



Karnatak University, Dharwad



**KARNATAK UNIVERSITY EMPLOYEES
CLASSIFICATION CONTROL AND
APPEAL RULES - 1998**

[Under Section 35(M) of the Act]

Rs. 5/-

KARNATAK UNIVERSITY, DHARWAD

No. K/S&S/DPAR/Statute/98-99/387

Date : 8-2-1999

Sub : Statute governing the Karnatak University Employees CCA rules.

- Ref :**
1. Syndicate Res. No.16 of 19-8-1989.
 2. Senate Res. No.8 of 23-9-1989.
 3. Letter No.KU/DPAR/SNT/(1)89/7590 dated 22-11-1989.
 4. Letter No. KU/DPAR/SNT(4)/98/1762 dated 3-7-1998.
 5. Syndicate Res. No. 16 dated 18-7-1998.
 6. Senate Res. No.4 dated 24-9-1998.
 7. Letter No. KU/DPAR/SNT/98/2954 dated 29-8-1998.
 8. Govt. Letter No. ED/3 UKS 97 dated 16-11-1998.

The Statute governing the Karnatak University Employees Classification, Control and Appeal Rules is assented to by H.E. the Chancellor on 30-10-1998.

The above said assent is communicated to this University by the Under Secretary to Government, Education Department (University), vide his letter referred to at Sl.No.8 above.

Hence the Statute is hereby notified for information.

STATUTE
KARNATAK UNIVERSITY EMPLOYEES
CLASSIFICATION, CONTROL AND
APPEAL RULES -1998

[Under Section 35(M) of the Act]

PART-I-GENERAL

(1) Definitions :

(a) **Appointing Authority** in relation to the services of the University employees means :

- (i) the authority empowered to make appointment to the respective classes of services;
- (ii) the authority which has appointed the University employees to such services, grades or posts as the case may be i.e. the syndicate or the Vice-Chancellor.

(b) **"Disciplinary Authority"** in relation to imposition of penalty on an employee of the University means the authority competent under these statutes to impose on him that penalty i.e., the Syndicate, Vice-Chancellor, Registrar and other officers empowered to impose minor penalties.

(c) **"Employee"** means employee of the University.

(2) Application : These Statutes shall apply to all the employees of the University except;

- (a) Persons employed in Casual employment;
- (b) Persons subject to discharge from service on less than one month's notice;
- (c) Persons of all India Services or Karnataka State Government Services(on deputation);
- (d) In case of doubt regarding interpretation of these statutes the matter shall be referred to the chancellor whose decision thereon shall be final.

PART II - CLASSIFICATION

(3) (1) The University service shall consist of four classes namely:

- (i) University Services, Group-A
- (ii) University Services, Group-B
- (iii) University Services, Group-C and
- (iv) University Services, Group-D.

(2) If a class of service consists of more than one grade different grades may be included in different groups.

(3) (a) University services Group- "A" shall consist of posts carrying the scales of pay of Rs. 2375-75-2900-100-3700-125-4450 and above.

(b) University Services Group- "B" shall consist of posts carrying the scales of pay of Rs. 1900-50-2300-75- 2900-100-3700 and above but below the scale of Rs. 2375-75-2900-100-3700-125-4450.

(c) University Services Group "C" shall consist of the posts carrying the scales of pay above the scale of pay of Rs. 840-15-900-20-1100-30-1340 but below the scale of pay of Rs. 1900-50-2300 -75-2900- 100-3700.

(d) University Services Group "D" shall consist of posts carrying the scale of pay of Rs. 840-15-900-20- 1100-30-1340.

The above classification of service groups shall automatically stand modified on par with classification of Govt. Servants groups as may be revised from time to time on the basis of revision of pay scales.

PART-III APPOINTING AUTHORITY

(4) The appointments to the various classes of services of the University shall be made by the Syndicate or the Vice-Chancellor as envisaged in sections 50 and 51 of the Act.

PART-IV-DISCIPLINARY ACTION AND PENALTIES

(5) NATURE OF PENALTIES TO BE IMPOSED :

(1) One or more of the following penalties for good and sufficient reasons be imposed on the employee of the University.

