

Gujarat Ayurved University, Jamnagar
Employees Services (General) Rules - 2016

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**GUJARAT
AYURVED
UNIVERSITY
EMPLOYEES'
SERVICES
(GENERAL)
RULES, 2016**

GUJARAT AYURVED UNIVERSITY, JAMNAGAR
GUJARAT AYURVED UNIVERSITY EMPLOYEES' SERVICES
(GENERAL) RULES, 2016
Dated - 18th July - 2016

In exercise of the powers conferred under section 20(1) (xxix) of the Act, 1965 (Gujarat Act No. 40 of 1965) (herein after called the "Act") the Syndicate (herein after called the "Syndicate") hereby makes the following rules, namely -

CHAPTER – I
GENERAL

1.0 Short title, Commencement and application:

- (1.1) These rules may be called the Gujarat Ayurved University Employees' Services (General) Rules, 2016.
- (1.2) They shall come into force with effect from the date of its approval / acceptance by the Syndicate of the Gujarat Ayurved University at its meeting called for the same.
- (1.3) They shall apply to all employees appointed in the University or posts in connection with the affairs of the University whose conditions of service are regulated in accordance with the provisions made under the Act.

2. Right to Interpret:

If any question relating to the interpretation of these rules arises, it shall be referred to the Syndicate whose decision thereon shall be final.

3. Validity of terms of contract:

The terms and conditions of a specific contract enforceable at law entered into by the University with any person relating to service shall prevail over the provisions of these rules.

4. Regulation of claims to pay, allowance, leave:

An employee's claim to pay and allowances is regulated by the rules in force at the given time in respect of which the pay and allowances are earned and claim to leave shall be regulated by the rules in force at the time the leave is applied for and granted.

5.0 Exercise and delegation of powers:

- (5.1) The nature of powers specified in **Appendix-1 (As per Ordinance-43 of Act)**
- (5.2) Subject to the provision of sub-rule (5.1), the powers under these rules shall not be further delegated except with the prior approval of the Syndicate.

Provided that the Syndicate may, by general or special order, specify the cases or class of cases in which it shall not be necessary to consult it.

CHAPTER – II**DEFINITIONS**

6.0 Definitions: In these rules, unless the context otherwise requires:

- (6.1) **“Actual travelling expenses”** means the actual cost of transporting an employee with his dependent family and personal luggage, including charges for ferry and other tolls, if paid, and for carriage of camp equipment, if necessary and does not include charges for accommodation in hotels and traveller's bungalows, or for refreshments, or for the carriage of stores or conveyances or for presents to drivers and like or any allowance for incidental losses or expenses such as the damage and breakage of personal luggage, and the employment of additional domestic employees.
- (6.2) **“Allotment”** means grant of license to an employee to occupy a residential accommodation owned, leased or requisitioned by the University or a portion thereof for use as residence.
- (6.3) **“Annexure”** means annexure appended to these rules.
- (6.4) **“Appendix”** means appendix appended to these rules.
- (6.5) **“Appointing Authority”** means the authority which is competent to make appointment to the service or post.
- (6.6) **“Audit Officer”** means an Accounts Officer or Audit Officer appointed by the University whatever his / her official designation, in whose circle of audit an employee serving is, or has served.
- (6.7) **“Cadre”** means a service or a part of a service sanctioned as a separate unit.
- (6.8) **“Cadre Strength”** means the authorized strength of a cadre.
- (6.9) **“Compensatory Allowance”** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed and includes travelling allowance.
- (6.10) **“Competent Authority”** means the authority specified as per section 14 of Act.
- (6.11) **“University Fund”** means all the income / funds as specified in section - 42 of the Act.
- (6.12) **“Constitution”** means the Constitution of India.
- (6.13) **“Conveyance Allowance”** means an allowance granted to an employee, whose pay has not been fixed with special reference to the expenditure likely to be incurred upon touring in the performance of his / her duties and whose duties involve an extraordinary amount of travelling within a limited area.
- (6.14) **“Daily Allowance”** means an allowance granted to an employee for each day of his / her absence from headquarters, which is intended to cover the ordinary daily expenses incurred by an employee in consequence of such absence on duty.
- (6.15) **“Date of first appointment”** means the date on which the employee assumes the duties of his / her first post in the service of the University.
- (6.16) **“Day”** means the period beginning from a midnight and ending with the next midnight.
- (6.17) **“Death-cum-Retirement Gratuity”** means the gratuity payable as per Gujarat Civil Services (Pension) Rules, 2002 in effect from time to time.
- (6.18) **“Director of Pension and Provident Fund”** means the Director of Pension and Provident Fund or any other officer for the time being authorized to discharge the duties and functions of or on his / her behalf and it includes District Assistant Examiner in respect of the sanction of the retirement benefits to Class-IV employees.

(6.19) "**Disbursing Authority for Pension**" means

- (a) Branch of a Nationalized Bank or
- (b) Treasury including sub-treasury and
- (c) Pension payment office

from where the retired employee is receiving pension authorized under the Gujarat Civil Services (Pension) Rules, 2002 in effect from time to time.

(6.20) "**Duty period**" includes -

- (a) Service as a probationer;
- (b) Actual period spent in the performance of designated or specified official duties;
- (c) A course of instructions or training authorized by or under the orders of the University.

Note 1: *The time reasonably required for the journeys between the place of training and the station from which an employee proceeds in order to undergo training, is part of the period of training.*

Note 2: *When one or more holidays follow the period of training, the training period may be deemed to have been extended to cover such holidays.*

- (d) The period occupied –
 - (i) In attending an obligatory examination,
 - (ii) In attending an examination which an employee must pass to become eligible for a higher post in any branch of the Service, including the time reasonably necessary for going to and fro the place of examination.

This concession should not be allowed more than twice for each obligatory examination.

Note: *If an examination is taken immediately before leave, the leave shall be held to have commenced from the date following that of the completion of the examination. 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 fro the place of examination, shall be treated **not as duty but as leave**.*

- (iii) In attending the Conference / Continuing Ayurved Education / Workshop (state level, National level or International level) on deputation granted by the University by a special order.
- (e) The period for which an employee is required to wait compulsorily until receipt of his / her posting orders in the cases mentioned below:-
 - (i) Whose orders of transfer are held in abeyance, cancelled or modified while in transit, or
 - (ii) Who, on return from leave or deputation or on abolition of the post held by him / her, has to await receipt of posting orders, or
 - (iii) Who, on arrival at the headquarters of the post to which he / she is posted is not in a position to take charge of the post from the employee to be relieved.

The period availed of to resume duties after the receipt of posting orders shall not exceed the joining time admissible under the rules and shall be treated as continuation of the period of compulsory waiting.

- (f) The period intervening between the date on which an employee is engaged temporarily for special or other duty and the date on which he / she takes over the charge, provided the period does not exceed the joining time that would be permissible to an employee entitled to joining time.
- (g) The period spent by an employee where he / she is summoned by court of law whether criminal or civil or by a court of martial or by an authority constituted under any law, to give evidence regarding facts which came to

his / her knowledge in the discharge of his / her duties or to produce official documents in a suit of law.

- (i) The period spent by an employee in connection with work on the various University bodies:
 - (ia) As representatives of the University or ex-officio,
 - (ib) By virtue of his / her official position such as Director or Superintendent of attached Hospital, and
 - (ic) For attending the meeting of a Board of Studies.

(6.21) **"Emoluments"** means the total gross salary drawn and includes -

- (a) Pay,
- (b) Payments from the Consolidated Fund of the University, if such payments or fees are received in the shape of a fixed addition to monthly pay and allowance as part of the authorized remuneration of a post.
- (c) Compensatory allowances, other than travelling allowance which includes uniform allowance, clothing allowance, outfit allowance, special outfit allowance, drawn from the Consolidated Fund of the University.
- (d) Pension and pension equivalent of death-cum-retirement gratuity, except the following -
 - (i) Wound or injury pension and Family Pensions drawn under the provisions of the Gujarat Civil Services (Pension) Rules, 2002 in effect from time to time.
 - (ii) Compensation received under the Workmen's Compensation Act, 1923 in effect from time to time.

Note: *The word "Pension" means the full sanctioned pension prior to commutation.*

- (e) The amount of the subsistence allowance, in the case of an employee under suspension and in receipt of such allowance.

Provided that, if such employee is subsequently allowed to draw pay for a period of suspension, the difference between the house rent recovered on the basis of the subsistence allowance and the house rent due on the basis of the emoluments ultimately drawn shall be recovered from him / her:

Provided further, that if such employee is subsequently reinstated and the period of suspension is treated as leave, the difference between the house rent recovered on the basis of the subsistence allowance and the house rent due on the basis of emoluments defined in Note below shall be recovered from him / her.

Note: *The emoluments of an employee on leave mean the emoluments drawn for the last complete calendar month of duty performed prior to departure on leave.*

(6.22) **"Employee"** means any person appointed in University including the Institute for Post Graduate Teaching and Research in Ayurveda or posts in connection with the affairs of the University including those on deputation or contract service except those in casual or daily wages or paid from contingencies or employee provided by outsourcing agency or employee of the Self Financed Institutes directly managed by Gujarat Ayurved University.

(6.23) **"Family"** means an employee's wife or husband, as the case may be, residing with the employee and legitimate children and step-children residing with and wholly dependent upon the employee. It includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the employee.

Note 1: *Not more than one wife is included in the term "family" for the purpose of these rules.*

Note 2: *An adopted child shall be considered to be legitimate child if, under the personal law of the employee, adoption is legally recognized as conferring on it the status of a natural child.*

Note 3: *A legitimate child or step child / parent / sister / minor brother who resides with the employee and whose income from all sources including pension (inclusive of temporary increase in pension) does not exceed the amount fixed by Government of Gujarat from time to time.*

- (6.24) **"First Appointment"** means the appointment of a person who is not holding any appointment under the University, even though he / she may have previously held such an appointment.
- (6.25) **"Flat Rate Rent"** means a monthly rate of flat rate rent to be recovered from an employee for the authorized occupation of the University residential accommodation. The rates for the same shall be as laid down in the Gujarat Ayurved University Employees' (Housing Accommodation) Rules.
- (6.26) **"Foreign Service"** means service in which an employee receives his / her pay with the sanction of University from any source other than the University Fund.
- (6.27) **"Form"** means a form appended to these rules.
- (6.28) **"Government"** means the Government of Gujarat.
- (6.29) **"Head of Office / Section"** means an officer declared as Head of Office / Section as per Ordinance – 43 of Act.
- (6.30) **"Head-Quarters"** means the station which has been or may be declared to be the headquarters of an employee by the appointing authority or a competent authority, or in the absence of such declaration, the station where the records of his / her office are generally kept.
- (6.31) **"Holiday"** means -
- (a) A holiday declared or notified under the Negotiable Instruments Act, 1881 in effect from time to time and
 - (b) In relation to any particular office, a day on which such office is ordered by the University, or by a duly constituted authority, by order or otherwise, to be closed for the transaction of University business without reserve or qualification.
- (6.32) **"Honorarium"** means a recurring or non-recurring payment sanctioned to an employee of the University or any other person, from the University Fund as remuneration for special work of an occasional character.
- (6.33) **"House Rent Allowance"** means a monthly allowance towards defraying house rent granted to an employee in locations where such rents are high or granted in lieu of free residential accommodation.
- (6.34) **"Institution"** means any institutes, hospitals, colleges, research units or satellite units other than self-financed institutions directly managed by the University.
- (6.35) **"Leave"** means permission to remain absent from duty granted by a Competent Authority and declared by the Government / Gujarat Ayurved University from time to time.
- (6.36) **"Leave Salary"** means the monthly amount paid by the University to an employee on leave.
- (6.37) **"Lien"** means the entitlement of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he / she has been appointed substantively.
- (6.38) **"Medical Authority"** means Medical Board of the University.
- (6.39) **"Medical Board"** means a board constituted under Rule 12 of these rules.
- (6.40) **"Mileage Allowance"** means an allowance calculated on the distance traveled and given to an employee to meet the cost of a particular journey. It can be drawn in the form of rail fare, bus or road mileage of the journey performed by road.

- (6.41) "**Minor**" means a person who has not completed the age of 18 (eighteen) years.
- (6.42) "**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 thereafter the odd number of days should be calculated subsequently.

Instruction: Calculations of period expressed in terms of months and days shall be made as under -

- (a) To calculate 3 months and 20 days on and from the 25th January, the following method should be adopted -

	Y	M	D
25th January to 31st January	00	00	07
February to April	00	03	00
1st May to 13th May	00	00	13
Total	00	03	20

- (b) The period commencing on 30th January, and ending with 2nd March should be deemed as 1 month and 4 days as indicated below -

	Y	M	D
30th January to 31 January	00	00	02
February	00	01	00
1st March to 2nd March	00	00	02
Total	00	01	04

- (6.43) "**Non-Official Member**" means any person other than an employee who is required to attend a meeting or conference of the University or is required to perform any duties of the University in an honorary capacity.
- (6.44) "**Officiate**" means an employee who officiates in a post when he / she perform the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
- (6.45) "**Pay**" means the basic pay in the scales of pay prescribed under the Gujarat Civil Services (Revision of Pay) Rules, 2009 in effect from time to time.
- (6.46) "**Pension**" means any class of service pension including compensation pension referred to in rule 44 of the Gujarat Civil Services (Pension) Rules, 2002 and gratuity but does not include temporary increase / dearness relief, granted by the University to a pensioner as compensation for higher cost of living.
- (6.47) "**Pensionable Pay**" means the average pay earned by an employee during the last 10 (ten) months service as per provisions contained in rule 43 of the Gujarat Civil Services (Pension) Rules, 2002 in effect from time to time. However, 50% of Last Pay + Grade Pay or average pay (including grade pay) received during last 10 (ten) months whichever is more beneficial to the retiring University Employees, will continue to apply.
- (6.48) "**Pensioner**" means a retired employee who has been granted pension.
- (6.49) "**Pension Payment Office**" means an office declared as such for making payment to the pensioners and includes treasury and sub-treasuries.
- (6.50) "**Pension Payment Order**" means an order in a form approved by the University for sanctioning the payment of pension, to be issued by the Director of Pension and Provident Fund.
- (6.51) "**Pension Sanctioning Authority**" means a competent authority of the University to whom the powers to sanction pension have been delegated.
- (6.52) "**Permanent Post**" means a post carrying a definite rate of pay sanctioned without any limit of time.

- (6.53) **"Personal Pay"** means additional pay granted to an employee -
- (a) To save him / her from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or due to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - (b) In exceptional circumstances, on other personal considerations.
- (6.54) **"Presumptive Pay"** of a post, when used with reference to any particular employee, means the pay to which he / she would be entitled if he /she held the post substantively and was performing its duties; but it does not include special pay unless the employee performs or discharges the work or responsibility, in consideration of which special pay was sanctioned.
- (6.55) **"Probationer"** means an employee on probation in or against a substantive or temporary vacancy in a cadre of the University.
- Note 1:** *No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his / her appointment.*
- Note 2:** *An employee (other than one who holds substantively a permanent post) appointed on promotion to a temporary post will be treated as a temporary employee for all purposes.*
- Note 3:** *The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.*
- (6.56) **"Public Conveyance"** means a bus, train, steamer, aircraft or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefore according to the wishes of the passengers.
- (6.57) **"Qualifying Service"** means service rendered while on duty or otherwise which may be taken in account for the purpose of pension and gratuity admissible under the Gujarat Civil Services (Pension) Rules, 2002 in effect from time to time.
- (6.58) **"Registered Medical Practitioner"** means a medical practitioner registered under the Gujarat Medical Council Act, 1967 or the Gujarat Medical Practitioner Act, 1963 or IMCC ACT 1970 any other law corresponding thereto and in force in the State of Gujarat, or the respective Medical Registration Acts of other State Governments.
- (6.59) **"Rent"** means a monthly rate of compensation made by an employee or a person not in service of the University for the use and possession of residential accommodation allotted or leased to him / her.
- (6.60) **"Residential Accommodation"** means any building, bungalow, quarter, flat or other such property owned, hired, requisitioned or leased by the University and allotted for residential purpose.
- Note:** *Requisitioned means the property acquired under the provisions of Requisition and Acquisition of Immovable Property Act, 1952 in effect from time to time.*
- (6.61) **"Service Book"** means service book including service roll, if any.
- (6.62) **"Special Pay"** means an addition, of the nature of pay, to the emoluments of a post or of an employee granted in consideration of -
- (a) An especially arduous nature of the duties,
 - (b) A specific addition to the work or responsibility.
- (6.63) **"Sphere of duty"** means the area to which the duties of an employee are confined.
- (6.64) **"Staff Selection Committee"** means the committee constituted under Ordinance-54 of the Act by the Syndicate, from time to time to select and recommend the candidates for appointment in the service of the University.

- (6.65) **"Standard Rent"/ "Economic Rent"/ "Market Rent"** means a monthly rate of standard rent /economic rent / market rent for different types of residential accommodation as prescribed by the Government from time to time. [laid down in the rules of the Gujarat Civil Service (Occupation of Government Residential Accommodation) Rules, 2002 in effect from time to time.]
- (6.66) **"Subsistence Allowance"** means a monthly allowance granted to an employee who is not in receipt of pay or leave salary.
- (6.67) **"Substantive Pay"** means the pay other than special pay, personal pay which an employee is entitled on account of a post to which he / she has been appointed substantively or by reasons of his / her substantive position in a cadre.
- (6.68) **"Temporary Post"** means a post carrying a definite rate of pay sanctioned for a limited time.

Note: Substantive appointments to temporary posts should be made in a limited number of cases only, as for example, when posts are, to all intents and purposes, quasi-permanent or when they have been sanctioned for a period of not less than, or there is reason to believe that they will not terminate within a period of, three years. In all other cases, appointments on temporary posts should be made in an officiating capacity only.

- (6.69) **"Temporary Transfer"** means a transfer to duty in another station which is expressed to be for a period not exceeding one hundred twenty days. For the purpose of these rules it includes deputation also. Subject to the limit of four months, the title to compensatory allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact up to the date of the orders of the extension.
- (6.70) **"Time-Scale Pay"** means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum.

