

# **TEXT IN ORIGINAL**

**Of Agreement with Annexure (Code of Conduct)  
Executed between**

**Sri / Smt.**

**(Employee)**

**on the one part and the**

**Mahajana Education Society (R.)**

**Jayalakshmipuram, Mysore - 12**

**(Management)**

**on the other part**

**Mysore**



**PRINCIPAL**

**Smt. Bhagyalakshamma Ratt. halli Itamappa  
Mahajana First Grade College (Autonomous)  
Jayalakshmipuram, MYSURU-570 012**

**Signature of the Employee**

## **COPY OF THE AGREEMENT EXECUTED BY THE EMPLOYEE**

**With the Mahajana Education Society**  
Jayalakshmipuram, Mysore-12

THIS DEED made on the .....Day of ..... 20 between Sri/Smt. ....S on / daughter of Sri/Smt. .... Hereinafter called 'employee' on the one part and the Management of the MAHAJANA EDUCATION SOCIETY hereinafter referred to as the 'Management' (which expression shall, when the context so admits, include its successors and assigns) on the other part:

WHEREAS the Management is the owner and is in full control of the Mahajana Education Institutions, Mysore together with all its properties, movable or immovable, belonging to the Institution.

The said Agreement provides that the Management shall obtain from each employee an Agreement the he/she shall faithfully observe the CODE OF CONDUCT prescribed and recognise the Management's right to exercise disciplinary control over him/her in accordance with lawful procedures:

Now it is hereby agreed as follows:

The employee hereby agrees that he/she shall faithfully observe the CODE OF CONDUCT specified in the Annexure of this Deed and also recognise the right of the Management to exercise disciplinary control in accordance with lawful procedures.

The employee also agrees and hereby declares that in the event of any violation, non observance or breach of Code of Conduct, the Management shall be entitled to take disciplinary proceedings as per lawful procedures,

In witness where of, the employee has signed this Deed, the day, month and year first above written.

**WITNESS:**

- 1)
- 2)

**Signature of the Employee**

# CODE OF CONDUCT

FORMING ANNEXURE TO THE AGREEMENT EXECUTED BY  
EMPLOYEE OF THE MAHAJANA EDUCATION SOCIETY, J.L. PURAM,  
MYSORE-12.

## 1. GENERAL DUTIES

1. Every employee shall at all times :
  - i) Maintain absolute integrity
  - ii) Maintain devotion to duty and
  - iii) Do nothing which is unbecoming of an employee of an educational institution
2.
  - i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his/her control and authority.
  - ii) No employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgement, except when he/she is acting under the direction of his/her official superior and shall, where he/she is acting under such direction, obtain the direction in writing where practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon thereafter as possible.

**Explanation :** Nothing in Clause (ii) of sub-rule (2) shall be construed as empowering the employee to avoid his responsibilities by seeking instruction from or approval of a superior officer of authority, when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

## 2. PROFESSIONAL DUTIES

**Every employee shall :**

- i) Be punctual in attendance in respect of his/her work or any other work connected with the duties assigned to him/her by the Head of the Institution:
- ii) Abide by the rules and regulations of the Institution and show due respect to constituted authority.
- iii) He/she should be present for all the programme, functions and meeting of the institution.



**No employee shall :**

- i) Knowingly or willfully neglect his/her duties :
- ii) While on duty in the Institution, absent himself/her self from the Institution (except with the previous permission of the Head of the Institution)
- iii) Remain absent from the Institution without leave or without the previous permission of the head of the institution.
- iv) Show sustained neglect in correcting class work or homework done by students.
- v) Indulge in or encourage any form of malpractices connected with examinations or any other school / college activity.
- vi) Accept private tuitions other than in accordance with the same conditions and restrictions as are applicable to government teachers.
- vii) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publications without the permission of the management.

