



**PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**  
**A/P : Loni Kd., Tal. Rahata, Dist. Ahmednagar (Pin : 413 713)**  
**Ph.No. : (02422) – 273700 / 273527.**

# **SERVICE RULES**

No.DYCL/NSK/S.O.-5 2015/2016 / ११२५  
Office of the Dy.Commissioner of  
Labour,Nashik Division,Nashik,Udyog  
Bhavan,Near ITI Signal,Nashik-422 007.  
Date- २५ /02/2016.

From:

R.S.Jadhav,  
Dy.Commissioner of Labour,  
Nashik Division,Nashik.

1. The Chief Executive Officer,  
Pravara Rural Education Socierty,  
Pravaranagar,,At Post Loni, Tal.Rahata,  
Dist-Ahmednagar.
2. Shri Sonwane D.A.,&  
Four Other Committee Members,  
C/o. Pravara Rural Education Socierty,  
Pravaranagar,,At Post Loni, Tal.Rahata,  
Dist-Ahmednagar.

Subject- Pravara Rural Education Socierty, Pravaranagar,,At Post Loni,  
Tal.Rahata, Dist-Ahmednagar.

-----  
Certification of Standing Orders for the workmen /employees  
employed therein.

Sir,

As required by sub-section (3) of Section 5 of the Industrial  
Employment (Standing Orders) Act,1946, a copy of Certified Standing  
Orders for the employees/workmen employed in Pravara Rural Education  
Society, Pravaranagar,,At Post Loni, Tal.Rahata, Dist-Ahmednagar.  
in english & Marathi is enclosed herewith after the due certification by the  
undersigned on 25 /02/2016.

Kindly acknowledge the receipt of the same.

Yours faithfully,

(R.S.Jadhav)

Dy.Commissioner of Labour &  
Certifying Officer under

Industrial Employment (Standing Orders ) Act,1946,  
Nashik Division,Nashik.



Encl. As stated.

**PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**  
**TAL. RAHATA, DIST. AHMEDNAGAR.**  
**PIN 413 713 (PH. 02422-273527/273700/273703)**  
**Fax. No. 02422 – 273704.**

**SERVICE RULES**

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**PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR,  
TAL. RAHATA, DIST. AHMEDNAGAR.**

**SERVICE RULES**

**1.00 TITLE AND APPLICATION AND COMMENCEMENT:**

The Rules, shall apply to Non Teaching Employees employed in Educational Institutes of Pravara Rural Education Society, Pravaranagar, A/p.Loni Kd, Tal. Rahata, Dist. Ahmednagar.

This service rules shall come in to force from the date of approval by the Competent Authority.

These rules shall superseded all the existing service rules of the P.R.E.S. Loni.

**2.00 DEFINATION:**

In these Service Rules unless there is any thing repugnant in the subject or context.



The ESTABLISHMENT / SOCIETY means the "PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR" in short P.R.E.S., Loni & its Institutes.

- ii) "BYE-LAWS": Means the bye laws of the P.R.E.S., Loni.
- iii) "MANAGEMENT" : Management means the body having ultimate control over the affairs of Pravara Rural Education Society, Pravaranagar Viz the Board of Trustees of the Pravara Rural Education Society and its authorized committees and Officers.

- iv) "APPOINTING AUTHORITY" : Means Chief Executive Officer / Secretary or any other Officer to whom powers are delegated.
- v) "EMPLOYEE" : Employee means the Non Teaching male or female person employed in the employment of the 'Pravara Rural Education Society, Pravaranagar & its Institutes".
- vi) "MANAGING COMMITTEE" : Means Board of Trustees of the Society.
- vii) "CHAIRMAN" : Means the Chairman of the Managing Committee.
- viii) "UNINTERRUPTED SERVICE" : includes service interrupted on account of any of the following reasons namely,
- a) Sickness – as certified by a Doctors of Medical Board appointed by Pravara Rural Education Society, Pravaranagar or Civil Surgeon.
  - b) Accident
  - c) Authorised leave
  - d) Cessation of work which is not due to any fault of the employee concerned.



### **3.01 CLASSIFICATION OF EMPLOYEES :**

Employees shall be classified as :-

- i) Permanent Employees
- ii) Probationers

- iii) Badilis or substitutes
- iv) Temporary Employees
- v) Casual Employees
- vi) Apprentices / Trainees
- vii) Contractual Employees
- viii) Part-Time Employees

i) "Permanent Employees" means an employee who has been appointed on a permanent post, has been confirmed in writing by the appointing authority and includes an employee who having been completed probationary period and or who having been employed on a temporary basis, has subsequently been made permanent by an order in writing by the appointing authority.

ii) "Probationer" means an employee who is provisionally employed to fill a permanent vacancy or post and who has not completed 2 years uninterrupted service.

a) Permanent absorption in the employment of a probationer shall be considered only on his satisfactory completion his/her probationary period with return order by Joint Secretary/CEO.

b) Unless a probationer is confirmed in service his probationary employment shall come to an automatic end on the expiry of the probationary period extended or otherwise. Such extended probation period shall not be more than one year.

c) That however, in case the probationer is allowed to continue in work after the expiry of his initial period of probation the same shall be deemed to be automatically extended.



- d) If a permanent employee is employed as probationer in new post, he may, at any time during the probationary period be reverted to his old permanent post by an order in writing signed by the Joint Secretary CEO.
- iii) A “Badli” or “Substitute” employee means who is provisionally employed for the specific period of leave vacancy of a particular permanent employee. Such an employee has no claim lean over any sort of future employment.
- iv) “Temporary Employee” means an employee who has been appointed for a limited period of time for a work which is of an essentially temporary nature.
- v) “Casual Employee” means an employee who has been appointed for any work which is essentially of a casual nature.
- vi) “Apprentice” means a person who is learner and is paid an allowance or stipend during the period of his training without any obligation on the part of an establishment to employ him in the service on the conclusion of his period of apprenticeship.

