made or in the contract, or the terms and conditions of retention of any sangha servant in service after the date of compulsory retirement, the services of a sangha servant so retained shall be liable for termination at any time by a notice in writing given either by the sangha servant to the appointing authority or the appointing authority the sangha servant and the period of such notice shall be one month.

Provided that the service of any such sangha servant may be terminated forthwith and on such termination of sangha servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowance for the period of notice at the same rates at which he was drawing them immediately before the termination of his services or as the case may be for the period by which such notice falls short of one month.

(5) The authority competent to sanction Terminal benefits shall prepare every six months i.e. on the 1st January and 1st July of each year a list indicating the names, designations, date of birth and date of retirement of all employees of sangha employees who are due to retire within the next 12 to 18 months and of every sangha employee shall send the list to Sangha office not later than 31st January and 31st July respectively.

Note: In the case of a sangha employee retiring for reasons other than superannuation the Head of the office shall promptly inform the Sangha office as soon as the impending retirement becomes known to him.

131. Voluntary Retirement/Compulsory Retirement

Voluntary Retirement: A person may be permitted to retire from service any time;

- a) After completion of qualifying service of not less than **15** years subject to the condition specified in **Sub-rules(1)** here under , or
- b) On attaining the age of 50year subject to the condition specified under **Sub-Rules(2)** here under;

Compulsory Retirement:

- c) A person may be retired in Sangha interest any time after completion of **55** years subject to conditions specified in **Sub Rules (3)** hereunder,

(1) Conditions governing voluntary retirement of a sangha servant on completion of a qualifying service of not less than(**15 years**)

- i) The sangha servant shall give a notice of at least 3 months in writing to the appointing authority.

- ii) The scheme is voluntary the initiative resting with the Sangha servant himself;
- iii) Sangha does not have the reciprocal rights to retire Sangha servant on its own under this scheme;
- iv) A notice of less than three months may be accepted by the appointing authority in deserving cases, with the prior approval of Sangha.
- v) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided that the request for such withdrawal is made within the intended date of retirement and the sangha servant is in a position to establish that has been a material change in the circumstances in consideration of which the notice was originally given.
- vi) The voluntary retirement shall not become effective merely on the ground that a notice to that effect has been given by the sangha servant unless it is duly accepted by the appointing authority. Such acceptance may be generally given in all cases except those.

(a) in which disciplinary proceedings are pending or contemplated against the sangha servant concerned for the imposition of any the penalties specified in clauses (v) to (vii) of rule of the Vokkaligara sangha

(b) In which prosecution is contemplated or may have been launched in Court of law against the sangha servant concerned.

Where it is proposed to accept the notice of voluntary retirement in such cases, prior approval of sangha should invariably be concerned.

- vii) A sangha servant who has given notice under clause(1) of this sub- rule may granted leave due and admissible to him, not extending beyond the date on which he attains the age of superannuation, he even though such leave extends beyond the date on which he retires on the expiry of the notice.

viii) Order permitting a Sangha servant to retire under clause (a) of sub- rule (1) shall not be issued until after the fact that he has put in a qualifying service not less than (15 years) has been verified in consultation with the accounts Officer.

ix) The term appointing authority referred to in this sub-rule means appointing authority as defined in Vokkaligara Sangha conduct, Discipline & appeal Rules.

x) A sangha servant who has voluntarily retired under this scheme after having put in qualifying services of not less than 15 years of shall not be eligible to seek direct recruitment to any service under the sangha.

(1) Conditions governing voluntary retirement of sangha servants after attaining the age of 50 years.

(i) The retirement of a Sangha servant on attaining the age of 50 years is subject to the conditions specified under clauses (1),(iv), (v),(vi),(vii), (ix), of **sub- rule(1)** mentioned above.

(2) Retirement of a sangha servant in Sangha interest under the orders of Sangha.

(i) Sangha may , by order, retire-

And

(a) after he has attained the age of 55 years or after he has completed 25 years of qualifying service, if the retirement is in their opinion necessary in the Sangha interest, provided that the Sangha servant concerned shall either be given a notice of three months before the date of retirement or if he is ordered to retire forthwith be permitted to draw, every month for the period of three months, from the date of such retirement, a sum equivalent to the salary which he was drawing accrues to him during the said period shall be paid to him and the said period for which he draws such salary shall be treated as duty.

(ii) Salary for this purpose will include (special allowance) dearness allowance, city compensatory allowance, deputation allowance, and any other allowance; except conveyance allowance and the fixed travelling Allowance. If the service of the Sangha servant who is on deputation for a specified period on specified terms and conditions, are withdrawn to his

parent department before orders are passed under this sub-rule, no deputation or foreign service allowance will be paid.

- (iii) Orders retiring a sangha servant under this sub- rule, any time after his completion of 25 years of qualifying service shall not be issued until after the fact that he has put in qualifying service or not less than 25 years has been verified in consultation with the Officer.

