



YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
PUNE - 411 007
Service Rules

- 1.01 These rules may be called “YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, SERVICE RULES 1992”. (Revised March 2010)
- 1.02 These amended rules shall come into operation on the 5th day of March 2010.
- 1.03 These rules shall apply to the employees of YASHADA subject to the following:-
- The persons who are appointed under specific contract conditioned will be strictly governed by the contract conditions and not by these Rules.
 - The persons, who are in the employment of Government of India or Government of Maharashtra or State Public Sector Undertaking or any other teaching institution, and whose services have been temporarily loaned to YASHADA. will be governed by the rules of the service to which they originally belong but they will have an option to be **governed by the provisions relating to Medical reimbursement, Leave Travel Concession, TA/DA, Mobile allowance, Newspaper allowance and Peon allowance, in these rules .**

2.01 DEFINITIONS

In these rules the following words and expressions used shall have the meaning as shown against each of them.

- YASHADA means Yashwantrao Chavan Academy of Development Administration.
- Registrar** means person holding the charge of **Registrar** of YASHADA for the time being.
- Basic pay means pay in the pay band plus grade pay as admissible.**
- The definition of senior level post be revised after considering the definition of group A to D of State Govt. Employees is redefined by the state Govt. Considering the sixth pay commissions recommendations.**
- The definition of middle level post be revised after considering the definition of group A to D of State Govt. Employees is redefined by the state Govt. Considering the sixth pay commissions recommendations.**



- (f) **The definition of lower middle level post be revised after considering the definition of group A to D of State Govt. Employees is redefined by the state Govt. Considering the sixth pay commissions recommendations.**
- (g) **The definition of lower level post be revised after considering the definition of group A to D of State Govt. Employees is redefined by the state Govt. Considering the sixth pay commissions recommendations.**
- (h) Committee means the Executive Committee of YASHADA.
- (i) Director **General** means the Director **General** of YASHADA
- (j) Employee means a person appointed to a post in YASHADA.
- (k) Family means and includes the employee, his spouse, his dependent children and his dependent parents, **unmarried** brothers, **unmarried/divorcee/deserted** sisters if they are residing with the employee and if their individual income from all sources does not exceed **Rs 5000/-** per month
- (l) Government means the Government of Maharashtra.
- (m) Non-teaching Posts means posts, whose duties do not include teaching. They shall include the **Registrar, Deputy Registrar, Accounts Officer, Estate Manager** and all the staff members not specifically treated as teaching employees.
- (n) Scheduled Caste/ Scheduled Tribe/ DTNT/ VJNT/ Other Backward Classes/ Special Backward Class mean the Classes declared as such by the Government.
- (o) **Pay means basic pay (including grade pay) personal pay, special pay and any other emoluments which may be specially classed as pay.**
- (p) Resignation means voluntarily leaving the service **with prior approval of Director General** by an employee before attaining the age of **superannuation** or before completion of the term of his probation, as the case may be
- (q) Retirement means termination of employment of an employee on his attaining the age of retirement



- (r) Teaching Institution means an institution engaged in teaching/ training/ **Research** which is recognized by the Central Government or any State Government or by any Statutory **Authority** in India.
- (s) Teaching Posts means posts the duties of which are closely connected with teaching/ **training/research**. They shall include the posts of Director **General**, Professor/s, **Director/s**, **Additional Director/s**, Associate Professor/s, **Assistant Professors**, **Research Officers** and any other posts declared as teaching posts by the Director General.
- (t) Time Scale of pay is the scale of pay which starts with a minimum, rises by annual increments and rests at the maximum.
- (u) Terms not defined in these rules shall have the same meaning as is given to them in the Maharashtra Civil Services Rules.

3.1 Age of retirement

The age of retirement for employee in the service of YASHADA shall be 58 years. An employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 58 years **and as amended from time to time in relevant rules on the lines of State Government employees.**

4.01 Effect of appointment

The appointment shall be effective from the date of joining only if the person concerned takes over the charge of the post before noon. In other cases it will be effective from the next calendar day even if it is a holiday.

5.01 Physical fitness

Every person, who is to be appointed to any post in YASHADA shall be required to undergo a medical check up and produce certificate of physical fitness before taking up appointment . If for some reason he is allowed to join without such a medical check up, he shall not be continued in the employment of YASHADA beyond a period of three months unless in the meanwhile he has been medically examined and found fit, for appointment in YASHADA. **The rules and procedures for medical examination of candidate as to their physical fitness provided in appendix III to Maharashtra Civil Services (General conditions of services) Rules 1981 will be applicable**



- 5.02 The fees, if any, charged by the medical authority for the medical check up of the candidate shall be borne by the candidate himself.

6.01 Probation

- A Person appointed to the post in YASHADA **by way of direct recruitment or internal selection** shall be on probation for a period of two years.
- 6.02 A person appointed on probation shall draw his 1st increment on the next day after completion of continuous service of 12 months. A person appointed on probation shall draw his 2nd increment after satisfactory completion of probation period or extended period of probation.
- 6.03 The probation period shall be automatically extended, by the number of days equal to the days of leave enjoyed during the period of probation except the casual leave.
- 6.04 The services of a probationer can be terminated by the Director **General** without assigning any reason, during the probation period, if he feels it necessary in the interest of YASHADA to do so. If, however, the Director **General** feels it necessary to extend the probation period, **the probation period can be extended for upto 2 years including the period automatically extended under Rule 6.03.**
- 6.05 If the probationer was a confirmed employee of YASHADA before his appointment on probation, the Director **General** may, if the performance of the employee during the period of probation is not satisfactory, revert him to the lower post from which he was so appointed/ promoted.
- 6.06 When a confirmed employee of YASHADA is appointed to a higher post in YASHADA, and placed on probation in the said higher post, the vacancy caused by such appointment shall not be filled in on **permanent basis** until the employee concerned is confirmed in the higher post.

7.01 Confirmation

A person appointed on probation will be confirmed by issue of an order by Director General, once the probationer completes his probation satisfactorily. A person appointed on probation will be deemed to be confirmed after lapse of period of six months from completion of two years probation period, unless his probation period is extended.



8.01 Resignation

- a) No confirmed employee **shall** resign his employment in YASHADA without giving a written notice of at least three months to the Director **General**.
- b) The Director **General** shall have powers to accept a shorter notice on the condition that the **pay and allowances** for the period by which the notice falls short of three months shall be recovered from the employee concerned.
- c) An employee on probation may resign his appointment during the period of probation by payment of compensation of one month's **pay and allowances** to YASHADA.

8.2.1 Termination

- (a) Director **General** may, by issue of a written notice of not less than three months, terminate the services of the junior most **confirmed** employee in the cadre in the event of abolition of the post in that cadre.
- b) Where it is not possible to give such a notice of three months the **pay and allowances** of the employee for the period by which such a notice falls short of a period of three months shall be paid to the employee by YASHADA in lieu of such notice.

8.03 Abolition of Post

- (a) In the event of abolition of a post in a cadre, the Director **General** shall, as far as possible, try to accommodate the junior most employee in that cadre (**whose services would be required to be terminated**) in any equivalent post **in any other cadre, without affecting his basic pay.**
- (b) If no such equivalent post is available and the employee is willing to accept any other lower post in any cadre that may be available, the Director **General** shall have powers to appoint him to such lower post without affecting his basic pay.
- (c) If the basic pay of the employee is higher than the maximum of the time scale of such lower post, his pay may be fixed at the maximum pay attached to the lower post.
- (d) **An employee accommodated on the equivalent post or lower post in any other cadre will be the junior most in that cadre for the purpose of seniority. However, when an employee accommodated in the lower cadre (from which he was promoted) will be allowed to retain his original seniority in the lower cadre.**
- e) **If an employee cannot be accommodated in the manner mentioned in (a) and (b) above his services shall stand terminated.**

8.05 This clause may be shifted in rule 8.01 (c) under the heading “Resignation” and deleted here.



9.01 Service Record

The record of service of the employees of YASHADA shall be kept in the form of Service Book prescribed for the Government employees. The Service Books shall be kept in duplicate, one copy remaining in the custody of the employee of YASHADA.

9.02 (a) All events in the service life of the employee such as his Bio-data, appointments, post occupied, pay-scale, pay drawn and **pay verification done** from time to time, increments, promotions, rewards, punishments, leave enjoyed leading upto the final retirement shall be recorded in the Service Books. Leave account of the employees shall also be kept in their Service Books.

(b) The procedure for writing the events and recording the date of birth in the service book, as prescribed under rule 38 of The Maharashtra Civil Services (General conditions of services) Rules, 1981 will be followed.

(c) At the end of every year the service of the employee should be verified with reference to the records such as muster rolls, pay bills, etc. and a certificate of verification recorded in his Service Book.