(i) Fine in the case of class-D employees;

(ii) Censure;

(iii)(a) Withholding of increments or promotion;

(b) recovery from the pay of any part OR whole of pecuniary loss caused by negligence or breach of orders.

(iv)(a) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the employee will earn increments during the period of such reduction will or will not have the effect of postponing the future increments of his pay.

(v) reduction to a lower time scale of pay, grade etc. which shall be a bar to his promotion to the post from which he had been reduced with or without further orders regarding;

(a) Seniority and pay in the scale of pay to which he is reduced

(b) Conditions of restoration to the scale of pay from which he was reduced and his seniority and pay on each restoration to that scale of pay;

(vi) Compulsory retirement

(vii) Removal from service which shall not be a disqualification for future employment,

(viii) Dismissal from University service which disqualifies from future employment.

(2) In the absence of special and adequate reasons, the penalty other than those specified in clauses(iv) and (viii) above shall be imposed for an established charge of corruption coming within the purview of sections 161 and 165 of the Indian penal code.

- (3) The following shall not amount to penalty within the meaning of this statute.
- (i) Withholding of increments for failure to pass a departmental examination;
 - (ii) non-promotion to the higher post to which he is eligible, due to his unsuitability to hold that post;
 - (iii) reversion from higher to a lower service or post on the ground of his unsuitability to hold higher post.
- (4) The appointing authority may place under suspension any of the employees of the University under the above circumstances. He shall, however forthwith report to the Syndicate the circumstances in which the suspension was made in respect of Group A and B employees.
- (6) The employee of the University shall be deemed to have been placed under suspension by an order of the competent authority mentioned above;
- (a) With effect from the date of his detention, if he is detained in custody on a criminal charge or otherwise for a period exceeding forty-eight hours;
 - (b) With effect from the date of his conviction, if in the event of conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsory retired consequent to such conviction;
 - (c) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon an employee of the University under suspension is set aside on appeal or on review and the case is remitted for further enquiry or with any other directions, the order of the suspension shall be deemed to have been continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(7) Where a penalty of dismissal, removal or compulsory retirement from service imposed on an employee of the University is set aside or declared or rendered void in consequences of or by decision of a court of law and the Syndicate on a consideration of the circumstances of the cases other than the points already considered decides to hold further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of original order of dismissal, removal or compulsory retirement. He shall continue to remain under suspension, until further orders.

b) Where an employee is suspended (whether in connection with any disciplinary proceedings or otherwise), and any other disciplinary proceedings are commenced against him during the continuance of the suspension, the authority competent to place him under suspension may for reasons to be recorded by him in writing direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

c) An order of suspension made or deemed to have been made under this statute may at any time be modified or revoked by the authority which made or is deemed to have made the order.

(8) Where the employee has been suspended by the appointing authority and the final orders in the inquiry pending against him have not been passed during the period of six months from the date of order of suspension, the case shall be reported to the Syndicate for such orders as it may deem fit.

7) *AUTHORITY TO INSTITUTE PROCEEDINGS:*

- 1) The Syndicate or any other authority empowered by it by general or special order may;
 - a) Institute disciplinary proceedings against any employee.
 - b) Direct either the Vice-Chancellor or any other officers to institute disciplinary proceedings against any employee on which the Syndicate is competent to impose penalties specified in Statute 5.

2) The Vice-Chancellor may institute disciplinary proceedings against any employee for imposing major penalties specified in clause(v) to (viii) of statute 5 under orders of the Syndicate.

Likewise the Registrar and other competent authorities may institute inquiry against class IV employees working under them for imposing above major penalties under orders of the Vice-Chancellor.

8) *PROCEDURE FOR IMPOSING MAJOR PENALTIES:*

1) No order imposing any of the major penalties specified in clause(v) to (viii) of Statute(5) shall be made except after an inquiry held in the manner provided in this Statute and Statute 9.

2) Whenever the Syndicate which is the disciplinary authority in respect of all the employee of the University, is of the opinion that there are grounds for inquiring into the truth of imputation of misconduct or misbehaviour against an employee it may itself inquire into the truth of the matter. Such cases of misbehaviour in case of class A and B employees shall be reported by the Vice-Chancellor to the Syndicate and in other cases he should take action to conduct necessary inquiry.