Note-1: Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

Note-2: A post is said to be on the same time-scale as another post on a time scale if the two time-scales are identical and the posts fall within a cadre or a grade in a cadre, such cadre or grade having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments; so that the pay of the holder of any particular post is determined by his / her position in the cadre or grade and not by the fact that he / she holds that post.

- (6.71) **"Transfer"** means the movement of an employee from one headquarter station in which he / she is employed to another such station, either -
- (a) To take up the duties of a new post; or
 - (b) In consequence of a change of his / her headquarters / office of work.
- (6.72) **"Transit Time"** means the actual time required to reach the destination of tour from the headquarters or from one outstation to another outstation by the ordinary mode of travel.
- (6.73) **"Traveling Allowance"** means an allowance granted to an employee to cover the expenses which he / she incurs in travelling in the interest of the University service, and shall include the daily allowance for which the employee is entitled.
- (6.74) **"Treasury"** means the treasury established at the headquarters of a district and includes a sub-treasury.
- (6.75) **"University"** means Gujarat Ayurved University, Jamnagar.
- (6.76) **"Words and expression"** used but not defined in these rules shall have the meaning assigned to them in the Act / Rules of Government of Gujarat about the concerned subject in effect from time to time.

CHAPTER - III**CLASSIFICATION OF SERVICES AND POSTS****7.0 Classification of services and posts:**

- (7.1) The services under the University shall be classified as follows: (The posts sanctioned up to 31-12-2016 are included. Subsequent addition and or deletion or change in nomenclature of the posts will form the part of the respective Annexure.)
- (i) Class - I (Appendix-2)
 - (ii) Class - II (Appendix-3)
 - (iii) Class - III (Appendix-4) and
 - (iv) Class - IV (Appendix-5).
- (7.2) If a service consists of more than one grade, different grades may be included in different classes.

CHAPTER - IV**GENERAL CONDITIONS OF SERVICE****8. Age limit for recruitment:**

Except as provided in these rules and the Recruitment Rules of the various posts under the University, a person whose age is below 18 (eighteen) years and whose age exceeds 30 (thirty) years may not be appointed to a post.

9. Condition as to Citizenship of India:

Subject to the provisions of these rules, no person shall be appointed to any service or post of the University unless he / she is a citizen of India.

10.0 Certificate of Physical fitness

Subject to the provisions of rule 11 and 15 of these rules, no person shall be appointed to any service or post, if he / she has failed to pass such medical test of physical fitness as may be prescribed by the University.

Provided that no fresh certificate of Physical fitness shall be necessary in the case of -

(10.1) Appointment made by promotion or transfer of a person already in permanent service of the University;

(10.2) Appointment by direct selection of a person who is already in the service of the University and who has already produced the required certificate from the Medical Board of the University before his / her joining to the service. Thus, no candidate can join the University service without producing fitness certificate from the University Medical Board.

11. Certificate of physical fitness a prerequisite for substantive appointment or continuance in service:

Every employee shall produce a medical certificate of physical fitness specified in prescribed Form (Appendix-6) signed by the Chairman of the Medical Board of the University before his / her joining to the service. Thus, no fresh candidate can join the service without producing medical certificate.

Note 1: Rules for the medical examination of the candidates as to their physical fitness for service of the University have been embodied in Appendix-6.

Note 2: When the University Medical Board refers a case to other Medical Board, the decision of the other Medical Board shall be binding to the University Medical Board.

Note 3: In the case of an employee whose appointment is made on temporary / contractual basis for a minimum period of 11 months, it is necessary to get a certificate of fitness from the University Medical Board.

Note 4: (i) For a proper observance of the procedure in the above Notes 2 and 3, it is necessary that intimation regarding unfitness should immediately on receipt, be communicated to the person concerned with a note that appeal, if any, must be made by the employee concerned, within one month from the date of communication of the findings of the University Medical Board and that if any medical certificate issued by the Registered Medical Practitioner is produced as a piece of evidence about the possibility of an error of judgment in the decision of the University Medical Board, who has examined him / her in the first instance, the certificate must contain a note by the Medical Practitioner concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for service of the University by the University Medical Board.

(ii) In case no appeal is preferred by an employee within one month from the date of communication to him / her of the findings of the University Medical Board, his / her appointment should be terminated forthwith on expiry of the period of one month and no appeal should be allowed after expiry of that period.

12. Medical Board:

The University Medical Board shall comprise as follows:-

- [1] Hospital Superintendent of P.G. – Chairman
- [2] Hospital Superintendent of U.G. – Vice Chairman
- [3] Head of Kayachikitsa Department U.G. – Expert Member
- [4] Head of Shalya Department U.G. – Expert Member
- [5] Head of Shalaky Department P.G. – Expert Member
- [6] Head of Prasutantra and Stri Roga Department P.G. – Expert Member
- [7] R.M.O. U.G. – Member
- [8] R.M.O. P.G. – Member Secretary

Chairman and all the members shall sign the certificate accordingly. In absence of the Chairman, Vice-Chairman will act as a Chairman of University Medical Board. The Vice-Chancellor may also depute any specialist in the rank of a Professor, as and when required in specific cases.

Expert members of the University Medical Board shall hold the membership for 2 years and it will be interchanged between U.G. and P.G. Institutes after permission from the Vice Chancellor.

- (a) Medical examination requisition from the competent authority should be insisted before the medical examination is conducted by the University Medical Board.
- (b) A fee of Rs. 50/- (rupees fifty only) is prescribed for the medical examinations conducted in connection for issuing of physical fitness certificates for first appointment in the service of the University has to be borne by the candidates themselves.

13. Assembling of University Medical Board:

On receipt of the intimation from competent authority that an employee requires to be examined by the University Medical Board, the Chairman of the said Board shall arrange for the assembly of the Board.

14. An employee with a defect transferred to another office:

When an employee, in whom a defect has been noticed by the examining Board, is transferred from one office to another, the duties of which are different in character, the Medical Board of the University should report whether the defect will or will not materially interfere with the discharge of his / her new duties.

15.0 Production of Medical Certificate for Temporary Employment:

- (15.1) No person, can be employed in the University, without producing medical certificate as referred to in Rule 11.

Note: *It is the responsibility of the concerned Head of Office / Section having custody of the service books to see that no person under him / her is joined in employment without producing the required medical certificate. To meet the requirement of Audit, a certificate to the effect that the medical certificate in the prescribed form has been obtained in respect of the employee and that he / she has been declared fit, should be furnished to the Audit.*

- (15.2) When a person who has produced the medical certificate required under Rule 11 is discharged from service of the University and is re-engaged, a fresh medical certificate need not be produced by him / her, if the re-engagement takes place within the period of six months from the date of the medical certificate already produced. In such a case, the period between the date of discharge and the date of re-engagement will not be treated as a break for the purposes of Rule 11.
- (15.3) If an employee is subsequently appointed to any higher post, fresh medical examination, by University Medical Board shall not be necessary.

Note: *The production of a medical certificate is necessary when a person reemployed after resignation or forfeiture of past service.*

Exception : *A person re-employed after resignation shall be exempted from producing a medical certificate if the resignation was for taking up another appointment under the University for which he / she applied with the approval of and through the appointing authority provided that he / she was medically examined by the competent medical authority and declared fit according to the medical standards not lower than those required for the new post.*

16. Entry in service book about medical examination:

The fact that an employee is medically examined and found fit, should be recorded in his / her service book as soon as a certificate is issued and the medical certificate of fitness should be kept in safe custody along with the other documents connected with his / her service career.

17. Re-employment immediately after retirement:

A retired employee reemployed within six months from the date of retirement may be exempted from producing a medical certificate of health. Where the reemployment does not take place within six months from the date of retirement, the appointing authority will decide whether a medical certificate should be produced or not.

18. Evidence of Good Character:

An appointment to any service or post, other than by promotion or transfer of a person already in the service of the University, shall be subject to the production of such evidence of good character as may be required by the University.

19. Condition of Prescribed Qualifications:

- (19.1) Subject to the provisions of these rules, no person shall be appointed to any service or post of the University, unless he / she possesses the qualification, experience if any, prescribed in the rules relating to the recruitment to such service or post. (Hereinafter referred to as "the prescribed qualifications")
- (19.2) Notwithstanding anything contained in any other rule and subject to the provisions of these rules, no person shall be appointed to any post, unless at the time of appointment he / she possesses a certificate of basic knowledge of computer applications of any Institute.
- (19.3) Where the prescribed qualification include a qualification as to age limit, the appointing authority may relax the age limit in favor of candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Class and in favor of the candidates who are Physically Handicapped / Challenged, Ex-servicemen and women as per Govt. of Gujarat rules in effect from time to time, that is to say-
- (a) In the case of a service or post in respect of which the prescribed age limit does not exceed 40 (forty) years, the age limit may be relaxed to the extent of 5 (five) years.
- (b) In the case of teaching post in respect of which the prescribed age limit exceeds 40 (forty) years, the age limit may be relaxed to the extent of maximum 10 (ten) years, so as to provide that upper age limit for entry in the service does not exceed 50 (fifty) years.
- (19.4) Notwithstanding anything contained in any rule, there is no age bar for internal candidates of the University.
- (19.5) If for the purpose of recruitment to any post, applications for appointment to such post are invited by means of an advertisement published in a newspaper or in any other manner than save as otherwise provided in such advertisement, the question whether a candidate applying for such post has crossed the age limit prescribed for such post shall be determined with reference to the closing date prescribed for the receipt of concerned application.
- (19.6) Where the qualifications prescribed for any post include a qualification as to experience of a given period and applications are invited for such post, the period of experience shall be computed as under -

- (a) Unless otherwise provided in Recruitment Rules from the date on which requisite qualifications are obtained.
- (b) With reference to the last date fixed for the receipt of such an application.

20.0 Previous consent of employer:

- (20.1) Any application for appointment to a post in the service of the University, made by a candidate, who is already in the employment of the State Government or the Government of any other State or the Central Government or a local authority or a Corporation owned or controlled by any such Government or any Hospital / Institute shall be rejected, if it has been made without the consent of the respective Government or University or the local authority or the Corporation or any Hospital / Institute concerned as the case may be.

Explanation: *In the case of an application of an employee employed under the Government of any other State or the Central Government, the consent of such Government shall be presumed if the appointing authority is satisfied from the endorsement of the officer forwarding the application or otherwise that the application has been made in accordance with the rules made in this behalf.*

- (20.2) Where an employee of the University desires to apply for a post in another office of the Government or University or a local authority or a Corporation owned or controlled by any such Government or any Hospital / Institute, he / she shall submit the concerned application through the appointing authority of the University, which shall decide whether or not the employee shall be permitted to apply.
- (20.3) Only 4 (four) applications of an employee can be forwarded by the University in a calendar year.
- (20.4) Application for appointment, by direct recruitment, deputation or absorption will not be considered/forwarded, if-
- (a) The employee is under suspension; or
 - (b) Disciplinary proceedings are pending against him / her and a charge-sheet has been issued; or
 - (c) Sanction for prosecution, where necessary, has been accorded by the Competent Authority; or
 - (d) Where a prosecution is not necessary, a charge-sheet has been filed in a Court of Law against him / her for criminal prosecution.

21. Registration with Employment Exchange.

Permanent employees - may be allowed to register with the Employment Exchanges with the permission of the appointing authority.

22.0 Disqualification for bigamous marriage:

- (22.1) No person, who

- (a) If male / female, has more than one wife / husband living, and
- (b) If female, has married a man who has already another wife living, shall be eligible for appointment to any post under the University.

Provided that, subject to the provisions of any law for the same, in force at the given time, the University, if satisfied, that there are special grounds for doing so, may exempt any person from the operation of this Rule.

- (22.2) Every applicant for appointment to a service or post under the University shall declare whether he / she as the case may be, is married and in the case of an applicant, who is a male whether he has more than one wife living and in the case of an applicant who is a female, whether she is married to a man who has already another wife living.

23. Disqualification for enlisting support:

Any endeavor on the part of a candidate for service or of any relation of the candidate to enlist support by direct or indirect methods for his / her application for appointment to the service of the University or for promotion to higher appointment shall be held to disqualify the candidate for the appointment or promotion.

24. Passing of examination after appointment:

A person, on appointment to any service or post, shall be required to undergo training and to pass an examination as may be prescribed by Rules made in that behalf by the University from time to time.

25.0 Reappointment / appointment in the University:

(25.1) No person who has been dismissed from the University or has been dismissed from service of any State Government or Central Government or any other public undertaking shall be reappointed or appointed in the University.

(25.2) No candidate will be eligible for appointment in the University if he / she has been convicted by a Court of Law for an offence involving moral turpitude.

(25.3) No candidate will be eligible for regular appointment in the University if he / she has taken superannuation pension or retiring pension from any State Government / Central Government / Local Authority / University / Institute / Corporation / Hospital etc.

26.0 Appointment to service or post in the University:

(26.1) (a) Appointment of the Vice-Chancellor shall be as per the section-10 of the Act and Statute-99, 99 (A).

(b) Subject to the provisions of these rules and other rules, if any, relating to the appointment to all the posts other than of the Chancellor and Vice-Chancellor shall be made by the Syndicate / appointing authority based on the recommendation of the Staff Selection Committee constituted by the University as the case may be.

(26.2) An appointment to any service or post in the University shall be made by the University or by the appointing authority duly empowered in that behalf by the Syndicate / appointing authority either –

- (a) By direct selection, or
- (b) By promotion, or
- (c) By transfer or deputation
- (d) On contract basis

from amongst the persons satisfying the conditions of service prescribed in these Rules and other Rules, if any, relating to the recruitment to such post.

(26.3) As per the condition of service mentioned in Chapter–XI, Section-45 of the Act, **“save as otherwise provided by or under this Act, every salaried officer and teacher of the University shall be appointed under a written contract. The contract shall be lodged with the Registrar of the University and a copy thereof shall be furnished to the officer or teacher concerned.”**

27.0 Appointment to the Service or post in Class-I, II, III on contractual basis:

Notwithstanding anything contained in these Rules or any Rules or orders relating to selection of a person by direct recruitment in the Class-I, II and III posts -

(27.1) The candidate selected by direct selection or on the basis of result of a competitive examination or an interview shall be appointed on contractual basis in accordance with and on such terms and conditions as prescribed by the University from time to time.

- (27.2) The candidate appointed in accordance with sub rule (27.1) shall be granted, at the end of contractual period, the fix remuneration / honorarium prescribed for the concerned post on his / her performance being found satisfactory during the stipulated period of service on contractual basis.

28.0 Procedure for direct selection:

- (28.1) The University will notify the posts to be filled and initiate action to advertise the post in newspapers. A copy of such advertisement shall be simultaneously published on the University website.
- (28.2) The applications received in response to the advertisement for Class-I and II posts of the University, shall be scrutinized by the Scrutiny Committee duly appointed by the Vice Chancellor. The Scrutiny Committee shall shortlist the names of the candidates through an internal screening committee, if required.
- (a) If more than six eligible candidates are found, they shall be called for a written screening test on a prescribed date. The method of such written screening test shall be prescribed by the University.
- (b) If less than six eligible candidates are found, they shall be called for an interview on the date that may be fixed by the University.
- (28.3) The applications received in response to the advertisement for Class-III posts of the University, shall be scrutinized by the Scrutiny Committee duly appointed by the Vice Chancellor. The Scrutiny Committee shall shortlist the names of the eligible candidates who shall have to appear for a written Test on a date and place fixed by the University.
- (28.4) The University shall prepare a list of candidates for each post or class of post as advertised for employment as the case may be in order of merit based on concerned criteria.
- (28.5) All relevant papers in respect of the direct selection of Class-I and II posts, shall be forwarded by the Staff Selection Committee to the Syndicate or the concerned appointing authority. The Syndicate or the appointing authority after considering the recommendation of the Staff Selection Committee may proceed for the appointment to the respective post.
- (28.6) Notwithstanding anything other than the provisions made in this regard, no candidate shall be appointed on any post granting advance increments or higher pay for having higher educational qualification or experience other than prescribed qualification.
- (28.7) The Staff Selection Committee shall also prepare a waiting list of the selected candidates, in the order of merit, if required. If any of the candidates who have been issued the offer of appointment up to the extent of the notified vacancies does not accept the offer or does not join the duties by the stipulated date, or vacants the post by resignation / death or whatsoever reason in such cases the next candidate from the waiting list may be offered the appointment for all categories. This waiting list shall be valid for 1 (one) year or till the next advertisement whichever is earlier.

29. Period of Probation:

Notwithstanding anything contained in these Rules or any Rules or orders relating to the recruitment to any service or post of the University, a candidate appointed to Class – I, II, III and IV shall be on probation for a period of 1 (one) year.

Provided that the appointing authority may, if it thinks fit in any case, extend the period of probation for a further period not exceeding 1 (one) year in case of Class-I, II, III and IV posts.

Provided that nothing in this Rule shall apply to the appointments made to the Class- I, II and III posts on contractual basis under the Rule 26(2)(d).

30. Date from which pay and allowances take effect:

Subject to any exceptions specifically made in these Rules, an employee commences or ceases to be entitled to the pay and allowances of a post with effect from the date on which he / she assumes or relinquishes charge of those duties in the forenoon of that day, otherwise from the following day.

31.0 Appointment by Promotion:

(31.1) Where an appointment to any post is to be made by promotion, no employee shall be entitled to such promotion on the ground of seniority. No such appointment shall be made unless in addition to seniority, the employee to be appointed is found to be fit for such promotion.

(31.2) Notwithstanding anything contained in any other Rule, no employee shall be appointed to any post under sub Rule (31.1) unless he / she has passed the qualifying examination for computer knowledge, as may be determined by the Government / University from time to time.

Provided that an employee who has passed such examination either at the time of direct recruitment or at the time of his / her earlier promotion shall be exempted from passing such examination.

(31.3) In making an appointment to any post by promotion, the Appointing Authority may supersede an employee who is apparently not fit to discharge the duties and responsibilities of the post and whose appointment is likely to adversely affect the efficiency of the work assigned to that post.

32.0 Procedure for Promotion:

(32.1) The Syndicate shall constitute a Departmental Promotion Committee for preparing the select list for promotion of each post or group of posts.

