

NATIONAL UNIVERSITY OF STUDY AND RESEARCH IN LAW, RANCHI



NUSRL ADMINISTRATIVE AND MANAGEMENT
REGULATIONS, 2017

INDEX

CHAPTER I

SHORT TITLE & EXTENT

| | |
|--------------|-------------|
| Regulation 1 | Short Title |
| Regulation 2 | Definitions |

CHAPTER II

VICE CHANCELLOR

| | |
|--------------|-----------------|
| Regulation 3 | Vice Chancellor |
|--------------|-----------------|

CHAPTER III

OFFICERS OF THE UNIVERSITY

| | |
|---------------|--|
| Regulation 4 | Registrar |
| Regulation 5 | Finance Officer |
| Regulation 6 | Dean of Faculty |
| Regulation 7 | Director (Research & Training) |
| Regulation 8 | Controller of Examination |
| Regulation 9 | The Heads of the Department |
| Regulation 10 | The Chief Warden/Wardens |
| Regulation 11 | Librarian |
| Regulation 12 | Categories of academic posts |
| Regulation 13 | Mode of appointment to academic posts |
| Regulation 14 | Creation of administrative and ministerial posts |
| Regulation 15 | Mode of appointment to administrative or ministerial posts |
| Regulation 16 | Certificate of Physical Fitness |
| Regulation 17 | Proof of age |
| Regulation 18 | Commencement of service |
| Regulation 19 | Probation |
| Regulation 20 | Age of retirement |

CHAPTER III

CONDITIONS OF SERVICE

| | |
|---------------|--|
| Regulation 21 | Conditions of service |
| Regulation 22 | Resignation |
| Regulation 23 | Termination |
| Regulation 24 | Legal consultancy and advisory services |
| Regulation 25 | Leave-general |
| Regulation 26 | Types of Leave |
| Regulation 27 | Earned Leave (for those employees other than those in vacation department) |
| Regulation 28 | Half Pay Leave |
| Regulation 29 | Commutated Leave |
| Regulation 30 | Leave not Due |
| Regulation 31 | Extraordinary Leave |
| Regulation 32 | Special Disability Leave |
| Regulation 33 | Quarantine Leave |
| Regulation 34 | Maternity Leave/Paternity Leave |
| Regulation 35 | Study Leave |
| Regulation 36 | Sabbatical Leave/Academic Leave |
| Regulation 37 | Leave to Probationer |
| Regulation 38 | Leave in Vacation Department |
| Regulation 39 | Leave to Probationer |
| Regulation 40 | Leave to persons re-appointed after retirement |
| Regulation 41 | Leave to Adhoc/Temporary Employees |
| Regulation 42 | Provident Fund |
| Regulation 43 | Entitlement to Provident Fund |
| Regulation 44 | Nomination to Provident Fund |
| Regulation 45 | Management of the Provident Fund |
| Regulation 46 | Payment of the Provident Fund |

| | |
|---------------|---|
| Regulation 47 | Provident Fund Account |
| Regulation 48 | Interest of Provident Fund |
| Regulation 49 | Payment of Provident Fund on death |
| Regulation 50 | Advance from Provident Fund |
| Regulation 51 | Gratuity |
| Regulation 52 | Eligibility for gratuity |
| Regulation 53 | Travelling and daily allowance |
| Regulation 54 | Other allowances |
| Regulation 55 | Medical Reimbursement |
| Regulation 56 | Conduct and Discipline (Redressal of Grievance) |
| Regulation 57 | Records of Service of University Employees |

CHAPTER IV

Purchase Policy and Procedure

| | |
|---------------|---|
| Regulation 58 | Constitution of University Purchase Committee |
| Regulation 59 | Powers of the University Purchase Committee |
| Regulation 60 | General Guidelines of Purchase Policy |
| Regulation 61 | Receipt, Safe custody and Distribution of tenders |
| Regulation 62 | Opening of tenders |
| Regulation 63 | Delivery and Payment |
| Regulation 64 | Funds, Accounts and Audit |
| Regulation 65 | Power to Remove Difficulties |
| Regulation 66 | Medals |

WHEREAS Section 4 of the National University of Study and Research in Law, Ranchi Act, 2010 provides as under:

“4. Objects of the University: *-The objects of the University shall be*

- (i) To advance and disseminate learning and knowledge of law and Conduct or Commission research with a view to promote the proper role of law in national development;*
- (ii) To develop in the student and research scholar a sense of responsibility to society in the field of law by developing skills in regard to advocacy, judicial and other legal services, legislation, law reforms and the like; training to judicial officers and others who are involved in the administration of Justice;*
- (iii) To impart training and to conduct refresher courses for law teachers, judicial officers, advocates and other persons engaged or interested in legal field;*
- (iv) To organize lectures, seminars, symposia and conferences on topics of legal interest;*
- (v) To promote legal knowledge and to make law and legal processes efficient instruments of social development;*
- (vi) To hold examinations and confer degrees, diplomas, certificates and other academic distinctions and to do all such things as are identical, necessary or conducive to the attainment of all or any of the objects of the University.
The University shall be open to all persons of either sex, irrespective of race, creed, caste, class or religion.”*

AND WHEREAS the regulations of the University shall cater to the realization of the said statutory mandate;

AND WHEREAS the Executive Council is empowered to make regulations consistent with the provisions of National University of Study and Research in Law, Ranchi Act, 2010 to provide for the administration and management of the University;

NOW THEREFORE in exercise of the powers conferred by Section 21 of the National University of Study and Research in Law, Ranchi Act, 2010, the Executive Council makes the following regulations to provide for the administration and management of the National University of Study and Research in Law, Ranchi.

CHAPTER I

SHORT TITLE & EXTENT

Regulation 1

Short Title

(1) These regulations shall be called the National University of Study and Research in Law, Ranchi Administration & Management Regulations, 2017.

(2) These regulations shall come into force from the date of adoption of the same by the Executive Council.

Regulation 2

Definitions

In these regulations, unless the context otherwise requires:

1. “Act” means the National University of Study and Research in Law, Ranchi Act, 2010;
2. “Academic Council” means the Academic Council of the University;
3. “Department” means a department designated as such by the regulations with reference to a subject or a group of subjects;
4. “Academic staff” means Professors, Associate Professors, Assistant Professors and such other persons imparting education in the University and appointed or recognized as such by the University;
5. “Executive Council” means the Executive Council of the University;
6. “Family” means employee’s wife or husband as the case may be, residing with the employee and legitimate and step children residing and wholly dependent upon the employee. It includes, in addition, parents, sisters and minor brothers, if residing with and wholly dependent upon the employee;
7. “General Council” means the General Council of the University;
8. “Head of Department” means an academic staff principally responsible for instruction, training or research in a department;
9. “Holiday” means a declared or notified non-working day, as per the approved list of holidays by the University;
10. “Hostel” means a unit of residence for students maintained or recognized by the University;
11. “Joining time” means the time allowed to an employee in which to join a new post or to travel from a station to which he is posted;
12. “Leave” means permission to remain absent from duty granted by the competent authority;
13. “Leave salary” means the monthly amount paid by the University to an employee on leave;
14. “Month” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month irrespective of the number of days in a month should be first calculated and thereafter the odd number of days should be calculated;
15. “Pay” means the amount drawn monthly by an employee of University as –

- a. the pay, other than special pay or pay granted in view of his personal qualifications, which has sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre;
 - b. overseas pay, special pay and personal pay, and
 - c. any other emoluments which may be specially classed as pay by the Executive Council;
16. “Personal Pay” means additional pay granted to an employee:
- a. to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or
 - b. in exceptional circumstances, on other personal considerations;
17. “University” means the National University of Study and Research in Law, Ranchi.
18. “University Grants Commission” means the UGC constituted under section 4 of the UGC Act, 1956, or any other regulatory authority for the time being in force discharging similar functions.
19. All words and expressions used herein but not defined shall have the meanings respectively assigned to them in the Act.

CHAPTER II

VICE CHANCELLOR

Regulation 3

Vice Chancellor

1. The Chancellor may constitute a Search Committee according to Clause 19 (ii) of Schedule to NUSRL Act, 2010, at least three months prior to the expiry of the term of the Vice Chancellor
2. The Search Committee shall make recommendations, within two months from the date of reference.
3. On expiry of his term he shall continue in office in accordance with Clause 19(iv) of Schedule to NUSRL Act, 2010. In case of expiry of first term of the Vice Chancellor, the Chancellor may renew for the second term based upon the satisfactory completion of the previous term.
4. The Vice Chancellor may resign from or may be removed by the Chancellor by giving three months’ notice or three months’ pay in lieu thereof, for the reasons to be recorded in writing.

CHAPTER III

OFFICERS OF THE UNIVERSITY

Regulation 4

Registrar

1. Subject to the provisions of Clause 20 (1) of Schedule to the Act, the Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee, constituted under Clause 9 (1) of Schedule to the Act.
2. The Registrar may resign or may be removed by the Chancellor after giving three months' notice or three months' pay in lieu thereof.
3. The Registrar shall hold office for a term of three years from the date of which he enters upon his office or until he attains the age of 62 years, whichever is earlier.
4. In case of vacancy in the office of the Registrar for what so ever reasons, the Chancellor may as an interim arrangement depute anyone he deems fit, including a judicial officer.