Provided that no employee shall be classified as apprentice unless he had training for a continuous period of 2 years.

Trainee means any person taken up as a Trainee in writing by the Secretary and who is a learner learning skill of some job and who is paid stipend or allowance during the period of his training without any obligation on the part of establishment on the successful or otherwise completion of his period of training.

Provided that no employee shall be classified as a Trainee if he had a training for a continuous period of 2 years.

- vii) “Contractual employee” means an employee who is employed on a stipulated period of time on the contract basis by an order and whose service will come to an automatic end without notice or compensation on conclusion of which the contract may be renewed with mutual consent either on the same or different terms and conditions.
- viii) “Part Time” employee means who is employed to do work for less than the normal period of working hours, i.e. less than 5 hours per day.

### **3.02 CATEGARISATION OF EMPLOYEE :**

Employee shall categorized as Class I, II, III & IV. Categorisation shall be fixed from time to time by the Management according to the designations and scales.



#### **MANAGERIAL STAFF – Class I**

Means a staff doing the work of managerial nature and includes head of the department and Principals, Professor and Associate Professors

#### **ii) SUPERVISORY STAFF – Class II**

Means and includes a staff appointed to supervise the working of staff subordinate to them and the Teaching staff below the rank of Asstt.Professor (Secondary, Higher Secondary Teachers etc,)

iii) **CLERICAL STAFF / TECHNICAL STAFF – Class III**

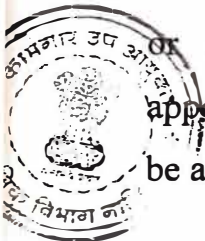
Means a person appointed to perform clerical duties and includes Cashier, Store Keeper, Telephone Operator, Wireman, Electrical, Plumber, Driver, Warden, Matron etc. and who are not included in Class I, II.

iv) **MANUAL STAFF (Non-ministerial)**

Means and includes Attendant, Office Boy, Aya, Peon, Sweeper, Watchman and other staff classified as Class IV Staff, who are not included in Class I, II & III.

**4.01 APPOINTMENT ORDER:**

Every employee at the time of his appointment, confirmation, promotion or reclassification shall be given a written order specifying his appointment, confirmation, promotion or reclassification as the case may be and signed by the Secretary.



**4.02 PROMOTION POLICY :**

- i) If an opportunity for promotion is available, the PRES employee has a right to apply.
- ii) Promotion shall not be considered on seniority only the other factors such as basic qualification, professional qualification, experience, work performance, loyalty etc. shall be considered.
- iii) Promotion shall not be employee's right. It is a prerogative of the Management.
- iv) The promoted employee shall be appointed on probation.

- v) The promotion shall be given by method of interview i;e written test,psychometric test & oral interview only at the decretion of the Society.
- vi) The management of PRES reserves the right to demote such promoted employee to his / her previous post without giving any reason / notice.

**5.00 CARD / IDENTIFY CARD AND TICKET:**

- i) For each class / category of employee specified in Clause No.3 (a) & (b) distinctive ticket (c) computerized attendance / Identity card shall be provided.
- ii) Every employee shall be given a ticket / attendance card / "I" Card / computerized Attendance Card bearing –
  - (a) His/her number (b) His/her Designation (c) The name of the department in which he is working.
- iii) Every employee shall when entering the place of work, deliver his attendance card at the place provided.
- iv) Every employee shall surrender his attendance card / ticket / "I" Card on -
  - (a) A change in his classification or department.
  - (b) Leaving the service of the establishment.
  - (c) The termination of his service.
- v) Every employee shall put his Identity Card while on duty.



- vi) If identity card is lost due to fault of an employee a duplicate Identity Card shall be issued on payment.


## **6.00 WORKING HOURS:**

Notice showing the period and hours of work for every class and group of employees in the establishment shall be displayed on Notice Boards maintained for the purpose in the concerned department and at the Time Keepers Office.

All employees shall have to attend to any emergency or other urgent work outside their regular hours of work including on Sundays and Holidays if required.

## **7.00 SHIFT WORKING:**

**7.01** i) More than one shift may be worked in a department or Section of a department.



ii) Employee engaged in a shift duty, shall not leave his duty, duty place unless with the express permission of his superior.

iii) Any employee required to work for a different period shall be notified with that effect at least on the day previous to that on which he is required to work for such different period.

**7.02** If more than one shift is worked, employees shall be liable to be transferred from one shift to another shift.

**7.03** Whenever an additional shift is started or shifts are altered or

Discontinued a 7 days notice shall be given to the employees.

**8.00 ATTENDANCE AND LATE ATTENDANCE:**

i) Attendance shall be marked daily according to the method prescribed by the Management from time to time. All employees shall be at work in the establishment at the time fixed and notified. Employees attending late more than 15 minutes shall be treated as absent and liable to the deduction of wages. If an employee is late four times during the month the employee shall liable to deduct one day leave.



ii) Any employee after delivering his ticket / attendance card if found absent from his proper place of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of his absence.

iii) If 10 or more employees acting in concert absent themselves without the Notice and without reasonable cause, they will at the discretion of the Society, be liable for deduction from their earned salary of an amount not exceeding 8 days earning in each case.