(32.2) The Departmental Promotion Committee will consider the candidates for promotion according to recruitment rules, Seniority, A.C.R. / A.P.R. and the service record and other matters of the candidate for suitability for the post and then prepare a list of eligible candidates and recommend the same for promotion to available vacancies.

(32.3) (a) No person shall be promoted from a lower post in Class-III service to a higher post in the same service unless he / she has an experience of 5 (five) years in the post from which he / she is to be promoted.

(b) No person shall be promoted from Class-III service to Class-II service unless he / she has an experience of 7 (seven) years in Class-III service from which he / she is to be promoted.

(c) No person shall be promoted from a lower post in Class-II service to a higher post in the same service unless he /she has an experience of 5 (five) years in the post from which he /she is to be promoted.

(d) No person shall be promoted from Class-II service to Class-I service unless he /she has an experience of 8 (eight) years in Class-II service from which he / she is to be promoted.

(e) No person shall be promoted from a lower post in Class-I service to a higher post in the same service unless he / she has an experience of 5 (five) years in the post from which he /she is to be promoted or otherwise specified by Rules for concerned promotion.

Provided that where an appointing authority is satisfied that a person having an experience specified in clause (a), (b), (c), (d), (e) or as the case may be, is not available for promotion and that it is in the interest of the University to fill up the post or service by promotion of a person having experience for a lesser period, it may for reasons to be recorded in writing promote such person who has an experience for a period not less than 2/3rd of the period specified in clause (a), (b), (c), (d) or (e) which applies to him / her.

(f) For promotion semi direct procedure of Government of Gujarat shall be applicable from time to time, if required.

- (32.4) The overall assessment of the employee will be graded as "Outstanding" / "Excellent", "Very Good", "Good", or "Poor" at the end of each year.
- (32.5) Notwithstanding anything contained in any Rules as in force relating to the promotion to the higher Class-I post, barring the post of the lower level of Class-I in a hierarchy, the appointment by promotion to such posts shall be made on the principles of "Selectivity", irrespective of the seniority, only to those who fulfill the eligibility criteria as per the Recruitment Rules for the concerned post.

The Departmental Promotion Committee shall classify the eligible officers, within the zone of consideration, as "Outstanding" / "Excellent", "Very Good", "Good" or "Poor" as the case may be on an overall relative assessment of their "ACR". The select list shall be prepared by including the required number of officers, first from amongst the officers finally classified as "Outstanding" / "Excellent" and then from amongst those similarly classified as "Very Good", and the order of names inter-se within each category shall be in the order of their seniority. The promotion of such officers shall be considered in order of rank in the select list so prepared. The officers who are graded as "Good" or "Poor" shall not be included in the select list.

- (32.6) Notwithstanding anything contained in any Rules, "Outstanding" / "Excellent" shall be the bench mark for being considered fit for promotion from the lower rung of Class-I to the next immediate higher level in a hierarchy.
- (32.7) The zone of consideration for the purpose of sub Rule (32.5), if applicable, shall be as under:

No. of vacancies	No. of officers to be considered
1	5
2	8
3	10
4 or more	Three times the number of vacancies

33.0 Refusal to accept promotion by an employee:

- (33.1) Where an employee refuses to accept the promotion, he / she shall make an application to the appointing authority showing the reasons for refusing the promotion. The appointing authority, thereafter, may promote the next eligible person and the employee refusing the promotion, shall lose his / her seniority vis-a-vis his / her juniors who have been promoted after his / her refusal.
- (33.2) Where the employee has refused to accept the promotion, his / her case shall not be considered for promotion for a period of one year from the date of refusal of promotion or till next vacancy arises, whichever is later.

Provided that the provisions of sub-Rules (33.1) and (33.2) shall not apply where adhoc promotion against short term vacancy is refused by an employee.

34. Determination of the date of promotion :

The promotion of an employee from a lower to a higher post, takes effect from the date on which the duties of the new post are taken.

35.0 Saving:

Nothing in these Rules or any Rules or orders relating to recruitment in or promotion to any service or posts included in the service of the University shall affect any orders made by the State Government relating to :-

- (35.1) Reservations to be made in the service or in relation to those posts in pursuance of clause (4) of article 16 of the Constitution.
- (35.2) Relaxation of age limit, and
- (35.3) Other concessions : In respect of persons belonging to the Scheduled Castes, Scheduled Tribes, Socially and Economically Backward Class (SEBC), Physically Handicapped / Challenged, Women, Ex-Servicemen.

36.0 Seniority

(36.1) Seniority of a person in the University would be determined by the order of merit at the time of initial appointment and not according to the date of joining / confirmation. However, in the cases where a prior permission of appointing authority has been taken to join the services later than the date specified in the appointment order, it may be allowed at the cost of the seniority of the concerned person.

(36.2) Seniority of Direct Recruits and Promotes

- (a) The relative seniority of all direct recruits in the post of same cadre and pay scale shall be determined by the order of merit in which they are selected for such appointment on the recommendations of Staff Selection Committee, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.
- (b) Where promotions are made on the basis of selection by a Departmental Promotion Committee, the seniority of such promotes shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of the persons considered fit for promotion at the same time shall be same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such persons shall not, if he / she is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him / her.
- (c) When more than one posts of the same category are advertised, then the seniority shall be decided on order of merit and not on the basis of joining the post. But, if a person joins the post after the period specified in the appointment order, then he / she shall lose his / her seniority.
- (d) In the cases where a prior permission of appointing authority has been taken to join the services later than the date specified in the appointment order, it may be allowed at the cost of the seniority of the concerned person.

37. Acquiring and ceasing of a lien:

Unless in any case it is otherwise provided in these rules, an employee, on substantive appointment to any permanent post, acquires a lien on that post, he / she shall cease to hold any lien previously acquired on any other post.

38.0 Restrictions over holding of lien on posts by employee at same time:

- (38.1) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- (38.2) An employee cannot be appointed substantively to two or more separate and permanent posts at the same time.
- (38.3) An employee cannot be appointed substantively to a post on which another employee holds a lien.

39.0 Retention of lien:

Unless his / her lien is suspended under rule 40 or transferred under rule 43, an employee holding substantively a permanent post retains a lien on that post -

- (39.1) while performing the duties of that post;
- (39.2) while on foreign service or holding a temporary post, or officiating in another post, or holding a post the pay of which is charged to works or contingencies;
- (39.3) during joining time on transfer to another post on lower pay, in which case lien is transferred to the new post from the date on which he / she is relieved of his / her duties, in the old post;
- (39.4) while on leave; and
- (39.5) while under suspension.

40.0 Suspension of a lien:

- (40.1) A competent authority shall suspend the lien of an employee on a permanent post which he /she holds substantively if he / she is appointed in a substantive capacity:
 - (a) to a tenure post, or
 - (b) provisionally, to a post on which another employee would hold lien had his / her lien not been suspended under this sub-rule.

- (40.2) A competent authority may, at its option, suspend the lien of an employee on a permanent post which he / she holds substantively if he /she is deputed out of India or transferred to foreign service or in circumstances not covered by sub-rule (40.1) of this rule is transferred in an officiating capacity, to a post in another cadre, and if in any of these cases there is reason to believe that he / she will remain absent from the post on which he /she holds a lien for a period of not less than three years.

Note: *When it is known that an employee on transfer to a post outside his / her cadre, is due to retire on superannuation within three years of his / her transfer; his / her lien on his / her cadre post cannot be suspended.*

- (40.3) Notwithstanding anything, contained in sub-rule (40.1) or (40.2) of this rule, an employee's lien on a tenure post may in no circumstances be suspended. If he / she is appointed substantively to another permanent post, his / her lien on the tenure post must be terminated.

- (40.4) If an employee's lien on the post including a post in a selection grade of a cadre is suspended under sub-rule (40.1) or (40.2) of this rule, the post may be filled substantively, and the employee appointed to hold it substantively shall acquire a lien on it; provided that the arrangements shall be reversed as soon as the suspended lien revives.

Note: When a post is filled substantively under this sub-rule, the appointment will be termed a provisional appointment, the employees appointed will hold a provisional lien on the post; and that lien will be liable to suspension under sub-rule (40.1) but not under sub-rule (40.2) of this rule.

- (40.5) An employee's lien which has been suspended under sub-rule (40.1) of this rule shall revive as soon as he / she ceases to hold a lien on a post of the nature specified in clause (a) or (b) of sub-rule (40.1).

- (40.6) An employee's lien which has been suspended under sub rule (40.2) of this rule shall revive as soon as he / she ceases to be on deputation out of India or on foreign service or to hold a post in another cadre, provided that suspended lien shall not revive because the employee takes leave; if there is reason to believe that he / she will, on return from leave, continue to be on deputation out of India or on foreign service or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he / she will hold substantively a post of the nature specified in clause (a) or (b) of sub-rule (40.1).

Instruction: *Under the existing provisions of this rule, it is possible for more than one person to be appointed in a provisional substantive capacity against a single post. The operation of this rule should, however, be restricted so as to permit only one provisional substantive appointment against one post. Accordingly, the lien acquired by an employee on his appointment in a provisionally substantive capacity under sub-rule (40.4) of this rule, should not be suspended if he / she is deputed out of India or is transferred to a post of the nature specified in sub-rule (40.2) of this rule.*

41. Suspension of the lien retrospectively and consequential promotion:

When suspension of the lien of an employee is sanctioned under sub-rule 40.2, it is permissible retrospectively from the date he / she is deputed out of India or transferred in an officiating capacity to a post either permanent or temporary in another cadre or from any subsequent date; but whether provisional substantive promotions should be given from that date or from any subsequent date is a matter which is entirely at the discretion of the authority whose duty is to fill up the post if permanently vacant.

42.0 When a lien or a suspended lien cannot be terminated:

(42.1) Except as provided in sub rule (42.2) below, an employee's lien on a post may in no circumstances be terminated even with his / her consent, if the result will be to leave him / her without a lien or a suspended lien upon a permanent post.

(42.2) An employee's lien on a post shall stand terminated on his / her acquiring a lien on a permanent post (whether under the Central Government or State Government) outside the cadre on which he / she is borne.

Note: *In the case of a person in service of the University who is appointed as a Member or Chairman of Public Service Commission, his / her lien in service of the University should be terminated automatically from the date he / she is appointed as a Member or Chairman in view of the article 319 of the Constitution.*

43. Transfer of the lien to another post:

Subject to the provisions of rule 44, a competent authority may transfer to another permanent post in the same cadre the lien of an employee who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

Note for Rules No. 37 to 43 : In extra ordinary circumstances the competent authority may take an appropriate decision with regards to the duration of the lien.

However, no lien shall be granted to any employee more than twice during his / her entire period of University service.

44.0 Transfer to a post carrying less pay is permissible:

(44.1) An employee may be transferred from one post to another provided that, except -

- (a) on account of inefficiency or misbehavior, or
- (b) on his written request, or
- (c) in anticipation of the abolition of the post on which he /she holds a lien,

An employee shall not be transferred substantively to, or, except in case covered under the Gujarat Civil Services Rules (Pay and Additional to Pay) 2002, appointed to officiate in a post carrying less pay than the pay of the permanent post on which he / she holds a lien, or would hold a lien, had his / her lien not been suspended under rule 40.

(44.2) Nothing contained in sub-rule (44.1) of this Rule or in Rule 38 shall operate to prevent the re-transfer of an employee to the post on which he / she would hold a lien, had it not been suspended in accordance with the provision of sub-rule (40.1) of rule 40.

45. Provident Fund and other Funds:

An employee may be required to subscribe to a Provident Fund, an Insurance Scheme or other fund or scheme, in accordance with such Rules / Ordinances / Statutes as the Syndicate may prescribe.

46. Adoption of new pension scheme:

Every employee who has joined the services of the University on or after 01/04/2005, will be covered under "New Defined Contribution Pension Scheme" of Government of Gujarat.

47. Whole time of an employee to be at the disposal of the University:

Unless in any case it be otherwise distinctly provided, the whole time of an employee is at the disposal of the University and he / she may be employed in any manner required by the University authority, without a claim for additional remuneration, whether the services required of him / her are such as would ordinarily be remunerated from the University or Consolidated Fund of India or of a State or from the funds of a body incorporated or not, which is wholly or substantially owned or controlled by the University.

48. Termination of services of an employee:

The services of an employee shall be liable to termination at any time by the competent University authority after following the due procedure/s as laid down by the Government of Gujarat from time to time.

49.0 Resignation from the service of the University:

(49.1) An employee may at any time resign from the services of the University by giving a notice of 1 (one) month in writing to the appointing authority.

Provided that in the case of a temporary employee who has put in a service of less than 1 (one) year, the period of such notice shall be 1 (one) week.

Note: *Nothing in this rule shall affect the provisions of any special contract of service or bond entered into by the employee with the University, or the provisions of any special rules, if any, applicable to him / her, in respect of the period of notice to be given for resignation from service or payment of any sum by the employee, to the University for premature resignation by him / her.*

(49.2) Where the temporary employee has put in a service for a period exceeding 1 (one) year, the period of such notice shall be 1 (one) month and where such employee has put in a service for 1 (one) year or any period less than 1 (one) year the period of such notice shall be 1 (one) week.

Provided that the service of any such employee may be terminated forthwith by payment to him / her of a sum equivalent to the amount of his / her basic pay plus grade pay for the period of the notice at the same rates at which he / she was drawing basic pay plus grade pay immediately before the termination of his / her service, or as the case may be, for the period by which such notice falls short of the notice period.

(49.3) The resignation tendered by an employee shall be effective from the date on which it is accepted by the appointing authority; but if it is not accepted before the expiry of the period of notice for resignation to be given by such employee under sub rule (49.1), it shall be deemed to have become effective on the date of the expiry of such period, unless the employee is informed on or before such date, that his / her resignation has been rejected.

Provided that the resignation of an employee shall not be rejected except in a case where -

- (a) any ascertained or ascertainable amount of money is found outstanding against him / her and payment thereof is not made by him / her within the period mentioned above,
- (b) he / she is under suspension,
- (c) any departmental inquiry or criminal prosecution is contemplated or pending against him / her.

(49.4) An employee shall not be relieved from his / her office, if the resignation is rejected.

(49.5) Where an employee remains absent from his / her duty before the resignation has become effective or if the resignation has been rejected without prior grant of leave for such absence, it shall be lawful for the competent authority to treat this absence as 'leave without pay' and to take disciplinary action against the concerned person for an unauthorized absence from duty.

(49.6) Any notice of resignation from service shall not be permitted to be withdrawn after the resignation has become effective, except on exceptional ground or in the interest of the University.

50. Head of Office shall maintain a muster roll of each employee working under him / her :

It is the responsibility of the concerned Head of the Office / Section to maintain a muster roll of each employee working under him / her. At the end of each quarter, it must be verified and countersigned by Head of the Office / Section. Each employee of the University shall put his / her attendance by signing regularly, except the Officers of the University.

Likewise, the bio-metric attendance must be maintained wherever applicable and indicated.

51. Change of Name i.e. addition / deletion or change in name/surname.

If a University employee wishes to adopt a new name or effect any modification in his / her existing name, he / she should apply to the competent authority along with published copy of the Gazette of Gujarat / India which has incorporated the said change of name before the date of application. Only after submission of the said documents, the change of name will be entered in the Service Records.

52.0 N.O.C. for Fresh / Renewal of Passport

Guidelines for issue of NOC.-

(52.1) The following points shall be considered by the University authorities before issuing No Objection Certificate (NOC) for fresh / renewal of the old passport :

- (a) The nature of work the university employee is handling in the department and other subsidiary factors like general behavior, associations, etc.
- (b) Whether any disciplinary / vigilance case is pending or contemplated against him / her.
- (c) Whether there are grounds to believe that the applicant could figure adversely on the security records of the Government / University.

(52.2) Authorities competent to issue 'NOC' - Decision to grant 'NOC' to be taken at the level of The Vice-Chancellor of the University shall be the competent authority to grant NOC whereas, the Registrar of the University shall be the authorized signatory.

Note : However, if an employee is supposed to leave the country, he / she has to seek the permission of the Vice-Chancellor through proper channel, at least 1 (one) week before the actual date of leaving.

CHAPTER - V
MAINTENANCE of the RECORDS of SERVICE

53.0 Maintenance of service book of the employee:

- (53.1) A service book in the form as may be prescribed by the University should be opened for every employee free of charge on his / her being appointed in service of the University for the first time.
- (53.2) Service Book should be kept in the custody of the Head of the Office in which the employee is serving, and transferred with him / her from office to office; In the case of Service Book kept in the custody of Head of the Office, it is his / her duty to see that all entries are duly made and attested.
- (53.3) The Head of Office shall also obtain a declaration each year from each employee for whom a service book is maintained, to the effect that he / she has carefully gone through the entries made in his / her service book and has satisfied him / her-self that all the relevant entries are made therein and that they are up-to-date. A certificate to the effect that he / she has obtained declarations as above should be submitted by the Head of Office to his / her next superior officer (i.e. submit to concern Officer of the University) by the end of the month of January of every year.
- (53.4) Non-compliance of the provisions contained in this chapter by the Head of Office in the custody of Service Book shall be deemed to be lacking in devotion to duty within the meaning of the provisions contained in clause (b) of sub rule (3.1) of the Gujarat Ayurved University Employees' Services (Conduct) Rules, 2016.

54.0 Procedure for writing the events and recording the date of birth and other details in the service book:

- (54.1) In the service book every step in an employee's official life, including temporary and officiating promotions of all kinds, increments and transfers and leave availed of should be regularly and concurrently recorded, each entry being duly verified with reference to orders of the University, pay bills and leave account attested by the Head of Office. If the employee is him / her-self the Head of an Office, the attestation should be made by his / her immediate superior.
- (54.2) While recording the date of birth, the following procedure should be followed -
- (a) the date of birth should be verified with reference to school leaving Certificate / Matriculation certificate.
 - (b) when once an entry of age or date of birth has been made in a service book, no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error;
 - (c) request made for alteration of date of birth should not be entertained after the preparation of the service book of the employee concerned and in any event not after the completion of the probation period or five years' continuous service, whichever is earlier. In the case where there is no probation period, such request should not be entertained after the completion of five years' continuous service.
 - (d) the date of birth may, however, be permitted to be altered at a later stage if the Appointing Authority is satisfied that a bonafide clerical mistake has been committed and that it should be rectified.
- (54.3) Events like extraordinary leave, training, suspension, interruption between dismissal or removal, compulsory retirement and reinstatement, as also between the period of resignation and withdrawal, unauthorized absence, participation in strike, overstayed of joining time etc., which do have bearing on the total qualifying service shall be noted on separate pages in distinct colour in the service book, with clear remarks by Heads of Office, as to whether they shall be counted for other benefit or not.