Regulation 5

Finance Officer

1. There shall be Finance Officer, as may be decided by the Executive Council, who shall monitor and regulate the finances of the University.
2. The Finance Officer shall be appointed by the Executive Council by direct recruitment as per UGC regulations or on deputation from office of the Accountant General not below the rank of Deputy Accountant General or on contract, a retired officer from the Accountant General office not below the rank of Senior Audit/Account Officer or State Finance Service.
3. The age of superannuation, as at present, shall continue to be sixty-two years.
4. The Finance Officer shall be full-time salaried officer and shall work directly under the control of the Vice Chancellor.
5. The Finance Officer shall maintain minutes of the meetings of Finance Committee and the committees appointed by the Finance Committee.
6. The Finance Officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance Committee and to the Executive Council.
7. The duties of the Finance Officer shall be to:
 - a. Exercise general supervision over the funds of the University, and shall advise the Vice Chancellor as regards the finances of the University;
 - b. Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the University;
 - c. Ensure that the limits fixed by the university for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
 - d. Keep watch on the state of the cash and bank balance and of investments;
 - e. Keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;
 - f. Have the account of the University audited regularly;

- g. Ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipment and other consumable materials in all offices, departments, university institution, stores etc., of the university is conducted regularly;
- h. Propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member of university;
- i. Propose to the Registrar that explanation be called from any non-academic member for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
- j. Call for from any office, centre, department, University institution of the university or university institution, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities; and
- k. Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor or are prescribed by the Ordinances.

Regulation 6

Dean of Faculty

1. There shall be Dean of Faculty, preferably Professor/Associate Professor of Law, as may be decided by the Executive Council, who shall in co-ordination with the Heads of the Departments, be responsible for the maintenance of academic standards in respect of the Departments of the University.
2. Dean of Faculty shall perform such other functions as prescribed by the First Ordinance and other resolutions approved by Executive Council.
3. The Dean shall perform such other functions as may be prescribed by the Ordinances.
4. Dean of Faculty shall be the ex-officio member of the Board of Research, Academic Council and Executive Council.

Regulation 7

Director (Research & Training)

1. There shall be Director (Research and Training), preferably Professor/Associate Professor of Law, as may be decided by the Executive Council, who shall in co-ordination with the Heads of the Departments, be responsible for the maintenance of research activities including Doctoral and Post-Doctoral courses of the University.
2. Director (Research & Training) shall perform such other functions as prescribed by the First Ordinance and other resolutions approved by Executive Council.
3. Director (Research & Training) shall be the Chairman of the Board of Research; and ex-officio member of the Academic Council and Executive Council.

Regulation 8

Controller of Examination

1. There shall be Controller of Examination, as may be decided by the Executive Council. Controller of Examination is responsible for the conduction of all examinations of the University including Continuous Assessments, Court Room Exercises (CREs), Mid Term and End Term Examinations etc.,
2. The Controller of Examination shall be responsible to perform functions like:
 - a. Issues of date sheets for conducting different programmes, theory as well as practical examinations based on academic calendar
 - b. Coordination of examination work with Heads of Departments and such other related committees of the University
 - c. Declaration of results for various courses
 - d. Coordination of paper-setting work
3. Controller of Examination shall perform such other functions as prescribed by the First Ordinance and other resolutions approved by Executive Council.
4. Controller of Examination shall be the ex-officio member of the Board of Research, Academic Council and Executive Council.

Regulation 9

The Heads of the Department

1. There shall be Heads of Department for the Departments of Law and any other major fields which may be undertaken by the university, as may be decided by the Executive Council. There can be one Head of the Department for more than one field of study on the basis of seniority-cum-experience.
2. The Head of the Department shall be responsible to maintain the standards of instructions, research and examination in respect of the concerned Department as may be decided by the Academic Council.

Regulation 10

The Chief Warden/Wardens

1. There shall be a Chief Warden and other Wardens for the boys and girls hostel premises, as may be nominated by the Vice Chancellor and to the subsequent approval by the Executive Council from amongst the teaching cadre of the University.
2. The Chief Warden shall be overall in-charge of hostel administration and be responsible for maintaining strict discipline in the hostel premises.
3. The Chief Warden and other Wardens shall be entitled to a rent free accommodation at the hostel premises.
4. The Chief Warden and other Wardens shall be the officers of the University.

Regulation 11

Librarian

1.

- (a) The Librarian shall be a whole time employee of the University.
- (b) The University library shall be managed by the Librarian. The Librarian shall possess such qualifications as may be prescribed in clause (2).
- (c) For making appointment of the Librarian, the Executive Council shall constitute a Selection Committee as per Clause 9 (1) to Schedule to NUSRL Act, 2010.
- (d) The Registrar, under the instructions of the Vice Chancellor, shall invite applications by issuing advertisement from the persons possessing requisite qualifications for the post of Librarian and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit, to be appointed for the post of the Librarian to the Executive Council.
- (e) The Librarian shall be appointed by the Executive Council on the basis of the recommendations of the Selection Committee.
- (f) Notwithstanding anything contained in this regulation, the Executive Council shall have a right to appoint a person of proven ability and experience in the field of library science on a contract basis for a specified time on such terms as may be mutually agreed upon or on deputation from other Universities/Institutes without following the selection process stipulated in this regulation.
- (g) His/her conditions of service shall be in accordance with UGC regulations.

2. The eligibility criteria for being appointed as Librarian shall be as follows:

| Post | Qualifications |
|-----------|---|
| Librarian | <ol style="list-style-type: none"> 1. Master degree in Library Science (MLiSc)/Information Science with at least 55% of the marks of equivalent grading 2. A PhD degree in above discipline and/or allied discipline with a consistently good academic record 3. A minimum of 13 years of teaching/librarian experience of which at least 5 years' experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in the university of as College Librarian 4. Evidence of innovative library service and organization of published work and ICT modernization of library 5. Evidence of published work with a minimum of 10 books and/or publications in indexed/ISBN/ISSN numbered journals and/or ISBN/ISSN numbered books |

| | |
|-------------------------|---|
| Deputy Librarian | <ol style="list-style-type: none"> 1. Master degree in Library Science (MLiSc)/Information Science with at least 55% of the marks of equivalent grading 2. A minimum of 5 years of teaching/librarian experience 3. Evidence of innovative library service and organization of published work and ICT modernization of library 4. Evidence of published work with a minimum of 5 books and/or publications in indexed/ISBN/ISSN numbered journals and/or ISBN/ISSN numbered books |
|-------------------------|---|

Regulation 12

Categories of academic posts

1. The University shall have following academic posts with such qualifications as shown in clause (2):
 - a. Professors;
 - b. Associate Professors;
 - c. Assistant Professors; or
 - d. any other post recognized by the UGC as amended from time to time.

Provided that the eligibility conditions, qualifications and the conditions of service of the academic posts shall be according to the UGC regulations amended from time to time.

2. The eligibility criteria for the academic posts to be filled up by direct recruitment shall be as follows:

| Sr No | Post | Qualifications and Experience |
|-------|-----------|---|
| 1. | Professor | <ol style="list-style-type: none"> 1. An eminent scholar with published work of high quality, actively engaged in research, with evidence of published work with a minimum of 10 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered journals and as ISBN/ISSN numbered books; and 2. A minimum of 12 years of teaching experience in university/college, and/or experience in research at University/National level institutions, including experience of guiding candidates for research at doctoral level; and 3. Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process. 4. Other eligibility conditions as per UGC regulations as amended time to time. |

| | | |
|---|---------------------|---|
| 2 | Associate Professor | <ol style="list-style-type: none"> 1. Good academic record with a Ph.D degree in the concerned or allied discipline; and 2. 55% of the marks, or equivalent wherever grading system is followed at the Master degree level; and 3. A minimum of 8 years' experience of teaching/or of research in a regular position equivalent to that of Assistant Professor in a University/College or Accredited Research Institution, evidence of published work with a minimum of 5 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered journals and as ISBN/ISSN numbered books; and 4. Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching, learning process with evidence of having guided doctoral candidates and research students 5. Other eligibility conditions as per UGC regulations as amended time to time. |
| 3 | Assistant Professor | <ol style="list-style-type: none"> 1. Good academic record with at least 55% or equivalent grade where grading system is practiced at the Master degree level in the relevant subject from an Indian university or an equivalent degree from an accredited foreign university; and 2. Either clearance of NET conducted by the UGC, CSIR or similar test accredited by the UGC; or 3. Holders of PhD degree along with those candidates who are awarded PhD degree through a process of admission, registration course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the University shall be exempted from NET. NET shall also not be required for such Masters programmes in disciplines for which NET is not conducted. 4. Other eligibility conditions as per UGC regulations as amended time to time. |

Provided that all matters related to qualifications under this clause shall be subject to UGC guidelines/regulations as amended from time to time, and in case of any inconsistency, the UGC regulations/guidelines shall prevail.

Note: Any condition or eligibility found to be in derogation of UGC Regulation will be deemed to ignored.

