



# **CMR ENGINEERING COLLEGE**

**Kandlakoya (V), Medchal Road, Hyderabad - 501 401**



## **SERVICE RULES**

# CMR Engineering College

Kandlakoya (V), Medchal Road, Hyderabad - 501 401

These rules pertain to service conditions and will be applicable to all the employees (teaching/non teaching) of the Institute.

## 1.0 Definitions

- 1.1. Council means the Governing Council of CMR Engineering College”
- 1.2. Bye-Laws” means the Bye-Laws of the CMR Engineering College
- 1.3. “Institute” means the CMR Engineering College
- 1.4. “Chairman” means the Chairman of the Council/Society
- 1.5. “Secretary” means the Secretary of the Society
- 1.6. “Director” means the Director of the Institute and “Principal” means the Principal of the Institute
- 1.7. “Rules” means the rules of CMR Engineering College
- 1.8. “Society” means the trust by the name of CMR Educational Society.
- 1.9. “University” means the University to which the College is affiliated.

## 2.0 Classification of members of staff of the Institute

Except in case of persons brought to work in the Institute on contingency basis for specific purpose, the staff of the Institute shall be as follows:

### 2.1 Academic and Administrative

- 2.1.1 Director / Principal

### 2.2 Academic

- 2.2.1 Professor
- 2.2.2 Associate Professor
- 2.2.3 Assistant Professor
- 2.2.4 Librarian
- 2.2.5 Such other academic staff as may be decided by the Council.

### 2.3 Technical

- 2.3.1 Workshop Superintendent
- 2.3.2 Lab Instructor
- 2.3.3 Mechanic
- 2.3.4 Librarian
- 2.3.5 Medical Officer
- 2.3.6 Horticultural Assistant
- 2.3.7 Draftsman
- 2.3.8 Physical Training Instructor
- 2.3.9 Such other technical staff as may be decided by the Council.

## 2.4 **Administrative**

- 2.4.1 Admin. Officer
- 2.4.2 Registrar
- 2.4.3 Accounts Officer
- 2.4.4 Estate Officer
- 2.4.5 Such other administrative staff as may be decided by the Council.

## 3.0 **Appointments**

3.1 All appointments to the posts under the Institute shall be approved by the Council.

3.2 All posts of the Institute shall normally be filled by advertisements but due to contingency of service the Council shall have the power to decide on the recommendation of the Director that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

3.3 There shall be a screening Committee consisting of the following, to examine the credentials of all persons who have applied for a particular post(s) in the light of the requirement for the post(s) as given in the relevant advertisements and shall shortlist the names of candidates qualified to be called for interview.

- a) Director
- b) One local expert (two experts in case of Professor/Head of the Department)
- c) Head of the Department concerned

3.4 There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis and the same will be constituted in the manner laid down below.

### 3.4.1 Academic Posts

- a) Chairman/Secretary
- b) Director
- c) Nominee of the affiliating University on the Council
- d) Three experts in the case of appointment to the posts of Professor and Associate Professor (minimum two out of three must be present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor (minimum one must be present).
- e) Head of department concerned if the post for which the appointments is to be made is lower in status than held by the Head of the Department.

### 3.4.2 Technical Posts

- a) Chairman/Secretary
- b) Principal
- c) Nominee of the affiliating University on the Council
- d) Two experts from the Departments

### 3.4.3 Administrative Posts

- a) Chairman/Secretary
- b) Principal
- c) One expert/HOD from the relevant field

3.5 The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

3.6 Subject to the proviso of Bye-law 3.4 no act or proceedings of the Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that at least half of the number of members of the Selection Committee are present at the time of selection of candidates.

3.7 Qualifications required for the various academic/administrative posts shall be such as may, from time to time, be laid down by the All India Council for Technical Education/the University to which the Institute is affiliated.

## 4.0 **Departments of Teaching**

The Institute shall have the following Departments of teaching

- 4.1 Basic Sciences & Humanities
- 4.2 Computer Science and Engineering
- 4.3 Electronics & Communication Engineering
- 4.4 Mechanical Engineering

## 5.0 **Terms and conditions of service of regular employees**

Regular employees of the Institute shall be governed by the following terms and conditions:

5.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority nominated by the Council.

Provided that the Council may, for just and sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.

- 5.2 Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation subject to provisions contained in para 5.7 & 5.8.
- 5.3 The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.
- 5.4 Every employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practice undertaken with the prior approval of the Director for remuneration, etc. as may be laid down by the Council. Any employee indulging in any type of activity given above shall be liable for disciplinary action. All employees of the Institute shall be governed by the CMR Engineering College

### **5.5 Conduct Rules.**

Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

1. No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.
2. Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
3. Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.
4. No faculty can be a member of any political party and participate in political activities.
5. No faculty shall divulge any information or make any statement, in writing or publishing via any media.
6. No faculty can engage directly or indirectly in any trade, private tuition or undertake outside employment.
7. Any faculty involved in legal proceedings of a court should keep the institution informed about the facts.