**9.00 ANNUAL INCREMENT POLICY:**

The employee, having his pay on the time-scale of pay and who has completed one year continuous service. (Minimum 240 days in a year) shall draw an increment in the month of April & October every year as the case may be. Unless it is with held by an order in writing of a competent authority.


## **10.00 UNCLAIMED WAGES:**

An unclaimed wages shall be paid on written request by the concerned employee.

## **11.00 ENTRY AND EXIT:**

No employee shall enter or leave the premises of the establishment except by the gate or gates or points of the entry and exit (as the case may be) appointed for the purpose.

## **12.00 SEARCH:**

- 
- i) The PRES management may take the search of an employee through Security Personnel.
  - ii) Any male employee, student or any other person may be searched at the main gate by the Watchman on Duty, when leaving the premises of the establishment, if the security personnel suspects that he/she is in wrongful possession of the property belonging to the establishment, co-employee OR any other person and his relatives.
  - ii) Any female employee may be detained by the Gateman for search by a female searcher, if acting without malice, if he suspects that she is in wrongful possession of property belonging to the establishment or co-employee, student or any other person.
  - iii) If a gateman has reason to believe or suspect that the employee or a person is in wrongful possession of the property belonging to the establishment, co-employee or student.

- iv) A through search shall be conducted in the presence of not less than two witnesses provided that a female employee in such case shall not be searched in the presence of any male persons as a witnesses.

### **13.00 TRANSFER:**

The service of the employee shall be transferable from one department to another, from one place to other, any where as per the exigencies of the work of the establishment for the smooth administration. Refusal to accept a transfer, the employee shall be considered absent from work without leave or permission and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action.

### **14.00 WEEKLY OFF / PAID HOLIDAY:**

- i) Weekly Off means a Sunday or any other day declared by the PRES,Loni.




- ii) "Paid Holiday" means Paid Holiday declared by the PRES, Loni.

- iii) Notice specifying weekly off, paid holiday shall be displayed on the Notice Board.

- iv) Any employee required to work on weekly holiday / paid holiday depending on the exigencies of the work, shall be allowed avail a Compensatory Off as soon as circumstances permit and at the discretion of the incharge. The compensatory holidays should not be accumulated for more than three days and should be availed in same month or in ensuing month.



## 15.01 DISCHARGE:

- i) The employment of a permanent employee may be terminated by one month's notice or employee has been paid in lieu of such notice one month's salary including all admissible allowances for the period of notice, or notice of such duration as is provided in the contract of his employment.
  - ii) An employee whose employment is terminated, an order of termination of employment shall be made in writing and signed by the competent authority and copy there-of shall be supplied to the employee at the time of discharge. The reason for the termination of employment shall be recorded in writing and shall, if he so desires be communicated to him at the time of discharge. Unless such communication in the opinion of Jt. Secretary/ CEO open to criminal, civil proceedings at the instance of the discharged employee.
- 
- Any permanent employee who desirous to leave the service of the establishment shall give in writing one Month's Notice of resignation to the Secretary / CEO. The management of the society reserve the right to discharge an employee by waiving off the notice period in certain circumstances.
- iv) If a permanent employee leaves the service of the establishment without giving such notice, deduction on that account shall be made from his salary.
  - v) An employee other than permanent employee may leave or be discharged without notice or notice pay in lieu of notice.

- vi) In all cases of discharge or resignation or dismissal, the employee shall have to get his clearance slip testifying that no article belonging to the establishment is due to be returned by him. Employee failing to return any of the property which can clearly be proved to the satisfaction of the authority. In-charge to have been issued to him in connection with his employment, the cost of such articles shall be deducted from his wages. The said clearance slip shall be produced to the account office.
- vii) When the employment of any employee is terminated the wages earned by him shall be paid to him on any working day after the termination of his employment.
- viii) In case of the employee leaving the service the payment of wage earned by him shall be made to him after he leaves the service.
- ix) Employees, those are performing the confidential nature of duties and leaves the service of PRES should obtain NOC from PRES before joining the duty in any other establishment who is running the same business like PRES.



No employee can misuse the confidential information of the PRES directly or indirectly for himself or for any other, All employee admits that, in case they misuse such confidential information of PRES then they will be held personally responsible for the action as per Criminal / Civil Laws.

### **15.02 GRATUITY:**

Pravara Rural Education Society has entered into an agreement for Group Gratuity Scheme with Life Insurance Corporation. An employee who has completed minimum 5 years uninterrupted service in PRES or any of its

allied institute will be eligible for the payment of Gratuity on termination of his services due to superannuation / retirement / death / discharge etc.

The employee who has applied for the payment of gratuity shall have to submit clearance certificate obtained from all departments & vacate the housing accommodation (if provided) immediately on termination of his employment. If he/she does not do so he/she will not be eligible for the payment of gratuity.

**15.03 APPEAL:** An employee can file his application of appeal to the appealant officer within 30 days of implementation of ther Serivce Rules.

**16.01 LEAVE :**

- i) This leave rules is subject to the law applicable to the PRES or any agreement settlement or award for the time being in force or the contract of the service.



The leave cannot be claimed as a matter of right, Grant of leave to a permanent employee shall depend on the exigencies of the work of the PRES and shall be at the discretion of the leave sanctioning authority.

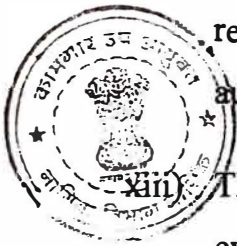
- ii) The permanent employee who desires to obtain leave of absence shall apply in writing to the leave sanctioning authority.
- iii) Except in urgent cases or unforeseen circumstances when it is not possible to do so an application for the leave other than casual or sick leave shall be made, atleast 24 hours a day previous to the time from which leave is required when the leave is asked for is for 4 days or less, and 7 days in advance when the leave is asked for is more than 4 days. If the employee is required to proceed suddenly on any leave and for reasons beyond the control, the leave sanctioning authority may on satisfying himself sanction such leave on his request application, which is submitted latter.

