

**BIHAR
EDUCATION
PROJECT**

**SERVICE
REGULATIONS**

प्रस्तावना

बिहार शिक्षा परियोजना बुनियादी शिक्षा प्रणाली में परिवर्तन लाने तथा उस परिवर्तन के माध्यम से समाजिक एवं सांस्कृतिक परिस्थितियों में बदलाव लाने के उद्देश्य से चलायी जा रही है। बिहार शिक्षा परियोजना की कार्यकारिणी समिति द्वारा बिहार शिक्षा परियोजना से जुड़े कर्मियों के लिए सेवानियमावली का अनुमोदन किया है जो आपके समक्ष प्रस्तुत है। आशा है बिहार शिक्षा परियोजना कर्मियों के लिए यह मार्गदर्शन का काम करेगी। क्षेत्र अनुभव के आधार पर आवश्यकतानुसार नियमावली में परिवर्तन किया जा सकेगा।

(एस. विजयराघवन)

निदेशक,

बिहार शिक्षा परियोजना परिषद,

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SERVICE REGULATIONS**

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BIHAR EDUCATION PROJECT
SERVICE REGULATIONS

CHAPTER-I

PRELIMINARY:

1. SHORT TITLE AND COMMENCEMENT:

These regulations may be called "THE BIHAR SHIKSHA PARIYOJNA PARISHAD SERVICE REGULATIONS 1994. They shall be deemed to have come into force with effect from 1.1.1994.

2. APPLICATION:

These regulations shall apply to every employee of Parishad including those on deputation and also on contract basis to the extent that they are not in contravention of the terms and conditions of their deputation/contract to the Bihar Shiksha Pariyojna Parishad.

3. DEFINITION:

In these regulations unless context otherwise implies:-

- i) '**Parishad**' means BIHAR SHIKSHA PARIYOJNA PARISHAD
- ii) '**Executive Committee**' means the Executive Committee of the Bihar Shiksha Pariyojna Parishad.
- iii) '**State Project Director**' means State Project Director of the Parishad.
- iv) '**Government**' means Government of Bihar.
- v) '**Administrative Committee**' means the committee of the Parishad constituted by the Executive Committee; and by whatever name it may be called from time to time and entrusted with the Administrative affairs of the Parishad.
- vi) '**Appointing authority**' in relation to any post under the Parishad means the authority competent to make appointments to those posts under these regulations.
- vii) '**Employee on deputation**' means an employee of any other authority whose services are obtained by the Parishad on deputation.

viii) "**Chairman**" means the Chairman of the State Executive Committee

ix) '**Employee**' means any person serving the Parishad on any post with regular emoluments, it includes those on deputation and also on contract basis.

x) '**Controlling authority**' means:

i) In relation to posts in Grades III and IV of the first schedule the District Project Programme Coordinator/The State Project Director as the case may be.

ii) In relation to posts in Grade II & I of the first schedule the State Project Director

xi) Other Education Worker means any person serving the Parishad on payment of honorarium, fee or consultancy.

xii) '**Emoluments**' means the emoluments as provided in schedule I to the regulations as admissible on the relevant date and allowances as specified in schedule I and chapter VI.

xiii) '**Professional staff**' means an employee holding any one of the following posts namely Resource Person/Project Officer/Programme Officer, Librarian, State Project Director and such other posts as may be categorised as such by the Executive Committee from time to time.

xiv) '**Senior Professional**' means an employee holding any such post as may be categorised as such by the Executive Committee from time to time.

xv) '**Selection Committee**' in respect of post means committee of that name indicated in the Recruitment Rules of that post.

xvi) '**Schedule**' means schedule to these regulations.

xvii) '**Rules**' means rules of the BSPP registered alongwith the memorandum of association of the Parishad and as modified from time to time in accordance with the procedure laid down in this regard:

xviii) 'State level office' (SLO) of the Parishad means the head quarter office of the Parishad at Patna.

xix) 'Dist Level office' (D.L.O) means the headquarter, office of the Parishad at district level.

CHAPTER-II

4. Category of Posts:

i) The posts under the Parishad shall be divided according to their emoluments into groups as specified in Schedule-I

ii) In case of persons taken on deputation from State/Central Govt. or from any organisation, the actual salary being received along with deputation allowance, or project allowance as per the option of the deputationists, will be payable by the Parishad.

iii) In case of retired persons taken on contract, the total amount payable will be 50% of the basic pay received at the time of superannuation plus the DA and other allowances as per the prevalent rate. In case of revision of DA rates and other allowances the same will be applicable for computation purposes. However if any lump sum has been offered and agreed to, for payment which is lower than the amount computed above, the same would be applicable to the employee till his/her contract expires.

iv) In case of retired persons who superannuate prior to any pay revision, the corresponding salary as on date will be taken as the basis and further computation will be done as above.

v) The emoluments of the employee shall be increased at the end of each year's service by Rs. 150/- in the case of Grade I Officers, by Rs. 100/- for Grade II Officers, by Rs. 75/- for Grade III employees. In case of Driver and Peon emoluments shall be enhanced by Rs. 65/ and Rs. 50/- respectively at the end of each completed year's service.

vi) In case of an employee on deputation his basic pay, increment and other allowances shall be governed by foreign service terms and conditions.