### **3. COMMUNALACTIVITY**

**No employee shall :**

- i) Practice, propagate or incite any student, Colleague to practice or propagate casteism, Communal or sectarian activity or untouchability.
- ii) Discriminate any person on the grounds of caste, creed, language, place of origin social and cultural background or any of them.

### **4. BEHAVIOUR IN PUBLIC**

**No employee shall :**

- i) Misbehave with or ill-treat any parent, guardian, student, teacher or other employees of the institution.
- ii) Behave or encourage or incite a student, teacher, colleague or other employees to behave in a rowdy or disorderly manner in the premises of the Institution.
- iii) Indulge in any violence, or any conduct, which involves moral turpitude.
- iv) Organise or attend any meeting during the hours of the Institution except when he/she is required or permitted by the Head of the Institution to do so.
- v) Cause or incite any other person to cause any damage to the institution's property.



## 5. TAKING PART IN POLITICS AND ELECTIONS

1. No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics, nor shall he/she take part in, subscribe in aid of or assist in any other manner, any political movement or activity.
2. It shall be the duty of every employee to endeavour to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly to be subversive of the government as by law established and where an employee is unable to prevent a member of his/her family from taking part in or subscribing in any other manner any such movement or activity, he/she shall make a report to that effect to the Management.
3. If any question arises whether a party is a political party or whether an organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2) the decision of the Management shall be final.
4. No employee shall canvass or otherwise interfere with or use his/her influence in connection with or take part in any election to any legislature or local authority.

### Provided that :

- i) An employee qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted:
- ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

**Explanation :** The display by an employee on his/her person, vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of his/her sub-rule.

## 6. JOINING OF ASSOCIATION BY EMPLOYEES.

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India, State government or the management or public order or morality.

## 7. DEMONSTRATIONS AND STRIKES.

### No employee shall :

- i) Engage himself/herself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the state, friendly relations with foreign states, public order, the management's decency or morality or which involves contempt of court, defamation or incitement to offence.

Or

- ii) Resort to or in any way instigate, incite or abet any form of strike by any number of employees to work.

**Explanation :** For the purpose of this rule, 'strike' means cessation of work (including any unauthorised absence from duty) by a body of employees acting in combination or a concerted refusal or a refusal under a common understanding of any number of employees, to work.

## 8. CRITICISM OF GOVERNMENT

No employee shall, in any broadcast or in any document published in his/her own name or anonymously, pseudonymously or in the name of another person in any communication to the press or in any public utterance, make any statement of fact or opinion.

- i) Which has the effect of an adverse criticism of any current or recent policy or action of the Government of Karnataka or Central Government or any other State Government, management provided that nothing contained in this clause shall apply to bonafide expression or views by an employee as an office-bearer of a trade union or association of such employees for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof:

Or

- ii) Which is capable of embarrassing relationship between the Government of Karnataka and the Central Government or the Government of any other state or the management.

Or

- iii) Which is capable of embarrassing relations between the Central Government and the Government of any foreign state: Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

## 9. SUBSCRIPTIONS

No employee shall, except with the previous sanction of the Management ask for or accept contributions to or otherwise associate himself/herself with the raising of any collection in cash or in kind, in pursuance of any object whatsoever.



## 10. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the Management.

## 11. GIFTS

- 1) Same as otherwise provided in these rules no employee shall accept or permit any member of his family or any person acting on his/her behalf to accept any gift.

**Explanation :** The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Management.

**Note : 1-** A casual meal, lift or other social hospitality shall not be deemed to be a gift.

**Note : 2-** An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him/her or from industrial or commercial firms or organisations.