- iv) The Officer empowered to sanction the leave shall issue orders on such leave applications within 3 days on the presentation of leave application when it is more than 4 days. In case of urgent nature without any delay if the leave is asked for is granted a leave pass shall be issued to the employee.
- v) No employee shall start on leave before obtaining the leave pass except in urgent cases or unforeseen circumstances when it is not possible for him to do so.
- vi) If the leave is refused or postponed the fact of such refusal or postponement shall be communicated to the employee immediately.
- vii) If a permanent employee after proceeding on leave desires an extension of leave, shall make an application in writing before the period of his originally sanctioned leave expires. A written reply of the grant or refusal of the extension of leave shall be communicated to the employee at his known address. If such reply is likely to reach him before the expiry of the originally granted leave to him. If an employee overstays the originally sanctioned leave without prior sanction, he/she will not be eligible for the payment during such overstayed leave also it will be treated as misconduct.
- viii) During the period of long leave the employee should give his address to the PRES before going on leave.
- ix) The PRES has every right to call the employee who is on sanctioned leave if his services are essentially required and the



remaining sanctioned leave shall automatically cancelled and the same shall be credited to his leave account.

- x) Leave without pay may be granted in special circumstances to an employee when no any other leave of any kind is due to him or balance in his leave account. It is at the discretion of the Management.
- xi) Study leave with pay / without pay may be granted by the Management depending on the duration of the course and it is sole discretion of the Management.
- xii) If an employee proceeding on sanctioned leave, but afterwards desires to cancel the sanctioned leave can apply to the authority regarding the cancellation of the sanctioned leave. The sanctioning authority shall consider such application.



- xiii) The leave year shall be recognized as from January to December every year.
- ✓ xiv) Holidays declared by the PRES and weekly holidays shall be prefixed or suffixed to Casual leave and earned leave.

And if above Holidays falls during the period of earned leave, the leave will be calculated including holidays.

- xv) The Board of Trustees / CEO shall not sanction more than one year leave without pay at a time.
- xvi) A leave record shall be maintained by the PRES in a Register of all leave of absence which is sanctioned, refused postponed or cancelled and orders passed and reasons for refusal or

postponement, cancellation shall in every case to be entered in the register.

- xvii) Every employee shall be provided his leave record showing up to date leave balance on his credit. The leave record shall be open to inspection by the employee during the office hours.
- xviii) No leave can be adjusted against the notice period of resignation.

#### **16.02 CASUAL LEAVE :**

- i) Every permanent employee including probationer shall be entitled 15 days casual leave every year.
- ii) Casual leave shall be non cumulative and no leave of any kind shall be combined with casual leave.



Casual leave shall not be availed more than 3 days at a time. Casual leave is intended to meet special or unforeseen circumstances. It can be extended for a further period of 3 days in certain circumstances.

- iv) Ordinarily the previous permission of the leave sanctioning authority shall be obtained before taking the casual leave. When this is not possible, the management of the PRES, be informed in writing.
- v) The casual leave for half day can be granted. Absence on Saturday where it is observed as a half working day shall be treated as a Casual leave for full day.
- vi) Casual leave cannot be encashed at any circumstances.

### 16.03 SICK LEAVE :

- i) Every permanent employee including probationer shall be entitled to 10 days full or 20 days half pay sick leave during the leave year.
- ii) If such leave is taken for a period less than 3 days, with intimation medical certificate is not essential.
- iii) Sick leave more than 3 days shall be sanctioned only on the submission of Medical Certificate obtained from the Medical Board appointed by the PRES, every Medical Certificate should be signed by any two Doctors of the board.
- iv) The employee has to produce the unfit certificate obtained from the Medical Board appointed by the PRES, along with the sick leave application with 3 days. A fitness certificate shall also be required to be produced by such employee on the day on which he resume his duty if leave is required more than 3 days.
- v) An employee can accumulate sick leave upto 30 days. Sick leave more than 30 days shall automatically lapse in that year if not availed. No compensatory benefit in the form of Cash or Leave shall be paid in lieu of such lapsed sick leave.
- vi) Holidays including weekly holidays falling within the period of sick leave shall be treated as sick leave.
- vii) Sick leave without pay shall be granted to an employee in certain circumstances, on medical ground for the period of one year.



viii) Sick leave cannot be encased in any circumstances.

#### **16.04 MATERNITY LEAVE:**

- i) A permanent female employee who has completed 2 years service in the PRES / any of its allied institute shall be entitled for 120 days Maternity Leave.
- ii) Sick leave if due shall be granted in continuation of maternity leave to a female employee.
- iii) Maternity Leave shall be granted only for two issues.

#### **16.05 EARNED LEAVE :**

- i) A permanent non-vacational employee who has completed one year service in PRES in time scale shall be granted 30 days Earned Leave.



Earned leave can be accumulated upto 60 days. No compensatory benefit in the form of cash / leave shall be paid in lieu of lapsed / unavailed Earned Leave.

- iii) Earned leave shall be availed minimum 4 days at a time.
- iv) An employee who has not served for 240 days in PRES shall not be entitled for Earned Leave in respective calendar year.
- v) An employee who is eligible for vacation, if asked to work during the vacation by an written order of CEO / Executive Chairman / Joint Secretary shall be entitled for leave in 3:1 ratio.