CHAPTER III
RECRUITMENT

5. Recruitment

Recruitment to a post under Parishad may be made

- i) by direct recruitment.
- ii) by deputation of an employee; or
- iii) on contract for a specific period.

6. Direct Recruitment.

Appointment by direct recruitment to any post may be made on the recommendation of a Selection Committee.

- i) From amongst candidates recommended by the employment exchange on requisition or
- ii) From amongst candidates employed in other Government autonomous or Statutory organisation who apply in response to any circular or
- iii) From amongst candidates applying in response to any advertisement or
- iv) From amongst candidates recommended by members of the Executive Committee and such other person or authorities from whom recommendation would have been called for by the Executive Committee.

Orders of Government regarding reservation of vacancies for scheduled castes, scheduled tribes, backward classes or any other specified categories shall apply to posts filled by, direct recruitment wherever applicable.

7. Appointment by contract:

The Executive Committee shall be competent to appoint any person to any post on individual service contract for a specific period renewable from time to time. The service condition of the person so appointed on contract shall be governed by terms of respective contract.

8. Appointment by deputation of an employee.

The competent authority shall be at liberty to requisition for a specific period, the services of any suitable person from any state or Central Govt. services or from Public Sector undertakings or autonomous bodies on deputation or on foreign services terms and conditions which will govern his/her service in the Parishad.

9. Minimum qualification

i) Minimum qualification for categories other than Class IV category

Shall be a bachelor degree holder but preference will be given to Master Degree holder/and or Doctoral degree holder in case of Class II for above posts.

ii) Minimum qualification for Class III posts shall be Bachelor degree.

iii) For Class IV the minimum qualification shall be Class VII Standard and for Driver minimum qualification shall be read/upto Class VII Standard with Driving Licence.

iv) Women Candidates will get preference other qualification remaining the same.

10. Age of entry

i) Minimum age for direct recruitment shall be 18 years and maximum age limit shall be as per the norms of Government of Bihar.

ii) The appointing authority may with the approval of the Chairman, in any case, decide that a vacancy be filled otherwise than in accordance with these rules, provided that any consequential shortage in the prescribed quota of vacancies intended for any particular category of recruit is made good subsequently.

11. Fitness:

No person shall be appointed to any post by direct recruitment/or by contract unless

(a) A certificate of sound health issued by a medical officer not below the rank of CAS is produced.

(b) A character certificate issued by Gazetted officer of State Govt. is produced. Character certificate may not be necessary where appointing authority is satisfied that he possesses good character and antecedents.

(c) He signs a declaration regarding his marital status in the prescribed form.

12. Selecting authorities and appointing authorities.

(i) For Grade I & II posts, in the SLO and DLO a committee comprising the State Project Director, UNICEF nominee and Govt. of India representative will screen and recommend the names found suitable and after the approval of the Chairman the State Project Director or the District Programme Coordinator as the case may be will be the appointing authority, to be ratified by the State Executive Committee.

(ii) In the case of Grade III posts, the selecting authority will comprise the nominee of the State Project Director, the Chairman District Level Ex. Committees and the Distt. Programme Coordinator. On the recommendation of this committee the District Programme Coordinator shall be the appointing authority' within the approved strength.

(iii) For Grade IV posts within the sanctioned strength the Chairman of the Distt. Level Ex. Committee may constitute a committee from amongst the members of the District Ex. Committee and on the basis of the recommendation of this committee, the District Programme Coordinator may appoint For Grade III & IV posts in the SLO State Project Director will be the appointing authority, within the sanctioned strength.

(iv) All appointments to the Parishad by direct recruitment shall be limited to the Project period only.

All appointment to the Parishad by deputation/Contract shall be limited to the period of deputation/contract or till the end of the project period whichever is earlier.

CHAPTER IV

Tenure

13. Probation:

i) Every person appointed to a post under the Parishad by direct recruitment shall be on probation in such post for a period of one year.

Providing that the appointing authority may in any individual case, for reasons to be recorded in writing, waive altogether, reduce or extend the period of probation. The extension of the period of probation shall not exceed one year, provided that after expiry of period of probation the service will not be deemed to be confirmed until expiry of further one year and unless specifically confirmed by the appointing authority.

ii) Where a person appointed to a post under the Parishad on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may terminate his services under the parishad at any time by giving a notice of one month in writing or on payment of one month's pay and allowance in lieu of such notice, provided that in cases of Grade I and Grade II employees, ratification by the State Executive Committee shall be obtained.

iii) Every person appointed to a post under the Parishad by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for regular appointment to that post.

14. Temporary and Regular Service.

i) An employee shall be temporary employee of the Parishad till he is appointed as a regular employee to a regular post under the Parishad.

ii) An employee except appointed on contract or deputation appointed against a regular post under the Parishad shall be regular employee of the Parishad.

15. Termination of Service.

a) The services of a temporary employee may be terminated by the appointing authority assigning any reason by a notice of one month in writing to the employee or on payment of one month's pay and allowances in lieu of such notice.

b) The service of a temporary employee shall stand terminated

i) If his appointment is made for a specified period on the expiry of such period unless the appointment is extended for a further period, or

ii) If his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created; or

iii) If he fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him and after his explanation, if any, in reply to a show cause notice, which should be given in all such cases, has been taken into account.

c) The service of a regular employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months pay and allowances, if the post to which he is appointed as regular employee is abolished.

d) A regular employee who is given notice of termination of service may be granted for the period of notice such earned leave as may be admissible to him, and where the leave so admissible and granted is more than three months, his service shall be terminated on the expiry of such leave.