- 2) On the occasions, such as weddings, anniversaries, funerals or religious or social practice, an employee may accept gifts from his/her near relatives, but he/she shall make a report to the Management if the value of any such gift exceeds.
  - i) Rs. 500 in the case of a member of the teaching staff:
  - ii) Rs. 250 in the case of member of the ministerial staff:
  - iii) Rs. 100 in the case of others :
- 3) On such occasions as are specified in sub rule (2) an employee may accept gifts from his/her personal friends having no official dealings with him/her, but he/she shall make a report to the Management if the value of any such gift exceeds.
  - i) Rs. 200 in the case of a member of the teaching staff :
  - ii) Rs. 100 in the case of a member of the ministerial staff:
  - iii) Rs. 50 in the case of others
- 4) In any other case, an employee shall not accept any gift without the sanction of the Management if the value thereof exceeds.
  - i) Rs. 75 in the case of a member of the teaching staff :
  - ii) Rs. 25 in the case of others



## 12. PUBLIC DEMONSTRATION IN HONOUR OF EMPLOYEE

No employee shall, except with the previous sanction of the Management, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her honour or in the honour of an employee provided that nothing in this rule shall apply to

i) A farewell entertainment of substantially private and informal character held in honour of an employee or any other employee on the occasion of his/her retirement, transfer etc., or any person who has recently quit the service of any Institution

Or

ii) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

## 13. PRIVATE TRADE OR EMPLOYMENT

No employee shall, except with previous sanction of the Management, engage directly or indirectly, in any trade or business or negotiate for or undertake any other employment.

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the following conditions, namely.

- i) He/she shall, within a period of one month of his/her undertaking any such work, report to the Management giving full details.
- ii) His/her official duties do not thereby suffer and
- iii) He/she shall discontinue any such work so directed by the management provided further that, if the undertaking of any such work involves holding of an elective, office he/she shall not seek election to any such office without the previous sanction of the management.

**Explanation No. 1:** Canvassing by an employee for a candidate or candidates for an elective office, referred to in the second proviso shall be deemed to be a breach of this sub rule.

2. Every employee shall report to the management if any member of his/her family is engaged in a trade or business or owns or manages an insurance agency or a commission agency.
3. No employee shall, without the previous sanction of the management, except on the discharge of his/her duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act of 1956( Central Act 1 of 1956) or any other law, for the time being in force or any Co-operative Society for commercial purposes provided that an employee may take part in the registration, promotion or management of a co-operative society, substantially for the benefit of employees registered or deemed to be registered under the Karnataka Societies Registration Act 1960 (Karnataka Act 17 of 1960)
4. No employee may accept any fee for any work done by him/her for any public body or any private person without the general or special sanction of the management.

#### **14. AUTHORSHIP OF TEXT BOOKS FOR USE IN RECOGNISED SCHOOLS / COLLEGES / INSTITUTIONS**

No employee who is a member of the textbook Committee shall write or edit any text books for use in a recognised school, College, Institution, during his/her membership of the committee.

#### **15. PROPER USE OF AMENITIES**

No Employee shall, misuse or carelessly use amenities provided for him/her by the management to facilitate the discharge of his/her duties.

#### **16. USE OF SERVICES WITHOUT PAYMENT**

No employee shall, without making proper and adequate payment avail himself/herself of service or entertainment for which a hire or price or admission fee is charged.

#### **17. INVESTMENT, LENDING AND BORROWING**

1. No employee shall speculate in any stock, share or other investments.

**Explanation :** Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of the sub rule.

2. No employee shall make or permit any member of his/her family or any person acting on his/her behalf, to make any investment, which is likely to embarrass or influence him/her in the discharge of his/her duties.
3. If any question arises whether any transaction is of a nature referred to in sub-rule(1) or sub-rule (2), the decision of the management thereon shall be final.
4. No employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself/herself or through any member of his/her family or any other person acting on his/her behalf.
  - a. Lend or borrow money as principal or agent, to or from any person within the local limits of his/her authority or with whom he/she is likely to have official dealings or otherwise place himself/herself under any pecuniary obligation to such person or
  - b. Lend money to any person at interest or in a manner where return in money or in kind is charged or paid.

Provided that an employee may give to or accept from a relative or personal friends, a purely temporary loan of an amount, not exceeding his/her total monthly emoluments, free of interest or operate a credit account with a bona fide tradesman or make an advance of pay to his/her private employee.