3) Where it is proposed to hold an inquiry under this statute and Statute(9) the disciplinary authority i.e. Syndicate/Vice-Chancellor shall draw up or cause to be drawn up;

- (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge.
- (ii) a statement of the imputation of misconduct in support of each article of charge, which shall contain;
 - a) a statement of all relevant facts including any admission or confession made by the employee;
 - b) a list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.

4) The disciplinary Authority(i.e. Syndicate/Vice-Chancellor) shall deliver or cause to be delivered to the employee a copy of the articles of charges, the statement of imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to sustain and shall require the employee to submit within such time as may be specified a written statement of his defence and to state whether he desires to be heard in person.

5) (a) On receipt of the written statement of defence the Syndicate/Vice-Chancellor or any other authority appointed by it/him may inquire into such of the articles of charges as are not admitted by the employee, after taking such evidence as it may think fit.

b) If no Written statement of defence is submitted by the employee, the Syndicate or Vice-Chancellor may itself/himself enquire into the articles of charges. If considered necessary, it/he may appoint an inquiry authority for this purpose.

c) Where the Syndicate/Vice-Chancellor itself/himself inquire into any articles of charge or appoints an inquiring authority for holding an inquiry into a charge, it/he may by an order appoint an officer or a Legal practitioner to present on his behalf the case in support of the articles of charge.

6) The Syndicate/Vice-Chancellor shall forward or cause to be forwarded to the Inquiring Authority;

- i) a copy of the articles of charge and statement of the imputation of his misconduct or misbehaviour;
- ii) a copy of the written statement of defence if any submitted by the employee;
- iii) a Copy of the statement of witness; if any
- iv) evidence proving the delivery of documents to the employee
- v) a copy of the order appointing the legal practitioner as presenting officer;

7) The employee shall appear in person before the inquiring authority on a fixed date and at a fixed time within ten working days or within the extended period not exceeding ten days from the date of receipt of the articles of charge and statement of the imputations of misconduct or misbehaviour as the inquiring Authority may, sopecify in writing in this behalf.

8) The employee for representing his case may take the assistance of any other employee of the University. Where the University has appointed a legal practitioner to present the case on its behalf, the employee shall not be denied the right to be represented by a legal practitioner if so wishes.

9) If the employee who has not admitted any of the articles of charge,appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make. If he pleads guilty of any charge or has any defence to make, the inquiring Authority shall record the pleading and obtain the signature of the employee thereon.

10) The inquiring Authority shall return the findings of guilt in respect of those articles of charge to which the employee fleads guilty.

11) The inquiring Authority shall require the presenting officer i.e. legal parctitioner to porduce evidence by which he proposes to prove the article of charge . This shall be done if the employee fails to appear within the specified time or refuses or omits to plead. He shall then adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his defence;

- i) Inspect within five days of the order documents specified in the list;
- ii) submit a list of witnesses to be examined on his behalf.
- iii) apply orally or in writing to inspect and take extract of the statement if any, mentioned in the list. The inquiring

Authority shall permit him to take such extracts as early as possible within three days before the commencement of the examination of the witnesses;

- iv) give a notice within ten days of the order or within such further time not exceeding ten days as permitted by the inquiring authority for the discovery of production of any documents which are in the possession of the University but not mentioned in the list. This should be done after he indicates the relevance of the documents required by him .

12) The Inquiring Authority shall forward the notice of the employee for production of documents or copies thereof to the concerned authority in whose possession the documents are kept.

13) The Inquiring Authority may refuse requisition of such documents if in his opinion they are not found relevant to the case. On receipt of the requisition, the concerned officer in custody of the documents shall produce them before the Inquiring Authority. If the Officer in possession or in custody of such documents is satisfied that production of such documents would be against the public interest of security of the state, he shall inform the Inquiring Authority for communicating the same to the employee. The reasons for non-production of such documents should be recorded by the officer in whose possession they are kept.

14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced on behalf of the disciplinary authority.