(54.4) Copies of nomination forms filled in by an employee in respect of Provident Fund, Pension, Gratuity, Insurance Scheme, etc., shall be kept in the service book.

55. Reasons for reduction, removal etc. to be stated in the service book:

When an employee is reduced to a lower post, removed or dismissed from service or suspended from employment, the reason for the reduction, removal, dismissal or suspension, as 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. This duty should not be left to the employee concerned.

56. Personal certificate of character not to be entered in the service book:

Personal certificates of character should not be entered in a service book, unless the University / Appointing Authority so directs.

57. Service books to be shown to employees by the University / Head of the Office:

It shall be the duty of every Head of Office to initiate action to show the service books to employees under his / her administrative control every year and to obtain their signature therein in token of their having inspected the service books. The employees shall Inter-alia, ensure before affixing their signatures that their services have been duly verified and certified as such and that all erasures in the service book are duly attested.

58. Completion and movement of service book on transfer:

When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his / her service book in the office from which the employee is transferred and the service book, after being duly verified to date and attested by the Head of the Office, should be forwarded to the Head of the Office to which the employee has been transferred. The service book will thereafter be maintained in that office. If he /she finds any error or omission in the service book on receipt, he / she should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him / her. The service book should not be handed over to the employee who has been transferred.

59. Annual verification of Service Books:

The service books in each office should be taken up for verification in the month of January of every year by the Head of Office. After satisfying him / her-self that the entries relating to services of the employee concerned are correctly recorded in his / her service book in conformity with these Rules. If there is any portion of service that cannot be verified from office records, the Head of the Office should distinctly state that for the excepted periods, which should be specified, a statement in writing by the employee as well as a record of the evidence of his / her contemporary employees is attached to the service book.

60.0 Inspection of service books:

It is the duty of Head of the Office, inspecting subordinate offices to inspect the service books maintained there. They should see that -

- (60.1) the service books are maintained up-to-date,
- (60.2) entries are properly made and attested,
- (60.3) verification has been properly carried out,
- (60.4) the necessary statements and evidence secured, and

61. Service book not to be returned to employee on cessation of service:

The service book in original should not be returned to the employee on retirement, resignation or discharge from service. However, a copy of the same may be made available to the concerned employee, in person, only on demand.

CHAPTER – VI**SUSPENSION, DISMISSAL AND REMOVAL****62. Cessation of Pay and Allowances:**

The pay and allowances of an employee, who is dismissed or removed from service, cease from the date of such dismissal or removal.

63. Grant of Leave not permissible during suspension:

Leave may not be granted to an employee under suspension.

64.0 Subsistence allowance and compensatory allowances during suspension:

(64.1) An employee under suspension or deemed to have been placed under suspension by an order of the appointing authority shall be entitled to the following payments namely -

A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he / she had been on leave on half pay and, in addition dearness allowance based on such leave salary;

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

- (a) It may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of 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, not directly attributable to the employee;
- (b) It may be reduced by a suitable amount, not exceeding fifty per cent 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 due to reasons, to be recorded in writing, directly attributable to the employee;

Instruction: *The subsistence allowance as specified in sub-rule (64.1) of these rule shall be paid at an increased rate so as to be equal to one and a half times the original subsistence allowance after the first six months in case the prolongation of suspension is not due to the employee's non cooperation with investigation etc., as envisaged in clause (a) of the proviso to sub-rule (64.1) of this Rule. Subsequently, in case the employee after the above increase in subsistence allowance, takes recourse to a court and obtains stay or otherwise hampers the progress of the inquiry pending against him / her, the subsistence allowance shall be reduced to 50% of the subsistence allowance or even to lower amounts during the periodical six monthly reviews as envisaged in clause (b) of the proviso to sub-rule (64.1) of this Rule.*

- (c) The rate of dearness allowance will be based on the increased or as the case may be, the decreased amount of subsistence allowance admissible under sub clauses (a) and (b) above.
 - (d) The employee shall not be entitled to the compensatory allowances unless the said authority is satisfied that the employee continues to meet the expenditure for which they are granted.
- (64.2) When an employee is convicted by a competent Court and sentenced to imprisonment, the subsistence allowance shall be paid at the normal rate with effect from the date of such conviction and he / she shall continue to draw the same till the date of his / her removal or dismissal or re-instatement by the competent authority.

65.0 Recovery of University dues from subsistence allowances and furnishing of no employment certificates while under suspension:

- (65.1) Notwithstanding anything contained in sub-rule (64.1) of Rule-64, the authority suspending the employee may withhold the payment of dearness allowance or compensatory allowance or both to the employee under suspension and appropriate the same towards the payment of any amount which may be due to University.
- (65.2) The following provisions apply to the recovery of dues from the subsistence allowance proper -
- (a) **Compulsory deductions:** The following deductions shall be made from the subsistence allowance -
- (i) income tax and professional tax.
 - (ii) house rent and allied charges i.e. electricity, water, furniture etc.
 - (iii) repayment of loans and advances taken from the University at such rates as the University deems it fit to fix.
- (b) **Optional deductions:** The following deductions shall not be made except with the employee's written consent -
- (i) premium due on Postal Life Insurance Policies;
 - (ii) amounts due to Co-operative Stores and Co-operative Credit Societies;
 - (iii) refund of advances taken from General Provident Fund.
- (c) **Other deductions:** The deductions of the following shall not be made from the subsistence allowance -
- (i) Subscription to General Provident Fund.
 - (ii) Amounts due on Court attachments;
 - (iii) Recovery of loss caused to University for which an employee is responsible.
- (65.3) There is no ban to effecting the recovery of over payment from the subsistence allowance, but the competent authority may exercise discretion to decide whether the recovery should be held wholly in abeyance during the period of suspension or it should be effected at full or reduced rate, ordinarily not exceeding 1/3 (one third) of the amount of the subsistence allowance only i.e. excluding dearness allowance and other compensatory allowances.
- (65.4) No payment under sub-rule (64.1) of Rule-64 shall be made unless the employee furnishes a certificate to the following effect before payment is made every month -
- "I certify that I did not accept any private employment or engage myself in any trade or business during the period in question".
- If the authority has any reasons to doubt this certificate; it may ask the Police Authorities to verify the certificate and if the employee is found to have given a false certificate, that shall be construed as an act of misconduct and shall make an additional charge against him / her.
- (65.5) The Compensatory Local Allowance and House Rent Allowance sanctioned at the discretion of the suspending authority under the proviso to sub-rule 64.1, can be drawn only if the employee under suspension certifies that he / she or his / her family or both resided for the period for which the allowance is claimed at the station where he / she was on duty at the time of suspension.
- (65.6) Employees occupying rent free quarters prior to being placed under suspension, may, at the discretion of the suspending authority, be allowed to occupy them to such extent and subject to such conditions as the authority suspending the employee may direct.

66.0 Regularization of pay and allowances and the period of absence from duty where dismissal, removal or suspension is set aside as a result of appeal or review and such employee is reinstated:

- (66.1) When an employee who has been dismissed, removed or suspended is reinstated, the authority competent to make order of reinstatement shall consider and make a specific order -
- (a) regarding the pay and allowances to be paid to the employee for the period of his / her absence from duty; and
 - (b) whether or not the said period shall be treated as a period spent on duty.
- (66.2) Where the authority mentioned in sub-rule (66.1) is of opinion that the employee has been fully exonerated or in the case of suspension that it was wholly unjustified; the employee shall be given the full pay and allowances to which he / she would have been entitled had he / she not been dismissed, removed or suspended as the case may be.
- (66.3) In other case, the employee shall be given proportion of such pay and allowances as the competent authority may prescribe.

Provided that the payment of allowances under sub-rule (66.2) or (66.3) shall be subject to all other conditions under which such allowances are admissible.

- (66.4) In case falling under sub-rule (66.2) the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (66.5) In case falling under sub-rule (66.3) the period of absence from duty 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.

Instruction: *Payment of pay and / or allowances under this Rule should be withheld for any period during which the employee has accepted private employment or engaged in trade or business. A certificate as prescribed in sub-rule (65.4) of Rule-65 shall be obtained from him/ her before the said payment is made.*

- (66.6) In deciding whether any pay and allowance should be granted under this Rule to employees in temporary employment, the period for which the temporary appointment has been sanctioned shall be taken into consideration.
- (66.7) When an appointment made in consequence of a vacancy caused due to the removal or dismissal of an employee is cancelled in order to provide for the reinstatement of the removed or dismissed employee, the cancellation shall not affect retrospectively to the said appointment, and for all purposes, the cancelled appointment shall be held to have been in force up to the date of its cancellation.

67.0 Conversion of suspension period into leave on reinstatement:

- (67.1) The authority competent to order the reinstatement may convert a period of absence from duty from the date of suspension, dismissal or removal, as the case may be, till the date of reinstatement into period of leave admissible under the Rule. The period of such absence may not, however, be converted into leave without pay, except in accordance with the conditions in relevant provisions contained in GCSR Leave Rules, 2002 from time to time. Subsistence allowance paid under this Rule should be adjusted or recovered from the employee when the period of suspension is converted into leave with or without pay.
- (67.2) The conversion of only a part of the period of suspension as leave is not permissible. If a competent authority decides to convert a period spent under suspension into period of leave, the entire period of suspension shall be converted into leave admissible under the Rule.
- (67.3) Before making adjustment in regard to the payment of allowance such as compensatory and house rent allowances, a certificate to the effect that he / she or his / her family or both resided during the suspension period for which the allowance is claimed at any of the stations in which he / she will be entitled to the similar allowance should be obtained from the employee concerned unless they have previously been allowed Compensatory Local Allowance or House Rent Allowance under the proviso to sub-rule 64.1 of these Rules. The certificate to the effect that he

/ she would return to the station or post from which he / she proceeded on leave should be dispensed with in such cases.

(67.4) The order of the competent authority regarding the treatment of the period of absence from duty under this Rule is absolute and no higher sanction would be necessary for the grant of extraordinary leave in excess of three months in so far as temporary employees are concerned.

(67.5) When an employee is reduced as a measure of penalty to a lower post or grade and is subsequently reinstated and the reduction is found to be wholly unjustified or where he / she is wrongfully reverted to lower post otherwise than as a result of department proceedings and is subsequently reinstated to his / her original post with effect from the date of reversion, he / she should be given, in respect of the period for which he / she was reduced, the difference between the pay or leave salary or both and allowances already drawn and those to which he / she would have been entitled had he / she not been reduced.

68.0 Payment of subsistence allowance to an employee arrested or detained under any law:

(68.1) An employee against whom proceedings have been taken either for his / her arrest for debt, or on a criminal charge, or who is detained under any law providing for preventive detention shall be considered under suspension for any period, during which he / she is detained in custody or is undergoing imprisonment, and not allowed to draw any pay and allowance (other than any subsistence allowance that may be granted in accordance with the provisions of Rule 64) for such period until the termination of the proceedings taken against him / her, or until he / she is released from detention and allowed to rejoin duty as the case may be. An adjustment of his / her allowances for such period shall 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 charge/s or (if the proceedings taken against him / her were for his / her arrest for debt) of its being proved that the liability arose from circumstances beyond his / her control or the detention being held by competent authority to be unjustified.

(68.2) An employee against whom a criminal charge or proceeding for arrest for debt is pending shall also be placed under suspension by a specific order to this effect during period when he / she is not actually detained in custody or imprisoned (e.g. whilst released on bail) if the charge made or proceeding taken against him / her is connected with his / her position as employee or is likely to embarrass him / her in the discharge of his / her duties as such or involves moral turpitude. In regard to his / her pay and allowances the provisions of sub-rule-68.1 above shall apply.

69. Adjustment of subsistence allowance against final payment:

The amount of subsistence allowance, if any, already drawn shall be deducted from the pay and allowances or proportion of them which may be granted under Rule 66, 67 or 68 as the case may be.

70. Filling of vacant posts substantively due to reduction, removal or dismissal after one year:

Posts vacated by employee reduced, removed, dismissed or compulsorily retired from service shall not be filled in substantively till after the expiry of one year from the date of such reduction, removal, dismissal or compulsory retirement, or till the final disposal of any appeal, revision application, legal proceedings or notice of suit, if filed by the employee concerned, whichever is later.

71. Grant of pay and allowances on reinstatement does not cancel officiating arrangements:

The grant of pay and allowances or a proportion of them does not cancel any acting arrangements that may have been in force during the period of an employee's suspension, removal, dismissal or reduction.

Note: *In cases where an employee is re-instated when the order of dismissal or removal is set aside for the reason that it was passed by an authority not competent to pass such an order or was passed without giving a reasonable opportunity to show cause in respect of such order, will also be covered by this Rule.*

72.0 NOC for service elsewhere directly

No employee of this University shall apply for service elsewhere directly. Every such application should be submitted through the Registrar and in the case of the Registrar, through the Vice-Chancellor.

(72.1) No permanent employee shall resign his / her post without giving notice of "one calendar month" in writing.

(72.2) In case of employee temporary / probation / contractual / the period of notice shall be of 1 (one) week.

(72.3) The competent authority may, however relieve the employee earlier.

73. Special Pay / Charge Allowances / Officiating Allowances :

(73.1) As per GCSR Pay Rules – 2002 as amended / revised from time to time.

(73.2) The Vice-Chancellor shall be the competent authority for officiating appointment & sanctioning charge allowance in a higher post.

74. Sitting Allowance

Sitting Allowance may be granted by the Syndicate decision from time to time.

75. Bond to be signed for fresh employment

Every fresh employee has to sign bond and if he / she resigns / leaves the University job within two years after joining, he / she has to pay signed amount as decided by Syndicate from time to time.

76.0 Securities

Employee who in the discharge of their ordinary duties are required to handle cash, stores or other assets belonging to the University, shall be required to furnish immediately after appointment on such a post within a month from the date of these Rules come into force, securities for efficient and honest performance of their duties in any of the under-mentioned forms viz. Securities should be taken as per Gujarat Finance Rules 1971 and from time to time.

(76.1) A deposit in cash or any Government securities.

(76.2) A bond to be executed both by the employee and a respectable surety preferably resident of Jamnagar and known to the University for amounts prescribed as under which the Syndicate of the University may from time to time modify / amplify having regard to the value of cash, stores or other assets normally handled by the employee concerned.

(76.3) Failure to comply with the requirement aforesaid may render 50% of the salary (exclusive of allowance) of the employee concerned liable to be with held at the discretion of the Syndicate till such time as the default continues. The University will arrange to have the surety bond renewed at the end of every financial year.

CASHIER :- If cashier handles the cash, the Rules as per Gujarat Finance Rules 1971 and amended / revised from time to time shall be applicable.

STOREKEEPER :- The Rules regarding the handling the store and stock as per Gujarat Finance Rules 1971 and amended / revised from time to time shall be applicable.

77. Superannuation :-

Superannuation will be as per the Government of Gujarat Rules from time to time for every post.

78. Workload / Duty of disposal of work

Workload of Teaching / Physician / Medical Officers / Para Medical staff will be decided as per guidelines of Government / CCIM / AYUSH, while for Non Teaching staff it will be decided as per the Rules of Government of Gujarat from time to time.