Regulation 13

Mode of appointment to academic posts

1. The Academic Council, having regard to the courses conducted in the University and the number of students in each Department, subject to Clause 9(2) of the Schedule to the Act, 2010, recommend to the Executive Council according to the BCI and/or UGC for the creation, abolition or classification of such number of academic posts of Professor, Associate Professor, Assistant Professor in the University with

qualifications as prescribed in the regulation 12(2) and emoluments according to UGC regulations, from time to time.

2. All appointments whether permanent or contractual shall be made by inviting applications through open advertisements in atleast two newspapers published in English, having nationwide circulation in India, giving all conditions including the number of vacancies etc., besides on the official website of the University, and by following the recruitment process such as interview, demo lecture etc., and adopting other UGC guidelines. Cut-off date of determination of eligibility criteria shall be the last date of filing under the Advertisement.
3. Recommendation for appointment shall be made by the Selection Committee with the prior approval of the Chancellor in accordance with the structure and sanctioned posts created in terms of Clause 9(2) of the Schedule to the Act and approved by the Executive Council. Such appointment shall be made after approval of the recommendation by the Executive Council, to be notified by the Registrar/Secretary to Executive Council. The mode of appointment may be direct on all the posts in the basic cadre. In case of posts other than the basic post, one fourth of the posts shall be through direct recruitment and three fourth of the posts shall be the promotional posts to be filled up as per UGC regulations amended from time to time. The Career Advancement Scheme (CAS)/merit based / time bound promotion, shall be in accordance with the UGC regulations subject to the approval of the Executive Council on the recommendations of the Academic Council.
4. In case of contractual appointment, initial appointment for all faculty members shall be made for duration of three years, unless a direct appointment is made, as specified under Clause (5) of this Regulation. Subsequent extension(s) of the contract shall be made on the basis of needs of the University, performance standards and any other criteria as may be fixed by the Executive Council, from time to time. The contract extensions may be granted for a period of one year at a time, on the recommendation of the selection committee subject to the approval of the Executive Council.
5. The contractual appointments shall contain such terms of appointment and conditions of services as may be prescribed in consonance with these regulations.
6. Notwithstanding anything contained in this regulation, the Executive Council shall have a right to appoint by invitation, a person of proven ability and experience in the field of Law, Science, Arts, Commerce, Management and as the case may be, on a contract basis for a specified time on such terms as may be mutually agreed upon or on deputation from other Universities/Institutes.
7. All employees appointed on contractual basis, shall receive a consolidated pay and shall be entitled to casual leave and any other benefit as conferred by the Executive Council.
8. All appointments made hereafter i.e., after coming into effect of these regulations shall be made only after following the due procedures as prescribed hereinabove.
9. Members of Academic Staff appointed prior to the adoption of these regulations shall continue to remain in their current posts and receive existing benefits until the expiry of their current contracts or acquiring the qualification mentioned in Regulation 12 within a year of the regulation coming into force, subject to approval by the Executive Council.
10. After coming into effect of these regulations, the teaching staff currently on rolls as on the date and with at least two years of experience in this University shall be eligible for appointment as a one-time measure. Such persons shall be given weightage for the services rendered in the University including age relaxation etc., provided they fulfill the educational eligibility criteria as per UGC. Upon such

appointment, the question relating to reckoning their past services, shall be scrutinized on individual case basis by a sub-committee constituted by the Executive Council, upon whose recommendation the benefit of past services would be approved by the Executive Council.

Regulation 14

Creation of administrative and ministerial posts

(1) Subject to Clause 9 (2) of the Schedule to the Act, the number of employees under each category of administrative and ministerial posts, grades of pay and the qualifications for such posts shall be in consonance with the structural requirements as approved by the Executive Council from time to time in accordance with the rules of the Government of Jharkhand.

The following shall be the employment structure:

| Sl. No. | Post | Pay Scale | Grade pay | Remarks |
|--|--------------------|--------------|-----------|--|
| Class III Employment structure: | | | | |
| 1. | Section officer | 9300 – 34800 | 4600 | Promotion after completing the service of five years in the grade pay of 4,200/- |
| 2. | Assistant | 9300 – 34800 | 4200 | Direct recruitment/promotion after completing the service of five years in the grade pay of 2400/- |
| 3. | UDC | 5200 - 20200 | 2400 | Promotion after completing the service of five years in the grade pay of 1900/- |
| 4. | Store Keeper | 5200 - 20200 | 2400 | Direct recruitment |
| 4. | LDC | 5200 - 20200 | 1900 | Direct recruitment/promotion from Class IV employment |
| 5. | Personal Assistant | 9300 – 34800 | 4200 | Promotion after completing the service of five years in the post of Stenographer |
| 6. | Stenographer | 5200 - 20200 | 2400 | Direct recruitment |
| 7. | Sr. Accountant | 9300 – 34800 | 4600 | Promotion after completing the service of |

| | | | | |
|---------------------------------------|--------------------------|--------------|------|--|
| | | | | five years in the post of accountant |
| 8. | Accountant | 9300 – 34800 | 4200 | Direct recruitment having minimum qualification of 50% marks in graduation in commerce from any recognized university |
| 9. | Assistant Librarian | 5200 - 20200 | 2800 | Direct recruitment having minimum qualification of 55% marks in B.LiSc with a minimum of 3 years of experience as Library Assistant/Sorter |
| 10. | Library Assistant/Sorter | 5200 - 20200 | 2400 | Direct recruitment having minimum qualification of 55% marks in B.LiSc |
| Class IV Employment Structure: | | | | |
| 1. | Driver (HMTV) | 5200 - 20200 | 1900 | Direct recruitment |
| 2. | Driver (LMV) | 5200 - 20200 | 1900 | Direct recruitment |
| 2. | Peon | 5200 - 20200 | 1800 | Direct recruitment |
| 3. | Cook | 5200 - 20200 | 1800 | Direct recruitment |
| 4. | Gardener | 5200 - 20200 | 1800 | Direct recruitment |
| 5. | Caretaker | 5200 - 20200 | 1800 | Direct recruitment |

(2) The persons appointed on the contract basis shall be governed by the terms of contract.

(3) The University may also engage service providers and contingent service providers on contract or ad hoc basis. They shall not be deemed to be the employees of the University.

Regulation 15

Mode of appointment to administrative or ministerial posts

(1) The Executive Council shall, having regard to the requirements of the University, on the basis of recommendations with reasons and considering the financial expenditure per year given by the Registrar, decide the number and categories of the administrative or ministerial posts to be filled in the University.

- (2) The selection committee for selection/recruitment of Class III & IV staff shall be constituted by the Vice Chancellor headed by Registrar and three other officers of the University including Finance Officer. In case of appointment of drivers, Motor Vehicle Inspector; in case of stenographer, Personal Assistant shall be one of the member of the selection committee. It is further provided that the ratio of direct appointment to the Class III posts shall be 75% from direct recruitment by advertisement and 25% by way of promotion from Class IV employees on the basis of a written examination.
- (3) The Registrar under the instructions of the Vice Chancellor shall invite applications by issuing advertisement in at least two newspapers published in English and Hindi, giving all the conditions including the number of vacancies having wide circulation in the Jharkhand besides on the official website of the University, from the persons possessing requisite qualifications for the concerned administrative or ministerial posts. Selection Committee shall conduct interviews and other tests as it may decide. The Selection Committee shall recommend a panel of names in order of merit to be appointed for the concerned administrative or ministerial post to the Executive Council. Cut-off date of determination of eligibility criteria shall be the last date of filing under the Advertisement.
- (4) The Executive Council shall, on receipt of panel of names of persons recommended by the Selection Committee, appoint such persons, as it may deem fit, to the advertised administrative or ministerial post.
- (5) The contract shall contain such terms of appointment and conditions of services as may be in consonance with these regulations.
- (6) In case of contractual appointment, initial appointment for all administrative and ministerial staff shall be made for duration of one years. Subsequent extension(s) of the contract shall be made on the basis of needs of the University, performance standards and any other criteria as may be fixed by the Executive Council, from time to time. The contract extension may be granted for a period of three years, as determined by the Contract Extension Committee to be constituted by the Vice Chancellor.
- (7) Selection for appointment with one-year probation period for sanctioned full time permanent / regular post for non-teaching staff shall be made by the Selection Committee as per Clause (1) of this regulation and the same shall be submitted for ratification to the Executive Council either on or before expiry of the contract including extended contracts. Preference shall be given to existing contractual employees.
- (8) After coming into effect of these regulations, the non-teaching staff currently on rolls as on the date and with at least two years of experience in this University shall be eligible for appointment as a one-time measure. Such persons shall be given weightage for the services rendered in the University including age relaxation etc., provided they fulfill the educational eligibility criteria as per Jharkhand State regulations. Upon such appointment, the question relating to reckoning their past services, shall be scrutinized on individual case basis by a sub-committee constituted by the Executive Council, upon

whose recommendation the benefit of past services would be approved by the Executive Council.

- (9) All employees appointed on contractual basis, shall receive a consolidated pay and shall be entitled to casual leave and any other benefit as conferred by the Executive Council.