## 18. INSOLVENCY AND HABITUAL INDEBTEDNESS

An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent shall forthwith report the full facts of the legal proceeding to the management.

**Note :** The burden of proving that the insolvency or indebtedness was the result of circumstance, which with the exercise of ordinary diligence, the employee could not have foreseen or over which he/she had no control and had not proceeded from extravagance or dissipated habits, shall be upon the employee.

## 19. MOVABLE & IMMOVABLE AND VALUABLE PROPERTY

1. Every employee shall on his/her first appointment to any post and thereafter at the interval of every twelve months, submit a return of his/her assets and liabilities and of all members of his/her family in such forms as may be prescribed by the management, giving full particulars regarding.
  - a. The immovable property inherited by him/her or any member of his/her family or owned or acquired by him/her or any member of his/her family on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of other persons.
  - b. Shares, debentures and cash including bank deposits inherited by him/her or any member of his/her family or similarly owned, acquired or held by him/her or any member of his/her family.
  - c. Other movable property inherited by him/her or any member of his/her family or similarly owned, acquired or held by him/her or any member of his/her family, directly or indirectly.
  - d. Debts or other liabilities incurred by him/her or any member of his/her family directly or indirectly.

**Note :-** In all return, the value or items of movables worth less than Rs. 1,000/- may be added and shown as lump sum. The value of articles of daily use, such as clothes, utensils, crockery or books need not be included in such as returns.

2. No employee or any member of his/her family shall, except with the previous knowledge of the management, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his/her own name or in name of any member of his/her family.

Provided that the previous sanction of the management shall be obtained by the employee, if any such transaction is:

- i) With person having official dealings with the employee.
  - ii) Otherwise than through a regular reputed dealer.
3. Every employee shall report to the management, every transaction concerning movable property owned or held by him/her or any member of his/her family, either in his/her own name or in the name of a member of his/her family, if the value of such property exceeds Rs. 1,000/- in the case of members of the teaching staff or Rs. 500/- in the case of others.



Provided that the previous sanction of the management shall be obtained, if any such transaction is

- i) With a person having official dealings with the employee or
- ii) Otherwise than through a regular or reputed dealer.

Every employee shall report to the management every transaction concerning cash received by him/her or by any member of his/her family from sources other than the employee's salary and allowances, insurance or provident fund, if such cash exceeds Rs. 1,000/- in the case of a member of the teaching staff or Rs. 500/- in the case of others.

The management may, at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him/her or any member or his/her family or on his/her behalf or by any members of his/her family as may be specified in the order. Such statements shall, if so required by the management include the details of the means by which, or the source from which such property was acquired.

**Explanation :** For the purpose of this Rule:

1. Lease' means, except where it is obtained from, or granted to a person having official dealing with the employee, a lease of immovable property from year to year for any terms exceeding one year or receiving a yearly rent.
2. The expression movable property includes:
  - a. Jewellery, insurance policies, provident fund, shares, securities and debentures,
  - b. Loans advanced by such employee, whether secured or not.
  - c. Motor cars, motor cycles, horses or any other means of conveyance and
  - d. Refrigerators, radios, radiograms, television sets, tape recorders, transistors and computers.

## **20. RESTRICTION IN RELATION TO ACQUISITION AND DISPOSAL OF IMMOVABLE PROPERTY OUTSIDE INDIA AND TRANSACTIONS WITH FOREIGNERS, ETC.**

Notwithstanding anything contained in sub-rule (2) of Rule 19, no employee shall except with the previous sanction of the management.

- a. Acquire by purchase, mortgage, lease, gift or otherwise, either in his/her name or in the name of any member of his/her family, any immovable property situated outside India.
- b. Dispose of, by sale, mortgage, gift or otherwise, any lease in respect of any immovable property situated outside India which was acquired or is held by him/her either in his/her own name or in the name of any member of his/her family.
- c. Enter into any transaction with any foreigner, foreign government, foreign organisation or concern.
  - i) For the acquisition by purchase mortgage, lease, gift or otherwise, either in his/her name or in the name of any member of his/her family, of any immovable property.