9.03 All entries in the Service Book shall be attested by the **Registrar** by full signature., and the signatures of the employees, for having satisfied about the correctness of the entries, shall be obtained in the prescribed **column No. 8 in the original service book.**

9.04 The original Service Book shall be the property of YASHADA and shall be preserved for a period of 5 years beyond the date of resignation/ retirement/ death of the employee concerned **or till the finalization of Pension Case / Departmental Proceedings / Judicial Proceedings.**

10.01 Subscription to funds Every employee of YASHADA shall be required to subscribe to the Contributory Provident Fund and such other funds as may be established by YASHADA in the interest of the employees, according to the rules applicable to such funds.

11.01 Pay

Every person who is appointed for the first time to a post in YASHADA shall entitled to the minimum pay attached to the **pay band** of the post concerned. The Director **General** shall, however, have power to make appointment with the higher starting pay for the reason that the person concerned has already worked in a similar capacity elsewhere for a sufficiently long period or has acquired special qualifications to warrant higher starting pay.



- 11.02 a) An employee of YASHADA, on his appointment to a higher post with a higher pay band/scale in YASHADA by **internal selection or by promotion** shall be entitled to the pay at the lowest stage in the **pay scale with corresponding grade pay** of the higher post which gives him monetary benefit of not less than **two** increments in the **pay scale** of the lower post occupied by him before such appointment. If there is no such stage in the **pay scale** of the higher post the pay of the employee should be fixed at the stage next above his present pay, treating the excess over the notional pay in the **pay scale** of the lower post, as personal pay till he draws his next regular increment in the pay scale of the higher post.
- b) The initial pay of the employee appointed to higher post carrying the pay scale identical that of lower post, by internal selection or by promotion shall be fixed at the stage of the pay scale, by increasing his pay by two increments.
- 11.03 a) No employee shall be appointed to a post carrying less pay except at his own request. In case of such appointment the initial pay of employee shall be fixed at the same stage in the time scale of the new post and if there is no such stage, at the stage next above his present pay.
- b) Whenever an employee is appointed to a post carrying lower time scale of the pay as a result of abolition of post (as per provision in rule 08.03), the initial pay of such employee shall be fixed at the same stage in the time scale of the new post and if there is no such stage, at the stage next above his present pay.
- c) The pay of an employee reverted to a lower post on termination of his officiating of his higher post shall be fixed at the stage in the time scale of the lower post in which the employee would have drawn his pay but for his appointment to the higher post .
- d) The pay of an employee reverted to a lower post carrying a lower pay scale or identical pay scale by way of punishment, shall be fixed at the stage of the time scale for the lower post (from where he was promoted) at which he would have drawn his pay but for his appointment to the higher post.
- 11.04 The pay of the employee reverting to a lower post after a spell of appointment in the higher post shall be the pay to which he would have been entitled but for his appointment to the higher post concerned.
- 11.05 The pay of Government pensioner reemployed in YASHADA shall be subject to the rules for reemployment of pensioner in the service of Government provided the Director may in his discretion, taking into consideration the special ability of the person, in **teaching / research/ disaster management / information technology/ engineering or any such field**, reemploy him on special terms and conditions till he attains the age of **65**.



11.06 The revision in pay and allowances payable to the employees **will be done on the lines of state government employees including the formula adopted by the State Government for this purpose.**

12.01 Increments

A confirmed employee shall be entitled to an increment on **1st July of every** year after completion of 1 year's reckonable service in YASHADA each year except in the following cases :-

- a) Where the increment is withheld by the Director **General**.
- b) Where the employee has already reached the maximum pay attached to the time scale.

Note :- 1) The following period shall count as reckonable service for the purpose of annual increments.

- i) **All leave, except extra ordinary leave.**
- ii) **Extra ordinary leave on medical grounds**
- iii) **Deputation within or outside India.**
- iv) **Period spent on training.**

12.02 When the employee has reached maximum of the pay scale/ band attached to his post, after one year he shall be granted one increment in the present pay scale/band and his pay shall be fixed at the stage in the next pay scale/ band and if there is no such stage his pay should be fixed at the next stage, till he reaches the maximum of the pay scale/band PB-4, after which the benefit of increment will not be admissible.

12.03 (a) Advance Increments (Performance based):-

The Director **General** shall be competent to sanction advance increment to employees for the outstanding work on the lines of the scheme of granting advance increments to the state govt. employees, modified from time to time.

13.01 Additional Charge & Appointment

An employee who is asked to hold charge of another **sanctioned** post not directly subordinate to him, in addition to his own duties for a period of not less than 15 days, shall be entitled to charge allowance to the extent of 10% of his basic pay subject to a maximum limit as prescribed by the State Govt. for the State Govt. Employees. **No employee will be asked to hold additional charge of the post for a period of more than six months and in exceptional circumstances upto one year.** No employee of YASHADA shall be entitled to additional charge allowance for more than one post at the same time.



14.01 Suspension

The Director General or any other officer, empowered in this behalf by the Director General may place an employee under suspension

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

14.02 Deemed suspension

An employee shall be deemed to have been placed under Suspension by an order of the Director General.

- a) With effect from the date of his detention in police or judicial custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours.
- b) With effect from the date of his conviction, if in the event of his conviction for an offence for which he is sentenced for a term of imprisonment exceeding 48 hours and is not forth with dismissed or removed or compulsorily retired, consequent to such conviction.

Explanation:-

The period of 48 hours referred to in (Clause-b) of this rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of imprisonment, if any, shall be taken in to account.

14.03

- a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the Director General.
- b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Director General may, for the reasons to be recorded in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

- 14.04 a) During the period of suspension an employee \ shall be entitled to subsistence allowance equal to 50% of his basic pay including dearness pay (if any) of the post from which he was suspended and the Dearness Allowance based on such reduced pay. He will also be entitled for City compensatory allowance and House rent allowance which he was drawing immediately before his suspension, However, he shall not be entitled to any allowance like conveyance allowance, telephone allowance etc. which are provided in lieu of reimbursement of the expenses incurred by employee while performing his duties.
- b) If the suspension of an employee is extended beyond a period of six months for no lapse on the part of the employee, the subsistence allowance shall



- be increased by 50% for the remaining period of suspension. However, if the suspension period is extended beyond six months for the lapse on the part of the employee reasons attributable to the employee the subsistence allowance may be reduced by 50%.
- c) The Income Tax, Profession Tax, rent of YASHADA premise occupied by him, installments of loans and advances, if any, granted to him by YASHADA shall be recovered from the subsistence allowance.
- d) No recoveries on account of subscription to Provident Fund, court attachments and loss caused by the employee to the property of YASHADA shall be made from the subsistence
- 14.05 a) Other deductions and recoveries shall be made from the subsistence allowance only at the option of the employee concerned.
b) No leave of any kind shall be admissible to an employee under Suspension.
- 14.06 The employee under suspension shall not accept any employment during the suspension.
- 14.07 The employee under suspension shall not leave his head quarters without permission from the Director General. He shall abide by the instructions and directions of the Director General in regard to his personal presence in YASHADA, whenever required.
- 14.08 If in the disciplinary proceeding, the employee under suspension is fully exonerated of the charges leveled against him, he shall be reinstated and full pay and allowance for the period of suspension shall be paid to him (less the amount of subsistence allowance and other allowance paid to him) treating the suspension period as duty for all purposes. However, he shall not be entitled to any allowance like conveyance allowance, Telephone allowance etc. which are provided in lieu of reimbursement of the expenses incurred by employee while performing his duties.
- 14.09 If an employee who has been dismissed, removed or compulsorily retired is reinstated as a result of an appeal or order of the Court and no further disciplinary proceeding is held against him, the employee shall be paid full pay and allowances for the period of his absence including the period of suspension, preceding his dismissal, removal or compulsory retirement as the case may be and the entire period of absence including period of suspension shall be treated as a period spent on duty for all purposes subject to the directions of the Court. However, he shall not be entitled to any allowance like conveyance allowance, Telephone allowance etc. which are provided in lieu of reimbursement of the expenses incurred by employee while performing duty.



- 14.10 When as a result of disciplinary proceeding, a major penalty is imposed against an employee, the period of suspension will not be treated as a period spent on duty and he will not be entitled for pay and allowances for the period of his suspension and the period of suspension will be treated as suspension. However, the Director general may order that the period of suspension shall be treated as qualifying service for any specified purpose.
- 14.11 When as a result of disciplinary proceeding a minor penalty is imposed against an employee, the period of suspension will be treated as duty and he will be paid the full amount of pay allowances for the said period less the amount of subsistence allowance paid to him. However, he shall not be entitled to any allowance like conveyance allowance, Telephone allowance etc. which are provided in lieu of reimbursement of the expenses incurred by employee while performing his duties.
- 14.12 No appeal can be filed against the order of suspension passed by the Director General. However, the appeal can be filed to the Director general against the order of suspension passed by any other officer subordinate to him.
- 14.13 The resignation tendered by an employee placed under suspension will not be accepted except in special circumstances.
- 14.14 When an employee under suspension dies before disciplinary or Court proceedings, such proceeding would come to an end and the entire period between the date of suspension and the death will be treated as duty for all the purposes and he would be entitled for full pay and allowances for such period subject to adjustment of amount of subsistence allowance paid to him. However, he shall not be entitled to any allowance like conveyance allowance, Telephone allowance etc. which are provided in lieu of reimbursement of the expenses incurred by employee while performing duty.