16. Retirement.

1. A regular employee shall retire from the service of the Parishad.

i). On his being declared medically unfit for service by a medical board to be designated by the Administrative Committee for this purpose; or

- ii) On the imposition of the penalty of compulsory retirement, or
- iii) On his attaining the age of superannuation which shall be fifty eight years.

Provided that in exceptional cases a regular employee may at the direction of the Executive Committee be retained in service, on re-employment basis after attaining the age of superannuation, on a year to year basis if he is mentally fit and his retention in service is considered to be in the interest of the Parishad.

2. Notwithstanding anything contained in clause 1 above, the appointing authority shall with the approval of the Executive Committee, if it is of the opinion that it is in the Parishad's interest to do so, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowance in lieu of such notice, after he has attained the age of 55 years.

3. Any regular employee may, by giving notice of not less than three months in writing to the appointing authority retire from service after he has attained the age of 55 years, provided that it shall be open to the Appointing Authority to withhold such permission to an employee under this clause.

17. RESIGNATION.

An employee may resign from the service of the Parishad by giving notice of one month in writing addressed to the appointing authority or on payment of one month's pay and allowance in lieu of such notice.

2. The appointing authority may if it deems proper in any special circumstances, permit a regular employee to resign from the service of the Parishad by notice of less than a month.

3. The resignation shall be effective from the date of its acceptance by the Appointing Authority.

CHAPTER V.

Emoluments

18. Emoluments.

1. Emoluments for the posts under Parishad, shall be as specified in Schedule I

2. In the case of direct recruits to any category of posts appointing authority may grant higher emoluments increments on the recommendation of the selection committee.

3. An employee shall be entitled to the emoluments of the post to which he is appointed from the date on which he assumes charge of the post,

4. The emoluments in respect of any month shall be disbursed on the last working day of the month. An employee resigning from the service of the Parishad without the notice prescribed shall not unless the controlling authority directs otherwise be allowed to draw emoluments due but not drawn. The emoluments so not allowed to be drawn shall not exceed the emoluments and admissible allowances for one month.

5. For DIET employees specified in Schedule III scales of pay and other allowances would be as per the contract and Government of Bihar norms respectively.

CHAPTER VI

PAY AND ALLOWANCES

19. Shorthand allowance:

Stenographer of the Parishad will be payable @ Rs. 100/- p.m. or the allowance admissible in the respective parent organisations in the case of deputed employees, whichever is higher.

20. Conveyance Allowance:

Since Parishad is a project, its employees will be given conveyance allowance at the following rates:-

- | | | |
|------|--|----------------|
| i. | Grade IV | Rs. 100/- P.M. |
| ii. | Grade III and employees drawing emolument/salary upto Rs. 3500/- | Rs. 125/- P.M. |
| iii. | Employees drawing emoluments/ Salary above Rs. 3500/- | Rs. 175/- P.M. |

21. Leave Travel Concession

Leave Travel Concession shall be admissible to the employee on completion of 4 years service of the Parishad at the rate and subject to the orders and conditions under which the same is allowed to Bihar Government employees, and for other deputationists as per the respective terms and conditions of deputation.

22. Travelling Allowance

Travelling allowance for journey performed by an employee on duty in India shall be admissible in accordance with the Travelling Allowance Rules 1992 of BSPP.

23. Subsistence Allowance

An employee under suspension shall be entitled to receive during first 12 months of suspension, subsistence allowance at an amount equal to half of his emoluments. It may be increased to 75% for the period exceeding 12 months if the suspension is prolonged due to administrative reasons. The following recovery shall be effected in the subsistence allowance.

- i) Income Tax and surcharge and other Statutory deduction.
- ii) House rent and allied charge.
- iii) Repayment of loans and advance due to BSPP or the Govt.

CHAPTER-VII

Medical Facilities

24. Medical Facilities.

The rules applicable to corresponding categories of employees of Government of Bihar based on pay scale will mutatis mutandis, apply to the employees of the Parishad.

CHAPTER-VIII

Leave

25. Kinds of leave

1. The following kinds of leave shall be admissible to an employee.

1. Earned leave
2. Casual leave
3. Half pay leave
4. Maternity leave
5. Extraordinary leave

2. Leave cannot be claimed as a matter of right. When the exigencies of BSPP's service so require, the direction to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee on leave is reserved to competent authority.

3. An employee while on leave shall not take up any service or employment elsewhere, without obtaining the prior approval from the Director BSPP.

4. Normally an application for leave should be submitted to the next superior authority at least two weeks prior to the date of commencement of leave.

5. An application for grant of leave on medical grounds should be accompanied by medical certificate from registered medical practitioner. The competent authority may in its direction waive the production of a medical certificate for leave upto one week.

6. The competent authority may request another medical officer to medically examine the employee and record an opinion as regards illness and necessity for extension of leave recommended.

7. i) Sunday/Holidays/Weekly offs may be allowed to be prefixed/Suffixed to leave.

ii) Leave begins on the day on which the transfer of charge is effected and ends on the day preceeding that on which the charge is resumed.

iii) An employee on leave may not return to duty before expiry of the period of leave granted to him/her unless he/she is permitted to do so by the competent authority.

iv) An employee granted leave on production of medical certificate should produce a medical certificate of fitness from a registered medical practitioner before he/she is allowed to rejoin duty.