- ii). For the disposal by sale, mortgage, gift or otherwise of/or the grant of any lease in respect of any immovable property which was acquired or is held by him/her, either in his/her own name or any member of his/her family.

## 21. GUARDIANSHIP OF MINORS

An employee may not, without the previous sanction of the management, act as a legal guardian to the person or property of a minor, other than his/her dependant.

**Explanation :** A dependent, for the purpose of this rule, means an employee's wife, children and step children and children's children and shall also include his/her sisters, brothers, brother's children and sister's children, if residing with him/her and wholly dependent upon him/her.

## 22. PERSONAL REPRESENTATIONS OF THE EMPLOYEES

Any representation by an employee shall only be made through proper channel.

## 23. BIGAMOUS MARRIAGE

1. No employee who has a wife living shall contract another marriage without first obtaining the permission of the management, notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him/her.
2. No female employee shall marry any person who has a wife living without first obtaining the permission of the management.

## 24. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS.

**An employee shall :**

- a. Strictly abide by any law relating to intoxicating drinks or drugs, in force in any area, in which he/she may happen to be, for the time being.
- b. Take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drink or drug.
- c. Refrain from consuming any intoxicating drink or drug in a public place.
- d. Not appear in a public place in state of intoxication and
- e. Not habitually use any intoxicating drinks or drugs to excess.

**Explanation :** For the purpose of this Rule "public place" means any place or premises (including conveyance) to which the public have or permitted to have access, whether on payment or otherwise.

Mysore

Signature of the Employee

Date :



## **Annexure to Code of Conduct**

Employees of the Educational Institutions getting Government grants and direct payment of salaries to the staff are governed by the Government order No. ED 141 UPC 76 dated: 6-10-1977. Besides the code of conduct specified therein, the following rules of conduct and discipline are framed and issued by the Management of Mahajana Education Society (Reg). Mysore, not repugnant to the general rules of conduct laid down by the Government.

These rules are applicable to the employees working in the various institutions of Mahajana Education Society (Reg) Mysore.

1. Every employee other than Group 'D' (Class IV) should be present in the office, school or college 15 minutes earlier to the appointed time of commencement of the office, school or college as the case may be and should be present during the working hours.
2. Group 'D' Employees (Class IV) should be present in the office, school or college 30 minutes earlier to the commencement of the school, college or office. It is their bounden duty to keep the office, classrooms and laboratories clean. They should also safeguard the class room and office furniture as well as the property of the Institutions.
3. The head of the Institution will maintain a movement control register. If any member of the staff wishes to go out of the Institution during the working hours, an entry should be made by him/her, in the movement control register with the permission of the Head of the Institution.
4. Every employee of the society shall, at all times, maintain absolute integrity, devotion to duty and do nothing, which is an unbecoming conduct of an employee.
5. **HEADS OF INSTITUTIONS :** The Heads of Institutions shall be responsible for the general discipline of the respective institutions and shall see that the work done in the Institutions shall satisfy the requirements of the regulations presented by the Government or University or any other duly constituted authority. In emergent cases the Heads of Institutions may take necessary action in consultation with the Hon. Secretary pending approval of the governing council.

The Heads of Institutions shall be responsible for the proper maintenance of buildings and other properties belonging to the respective Institutions. Applications for sparing the accommodation in the premises of the Institution for holding meetings and other functions shall be dealt with by the approval of the Heads of the Institutions with the approval of Hon, Secretary.

6. **TEACHERS COUNCIL :** There shall be a separate teachers council for each Institution. The council consists of all permanent members of the teaching staff with the Heads of Institutions as Chairman.

Each Council shall have a Secretary elected from among themselves. The Secretary shall be elected once in a year. However, the same Secretary is eligible for re-election.