APPENDIX – 1 (As per Ordinance -43)**[See Rule - 5]****-: DELEGATION OF POWERS:-**

In exercise of the powers conferred upon it under item (xxxi) of Section 20 of the Gujarat Ayurved University Act, and in suppression of the statement attached to the rules regulating leave and conditions of service, the Syndicate may approve the delegation of its powers to the Vice-Chancellor, the Registrar and such other officers of the University as shown in the **Schedule-I**

EXPLANATORY NOTE:-**New O.43: SCHEDULE-1**

- 1 "Appointing Authority" means the authority to whom the power of appointment is delegated under these rules.
- 2 "Leave Sanctioning Authority" means the authority to whom the power to sanction leave has been delegated under Gujarat Ayurved University Employee's Service (Leave) Rules – 2016.
- 3A For the purpose of sanctioning authority, where the power is delegated to the Government, is to be read as "Syndicate".
- B For the purpose of sanctioning authority where the power is delegated to the Head of the Secretarial Department (Secretary) is to be read as "Vice-Chancellor".
- C For the purpose of sanctioning authority where the power is delegated to the Head of the Department is to be read as "Registrar".
- D "Head of the Office" for the purposes of these rules means the following:
 - 1 The Vice – Chancellor of the University
 - 2 The Registrar of the University
 - 3 The Director of the Board of Post-Graduate Teaching and Research
 - 4 The Director of Pharmacy
 - 5 The Director of Botanical Garden
 - 6 The Principal, Shri Gulabkunverba Ayurved Mahavidyalaya of the University.
 - 7 Any other officer who may be declared as such.
- E "Heads of the Section" means the following
 - [1] The Vice-Chancellor
 - [2] The Registrar
 - [3] The Director of the Board of Post-Graduate Teaching and Research
 - [4] The Director of Pharmacy
 - [5] The Director of Botanical Garden
 - [6] The Principal, Shri Gulabkunverba Ayurved Mahavidyalaya of the University.
 - [7] Hospital Superintendent
 - [8] Deputy Registrar
 - [9] Director of Physical Education
 - [10] Chief Accounts Officer
 - [11] Head of the Teaching Department of Shri Gulabkunverba Ayurved Mahavidyalaya, Jamnagar
 - [12] Deputy Superintendent of Hospital
 - [13] Estate Manager
 - [14] Assistant Registrar
 - [15] Pharmacy Superintendent
 - [16] R.M.O.
 - [17] Librarian
 - [18] Matron
 - [19] Office Superintendent / P.A. to Registrar / P.S. to V.C. / P.A. to Principal
 - [20] Information and Public Relation Officer
 - [21] Press and Publication Officer
 - [22] Any other official who may be declared as such by the Vice-Chancellor

ORDINANCE – 43			
Sr No	Name of Powers	To Whom to be delegated	Extent of Powers to be Delegated
1	POWER TO APPOINT		
	(A) Officers of the University and Principal of Shri Gulabkunverba Ayurved Mahavidyalaya	Vice-Chancellor	Full - Subject to the approval of the Syndicate
	(B) Principals of in campus University Colleges including SFI	Vice-Chancellor	Full - Subject to the duly approved by the Governing Body (in case of SFI) and the Syndicate
	(C) Professors and Readers / Associate Professors in University constituent college.	Vice-Chancellor	Full - On recommendation of the Staff Selection Committee / Departmental Promotion Committee, subject to the approval of the Syndicate
	(D) All teachers in University constituent colleges other than shown in 1 (C) above	Vice-Chancellor	Full - On recommendation of the Staff Selection Committee provided that the appointment should be notified to the Syndicate.
	(E) Employees other than shown in 1(A) above those belonging to Class-I and Class-II cadre of the university	Vice-Chancellor	Full - On recommendation of the Staff Selection Committee / Departmental Promotion Committee, provided that the appointment should be notified to the Syndicate.
	(F) Employees belonging to Class-III cadre of the university.	Registrar	Full - On merit of written examination (for direct recruitment) or recommendation of the Departmental Promotion Committee (for promotion), as the case may be, provided that the appointment should be notified to the syndicate.
	(G) Employees belonging to Class-IV cadre of the university.	Registrar	Full - On recommendation of the Staff Selection Committee provided that the appointment should be notified to the Vice-Chancellor or as per the guidelines issued by Government of Gujarat from time to time.
2	POWER TO CREATE TEMPORARY POSTS		
	(A) For all posts belonging to Class-I and Class-II	Vice-Chancellor	Full - Subject to the approval of the Syndicate / P.G. Board provided that the period does not exceed 11 (eleven) months and budgetary provision exists.
	(B) For all posts belonging to Class-III and Class-IV	Vice-Chancellor	Full - Provided that the period of the post does not exceed 11 (eleven) months & that the budgetary provision exists.
3	POWER TO MAKE TEMPORARY APPOINTMENT FOR ALL CATEGORIES OF THE EMPLOYEES AS PER PROCEDURE LAID DOWN IN THE ORDINANCE-54	Vice-Chancellor	(1) Full. For Academic, Technical & personal staff.
			(2) Full. For other staff on the recommendation of the committee appointed for the purpose.
4	(A) Power to make officiating appointment on the posts of teachers and all other employees who are on leaves / deputed for training exceeds 90 (ninety) days	Vice-Chancellor	Full – As per procedure laid down in the Ordinance-54
	(B) Powers to make stopgap appointment, for all categories of employees till the post is regularly filled up or 11 (eleven) months, whichever is earlier.	Vice-Chancellor	(1) Full. For Academic, Technical & personal staff.
			(2) Full. For other staff on the recommendation of committee appointed for the purpose.

	(C) Power to appoint persons of Class-III and Class-IV, for specific job work or manual work for a period not exceeding 90 days and at the rates reasonably prevalent for such daily wagers at the time of their appointment on lump-sum basis	Vice-Chancellor	Full
5	(A) Powers to make arrangement of temporary additional charge or current charge of the post and to sanction officiating allowance for officers of the University	Vice-Chancellor	Full - As per Gujarat Ayurved University Employee's Service (General) Rules
	(B) Powers to make arrangement of temporary additional charge or current charge of the post and to sanction officiating allowance for employees other than officers of the university	Officer of the University	Full - As per Gujarat Ayurved University Employee's Service (General) Rules
6	POWER TO FIX :		
	(A) Initial pay of officers of the University	Vice-Chancellor	Full - As per the provision made in Pay Rules of Government of Gujarat, after verification by C.A.O..
	(B) Initial pay of all employees other than officers of the University	Registrar	Full - As per provision made in Pay Rules of Government of Gujarat Rules after verification by C.A.O.
7	POWER TO ALLOCATE THE DUTY OF EMPLOYEES		
	(A) Employee of Class – I and II	Vice-Chancellor	Full
	(B) Employee of Class – III and IV	Registrar	Full
8	Power to fix head quarters of any post within the University jurisdiction.	Vice-Chancellor	Full.
9	POWER TO SANCTION LEAVE OF ALL KINDS TO		
	(A) For the officers of the University / Heads of the Institutes / Heads of the centers.	Vice-Chancellor	Full - As per leave rules of University / PGT / SFI Guidelines, as the case may be.
	(B) All Staff working in respective offices under them.	Officers of the University	Full - As per Employee's Service (Leave) Rules 2016 of University.
	(C) All Staff working in respective offices under them.	Heads of Sections	Full - As per Employee's Service (Leave) Rules 2016 of University.
10	Power to sanction leave for the treatment of diseases like T.B., Leprosy, Diabetes, Cancer, Kidney, Heart Disease etc.	Officers of the University	Full - As per Employee's Service (Leave) Rules 2016 of University.
11	POWER TO TAKE DISCIPLINARY ACTIONS SUCH AS:		
	(A) Warning	Heads of Section	Full - In case of subordinate staff working in section under them.

	(B)(1) Stoppage of increment. (without future effect)	Officers of the University	Full – Employee working under their office
	(2) Stoppage of increment. (with future effect), Stoppage of Promotion, Reversion, Degradation, Recovery of loss to the University,	Vice-Chancellor	Full. – for officers of the University and Other employees whose appointing authority is Vice-Chancellor. Appellate authority shall be the Syndicate
		Registrar	Full. – for employees whose appointing authority is Registrar Appellate authority Shall be Vice-Chancellor
	(C) Suspension.	Vice-Chancellor	Full. – for officers of the University and Other employees whose appointing authority is Vice-Chancellor
		Registrar	Full. – for employees whose appointing authority is Registrar
	(D) Dismissal, Termination and Compulsory Retirement.	Vice-Chancellor	Full - In respect of class IV employees only. Appellate authority Shall be Syndicate
		Syndicate	Full - In respect of Class I, II, III employees only.
12	POWER TO ACCEPT RESIGNATION OF:		
	(A) Officers of the University and Class – I Employee of the University.	Vice-Chancellor	Full - As per University Employee Service (General) Rules – 2016
	(B) Class-II, III and Class IV Employee of the University	Registrar	Full - As per University Employee Service (General) Rules – 2016
13	Power to approve Lien for all staff.	Vice-Chancellor	As per University Employee Service (General) Rules – 2016
14	(A) Power to give permission to attend conferences, meetings, seminars, workshops or business of the University outside the state within and outside the country.	Vice-Chancellor	Full-Provided that the report of the visit shall be submitted by the person concerned and subject to admissibility of duty leave as per Employee Service (Leave) Rules – 2016 of University.
	(B) Power to give permission to employee to attend conferences, meetings, seminars, nidan camps, and other business of the University and workshops within the State.	Officers of the University	Full-Provided that the permission is given to a Employee and that the attendance is in the interest of the University and subject to admissibility of duty leave as per Employee Service (Leave) Rules – 2016 of University.
15	Power to allow acceptance of honorarium, remuneration / royalty fees etc by any employee.	Vice-Chancellor	Full – As per rules of Government of Gujarat / concerned competent authority from time to time.
16	Power to depute University employee for training course, long / short term training and to sanction duty pay and allowance during such period of training.	Vice-Chancellor	Full – for the Officers of the University.
		Registrar	Full – for an employee other than the Officers of the University.

17	POWER TO EXECUTE CONTRACT FOR		
	(A) Under Section 45 of the Act for Officers / Teachers appointed by the competent authority.	Registrar	Full
	(B) Student of University constituent College	Principal	Full.
	(C) Any other contract.	Registrar	Full
18	POWER TO SANCTION		
	(A) Regular Increment of Officers of the University and Employees of Class-I and Class-II cadre	Vice-Chancellor	Full.
	(B) Regular Increment of other than officers of the University and Employees of Class-I and Class-II cadre	Officers of the University	Full. – Employees working under them
19	Power to sanction pension & death-cum retirement gratuity to the employee of the University.	Registrar	Full - As per provision made in Statutes, Ordinances & Pension rules after verification by Chief Account Officer.
20	Power to sanction payment of gratuity to the University employees.	Vice-Chancellor	Full - After verification by Chief Account Officer.
21	Power to sanction transfer of Office Equipments, Laboratory Equipments and Instruments and others Machineries , Furniture, Fixtures other dead stock materials and surplus articles from one office to another.	1. Vice-Chancellor	Full
		2. Officers of the University	Within their own Unit/Office.
22	(A) Power to sanction New telephone and Internet connection for offices and at residence.	Vice-Chancellor	Full.
	(B) Power to sanction shifting of telephone / internet connection, granting extension there from.	Officers of the University	Full.
23	(A) Power to sanction Telephone Bills and Milk bills.	Officers of the University	Full
	(B) Power to sanction Electricity Bills and Water Supply Bills and other Government Taxes, Corporation Taxes.	Estate Manager	Full
24	Power to accept, acquire, hold, let or sell or dismantle University property.	Vice-Chancellor	Full - Subject to approval of the Syndicate / P.G. Board
25	Power to sanction hiring of accommodation for office use and other than office use.	Vice-Chancellor	Full - Subject to (a) Amount of rent not exceeding Rs. 20,000/-per month
			(b) In special cases, as per the allocated financial powers.

26	(A) Power to sanction journey within State.	1. Vice-Chancellor	Full - For the officers of the university/ head of the institute/ head of the center.
		2. Officers of the University	Full – for all employees of concerned offices.
	(B) Power to sanction journey outside State but within the country.	1. Vice-Chancellor	Full- Above the cadre of O. S. & its equivalent.
		2. Officers of the University	Full – Up to the cadre of O. S. & its equivalent.
	(C) Power to sanction journey outside the country.	1. Vice-Chancellor	Full - up to the limit of 60 days
		2. Syndicate / PG Board	Full – more than 60 days but up to 365 days.
27	Power to waive recovery	Vice-Chancellor	Full - Subject to amount not exceeding Rs. 5000/- in each case.
28	POWER TO SANCTION EXPENDITURE FOR		
	Inter Collegiate and Inter University sports tournaments, adventure activities and cultural / literary events / competitions.	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
		6. Director Physical Education	up to Rs. 10,000/-
29	Power to sanction expenditure for on ceremonial functions & exhibitions for which budgetary provision does not exist.	Vice-Chancellor	Full - Rs. 2 lakhs in a year subject to the availability of funds.
30	POWER TO SANCTION GPF/CPF ADVANCE/ PART FINAL / FINAL WITHDRAWAL		
	(A) ADVANCES, and Special Advances	Registrar	Full - As per provident fund rules.
	(B) Part Final, Final Withdrawal and Special Case	Registrar	Full - As per provident fund rules.
31	POWER TO SANCTION		
	(A) Advances other than C.P.F/G.P.F.	1. Vice-Chancellor	Full up to Rs. 2,00,000/-(two lakhs)
		2. Registrar	Full up to Rs. 50,000/-(fifty thousand)
		3. Officers of the University	Limited within the budget provision and up to Rs. 25,000/-
	(B) Other advances		
	(i) Festival and Food Grain Advance	Officers of the University	Full - Subject to rules in this behalf
(ii) Other advances declared by Government of Gujarat from time to time	Officers of the University	Full - Subject to rules in this behalf	

32	Power to make purchases of Furnitures, Fixtures, Equipment, Machineries, Vehicles, Stationeries, Instruments, prepared and raw drugs materials, Medicines, Dead Stock Items, contingent items misc. materials, etc.	1. Syndicate	Full - Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Full - Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	Full - up to Rs. 2 lakhs
		4. Registrar	Full - up to Rs. 50,000/-
		5. Officers of the University	Full- up to Rs. 25,000/-
33	Power to sanction expenditure on repairs and purchase parts of items mentioned in 32 above	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
		6. Estate Manager	up to Rs. 10,000/-
		7. Computer Programmer	up to Rs. 10,000/-
34	Power to Sanction other expenditure (excluding pay and allowances) not covered in 32 and 33	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
35	Power to disposal of surplus material and un service able dead stock articles.	1. Vice Chancellor	Full - Subject to unserviceability certificate of the Estate Manager after the approval of the committee for the purpose from time to time.
36	POWER TO WRITE OFF:		
	(A) Unserviceable articles / materials	Vice-Chancellor	Full - Subject to unserviceability certificate of the Estate Manager after the approval of the committee for the purpose from time to time.
	(B) Perishable Articles.	Officers of the University	Up to Rs. 10,000/-
	(C) Loss of material due to shortage in storage within the prescribed limit.	Vice-Chancellor	Up to Rs. 25,000/- and subject to sanction of the Syndicate/ P.G. Board if it exceeds Rs. 25,000/-
	(D) Loss or shortage of money, stores, equipments and other property caused by defaults / negligence / misappropriation / theft etc.	Vice-Chancellor	Up to Rs. 25,000/-and subject to sanction of the Syndicate/P.G. Board if it exceeds Rs. 25,000/-
(E) Other loss due to calamities like earthquake, cyclone, flood, fire, riots, etc.	Vice-Chancellor	Full – Subject to the loss to be notified to the Syndicate/ P.G. Board.	

37	POWER TO ACCORD:		
	(A) Administrative approval to capital works.	Vice-Chancellor	Full – Provided that the work is approved by concerned authorities / committees and existing budget provision.
	(B) Technical sanction to capital works.	1. Vice-Chancellor	Full – on recommendation of Building committee
	(C) Approval to major / minor works and Special repairs related to addition, alteration, extension and repairs to existing Buildings of the University including purchase of materials required for these works.	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
4. Registrar		up to Rs. 50,000/-	
	5. Estate Manager	up to Rs. 10,000/-	
38	Power to sanction expenditure on Clothing Uniform, Umbrella, Rain coats, Protective wares etc. to the University employees	Registrar	Full - Subject to budget provision and as per Govt. Resolution from time to time.
39	Power to sanction Hiring of Electrical and Electronic Equipments, Vehicle, Mandap Service Items, furniture, fixtures, Xerox Machines etc.	1. Vice-Chancellor	Full - Limited up to Rs. 2 lakhs.
		2. Registrar	Limited up to Rs. 50,000/-
		3. Officers of the University	Limited up to Rs. 25,000/-
40	Power to sanction re-appropriation of funds between heads of the budget	Vice-Chancellor	Full - Subject to notification of such re-appropriations to the Syndicate
41	Power to open / close bank account in the name of the University and to authorize officer, teacher or employee of the University to operate the account	Vice-Chancellor	Full
42	Power to hold permanent advance / imprest & to incur expenditure to the extent of Rs. 1,000/- per item.	1. Director of Pharmacy	Rs. 5,000/-
		2. Director of Botanical Garden	Rs. 5000/-
		3. Principal (S.G.A.M.)	Rs. 5,000/-
		4. Supdt. (UG Chikitsalaya)	Rs. 5,000/-
		5. Deputy Registrar	Rs. 5000/-
		6. C. A. O.	Rs. 5,000/-
		7. Estate Manager	Rs. 5000/-
		8. Computer Programmer	Rs. 5000/-
		9. Press & Publication officer	Rs. 2000/-

43	Power to sanction refund of:		
	(A) Any kind of refunds.	Vice-Chancellor	Full - after verification by CAO
	(B) All types of fees, caution money and deposits received from students.	Principal	Full – after verification by CAO
	(C) Auditorium deposit, deposit on academic costumes.	Registrar	Full - after verification by CAO
	(D) Deposit and advance received from contractors and other agencies including earnest money deposit / security deposit / other deposits.	1. Registrar	Full - after verification by CAO
		2. Estate Manager	after verification by C. A. O . Rs. 10,000/- Subject to terms of agreements / contracts.
44	(A) Power to incur expenditure on Printing and binding or any other work pertaining to press to be done outside the University Press. (B) Power to incur expenditure on printing and binding or any other printing work to be done in the University Press.	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
		6. Press and Publication Officer	up to Rs. 5000/- provided that University Press is unable to do the work. (Subject to availability of funds)
45	Power to sanction supply of Medicines to Hospitals from University Pharmacy.	Hospital Supdt. of chikitsalaya and PGT Hospital	Full Subject to budget provision and availability of funds
46	Power to signature in Bank Cheque	Accountant / C.A.O. / Registrar-any two out of the three	Up to Rs. 10,000/-
		C.A.O. and Registrar	1. Above Rs. 10,000/- In case of the cheques exceeding Rs.10,000/-, 2. In the absence of C.A.O. or Registrar, the Accountant's signature is a must in such cases. The Abstract Register should be necessarily produced before the C.A.O. / Registrar
47	Power to sign in GPF Cheque	Registrar	Full
48	Power to sanction Pay, Allowances & all kinds of contingent bills and T.A. bills	C.A.O	Full. As per orders passed by competent authority

APPENDIX - 2
[See Rule - 7]

GUJARAT AYURVED UNIVERSITY, JAMNAGAR				
Statement showing the Class - I posts (Total Posts - 25) sanctioned by State Government				
No.	Designation	Sanctioned Posts	Pay Bands/ Scale (as per sixth pay scale)	Grade Pay
Non Teaching Class - I Posts				
1	Registrar	1	15600-39100	7600
2	Principal	1	15600-39100	7600
3	Director of Pharmacy	1	15600-39100	6600
4	Director of Botanical Garden	1	10000-325 15200 (Pre-revised)	
5	Director of Physical Education	1	15600-39100	6600
6	Deputy Registrar	2	15600-39100	6600
7	Chief Accounts Officer	1	15600-39100	6600
8	Deputy Superintendent of Hospital	1	15600-39100	6600
	Total Non-Teaching Posts (Class - I)	9		
U. G. Teaching Class - I Posts				
9	Professor	1	15600-39100	7600
10	Reader - Sanskrit Samhita Siddhant	2	15600-39100	6600
11	Reader - Sharir Kriya Vignan	1	15600-39100	6600
12	Reader - Sharir Rachna Vignan	1	15600-39100	6600
13	Reader - Dravyaguna	1	15600-39100	6600
14	Reader - Rasa Shastra & B. K.	1	15600-39100	6600
15	Reader - Aged Tantra	1	15600-39100	6600
16	Reader - Prasuti Tantra & Stri Roga	1	15600-39100	6600
17	Reader - Kayachikitsa	1	15600-39100	6600
18	Reader - Panchkarma	1	15600-39100	6600
19	Reader - Shalya Tantra	1	15600-39100	6600
20	Reader - Shalakya Tantra	1	15600-39100	6600
21	Reader - Kaumarbhritya	1	15600-39100	6600
22	Reader - Rog Vigyan & Vikruti Vigyan	1	15600-39100	6600
23	Reader - Swasthvrut	1	15600-39100	6600
	Total U.G. Teaching Posts (Class - I)	16		
	TOTAL CLASS - I POSTS	25		