15) Before the close of the case on behalf of disciplinary authority the inquiring Authority, if found necessary, may, at its discretion, allow the presenting officer to produce evidence not included in the list given to the employee, or may himself call for new evidence and reexamine any witness. In such case, the employee shall be entitled to have a copy of the list of further evidence proposed to be produced if he demands it. An provisions

adjournment of the Inquiry for three days excluding the date of adjournment may be allowed for this purpose at the request of the employee. The Inquiring Authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. He may also allow the employee to produce new evidence if found necessary in the interest of justice.

Note : New evidence shall not be permitted or called for or any witnesses shall be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced.

16) When the case for the disciplinary Authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. The oral defence shall be signed by the employee after it is recorded. A copy of the statement of defence shall be given to the presenting officer, if any, appointed.

17) The evidence on behalf of the employee shall then be produced. The employee may examine himself if he so prefers. The witnesses produced by employee shall then be examined. They shall be liable for cross-examination, re-examination and examination by the Inquiring Authority according to the provisions prescribed above.

18) The Inquiring Authority, after the employee closes his case, shall generally question the employee on the circumstances as appearing against him in the evidence for the purpose of enabling him to explain any circumstances appearing in the evidence against him.

19) The Inquiring Authority may, hear the Presenting Officer if any, appointed after the completion of the production of evidence. He may also hear the employee. He may permit both parties to file written briefs of their respective case, if they so desire.

20) If the employee does not submit the written statement of defence on or before the fixed date or does not appear in person before the Inquiring Authority or refuses to comply with the

of this statute at any stage of inquiry the inquiring Authority may hold the inquiry *exparte*.

21) (a) After the inquiry is conducted, if the authority competent to impose any of the minor penalties specified in clause(i) to (iv) (a) of statute (5) is of the opinion that major penalties specified in clauses (v) to (viii) should be imposed on the employee, he shall forward records of the inquiry to the Syndicate to impose the above mentioned penalties.

(b) The Syndicate may act on the evidence on the record, or may in the interest of justice, recall the witnesses and examine, cross-examine and re-examine them and then impose on the employee, such penalties as it may deem fit in accordance with these statutes.

22) If there is any change in the inquiring Authority during the course of inquiry of any case. the succeeding Inquiring Authority may act on the evidence recorded by his predecessor. He may however further examine, cross-examine the witnesses if so desired by him, in the interest of justice.

23) (i) After the conclusion of the Inquiry. a report shall be prepared and it shall contain:-

- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (b) the defence of the employee in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge;
- (d) the findings on each article of charge and the reasons thereon.

Explanation: If in the opinion of the Inquiring Authority, the proceedings of the Inquiry establish an article of charge different from the original articles of charge, it may record its findings on such articles of charge. Such articles of charge shall

no however be record unless the employee has either admitted the facts on which it is based or has had a reasonable opportunity of defending himself against such articles of charge.

- ii) The Inquiring Authority, where it is not itself Disciplinary Authority, shall forward to the Disciplinary Authority the records of inquiry which shall include:-
 - a) the report prepared by the Inquiring Authority;
 - b) the written statement of defence, if any, submitted by the employee;
 - c) the oral and documentary evidence produced in the course of inquiry;
 - d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry;and
 - e) the orders, if any,made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry.

9) *ACTION ON THE INQUIRY REPORT :*

1) The Syndicate or the Vice-Chancellor, if it/he is not itself/himself the Inquiring Authority may, for reasons to be recorded in writing remit the case to the Inquiring Authority for further inquiry and report. The Inquiring Authority shall there upon proceed to hold the further inquiry as per the provisions of the above statute.

2) The Syndicate or the ViceChancellor if it/he disagrees with the findings of the Inquiring Authority on any charge, records its/his own findings on such charge, if the evidence on the record is sufficient for the purpose.

3) The Syndicate or the Vice-Chancellor having regard to the findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (iv)(a) of statute (5) should be imposed on the employee, then it/he shall make an order imposing such penalties.