26. Absence after expiry of leave

i). Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and the period shall be debited against his leave account as though it were half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave without pay and allowances.

ii) Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

27. Recall to duty before expiry of leave:

a) All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

b) Where the return to duty is optional, the employee shall not be entitled to any concession.

c) Where the return to duty is compulsory and the leave is availed by the employee for a minimum period of 7 days, the employee shall be entitled to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw emoluments.

i) Travelling allowance under the rules of the Parishad for the Journey.

ii) Leave salary until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

28. Combination of different kinds of leave:

Any kind of leave under these rules except casual leave may be granted in combination with or in continuation of any other kind of leave.

29. Commutation of one kind of leave in to another.

a) At the request of an employee, the authority which granted him leave may commute it retrospectively, into leave of a different kind which was due and admissible to him at the time leave was granted but the employee cannot claim such commutation as a matter of right.

b) The commutation of one kind of leave into another shall be subject to adjustment of leave salary/emoluments, as the case may be, on the basis of leave finally granted to the employee that is to say, any arrear due to him shall be paid.

30. Leave address:

An employee proceeding on leave shall intimate to the competent authority his address during leave and shall keep the said authority informed of any change in leave address.

31. Earned Leave

The leave account of every employee of the Parishyad shall be credited with earned leave in advance in two instalments of 15 days each on the first day of Jan. and July of every calendar year. The earned leave so credited shall not exceed 240 days.

The leave on the credit of an employee on the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 240 days. Earned leave due may be granted to an employee of BSPP upto maximum of 180 days at any one time.

32. Calculation of Earned Leave

i) Earned leave shall be credited to the leave of an employee at the rate of 2.5 days for each completed calendar month of service which he is likely to undertake in a half year of the calendar year in which he is appointed.

ii) The credit for the half year in which an employee is due to retire or resigns from the service shall be accorded only at the rate of 2.5 days per completed calendar month upto the date of retirement or resignation.

iii) When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2.5 days per completed calendar month upto the end of calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

iv) If an employee of BSPP has availed extra ordinary leave and/ or some period of absence has been treated as dies non in a half year, the credit to be accorded to his leave account at the commencement of the next half year shall be reduced by 1/10th of this period of such leave and/or dies non subject to maximum of 15 days.

v. While according credit of earned leave, fraction of a day shall be rounded off to the nearest day.

33. Extra Ordinary Leave:

a. Extra Ordinary Leave may be granted to an employee in special circumstances.

i. When no other leave is admissible, and

ii. When other leave is admissible, but the employee applies in writing for the grant of extra ordinary leave.

b. Unless the Director in view of the exceptional circumstances or otherwise determines no employee shall be granted extraordinary leave on any occasion in excess of the following limits:

i) Three months;

ii) Six months, where the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules including three month extraordinary leave under sub clause (i) and his request for such leave is supported by a medical certificate as required by these rules.

iii) Twelve months, where the employee has completed one year continuous service is undergoing treatment for cancer, or for mental illness in an institution recognised for the treatment of such disease by the Health Deptt. of the State Govt;

iv) Eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for;

a. Pulmonary tuberculosis or pleurisy of tubercular origin, or tuberculosis of any other part of the body certified by a qualified tuberculosis specialist or a Civil Surgeon or Staff Surgeon, or.

b. Leprosy in a recognised leprosy institution or by a Civil Surgeon or Staff Surgeon or a specialist in leprosy hospital recognised as such by the Health Department; and

v) Twenty four months, where the leave is required for the purpose of pursuing studies certified to be in the Bihar Education Project Council's interest, provided the employee concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under sub clause (i).

34. Casual Leave.

An employee may be granted Casual Leave of not more than 10 days at a time and of not more than 16 days in a calendar year. Intervening Sundays and closed holidays shall not be taken into account for this purpose.

35. Special Casual leave for professional staff:

Special Casual leave not exceeding ten days in a calendar year may be granted to the senior professional staff of the Parishad when they are invited.

a) to conduct examination of Universities, public service commission, board of examination or other similar bodies/institutes, or;

b) to inspect academic institutions:

c) to deliver lectures, participate in conferences, symposia or seminars conducted by universities or other similar bodies/institutes.

or

d) to do such other work as may be approved by the Project Director of BSPP.

2 (i) In computing the ten days special casual leave admissible, the days of actual journey, if any, to and from the places where such conference/ activity takes place will be excluded.

ii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

36. Compensatory casual leave:

Compensatory Casual Leave may be granted to an employee if he/she attends office on holidays on the orders of competent authority, it will not exceed ten days in a calendar year.

37. Half Pay Leave:

a) Half Pay Leave shall accrue to an employee at the rate of 20 days in respect of each completed year or service and may be granted on medical certificate or for private affairs. In case an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

b) No employee shall be granted half pay leave for more than two spells during the course of a year and the half pay leave will not be granted for less than 10 days.