15.01 Leave

The employees of YASHADA shall be entitled to the following kinds of leave :-

(a) Earned leave to the extent of not more 30 days in a year. Such leave can be accumulated to the extent of **300** days and shall carry leave salary equal to the rate of pay and allowances drawn immediately before proceeding on leave.

(b) Half pay leave of 20 days per year. Such leave shall at the option of the employee be converted into full pay leave of 10 days per year if the leave is taken for the purpose of **pursuing** studies approved by YASHADA or on medical grounds. Leave salary during half pay leave shall be half the leave salary admissible during earned leave.

(c) Extraordinary leave which can be availed at the option of the employee or when no other kind of leave is due. It shall carry no leave salary.



- d) TB/Cancer /leprosy/paralysis leave will be admissible to the employees suffering from any of these diseases will be admissible in accordance with provision/s in the Maharashtra Civil Services Rules (**Leave**) **1981** in this regard.
- 15.02 Leave (**of any kind**) shall be granted by the Director **General** at his discretion and the employee shall not claim leave as a matter of right.
- 15.03 Any kind of leave can be combined with any other kind of leave. This rule does not apply to casual leave.
- 15.04 No employee shall be absent or on leave of any kind, whether sanctioned or otherwise, continuously for more than a year except when **study leave is granted to him for more than one year's duration.**
- 15.05 No employee, shall accept any other employment during leave.
- 15.06 **a)** Earned leave of 15 days each shall be credited in advance to the leave account of the employee on 1st January and 1st July every year.
- b)** Proportionate credit rounded off to the nearest day based on the completed months of service during the half year shall be given in case of first appointment, retirement, resignation or death of the employee.
- c)** Earned Leave sanctioned shall be debited to leave account on the date of commencement of leave.
- d)** If an employee enjoys extra ordinary leave or is placed under suspension the credit of earned leave at the commencement of the next half year shall be reduced by 1/10th of such period rounded off to the nearest full day, **subject to maximum of 15 days.**
- e)** Where the balance at the end, of any half year is between **286 and 300** days the advance credit of EL for the next half year shall be shown separately and the employee may be allowed to enjoy it during the half year concerned. If the employee fails to enjoy or enjoys it only partially and the result would be to increase the balance of EL at the end of the half year beyond **300** days the balance would be restricted to **300** days.
- 15.07 **(a)** Half pay leave of 10 days each shall be credited in advance to the leave account of the employee on 1st January and 1st July every year.
- (b)** Proportionate credit rounded off to the nearest day based on the completed months of service during the half year shall be given in case of first appointment, retirement, resignation or death of the employee.



- (c) The number of days of half pay leave and twice the number of days of commuted leave sanctioned shall be reduced from the balance of half pay leave on the date of commencement of leave.
- (d) If the employee is placed under suspension or when his unauthorized absence is not regularized by grant of any other kind of leave the credit to be given to the half pay leave account at the commencement of the ensuing half year shall be reduced by 1/18 of such period of suspension or unauthorized absence and rounded off to the nearest day.
- 15.08 An employee proceeding on leave for more than 30 days shall be eligible for grant of advance of leave salary equivalent to net leave salary for one month, i.e. leave salary equal to one month's pay and allowance admissible on that leave salary, reduced by all the normal deductions from the pay of the employee.
- 15.09 a) Female employees of YASHADA shall be eligible to maternity leave as is made admissible to State Govt. employees from time to time.
- b) Leave salary shall be admissible even for maternity leave availed of during probation at the time of first entry into service in YASHADA.
- c) Leave salary at the rate of pay and allowances drawn immediately before proceeding on maternity leave shall be admissible during the maternity leave availed of by a confirmed employee of YASHADA.
- d) Maternity leave shall not be debited to leave account.
- 15.10 Maternity leave subject to a maximum of six weeks shall also be admissible to female employees in case of miscarriage or abortion **including abortion induced under the medical termination act, 1971, however maternity leave will not be admissible in case of abortion violating the provisions of PCNDT act.**
- 15.11 (a) Study leave shall not be granted to an employee
- Who has rendered less than three years service in YASHADA.
 - Who is due to retire within three years of the date on which he is expected to return to duty after expiry of study leave.
- (b) Study leave of not more than 12 months duration **at a time, may** be granted to an employee of YASHADA for **pursuing** any study, which the Director **General** considers beneficial for personal development of the employee **and** also for YASHADA. Such study leave may be granted **on execution of a bond (as prescribed by the Director General)** to serve YASHADA for a period of not less than three years after his return from such study leave.
- (c) **The total period of study leave will not exceed two years in the entire service of an employee.**
- (d) **Study leave shall not be debited to leave account.**



- (e) **In the event of resigning his post before the completion of such period of three years, the leave salary actually paid to him shall be refunded to YASHADA.**
- 15.12 During the study leave the employee shall be entitled to **leave salary equal to the basic pay + dearness allowance (without any other allowances) which he was receiving before proceeding on such leave.**
- 15.13 (a) If an employee of YASHADA is deputed for training in India by YASHADA, he shall be treated as on duty, and shall be eligible to receive the pay and allowances which he was receiving before proceeding on such training. In addition, he shall be entitled to traveling allowance and daily allowance as may be normally admissible to him for the place where the training is imparted, **However whenever lodging and boarding is provided free while on training, the employee shall be entitled to 1/4th of Dearness allowance admissible to the employee.**
- (b) If the training is outside India the employee shall not be deputed without the express sanction of the Government.
- (c) An employee deputed for training abroad by YASHADA shall be entitled to such concessions and benefits, in addition to his pay and allowances in India, as may be decided by the Director **General considering the benefits and allowances provided to him at the place of training.**
- 15.14 An employee who ceases to be in the employment of YASHADA for reason other than dismissal or removal shall be entitled to receive the cash value of unutilized balance of earned leave to his credit (**subject to maximum of 300 days**) on the last day of his service.

16.01 Traveling Allowance

Traveling allowance is an allowance given to an employee to cover the extra expenses which he has to incur on account his being sent out of his headquarters for official work.

- 16.02 The classifications of employees for the purpose of traveling allowance be decided after the state govt. redefines the categories of employees from group A to D.
- 16.03 The entitlement of class of accommodation for purpose of traveling be decided after the state Govt. issues the necessary Govt. Resolution for State Govt. Employee in this regard, considering the sixth pay commissions recommendations.



- 16.04 An employee **who is allowed by the orders of the Director General**, to use his own motor car or a car hired by him for the purpose of official journey shall be deemed to have traveled by **Rail in a class to which he is entitled for as per rule No. 16.03 and shall be reimbursed the fares of the respective Class for the distance actually traveled.**
- 16.05 **An employee traveling on duty, shall in addition to the reimbursement of fares of admissible class, be entitled to the following: -**
- (a) Rickshaw/Taxi fares from the place of residence to the railway station/ Air port/ State Transport Bus Depot, on the day of departure from the headquarters and on the date of his return to headquarters for Ist and IInd Grade employees and rickshaw fares for others.
 - (b) Rickshaw fares/ Taxi fares from the Railway Station, Air port, Bus Depot to the place of work and back out of headquarters for Ist and IInd Grade, and auto rickshaw fares (taxi fares where auto rickshaws are not permitted like city of Mumbai) for others.
 - (c) Local conveyance as per entitlement as shown in clauses (a) and (b) appearing above.
4. Reservation / **Cancellation** charges officially charged for booking/**Canceling a** seat on rail, bus or air including the service charges levied by the reservation agency as approved by the Director **General** .
- (e) Daily allowance at the following rates for the period starting from one hour before the departure of railway train or a state transport bus or two hours before the departure of the aeroplane, as the case may be, and ending with one hour after the arrival of the train or bus at the headquarters or two hours after the arrival of the aeroplane at Pune airport as the case may be.

The rates of daily allowance as prescribed by the state Govt. and revised from time to time, be made applicable for YASHADA employees.

In cases where the Director is satisfied that it was beyond the control of the employee to manage his tour expenses within the limits of the daily allowance admissible to him, he may sanction payment of actual expenses on lodging, supported by vouchers, within the following monetary limits :-

Note:- The monetary limits for reimbursements of expenses over and above the daily allowance admissible to the employee, may be revised once the rates of daily allowance are notified by State Govt. for State Govt. employees .

- (f) Whenever lodging and boarding is provided free while on tour, the employee shall be entitled to 1/4th of the DA admissible to the employee.