## 17.00 CONTRACTUAL EMPLOYMENT:

The management may appoint any person fulfilling the requisite qualification and experience on contract basis for certain period depending on the agreement with the employee. The said agreement, contract can be revised with mutual consent. The services of such contractual employee shall automatically come to an end on expiry of said contract.

## 18.00 AGE OF THE EMPLOYEE:

- i) No employee shall be eligible to be employed in the PRES who has not completed 18 year of his age.
- ii) The employee will have to produce his exact proof of date of birth to the PRES, at the time of entering in the service of the PRES. No application for alteration in birth date shall be entertained thereafter.
- iii) The age of every employee will be recorded in the register and the entry of such age shall not be questioned thereafter. It will be binding on him/her for all the purposes.
- vi) The employee will have to produce one of the following documents in proof of his age, at the time of commencement of his employment.
  - a. Birth Certificate
  - b. School Leaving Certificate
- v) If an employee is unable to produce the above proof of age, he/she shall be sent to three Doctors panel appointed for the purpose by



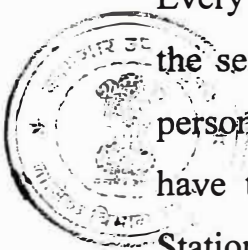
the PRES, whose decision shall be final and binding on both the parties.

#### **19.00 SUPERANNUATION:**

Every employee shall automatically be superannuated from service on completing the age of 58 years. The employer may however, in his discretion retain the service of such superannuated employee subject to his physically & mentally fitness not exceeding 60 years of Age.

The date of superannuation shall be at the end of that month in which the birth date comes in between the month.

#### **20.00 CHARACTER CERTIFICATE:**



Every employee has to produce character certificate at the time of entry in the service of the PRES, obtained from two distinguished persons. The person to be employed as Driver or Security Guard / Superviosr will have to produce the Character Certificate issued by the Local Police Station.

#### **21.00 CASTE CERTIFICATE:**

An employee who is employed in the PRES on reserved category / post he has to produce the caste certificate at the time of commencement of his service obtained from competent authority.

#### **22.00 FITNESS CERTIFICATE:**

- i) Every employee has to produce the fitness certificate at the time of the commencement of the service in the PRES. The PRES may direct for a medical examination of an employee during the course of employment.

- ii) If an employee found unfit during the course of employment due to his continued ill health shall be sent to obtain the fitness certificate from the expert doctors nominated by the PRES Management.
- iii) The Doctor's opinion shall be final and binding on both.
- iv) If an employee found incapacitated, he shall be directed to take the treatment to become fit again to perform the same duty if possible, otherwise he shall be liable to be discharge on the ground of continued ill health.

### **23.00 SECURITY:**

Every employee shall be required to give one month's salary as a security deposit at the time of entering the service or the same shall be deducted from the salary in equal installments. It will be refunded to him if he gives applicable notice priod at the time of resignation or at the time of termination, discharge or retirement.

### **24.00 MISCONDUCT:**

Any of the following acts or omissions on the part of employee shall amount to misconduct.

- i) Willful insubordination or disobedience of any lawful & reasonable order of the superior.
- ii) Willful slowing down in performance of work, or butment or instigation thereof.
- iii) Theft, fraud, or dishonesty in connection with the PRES'S business or property or the theft of property of co-employee / students and his relatives within the premises of the PRES.

- iv) Taking or giving bribes or any illegal gratification from any person.
- v) Habitual absence without leave or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- vi) Late attendance on not less than four occasions within a month.
- vii) Collection without the permission by the Secretary of any money within the premises of the establishment except sanctioned by any law for the time being in force.
- viii) Engaging in trade within the premises of the establishment.
- ix) Drunkenness, riotous, disorderly or indecent behavior on the premises of the establishment.
- x) Commission of any act subversive of discipline or good behavior on the premises of the establishment.
- xi) Habitual neglect of work, or gross or habitual negligence.
- xii) Habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of establishment.
- xiii) Canvassing for union membership or the collection of union dues within the premises of the establishment, except in accordance with any law or with the permission of the Jt. Secretary/ CEO
- xiv) Willful damage to work in process or to any property of the establishment, property of the patient and his relatives.



- xv) Holding meeting inside the premises of the establishment, without the previous permission of the Secretary or except in accordance with the provisions of any law of the time being in force.
- xvi) Disclosing to any unauthorized person any information in regard to the work of the establishment which may come into the possession of the workman in the course of his work.

Taking away the copies of the confidential paper or document or communication whatsoever such information.

Destroying the copies of the confidential papers or documents or communication or orders without the permission of the Management.



- xvii) Gambling within the premises of the establishment (As Defined by the Indian Penal Code Act).
- xviii) Smoking or spitting on the premises of the establishment where it is prohibited by the employer.
- xix) Failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the establishment.
- xx) Distributing or exhibiting within the premises of the establishment hand-bills, pamphlets and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Joint Secretary/ Chief Executive Officer.
- xxi) Refusal to accept a charge sheet, order or other communication served in accordance with these rules.