38. Commutated Leave:

Commutated Leave not exceeding half the amount of half pay leave due shall be granted only on production of medical certificate to an employee subject to the following conditions:

a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;

b) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days;

c) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

d) Commuted leave may be granted at the request of the employee even when earned leave is due to him;

e) Commuted leave will not be granted for less than 5 days (equivalent of 10 days half pay leave);

f) Or commuted leave may also be granted if the Director is satisfied that there is an exceptional circumstances which warrants the presence of the employee at his residence such as necessity to hospitalise or attend to ailing wife or children or parents:

g) An employee may also be permitted to avail of the half pay leave due to him at the Time of retirement of termination of service.

39. MATERNITY LEAVE:

(a) Subject to the conditions hereinafter specified, maternity leave may be granted to the female employee.

(b) Maternity leave may be granted to a female employee for a period which may extend upto 90 days subsequent to the date of its commencement or six weeks subsequent to the date of confinement whichever is earlier.

(c) Maternity leave may also be granted in case of miscarriages, including abortion, for a period upto 42 days.

(d) The application for maternity leave should be supported by a medical certificate.

(e) Maternity leave may be combined with leave of any other kind sanctioned on medical ground.

40. QUARANTINE LEAVE:

a) Where in consequence of the presence of an infectious disease referred to in sub-rule (b) in the family or household of an employee at his place of duty, residence or sojourn, his attendance at his office is considered hazardous to the health of other employees, such employee may be granted quarantine leave.

b) For the purpose of subrule (a), small pox, plague and cerebro-spinal meningitis may be considered as infectious disease.

c) i) Quarantine leave may be granted on the certificate of Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days.

ii) Any leave necessary in excess of this period shall be treated as leave due and admissible and shall be debitable to the leave account of the employee.

d) An employee on quarantine leave shall be treated as on duty.

41. Advance of leave emoluments:

An employee proceeding on leave for a period not less than 30 days may be granted an advance against the leave emoluments. The amount of advance shall be fixed in whole rupees and shall not exceed the net amount of leave emoluments (after usual deductions) for the first 30 days of leave.

42. Encashment of Earned Leave:

a) The competent authority empowered to sanction earned leave shall permit any employee to encash the balance of earned leave at his credit on the date of employee's superannuation subject to a maximum period of 240 days.

b) The family of an employee who dies while in service shall be eligible for the leave salary/emoluments as the case may be and allowance in respect of leave left over at the credit of the employee on the date of death, subject to a maximum of 240 days.

CHAPTER IX

Retirement and other benefits.

- 43. Provident Fund**:- An employee other than an employee on deputation shall be entitled to the benefits of Provident Fund of the Parishad subject to and in accordance with the provisions of the regulations of BSPP that may be framed.
- 44. Gratuity** :- The Government rules regarding payment of gratuity only will mutatis mutandis apply to employees of all categories of Parishad.
- 45. Pension** :- Pension shall not be payable to the employees of the Parishad. BSPP shall, however, pay pension contribution and leave salary to Government on account of the employees who are on deputation as per rules in force in their parent organisation.

CHAPTER X

GENERAL CONDITIONS OF SERVICE.

46. Whole time employment:

1. The whole time of an employee shall be at the disposal of the Parishad and he may be employed by the Parishad for the performance of such duties as may be assigned to him.

2. Without prejudice to the generality of clause (1)

i) An employee may be required to undergo a course of study or instruction within or outside India;

ii) An employee may be required to serve the Parishad at any place and in any post not lower than the post to which he is substantively appointed or to which he is reduced as a measure of punishment in accordance with the provisions of Chapter XII and

iii) An employee may be transferred to foreign service or sent on deputation within or outside India.

47. Transfer:

No employee of the Parishad may ordinarily be transferred from one place to another, provided that in exceptional and unavoidable circumstances the State Project Director may transfer an employee.

48. Joining Time:

Joining time for 10 days may be granted to an employee on transfer in the interest of the Parishad to join a new post at a new station.

49. Joining Time Emoluments:

1. An employee on joining time shall be treated as on duty and shall be entitled to the emoluments which he was drawing before

relinquishing charge of the old post.

Note: He/She will not be allowed conveyance or Fixed Travelling allowance during such period.

2. An employee who does not join his/her duty within the admissible joining time, the period of absence after the expiry of joining time will amount to wilful absence.

3. Such absence on satisfactory reasons being furnished, can be regularised by extension of joining time or commuted into extra ordinary leave by the competent authority.

CHAPTER XI

CONDUCT

50. Conduct.

1. Every employee shall at all times maintain absolute integrity and devotion to duty.

2. Every employee shall abide by and comply with the rules and regulations of the Parishad and all orders and directions of his superior authorities.

3. Every employee shall extend utmost courtsey and attention to all persons with whom he has to deal in the course of his duties.

4. Every employee shall endeavour to promote the interest of the Parishad and shall not act in any manner prejudicial thereto.

5. No employee of the Parishad shall take part in any unlawful activity, of activities of a political or a communal party.

6. Every employee shall report to the Parishad any transaction involving acquisition of movable or immovable property exceeding Rs. 10,000 in value.

7. i) No employee shall enter into or contract a marriage with a person having a spouse living; and

ii) No employee having a spouse living shall enter into or contract a marriage with any person.

Provided that the Parishad may permit an employee to enter into or contract any such marriage if it is satisfied that there are sufficient grounds for so doing, and it is in accordance with law.

CHAPTER XII

DISCIPLINE

51. Suspension.

1. The appointing authority or any other authority superior thereto may place an employee under suspension:

- a) Where a disciplinary proceeding against him is contemplated or is pending; or
- b) Where a case against him in respect of any criminal offence is under investigation or trial.

2. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding fortyeight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the appointing authority and shall remain under suspension until further orders.

3. An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made it or is deemed to have made it or by any superior authority.

52. Penalties.

*The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

a) Minor penalties:

i. Censure

ii. Withholding of annual incremental emoluments/increment with cumulative or non-cumulative effect.

iii. Withholding of promotion.

iv. Recovery from emolument/pay of the whole or part of any pecuniary loss caused to the Parishad by negligence or breach of the rules of regulations of the Parishad or orders or directions of superior authorities.

b). **Major penalties.**

i) reduction to a lower stage in a time scale or to a lower grade or post

ii) compulsory retirement;

iii) removal or dismissal from service.

53. Authority competent to impose a penalty:

The Appointing authority or any other authority which may be superior to the appointing authority may impose on an employee any of the penalties specified in these regulations.

54. Procedure for imposing penalties:.

1. No order imposing any penalty on an employee shall be passed, except after-

a) the employee is informed in writing of the action proposed to be taken against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and

b) such representation, if any, is taken into consideration by the authority imposing the penalty.

2. In the case of a major penalty (those mentioned in sub clause (i) to (iii) of Regulation 52 the employee shall have the right to ask for a personal hearing/oral enquiry. No order imposing such a penalty shall be passed except after the desired enquiry has been held and an opportunity has been given to the employee to make any representation

against the penalty proposed to be awarded in the light of the findings of the enquiry officer and the conclusions thereto. While giving such opportunity, copy of enquiry report shall be furnished to the delinquent employee, provided that it will be open to disciplinary authority to differ with the opinion of enquiry officer, but before differing with the opinion of enquiry officer, if a penalty is proposed, the delinquent employee shall be given an opportunity to explain in rebuttal of such difference of opinion before finally imposing punishment on him.

3. The appointing or the disciplinary authority may cause such enquiry to be held by himself or by any other employee/officer of Parishad or any other agency or authority, provided such enquiry officer shall not be lower in rank to the delinquent employee.

55. Special Provision regarding employees on deputation:

1. Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension/or commencement of the disciplinary proceeding as the case may be

2. In the light of the findings in the disciplinary proceeding taken against such employee-

i) If the authority imposing the penalty is of the opinion that any of the penalties specified in clauses (i) to (iii) of regulation 49 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and

ii) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be replaced at the disposal of the lending authority.

Explanation:

In this regulation the expression 'lending authority' means the authority which has placed the services of the borrowed employee at the disposal of the Parishad.

CHAPTER XIII

APPEALS AND REVIEW

56. Appellate Authorities.

An appeal shall lie from any original orders made-

- i) By the District Project Coordinator to the Officer empowered by the State Project Director.
- ii) by any other Officer in the SLO to the State Project Director.
- iii) by the State Project Director to the Executive Committee.

57. Period of limitation for appeals:

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned;

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

58. Form, contents and submission of appeals;

1. Every person submitting an appeal shall do so separately and in his own name.
2. The appeal shall be addressed to the appellate authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
3. Every appeal shall be submitted to the State Project Director who shall, unless he is himself the appellate authority, transmit it to the appellate authority.

59. Consideration of Appeal:

The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case:

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

60. Review.

The Parishad may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case:

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

61. Orders on Reinstatement.

Where an employee who has been dismissed or suspended, is reinstated, the authority reinstating him shall make an order specifying;

- i) Whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances admissible under regulations 18 to 20. ;
- ii) Whether such period may be treated as on duty for all or any purposes.

62. In respect of any matters not specifically provided for in these Rules or in Chapters XII and XIII, relating to discipline, appeals and review, respectively, the relevant provisions contained in the Central Civil Services (Classification, Control and Appeals) Rules, 1965, as amended from time to time, shall apply to the employees of the Parishad except those on deputation in which case the rules of the respect parent organisation shall apply.

CHAPTER XIV

MISCELLANEOUS

63. Authentication.

All orders and decisions of the Parishad and of the Administrative Committee shall be authenticated by the signature of the State Project director or by such other officer as may be specified by the Parishad in this behalf.

64. Holidays:

The Parishad shall observe such holidays as are observed by the Secretariat of the Government in Bihar located at Patna.

65. Service Books and Character Rolls:

1. The Parishad shall maintain a Service Book and a Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Administrative Committee.
2. The entries in the Services Book of an employee shall be made by the Controlling Authority.
3. The entries in the character roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Controlling Authority with his remarks.

66. Residuary conditions of service:

Any matter relating to the condition of service of an employee for which no provision is made in these regulations shall be determined by the State Executive Committee.

Provided that any concession which is allowed by Government to its employees may be allowed also to the employees of the Parishad, subject to the rules and conditions governing the grant of such concessions to Government employees, with the approval of the State Executive committee.

67. Power to Relax:

Notwithstanding anything contained in these regulations, the Parishad may, in the case of any employee, relax any of the provisions of these regulations to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Parishad.

68. Removal of doubts:

Where a doubt arises as to whether any authority of Parishad is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the State Executive Committee for decision.