- 16.06 No daily allowance shall be admissible on the day on which employee takes casual leave on tour.
- 16.07 Where the tour of the employee necessitates halt at a place where special rate of daily allowance is admissible, the daily allowance as may be admissible for the entire duration of tour may be worked out first and the difference between the ordinary rate and the special rate shall be added for the period of actual halt at the place where the special rate of DA is admissible.
- 16.08 For fractions of less than 24 hours the daily allowance shall be calculated at the following rates :-
- | | |
|--|-------------------------------|
| (a) For 12 hours or more | : Full daily allowance |
| (b) For 6 hours or more daily but less than 12 hours | : 50% of the allowance |
| (c) For less than 6 hours | : 30% of the daily allowance. |
- 16.09 When an employee or his dependent family member is ill and is required, on the advice of the medical practitioner nominated by YASHADA, to be examined / treated at an institution out of his headquarters, the employee or his dependent family member, as the case may be, may be accompanied by any one of his family members who shall be held eligible for the traveling allowance on the scale and rates admissible to the employee himself.
- 16.10 Conveyance charges shall be admissible to employees using with the permission of the Director **General** their own conveyance for work of YASHADA within the municipal limits of Pune City
The rates of conveyance charges will be fixed by the Director General from time to time.
- When employee performs journey in a public bus he shall be entitled to reimbursement of actual fare paid. Where heavy papers equipment, etc. is to be carried and the vehicle belonging to YASHADA is not available an employee may hire a rickshaw and get reimbursement of actual hire charges paid, on submission of a certificate of having actually paid the charges.
- 17.01 Other Allowances
The employees of YASHADA shall be eligible for the following allowances / **additional pay** in addition to pay :-
- Dearness Allowance
 - House Rent Allowance
 - Compensatory Local Allowance
 - Cash Allowance for handling cash to the person who works as a cashier.
 - Additional pay for holding additional** charge of post for 15 days or more.
 - Washing allowance to Class-IV and other employees provided with uniforms.
 - Overtime allowance to the Drivers engaged on wheel duty beyond nine hours



- a day.
- (h) Overtime allowance to General Attendants engaged on duty beyond nine hours a day.
- 17.02 (a) The rates of Dearness Allowance as announced by the Government from time to time shall be applicable to the employees of YASHADA except persons appointed on contract basis.
- (b) The Dearness Allowance shall also be admissible during all kinds of leave except extraordinary leave and shall be based on the amount of leave salary.
- 17.03 (a) House rent allowance shall be admissible to the employees, who are not provided with residential accommodation by YASHADA, at the rates applicable to the employees of the Government.
- (b) It shall be admissible during all kinds of leave except during extraordinary leave, study leave, at the rate at which the employee was receiving it before proceeding on leave.
- (b) The allowance shall be admissible to both husband and wife if both of them happen to be the employees of YASHADA.
- 17.04 Compensatory local allowance shall be admissible to every employee on the scale prescribed by the Government to its employees and shall be admissible during all kinds of leave except extraordinary leave and study leave. **(To be modified as per 6th pay commission recommendation)**.
- 17.05 The employees who have been provided accommodation by YASHADA shall be required to pay YASHADA every month, by deduction from their salary, the standard rent of the premises fixed by the Director **General** In addition, such employees shall pay to YASHADA the service charges as may be **fixed** by the Director **General**.
- 17.06 a) Cash allowance of **Rs.300/-** per month shall be admissible to a person who is appointed to work as a cashier. (The monetary limit may be revised considering the government guidelines issued from time to time in this regard.)
- (b) Washing allowance of **Rs.100/-** per month shall be admissible to Drivers and Attendants.
- (c) Franking machine operator shall be paid a machine allowance of **Rs.100/-** per month.
- (d) These allowances shall not be paid during leave of any kind except casual leave.

- 17.07 Overtime allowance shall be admissible at the rate of 1.5 times the hourly wage (Basic + DA) of the employee concerned, or a part thereof, to the Drivers, Drivers-cum-Cleaners and General Attendants of YASHADA engaged on duty on any day in Pune for more than 9 hours including the lunch break. The overtime allowance in any calendar month shall not exceed 50% of the basic of the employee concerned. This rule will be applicable on non working days/Holidays also and payment to the concerned employee should be considered separately for the limit of 50% of the basic for the purpose of working day overtime and overtime on holidays.
- 18.01 Leave Travel Concession
- a) The employees of YASHADA shall be eligible to leave travel concession to travel to their home town once in two years.
- b) The concession shall be limited to the rail /bus fares of the admissible class, from Pune to the home town and back.
- c) The concession shall be admissible to the employee, his spouse and his children limited to three in number.
- d) Scheme of Leave Travel concession for visiting any place in the State once in four years is extended for YASHADA employees which is in addition to the scheme of "Hometown Leave Travel Concession" Thus, in a block of four years, any employee may avail the facility of "Hometown Leave Travel Concession" twice in a period of four years (i.e. two blocks of two years each) or a "Hometown Leave Travel Concession" once and a "Leave Travel Concession" as provided in Government Resolution No. RPS/1194/184 Seva-5, dated 28.03.1995
- 18.02 The employee desirous of enjoying the leave travel concession shall be eligible to an advance equal to 75% of the estimated expenses and shall be settled by preferring an adjustment leave travel concession bill within **a period of six months from the date of drawl of advance** In case of failure to abide by the time limit the amount of advance shall be recovered in a lump sum from the next salary of the employee concerned. Interest at 18% per annum shall be recovered from the employee who fails to **undertake the travel** within a month from the date of drawl of advance.
- 18.03 (a) For the purpose of leave travel concession every employee shall communicate his home town to the Director **General**, YASHADA within six months **from the date of appointment**.
- (b) The Director **General** shall accept the declaration of the home town if he is satisfied that the employee has property or close relations at that place and is required to visit the place often on account of such family ties.



- c) In case of failure to declare the home town within the prescribed period the place of permanent residence noted in his Service Book shall be treated as his home town for this purpose.
- 18.04 The home town once declared or determined on account of his failure to make a declaration shall not be changed except once during the service of the employee. The Director **General** shall accept such re-declaration after satisfying himself about the circumstances requiring such re-declaration.

19.01 Reimbursement of Medical Expenditure

An employee of YASHADA shall be eligible for the reimbursement of medical expenses incurred by him for the treatment of himself and his family (including those dependant family members not residing with the employee) on the recommendation of the Medical Officer attached to YASHADA at any of the following institutions in Pune:-

- (a) Sassoon Hospital, Pune
 - (b) Ruby Hall Clinic, Pune
 - (c) K.E.M. Hospital, Pune
 - (d) Any dispensary run by the Municipal Corporation of Pune and Pimpri/Chinchwad
 - (e) Sancheti Hospital, Pune
 - (f) Jehangir Nursing Home, Pune
 - (g) Wadia Hospital, Pune
 - (h) Hospitals of Maharashtra Medical Foundation, Pune (**Joshi Hospital Ratna Memorial**)
 - (i) Lokmanya Hospital, Chinchwad
 - (j) Aditya Birla Hospital
 - (k) Deenanath Mangeshkar Hospital
 - (l) Niramay Hospital
 - (m) Sahyadri Hospital
 - (n) **Poona Hospital, Off. L. B. S. Road.**
 - (o) **Hardikar Hospitals, Shivajinagar**
 - (p) **Sanjeevan**
 - (q) **Nisargopchar Kendra Uruli-Kanchan**
 - (r) **Nobel Hospital**
 - (s) **Ayurved and General Hospital, S No 7 Pradhikaran, Nigdi**
- 19.02 The Director **General** may, at his discretion, considering the circumstances in each case permit treatment to be taken in any other dispensary / hospital.
- 19.03 The treatment shall include all investigations and other diagnostic facilities, special or ordinary medicines, vaccines, sera or supply of any other thing required for the treatment, preventive and curative medicines as may be prescribed by the medical institutions named in rule 19.01 above. It shall also include all the normal



facilities provided to indoor patient viz. diet, blood transfusion service, delivery of female patients, dental care (**Except appliances as the part of cosmetic measures**) The Senior and Middle level officers shall be entitled to accommodation in special rooms while other employees are eligible for accommodation in Semi Private Rooms for hospitalization.

19.04 (a) The concession of medical reimbursement shall be available only to those employees whose family does not include more than **two#** living children on the date of commencement of the treatment.

(b) The reimbursement stopped on account of larger size of the family can be recommended on production of proof of the employee or his spouse having undergone a family planning operation but shall not be available in respect of the treatment of the **third#** or subsequent child.

#Note:- 1 This sub rule shall be made applicable after 1 year from the date of commencement of these rules.

2. This Rule shall not be applicable for those employees who were joined YASHADA before the operation of this rules.

19.05 If the employee and his spouse are both employed he should select either himself or his spouse for being considered eligible for reimbursement. In such cases the claim of reimbursement of the employee shall be admitted only on the production of the certificate from the employer of the spouse stating clearly that the spouse is not receiving the reimbursement of expenses or any other allowance in lieu thereof from that employer.

19.06 In case of emergencies wherein it is not possible to shift the patient to the institutions named in the rule 19.01 above, the employee should bring the facts to the notice of the Director **General** as soon as possible after admission of the patient in any other medical or surgical nursing home. The Director **General** shall, decide whether and to what extent the circumstances warranted such emergency admission and deal with the reimbursement claim accordingly.