Regulation 16

Certificate of Physical Fitness

- (1) All the employees of University shall undergo a medical examination and submit a medical fitness certificate certified by the Chief of a Government Hospital prior to joining duties.
- (2) The University may require an employee to submit a medical fitness certificate issued by the Chief of a Government Hospital, whenever it may deem necessary.

Regulation 17

Proof of age

- (1) Every person newly appointed in the University shall, if he has had the SSC or Matriculation Certificate, produce the original of such certificate. In case of those who have not obtained such a Certificate, copy of the extract from the Registrar of Births and Deaths or a certificate from the Head of the Institution where he studied or a declaration made before a Magistrate, be produced.
- (2) On acceptance of the certificate of the date of birth, it shall be entered in the service records of the person concerned to be authenticated by the Vice Chancellor and the person concerned and shall not be altered under any circumstances unless wrong age has been entered due to clerical mistakes.

Regulation 18

Commencement of service

All appointments shall take effect from the date on which the appointee reports himself for duty at the University or the place prescribed in the appointment order.

Regulation 19

Probation

- (1) Every person appointed in the University on substantive and permanent post through direct recruitment other than Vice Chancellor and those appointed by invitation shall, unless otherwise provided for in the appointment order of the person concerned, be on probation for a period of one year, extendable by maximum period of one year in a case of unsatisfactory performance.

In computing the period of probation, any kind of leave, if any, granted to an employee on probation shall be omitted and the period of probation shall stand extended to the period of such leave.

- (2) Any delay in the issue of an order either extending the period of probation or discharging a probationer shall not entitle an employee to claim that he has satisfactorily completed probation.
- (3) All employees shall be eligible for the grant of first increment in the time scale in which they are appointed only after satisfactory completion of probation.
- (4) Notwithstanding anything contained in the foregoing clauses of this regulation, if a probationer's work is found to be grossly unsatisfactory, a probationer can be terminated at any time during the period of probation by the authority who has appointed him with one month's notice or salary in lieu thereof for that period.

Regulation 20

Age of retirement

- (1) The age of superannuation for academic staff shall be on attaining the age of 65 years and that for the other employees 60 years, provided that the Executive Council may relax the age of superannuation for two years for the academic staff depending upon the needs and effective functioning of the University.
- (2) An academic staff member who superannuates in the midst of vacation, the date of superannuation will be the last day of the concerned month irrespective of the commencement of the next academic term.
- (3) Arrangement of term and vacation to be considered for superannuation of an academic staff member shall be the respective term and vacation as may be decided by the University in any respective academic year if so prescribed by the Executive Council on recommendation of Academic Council.

Chapter III

CONDITIONS OF SERVICE

Regulation 21

Conditions of service

- (1) The grade of pay of Vice Chancellor, Registrar and the pay scales of all other academic staff of the University shall be equivalent to the pay scales of the University Grants Commission prescribed from time to time for the corresponding posts. Provided that nothing in these regulations shall affect the inherent powers of the Executive Council at any time to revise the sanctioned pay scale of any post.
- (2) The Vice Chancellor shall be entitled to fully furnished rent free accommodation, one car for office use with driver and allowances for two newspapers, Electricity allowance as per actuals; Telephone and Mobile allowance not exceeding Rupees Five Thousand (Rs. 5,000/-), Medical reimbursement upto Rupees Two Thousand (Rs. 2000/-) for self, spouse, dependent children including unmarried daughters.
- (3) The Registrar shall be entitled to a fully furnished rent free accommodation, one car for office use with driver and such Allowances for two newspapers, Electricity allowance as per actual; Telephone and Mobile allowance not exceeding Rupees Two Thousand Five Hundred (Rs. 2,500/), Medical reimbursement up to Rupees One Thousand Five Hundred (Rs. 1,500) for self, spouse, dependent children including unmarried daughters. Faculty members serving as wardens residing in students' hostel shall be entitled to a rent free accommodation and an honorarium of 3,000 rupees per month for their additional services to the University. Number of Wardens shall be determined by the Vice Chancellor from time to time. No House Rent Allowance shall be payable to employees residing in residences provided by the University, but shall not include those serving as wardens or those residing in students' halls of residence.
- (4) The Executive Council may appoint such number of academic staff and the administrative staff on part time basis or purely on temporary/ad hoc basis or contractual basis or on deputation basis, as the exigencies may require, without going through the selection process under the Act, based on the recommendations of the Vice Chancellor, on such terms and conditions as the Executive Council may deem fit.
- (5) The following shall be the officers' immediate superior to an employee:
 - (a) Dean of Faculty and Director (Research & Training) in respect of all Heads of Departments;
 - (b) Controller of Examinations in respect of all administrative and ministerial staff working in his department;
 - (c) Finance Officer in respect of all administrative and ministerial staff working in his department;

- (d) Heads of Departments in respect of all academic staff working in their respective departments or the schools;
 - (e) Chief Warden in respect of all employees and Wardens working in the Halls of residence of the University;
 - (f) Registrar in respect of Librarian and all other administrative and ministerial staff working in the rest of the offices of the University;
 - (g) The Vice Chancellor in respect of (a), (b), (c), (d), (e), (f) and all other officers of the University;
- (7) The University shall, based on the selection criteria, award a best award for an academic staff member and an administrative staff member every year. The University shall also award three academic staff members, two from law subjects and one from non-law subject, from the national law universities as Best Faculty Members every year.
- (8) Incentives for PhD/MPhil and Other Higher Qualifications as per UGC regulations.
- (9) Increments:
- (a) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the Grade Pay if any applicable for the stage in the Pay Band.
 - (b) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant pay Band and the Grade Pay if any as applicable and shall be non-compoundable.
 - (c) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable rise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.
 - (d) All issues related to grant of advance increment to academic staff members shall be subject to the recommendation of the Committee constituted by the Executive Council for review of academic staff members.

Regulation 22

Resignation

- (1) An employee of the University may at any time resign from the services of the University by giving a notice of ninety days in writing to the appointing authority.
- (2) 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(1), it shall be deemed to have become effective on the date of the expiry of such period, unless the employee is informed before such date, that his resignation has been rejected and of the reasons for such rejection:

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 and payment thereof is not made by him within the period mentioned above.
- (b) he is under suspension,
- (c) any departmental inquiry is contemplated or pending against him.

Provided further that in case where criminal prosecution is pending against an employee and resignation is accepted, the order in this regard shall specify that the criminal prosecution is pending against him.

- (3) An employee shall not be relieved from his office, if his resignation is rejected.
- (4) Where an employee remains absent from duty before his resignation has become effective or if his resignation has been rejected without prior grant of leave for such absence, it shall be lawful for the competent authority to treat his absence as leave without pay and to take disciplinary action against him for unauthorized absence from duty.
- (5) 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 public interest.
- (6) Where a notice is given by the authority other than University terminating the services of temporary employee or where the services of any such employee is terminated by an authority other than the University either on the expiry of the period of such notice or forthwith by payment of pay plus allowances, the University may, of its own motion or otherwise reopen the case and after calling of the records of the case and after making such inquiry as it deemed fit-
 - (a) confirm the action taken by the authority;
 - (b) withdraw the notice;
 - (c) re-instate the employee in service, or
 - (d) make such other order in the case as it may consider proper;

Provided that except in special circumstances, which shall be recorded in writing, no case shall be reopened under this sub-rule after the expiry of three months-

- (i) from the date of notice in case where notice is given;
- (ii) from the date of termination of service, in a case where no notice is given.

Regulation 23

Termination

- (1) The Executive Council may terminate the services of an employee at any time prior to the expiry of the term of contract and by giving him a notice of one **month**, if-
 - (a) the exigencies of service require abolition of the post or reduction of staff;
 - (b) the employee does not meet the highest standards of academic and/or professional competence, integrity and efficiency required by the University;
 - (c) the employee for reason of health, is incapacitated for further retention in service;
 - (d) such facts anterior to the appointment of an employee and relevant to his suitability have come to the knowledge which would have, precluded him from appointment at the time of appointment.

Regulation 24

Legal consultancy and advisory services

- (1) Academic staff member may be permitted to accept legal advisory and consultancy work and the resources earned by the academic staff member shall be divided between such staff member and the University, in any academic year, as given below.
 - (a) Amount received up to 30% of the gross salary (basic salary plus grade pay and academic allowance) in the ratio of 90:10 between the academic staff member and the University
 - (b) Amount received beyond 30% and up to the gross salary: Sharing of the amount beyond 30% in the ratio of 70:30 between the academic staff member and the University.
 - (c) Amount received beyond the gross salary: The amount shall be shared equally between the academic staff member and the University.
- (2) The University shall lay down detailed guidelines to facilitate the legal consultancy and advisory services rendered by the academic staff members. The total time spent on consulting shall be 30 days per year, so that academic responsibilities are met by the concerned faculty members. In case of the conflict of interests between the University and the external engagement of the academic staff member, due to such engagements, the academic staff member shall cease to perform such engagements, upon receiving the instructions from the Vice Chancellor.