7. **FUNCTIONS:** All the academic matters relating to preparation of programme of work and promotion of eligible students to higher classes shall come within the purview of the council as per department rules. The council may suggest and implement improving the educational standards.
8. **COLLEGE COUNCIL:** All the members of the teaching faculty with the Principal as chairman will constitute the college council. The college council will have a secretary elected from themselves. The secretary shall be elected once in a year. However, the same secretary is eligible for re-election.

The Heads of Institutions shall make to the Hon. Secretary all references pertaining to policy, Finance and academic matters received from Government, University and other duly constituted authorities, to be placed before the governing council at the next meeting.

- 8a. The Heads of Institutions will be accountable to the management for discharging efficiently the responsibilities entrusted to them and shall furnish such reports/information as is required by the management for exercising the requisite degree of supervision, control over the institutions.
9. **PRIVATE TUTIONS:** The Heads of Institutions should not undertake any private tuition. They may however undertake part-time educational work in private institution with the permission of the management of their own institution (Rule 53. Grant in Aid Code High School).

Every teacher or lecturer must obtain the previous permission of the Heads of Institutions before he/she undertakes any private tuition. He/she should submit to the Head of Institution a statement showing the names of pupils to whom he/she has been giving tuition each day, the standards in which they are studying and the amount of remuneration received. The number of private tuitions undertaken by a teacher should not exceed five. The number of pupils should not exceed five in all and the tuition should not exceed two hours per day for each teacher. No teacher will be allowed to conduct directly or indirectly any coaching classes on remuneration basis to prepare pupils to the internal or external exam of the school or college. When the number of pupils taking private tuitions from a teacher exceeds five, it shall be deemed to be a coaching class.

The Principal should maintain a register of private tuitions given by the teachers and lecturers, the names of the pupils, the standard and school in which the pupils are studying and the remuneration for each tuition in respect of each teacher. The register should be signed by the concerned teachers. The principal has to furnish this information to the inspecting officer at the time inspection.

If the institution itself conducts a coaching class for the benefit of students, it shall be the bounden duty of the teaching staff to cooperate in the scheme. In addition to the academic obligations of a teacher he/she shall involve himself/herself in guiding and helping in all the co-curricular activities of the student community leading to all-round development of the youngsters to be the future useful citizens of the country.



Any infringement of these rules under this section either on the part of the teacher or on the part of the Heads of the Institutions will result in disciplinary action being taken against them.

**10. LEAVE RULES:** The leave rules applicable to the employees of the government schools/institutions shall apply to aided educational Institutions also.

**11. CASUAL LEAVE:** The CL admissible to a permanent employee is 15 days in a calendar year i.e, from January to December (Annexure B KCSR).

In the case of temporary employees, CL admissible is at the rate of one day for every month of completed service.

**12.** No employee has right to the grant of CL. The authority empowered to grant CL may refuse or revoke CL at any time according to exigency of service. The heads of the Institutions is the competent authority for the grant of CL, Permission of the Head of the Institution should be obtained whenever the employee has to leave the headquarters and his/her address should be furnished. Where CL is required on any ground, no employee shall absent himself/herself from duty unless CL has been granted by the competent authority.

**13.** Where the employee is unable to attend due to illness or other sufficient cause shall obtain order of the competent authority in time, CL will be granted subsequently on establishing to the satisfaction of the sanctioning authority that the employee was unable to attend to his/her duty for reasons beyond his/her control.

Not more than seven days CL will be granted at a time. It shall not be granted in continuation of other leave but it can be combined with Sundays and other authorized holidays.

Casual leave of seven days with three General Holidays not exceeding ten days in all will be granted. LWA shall not be granted in continuation of CL.

**14. UNATHORISED ABSENCE (Rules 106-A-KCSR):** An employee who absents himself/herself from duty without leave granted for such days of absence shall not be entitled to any salary for the period of such absence. The period of such absence shall be debited to his/her leave account as though it were on half pay leave to the extent of such leave is due and extraordinary leave to the period of half pay leave falls short of the period of unauthorised absence unless leave is granted for the days of such absence.