SCHEDULE-I

MONTHLY EMOLUMENTS

<u>Grade I</u>	<u>SLO</u>	<u>DLO</u>
1. Chief Accounts Officer	Rs. 5500	---
2. Project Officer	Rs. 5500	---
3. Administrative Officer	Rs. 5000	Rs. 5000
4. Programme Officer/ Architect/Engineer	Rs. 5000	Rs. 5000
5. Chartered Accountant	----	Rs. 5000

GRADE II

1. Finance Officer/Accounts Officer	Rs. 4500	Rs. 4500
2. Officer on Special Duty/Comp. I/C	Rs. 4500	Rs. 4500
3. State Resource Person	Rs. 4500	-----
4. District Resource Person	-----	Rs. 4000
5. Assistant Engineer	Rs. 4000	Rs. 4000
6. Programmer (Computer)	Rs. 3500	-----
7. Assistant Resource Person	Rs. 3000	Rs. 3000
8. Assistant Programmer (Computer)	-----	Rs. 3000
9. Accountant	Rs. 2800	Rs. 2800
10. Research Assistant	Rs. 2300	Rs. 2300
11. Sr. Stenographer	Rs. 2300	Rs. 2300
12. Librarian	Rs. 2300	Rs. 2300

GRADE III

1. Account Assistant	Rs. 1800	Rs. 1800
2. Stenographer	Rs. 1800	Rs. 1800
3. Office Assistant/Store Keeper	Rs. 1800	Rs. 1800
4. Purchase Assistant	Rs. 1800	Rs. 1800
5. Typist	Rs. 1800	Rs. 1800
6. Assistant Librarian	Rs. 1800	Rs. 1800
7. Technician	Rs. 1800	Rs. 1800

GRADE IV

1. Driver	Rs. 1700	Rs. 1700
2. Peons	Rs. 1300	Rs. 1300

LIBRARY & DOCUMENTATION CENTRE
National Institute of Educational
Technology and Administration,
Aurobindo Marg,
New Delhi-110016
DOC, No
Date

2. In addition to the above the employees will be paid the following allowances:

GRADE	MEDICAL ALLOWANCE	HOUSE RENT CATEGORY B	HOUSE RENT CATEGORY C	PROJECT ALLOWANCE	CPF
1. GRADE I	Rs. 50	Rs. 1000	Rs. 800	Rs. 700	As per rule
2. GRADE II	Rs. 50	Rs. 800	Rs. 600	Rs. 475	do
3. GRADE III	Rs. 50	Rs. 600	Rs. 400	Rs. 350	do
4. GRADE IV	Rs. 50	Rs. 500	Rs. 300	Rs. 250	do

2. Employee on deputation may have an option to adopt the House Rent Allowance sanctioned by the Parishad in lieu of their H.R.A. admissible in their respective parent cadre/organisation. All employees working in the Parishad will be paid Project Allowance. no deputation allowance will be admissible to deputationists.

3. In the case of Grade III and Grade IV Employees during the probation period only the following amounts will be payable and no other allowance will be paid. After the successful completion of the probation period, PROJECT DIRECTOR's ratification shall be obtained.

1. Grade III	Rs. 1200
2. Driver	Rs. 1200
3. Peon	Rs. 1000

SCHEDULE II

<u>GRADE I</u>	<u>NUMBER OF POSTS</u>		<u>REMARKS</u>
	<u>SLO</u>	<u>DLO</u>	
1. Chief Accounts Officer	1	--	
2. Project Officer	6	--	One for each Component
3. Administrative officer	1	1	
4. Programme officer/ Architect/Engineer	6	6	
5. Chartered Accountant	--	1	
<u>GRADE II</u>			
1. Finance Officer/Accounts Officer	1	1	
2. Officer On Special Duty/ Comp. I/C	6	6	
3. Resource Person (State /Dist.)	6	6	
4. Asst. Engr.	1	1	
5. PROGRAMMER	1		
6. Asst. Resource Person	6	6	
7. Asst. Programmer	-	1	
8. Accountant	1	1	
9. Research/Prog. Assistant	1	1	
10. Sr. Stenographer	3	2	
11. Librarian	1	1	

GRADE III	S.L.O.	D.L.O.
1. Accounts Assistant	3	3
2. Office Assistant/Storekeeper	2	2
3. Purchase Assistant	1	1
4. Stenographer	3	3
5. Typist	3	2
6. Assistant Librarian	-	1
7. Technician	2	2
<u>GRADE IV</u>		
1. Driver	5	5
2. Peons	6	6

SCHEDULE-III

Staff strength and pay scale for DIET:

Sl.No.	Posts	No.	Pay scale
1.	PRINCIPAL	1	Rs. 3700-125-4700-150-5000
2.	SENIOR LECTURER	2	Rs. 3000-100-3500-125-4500
3.	LECTURER	7	Rs. 2200-075-2800-100-4000
4.	ACCOUNTS OFFICER ASSTT. ACCT. OFFICER	1	Rs. 2000-060-2300-075-3200 -100-3800
5.	STATISTICIAN	1	Rs. 1500-050-2150-060-2750
6.	LIBRARIAN	1	Rs. 1500-050-2150-060-2750
7.	LABORATORY ASSTT	1	Rs. 1500-050-2150-060-2750
8.	OFFICE SUPDT.	1	Rs. 1500-050-2150-060-2750
9.	ACCOUNTS ASSISTANT	2	Rs. 1400-040-1600-050-2300 -060-2600

Schedule IV
Job Specification.