Regulation 25

Leave- general

- (1) All officers of the University other than those paid out of contingency are entitled to leave as provided in the following regulations. No leave can, however, be claimed as a matter of right. Leave is earned by duty and when the exigencies of the University

services require, discretion to refuse and revoke any kind of leave is reserved to the authority empowered to grant leave.

(2) No leave shall be granted to an employee beyond-

(a) the date of his retirement, or

(b) the date of his final cessation of duty, or

(c) the date on which he retires by giving notice to the University or he is retired by the University by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service.

(d) the date of resignation from service.

Regulation 26

Types of leave

Casual leave

Casual leave may be granted to academic staff as per the UGC regulations and for non-teaching staff as per the Government of Jharkhand rules. Casual leave shall be granted only when it can be given without inconvenience to the University services.

Regulation 27

Earned leave

(for the employees other than those in vacation department)

- (1) Credit will be accorded in advance at a uniform rate of 15 days on 1st of January and 1st of July every year.
- (2) Earned leave may be accumulated up to 300 days (including the number of days for which encashment has been allowed)
- (3) If the leave availed of is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of the relevant half year.
- (4) The credit for the half year in which the employee is appointed will be accorded at the rate of 2 ½ days for each completed calendar month of service which he is likely to render in the calendar half year in which he is appointed.
- (5) The credit for the half year in which the employee is removed/dismissed from service or dies in harness will be accorded at the rate of 2 ½ days per completed calendar month up

to the end of the calendar month preceding the calendar month in which he is removed/dismissed/dies.

- (6) The credit for the half year in which an employee is due to retire or resigns from the service will be accorded at the rate of 2 ½ days for each completed calendar month in that half year up to the date of retirement/resignation.
- (7) If any employee retires/resigns/removed/dismissed/dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of 1/10th of any extra ordinary leave taken in that half year and the leave account regularized.
- (8) While calculating credit, fraction of a day should be rounded off to a day.
- (9) Earned leave may be availed of up to 180 days at a time. Earned Leave can be taken up to 300 days as leave preparatory to retirement.

Regulation 28

Half Pay Leave

- (1) Half pay leave shall be credited in advance at the rate of 10days on the first day of January and July every year. The advance credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month.
- (2) The credit for the half year in which an employee is due to retire/resign will be accorded at the rate of 5/3 days for each completed calendar month of service in that half year up to the date of retirement/resignation.
- (3) Half pay leave can be availed with or without medical certificate.
- (4) While affording credit, a fraction shall be rounded off to the nearest day.

Regulation 29

Commutated Leave

- (1) Commuted leave not exceeding one half of half pay leave due may be availed of on appropriate medical certificate.
- (2) If commuted leave is taken, twice the number of days availed of shall be debited in the half pay leave account.
- (3) When an employee is granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the salary and allowances in respect of the period for which the commuted leave has been availed shall

be recovered. If quitting the service is by reason of ill health making the employee unfit for further service or in the event of death, such recovery shall not be made.

- (4) Commuted leave shall be granted at the request of the employee even when earned leave is available.

Regulation 30

Leave Not Due

- (1) Leave-not-due (LND) may be granted at the discretion of the Vice Chancellor to an employee when no half pay leave is there to his credit.
- (2) LND may be granted on appropriate medical certificate (except on grounds of continuation of maternity leave or a female employee adopting a child aged less than one year).
- (3) The quantum of leave shall be limited to the half pay leave that the employee is likely to earn subsequently.
- (4) During the entire service of an employee LND shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate.
- (5) LND shall be debited against half pay leave that the employee earns subsequently. In the case of the employee leaving the service, recovery for the excess leave be made from the funds of the employee available with the University.
- (6) LND shall not be available in case of leave preparatory to retirement.
- (7) LND may not be granted to an employee whose leave account shows a debit balance in consequence of the grant of LND on previous occasion(s).

Regulation 31

Extraordinary Leave

- (1) Extraordinary Leave (EOL) without pay and allowances may be granted to an employee when no other leave is admissible.
- (2) No EOL may be granted to an employee who has not been in continuous service for at least five years. Subject to this limitation, any length of EOL may be sanctioned to a confirmed employee, after a period of six years of service.
- (3) Extraordinary leave shall not count for increment except in the following cases:
 - (a) leave taken on the basis of medical certificates;

- (b) cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the employee has no other kind of leave to his credit;
 - (c) leave taken for pursuing higher studies; and
 - (d) leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical or academic work of importance.
- (4) Extraordinary leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty (including vacations when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence of duty shall in no case exceed five years in the full working life of an employee.

Regulation 32

Special Disability Leave

- (1) Special Disability Leave may be admissible to any employee when disabled during performance of official duties.
- (2) Special disability leave may also be given, when disabled by illness incurred in the performance of any particular duty, which has the effect of increasing liability to illness or injury beyond the ordinary risk attaching to the civil post held, under the same conditions.
- (3) The period of leave may be determined on the basis of a certificate from a registered medical practitioner, subject to a maximum of 24 months.
- (4) It may be combined with any other leave and counted as part of continuous service for purpose of pension. It shall not be debited to leave account.

Regulation 33

Quarantine Leave

Leave of absence from duty may be granted to all employees on full pay when he or she is ordered by the Vice Chancellor of the University not to attend his / her duties on account of presence of any infectious disease in family or household or to himself / herself. Such leave may be granted with full pay and allowances on a certificate by Registered Medical Practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called as Quarantine Leave.

Regulation 34

Maternity leave/Paternity leave

- (1) (a) Maternity leave on full pay may be granted to a woman employee having less than two surviving children, for a period not exceeding 180 days, to be availed of up to two times, in her entire career. It may also be granted in cases of miscarriage and abortion, subject to the condition that the total leave granted in respect of this to employee in her career is not more than 45 days, and that the application for leave is supported by an appropriate medical certificate.
- (b) Maternity leave may be combined with earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted if the request is supported by an appropriate medical certificate.
- (2) Paternity leave of 15 days may be granted to an employee during the delivery confinement of his wife, provided that, such leave may not be granted more than two times during his service.

Regulation 35

Study Leave

- (1) Study Leave may be granted to any employee, with not less than three years' service, for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability for the benefit of the University.
- (2) Maximum period of leave is 24 months in the entire service and may be granted at a stretch or in different spells. The period of leave will not be debited to leave account.
- (3) Grant of leave is conditional on the employee executing a bond in favor of the University in the prescribed forms.
- (4) The Vice Chancellor may grant study leave for a period not exceeding 15 days at a time, without the approval of the Executive Council.
- (5) The employee shall submit to the Vice Chancellor, six monthly reports of progress in his studies from his supervisor. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (6) If an official after availing of study leave resigns from service or otherwise quits within five years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, he shall refund the actual amount of leave salary, study leave allowance, cost of fees, travelling allowance and other expenses incurred by

the University and the actual amount, if any, of the cost incurred by the foreign Governments, foundations, trusts in connection with the course of study with interest thereon at prescribed rates.

Regulation 36

Sabbatical Leave/Academic Leave

- (1) A full-time academic staff of the University who has completed seven years of service, in total, as Professor, Associate Professor, Assistant Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing his professional competence and usefulness to the University and higher education system.
- (2) The duration of leave shall not exceed one year at a time and two years in the entire career of an academic staff.
- (3) An academic staff who has availed himself of study leave, shall not be entitled to the sabbatical leave within six years after the study leave.
- (4) An academic staff 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 immediately prior to his proceeding on sabbatical leave.
- (5) An academic staff on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad hoc 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 sabbatical leave shall be sanctioned on reduced pay and allowances.
- (6) During the period of sabbatical leave, the academic staff shall be allowed to draw the increment on the due date. The period of leave shall also count as part of service for purposes of pension/contributory Provident Fund, provided that the academic staff rejoins the University on the expiry of his leave.
- (7) If an academic staff after availing of sabbatical leave resigns from service or otherwise quits within five years after return to duty or does so without returning to duty at all from sabbatical leave, or fails to complete the course of study, he shall refund the actual amount of leave salary, study leave allowance, cost of fees, travelling allowance and other expenses incurred by the University and the actual amount, if any, of the cost incurred by the foreign Governments, foundations, trusts in connection with the course of study with interest thereon at prescribed rates.

Note -1. The Programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note -2. On return from leave, the academic staff shall make a report to the University the nature of studies, research or other work undertaken during the period of leave.

Regulation 37

Leave to probationer

- (1) A probationer shall be entitled to leave under these regulations if he had held his post substantively otherwise than on probation.
- (2) If, for any reason, the services of a probationer are to be terminated, any leave which may be granted to him shall not exceed
 - (a) beyond the date on which the probation period as already sanctioned or extended expires, or
 - (b) beyond any earlier date on which his services are terminated by orders of the authority competent to appoint him.