- xxii) Unauthorized possession of any lethal weapon or anything dangerous to the life, like knife, poison etc. within the PRES premises.
- xxiii) Sleeping while on duty.
- xxiv) Loss of confidence, due to negligent working, cheating, forgery, financial irregularities, losses or any other act of such confidential nature.
- xxv) Loitering during duty hours or malingering or doing private work, personal work during duty hours.
- xxvi) Conviction, unbecoming conduct of an employee inside or outside PRES premises.
- xxvii) Gherao, by way of confinement, restraining, violence etc.
- xxviii) An act or conduct of employee which is prejudicial or is likely to be prejudicial to the interest of the employer or to the reputation of the Management.
- xxix) Any act / or conduct of the employee which disturbs peaceful functioning in the PRES.
- xxx) Leaving work without permission or sufficient reason.
- xxxi) Money lending within the PRES premises.
- xxxii) Preaching of or inciting to violence.

xxxiii) Failure or refusal to wear uniform / I-Card provided by the PRES.

xxxiv) Pen down strike, or instigating for such strike.

xxxv) Unauthorized disclosure or divulgence or attempt thereto, of information regarding the affairs of the PRES or any of its students or any person connected with the duties performed in the PRES which may come into the possession of the employee in the course of his employment.

xxxvi) Failing to show proper courtesy or attention towards students of the PRES.

xxxvii) Misappropriation or misapplication of the funds / property of the PRES, property of the students.

xxxviii) Threatening, abusing, intimidating or assaulting any employee of the PRES, students inside or outside the premises of the PRES, if such treat, abuse, instigation or assault is in connection with the employment in the PRES.

xxxix) A male or female employee includes such activities as teasing and cutting the indecent jokes or making indecent remarks towards other male or female employee.

xxxxi) Sexual harassment which includes such unwelcome sexual determined behavior (whether directly or by implications) as –

i) physical contact and advances; or

ii) a demand or request for sexual favours; or



- iii) sexually coloured remarks: or
- iv) showing pornography or
- v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Explanation : No act of misconduct which is committed not less than three occasions within a space of one year shall be treated as habitual.

### **25.00 PUNISHMENT :**

- i) A employee guilty of misconduct may be
  - a) Warned or censured, or
  - b) Suspended by an order in writing signed by the Joint Secretary or Office empowered for the purpose of this rules for a period not exceeding ten days or
  - c) With holding of an increment, including stoppage of increment at an efficiency bar.
  - d) With holding promotion.
  - e) Demoted to the lower rank.
  - f) Discharged with notice.
  - g) Dismissed without notice OR any appropriate action decided by the PRES.
- ii) No order under sub clause "b" & "c" of caluse (i) shall be made unless the employee concerned has been informed in writing of the





alleged misconduct or given an opportunity to explain the circumstances alleged against him.

- iii) No order under clause (d), (e), (f), (g), of clause (i) shall be made except after holding an inquiry against the employee concerned in respect of the alleged misconduct in the manner set forth in clause (iv).
- iv) An employee against whom an inquiry is proposed to be held shall be given a charge sheet, clearly setting forth the circumstances appearing against him and requiring his explanation. He shall be permitted to appear personally for defending himself or shall be permitted to be defended on his behalf by an employee working in the same department.



Except for the reasons to be recorded in writing by the officer holding the inquiry, the employee shall be permitted to produce witness in his defense and cross-examine any witness on whose evidence the charges rest. A concise summary of the evidence led on either side or the employee's plea shall be recorded.

All proceedings of the inquiry shall be conducted in Marathi, Hindi or English according to the choice of employee concerned and person defending him.

The inquiry shall be completed within period of three months as far as possible.

Provided that period of three months, may for the reasons to be recorded in writing, be extended to such further period as may be deemed necessary by the inquiry officer.

v) An employee against whom any action is proposed to be taken under sub clause (b), (c), (d), (e), (f), & (g) of clause (i) of this service rules may be suspended pending the holding and completion of the inquiry or for the period, if any, allowed to him for giving his explanation. The order of suspension may take effect immediately on its communication to the employee.

v)a) An employee who is placed under suspension under sub clause (v) shall during the period of such suspension, be paid a subsistence allowance at the following rates namely.


i) For the first ninety days of the suspension period, subsistence allowance to be paid per month, shall be equal to one half of basic wages, dearness allowance and other compensatory allowance to which the employee would have been entitled if he were on leave with wages.

ii) If the inquiry gets prolonged and employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period ninety days shall be equal to three fourths of such basic wages dearness allowance and other compensatory allowances.

iii) If the inquiry is not completed within a period of 180 days the employee shall be paid wages, dearness allowance and other compensatory allowance in full as subsistence allowance to be paid per month until such time as the inquiry is finally concluded.




Provided that, where the findings of the inquiry officer, show that such inquiry is prolonged beyond a period of ninety days or as the case may be 180 days, for reasons directly attributable to the employee, the subsistence allowance to be paid per month shall for the period exceeding 90 days, or as the case may be 180 days, be reduced to one half of such basic wages, dearness allowance and other compensatory allowances.

- 
- iv) If as a result of the inquiry held or explanation tendered it is decided not to take any action against the employee under clause (1) the employee shall be deemed to have been on duty and shall be entitled to full wages minus such subsistence allowance as he may have already drawn and to all other privileges for the full period of suspension.
- v) (b) The payment of subsistence allowance under sub clause (V.A.) shall be subject to the employee concerned not taking up any employment during the period of suspension.
- vi) In awarding punishment under this service rules the Joint Secretary /CEO shall take into account the gravity of the misconduct the previous record if any of employee and any other extenuating or aggravating circumstances that may exist.
- vii) If an employee refuses to accept a charge sheet order or other communication served in accordance with these service rules and provided that he has been asked to accept the charge sheet in the presence of at least two witnesses, the employee shall be informed verbally the time and the place

at which the enquiry into his alleged misconduct is to be held and if the employee refuses or fails to attend at that time, the enquiry shall be concluded ex-parte and the punishment awarded shall take account of misconduct under the service rules No. 24 thus committed.