APPENDIX - 3
[See Rule - 7]

GUJARAT AYURVED UNIVERSITY, JAMNAGAR				
Statement showing the Class - II posts (Total Posts - 37) sanctioned by State Government				
No.	Designation	Sanctioned Posts	Pay Bands/ Scale (as per sixth pay scale)	Grade Pay
Non Teaching Class - II Posts				
24	Pharmacy Superintendent	1	9300-34800	5400
25	Assistant Registrar	1	9300-34800	5400
26	Cost Accountant	1	9300-34800	5400
27	Estate Manager	1	9300-34800	5400
28	Resident Medical Officer (U.G.)	1	9300-34800	5400
29	Information & Public Relation Officer	1	9300-34800	4600
30	Press & Publication Officer	1	9300-34800	4600
31	Office Superintendent	2	9300-34800	4600
32	P.A. cum Steno to Vice-Chancellor	1	9300-34800	4600
33	P.S. to Vice-Chancellor	1	9300-34800	4600
34	P.A. to Registrar	1	9300-34800	4600
35	P.A. to Principal	1	9300-34800	4600
	Total Non-Teaching Posts (Class - II)	13		

U. G. Teaching Class - II Posts				
36	Lecturer - Sanskrit Samhita Siddhant	3	9300-34800	5400
37	Lecturer - Sharir Kriya Vignan	1	9300-34800	5400
38	Lecturer - Sharir Rachna Vignan	2	9300-34800	5400
39	Lecturer - Dravyaguna	2	9300-34800	5400
40	Lecturer - Rasa Shastra & B. K.	2	9300-34800	5400
41	Lecturer - Rog Vigyan & Vikruti Vigyan	2	9300-34800	5400
42	Lecturer - Swasthvrut	1	9300-34800	5400
43	Lecturer - Aged Tantra	1	9300-34800	5400
44	Lecturer - Prasuti Tantra & Stri Roga	2	9300-34800	5400
45	Lecturer - Kaumarbhritya	1	9300-34800	5400
46	Lecturer - Kayachikitsa	3	9300-34800	5400
47	Lecturer - Shalya Tantra	2	9300-34800	5400
48	Lecturer - Shalaky Tantra	1	9300-34800	5400
49	Lecturer - Panchkarma	1	9300-34800	5400
Total U. G. Teaching Posts (Class - II)		24		
TOTAL CLASS - II POSTS		37		

APPENDIX - 4
[See Rule - 7]

GUJARAT AYURVED UNIVERSITY, JAMNAGAR				
Statement showing the Class - III posts (Total Posts - 101) sanctioned by State Government				
No.	Designation	Sanctioned Posts	Pay Bands/ Scale (as per sixth pay scale)	Grade Pay
Non Teaching Class - III Posts				
50	Assistant Pharmacist	1	9300-34800	4400
51	Accountant	3	9300-34800	4400
52	Head Clerk	3	9300-34800	4200
53	Cashier	2	9300-34800	4200
54	Store keeper	3	9300-34800	4200
55	Statistical Assistant	1	5200-20200	2800
56	Assistant Matron	1	5200-20200	2800
57	Sister	3	5200-20200	2800
58	Staff Nurse	5	5200-20200	2800
59	Had Vaidya (Physiotherapist)	1	4500-7000 (Pre-revised)	
60	Laboratory Technician	3	5200-20200	2800
61	Foreman	2	5200-20200	2800
62	Assistant Binder	1	5200-20200	2800
63	Proof Reader	1	5200-20200	2400
64	Press Man	2	5200-20200	2400
65	Assistant Compose Foreman	8	5200-20200	2400
66	Electric Mistry	1	5200-20200	2400
67	Messure	4	5200-20200	2400
68	Senior Clerk	10	5200-20200	2400
69	Compounder	5	5200-20200	2400
70	Pharmacist cum Compounder	1	5200-20200	2400
71	Laboratory Assistant	5	5200-20200	1900
72	Junior Clerk cum Typist	27	5200-20200	1900
73	Case Writer	1	5200-20200	1900
74	Driver	2	5200-20200	1900
75	Mid Wife	3	5200-20200	1900
76	Dresser	1	4440-7440	1650
Total Non-Teaching Posts (Class - III)		100		
U. G. Teaching Class - III Posts				
77	Clinical Registrar	1	9300-34800	4400
Total U. G. Teaching Posts (Class - III)		1		
TOTAL CLASS - III POSTS		101		

APPENDIX - 5
[See Rule - 7]

GUJARAT AYURVED UNIVERSITY, JAMNAGAR				
Statement showing the Class - IV posts (Total Posts - 111) sanctioned by State Government				
No.	Designation	Sanctioned Posts	Pay Bands/ Scale (as per sixth pay scale)	Grade
Non Teaching Class - IV Posts				
78	Cook	2	4440-7440	1400
79	Gardener	3	4440-7440	1400
80	Roneo Operator	1	4440-7440	1400
81	Peon	20	4440-7440	1300
82	Watchman	11	4440-7440	1300
83	Helper	1	2550-3200 (Pre-revised)	
84	Attendant	1	4440-7440	1300
85	Laboratory Attendant	4	4440-7440	1300
86	Museum Attendant	2	4440-7440	1300
87	Pharmacy Attendant	2	4440-7440	1300
88	Ward Attendant	9	4440-7440	1300
89	Aya	3	4440-7440	1300
90	Maid	2	4440-7440	1300
91	Water Maid	2	4440-7440	1300
92	Kitchen Servant	3	4440-7440	1300
93	Pharmacy Worker	30	4440-7440	1300
94	Sweeper	15	4440-7440	1300
Total Non Teaching Posts (Class - IV)		111		
TOTAL CLASS - IV POSTS		111		

ABSTRACT

No.	Class	No. of Posts
1	Total Class - I Posts	25
2	Total Class - II Posts	37
3	Total Class - III Posts	101
4	Total Class - IV Posts	111
Total Posts (Class I + II + III + IV)		274

No.	Name of the Post	M.O.	Press	Pharmacy	U.G.	Chikitsalay	Total
1	Registrar	1	0	0	0	0	1
2	Principal	0	0	0	1	0	1
3	Director of Pharmacy	0	0	1	0	0	1
4	Director of Botanical Garden	1	0	0	0	0	1
5	Director- Physical Education	1	0	0	0	0	1
6	Deputy Registrar	2	0	0	0	0	2
7	Chief Accounts Officer	1	0	0	0	0	1
8	Deputy Supdt. of Hospital	0	0	0	0	1	1
9	Pharmacy Supdt.	0	0	1	0	0	1
10	Assistant. Registrar	1	0	0	0	0	1
11	Cost Accountant	0	0	1	0	0	1
12	Estate Manager	1	0	0	0	0	1
13	R.M.O. U.G.	0	0	0	0	1	1
14	Information & P.R.O.	1	0	0	0	0	1
15	Press & Publication Officer	0	1	0	0	0	1
16	P.A cum Steno to V.C.	1	0	0	0	0	1
17	P.S. to V.C.	1	0	0	0	0	1
18	P.A. to Registrar	1	0	0	0	0	1
19	P.A. to Principal	0	0	0	1	0	1
20	Office Supdt.	1	0	0	1	0	2
21	Accountant	1	0	0	1	1	3
22	Assistant Pharmacist	0	0	1	0	0	1

No.	Name of the Post	M.O.	Press	Pharmacy	U.G.	Chikitsalay	Total
23	Head Clerk	2	0	0	0	1	3
24	Cashier	1	0	0	0	1	2
25	Store Keeper	0	0	2	0	1	3
26	Assistant Matron	0	0	0	0	1	1
27	Had Vaidya	0	0	0	0	1	1
28	Sister	0	0	0	0	3	3
29	Foreman	0	1	1	0	0	2
30	Statistical Assistant	1	0	0	0	0	1
31	Laboratory Technician	0	0	0	3	0	3
32	Staff Nurse	0	0	0	0	5	5
33	Assistant Binder	0	1	0	0	0	1
34	Proof Reader	0	1	0	0	0	1
35	Press Man	0	2	0	0	0	2
36	Assistant Compose Foreman	0	8	0	0	0	8
37	Electric Mistry	0	0	0	0	1	1
38	Messure	0	0	0	0	4	4
39	Senior Clerk	6	0	1	3	0	10
40	Compounder	0	0	0	0	5	5
41	Pharmacist Cum Compounder	0	0	0	0	1	1
42	Laboratory Assistant	0	0	4	1	0	5
43	Junior Clerk - cum - Typist	20	1	3	2	1	27
44	Mid wife	0	0	0	0	3	3
45	Driver	2	0	0	0	0	2
46	Case Writer	0	0	0	0	1	1
47	Dresser	0	0	0	0	1	1
48	Cook	0	0	0	0	2	2
49	Gardener	2	0	0	0	1	3
50	Roneo Operator	1	0	0	0	0	1
51	Peon	8	1	1	5	5	20
52	Watchman	5	0	0	4	2	11
53	Helper	1	0	0	0	0	1
54	Attendant	1	0	0	0	0	1
55	Laboratory Attendant	0	0	0	4	0	4
56	Museum Attendant	0	0	0	2	0	2
57	Pharmacy Attendant	0	0	2	0	0	2
58	Ward Attendant	0	0	0	0	9	9
59	Aya	0	0	0	0	3	3
60	Maid	0	0	0	2	0	2
61	Water Maid	0	0	0	2	0	2
62	Kitchen Servant	0	0	0	0	3	3
63	Pharmacy Worker	0	0	30	0	0	30
64	Sweeper	2	0	1	5	7	15
65	Professor	0	0	0	1	0	1
66	Reader	0	0	0	15	0	15
67	Lecturer	0	0	0	24	0	24
68	Clinical Registrar	0	0	0	0	1	1
	Total	66	16	49	77	66	274

Note :- M.O. = Main Office
Press = Press Section
Pharmacy = Pharmacy Section
U.G. = Under Graduate College
Chikitsalay = U.G. Chikitsalay

New sanctioned post (under plan) by Government of Gujarat

GUJARAT AYURVED UNIVERSITY, JAMNAGAR				
Statement showing the new sanctioned posts (Total Posts -25) sanctioned by Government of Gujarat				
No.	Designation	Sanctioned Posts	Pay Bands/ Scale (as per sixth pay scale)	Grade
Teaching Class - I Posts				
1	Professor	4	15600-39100	7600
Teaching Class - III Posts				
2	Bio Statistician	1	9300-34800	4200
3	Yoga Expert	1	5200-20200	2800
Non Teaching Class - II Posts				
4	Medical Officer	4	9300-34800	5400
Non Teaching Class - III Posts				
5	Matron	1	9300-34800	4200
6	Head Nurse (Assistant Matron)	1	5200-20200	2800
7	Staff Nurse	5	5200-20200	2800
8	Laboratory Technician	2	5200-20200	2800
9	Physiotherapist	1	5200-20200	2800
10	Compounder (Pharmacist)	1	5200-20200	2400
11	Laboratory Assistant	1	5200-20200	1900
12	X Ray Technician	1	5200-20200	1900
13	Midwife	1	5200-20200	1900
14	Dresser	1	4440-7440	1650
Total		25		

APPENDIX - 6
[See Rule - 12]

Rules for the examination of candidates as to their Physical Fitness

1. Candidates will be examined and certified by the Medical Board of the Gujarat Ayurved University.

Note: *In case of medical examination of female candidate, one of the members of the Medical Board examining such candidate should be a Lady Medical Officer.*

The Medical certificate shall be in the following form -

Medical Certificate		
1	Name of candidate	
2	The post to which appointed	
3	Department in which appointed	
4	Age according to School Leaving Certificate / SSC Board Certificate / Aadhar Card	
5	Left hand thumb impression of the candidate	
6	Whether vaccinated or not?	
7	Marks of identification	1. 2.
8	Height (cms)	
9	<p>We certify that we have examined the above mentioned candidate and cannot discover that he / she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____ . We do not consider this a disqualification for employment in the Gujarat Ayurved University, Jamnagar for the above post.</p> <p>Signature and Designation of all members Date: Place: Seal of office</p>	

2. In the case of female candidates, the examination will be confined to the general condition of health and constitution only.
3. Chairman of the Medical Board should, when required to do so, examine successful candidates as to their physical fitness both before admission into the training and before they are appointed to service.
4. Appointing authority will furnish to the candidate with a letter of cognizance stating the department and the appointment to which the candidate will be appointed and also briefly summarize the nature of the work he or she will have to perform, and making mention of any special hardships of climate, weather fatigue and the like which the candidate will have to endure. The letter of cognizance (printed in **Schedule-B**) shall be provided to the board before the examination.
5. The utmost care should be exercised in furnishing certificates of physical fitness to candidate for services, and applicants will be required by the appointing authority to declare in writing, when possible, whether they have at any time been pronounced unfit for employment by a duly constituted medical authority.
- 6.0 (6.1) The examination as to the physical fitness of candidates will comprise routine examination into the health and bodily condition of candidates as per schedule E,

The following additional points should be observed:-

- a) that his / her teeth are in good order and that he / she is provided with dentures where necessary for effective mastication (well filled teeth will be considered as sound);
- b) that the chest is well formed and his / her chest expansion is sufficient and that the heart and lungs are sound;
- c) that there is no evidence of any abdominal disease;
- d) that his / her limbs, hands and feet are well formed and developed and that there is free and perfect motion of all joints;
- e) that there is no congenital malformation or defect;
- f) that he / she does not bear traces of acute or chronic disease pointing to an impaired constitution;
- g) that he / she bears marks of efficient vaccination;

- h) that he / she is free from communicable disease. How? (Temporary Unfit?)
 - i) Grade-I Haemorrhoids should be declared 'Fit'.
 - j) Absence of one Testis in the scrotum should be declared 'Fit'. However possibility of undescended testis is to be ruled out.
 - k) Diseases such as Hernia, Hydrocele, Varicose Veins, Hemorrhoids etc. which can be cured by surgical means should be declared only 'Temporarily Unfit' and should be declared 'Fit' after successful surgery.
 - l) All candidates with malignancies detected at the time of entry into service should be declared 'Unfit'.
 - m) All candidates having transplanted major organs should be declared 'Unfit' except corneal Transplant.
- (6.2) Every candidate must make a statement in the form attached at the time of medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below (**Schedule-'C'** to this appendix.)
7. Candidate will be required to pass the visual test laid down in the regulations as to the standards of vision, (vide **Schedule-'A'** below.) A candidate whose standard of vision does not come up to the requirement of services specified in **Annexure-'A'** of **Schedule-'A'** shall be referred to the Board of Referees for assessment of their visual standard in relation to the nature of work the candidate is expected to do. The candidate declared unfit by the Board of Referees will not be eligible for appointment in Service.
 8. Board should note in the certificate of physical fitness the fact of vaccination having or not having been performed and should also take the left hand thumb impression of the candidate thereon.
 9. Chairman of Medical Board who is in doubt about the fitness of a candidate should refer to other Medical Board. In such case, University Medical Board has to declare candidate fit or unfit for the post of which he/she was appointed within the time period of 30 days after receiving of opinion for which he/she was referred, moreover, opinion of other medical board can not be ignored by University Medical Board.
 10. If in the opinion of the Medical Board, a candidate is unfit, he / they shall issue to such candidate a certificate in the following form -

FORM

I The candidate is "unfit for all services" (please give specific reasons)

- (a)
- (b)
- (c)

II The candidate is "unfit" for specific services (please give reasons)

- (a)
- (b)
- (c)

III The candidate is "temporarily unfit" for all services / specific services (please give reasons specific to recommendation)

- (a)
- (b)
- (c)

Note 1: The candidate is advised to report to Medical Board of University after correction of their conditions on which he/she was declared temporary unfit for the service after the expiry of scheduled time frame without fail for re-evaluation of the specific condition. The maximum time provided for any correction can not be more than 6 month under any circumstances. Candidates not reporting within the indicated time are liable to be declared "unfit" on medical grounds.

Date

Signature of chairman and Members

12. Candidates pronounced unfit except on grounds of visual test shall with the permission of the Head of the Office concerned, be entitled to appeal to the Vice-Chancellor of the University in the prescribed format mentioned in schedule- D, through the examining the Medical Board, who in forwarding the appeal will state his, her or their reasons for the decision. Vice-Chancellor of the University will decide whether the candidate should be examined by another Medical Board if the candidate was previously examined by a University Medical Board.

SCHEDULE - 'A'**[(See Rule - 7 of Appendix - 6]****Regulation as to the standard provision**

1. When a candidate for admission into the services of Gujarat Ayurved University appears before the medical authority for visual test, the medical authority shall be guided by the different minimum standards as prescribed in **Annexure-'A'** to this Schedule. This is the "Sorting Out" stage, where the obviously suited are certified fit without further trouble.
- 2.0 The doubtful and unsuitable cases shall be referred to a "Board of Referees", (authorized by govt.) by the Vice Chancellor of the University comprising of at least three ophthalmologists who shall get the cases examined on the following points:-
 - (2.1) Previous record of glasses worn.
 - (2.2) Determination of refractive error under homatropine.
 - (2.3) Fundus changes, particularly in the anterior part of choria-retina.
 - (2.4) Vitreous changes.
 - (2.5) Absolute Visual Acuity.
 - (2.6) Radius of curvature of cornea.
 - (2.7) Ascertainment of the nature of his work, particularly in relation to subjective and objective hazards.

