

RULES REGARDING CONDUCT AND DISCIPLINE OF THE EMPLOYEE OF AIDED EDUCATIONAL INSTITUTIONS.

1. Definition.

"Employee" means every person employed in an Educational Institution receiving maintenance grants from Government except menials *i.e.* all employees covered by grant-in-aid.

2. Conduct.

No employee shall, without the previous sanction of the Director of Public Instruction engage in any trade, calling or accept any private employment;

Provided that the Assistant Headmasters/Headmistresses and Assistant Teachers may accept private tuition for not more than one hour a day subject to prior approval of the Inspector of Schools. The Headmasters/Headmistresses shall, however, not be allowed to accept private tuitions;

Provided further that an employee may undertake honorary work of a social and charitable nature subject to the condition that his/her normal duties shall not suffer and



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he/she shall not undertake and shall discontinue such work if so directed by the Managing Committee.

COMMENTS

Under R. 2 hereof, no employee without the previous sanction of the Director of Public Instruction shall engage in any trade or calling or accept any private employment although the Assistant Headmasters/Headmistresses and Assistant Teachers may accept private tuition but for not more than one hour a day subject to prior approval of the Inspector of Schools. The employees, however, can undertake honorary work of a social and charitable nature subject to the condition that such work shall not suffer the normal duties of such person.

3. Discipline.

- (1) The Appointing Authority with the prior approval of the Inspector of Schools may place an employee under suspension if:
 - (a) a departmental enquiry into his/her conduct has become necessary or is pending and when his/her continuance in service is *prima facie* detrimental to the interest of education and discipline, or to the enquiry itself.

- (b) The employee is being prosecuted on a criminal charge with his/her position as an employee of the Institution or is likely to embarrass him/her in the discharge of his/her duties as such or involves moral turpitude.
- (2) For the period of suspension an employee may be paid a subsistence allowance of not less than one-fourth of his pay which should be fixed by the authority ordering suspension considering the circumstances of the case.
- (3) The period of suspension may be treated as a period spent on duty if the employee is honourably acquitted of the charges for which he was suspended. Otherwise, the period may be treated in such manner as the revising authority may deem proper in accordance with the circumstances of the case.
 - (a) The following penalties for good and sufficient reasons be imposed upon any employee by the authority which appoints him/her:
 - (i) Censure;
 - (ii) Withholding of increments;
 - (iii) Reduction in rank;

- (iv) Recovery from pay;
 - (v) Removal from service, which does not disqualify for future employment;
 - (vi) Dismissal from service, which ordinarily disqualifies from future employment.
- (b) None of these penalties shall be imposed on an employee until he/she has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her, and without approval of the D.P.I.

Provided that this clause shall not apply-

- (i) where a person is dismissed or removed or reduced in rank on the ground of conduct which had led to his/her conviction on the criminal charge;
- (ii) where the authority empowered to dismiss or remove an employee or to reduce him/her in rank is satisfied that for special reasons to be recorded in writing, it is not reasonably practicable to give to that person opportunity of showing cause; or
- (iii) where the Appointing Authority is satisfied that in the interest of the institution or security of the State, it is

not expedient to give to the persons such an opportunity.

Interpretation.

If any question arises relating to the interpretation of these rules it shall be referred to the Government whose decision thereon shall be final.

5. No employee shall publish or cause to be published in his own name or anonymously or contribute to the press any matter, which is likely to lead to academic indiscipline or promote defiance of authority.
6. No employee shall offer himself as a candidate for election to a Legislative Body or for holding office of any political organisation except in accordance with provisions of Rule 7:

Provided that an employee may seek election as an independent candidate of a panchayat with the previous approval of the managing committee as the case may be but he shall not be entitled to accept any office there under except in accordance with the provision of Rule 7.

7. Any employee desiring to seek election to Legislative Body or to hold office of any Political Organisation or Local Bodies shall be on compulsory leave without pay from the date of filing his nomination till the announcement of the result by the proper authority and shall be eligible to rejoin his post

immediately. In case he is elected, he shall be on compulsory leave without pay from the date of filling his nomination till the termination of his office to which he is elected. Such elected employee shall be allowed to retain a lien on his post for a period not exceeding the full term of the elected body to which the employee is so elected. In the event of such employee joining the post against which he had a lien the interim period of absence on compulsory leave will count for national increment benefits of pay from the date of such re-joining.