Regulation 38

Leave in vacation department

- (1) All academic staff of the University other than those appointed on ad hoc and consolidated salary basis shall be treated as those enjoying vacation and as such are not entitled to any kind of earned leave in respect of duty performed in any academic year.
- (2) Such academic staff shall be entitled to maximum 45 days of vacation in an academic year during the periods so declared by the University.
- (3) In every academic calendar prepared annually, the Registrar shall notify commencement and the ending of the vacation between the Semesters.
- (4) If in any academic year, an academic staff is required by a general or special order of the Vice Chancellor to forego such vacation or a portion of vacation in the interest of the University work, he shall be entitled to:
 - (a) an earned leave at the rate of one day for every three days of vacation foregone and such earned leave could be accumulated up to a maximum of 240 days in one's period of service in the University, or
 - (b) a compensatory leave of equal number of days foregone which shall however, be utilized within one year from the date of refusal of leave.

Regulation 39

Leave to probationer

- (1)
 - a) A probationer shall be entitled to leave under these regulations if he had held his post substantively otherwise than on probation.
 - b) If, for any reason, the services of a probationer are to be terminated, any leave which may be granted to him shall not exceed
 - (i) beyond the date on which the probation period as already sanctioned or extended expires, or
 - (ii) beyond any earlier date on which his services are terminated by orders of the authority competent to appoint him.

Regulation 40

Leave to persons re-appointed after retirement

In case of a person re-employed after retirement, the provisions of these regulations shall apply, in so far as the leave is concerned, as if he had entered the University services for the first time on the day of his re-employment.

Regulation 41

Leave to Ad hoc /Temporary Employees

- (1) Employees in Non - Vacation Departments: The types of leaves mentioned above shall be available to the employees if employees appointed initially for brief periods continue beyond three years without break.
- (2) Employees in Vacation Departments:
 - (a) Leave credit for Staff categorized as Vacation Staff (including staff whose appointment is treated as ad hoc and hence, not allowed vacation) may be granted, only if their services are utilized by the University during the period of vacation.
 - (b) Where services of an employee are not utilized by the University during a period of vacation, his employment with the University shall stand terminated upon the commencement of such period of vacation.

Regulation 42

Provident Fund

- (1) Every whole time employee shall subscribe monthly to the University Provident Fund. The rate of subscription may not be less than 8% of his emoluments and not more than his total emoluments. The amount so calculated being rounded off to the nearest rupee, provided that in case of subscription at the minimum or maximum rates, the rounding of will be to the next higher or the next lower rupee respectively. The Provident Fund deductions shall be made after confirmation with effect from the date of appointment.
- (2) The University shall contribute to this fund 8% of emoluments from the date of subscription. No subscription or contribution shall be made in the Provident Fund by an employee who is on leave without pay.
- (3) No deduction shall be made which reduces the credit by more than the amount of contribution by the University with interest thereon before the amount standing to the credit of the subscriber in the fund is paid out of the fund.
- (4) The Vice Chancellor may direct the deduction there from and payment to the University of –
 - (a) all amounts representing such contribution and interest, if the subscriber within five years of the commencement of his services as such resigns from the service or ceases to be an employee of the University otherwise than by reason of death, superannuation or a declaration by a competent medical authority that he is unfit for further service, or the abolition of post or the reduction of the establishment or under a contract;

- (b) any amount due under a liability incurred by a subscriber to the University;
- (c) all amounts representing such contributions and interest, if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency:

Provided that where the Vice Chancellor is satisfied that such deduction would cause exceptional hardship to the subscriber, he may, by order exempt from such deduction, an amount not exceeding two third of the amount of such contribution and interest which would have been payable to the subscriber, if he had retired on medical grounds.

Provided further that if any such order of dismissal is subsequently cancelled, the amount so deducted shall on his reinstatement in the service, be replaced to his credit in the fund.

Note: For the purpose of sub-clause (a), the period of five years shall be reckoned from the commencement of the subscriber's continuous service under the University.

- (5) Notwithstanding the foregoing provisions of this regulation, persons who have retired from State/Central Government, Universities or National Institutions, if re-employed in the University may be permitted to subscribe to the Provident Fund, provided that where the term of re-employment is initially for a year or less but is later on extended so as to exceed one year, the contribution with interest will be credited only after one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re-employed person is allowed to contribute to the Provident Fund if such period exceeds one year.
- (6) The word "subscription" wherever it occurs in regulations 40 to 47 means the amount paid by the subscriber and the word "contribution" means the amounts contributed by the University.

Regulation 43

Entitlement to Provident Fund

- (1) No employee of the University shall be entitled to the benefits of Provident Fund who has been appointed by the University on a consolidated salary on special terms or on a part time or daily wage basis.
- (2) If an employee admitted to the benefit of the fund was previously a subscriber to any contributory or non-contributory Provident Fund of the Central or the State Government, or of a body corporate owned or controlled by Government or Universities/colleges or institutions having University Status or an autonomous organization registered under the Societies Registration Act, 1860 immediately before his appointment in the University, the amount of his accumulations in such contributory or non-contributory Provident Fund shall be transferred to his credit in the fund.

Regulation 44

Nomination to Provident Fund

- (1) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read the regulations and agrees to abide by it and shall send it for registration in the University Office the names of the persons to whom he wishes the balance at his credit to be paid in the event of his death.

Provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of the family. If employee does not have a family and subsequently acquires family, the nomination has to be of the member of his family i.e. wife/husband.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to the credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination under this regulation until he makes a nomination in accordance with this regulation.

- (2) The subscriber may, from time to time add or change his nominee by making written application to the Vice Chancellor.
- (3) All nominations made by the subscriber shall be entered in a register kept in the University Office.

Regulation 45

Management of the Provident Fund

The management of the Provident Fund shall vest in the Executive Council which shall issue general or special directions as may be consistent with the regulations as to the conduct of the business of the Fund, or its management or the privileges of the subscribers, not provided for expressly herein or vary or cancel directions given. Provided that there shall be a Provident Fund Management Committee consisting of the Vice Chancellor, the Registrar and one member nominated by the Executive Council from amongst its own members for the purposes of advising the Executive Council in the matters relating to investments, payments and other matters in respect of Provident Fund.

Regulation 46

Payment of the Provident Fund

- (1) When the amount of Provident Fund becomes payable to a subscriber, subject to the directions of the Vice Chancellor, the Accounts Officer of the University shall be entitled to deduct the amount due under any liability incurred by the subscriber to the

University but not exceeding in any case the total amount of the contribution credited to the account of the subscriber by the University and of any interest which has accrued on such contribution.

- (2) Notwithstanding anything contained in the preceding clauses of the regulations, a subscriber who ceases to be in service of the University by reason of his taking upon appointment with another University or college or a national institute without any break and with prior permission may be declared to be entitled to the contribution of the University in accordance with these regulations.

Regulation 47

Provident Fund Account

- (1) The amounts accruing to the Fund shall be placed in such bank or banks as may be approved from time to time by the Executive Council, or invested in the Government securities at the discretion of the Executive Council. Interest at the rate fixed for the purpose by the Executive Council from time to time, shall be credited to each subscriber's account.
- (2) The subscription paid by the subscriber and the contribution by the University shall be entered monthly in a separate account of each subscriber.
- (3) The accounts of the Fund shall be audited once in a year and a statement of the total amount to the credit of the account of each subscriber shall be furnished to him.

Regulation 48

Interest of Provident Fund

Subject to the provision of clause (4)(c) of regulation 40, a subscriber, at the termination of his service, shall be entitled to receive the amount which has accumulated to his credit, viz. his subscription with interest and the contribution made by the University.

Regulation 49

Payment of Provident Fund on death

In the event of the death of the subscriber, the amount at the credit of the subscriber shall be paid to the person or persons duly nominated by him or when no such nomination is made, to his legal heir or heirs.

Regulation 50

Advance from Provident Fund

- (1) No final withdrawal shall be allowed until the termination of the service of the subscriber or on his death. But in case of necessity, the Vice Chancellor may allow a subscriber an advance of a sum not exceeding $3/4^{\text{th}}$ of the total amount subscribed by him.
- (2) Recoveries towards the amount of advance shall be made in twenty equal monthly installments as may be decided by the commencing from the first payment of a full month salary after the advance is granted.
- (3) When an advance is sanctioned under clause (2) before repayment of last installment of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to such consolidated amount.
- (4) Subject to the conditions specified hereunder, the withdrawals from the Fund may be sanctioned by the Vice Chancellor at any time after completion of twenty years of service excluding breaks in service, if any, of a subscriber or within ten years before his retirement on superannuation whichever is earlier for one or more of the following purposes:
 - (a) meeting the cost of higher education, including where necessary the traveling expenses of any child of the subscriber dependent upon him in the following cases:
 - (i) for education outside India for academic, technical, professional or vocational course beyond the High School stage;
 - (ii) for any medical, engineering or other technical or specialized course in India beyond High School stage provided the course of study is not less than three years.
 - (b) meeting the expenditure in connection with marriage of subscriber's son or daughter and of any other female relation dependent upon him;
 - (c) meeting the expenditure in connection with the illness, including wherever necessary, the traveling expenses of the subscriber or any person dependent on him;
 - (d) building or acquiring a suitable house for his residence including the cost of site or reconstructing or for making additions or alterations to a house already owned or acquired by him;
 - (e) purchasing a house site;
 - (f) for constructing a house on site purchased utilizing the sum withdrawn under clause (5).
- (5) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in this regulation from the amount standing to the credit of his Provident Fund

shall not ordinarily exceed one half of such amount or six months pay of the subscriber whichever is less. The Vice Chancellor may however, sanction the withdrawal of an amount in excess of these limits up to three fourths $\frac{3}{4}$ of the balance at his credit in the Fund having due regard to the object for which the withdrawal is being made, the status of the subscriber and the amount to his credit in the Fund.