And shall assess the visual capacity against the visual task expected in which they shall be guided by certain classic standards according to the work to be assigned to the candidate.
3. The Board shall have the right to order the re-examination of a candidate annually for three years to determine the stability or instability of a refractive error before he is finally confirmed.
4. The "Board of Referees" decision shall be final and irrevocable.
5. When a candidate is referred to a Medical Board, the Board shall be guided by the standards laid down in **Annexure-'A'** (Preliminary standards) and those who fall short of the standard shall be referred to the "Board of Referees".
6. Rules for the guidance of Board of Referees are as specified in **Annexure- 'B'**

ANNEXURE - 'A' of APPENDIX - 6
(See Rule - 7 of Appendix - 6)
Preliminary Visual Standard for all Services
Group - 'A'

For post requiring a very high degree of vision acuity with glasses and moderate degree without glasses -

Visual acuity –

6/24 each eye without glasses.

6/6 each eye with ± 2.5 D after correction.

Normal colour vision as tested with the Ishihara test.

No evident signs of infective condition of the external eye e.g. Trachoma.

No squint.

Posts for which such a high standard is required - All Class-I and certain Class- II posts viz. Medical Services

Group - 'B'

For posts requiring a high degree of visual acuity with visual aids (glasses) Visual acuity –

6/6 each eye with ± 4.0 D after correction.

No infective condition of the external eye.

No squint.

Posts for which such a high standard with glasses are required - Class-II posts and certain Class-III posts viz. compounders

Group - 'C'

For posts which can do with a moderate degree of visual acuity -

Visual acuity –

Better eye 6/6 ± 4.0 D worse eye 6/24 with glasses.

No infective condition of the external eye.

Posts that can do with such a moderate degree of visual acuity -

Grade-III posts and all types of desk-work e.g. Clerks, Accountants, Organizing Officers and Store-keepers

Group - 'D'

For posts which do not require acute central visual acuity -

Visual acuity -

Better eye 6/12 with correction.

Worse eye 6/24 with correction.

No infective condition of the external eye.

Posts that can do with such visual acuity -

Ward boys in hospitals, menials, sweepers, peons, messengers, and all those belonging to Class-IV in whom a moderate visual acuity is enough to enable them to perform their duties.

Note: All those who fall short of the above standard are not necessarily failed but shall be referred to the "Board of Referees" for expert opinion.

ANNEXURE - 'B' of APPENDIX – 6**(See Rule - 6 of Rules in Schedule - 'A' of Appendix - 6)****Rules for the guidance of the Board of referees**

1. Visual acuity: An eye that cannot be brought to 6/6 after correction calls for a detailed examination.
2. Pupil reaction: A sluggishly reacting pupil is an eye for detailed examination.
3. Fundus changes in Myopia: A general rarified appearance of the fundus, particularly in the centro-coecal and anterior parts; a temporal crescent with its points almost meeting to form an annual ring round the disc and pigment degeneration are signs of grave import and ground for failing a candidate.

In a high degree of myopia a narrow temporal crescent in itself must not be a criterion for failing a candidate.

Fundus diseases: In other fundus diseases all lesions of a progressive nature are grounds for failing.

4. Refractive error: But for posts under Group 'A' under the preliminary visual standards, the standards may be considerably relaxed. More attention is to be paid to the type of refractive error than the degree. In this measurement of the radius of curvature of the cornea and its refractive power and the condition of the eye grounds and vitreous will determine a physiological or a pathological error. Thus myopia of 10 D with a corneal refraction of 45 D or 46 D (normal 44 D) and healthy eye-grounds and no vitreous opacities is no risk myopia whereas myopia of 4 D with a corneal refractive power of 44 D or less with a rarified anterior choroid is full-risk myopia and may be disqualified. Thus no limit is set for the degree of myopia for the expert referees.
5. Amblyopia: If one eye vision is defective from whatever cause (squint, opacity, muscular trouble) it matters little then whether the eye has vision finger counting at 6 meters or 6/12. That eye is useless for central vision, in the presence of the better eye. The only concern there is: (a) whether the eye has good peripheral vision. (b) Does the condition in that eye

constitute a danger by itself? If the eye has good peripheral vision, the person can do any duty that does not require binocular vision. All causes giving rise to defective vision in one eye from an opacity, fundus disease or squint, paralytic or non-paralytic or external disease should be investigated in every case and the capacity of that person to fit for the duty he is expected to do, is assessed by the Expert Board. In that direction special attention should be given to whether such an eye condition suggests a possibility of similar developing in the other eye.

6. In the event of any doubts as to the progressibility or otherwise of any case the Board reserves the rights of examining the case once in every year and to defer its final decision until three years have passed.

SCHEDULE - 'B'**[(See Rule - 4 of Appendix - 6)]****Letter of cognizance to be taken by a candidate undergoing physical fitness examination**

No:

Place:

Date:

From

The.....

.....

To

The Chairman,

Medical Board,

P.G. Hospital,

Gujarat Ayurved University,

JAMNAGAR

Subject: Medical examination for physical fitness for Service of the Gujarat Ayurved University

Sir,

I am directed to request that the bearer _____ a candidate for employment in the post of _____ in the cadre of _____ Department, may kindly be examined by a Medical Board and this office be furnished with opinion of the Board regarding his health and age in the prescribed form. Particulars of this candidate are given below:-

(1) Height:

(2) Figure:

(3) Personal marks:

(i)

(ii)

This candidate is expected to do _____ (Rule-4 in Appendix-6 of these rules).

This candidate had made a declaration before me to the effect that he was declared fit/temporary unfit/unfit for service of the University previously by any duly constituted medical authority

Yours faithfully,

(Name of the Officer)

Head of concern Establishment Section

SCHEDULE - 'C'**[See Rule - 6(2) of Appendix - 6]****A form of declaration by a candidate at the time of medical examination**

(1) State your name in full (in Block letters):

(2) State your age and place of birth:

(3.0) (3.1) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis; or

(3.2) Any other disease or accident requiring confinement to bed and medical or surgical treatment? (If so specify the period)

(4) When were you last vaccinated:

(5) Have you or any of your near relatives been affected with consumption, scrofula, gout, asthma, fits epilepsy or insanity?

(6) Have you suffered from any form of nervousness due to overwork or any other cause?

(7) Have you been examined and declared unfit for service of the University by a Medical Board, within the last three years?

(8) Furnish the following particulars concerning your family -

Father's age, if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brother, dead, their ages, death and cause of death
1	2	3	4
Mother's age, if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters, dead, their ages, death and cause of death
5	6	7	8

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate / pension on account of any disease or other condition.

Candidates Signature:

Signature of chairman:

Note: *The candidate shall be held responsible for the accuracy of the above statement. By willfully suppressing any information he will incur the risk of losing the appointment and if appointed, of forfeiting all claim to superannuation pension or gratuity.*

SCHEDULE- D
[See Rule – 12 of Appendix – 6]
APPLICATION FORMAT FOR FILING AN APPEAL

To
The Vice Chancellor,
Gujarat Ayurved University,
Jamnagar

Subject :- Appeal against the findings of the Medical Board of University

Sir,

1. I wish to bring your notice that I have seen the medical report indicating my medical status as unfit / temporary unfit or mismatch in physical requirement and functional classification possessed by me vis-a-vis ascertained by the Medical Board of University has been communicated.

2. I do not agree with the findings of the Medical Board of University and wish to make an appeal for further examination of my medical status by the other Medical Board.

3. In support of my claim, I wish to enclose the following documents :-

(3.1)

(3.2)

Yours faithfully,

(Name of the Candidate and Sign)

Email :

Mobile No.

Fax No.

SCHEDULE - E
[See Rule - 6 of Appendix - 6]

PROFORMA

Part A (Kayachikitsa)

Physical Examination:

1. General development: Good Fair
Poor
- Nutrition: Thin Average Obese
- Height:
- Weight:
- BMI:
- Temperature
- Girth of Chest: (1) After full inspiration
(2) After full expiration
2. Skin: (Any obvious disease)
- Mark of Vaccination:
3. Respiratory system: (Does physical examination reveal anything abnormal in the respiratory organs).....
If yes explain fully
4. Circulatory System:
(a) Heart: any Organic Lesions
- Heart Rates:
5. Blood Pressure:
Systolic Diastolic
6. Nervous System: Indication of nervous or mental disabilities
- 7.0 Locomotor System: Any abnormality
- Investigations:
(7.1) Blood Sugar Fasting
- (7.2) HbA1C
- (7.3) Chest X-Ray Examination
- (7.4) ECG
- (7.5) Routine blood test:
- (7.6) Urine Analysis :

Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate:-

Description of the Defect :-

Opinion of expert member :-

Part B (shalakya)

- 8.0 Eyes:
 - (8.1) Any disease
 - (8.2) Night Blindness
 - (8.3) Defect in colour vision
 - (8.4) Field of vision
 - (8.5) Visual acuity
 - (8.6) Fundus examination
 - (8.7) Any refractive surgery done and when

Acuity of Vision	Naked Eye	With glasses	Strength of glass Sph.Cyl. Axis
1	2	3	4
Distant Vision	RE		
	LE		
Near Vision	RE		
	LE		
Hypermetropia (Manifest)	RE		
	LE		

9. Ears – Inspection
- Hearing:
- Right Ear
- Left Ear
10. Glands Thyroid
11. Condition of Teeth
- Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate:-
- Description of the Defect :-
- Opinion of expert member :-

Part C (Shalya)

12. Abdomen:
- Girth Tenderness
- Hernia
- (a) Palpable: Liver Spleen
- Kidneys Mass
- Hemorrhoids Fistula
- 13A. Genitourinary System (male):
- Any evidence of Hydrocele, Varicocele etc. (for males).....
- Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate:-
- Description of the Defect :-
- Opinion of expert member :-

Part D (S.R.P.T.)

- 13B. Genitourinary System (female):
- Date of LMP (for females)
- Pelvic Examination (for married females)
- Other findings (if any).....
- Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate:-
- Description of the Defect :-
- Opinion of expert member :-

For special investigations advised for any particular candidate a table as suggested below may be added:

Sr. No.	Investigation	Result

Special recordings will be part of Medical Board's Report and annexure are not advisable.

**GUJARAT
AYURVED
UNIVERSITY
EMPLOYEES'
SERVICES
(CONDUCT)
RULES, 2016**

GUJARAT AYURVED UNIVERSITY, JAMNAGAR
GUJARAT AYURVED UNIVERSITY EMPLOYEES' SERVICES
(CONDUCT) RULES, 2016
Dated - 18th July - 2016

Number:

In exercise of the powers conferred under section 20 (1) (xxix) of the Act, 1965 the Syndicate of the Gujarat Ayurved University (herein after called the "Syndicate") hereby makes the following Rules, namely –

PART – 1 GENERAL

1.0 Short Title, Commencement and Application:

- (1.1) These Rules may be called the Gujarat Ayurved University Employees' Services (Conduct) Rules, 2016.
- (1.2) They shall come into force with effect from the date of its approval by the Syndicate of the Gujarat Ayurved University.
- (1.3) They shall apply to all employees appointed in University or posts in connection with the affairs of the University including the Institute for Post Graduate Teaching and Research in Ayurveda whose conditions of service are regulated in accordance with the provisions made under the Act. (to Include in preface)

2.0 Definitions:

In these Rules, unless the context otherwise requires:

- (2.1) "**Appointing Authority**" means the authority which is competent to make appointment to the service or post under the University.
- (2.2) "**Competent Authority**" means in the authority specified as per section 14 of Act, 1965.
- (2.3) "**Employee**" means any person appointed in University including the Institute for Post Graduate Teaching and Research in Ayurveda or posts in connection with the affairs of the University including those on deputation or contract service except those in casual or daily wages or paid from contingencies or employee provided by outsourcing agency or employee of the Self Financed Institution/s directly managed by University.
- (2.4) "**Government**" means the Government of Gujarat or the Government of India as the case may be.
- (2.5) "**Head of Office / Section**" means an officer declared as Head of Office / Section as per Ordinance – 43 of Act.
- (2.6) "**Institution**" means any institute or hospital or college or research unit or satellite unit directly managed by the University as the case may be.
- (2.7) "**Members of family**" in relation to the employee includes -
- (a) wife or husband as the case may be, of the employee whether residing with the employee or not but, does not include a wife or husband as the case may be, separated from the employee by a decree or order of a competent court, or in accordance with the personal law applicable to the employee.
- (b) son / daughter or step son / daughter of the employee and wholly dependent on him / her but does not include a child / step child who is no longer in any way dependent on the employee or of whose custody, the employee has been deprived of under any law.
- (c) any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband, and wholly dependent on the employee.
- (2.8) "**University**" means Gujarat Ayurved University, Jamnagar.
- (2.9) "**Words and expression**" used but not defined in these Rules shall have the meaning assigned to them in the Act and Gujarat Ayurved University Employees' Services (General) Rules, 2016 as and when amended.

- (2.10) **"Members"** means members of authorities of University as specified in Section-14 of the Act.

3.0 **General:**

- (3.1) Every employee of the University shall at all times:

- (a) Maintain absolute integrity.
- (b) Maintain devotion to the duty.
- (c) Do nothing which may result in damage to the image / property of the University.

Explanation: *An employee, who habitually fails to perform a task assigned to him / her within the time set for the purpose and with the quality of the performance expected of him / her, shall be deemed to be lacking in devotion to duty within the meaning of the clause (b).*

- (3.2) No employee shall, in the performance of his / her official duties or in exercise of the powers conferred on him / her, act otherwise than in his / her best judgment 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, wherever 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.

- (3.3) All Rules and orders in respect of the subject dealt with in these Rules which have been approved by the University shall in so far as they are not inconsistent with any provisions of these Rules, apply to employees to whom they relate.

Explanation: *Nothing in sub-rule (3.2) shall be construed as empowering an employee to evade his / her responsibility by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.*

4.0 **Promptness and Courtesy:**

No employee shall -

- (4.1) act in a discourteous manner, in the performance of his / her official duties.
- (4.2) adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him / her in his / her official dealings with the public or otherwise.

5.0 **Prohibition of sexual harassment of working women:**

- (5.1) No employee shall indulge in any act of sexual harassment of any woman at her work place.
- (5.2) Every employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation: *For the purpose of this Rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise such as -*

- (a) *Physical contact and advances;*
- (b) *Demand or request for sexual favors;*
- (c) *Sexually colored remarks;*
- (d) *Showing any pornography; or*
- (e) *Sending of sexually explicit material or message through any type of electronic or web based communication.*
- (f) *Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.*

6. **Prohibition regarding employment of children below 14 years of age:**

In any condition, employment of any person below the age of 14 years in any type of work in the University premises is strictly prohibited.

7.0 **Employment of near relatives of employees in company or firm enjoying the University patronage:**

- (7.1) No employee shall use his / her position or influence directly or indirectly to secure employment for any member of his / her family in any company or firm related with any kind of business with the University or a part of thereof. However, this shall not be applicable in the cases where an employee is related to the persons or bodies with whom he / she is personally or socially connected otherwise than by the virtue of any office held by him / her during his / her service.
- (7.2) An employee / members of authorities shall, as soon as he / she becomes aware of the acceptance by a member of his / her family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he / she has or had any official dealing with that company or firm.
Provided that no such intimation shall be necessary in case of a Class-I, Class-II officers or members of authorities of University as specified in Section-14 of the Act, if he / she has already obtained the sanction of or sent a report to the University.
- (7.3) No employee / members of authorities shall in the discharge of his / her official duties deal with any matter or give sanction to any contract of any company or firm or any other person if any member of his / her family is employed in that company or firm or under that person or if he / she or any member of his / her family is interested in such matter or contract in any other manner and the employee shall refer every such matter or contract to his / her official superior and the matter or contract shall thereafter be disposed of according to the instruction of the authority to whom the reference is made.

8.0 **Demonstrations and strikes:**

No employee shall-

- (8.1) engage or participate in any demonstration which is prejudicial to the interest or the sovereignty and integrity of India / Gujarat / University, the security of the State / University, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- (8.2) resort to or in any way abet any form of strike.

Explanation: For the purpose of this Rule, the expression "strike" means the cessation of work by employee in combination or a concerted refusal or refusal under a common understanding of any number of employees includes-

- (a) refusal to work overtime where such work is necessary.
- (b) any other conduct which is likely to result in, or results in, cessation or substantial retardation of the University work or the scheduled services to be rendered by the concerned.

9. **Joining of Association by employee:**

No employee shall join, or continue to be member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India / University or Public Order or morality.

10.0 **Connection with Press or Radio:**

- (10.1) No employee shall, except with the previous sanction of the Vice-Chancellor own wholly or in part, or conduct or participate in editing or management or, any newspaper / media or other periodical publication. This condition shall not be applicable for publication of academic, scientific or cultural in nature.
- (10.2) No employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority or except in the bonafide discharge of his / her duties -
- (a) publish a book / manuscript, article and/or research paper (in case of publication in professional journal / periodical etc.). In case of time constraint, it will be the duty of the author to obtain post-facto permission before such work is published.

- (b) participate in a radio broadcast or contribute an article or write a letter to newspaper / media or periodical either in his / her own name or anonymously, or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required -

- (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character, or
(ii) if such contribution, broadcast, or writing is of a purely literary, artistic or scientific character.

11.0 Criticism of Government / University:

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

- (11.1) which has the effect of an adverse criticism of any current or recent policy, or action of University or of the State Government or of the Central Government:

Provided that in the case of any employee specified in sub rule-3 of Rule-1, nothing contained in this clause shall apply to bonafide expression of views by him / her as an office bearer of a union of such employees for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof.

- (11.2) which is capable of embarrassing the relation between the Central Government and the Government of any State or Foreign State or University.

12. Communication of official information:

No employee shall, except in accordance with any general or special order of the University, communicate directly or indirectly, any official document or any part thereof or classified information to any employee or any other person to whom he / she is not authorized to communicate such document or classified information.