### **INQUIRY COMMITTEE:**



(1) If an employee is allegedly found to be guilty on <sup>2</sup>[any o the grounds specified in sub-rule (5) o rule 28] and the Management decides to hold an inquiry, it shall do so through a properly constituted Inquiry Committee. Such a committee shall conduct an inquiry only in such case where major penalties are to be inflicted. The Chief Executive Officer authorized by the Management in this behalf (and in the case of an inquiry against the Head who is also the Chief Executive Officer, the President of Management) shall communicate to the employee or the Head concerned by registered post acknowledgement due the allegations and demand from him a written explanation within seven days from the date of receipt of the statement of allegations.

(2) If the Chief Executive Officer or the President, as the case may be, finds that the explanation submitted by the employee or the Head referred to in sub-rule (1) is not satisfactory, he shall place it before he Management within fifteen days from the date of receipt of the explanation. The Management shall in turn decide within fifteen days whether an inquiry be conducted against he employee and if it decides to conduct the inquiry, the inquiry shall be conducted by an Inquiry Committee constituted in the following manner, that it so say, -

(a) in the case of an employee -

- (i) one member from amongst the members of the Management to be nominated by the Management, or by the President of the Management if so authorized by the Management, whose name shall be communicated to the Chief Executive Officer within 15 days from the date of the decision of the Management;
- (ii) one member to be nominated by the employee from amongst the employee of any private schools;
- (iii) one member chosen by the Chief Executive Officer from the panel of teachers on whom State/National Award has been conferred;

(b) in the case of the Head referred to in sub-rule (1) –

- (i) one member who shall be the President of the Management.
- (ii) one member to be nominated by the Head from amongst the employees of any private school;
- (iii) one member chosen by the President from the panel of Head Masters on whom State/National Award has been conferred.

(3) The Chief Executive Officer, as the case may be, the President shall communicate the names of the members nominated under sub-rule (2) by registered post acknowledgement due to the employee or the Head referred to in sub-rule (1), as the case may be, directing him to nominate a person on his behalf on the proposed Inquiry Committee and to forward the name alongwith the written consent of the person so nominated to the Chief Executive Officer or to the President, as the case may be, within fifteen days of the receipt of the communication to that effect.

- (4) If the employee or the Head, as the case may be, communicates the name of the person nominated by him the Inquiry Committee of three members shall be deemed to have been constituted on the date of receipt of such communication by the Chief Executive Officer or the President, as the case may be. If the employee or such Head fails to communicate the name of his nominee within the stipulated period, the Inquiry Committee shall be deemed to have been constituted on expiry of the stipulated period consisting of only two members as, provided in sub-rule (2).
- (5) The Convener of the respective Inquiry Committee shall be the nominee of the President, or as the case may be, the President who shall initiate action pertaining to the conduct of the Inquiry Committee and shall maintain all the relevant record of the inquiry.]



The meetings of the Inquiry Committee shall be held in the school premises during normal school hours or immediately thereafter, if the employee agrees and even during vacation.

#### **26.00 MINOR PUNISHMENT:**

An employee may be warned or censured / fined for any of the following acts and omissions:

- i) Absence without leave without sufficient causes
- ii) Late attendance
- iii) Negligence in performing duties.
- iv) Neglect of work
- v) Absence without leave or without sufficient cause from the appointed place of work.

- vi) Entering or leaving or attempting to enter or leave the premises of the PRES except by an entrance appointed.
- vii) Committing nuisance on the premises of the PRES.
- viii) Breach of any rule or instruction for maintenance or running of any department of the PRES.

### **27.00 CODE OF CONDUCTS OR ORDERS:**

- i) No employee shall take any papers, drawings, photographs, instruments, apparatus, documents or any other property of the PRES out of the work premises except with the written permission of his immediate superior.
- ii) No employee shall except when generally or specially empowered or permitted in this behalf by the management, communicate directly or indirectly any document or information which has come into his possession in the course of official duties, or has been prepared, or collect by him in the course of such duties, whether from official source or otherwise to any other person, institution or to the press.
- iii) The employee shall be personally responsible for or liable to make good any financial loss which the PRES may sustain on account of his negligence etc.
- iv) For any such loss sustained by PRES the employee by himself his heirs, legal representatives executors and administrators in so far as his properties with them are concerned and his assets with the PRES by way of Security Deposit etc. shall be liable.



- v) The employee shall be required to carry out all work and duties related to the PRES and shall be ordered and / or assigned to the employee by the Management of the PRES from time to time.
- vi) No employee shall have pecuniary transactions with student or his relatives, individual or institutions coming in contact with him in the course of his official duties or accept directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family to accept any gift, gratuitous payment or reward from any person with whom he is concerned in the performance of his work.
- vii) No employee shall engage himself in any similar trade or business outside the scope of his duties either in his name or in the name of his family members or relatives.
- viii) Any employee who contravenes the provisions of this service rules shall be liable for such a punishment as an authority competent to award it may decide.
- ix) No employee shall do such acts outside the premises of the PRES if such act are likely to affect the discipline and working of the PRES.
- x) Copy of these service rule shall be given to each employee and undertaking shall be taken from him that he would abide by these service rules as existing and amended from time to time.
- xi) In the interest of the working of the PRES and also on the Administrative grounds the employees can be transferred from one place to another.





- xii) As a staff development measure any employee of the PRES may be deputed for training on conditions as specified by the Management Committee.
- xiii) An employees of the PRES shall be deemed to be working under and directly responsible to the Joint Secretary /CEO, who in turn shall work under the control of Management.
- xiv) An employee shall serve the PRES faithfully and honestly diligently and pledge themselves to maintain the secrecy regarding the PRES's affairs.
- xv) Joint Secretary/CEO may impose such other conditions as are deemed necessary for maintaining discipline and ensure proper conduct of the employees.
- xvi) The employee shall submit the passport size photograph alongwith other certificate, testimonials at the time of joining duties.