132. Retirement benefits sangha employee shall be regulated as per the provisions of provident fund and payment of **Gratuity Act.1972**

ANNEXURE-A

RULES REGULATING THE GRANT OF CASUAL LEAVE IN RESPECT OF VOKKALIGARA SANGHA SERVANT WITH EFFECT FROM 10.11.2001.....

The Sangha are pleased to issue following to regulate the grant of casual leave to Sangha servant.

Subject to the provisions of the succeeding rules, casual leave may be granted to permanent or temporary Sangha servant, whether he enjoys annual vacation or not, for (fifteen days) in each calendar year, but not for more than seven days at a time.

Provided that a Sangha servant who has not put in a service of one year in a post, may be granted casual leave in proportion to the period of his service at the rate of one day for every completed service of one month.

Provided further that nothing in these rules shall be applicable to any absence from duty in pursuance of strike and no authority shall be competent to grant casual leave in respect of such absence.

Explanation: In this rule, 'strike' shall have the same meaning as in section 2 of the Karnataka State Civil Services (Prevention of Strikes) Act, 1966 (Karnataka Act 30 of 1966).

Note:- Casual leave of half-a-day effective up to or from 2 p.m. on any working day may be granted subject to the prescribed limit of 3 (fifteen days).

(1A). No Sangha Servant can claim casual leave as a matter of right. The authority empowered to grant casual leave may refuse or revoke casual leave at any time according to the exigencies of sangha service.

(1B). Where the casual leave is required on any ground, no sangha servant shall absent himself from duty unless he has been granted such leave by the competent authority.

Provided that where a sangha servant is unable to attend due to illness or other sufficient cause and obtain orders of the competent authority in time, he may granted

casual leave subsequently if he establishes to the satisfaction of such authority that he was unable to attend his duty for reasons beyond his control.

(2) Casual leave shall not be granted so as to cause evasion of the rules regarding:

- (i) Date of reckoning allowance,
- (ii) Change of office,
- (iii) Commencement and end of leave, or
- (iv) Return to duty.

It shall not ordinarily be granted in continuation of other leave, but the sanction in authority may direct that it may be combined with Sundays and other authority holidays, provided that not more than seven day's casual leave, absence and provided also that such period of absence shall not exceed ten days in all.

(3) Leave without allowance shall not be granted in continuation of casual leave. In cases where leave without allowance is requested in continuation of casual leave, the casual leave already granted shall be cancelled and the leave without allowances shall commence from the date on which the casual leave commenced.

(4) The limitation of seven days at a time is not applicable in cases of enforced absences from duty, as for instance on account of detentions in plague camps or account of orders not to attend office in consequence of infection in the family or house hold of Sangha servant when such absence are treated as causal leave as provided for in explanation under the note below:-

Note: This rules is not to be read as precluding the treatment as casual leave or absence from duty following leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rule in regard to the matters above specified, as for instance, when it is necessitated by detention in plague camps on the way to rejoin or by orders not to attend office in consequence of the presence of infectious disease in the family or house hold of the person concerned.

Absence from duty for reasons of the nature indicate above should be treated as follows:-

- a) In the case of person who has not taken any leave at his option, as casual leave or earned leave / at his credit; if he has neither of these kinds of leave to his credit, as any other kind of leave admissible.
- b) In the case of a person who has already taken leave at his option , as casual leave or leave of the same kind on which he already is , if such leave is available or if he has no leave at his credit, as leave without allowance.

(5) Any Sangha servant who has been bitten by a rabid animal may, to enable him to proceed for treatment, be granted casual leave for the actual period of treatment -14 days any leave required in excess of leave being treated as earned leave or half pay leave.

Note: Casual leave granted under this rule shall be treated as special casual leave not debitable to the regular casual leave.

(6) A Sangha servant, to whom casual leave has been granted, is not treated as absent from duty and his salary is not intermitted.

Note: sangha should not be put to any extra expense in consequence of the absence of an officer on Casual leave.

In circumstances where it is found impracticable to make local arrangements to look after the work of an absentee on casual leave. Heads of Departments may make arrangements involving extra cost by way of travelling allowance. They should, however, simultaneously report to sangha in each case, the circumstances necessitating such arrangements, Travelling allowance to the officers concerned will be admitted in audit only after Sangha certify the arrangements suggested by the Competent Authority.

(7) Casual leave may be sanctioned by the Head of the office to all officers subordinate to him he may also delegate this power to the senior officers.

i) In respect of the Heads of officials, casual leave shall be sanctioned by the next higher authorities.

ii) A male Sangha servant whose wife undergoes a Gynoeciasterlisation (Tubectomy operation without delivery) may also be granted special casual leave not exceeding 7 days. The grant of such special casual leave shall be subject to production of a Medical Certificate from the Doctor who actually performs the operation and certifies to the effect that the presence of the Sangha servant is essential for the period of leave to look after his wife who has under gone Gynaecsterlisation. The special casual leave granted under this rule may be combined with ordinary casual leave or other kinds leave ie... earned leave, privilege leave and half pay leave and can also be combined in any Sundays and other authorized three days.

lii) In the event of failure of a sterilization operation, if the Sangha servant under goes Vasectomy operation for the second time, he shall be granted special casual leave for six days again on production of Medical Certificate from the Medical Officer performing such an operation to the effect that first operation was a failure and the second operation was actually performed.