19.07 (a) An employee shall be eligible for an advance upto **75% of the probable expenditure required for the treatment** of himself or of his family members when he or they are advised to undergo open heart surgery, kidney transplant, Bypass surgery of heart, **or treatment for any other major disease or surgery in an emergent situation .**

(c) The advance shall be adjusted against the medical reimbursement claim and shall be settled within three months of the date of drawl of advance or within a month of the completion of treatment, whichever is earlier.

(c) In case of failure to settle the advance, the amount of advance together with interest @ 18% per annum shall be recovered from the employee in installments



as may be decided by the Director **General**. The recovery of interest may be waived by the Director **General** in deserving cases.

(d) In case of **hospitalization, for any illness** the employee shall be entitled to an advance upto **Rs.25,000/-** adjustable against medical reimbursement permissible to the employee, at the discretion of the Director **General**.

19.08 As an exception to the aforesaid rules, the employees or their family members may, in case of ordinary illnesses, consult the medical practitioner nearest to their residence and get reimbursement of the cost of treatment which shall be limited to **Rs. 6000/-** for a financial year to entire family.

19.09 The employee whose services are loaned to YASHADA by Government, state Public Sector Undertaking or a teaching institution may opt to be governed by these rules during his tenure with YASHADA.

20.01 Casual Leave, Optional Holidays, Compensatory Holidays, etc.

Casual leave is intended to meet special circumstances for which provision cannot be made by exact rules. The total casual leave admissible to the employee of YASHADA shall be 8 days per calendar year.

20.02 Not more than **five** days casual leave can be enjoyed at a time. This limit may be extended to **seven** days by the Director **General** in the most exceptional circumstances.

20.03 When casual leave is enjoyed in conjunction with or interposed between Sunday/ holidays/ optional holidays the Sunday/ holidays/ optional holidays shall be excluded while counting the actual casual leave enjoyed for the purpose of debit to casual leave account, but they shall be counted for the purpose of limits set in rule 20.02 above.

20.04 Employees belonging in group C and D, required to attend to their duties on Sundays or on the days declared as holidays for YASHADA, shall be allowed equal number of compensatory holidays during the same calendar year. **However not more than two compensatory holidays shall be enjoyed in a month.** In respect of attendance during the last week of December, however, the compensatory holidays may be enjoyed during the first fortnight of the month of January. Such holidays can be enjoyed in conjunction with casual leave, Sundays, holidays and any kind of leave due and admissible.

20.05 Casual leave shall not be prefixed or suffixed to regular leave, except for casual leave for one half day in the afternoon taken on grounds of illness, immediately before the commencement of regular leave.



- 20.06 Except for medical reasons the employees shall get the casual leave sanctioned in advance. The Director **General** shall have the power to treat absence without sanction, as leave without pay and allowances.
- 20.07 The Director shall be competent to sanction special casual leave of not more than 15 days duration to employees participating in the Inter State / Inter National sporting events or for undergoing sterilization operation.
- 21.01 Every employee shall at all times maintain absolute integrity, devotion to duty and shall do nothing which will embarrass YASHADA.
- 21.02 Every employee shall follow the written and **oral orders** of his superiors, to be confirmed in writing in due course, wherever necessary.
- 21.03 No employee shall give any information about YASHADA to any outsider **including persons** connected with publication of any newspaper, magazine, website, electronic media or any other publication without specific authority from the Director **General**. **However the employee may give in good faith information relating to performance of duties assigned to him to any outsider subject to the condition that the said fact will be brought to the notice of his immediate superior at the earliest possible.**
- 21.04 No employee, while in the employ of YASHADA, shall accept any remunerative work without prior permission from the Director **General**.
- 21.05 **Prevention of Sexual Harassment of women at work place;**
a) **No YASHADA employee shall indulge in any act of sexual harassment of any women at her work place**

b) **Every YASHADA employee who is incharge of workplace shall take necessary steps to prevent sexual harassment to any working women at such work place.**
Explanation :- for purpose of these rules, sexual harassment includes such unwelcome sexually determined behavior, whether directly or otherwise such as
a) **Physical contact and advances**
b) **A demand or request for sexual favors.**
c) **Sexually colored remarks**
d) **Showing pornography or**
e) **Any other unwelcome physical, verbal or non verbal conduct of a sexual nature.**
- 21.06 **YASHADA employees will also be governed by Maharashtra Civil Services (Conduct) Rules 1979 as amended from time to time. And for that purpose the word “Government” and “ Government Employee” appearing in the said rules will be construed as “ Director General” and “ YASHADA Employee”**



22.01 ***Disciplinary Action***

The Director General shall be the competent authority to take disciplinary action against any employee and impose any of the penalties provided in the rules.

22.02 The penalties that can be imposed against the employee shall be as under

a) **Minor penalties**

- 1) Censure
- 2) Fine not exceeding Rs. 1000/-
- 3) Withholding of increment for period not more than three years without effect on future increments.
- 4) Recovery from his pay, the whole or part of pecuniary loss caused by employee to Yashada or to any trainee, guest faculty or any guest of Yashada, by negligence or breach of orders.

b) **Major penalties**

- 1) Stoppage of increment for any period with effect on future increments.
- 2) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether employee 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;
- 3) Reduction to a lower time scale of pay, with corresponding grade pay, grade post which shall ordinarily be a bar to the promotion of an employee in the time scale of pay, grade, post or service from which he was reduced with or without further direction regarding conditions or restoration to the time scale of pay, grade, post or service from which the employee was reduced and his seniority and pay on such restoration to that time scale of pay, grade, post of service. **(This be revised once the State Govt. amends the relevant rule in the MCS (Discipline & Appeal) Rules 1979.**
- 1) Compulsory retirement
- 2) Removal
- 3) Dismissal

Explanation :- **The following shall not amount to penalty within the meaning of this rule.**

(i) Withholding of increments of pay of YASHADA employee for his failure to pass any departmental examination of the (Hindi and Marathi language examination) in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment;

(ii) Non-promotion of a YASHADA employee, whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible, on administrative grounds unconnected with his conduct;

(iii) Reversion of a YASHADA employee, officiating in a higher Service grade or post to a lower Service, grade or post, on the ground that he is considered to be



unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his conduct;

(iv) Reversion of a YASHADA employee appointed on probation to any other Service, grade or post, to his permanent Service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;

(v) Replacement of the service of a YASHADA employee, whose services have been lent to any Other State Government or Government in India or any authority under their control,

(vi) Compulsory retirement of a YASHADA employee in accordance with the provisions relating to his superannuation or retirement

(vii) Termination by the Director General,

- a) of a YASHADA employee appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or
- b) of a temporary employee for reasons, unconnected with his conduct; or
- c) of a permanent employee on account of abolition of post, in accordance with the provision in service rules.
- d) of a employee employed under an agreement, in accordance with the terms of such agreement.

(ix) **Where a major penalty of “Reduction to a lower stage in the time scale of pay” mentioned in the item (2) under Major Penalty, in such rule above is imposed on YASHADA employee, the Director General shall expressly state in the order imposing the penalty that the period for which the reduction is to be effective, and that it will be exclusive of any interval spent on leave before the period is complete.**

22.03 While imposing the major and minor penalties mentioned in rule 22.02 the respective procedure prescribed in Maharashtra Civil Services (Discipline and Appeal) 1979 Rules for imposing major and minor penalties shall be followed.

22.04 When an enquiry envisaged is conducted by the inquiring authority appointed by the Director General, a copy of the inquiry report will be supplied to the employee giving him an opportunity to make representation , before the findings are recorded and final orders are passed by the Director General

22.05 When the Director General differs with the findings of the inquiring authority favorable to the employee, a notice will be sent to the employee, communicating to him the tentative findings and providing him an opportunity to make a representation, before final findings are recorded and orders are passed by the Director General.

- 22.06 The employee will have right to file an appeal against the order imposing penalty, passed by the Director General, to the Appeals Committee within a period of one month from the date on which a copy of the order is received by the employee. The appeal will be submitted through the Director General. The composition of the appeals committee will be as under –
- a) Member nominated by the president of Board of Governors of YASHADA from amongst the Heads of State Govt. Directorates in Pune in terms of provisions in rule 35 (ii) of YASHADA's Memorandum of Association and Rules.
 - b) The secretary Rural Development Department (In-charge of Training) in terms of provisions in rule 35 (iii) of YASHADA's Memorandum of Association and Rules.
 - c) Representative of a sister training institution to be nominated by the president in terms of provisions in 35 (iv) of YASHADA's Memorandum of Association and Rules.
- Meeting of the appeals committee will be preferably held on the date when the meeting of the executive committee is held.