13.0 Evidence before a committee or any other authority:

- (13.1) Save as provided in sub-rule (13.3), no employee of the University shall, except with the previous sanction of the appropriate authority, give evidence in connection with any inquiry conducted by any person, committee, or authority.

- (13.2) Where any sanction has been accorded under sub-rule (13.1), no employee of the University giving such evidence, shall criticize the policy or any action of the University or any State or Central Government of India:

Provided that University may waive this condition in any particular case.

- (13.3) Nothing in this Rule shall apply to -

- (a) evidence given at an inquiry before an authority appointed by the Government, by Parliament, or by a State Legislature, or University.
(b) evidence given in any judicial inquiry, or University,
(c) evidence given at any departmental inquiry ordered by University or Government, or authorities subordinate to the Government.

14. Subscriptions:

No employee shall, except with the previous sanction of the University or of such authority as may be empowered by it in this behalf, ask for or accept contributions to or otherwise associate him / herself with the raising of any fund in pursuance of any object whatsoever.

15.0 Gifts:

- (15.1) Save as otherwise provided in these Rules, no employee of the University shall accept, or permit any member of his / her family, or any other person acting on his / her behalf, to accept any gift.

Explanation:

- (a) *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 employee.*

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

Note-2: Employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealing with him / her or from industrial or commercial firms, organizations etc.

(b) For the purpose of this Rule, any trowel, key, other similar articles offered to an employee at the laying of the foundation stone or the opening of a public building or any ceremonial function shall be deemed to be a gift.

(15.2) On occasion such as weddings, anniversaries, funerals or religious function, when the making of a gift is in conformity with the prevailing religious or social practice, an employee or any member of his / her family or any person acting on his / her behalf may accept gift from near relatives or from personal friends having no official dealing with the employee but the employee shall make a report to the concerned authority if the value of any such gift exceeds the limit set by the University from time to time.

- (a) Rs. 10,000/- (Rupees ten thousand) in the case of an employee holding Class-I post;
- (b) Rs. 8,000/- (Rupees Eight thousand) in the case of an employee holding Class-II post;
- (c) Rs. 5,000/- (Rupees five thousand) in the case of an employee holding Class-III post; and
- (d) Rs. 3,000/- (Rupees three thousand) in the case of an employee holding Class-IV post.

(15.3) In any other case, an employee shall not accept or permit any member of his / her family or any other person acting on his / her behalf to accept any gift without the sanction of the authority concerned if the value thereof exceeds the limit set by the University from time to time.

- (a) Rs. 5000/- (Rupees five thousand) in case of an employee holding Class-I or Class-II posts; and
- (b) Rs. 1000/- (Rupees one thousand) in the case of an employee holding Class-III or Class-IV posts.

16.0 **Dowry:**

No employee shall -

- (16.1) give or take or abet the giving or taking of dowry; or
- (16.2) demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purpose of this Rule, 'Dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

17.0 **Public demonstration or other entertainment in honor of an employee:**

(17.1) Save as otherwise provided in this Rule, an employee shall not except without the previous sanction of the University.

- (a) receive any complimentary or valedictory address or accept any testimonial presented to him / her or attend any public meeting or entertainment held in his / her honor.
- b) take part in the presentation of any complimentary or valedictory address or a testimonial to any other employee or to any person who had recently quitted service of the University or attend any public meeting or entertainment held in honor of such employee or person.

(17.2) Notwithstanding anything contained in sub-rule (17.1) but subject to the provisions of any general or special order of the University, an employee may -

- (a) at the request of any public body sit for a portrait, bust, or statues not intended for presentation to him / her.

- (b) attend a farewell entertainment of a substantially private and informal character held as a mark of regard to him / herself or to some other employee, or to a person who has recently quitted the service of the University on the occasion of the retirement from the service or departure from the district or station, of him / herself or such other employee or persons.
- (c) attend a simple and inexpensive entertainment arranged by any public body or institution.

Note: *Exercise of pressure or influence or any sort on any employee to induce him / her to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class-IV employees, under any circumstances for the entertainment of any employee not belonging to Class -IV is forbidden.*

18.0 Private trade or employment:

(18.1) Subject to the provisions of sub-rule (18.2), no employee shall, except with the previous sanction of the Vice-Chancellor -

- (a) engage directly or indirectly in any trade of business, or
- (b) negotiate for, or undertake, any other employment, or
- (c) hold an elective office, canvass for a candidate or candidates for an elective office, in any body whether incorporated or not, or
- (d) canvass in support of any business of insurance agency, commission agency etc. owned or managed by any member of his / her family, or
- (e) take part except in the discharge of his / her official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1959) or any other law for the time being in force or of any co-operative societies for commercial purposes.

Explanation: *Making or helping in making the provision of funds for a business undertaken by a wife / husband or a member of his / her family shall be regarded as indirectly engaging an employee in trade or business and shall require previous sanction of the Vice Chancellor.*

(18.2) An employee may, without the previous sanction of the University -

- (a) undertake honorary work of a social or charitable nature, or
- (b) undertake occasional work of a literary, artistic or scientific character, or
- (c) participate in sports activities as an amateur, or
- (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable Institute or of a club or similar organization, the aims or objects of which relate to promotion of science sports, cultural or creative activities registered under the University Registration Act 1860 (21 of 1860) or any other law for the time being in force, or
- (e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative societies substantially for the benefit of employees registered under the Gujarat Co-operative Society Act, 1961 (Guj. X of 1962) or any other law for the time being in force:

Provided that -

- (i) he / she shall discontinue taking part in such activities if so directed by the University:
- (ii) in case falling under clause (d) or clause (e) of this sub rule, his / her official duties shall not suffer thereby and he / she shall, within a period of one month of his / her taking part in such activity, report to the University giving details of the nature of his / her participation.

- (iii) every employee shall report to the University if any member of his / her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (iv) unless otherwise provided by general or special order of the University, no employee shall accept any kind of remuneration for any work done by him / her for any private or public body or any private person without the sanction of the prescribed authority.

19.0 Investment, Lending and Borrowing:

(19.1) No employee shall speculate in any investment.

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

(19.2) No employee shall make, or permit any member of his / her family to make, any investment likely to embarrass or influence him / her in the discharge of his / her official duties and when an employee fails to prevent a member of his / her family from making an investment of this nature, he / she shall report to the University forthwith.

(19.3) If any question arises whether a security or investment is of a nature referred to in sub-rule (19.1) or sub-rule (19.2), the decision of the University thereon shall be final.

(19.4) No employee shall except with the previous sanction of the University lend money to any person possessing land or valuable property within the local limits under his / her authority or at interests to any person:

Provided that an employee may advance a small amount free of interest to a personal friend or relative, or a private servant even if such person possesses land within the local limit of his / her authority.

(19.5) No employee shall, save in the ordinary course of business, (including agricultural, housing, and vehicle loan) with a Bank or a firm of standing, borrow money from, or otherwise place him / herself under pecuniary obligation to any person within the local limits of his / her authority, or any other person with whom he / she is likely to have official dealings, nor shall he / she shall permit, any member of his / her family except with the previous sanction of the University, to enter into any such transaction. In case, however, such a transaction is entered into by a member of his / her family without his / her permission, it should be reported to the University forthwith.

Provided that an employee may accept a purely temporary advance of small amount, free of interest from a personal friend or relative or operate a credit account with a bonafide tradesman.

(19.6) When an employee is appointed or transferred to a post of such a nature as to involve him / her in the breach of any of the provisions of sub-rule (19.4) or sub-rule (19.5), he / she shall forthwith report the circumstance/s to the University and shall thereafter act in accordance with such orders as may be passed by the University.

Provided that an employee belonging to Class-III or Class-IV service shall make such report to the Registrar.

(19.7) This Rule may, in the case of Class-IV employees be relaxed in exceptional cases at the discretion of the Vice-Chancellor, and in so far as it relates to the lending to or borrowing by employees from the co-operative societies registered under any law for the time being in force shall be subject to any general or special restrictions or relaxations made or permitted by the Institute.

20.0 Insolvency and Habitual Indebtedness:

(20.1) An employee shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the University.

- (20.2) Where a moiety of the salary of an employee is attached, the report shall show what is the proportion of his / her debts to the salary and whether the debtor's position is irretrievable so as to enable University to consider whether in the circumstances of the case, these matters would detract from the debtor's efficiency as an employee and whether it is desirable to retain him / her in the post occupied by him / her at the time when the matter is brought to the notice of the University or in any other post under University.
- (20.3) When an employee is adjudged or declared an insolvent or when a moiety of the salary of such employee is constantly being attached, or has been continuously under attachment for a period exceeding 2 (two) years or is attached for a sum, which in ordinary circumstances cannot be repaid within a period of 2 (two) years, he / she shall be liable to be removed from the service of the University.
- (20.4) In every case under this Rule, the burden of proving that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence, the debtor could not have foreseen or over which he / she had no control and has not proceeded from extravagant or dissipated habits, shall be, upon the debtor.

21.0 Employee to inform the University about Criminal / Civil proceedings against him / her :

- (21.1) Whereas any criminal proceedings are instituted or are in progress against an employee concerning an offence which is alleged to have been committed by him / her while acting or purporting to act in the discharges of his / her official duty or which involves moral turpitude or which is punishable with imprisonment for a term of one year or more, or
- (21.2) Where any civil proceedings are instituted or in progress against an employee for recovery of an amount exceeding ten times his / her monthly emoluments or for damages arising out of any breach of trust or misappropriation of money or fraud alleged to have been committed by such employee, an employee shall inform the University or the Vice-Chancellor about such proceedings by submitting a report in writing stating briefly the facts leading to such proceedings.

22.0 Vindication of acts and character of Employee:

- (22.1) University may permit to have recourses to any court or to the press for the vindication of his / her public acts or character from defamatory attacks. In granting sanction to take recourse to a court, University shall, in each case, decide whether it will itself bear the cost of proceedings or whether the employee shall institute the proceedings at his / her own expenses, and if so, whether in the event of a decision in his / her favor University shall reimburse him / her to the extent of the whole or any part of the cost incurred by him / her in excess of the costs, compensation or damage, if any, awarded by the court.
- (22.2) Nothing in this Rule shall be deemed to prohibit an employee from vindicating his / her private character or any act done by him / her in his / her private capacity and where any action for vindicating his / her private character or any act done by him / her in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

23. Purchasing or bidding for or holding any Property:

No employee shall purchase, or bid for, either in person, or by an agent, or in his / her own name, or in the name of any other person, or jointly, or in share with any other person, any property which may under the provision of any law in force is sold or auctioned by or under the orders of University to which he / she belongs or under which he /she is employed for time being.

24. Acting as Arbitrator:

An employee shall not act as an arbitrator in any private case which is likely to come before him / her in any shape by virtue of any judicial or executive post which he / she may be holding.

25. Canvassing of non-official or other outside influence:

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or to approach any member of a legislature or other non-official for interceding with any superior authority for furthering his / her interest or for redressing his / her grievance in regard to any matter pertaining to his / her service under the University.

26. Membership of or Association with communal institution:

No employee shall participate in activities of or be associated with any institution whose membership is confined to the members of particular community or class of communities notwithstanding the fact that the activities of the institution are of a social, cultural or an educational nature. But With the prior permission of University, employee may be allowed to participate in the activities of institutions having religious or moral objects.

Explanation: *in case of doubt, whether the membership of an institution comes within the scope of this Rule, the decision of the University shall be final.*

27. Association of name of employee with Public institution or works:

No employee shall except with the previous sanction of the University associate his / her own name or allows it to be associated with any public institution like libraries, hospitals, schools, and roads or such objects as shields, trophies, prizes, medals or cups. An employee shall not allow any member of his / her family living with or wholly dependent upon him / her to associate his / her name with any such institution or object.

28.0 Plural Marriages:

(28.1) No employee shall enter into, or contract, a marriage with a person having a spouse living, and

(28.2) No employee having a spouse living, shall enter into, or contract, a marriage with a person:

Provided that the University may permit an employee to enter into, or contact, any such marriage as is referred to in clause (28.1) or (28.2), if it is satisfied that-

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage, and
- (b) there are other grounds for doing so.

29. Interpretation:

If any question arises relating to the interpretation of these Rules, it shall be referred to the Syndicate whose decision thereon shall be final.

30. Delegation of power:

The Syndicate / Board of PGT & R of the University may, by general or special order, direct that any power exercisable by it or any officer under these Rules (except the power under Rule 31 and this Rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

31. Repeal and Saving:

Any Rules corresponding to these Rules in force and applicable to the employee to whom these Rules apply are hereby repealed from the date of these Rules coming into force.

Provided that any order made or action taken under the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.

Provided further that such repeal shall not affect the previous operation of the Rules so repealed and contravention of any of the said Rules shall be punishable as if it were a contravention of these Rules.

32. Amendments:

University may amend, modify, withdraw or add to these Rules, from time to time, and all such amendments, modifications, withdrawals or additions shall take effect from the date stated therein.

**GUJARAT
AYURVED
UNIVERSITY
EMPLOYEES'
SERVICES
(LEAVE)
RULES, 2016**

GUJARAT AYURVED UNIVERSITY, JAMNAGAR
GUJARAT AYURVED UNIVERSITY EMPLOYEES' SERVICES
(LEAVE) RULES, 2016
Dated - 18th July - 2016

The Gujarat Civil Services (Leave) Rules 2002, (excluding Duty, Study, Sabbatical and Exchange Leave) shall be applicable to Gujarat Ayurved University, Jamnagar including posts in connection with the affairs and to those on deputation except the employees of I.P.G.T. & R.A., Jamnagar, those in contractual, casual or daily wages or paid from contingencies or employee provided by outsourcing agency or employee of the Self Financed Institution/s directly managed by the University.

If any question relating to the interpretation of these Rules arises, it shall be referred to the syndicate, whose decision shall be final and abiding.

These Rules may be called the "Gujarat Ayurved University (Leave) Rules – 2016".

If there will be any changes from time to time in The Gujarat Civil Services (Leave) Rules 2002, those changes automatically will be effective to Gujarat Ayurved University (Leave) Rules – 2016".

(1) **Leave sanctioning Authority**

Authorities to whom powers under the Gujarat Civil Services (Leave) Rules – 2002 have been delegated in column no. 3, those powers as per Gujarat Ayurved University, Jamnagar side as below :-

Casual Leave (CL) / Exchange Leave

Sr. No.	Concerned Employees	Authorities to whom the powers are delegated.
1	Officers of the University	Vice- Chancellor
2	Heads of Sections	Concerned Officers of the University
3	All Staff working in respective offices under the Heads of the Sections	Concerned Heads of the Sections

All types of Leave : (other than Casual and Exchange Leave)

Sr. No.	Concerned Employees	Authorities to whom the powers are delegated.
1	Officers of the University / Heads of the Institutes / Heads of the centers.	Vice – Chancellor
2	All Staff working in respective offices under the officers of the University.	Concerned Officers of the University

* **Power to sanction Study Leave and Sabbatical Leave reside with the Syndicate.**

DUTY LEAVE:

1.0. Duty leave for maximum of 15 days in an academic year may be granted for the following:

- (1.1) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
- (1.2) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the concerned employee / university, and accepted / approved by the Vice Chancellor;
- (1.3) Participating in a delegation or working on a committee appointed by the Central Government, State Government, CCIM, UGC, other University/s or any other academic / scientific body;

Duty leave should be given also for attending meetings in the CCIM, CCRAS, UGC, DST, etc. where an employee is invited to share expertise with academic bodies, government or NGO.

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

3. The leave may be granted on full pay. Provided that if the employee receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
4. Duty leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave.
5. Duty leave should be given also for attending meetings in the CCIM, CCRAS, UGC, DST, etc. where an employee invited to share expertise with academic bodies, government or NGO.

NB :- Participating in a delegation or working on a committee appointed by the Gujarat Ayurved University, Central Government and State Government and permitted by the Vice-Chancellor will be considered on duty.

STUDY LEAVE:

- (1) Study Leave will be applicable to the permanent teaching and non teaching staff of Gujarat Ayurved University.
- (2) Study Leave may be granted for the entry level appointees of all teaching and non teaching staff of the University, after a minimum of 3 (three) years of continuous service, to pursue a special line of study or research directly related to his / her work in the University or to make a special study of the various aspects of University organization and methods of education.
- (3) The Rules regarding Study Leave will be applicable as per the GCSR Leave Rules (2002) and as amended or modified from time to time.

SABBATICAL LEAVE : (Only for teaching staff)

- (1) Permanent, whole-time teachers of the University who have completed 7 (seven) years of service as Reader / Associate Professor or Professor may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (2) The duration of leave shall not exceed 1 (one) year at a time and 2 (two) years in the entire career of a teacher.
- (3) A teacher, who has availed him / herself of Study Leave, would not be entitled to the Sabbatical Leave .

Provided further that Sabbatical Leave shall not be granted until after the expiry of 5 (five) years from the date of the teacher's return from previous Study Leave or any other kind of training programme having a duration of 1 (one) year or more.

- (4) A teacher shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his / her proceeding on Sabbatical Leave .
- (5) A teacher on Sabbatical Leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He / she may however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Syndicate may, if it so desires, sanction Sabbatical Leave on reduced pay and allowances.
- (6) During the period of Sabbatical Leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension / contributory provident fund. Provided that the teacher rejoins the university on the expiry of his / her leave.

EXCHANGE LEAVE

An Exchange Leave is granted to all staff members of the University when the concerned employees may be required to work on holidays or on Sundays for more than 5 (five) hours. This leave can be prefixed or suffixed with casual leave and public holidays only and such leave shall be enjoyed in the same calendar year and this leave shall not be carried over to the next calendar year.

However, the competent authority may permit the Exchange Leave to be carried forward to the next calendar year in special cases.

When Exchange Leave cannot be sanctioned to a driver, on his / her request, he / she will be eligible to get remuneration in lieu of Exchange Leave at the rate as may be sanctioned by the Syndicate from time to time.

Exchange Leave is also applicable to adhoc and contractual staff excluding the outsourced staff of the University. However, this shall not be applicable to the staff receiving a special remuneration for examination duty if he /she comes to perform the duties on a holiday for the purpose of examination.

Registrar
Gujarat Ayurved University