#### **28.00 REDRESS OF GRIEVANCES:**

- i) Any employee desirous of the redress of grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall submit a complaint to the Joint Secretary/ CEO
- ii) The Joint Secretary or any such officer shall personally investigate the complaint at such times and places as he may fix. The employee and his representative of the union shall have the right to present at such investigation and such representative shall be entitled to represent him therein.

The order made by the Joint Secretary on the decision of the investigation officer and the action if any taken there on by the Joint Secretary shall be intimated to the complainant.

Provided that complaint relating to assault, or abuse by any persons holding the supervisory position or refusal of an application for urgent leave shall be enquired in to immediately by the Management or by such officer or officers as he may appoint in this behalf.

### **29.00 SERVICE RECORD:**

The PRES shall keep the service record of every employee who is in service.

The respective office keep the register specifying basic starting salary, grades / scales of pay if any for each class of employees. And also an account of leave earned and availed by the employee. All changes affecting the employee and his emoluments, transfers and other allied matter shall be noted in the register kept for the purpose.

### **30.00 SERVICE CERTIFICATE:**

Every employee other than casuals who leaves services, or retires or dismissed or discharged, shall without avoidable delay be given a service certificate if he asks for.

### **31.00 SEXUAL HARASSMENT.**

The redressal of the complaint of Sexual Harassment of women at work place shall be done through the committee appointed as per the provisions of the clause No. 4 of Sexual Harassment of women at work place (Prohibition, Prevention & Redressal) Act 2013.

### 32.00 NOTICES:

All the notices required to give under these service rules shall be displayed on notice board maintained for the purpose. Where a notice pertains to a particular department or departments only, it shall be displayed in the department concerned.

### 33.00 LANGUAGE OF COMMUNICATION:

- i) Notices to be exhibited or given under these service rules shall be in Marathi or English.
- ii)
  - a) Any notice, order, charge sheet, communication or intimation which is personal i.e. is meant for an individual employee and is given in writing under these rules shall be in Marathi.
  - b) If such a notice, order, charge sheet, communication or intimation is handed over to an individual employee concerned, it shall, if he so desired, at the time of such handing over, be read out and explained to him.
  - c) In case of change of address, the employee shall inform the change of address if any, failing which any correspondence of communication sent to last known address, recorded in the official record, shall be deemed to have been received by the employee concerned. In absence of any such address communication on a notice board, or published in the local news papers shall amount to avoid service of said communication.



### **34.00 STAFF DEVELOPMENT:**

- i) The PRES shall encourage its employee to acquire higher professional qualification and provide the necessary facilities to acquire such qualifications.
- ii) Whenever new staff is recruited the PRES may arrange for their training during their period of apprenticeship either in the PRES itself or by deputing them for suitable training organized by other training institutions. They should also be provided with an opportunity for on the job training during this period.
- iii) Those employees who acquire professional qualification while in service may given special incentive such as cash prize or special increments depending on management's consideration.
- iv) Employees sent for training may be paid their normal salary and financial assistance for purchase of books and stationary as may be required by the training institutions. The books purchased shall be deposited in the library of the PRES after training.
- v) Refusal to undergo traing on reasonable grounds may affect promotion chances of that employee to the higher post.

### **35.00 OTHER:**

- i) Employees working in Government aided/ unaided Schools, Technical Non-Technical Institutions of PRES will be governed by the provisions of Maharastra Civil Services Code , University, UGC, AICTE, DTE and other Councils as applicable to them.
- ii) The amendments / changes made by the Governemnt from time to time will be applicable for the above employees.


- iii) The rules of Maharashtra Civil Services Code regarding approval, salary, transfer, promotion, leave etc will be applicable to the above employees. But in absence of provision if any in the above rules, then the Service Rules of PRES shall be applicable to them. Besides this, the Acts like Payment of Gratuity Act, Provident Fund and Miscellaneous Provisions Act etc shall be applicable to them.

36.00 The management of PRES reserves the right of amendment or changes in the Service Rules, and the subject change will come into effect from the date of its approval by the management of PRES.



XXX

These Standing Orders for the  
workmen/employees of Pravara Rural  
Education Society Pravaranagar A.P.  
bearing serial No. 5 of 1992/2016 Tal.  
Rahegaon A.N.  
to be register have been certified  
this 25 day of Feb 1992/2016  
under Section 10 of the Industrial  
Employment (Standing Orders)  
Act 1946

  
Dy. Commissioner of Labour  
Nashik Division, Nashik

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Certifying Officer,  
Nashik Division, Nashik

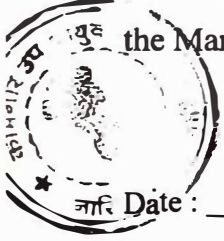
## UNDERTAKING

To,  
The Joint Secretary/Chief Executive Officer,  
Pravara Rural Education Society, Pravaranagar,  
Tal.Rahata, Dist.Ahmednagar.

### Sub : Acceptance of Service Rules

Respected Sir,

I received a copy of Service Rules, I have thoroughly read them and I hereby undertake that, I shall be abide by the subject service rules, also I agree that, in event of violation of these service rules, I shall be liable for disciplinary action as decided by the Management.



Date : \_\_\_\_\_

Signature of the Employee \_\_\_\_\_

Name of the Employee \_\_\_\_\_