22.07 ***Consideration of appeal***

- (i) In case of appeal against an order of suspension, the Director General shall consider whether in the light of the provisions of rule 14.01 of these rules and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order, accordingly.
- (ii) In the case of an appeal against an order imposing any of the penalties specified in rule 22.02 of these rules or enhancing any penalty imposed under that rule, the appeals committee shall consider
 - (a) whether the procedure laid down in these rules has been followed, and if not, whether such non-compliance has resulted in the violation of any provision of the Constitution of India or in the failure of Justice;
 - (b) whether the findings of the disciplinary authority are warranted by the evidence of the record; and
 - (c) whether the penalty imposed is adequate or severe; and pass order –
 - (d) confirming reducing or setting aside the penalty; or remitting the case to the Director General who had passed the order appealed against with such directions as it may deem fit in the circumstances the case;

22.08 ***Special Procedure in case of conviction in criminal case***

Notwithstanding anything contained in rule 22.03, where any penalty is imposable on a YASHADA employee on the ground of conduct which has led to his conviction, the Director General may consider the circumstances of the case and make such orders there on as he deems fit, provided that the employee may be given an opportunity of making representation on the penalty proposed to be imposed before any order is made.

23.01 Training

The Director **General** shall be competent to depute any employee for a training course conducted in India by any recognized training institution, at the cost of YASHADA on the condition that he is satisfied that the training course will improve the utility of the employee to YASHADA. The training period including the time required for traveling to the training institute and back shall be treated as duty and the employee concerned shall be entitled to traveling allowance on tour as per rule.

23.02 The Director **General** may, with the approval of the Government of Maharashtra, **permit any employee to attend a training course/workshop/seminar or to undertake a study tour or to accompany the trainees in the capacity of a coordinator,** out of India on such terms and conditions as the Director **General** may think proper. The entire period of **tour** including the time involved **in to and fro** shall be treated as duty and the employee concerned shall be eligible to traveling allowance. During the period of traveling abroad the employee shall arrange to receive his pay and allowance from YASHADA through **a duly authorized person or a financial institution.**

24.01 Seniority

Seniority of the confirmed employees in the same cadre shall be decided on the basis of continuous service rendered by the employees in that cadre irrespective of the mode of recruitment in the cadre. The period during which an employee was temporarily appointed to a higher post in another cadre shall be deemed to the service rendered in the lower cadre for the purpose of seniority.

25.01 Performance appraisal

a) The performance of every **teaching and non-teaching** employee of YASHADA **for every financial year, shall be reported upon by the reporting officers notified by the Director General from time to time. (Annexure – I)**

25.02 The performance reports of the employees written by the respective reporting officers will be reviewed by the respective reviewing officers notified by the Director General from time to time.

25.03 **All the employees (except group D and the drivers) will submit self assessment reports to their reporting officer by 15th April of every year. Such self assessment reports shall form part of the confidential record of the concerned employee.** The reporting officer shall take such self assessment reports into account before writing Annual Confidential Reports.



- 25.04 The outstanding remarks as also the adverse remarks shall be brought to the notice of the employee concerned, as far as possible, within three months of the close of the year. The Director **General** shall have power to expunge the adverse remark given by any reporting / reviewing officer considering the merits of the representation submitted by the employee.
- 25.05 The forms in which the performance reports and self assessment reports shall be written shall be as prescribed by the Director **General**.



26.01 (a) Advance for the purchase of conveyance on the scale and conditions mentioned below:

Sr. No.	Type of conveyance to be purchased	Monetary limit (least of the three / lesser of the two)	Maximum number of equal installments admissible, for recovery of principal and interest
01	New Motorcycle	12 times basic pay or Rs. 45000/- or the on road price of the vehicle.	Sixty (50 for Principal & 10 for Interest)
02	Old Motorcycle (Not more than 5 year old)	6 times basic pay or Rs 22500/- or the purchase price	Thirty (25 for Principal & 05 for Interest)
03	New Scooter	9 times basic pay or Rs 28000 or the cost on road price of the vehicle.	Forty Eight (40 for Principal & 08 for Interest)
04	Old scooter (not more than 5 years old)	5 times basic pay or Rs 14000/- or the purchase price	Forty two (35 for Principal & 07 for Interest)
05	New Moped	5 times basic pay or Rs. 14000/- or on road price of the vehicle.	Forty two (35 for Principal & 07 for Interest)
06	Old Moped (not more than 5 year old)	3 times basic pay or Rs.7000/- or the purchase prices.	Twenty One (17 for Principal & 04for Interest)
07	Bicycle (New)	Rs.2500/- or the cost including sales tax, octroi	Ten (07 for Principal & 03 for Interest)



09	New Car	The Car loan will applicable to all employees irrespective of Basic pay/ or Grade pay and as per State Govt Rules in this regard.	
----	---------	---	--

- (b) (i) The advance shall be subject to the condition that the employee shall produce the proof of purchase of the conveyance in his own name within a month from the date of payment of advance failing which the principal together with interest @ 18 percent per annum shall be recoverable from the employee in installments of not more than 50% of the basic pay of the employee as may be prescribed by the Director **General**.
- (ii) The advance shall carry interest at the rate prescribed by the Director **General on the basis of the rates prescribed by the State Government** for the year in which the advance is paid.
- (iii) Employee shall hypothecate the conveyance purchased to YASHADA for the period beginning from the date of purchase of conveyance to the final repayment of both principal and interest.
- (iv) Interest shall be recovered after the last installment of the principal is repaid.
- (v) The employee may at his option repay the advance earlier by paying two or more installments at the same time.
- (vi) The Director **General** may, in deserving cases, waive the recovery of interest @ 18% referred to in (i) above.
- (vii) The employee shall be eligible for another such advance 3 years after repayment of the earlier advance along with interest thereof.
- (viii) The employees **confirmed in service** shall be eligible for advance for purchase of conveyance except for Bicycle advance.
- 26.02 (a) Advance of traveling allowance on tour equal to the estimated TA claim for the duration of halt outside Pune.
- (b) Advance shall not carry interest normally. If however, the advance is not fully settled by submission of the claim of traveling allowance and/or refund of balance within one month **of the completion of the tour**, it shall be recovered from the



pay of the employee together with interest @ 18% per annum **from the deadline fixed for settlement of advance to the recovery of advance.**

(c) If the tour for which advance is taken, is cancelled or not undertaken, the advance will be refunded in next three working days, failing which it will be recovered from the pay of the employee together with 18% interest p. a. from the deadline fixed for settlement of advance to the recovery of advance.

(d) No claim for traveling allowance submitted after period of 06 months from completion of tour will be entertained.

(e) The Director **General** may at his discretion waive the recovery of interest in deserving cases.

26.03 Advance on account of leave travel concession as per provisions of rule 18.02

26.04 Advance of leave salary as per provisions of rule 15.09.

26.05 (a) Advance on the **occasions** of important festivals shall be admissible to the confirmed employees. The amount of the advance shall be restricted to **Rs 5000/-** and it shall be repayable in ten equal installments.

(b) Advance shall not be admissible on more than one occasion during a calendar year as also when the earlier advance is not fully repaid.

(c) The advance shall not carry any interest.

(d) The festivals for which the advance shall be admissible shall be as may be prescribed by the Government.

26.06 Advance for the treatment of serious diseases as per rule 19.09

26.07 (a) Advance upto Rs. **5000/-** for expenses not related to the training courses to be incurred on behalf of YASHADA as may be sanctioned at the discretion of the **Registrar** to the employee who has been instructed to incur such expenses.

(b) When an advance upto Rs. **10000/-** is required to be paid to any employee for such expenses to be incurred following due procedure, the sanction of the **Deputy Director General / Additional Director General** shall be necessary.

(c) The advances paid under this rule shall, as far as may be possible be settled by submission of details of expenses together with vouchers and refund of advance on the same day. The settlement shall in no case, be delayed beyond 7 days from the date of payment of advance.



(d) In case of delay beyond seven days the amount of advance shall carry interest beyond seven days at 18% per annum till the date of refund and/or settlement, as the case may be.

(e) The Director **General** may, in deserving cases, waive the recovery of interest.

26.08 (a) (i) Notwithstanding the provisions of rule 26.07 above an advance for expenses on fuel and repairs to vehicles YASHADA may be paid to the Drivers of the vehicles proceeding on tour with the vehicle.

(ii) The amount of advance shall be decided and sanctioned by the **Registrar**.

(iii) If the advance is not settled by the Driver by production of vouchers and/or refund of balance within seven days of the return of the vehicle to Pune, the Driver shall be required to repay the advance in lump sum failing which the amount of advance together with interest at 18% per annum for period beyond seven days shall be recoverable from the pay of the driver immediately due to him.

(iv) The Director **General** may, in deserving cases, waive the recovery of interest.

(b) (i) In addition to the provision of sub rule (a) the employee dealing with the work of maintenance of vehicles may be granted an imprest advance of Rs. **10000/-**.

(ii) The expenditure incurred from the imprest during a week shall be submitted for reimbursement on the first working day of the ensuing week. The employee to whom the imprest is sanctioned shall be responsible to account for the amount of imprest on any day.

(iii) On the last day of the financial year the balance of interest together with vouchers for expenditure incurred since the beginning of the last week of March shall be submitted for credit to YASHADA Account or adjustment, as the case may be.

(iv) A fresh imprest advance shall be drawn on the first day of every financial year.