4) The Syndicate or the Vice-Chancellor having regard to the findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (vi) to (viii) of statute (5) should be imposed on the employee then, it/he shall.

a) furnish to the employee a copy of the report of Inquiring Authority and its findings on each article of charge where the inquiry has been held by the Inquiring Authority.

b) give the employee a notice stating the penalty proposed to be imposed on him. He shall be called upon to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, such representation as he may wish to make on the proposed penalty.

c) the Syndicate or the Vice-Chancellor shall after considering the representation, if any, made by the employee, determine what penalty, if any, should be imposed on him and make such order as it/he may deem fit.

10) *PROCEDURE FOR IMPOSING MINOR PENALTIES :*

No order imposing on an employee any of the minor penalties specified in clauses (i) to (iv) (a) statute (5) shall be made except, after:

a) Informing the employee in writing of the proposal to take action against him and of the imputations of misconduct, or misbehaviour on which it is proposed to be taken. A reasonable opportunity may be given to him for making such representation as he may wish to make against the proposal;

b) holding an inquiry in the manner laid down in clauses (3) to (23) of statute (8) in every case in which the Vice-Chancellor or other competent authority is of the opinion that such inquiry is necessary;

c) taking the representation, if any, submitted by the employee and record of inquiry, if any, held into consideration.

d) recording a finding on each imputation of misconduct, or misbehaviour.

11) THE RECORD OF THE PROCEEDINGS IN EACH CASE SHALL INCLUDE:

- a) a copy of the intimation to the employee and the proposal to take action against to him;
- b) a copy the statment of imputations of misconduct or misbehaviour delivered to him;
- c) his representation, if any,
- d) the evidence produced during the inquiry;
- e) the findings on each imputation of misconduct or misbehaviour; and
- f) the orders on the case together with the reasons therefor.

12) In the Case of class C and D employees, the Syndicate/ Vice-Chancellor may levy such minor penalties in obvious cases of misbehaviour or misconduct, without conducting any enquiry after hearing the employee and the witnesses, if any.

13) COMMUNICATION OF ORDERS :

Orders made by the Syndicate or the Vice-Chancellor shall be communicated to the employee. He shall also be supplied with a copy of the report of the inquiry and the findings on each article of charge. If the findings of the Inquiring Authority are disagreed to by the Syndicate/ Vice-Chancellor the reasons for the same should be recorded.

14) PROVISIONS REGARDING BORROWED OFFICERS :

Where an order of suspension is made and disciplinary proceeding are taken against the servants whose services have been borrowed from the Central or State Governments or other local authority, the Authority lending his services shall forthwith be informed of the circumstances leading to his suspension or the commencement of the disciplinary proceeding as the case may be. Any disciplinary action for imposing penalties on such borrowed officers shall be taken in the manner laid down in Statutes (8) and (9) after obtaining the concurrence of the lending authority.

15) *PROVISIONS REGARDINGS, REAPPOINTED OFFICERS :*

Where a person who has ceased to be an employee of the University due to resignation, abolition of his post, termination of his appointment as per terms of contract etc. is reappointed, disciplinary proceedings may be taken against him in his new appointment in respect of any act of conduct during any period of service under the University.

PART-V APPEALS

16) *ORDERS AGAINST WHICH NO APPEAL LIES :*

No appeal shall lie against :

- i) any order made by the Syndicate;
- ii) any order of an interlocutory nature or of the nature of step-in-aid for the final disposal of disciplinary proceedings other than an order of suspension; and
- iii) an order passed by an Inquiring Authority in the course of inquiry under statute (8)

17) *APPEALS AGAINST ORDERS IMPOSING PENALTIES :*

1) Every employee shall be entitled to appeal to the extent, and to the authorities, as hereinafter provided and not otherwise from an order passed by an Authority:-

a) imposing any of the penalties specified in statute(5), whether made by the Vice-Chancellor or any other competent Authority ;

b) discharging him, except an abolition of the post, in accordance with the terms of his contract for a fixed period, provided he has rendered continuous service for a period of five years at the time when his services are terminated;

c) placing him under suspension under statute (7).

2) A member of the Group-A, Group-B, and Group-C services may appeal:-

a) to the Appointing Authority i.e. the Syndicate against an order made by the Vice-Chancellor or other competent authorities.

- 3) A member of a Class-D service may appeal from an order passed by the competent authorities to the Vice-Chancellor.