- (6) A subscriber who has been permitted to withdraw money from the Fund under sub-clause (4) shall satisfy the Vice Chancellor within a reasonable period as may be specified by him that the money has been utilized for the purpose for which it was withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum and in default of such payment, it shall be ordered by the Vice Chancellor to be recovered from the emoluments either in a lump sum or in such number of monthly installments together with interest thereon as may be determined by the Executive Council.

Regulation 51

Gratuity

- (1) An employee who has completed five years qualifying service at the University shall be granted Death cum Retirement Gratuity in accordance with the scale indicated in regulation 50. In the event of his demise, the gratuity shall be payable to the nominee or nominees of the deceased in the manner prescribed in this regard.
- (2) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:
- (i) If there is one or more surviving members of the family as in the following sub-clauses (i), (ii), (iii) and (iv) to all such members in equal shares:
- (aa) surviving spouse and legal heirs of the employee;
 - (ab) sons including step sons and adopted sons;
 - (ac) unmarried daughters including step daughters and adopted daughters.
- (ii) If there are no such surviving members of the family as in clause (a) above, but there are one or more members of the following sub-clauses (aa), (bb), (cc), (dd), (ee), (ff) and (gg), to all such members in equal shares:
- (aa) widowed daughters including step daughters and adopted daughters.
 - (bb) father including adoptive parents in the case of individuals whose personal law permits an adoption;
 - (cc) mother;
 - (dd) brothers below the age of eighteen years including step brothers;

(ee) unmarried sisters and widowed sisters including step sisters;

(ff) married daughters, and

(gg) children of pre-deceased son.

Note 1: The right of a female member of a family, or that of a brother of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female marries or remarries, or the brother attains the age of eighteen years after the death of the employee and before receiving his share of the gratuity.

Note 2: Where gratuity is granted under this regulation to a minor member of a family of the deceased employee, it shall be payable to the guardian on behalf of such minor.

Note 3: Where an employee dies while in service or after his retirement without receiving the amount of gratuity and

(a) leaves behind no family; or

(b) has made no nomination; or

(c) the nomination made by him does not subsist,

the amount of death cum retirement gratuity payable to him under this regulation shall lapse to the University.

(3) No gratuity shall be payable on resignation from service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency or not due to age.

Regulation 52

Eligibility for gratuity

The amount of death cum retirement gratuity shall be one-fourth $\frac{1}{4}$ of the basic pay of an employee for each completed six monthly period of qualifying service subject to a maximum of sixteen and half times the basic pay or RS. 10, 00,000/- whichever is less.

Regulation 53

Traveling and daily allowance

The terms and conditions of the travelling and daily allowance for academic and non-academic staff shall be governed by the regulation of the UGC and Government of Jharkhand respectively.

Regulation 54

Other allowances

Unless otherwise specified in these regulations, the terms and conditions of any other allowances, such as leave travel concession, house rent allowance, dearness allowance, transport allowance, education grant for children, and academic and research promotion allowance, for academic and non-academic staff shall be governed by the UGC and Government of Jharkhand regulations respectively.

Regulation 55

Medical reimbursement

Medical reimbursement for Faculty members shall be upto Rupees One Thousand only (Rs. 1,000/-) and for Non -Teaching / Technical Employees shall be Rupees Five Hundred only (Rs. 500/-) for self, spouse, dependent children including unmarried daughters. Reimbursements shall be made according to medical Insurance Policy adopted by the University from time to time.

Regulation 56

Conduct and Discipline (Redressal of Grievances)

(1) Every employee of the University shall at all times –

- (a) maintain absolute integrity;
- (b) maintain devotion to duty, and
- (c) do nothing which is unbecoming of an employee of the University.

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

(2) No employee of University shall, in performance of his official duties or in exercise of the powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he 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 shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation: Nothing in clause (2) shall be construed as empowering an employee of the University to evade his 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.

(3) Following penalties may, for good and sufficient reason be imposed upon an employee of the University for committing breach of clause (1):

a) Minor Penalties:

- i. Censure;
- ii. Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;
- iii. Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.
- iv. Withholding of increments of pay without cumulative effect and not adversely affecting his pension or withholding confirmation in service.

b) Major Penalties:

- v. Withholding of promotion;
- vi. Withholding of increments of pay with cumulative effect;
- vii. Save as provided for in clause (iii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government Servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- viii. Reduction to lower time scale of pay, grade, post or service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government Servant during such specified period to the time scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period –
 - a. The period of reduction to time scale of pay, grade, post or services shall operate to postpone future increments of his pay, and if so, to what extent; and
 - b. The Government Servant shall regain his seniority in the higher time scale of pay, grade, post or service.
 - c. Compulsory retirement,
 - d. Removal from service which shall not be a disqualification for future employment under the Government;

- e. Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Provided that, in every case in which the charge of possession of assets disproportionate to known source of income or charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in clause (x) or clause (xi) shall be imposed.

Provided further that in any exceptional case and for special reasons to be recorded in writing, any other penalty may be imposed.

- (4) No employee of the University shall be inflicted any of the above mentioned punishments unless initiated by the Vice Chancellor, who by giving the employee an opportunity of showing cause against the action proposed to be taken against him.

Provided that nothing in this clause shall apply to an employee who is appointed on part time basis or purely on temporary/ad hoc basis.

- (5) All appeals on punitive actions taken by the Vice Chancellor shall lie before the Executive Council within 15 days of the action taken. The Executive Council shall decide it either by constituting sub-committee or by full-committee excluding the Vice Chancellor. The Executive Council shall communicate its decision within a period of forty-five days of the receipt of the appeal.
- (5) Where the Executive Council fails to communicate either approval or disapproval within the period specified in sub-clause (b) of clause (4), the proposed action shall be deemed to have been approved by the Executive Council on the date of the expiry of the said period.
- (6) Where an employee of the University is suspended by the Vice Chancellor pending any inquiry proposed to be held against him, the fact of his suspension together with the grounds therefore shall be communicated within a period of seven days, after such suspension by the Vice Chancellor to the Executive Council, and such suspension shall be subject to ratification by the Executive council within a period of forty five days from the date of receipt of communication in this behalf by the Executive Council and if such ratification is not communicated to the Vice Chancellor within such period, the suspension of such academic staff shall be deemed to have been ratified: Provided that an employee shall, during the period of suspension, be entitled to such subsistence allowance, and on such terms and conditions as may be prescribed by the Executive Council.
- (7) If the case directly involves the Registrar or other officers of the University, disciplinary proceedings shall be held by the Vice Chancellor upon authorization by the Executive Council and the Vice Chancellor shall recommend to the Executive Council the proposed action to be taken against the Registrar or other officers of the University.

- (8) For matter not covered under this regulation with regard to disciplinary proceeding and punishment, the same shall be guided by the provisions contained in Jharkhand Government Servants (Classification, Control & Appeal) Rules, 2016 as far as applicable and relevant under this regulation.

Regulation 57

Records of Service of University Employees

- (1) There shall be a personal file for all papers, relating to each of the employee. All papers relating to his recruitment, date of birth, verification of his antecedents and service, leave, promotions, disciplinary action and retirement shall be duly placed in this file. If an employee acquired any academic qualification of other distinction while in service, paper relating to these shall be duly placed in the file.
- (2) A personal confidential file or character roll shall be maintained for each employee. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation. If any, against the remarks.
- (3) A Service book giving a history of his service shall also be maintained in respect of records entries of each incident in his service e.g. the date and nature of each of his appointment and termination of each appointment in University service, the date of his confirmation, increment, promotion, rewards, and citations earned by him, the dates of his proceeding on leave and return from leave.
- (4) A leave account shall be maintained in the proforma prescribed by State Government for the purpose for each University employee showing a complete account of all leave (except casual leave) taken by him.

Chapter IV

PURCHASE POLICY AND PROCEDURE

Regulation 58

Constitution of University Purchase Committee

The University Purchase Committee shall be constituted by the Vice Chancellor, consisting of Registrar, Finance Officer and such other one or two faculty members as he may deem fit and proper.

Regulation 59

Powers of the University Purchase Committee

(1) The University Purchase Committee, after considering the indents for the purchase of stationery, stores, materials, dead stock, expenditure of works and expenditure other than work pertaining to construction of building or construction of road/street inside the University/hostel premises, shall have power –

- (a) To sanction expenditure which is less than Rs. 10,000/-.
- (b) To sanction expenditure which is more than Rs. 10,000/- but less than Rs. 50,000/- and the purchase is to be made from the Government Agencies or Institutions without inviting quotations;
- (c) To sanction expenditure which is more than Rs. 50,000/- but less than Rs. 1,00,000/-, after considering not less than three quotations;
- (d) To sanction expenditure which is more than Rs. 1,00,000/- but less than 10,00,000/-, after inviting tenders from the bidders.