(v) Whenever the employee concerned proceeds on leave it shall be his duty to hand over the complete account of the imprest to the person taking charge of his post.

26.09 (a) Advance for the purpose of meeting the expenses of Training Programmes shall be paid to the respective Course Director subject to the limits intimated below.

a)	Director General	Advance beyond	Rs. 100000/-
b)	Additional Director General	Advance upto	Rs. 100000/-
c)	Deputy Director	Advance upto	Rs 50000/-

	General		
d)	Head of Department/ OIC	Advance upto	Rs. 20000/-
e)	Course Director	Advance upto	Rs. 10000/-

(b) The advances shall not normally carry any interest if they are settled by submission of vouchers and/or refund of balance within **15 days** of the conclusion of the Training Programme for which the advance was sanctioned.

(c) In case of delay beyond this period, the Director may in his discretion order recovery of interest @18% per annum from the completion of 10th day of the conclusion of the Training Programme to the actual date of recovery / settlement from the pay of the person drawing the advance besides recovery of the amount of advance from him.

26.10 In case of death of employee while in service, the Director **General** may sanction an ex-gratia amount of Rs. **20000/-** to the legal heir of the employee.

26.11 *House Building Advance*

The confirmed employee of YASHADA will be eligible to get House Building Advance as admissible under the present scheme adopted in the BoG meeting held on 29.11.1997 and as amended from time to time on the lines of House Building Advance scheme applicable to State Government employees.

26.12 *Personal Computer/ Laptop Advance*

i) All confirmed employees of YASHADA will be eligible to get an interest free advance not exceeding Rs 20000/- for purchase of new Personal Computer / Laptop.

ii) The said advance will be subject to the terms and conditions prescribed by the Director General on the lines of conditions prescribed by the State Government for grant of advance for purchase of computer to State Government employees.

26.13 **The Newspaper allowance will be admissible at the following rates.**

i)	Officers in the pay scale of Secretary and above	Rs 800/- p.m
ii)	Officers holding Academic / Administrative post carrying the pay scale, the minimum of which is Rs. 12000/- and above.	Rs 400/- p.m.

26.14 **Peon allowance to YASHADA officers** (To check with Govt. GR)



26.15 Reimbursement of Mobile bills (including internet).

The reimbursement of mobile bills will be admissible to the extent of the limits shown as under.

i)	Director General, Additional Director General/ Deputy Director General	No limit
ii)	Dean, Professor and equivalent, Financial Advisor, Registrar	Rs. 750/- p.m.
iii)	Associate Professor, Assistant Professor and equivalent	Rs 350/- p.m.
iv)	Research Officers, Research Assistant and equivalent	Rs. 250/- p.m.
v)	Drivers and Others specifically permitted by Director General	Rs 200/- p.m.

- Note:- i) The equivalence of other posts with the posts mentioned above will be as decided by the Director General.
ii) In deserving cases the expenditure incurred above the limits may be reimbursed with the specific approval of the Director General.

26.16 Reimbursement of Residential Telephone (Landline) bills (including internet).

The facility of Residential Telephone connection will be permitted by the Director General in deserving cases. The reimbursement of bills in respect of such Residential Telephone will be admissible to the extent of the limits shown as under.

i)	Director General, Additional Director General/ Deputy Director General	No limit
ii)	Dean, Professor and equivalent, Financial Advisor, Registrar	Rs. 1000/- p.m.
iii)	Others specifically permitted by the Director General	Rs 750/- p.m.

In deserving cases the expenditure incurred above the limits may be reimbursed with the specific approval of the Director General.

26.17 Transport facilities to YASHADA employees / Officers

1) Free Transport facilities from residence to office and back may be provided to the persons holding following posts.

- i) Director General
- ii) Additional Director General
- iii) Deputy Director General
- iv) Registrar
- v) Financial Advisor

The persons provided with the facility of free transport will not be paid the transportation allowance.



2) The charges for the private and personal use of the YASHADA's vehicle by any employees / officers will be recoverable at the rates fixed by the Government of Maharashtra from time to time.

27.1 In special circumstances when the Director General is satisfied that the operation of any of the rules is likely to cause undue hardship to the employee or his family he shall be competent to relax the provisions of any rule, in a rare case, that too after recording in writing the reasons for such relaxation. All cases of relaxation of rules shall, however, be brought to the notice of the Executive committee of YASHADA

27.2 In case of any doubt or dispute as regards the interpretation of any of the rules, the decision of Director General YASHADA shall be final.

E.P.F. and F.P.S. scheme for YASHADA employee.

Employees of YASHADA shall be governed by the Employees Provident Fund Scheme, 1952 and Employees' Family Pension Scheme, 1971 as amended from time to time.



Annexure -I

Sr No	Name of Post	Reporting Officer
1.	Professor	ADG/DG
2.	Dean (Academic)	ADG/DG
3.	Associate Professor	Professor DDG/ HoD
4.	Assistant Professor	Associate Prof /Professor DDG/HoD
5.	Research officer	Assistant / Associate Prof/Professor DDG/HoD
6.	Research officer (Publication)	Assistant Prof. Publication
7.	Research Assistant	RO/ Asst/ Associate professor
8.	Course Associate	RO/ Asst/ Associate professor
9.	Course Assistant	RO/ Asst/ Associate professor
10.	Course Asso Computer	Research Officer (Computer)
11.	Programmer Research Officer (Computer)	OIC CIT / Professor
12.	Sr Librarian	Professor DDG/ HoD
13.	Librarian	Sr Librarian
14.	Assistant Librarian	Sr Librarian
Sr No	Name of Post	Reporting Officer



15.	Asstt Pub. Officer	Assistant Prof. Publication	
16.	Addl. Director (Research)	Director Research / DG	
17.	Coordinator (Project Monitoring Unit)	Addl. Director Research	
18.	Coordinator (Training Monitoring Cell)	Associate Professor / Professor DDG/HoD	
19.	Management Representative	Professor DDG/HoD	
20.	C- MIS Coordinator	Associate Professor / Professor DDG/HoD	
	a Registrar	DDG/ADG/DG	
21.	Dy Registrar	Registrar	
22.	Estate Manager	HoD/DDG/ADG	
23.	Public Relation Officer	Registrar	
24.	Planning Manager (TMC)	HoD/DDG/ADG	
25.	Master Plan Manager	HoD/DDG/ADG	
26.	Hostel Manager (MDC)	Director, MDC	
27.	Campus Manager	Registrar	
28.	Meeting Secretary	Professor / DDG	
29.	Assistant Registrar	Dy. Registrar/ Registrar	
30.	Accounts officer	FA	
31.	Training Manager	Associate Professor /Professor/ HoD /DDG	
32.	Hostel Manager	Registrar	
33.	Assistant	Accounts Officer /Deputy Registrar	
34.	Assistant (Estate)	Estate Manager	
35.	Senior Clerk	Accounts Officer /Estate Manager /Deputy Registrar	
36.	Typist cum- clerk	Dy. Registrar / Accounts Officer	
Sr No	Name of Post	Reporting Officer	
37.	Steno (S. G.)	DG	---



38.	Steno (H. G.)	DDG/Professor/ADG	---
39.	Steno (L. G.)	DDG/Professor/ADG	---
40.	Jr Engineer (Elec)	EM	HoD/DDG
41.	Jr Engineer (Civil)	EM	HoD/DDG
42.	Assistant Accountant Officer	AO	FA
43.	Office Superintendent	AO/Dy Registrar	FA/ Registrar
44.	Audio Visual Officer	HoD /Professor	DDG/ADG/DG
45.	Audio Visual Assistant	HoD	DDG/ADG/DG
46.	Wireman	EM	HoD/DDG
47.	Plumber	EM	HoD/DDG
48.	Telephone Operator	Dy Registrar	Registrar
49.	Driver (General pool)	Dy Registrar	Registrar
50.	Driver (assigned)	Concerned Officer	--
51.	Driver Cum Cleaner	Concerned Officer	--
52.	Naik	Dy. Registrar/ Concerned Officer	Registrar/HoD
53.	Roneo Operator	Dy Registrar / Concerned Officer	Registrar/HoD
54.	General Attendant	Dy Registrar/ Concerned Officer	Registrar/HoD
55.	Hostel Warden	Registrar	DDG/ADG/DG
56.	Director MDC	ADG/DG	DG

Note :-

- 1 The reporting officer should be immediate superior or the controlling authority of the incumbent of the post.
- 2 The reviewing officer should be immediate superior or the controlling authority of the reporting officer.
- 3 In case where the incumbent of the post is asked to work under two or more officers, the Director General will notify the reporting officer and the reviewing officer in respect of such post.
In case of any dispute regarding the reporting and reviewing officer in respect of any post, the decision of the Director General shall be final.