1. PROJ. OFFICER/PROG. OFFICER/OFFICER INCHARGE OF A COMPONENT.

- He/She will be total Incharge of the component/subject allocated for the purpose of;
 - (a) Planning (b) Execution of the Schemes through the district units.
 - (c) Monitoring the execution of schemes/activities
 - (d) Periodical field inspections.
- He/She will also be responsible for the following;
 - i) Analysing the data and reports received.
 - ii) To prepare periodical reports and returns concerning his subjects/components
 - iii) To participate in the State Level, National Level meetings/workshops/seminars as per the instructions of the Project Director.
 - iv) To assist the Project Director in the implementation of the scheme/activities as per the action plan
 - v) To guide and instruct the District Units and other connected institutions with regard to the implementation of the programme.
 - vi) To cooperate and coordinate with other component Incharges /officers and render assistance as directed by the Project Director.
 - vii) To prepare the Annual Action Plan concerning his/her subject/ component
 - viii) To monitor the financial liability in the implementation of the subjects/components to ensure that the norms prescribed are followed.
 - ix) To ensure coordination with the funding agencies for the purposes of advocacy, clarification, if need be, concerning the programme implementation, under the overall guidance of the Project Director.
 - x) To work out the requirement of materials, funds etc., as per the Action Plan for the programme.

2. **RESOURCE PERSON**

1. He/She will be incharge of the specific subjects/activities under the Proj. officer/Prog. officer/Officer Incharge.

2. He/She will also be responsible for execution of Tasks entrusted by the Project Director in consultation with the Proj. Officer/Prog. officer/Officer Incharge.

3. Rest as above mentioned for the Proj. officer/ Prog. officer/Officer Incharge of a Component.

4. The Resource Person at the State Level will have the responsibility to supervise and oversee the activities in the districts as per the periodical instructions of the component I/C, or the State Project Director.

3. **ASSTT. RESOURCE PERSONS:**

Job specification will be similar to that of Resource Persons.

4. **ADMINISTRATIVE OFFICER/OSD**

1 He/She will be overall incharge for the Office management and Personnel Management.

2. He/She will be also responsible for overseeing entire office management, for keeping control over the functioning of the office as per the instructions and policies laid down periodically by the Project Director/Executive Committee.

3. He/She will also foresee and plan the requirement of materials and personnel for the project.

4. He/She will also be assisting the Project Director for recruitment or for deputation of personnel as per the Instructions of the Executive Committee/Chairman Executive Committee.

5. **STORE INCHARGE.**

He/She will be overall Incharge for proper upkeep and maintenance of Store and issue of items as per requirement and instruction and also properly submitting the accounts and returns as required by the funding agencies and the auditors.

6. ADMN. OFFICER/PURCHASE INCHARGE:

1. He she will be responsible for planning and for purchasing the items required as per the Action Plan for the office and for the programme activities. He/She will also be responsible for coordinating with the funding agencies and account and audit for arranging necessary funds and also for sending necessary reports and clarifications if need be to the funding agencies and to auditors.
2. In addition to the above the Project Director may on his own or as per the decision of the Executive Committee allot specific duties/ responsibilities to the above.

7. INTERNAL AUDITOR/ACCOUNTANT.

1. Auditing of books of accounts of head office and is responsible for proper maintenance of the same.
2. Correspondence with the District offices regarding objections raised by Internal Auditor/Statutory Auditor.
3. Correspondence with District offices regarding reports and returns.
4. To make good deficiencies found in the books of accounts and, if necessary, write the books and make necessary modification in the books of accounts.
5. Attend to the statutory auditor for the audit of the unit.

8. ACCOUNTANT.

1. He/She shall be responsible for the proper maintenance of the books of accounts.
2. He/ She shall implement all the instructions received from head office and guidelines issued.
3. He/ She shall make opening, closing and adjustment entries in the books of accounts.
4. He/ She shall keep cheque books under his/her safe custody and write cheques and make entry in the Cheque Issue Register.
5. He/ She shall also act as Cashier.
6. He/ She shall be responsible for maintenance of proper account

STATE OF WEST BENGAL
Department of Education
Administration
Aurobindo Marg,
Calcutta-700016

head and code number in the voucher.

Assistant Accountant.

Writing of cash books.

Ledger posting.

Preparation of vouchers and putting code number

Passing of bills-of establishment/supplier.

Preparation of salary bill.

Account Officer/Incharge of Account (State Level Office)

He/She is overall incharge of Accounts of Head Office and also of District units and responsible for finalisation of accounts.

He/She shall attend to auditors and reply to all audit paras of Statutory Auditors/AG Auditors.

3. He/She will be responsible for proper maintenance of accounts including stores record.

4. Passing of supplier's bills.

5. Adjustment of advance to staff, suppliers, Govt. agencies, voluntary organisations etc.

11. **Accounts Officer (Units)**

1. He/she is overall incharge of District Accounts and responsible for proper maintenance of the books of accounts including stores records.

2. He/She will attend the Auditors, Statutory/Internal Auditors and A.G. Auditors.

3. He/She will reply to all audit paras of the Auditors namely Statutory Auditor/A.G. Auditors.,

4. He/She is responsible for sending monthly financial reports to state level office.

5. Passing of suppliers bills.

6. Adjustment of advance to staff, suppliers, construction, Govt. agencies, Voluntary organisations etc.,