COMMENTS

Rule 7 was substituted *vide* Notification No. EPG. 549/86/9, dated the 29th August, 1987 and published in the Assam Gazette, Part II-A, dated 7th October, 1987, page 1269.

Under R. 3, an employee can be placed under suspension if -
(a) a departmental enquiry into his or her conduct has become necessary or is pending and when his or her continuance in service is *prima facie* detrimental to the interest of education and discipline or to the enquiry itself;
(b) the employee is being prosecuted on a criminal charge.
Under R. 4, an employee can be dismissed from service but before such dismissal, a reasonable opportunity for showing cause against the action proposed to be taken in regard to him may be given and approval of the Inspector of Schools has also to be taken. These Rules have no statutory force, and in the light of various decisions of Supreme Court, and

the Gauhati High Court, it follows that even if in case a person is dismissed *mala fide* he has no civil remedy for his reinstatement.

LEAVE RULES

These rules shall apply to all employees, except menials.

1. Leave is earned by actual duty only.
2. Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

✓ 3. **Casual leave.**

Casual leave cannot be accumulated and cannot be combined with any other kind of leave, vacation or holidays; can be granted up to 15 (fifteen) days in a calendar year, and ordinarily shall not be more than 5 (five) days at a time.

✓ 4. **Earned leave.**

An employee not in permanent employ is not eligible for any earned leave in respect of the first of service.



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Duliajan

- (a) Earned leave is not admissible to an employee in permanent employ in respect of duty performed in any year in which he avails of the full vacation.
- (b) Earned leave admissible to such an employee in respect of any year in which he is prevented from availing himself in the full vacation is such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

If in any year the officer does not avail himself of all the vacations, earned leave will be admissible to him in respect of that year at $1/11^{\text{th}}$ of the period spent on duty.

An officer ceases to earn earned leave when the earned leave due amounts to 180 days.

Provided that earned leave whether taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and up to 120 days at a time;

Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 240 days.



[Signature]
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P. O. Dulintan

✓ 5. **Half-pay leave.**

Half-pay leave admissible to an employee in permanent employee in respect of each completed year of service is 20 days.

The half-pay leave may be granted on medical certificate or on private affairs.

Employee not in permanent employ is eligible of half-pay leave at the rate mentioned above.

No half-pay leave may be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty on expiry of the leave.

✓ 6. **Maternity leave.**

Maternity leave on full pay may be granted to female employees who have put in more than one year's service for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement which ever is earlier.

- ✓ 7. (a) Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate only to an employee in permanent employment subject to the following conditions:



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- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days:
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due:
- (iii) The total duration of leave and commuted leave taken in conjunction shall not exceed 240 days.

Provided that no commuted leave may be granted under this rule, unless authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

- (b) In case a question arises as to how to treat the commuted leave already granted to an employee who subsequently intends to retire on expiry of such leave, the Governor of Assam has been pleased to decide that when commuted leave is granted to an employee under the aforesaid rule and he intends to retire subsequently, the commuted leave shall be converted into half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect, should, therefore, be taken from the employee, who avails himself of commuted leave but the question whether the employee should be called upon to refund the money drawn in excess as leave salary should be



Signature
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(b) in ... of Pay

decided on the merits of each case, *i.e.*, if the retirement is voluntary, refund should be enforced, but if the retirement is compulsorily entrusted upon him by reason of ill-health incapacitating him for further service, no refund should be taken.

COMMENTS

These rules have been inserted by Amendment Act of 1970.



[Signature]
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P. O. Dullajan

CONFIDENTIAL

PERFORMANCE APPRAISAL REPORT

(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)

Report for the year---

(To be submitted under sealed cover)

PART-I

(PERSONAL DATA)

- 1) Name of the Employee :
- 2) Name of the service to which belongs :
- 3) Educational Qualification :
- 4) Professional Qualification :
- 5) Name of the Institution/ College with full address :
- 6) Date of birth :
- 7) Date from which appointment has approved as Teacher/ Librarian by the D.H.E., Assam :
 - (a) In the UGC Scale of Pay :
 - (b) In the fixed pay (if any) :
 - (c) Without condition/ with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher/ Librarian had any break in service or granted extra- ordinary leave without pay in service period :
- 10) Any Special knowledge/ experience/ training Which facilitate to discharge the all allotted? Work of the officer/ employee :
- 11) Date of obtaining Senior Scale/ Selection Grade Scale of pay :
- 12) Date of eligible for placement in the Senior :
- 13) Scale/ Selection Grade Scale/ Associate Scale of pay :

Certified that the particulars furnished above are correct.