<p>SALIENT FEATURES OF EPF SCHEME</p> <p>Employees of YASHADA shall be governed by the Employees Provident Fund Scheme, 1952 and Employees’ Family Pension Scheme, 1971. The salient features of the schemes are given below for the information of the employees.</p> <p>1)All employees excepting those whose pay is above Rs. 3500/- p.m. or who have already withdrawn the full accumulations from the fund on retirement from service are required to contribute to the EPF Scheme at 12 % of the total of pay plus dearness allowance per month.</p> <p>2)Equal amount will be contributed by YASHADA every month.</p> <p>3)The persons whose pay exceeds Rs.3500/- can also contribute with the consent of both the employer and the employee.</p> <p>4)The contributions of employees shall be recorded on the contribution cards by the employer and the cards can be inspected by the employees once in two months.</p> <p>5)Member’s account shall be maintained by the P.F. Commissioner and shall show separately (a) Contribution by the member (b) Contribution by the employer and (c) Interest.</p> <p>6)Interest at the rate prescribed by Government will be credited to the member’s account on 1st April each year. In case of</p>	<p>Employees of YASHADA shall be governed by such scheme amended from time to time. hence the proposed amendment.</p>	<p>E.P.F. and F.P.S. scheme for YASHADA employee.</p> <p>Employees of YASHADA shall be governed by the Employees Provident Fund Scheme, 1952 and Employees’ Family Pension Scheme, 1971 as amended from time to time.</p>
---	---	--



<p>refunds the interest will be allowed upto the month preceding the month of final authorization of the refund.</p> <p>7)Facility of nomination in favour of a member of the employee’s family is available. Family for this purpose is defined as under :-</p> <p>a) For Male Members :- Wife, married and unmarried children, dependent parents and deceased son’s widow and children. Wife who has, according to law or custom, ceased to be entitled to maintenance shall not be a member of family.</p> <p>b) For Female Members :- Husband and his dependent parents not expressly excluded by the member, married and unmarried children, her dependent parents and the deceased son’s widow and children.</p> <p>If a child is legally adopted by some one else it shall be excluded from the family of the concerned member.</p> <p>8)Facility of financing insurance policies from Provident Fund Account is also available.</p> <p>9)Withdrawals are permitted for the purpose of (1) purchasing a dwelling/flat or for the construction of a dwelling house including acquisition of a suitable site for the purpose (2) illness involving hospitalization for one month or more, major surgical operations and for members suffering from T.B., Leprosy, Paralysis, Cancer, Mental derangement or heart ailment, (3) marriages or post matriculation education of children, and (4) in abnormal conditions such as natural calamities, cut in electricity, physical handicap, etc.</p>		
--	--	--



<p>10)Interest free refundable advances can be available in special cases such as lockouts, retrenchment, discharge or dismissal challenged in the court of law.</p> <p>11)Final Payment shall be due on retirement after the age of 55 years or on account of permanent incapacity, before migration out of India, for permanent settlement abroad, mass retrenchment, retirement under voluntary retirement scheme, death of member, etc.</p> <p>Employees' Family Pension Scheme, 1971</p> <p>1)Family consists of :</p> <p>a) for male members – wife, minor sons and unmarried daughters.</p> <p>b) for female members – husband, minor sons and unmarried daughters.</p> <p>2)1 & 1/6% from the contribution to Employee's Provident Fund Scheme with equal contribution from employer and Central Government to form a Family Pension Fund.</p> <p>3)All members of Employees' Provident Fund Scheme below the age of 59 years are automatically members under this scheme. The membership ceases on attaining the age of 60.</p> <p>4)Particulars of the family are to e supplied to the Commissioner.</p> <p>5)If the member dies before attaining the age of 60 family pension is payable to the family of the members provided he has contributed to the Fund for one year.</p> <p>6)Rates of family pension vary from Rs.225/- to Rs.750/-. Central Government has, by issue of notifications granted supplementary additions to pension from time to time.</p>		
---	--	--



<p>7) Family pension is payable to the family as under :-</p> <ul style="list-style-type: none">a) to the widow or widower upto the date of death or remarriage, whichever is earlier.b) Failing (a) to the oldest surviving minor son until he attains the age of 21 years; andc) failing (a) & (b) to the oldest surviving unmarried daughter until she attains the age of 24 years or marries, whichever is earlier.		
---	--	--



Annexure -I

Sr No	Name of Post	Reporting Officer	Reviewing Officer
57.	Professor	ADG/DG	DG
58.	Dean (Academic)	ADG/DG	DG
59.	Associate Professor	Professor DDG/ HoD	ADG/DG
60.	Assistant Professor	Associate Prof /Professor DDG/HoD	Professor DG
61.	Research officer	Assistant / Associate Prof/Professor DDG/HoD	Professor DG
62.	Research officer (Publication)	Assistant Prof. Publication	Professor DDG/HoD
63.	Research Assistant	RO/ Asst/ Associate professor	Professor DDG/HoD
64.	Course Associate	RO/ Asst/ Associate professor	Professor DDG/HoD
65.	Course Assistant	RO/ Asst/ Associate professor	Professor DDG/HoD
66.	Course Asso Computer	Research Officer (Computer)	OIC CIT/ Professor/HoD
67.	Programmer Research Officer (Computer)	OIC CIT / Professor	DDG/HoD DG
68.	Sr Librarian	Professor DDG/ HoD	ADG/DG
69.	Librarian	Sr Librarian	Professor DDG/HoD ADG/DG
70.	Assistant Librarian	Sr Librarian	Professor DDG/HoD ADG/DG



Sr No	Name of Post	Reporting Officer	Reviewing Officer
71.	Asstt Pub. Officer	Assistant Prof. Publication	Professor DDG/HoD
72.	Addl. Director (Research)	Director Research / DG	DG
73.	Coordinator (Project Monitoring Unit)	Addl. Director Research	Director Research DG
74.	Coordinator (Training Monitoring Cell)	Associate Professor / Professor DDG/HoD	Professor/DDG/HoD/ADG/DG
75.	Management Representative	Professor DDG/HoD	ADG/DG
76.	C- MIS Coordinator	Associate Professor / Professor DDG/HoD	Professor/DDG/HoD/ADG/DG
a	Registrar	DDG/ADG/DG	ADG/DG
77.	Dy Registrar	Registrar	DDG/ADG/DG
78.	Estate Manager	HoD/DDG/ADG	ADG/DG
79.	Public Relation Officer	Registrar	DDG/ADG/DG
80.	Planning Manager (TMC)	HoD/DDG/ADG	ADG/DG
81.	Master Plan Manager	HoD/DDG/ADG	ADG/DG
82.	Hostel Manager (MDC)	Director, MDC	ADG/DG
83.	Campus Manager	Registrar	DDG/ADG/DG
84.	Meeting Secretary	Professor / DDG	DG
85.	Assistant Registrar	Dy. Registrar/ Registrar	Registrar/DDG/ADG/DG
86.	Accounts officer	FA	DDG/ADG/DG
87.	Training Manager	Associate Professor /Professor/ HoD /DDG	Professor/ HoD /DDG/ ADG/DG
88.	Hostel Manager	Registrar	DDG/ADG/DG
89.	Assistant	Accounts Officer /Deputy Registrar	FA/Registrar
90.	Assistant (Estate)	Estate Manager	HoD/ DDG/ADG
91.	Senior Clerk	Accounts Officer /Estate Manager /Deputy Registrar	FA/HoD/Registrar
92.	Typist cum- clerk	Dy. Registrar / Accounts Officer	Registrar/ FA



Sr No	Name of Post	Reporting Officer	Reviewing Officer
93.	Steno (S. G.)	DG	---
94.	Steno (H. G.)	DDG/Professor/ADG	---
95.	Steno (L. G.)	DDG/Professor/ADG	---
96.	Jr Engineer (Elec)	EM	HoD/DDG
97.	Jr Engineer (Civil)	EM	HoD/DDG
98.	Assistant Accountant Officer	AO	FA
99.	Office Superintendent	AO/Dy Registrar	FA/ Registrar
100.	Audio Visual Officer	HoD /Professor	DDG/ADG/DG
101.	Audio Visual Assistant	HoD	DDG/ADG/DG
102.	Wireman	EM	HoD/DDG
103.	Plumber	EM	HoD/DDG
104.	Telephone Operator	Dy Registrar	Registrar
105.	Driver (General pool)	Dy Registrar	Registrar
106.	Driver (assigned)	Concerned Officer	--
107.	Driver Cum Cleaner	Concerned Officer	--
108.	Naik	Dy. Registrar/ Concerned Officer	Registrar/HoD
109.	Roneo Operator	Dy Registrar / Concerned Officer	Registrar/HoD
110.	General Attendant	Dy Registrar/ Concerned Officer	Registrar/HoD
111.	Hostel Warden	Registrar	DDG/ADG/DG
112.	Director MDC	ADG/DG	DG

Note :-

- 4 The reporting officer should be immediate superior or the controlling authority of the incumbent of the post.
- 5 The reviewing officer should be immediate superior or the controlling authority of the reporting officer.
- 6 In case where the incumbent of the post is asked to work under two or more officers, the Director General will notify the reporting officer and the reviewing officer in respect of such post.
In case of any dispute regarding the reporting and reviewing officer in respect of any post, the decision of the Director General shall be final.