8. Special casual leave not exceeding 14 days may be sanctioned by the Heads of Offices to the women employees subordinate to them who undergo the non- puerperal sterilization and not puerperal sterilization) on the strength of a medical certificate granted by the Sangha medical Officer performing the operation. In respect of Heads of offices such leave should be sanctioned by the next higher authorities.

Such special casual leave may also be sanctioned to female Sangha servants having three or more living children who are not entitled to grant of maternity leave but who undergo Tubectomy operation even during puerperal under the family planning scheme.

In the event of failure of Tubectomy operation, if the Sangha servant under goes non-puerperal Tubectomy operation for the second time, she shall be granted special casual leave not exceeding 14 days again, on production of a Medical Certificate from the Sangha Medical officers performing such an operation, to the effect that the first operation was a failure and the second operation was actually performed.

9. (1). A Sangha servant who:-

(i) is unmarried or

(ii) Has less than two children or

(iii) for substantial reasons, e.g. having lost all male children or all female children after Vasectomy/ Tubectomy operation performed earlier, desires to undergo recanalization operation, may be granted by the Heads of Department, Special casual Leave up to a period of 21 days or actual period of hospitalization as certified by the authorized medical attendant, whichever is less. In addition, special casual leave may also be granted for the minimum journey period actually required and spent for to and from journey performed for undergoing this operation. The grant of special casual leave shall be further subject to the following conditions.

(a) The operation should have been performed in govt. or Sangha Hospital/Medical college institute where facilities for recanalization are available.

(b) The request for grant of special casual leave is supported by a Medical Certificate from the Doctor who performed the operation to the effect that Hospitalization of the Sangha servant for the period stipulated therein was essential for operation and post-operational recovery.

2. The period of absence in excess of the period of special casual leave admissible in sub-rule(1) above, may be treated as such kind of leave admissible, including ordinary casual leave, and as may be applied for by the Sangha servant concerned. For the purpose of combining special casual leave with any other kind of leave admissible Sunday and other general holidays intervening the period of special casual leave should be taken into account for calculating special casual leave and prefixing of regular leave or casual leave to special casual leave is not admissible.

10. A married Sangha servant who develops post-sterilization operation complication may be allowed special casual leave to cover the period for which he or she is hospitalized.

11. All woman Sangha servants who undergo I.U.C.D. placement may be granted a day's special casual leave on the day of insertion.

12. The office bearers and member of executive of the all India secondary teacher federation may be granted special casual leave of not more than 15 days in a year to enable them to attend the all India meetings, seminars in general and conferences and symposiums that may be arranged by the all India federation of secondary teachers, on production of

proper certificates and subject to the condition that they attend such meeting etc.. At their own cost without any claim for travelling allowance and daily allowance, etc... from the department and previous permission of their immediate superiors is obtained in writing before they leave their respective Headquarters for attending such Seminars/Conferences/Meeting/Symposiums etc...

(FORM-1)

(See Rule 94)

FORM OF APPLICATION FOR LEAVE

Note: Item 1 to 9 must be filled in by all applicants.

1	Name of the applicant	
2	Leave Rules applicable , (i.e., M.S. Rs./B.C.Rs/F.Rs.(Madras Central) H.C.S. Rs, K.C.S. Rs) V.S.S. Rs.	
3	Post held	
4	Department or Office	
5	Pay.	
6	House Rent Allowance, conveyance allowance, or other compensatory allowance drawn in the present post.	
7	Nature and period of leave applied for and date from which required.	
8	Ground on which leave is applied for.	
9	Date of return from Last leave and the nature and period of that leave	
2(9)	a) Address during leave	
3(10)	xxx)	
11	Remarks and /or recommendation of the controlling officer.	
	Date..... Designation.....	Signature.....
12	Report of the accts officer	
	Date..... Designation.....	Signature.....
13	Statement of leave granted to applicant previous to this application.	
	Nature of leave Earned (Furlough) on average salary/ on average pay on M.C./commuted on half Verge pay half	In current during past year total

	pay. (Not Due) Extraordinary Total.....
14	Certified that (privilege Leave) Earned Leave
Months and.... ..Days from..... 19..... to..... is admissible under..... .. of the Date..... Signature..... Designation.....		
15	*Orders of the sanctioning authority	
Date..... Signature..... Designation.....		

*If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expire of the leave he is return to the same post or to another post carrying a similar allowance).