Signature of Recording Authority

(Principal)

[Signature]
Principal VC
Duliajan Girls' College
P. O. Dulaijan



PART-II

- 1) Name and Designation of the reporting Authority :
- 2) Period of Service of the incumbent under the Reporting Authority :
- 3) State of Health :
- 4) What is your opinion about his/ her :
 - a) Aptitude, initiative, drive and efficiency for :
 - 1) Arrangement of works :
 - b) Exception of work :
 - c) Intelligence :
 - d) Attendance/ conduct and amenability to Discipline :
 - e) Character with particular reference to Reliability and integrity :
 - f) Capacity of supervision, inspection and To create team sprit (whether applicable) :
 - g) General remark, if any :
- 5) Character and conduct of Lecturer/ Librarian :
- 6) Relationship with :
 - a. Principal :
 - b. Teaching Staff :
 - c. Library Staff :
 - d. Office Staff :
 - e. Students :
 - f. Others :
- 7) Regularity punctuality in attending College as well as classes :
- 8) a) Sprit of Co- operation in the corporate Life extension activities, examinations etc. :
 b) Involvement in university and College Examinations :
 c) Sprit of obedient to the higher authorities :
- 9) Comments on the performance of the :
 10) Senior Lecturer as well as the teacher :
 11) Special academic achievement of the :
 12) Teachers/ Librarian, if any :
 10) Performance of duties (as per UGC Regulation, 2010) year wise :
- 11) Recommendation about his/ her fitness or Otherwise for advancement for next higher rank :

Year	Total Working days	Class Alloted	Class taken


 Principal I/C
 Dullajan Girls' College
 P. O. Dullajan



Principal

PART -III

- 1) Name and designation of the Reviewing Authority :
- 2) Period of Service of the incumbent under the Reviewing Authority :
- 3) General opinion of the Reviewing Authority :

This is to certify that Mr. Amrit Chandra Kalita has been servicing in this college as Assistant Professor in the Deptt. of Hindi since 18-08-2008. He is very sincere and dynamic. I wish him all success in life.

Signature of the Reviewing Authority
(Principal)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

- 1) I certify that Mr. Amrit Chandra Kalita, Assistant Professor of Duliajan Girls' College, Duliajan be upgraded to the post of **Assistant Professor Stage-II** (Senior Scale) from Assistant Professor Stage-I with effect from 01-01-2019. I wish him all success in life.


Principal I/C
Duliajan Girls' College
P. O. Duliajan

Signature
Name and Designation of Accepting Authority
(President of G.B.)



Declaration by the incumbent:-

I certify that the information provided is correct as per records available with the College and/or and documents enclosed along with this duly filled PBAS proforma.

Signature of the Faculty:

Name:

Designation:

Place:

Date:

All the documents submitted by Mr/Dr.-----of -----College are verified and found authentic. The API score mentioned above are correct.

Signature of the Principal

Signature of the Convener, IQAC

N.B: The individual PBAS Proforma for CAS promotions duly filled along with all enclosure, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for promotion.


Principal /C
Duliyan Girls' College
P. O. Duliyan



TO WHOM IT MAY CONCERN

Date: 28/09/2019

It is certified that the PBAS Proforma for Promotion under CAS and along with all documents, submitted by Mr./Mrs/Dr.-----of----- College are verified and found authentic. The API Scores mentioned in PBAS Proforma are correct.

Convener, IQAC Cell


Principal / IC
Duliyaan Girls' College
P. O. Duliyaan



GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.

No.DHE/ACA/MACPS/06/2019/7

Dated Kahilipara the 09/08/2019

From: Smti Gitimoni Phukan, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.


To, ✓ The Principal, All Provincialised Colleges of Assam

Sub : Modified Assured Career Progression Schemes (MACPS)

Sir/ Madam,

In pursuance of Finance (Pay Research Unit) Department's Notification vide No.FPC.12/2017/7 dated 09/03/2019, Proposal regarding Financial Up-gradation under Modified Assured Career Progression Schemes (MACPS) in respect of Class-III and Class-IV employees who have completed 10/20/30 years of service without break should be submitted to the undersigned in consolidate manner as per format attached herewith.

This is for information and necessary action.


9/8/19
Director of Higher Education, Assam
Kahilipara, Guwahati-19.