Absence from duty of the employee without leave granted by the competent authority will also render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

**15. LATE ATTENDANCE (Rule 106 -A Note 1-KCSR):** Employees should attend the school/college or office in time. When an employee attends the school/college or office after the expiry of 10 minutes from the appointed time of the commencement of the school/college or



office but before the second session he/she shall forfeit half days CL on each day of such late attendance. If, however, no CL is at credit a day's EL or any other leave admissible will be granted.

- 16. EARNED LEAVE (Rule 112 KCSR):** The leave rule applicable to government institutions, schools shall apply to the aided educational Institutions also.

The permanent employee of the non-vacation department earns 30 days(thirty) earned leave on full pay in a year. This will be calculated at the rate of 15 days for every half-year i.e., from 1st January to 30th June and from 1st July to 31st December.

In the case of employees serving in the vacation department who are not entitled to earned leave as admissible to other employee of the non-vacation departments will earn Earned Leave on full pay for 10 days in a calendar year in lieu of 20 days of half pay leave (from 1-7-85) as per Govt. Order No. FD7/SRS/84/dated: 11-9-85). These employee will not be entitled to half pay leave as per rule 114 KCSR from 1-7-85 onwards.

The leave account of these employees shall be credited in advance to the EL Account in two installments of 5 days each on the 1st day of January and July of every calendar year.

- 17. LEAVE CANNOT BE CLAIMED AS A MATTER OF RIGHT :** (Rule 107 of KCSR) Discretion is reserved to the leave sanctioning authority to refuse or revoke leave at any time according to exigencies of service. The Hon. Secretary of the Management is the competent authority for sanction of EL and Half pay leave. Leave on any grounds except on illness, has to be utilized with previous permission of the sanctioning authority. The application for leave should be submitted at least one week before the commencement of leave and the residential address should be given in the application.

- 18. HALF PAY LEAVE (Rule 114 of KCSR):** Every permanent employee of the non-vacation department will earn half pay leave for 20 days for every completed year of service.

- 19. OVER STAYING LEAVE : (Rule 162 of KCSR):** An employee who remains absent after the end of his/her leave is entitled to no leave salary. The period of such absence shall be debited to his/her leave account as though it were on half pay leave to the extent such leave is due and as extraordinary leave to the extent the period of half pay leave falls short for the period of such absence unless the leave is extended by the competent authority. Absence from duty after the expiry of leave will render an employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the competent authority that he/she was unable to join duty for reasons beyond his/her control.

- 20. SUBMISSION OF REPRESENTATION (Rule 56 of Grant in Aid Code):** All representations of whatever nature from an employee in connection with his/her employment, pay, leave, increment, promotion or any service matter or in connection with the school/college or the



management or to the department, shall always be addressed to the Hon. Secretary through the Head of the Institution. If no reply is received within a period of two months he/she address the management or concerned authority directly.

The representation should be concise and clearly specify the relief sought for. The employee seeking such relief must send his/her representation in his/her own name and through proper channel. Joint representations by more than one employee will not be considered. (This will not apply to representations made by recognized service Associations).

The representation should invariable be accompanied by a copy of the order appealed against if any. An appeal or representation should be submitted within one month of the order appealed against.

21. **COMMUNICATION OF INFORMANTION (Govt. servant's Conduct Rules):** No employee shall except in accordance with any general or special order of the management or in the performance in good faith of the duties assigned to him/her communicate directly or indirectly any official document or any part thereof or information to any employee of the society or any other person to whom he/she is not authorized to communicate such document or information.
22. **EXPLANATION:** Quotation by an employee in his/her representation to the Heads of Institutions of or from any letter, circular or office memorandum or from notes of any file to which he/she is not authorized to keep in his/her personal custody or for personal purposes shall amount to unauthorized communication of information.

Hon. Secretary