18) APPEAL AGAINST OTHER ORDERS :

1) Every member of any of the services of the University shall be entitled to appeal to the Syndicate against any order passed by a competent Authority which-

a) denies or varies to the disadvantage of his pay, allowances and other conditions of service as regulated by any statute, rule or by agreement;

b) interprets to his disadvantage, the provisions of such orders, statute or agreements thereby his pay, allowance and other conditions of services are regulated;

c) reverting to a lower service, grade or post an employee officiating in a higher service grade or post, otherwise than as a penalty, or reversing a temporary arrangement made in the absence of the regular incumbent on assumption of his duties of his post.

d) in determining the subsistence and other allowances to be paid to him for the period of suspension or pay and allowances due to him for the period of such suspension;

e) or pay and allowances, for the period from the date of dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower services, grade or post to the date of reinstatement or restoration of his service, grade or post ;

f) determining whether the above period should be treated as duty or otherwise after reinstatement or restoration to his post or grade etc.

- 2) There shall, however be no appeal against non-selection for a selection post.

19) PERIOD OF LIMITATION FOR APPEALS:

No appeal under this part shall be entertained unless it is submitted within a period of three months from the date of the order appealed against unless sufficient justification is produced for the delay.

20) FORM AND CONTENTS OF APPEALS:

1) every person submitting an appeal shall do so separately and in his own name.

2) every appeal preferred shall contain a copy of the order appealed against and all material statements and agreements relied on by the appellant. It shall not contain any disrespectful or improper language and shall be complete in itself.

3) such appeals should be submitted to the syndicate for consideration.

21) TRANSMISSION OF APPEALS:

1) in the case of an appeal against an order of suspension, the syndicate shall consider whether in the light of the provisions of statute (7) and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

2) In the case of appeal against an order for any of the penalties specified in statute (5) the Syndicate, shall consider:

a) whether the procedure prescribed has been complied with and if not whether the non-compliance has resulted in injustice;

b) whether the findings are justified

c) whether the penalty is excessively adequate inadequate:

The Syndicate may then set aside, reduce, confirm or enhance the penalty or remit the case to the vice - chancellor or to other competent authority with such directions as it may deem fit, in the circumstance of the case after giving an opportunity to the aggrieved person.

3) No order imposing an enhanced penalty shall be passed unless the employee is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

4) if the enhanced penalty relates to major penalties, the necessary inquiry if not conducted will have to be conducted as per the provisions of the statute (8) and (9).

PART VI- REVIEW

SYNDICATE'S POWER TO REVIEW:

Rule-23 sub. rule- (1):

a) The Syndicate may on its own option or otherwise, after calling for the records of the case, review any order which is made by the Vice-chancellor or other competent authority. It may then confirm or modify or set aside the order;

b) Impose any penalty or set aside or reduce or confirm or enhance the penalty imposed by the order.

c) Remit it to the Vice-Chancellor or other competent authority with directions for such further action or inquiry as it considers proper in the circumstances of the case.

d) Pass such order as it may deem fit;

e) Enhanced penalty shall not be passed unless the provisions 21(3) of the Statutes are fulfilled.

Sub Rule-(2):

No application for review shall be entertained unless it is submitted within a period of 3 years from the date of order subjected to review.

Provided that the Syndicate may entertain the review application after the expiry of the said period if it is satisfied that the University servant had sufficient cause for not submitting the review application in time.

PART VII-MISCELLANEOUS:

24) APPEARANCE OF LEGAL PRACTITIONER :

No legal Practitioner shall be allowed to appear in any proceedings under these statutes save as otherwise provided in this statute.

a) Service of orders, notice, etc.,

i) Every order, notice and other process made or issued

under these statutes shall be served in person on the employee concerned or communicated to him by registered post.

ii) If the employee refuses to receive or keeps out of the town for the purpose of avoiding service of such order, notice or other process like due notification in a local news paper, the same may be served by affixing a copy thereof on the notice board of the office of the Vice-Chancellor or other competent Authority.

b) Powers to relax time limit and to condone delay;

The Syndicate/Vice-Chancellor or other competent Authority may, for good and sufficient reasons, extend the time specified in these Statutes for anything required to be done under them or condone any delay.