Provided that in case of purchase of stationery, stores, materials, dead stock, expenditure of works other than work pertaining to construction of building or construction of road/street inside the University/hostel premises, the total value of which exceeds Rs. 10,00,000/- shall not be sanctioned by the University Purchase Committee without obtaining prior approval of the Executive Council.

(2) All the purchases mentioned in (a), (b), (c) & (d) shall be made only after the approval of the Vice Chancellor.

Regulation 60

General guidelines of Purchase Policy

- (1) Every officer sending indent of stores required by his department to the Accounts Officer is expected to be acquainted with the purchase policy and procedure.
- (2) The indents should contain detailed specification of stores required and Indian Standards, if available with the indenting officer.
- (3) All normal indents for stores shall be placed by the Accounts Officer before the University Purchase Committee before 30th July of the year.
- (4) Indents for specialized type of stores in respect of which considerable time is required for preparation of details and specification etc should be placed in any case before the 31st December of the year.
- (5) In case of emergent requirements, special case shall have to be made out and such indent can be sent at any time along with the certificate of the Department Head indicating the emergent nature of the requirement and the existing stock held by him. The Department

Head should ensure that while sending the indents as specified in clauses (2) and (3), the requirements of the stores for the Department are carefully worked out.

(6) Check points to be followed by the University Purchase Committee–

(a) Indent planning –

- (i) See that the instructions for consignee and inspection are clear;
- (ii) Verify the technical particulars and ensure that the required specifications are made available;
- (iii) Check whether the store indented is of a particular make only so that the direct purchases can be made;
- (iv) Check whether the delivery period is realistic and if not, the indenter be informed, for giving probable time required for obtaining delivery;
- (v) See that the stores are not covered under the requirement of quotation or tender, as the case may be, before making purchase on receiving approval of the University Purchase Committee;
- (vi) Check whether the stores can be purchased by placing a repeat order;
- (vii) See that all like indents are bulked together to avoid any splitting of the order for purchase or placing multiple orders.

(b) Preparation of Tender Enquiry –

- (i) Ensure that standard forms duly prescribed are used for issue of tender inquiry;
- (ii) Ensure that time and date for receipt of tenders has been indicated;
- (iii) Ensure that the time and date for opening of tenders have been indicated;
- (iv) Ensure that reasonable time has been allowed to the bidders to submit their quotations;
- (v) Ensure whether the period for which the tenders are to be kept open for acceptance has been indicated realistically keeping in view the nature of store and the time lag likely to be involved where consultation with the indenter on the suitability of offers received would become necessary;
- (vi) Ensure that the description of stores including specifications is correctly indicated at relevant place in the tender form;
- (vii) Ensure that the tender enquiry is signed;
- (viii) Ensure that when the tender sample is called and is required to be furnished to the authority for testing, a copy of the tender enquiry is furnished to that authority also. It should be verified whether the time within which the tender sample should be submitted is indicated;
- (ix) Ensure that the conditions of contract applicable have been correctly indicated in the enquiry;

- (x) Ensure whether the clauses for sales tax, customs duty, excise duty and transit insurance are correctly incorporated in the tender enquiry;
- (xi) Ensure that the warranty clause in respect of stores requiring warranty is incorporated in the tender enquiry;
- (xii) Ensure that price variation clause when necessary is incorporated in the tender enquiry.
- (xiii) Ensure that in case of purchase of imported stores, appropriate shipping clauses and special conditions like payment terms for FOB/FAS contracts are indicated in the tender enquiry;
- (xiv) Ensure that when necessary, clause for coverage of additional quantity up to 25% is incorporated in the tender enquiry;
- (xv) Ensure that special conditions, if any, and the pre-estimated liquidated damages including risk purchase in respect of critical items and important stores are incorporated in the tender enquiry.

(7) Every purchase shall be made only after due entry into the stock register and distribution thereof and each furniture purchased shall be numbered with year. Physical verification of all the stock including library, furniture, guest house provisions shall be made once in a year by the Registrar or any person authorized by him and the said report shall be submitted to Vice Chancellor. It is the duty of the Registrar to verify whether the supply is made in accordance with the purchase order and specifications therein.

Regulation 61

Receipt, safe custody and distribution of tenders

- (1) The Registrar shall receive all the duly filled in tender forms and it shall be his duty to keep them in safe custody.
- (2) Tenders delivered by hand shall be deposited in the locked tender box. The tender box shall be closed at 2.00 p.m. on the day of the opening of tender.
- (3) In case of Tender Enquiry made by e-tendering, the tenders submitted by the bidders shall be downloaded on the same day and entered in the Inward Register and the Tender Register and such tenders shall be kept in a cover duly sealed and signed by the Registrar.
- (4) All tenders received by post earlier than the closing date shall be accepted and duly entered into the Inward Register. Such tenders shall be sorted out immediately on the receipt of the same and handed over to the Registrar or the Officer empowered by the Registrar to open the tenders. The Registrar or the officer empowered by him shall enter them in the Tender Register and keep them in safe custody.

- (5) On the day of closing of tender, all the tenders entered in the Inward Register along with the tenders deposited in the tender box shall be sealed in such a manner that no tender can be dropped in a tender box till opening time of the tenders.
- (6) Tenders received by post which do not bear any tender number and/or other marking to show that a tender is enclosed therein shall be opened by the Registrar and after making due entries in the Tender Register, shall be kept again in a new cover super-scribed to show the tender number and signed by the Registrar. Unmarked tenders from the tender box shall also be dealt with in the same manner as shown in this clause. In case where the bidders have submitted multiple tenders for the same work, all such tenders shall be separated and kept in separate covers duly marked and signed by the Registrar.

Regulation 62

Opening of tenders

- (1) All the tenders shall be opened at the scheduled time in the presence of one representative of each bidder, if present. At the first instance, the Registrar or the Officer empowered by the Registrar to open the tenders shall open and scrutinize the tenders. The tender shall be liable to be rejected in the event of non-furnishing of Earnest Money Deposit, if required to be paid, or non-payment of Earnest Money Deposit in the manner prescribed in the Tender Enquiry or non-enclosure of documents for claiming exemptions. The Registrar or the Officer empowered by the Registrar shall inform the concerned bidder or his representative about the rejection of the tender forthwith.
- (2) The tenders found valid shall then be separated for the price comparison and the tender found the lowest shall be selected and recommended for work order. It shall however, be subject to the price negotiation after the opening of tenders and the Registrar or the Officer empowered to open tenders shall have right to reject the lowest tender after recording reasons for the same.
- (3) The Earnest Money Deposit shall be refunded within 15 days in the following circumstances—when the tender is rejected;
 - (i) The firm/Agency on whom the work order is placed is exempted from furnishing Security Deposit by the University Purchase Committee;
 - (ii) The firm/Agency on whom the order has been placed, has paid the Security Deposit;
 - (iii) When the tender is re-invited or closed.

Regulation 63

Delivery and Payment

- (1) The date of delivery shall be the essence of the contract and the Registrar shall ensure that the bidder who has been allotted the work order delivers the stores on or before the stipulated date of delivery. In case the bidder fails to deliver the stores on or before the stipulated date, the Registrar shall at once resort to the invocation of the liquidated damages or the penalty clause, if any, in the work order and recover the same from the bidder.
- (2) The stores delivered by the bidder shall inspected by the indenter and a certificate as to the satisfactory delivery shall be furnished by him to the Registrar.
- (3) On receipt of the certificate from the indenter, the payment of the contract price shall be made in terms of the contract and within the period prescribed therein. This shall apply to the full delivery as well partial delivery also.

Regulation 64

Funds, Accounts and Audit

- (1) The procedure for collection of dues of the university, bringing the collections to account, for regulating the incurring of expenditure on behalf of the University, the maintenance of accounts of income and expenditure of all the various funds of the University, the accounts of stores, farms, works and property of the University shall be as prescribed in Regulations approved and notified by the Finance Committee, which may be supplemented by such rules and circulars as may be promulgated from time to time by the Vice-Chancellor in consultation with the Comptroller, wherever necessary.
- (2) In all matter involving financial implications, prior consultation with the Finance Committee under Clause 24 of Schedule to NUSRL Act, 2010 shall necessary except in cases where the decision to be taken is fully within the duly delegated power of the officer of the University and the financial commitment involved is within the budget allocation and prima-faces no financial impropriety is involved.
- (3) The audit shall be supplemented by an internal audit organization under the supervision of such an officer as the Vice-Chancellor may designate and officers and employees of the University shall render all assistance and co-operation to the internal and the statutory audit organization, so as to ensure speedy conclusion of the Annual Audit and Certification of Accounts.

Regulation 65

Power to Remove Difficulties

In case of any difficulty in the interpretation of any of these regulations, the decision of the Executive Council shall be final.

Regulation 66

Medals

5 NUSRL Medals/Gold Medals shall be awarded to the toppers of the batch of every year of B.A.- LL.B. (Hons.) and LL.M. 1 Chancellor Medal shall also be awarded for overall performance to B.A. – LL.B. (Hons.) and the Academic Council may prescribe the number of Endowment medals before every convocation.