Sl. Nos	Name & Designation of the employee	Designation	I N C O M E						Gross Pay	D E D U C T I O N				Net Pay		
			scale of pay	Pay Band	AGP	Basic pay	D.A 34%	H.R.A 7%		M.A	GIS	Prof. Tax.	Inco me Tax		NPS 10%	Total Deduc.
1	Akashi Baruah	Asstt. Prof	68900-205500	72900	7000	79900	27166	5593	600	113259	400	208	0	10707	11315	101944
2	Amrit Chandra Kalita	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
3	Anumoni Gogoi	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
4	Dr. Deepika Dutta Saikia	Asstt. Prof	68900-205500	72900	7000	79900	27166	5593	600	113259	400	208	0	10707	11315	101944
5	Geetima Dutta	Asstt. Prof	68900-205500	68300	7000	75300	25602	5271	600	106773	400	208	0	10090	10698	96075
6	Jashashya Borah	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
7	Jayashree Baishya	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
8	Juli Konwar	Asstt. Prof	68900-205500	72900	7000	79900	27166	5593	600	113259	400	208	0	10707	11315	101944
9	Dr. Lakhimi Phukon	Principal I/C,DDO	68900-205500	72900	7000	79900	27166	5593	600	113259	400	208	0	10707	11315	101944
10	Dr. Minakshi Dutta Barman	Asstt. Prof	68900-205500	75300	7000	82300	27982	5761	600	116643	400	208	0	11028	11636	105007
11	Pankaj Rajguru	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
12	Purna kanta Mahanta	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
13	Rameswar Boruah	Asstt. Prof	68900-205500	70600	7000	77600	26384	5432	600	110016	400	208	0	10398	11006	99010
14	Sujata Borkataky	Asstt. Prof	68900-205500	72900	7000	79900	27166	5593	600	113259	400	208	0	10707	11315	101944
				1002300	98000	1100300	374102	77021	8400	1559823	5600	2912	0	147439	155951	1403872



Dr. L. Phukon
DDO/PRINCIPAL I/C
Duliajan Girls' College
Principal I/C
Duliajan Girls' College
P. O. Duliajan

02/9/22

DULIAJAN GIRLS' COLLEGE: P.O. DULIAJAN, DIST. DIBRUGARH: ASSAM

SALARY BILL FOR THE MONTH OF August, 2022 (NON TEACHING STAFF) BILL NO 22

Sl.Nos	Name & Designation of the employee	Designation	I N C O M E							D E D U C T I O N					Net Pay	
			scale of pay	Pay Band	AGP	Basic pay	D.A 34%	H.A 7%	M.A	Gross Pay	GIS	Prof. Tax.	Income Tax	NPS 10%		Total Deduc.
1	Sri Gojen Saikia	Sr. Asstt.	14000-49000	29300	8000	37300	12682	2611	600	53193	200	208		4998	5406	47787
2	Sri Jiten Ch. Dutta	Jr. Asstt.	14000-49000	21720	6200	27920	9493	1954	600	39967	200	208		3741	4149	35818
3	Sri jiten Raimechi	Jr. Asstt.	14000-49000	21720	6200	27920	9493	1954	600	39967	200	208		3741	4149	35818
4	Mrs Pradakshina Mahanta	Jr. Asstt.	14000-49000	21720	6200	27920	9493	1954	600	39967	200	208		3741	4149	35818
5	Sri Subhash Hazarika	Grade-IV	12000-37500	17520	3900	21420	7283	1499	600	30802	100	208		2870	3178	27624
6	Sri Dulen Dutta	Grade-IV	12000-37500	17520	3900	21420	7283	1499	600	30802	100	208		2870	3178	27624
7	Mrs Monjumoni Borgohain	Lib. Bearer	12000-37500	17520	3900	21420	7283	1499	600	30802	100	208		2870	3178	27624
8	Sri Tulsi Kumar Gogoi	Grade-IV	12000-37500	17520	3900	21420	7283	1499	600	30802	100	208		2870	3178	27624
9	Mrs Smriti Rekha Chutia	Lab. Bearer	12000-37500	17520	3900	21420	7283	0	600	29303	100	208		2870	3178	26125
G.Total =				182060	46100	228160	77576	14469	5400	325605	1300	1872		30571	33743	291862



(Dr. L. Phukon)

DDO/PRINCIPAL I/C

Duliajan Girls' College

Principal I/C

Duliajan Girls' College

P. O. Duliajan

9/9/22