Any aggrieved faculty should seek redressal through the grievance procedure of the institute

- 5.6 The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.
- 5.7 The appointing authority shall have the power to terminate the services of a member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular employees of the Institute after probation period.
- 5.8 A member of the staff can leave his/her employment by giving one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her salary for the remaining period of the academic session.
- 5.9 The appointing authority may place any member of the staff under suspension:-
- a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
  - b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.
- 5.10 A member of the staff under suspension is not entitled to a subsistence grant amounting to his/her pay during the period of suspension.
- 5.11 The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-
- a) Withholding of increment or promotion
  - b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
  - c) Reduction in rank.
  - d) Removal from service, which shall not be a disqualification for future employment under the Institute.
  - e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

- 5.12 When an employee of the Institute, who has been placed under suspension, is reinstated, the appointing authority, competent to order the re-installment, shall consider and make a specific order:-

- a) regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty, and
- b) Whether or not the said period shall be treated as period spent on duty.

5.13 When an employee of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

5.15 Leave: The employees of the Institute shall be entitled to leave in accordance with provisions laid down by the Council in the Leave Rules.

## 6.0 **Traveling Allowance**

As per TA/DA Rules

## 7.0 **Holidays**

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.

## 8.0 **General**

Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Council taken from time to time.

We, the following members of the Governing Council certify that the above Bye-Laws of the College are a correct copy.

# INSTITUTE EMPLOYEES' CONDUCT RULES

These rules will govern the conduct of all the employees of the Institute:

1.0 Definitions. In this schedule unless the context otherwise requires:

1.1 "Competent Authority" means:

- a) "Governing Council" in case of Director/Principal
- b) "Director" in case of all other employees

1.2 "Employees" means a person appointed to the service and posts in connection with the affairs of the Institute.

1.3 "Service" means the service under the Institute.

## **2.0 GENERAL**

2.1 Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.

2.2 An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.

2.3 Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.

2.4 An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

2.5 Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

2.6 No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.

2.7 Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Director if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absence from the station.

## **3.0 Equal treatment for all.**

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect. or religion.



#### **4.0 Taking part in Politics & Elections**

- 4.1 No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics.
- 4.2 No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority, provided that:
- a) An employee qualified to vote at such election may exercise his/her right to vote.
  - b) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

#### **5.0 Demonstrations and Strikes**

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

#### **6.0 Joining of Association by Employees**

No employee shall join or continue to be member of any service Association of employees:-

- a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Council of the Institute.
- b) Recognition in respect of which has been refused or withdrawn by the Governing Council of the Institution.

#### **7.0 Connection with Media**

- 7.1 No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- 7.2 No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical except if such contribution is of a purely literary, artistic or scientific character.

## **8.0 Criticism of the Institute**

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute, or
- b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, State or Central Governments, or any member of public, or
- c) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

## **9.0 Evidence before a committee or any other authority**

9.1 Same as provided in the rule 9.3 below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.

9.2 When any sanction has been accorded under rule 9.1 above, no employee giving such evidence shall criticize the policy or any action of the Institute.

9.3 Nothing of this rule shall apply to:-

- a) evidence given at any inquiry before an authority appointed by the Institute, by the Central Government, by the State Legislature, or by Parliament, or
- b) evidence given in an judicial inquiry.

## **10.0 Unauthorized Communication of Information**

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

## **11.0 Subscriptions**

An employee may, with the previous sanction of the competent authority, ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but it shall not be permissible for him to ask for subscription, etc., for any other purpose whatsoever.

## **12.0 Private Trade or Employment**

No employee shall, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Director within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so directed by the competent authority.

## **13.0 Registration, Promotion and Management of Companies**

No employee shall, take part in the registration, promotion or management of any Bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force.

Provided that employees may take part in the registration, promotion or management of a cooperative society registered under the Cooperative Societies Act or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 or under any corresponding law in force.

## **14.0 Insurance Business**

No employee shall, except with the prior approval of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him to act as an insurance agent in the district Ranga Reddy.

## **15.0 Insolvency, habitual indebtedness and Criminal Proceedings.**

15.1 Every employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that most of his salary is continuously being attached, he may be liable to action and penalty. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

15.2 An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

## **16. Canvassing of Non-official or other outside Influence**

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

**17. Unauthorized Pecuniary Arrangements**

No employee shall enter any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized or against the specific, or implied, provisions of any rule for the time being in force.

**18. Proper use of Amenities**

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

**19 Representations**

19.1 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

19.2 No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

## LEAVE RULES

### 1. DEFINITIONS

- 1.1 **Holiday** : Holiday means a day declared by a notification of the Institute to be closed day for all employees except those otherwise specifically asked to attend the Institute.
- 1.2 **Salary** : Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc or consolidated pay.
- 1.3 **Vacation Employee** : Vacation Employee means that employee who is entitled to winter and summer vacations. This includes only the teaching faculty and the laboratory Instructors.
- 1.4 **Non Vacation Employee**: All non teaching employee including the laboratory assistants constitutes this category.
- 1.5 **Retirement** : The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a Government Deptt. including premature retirement.
- 1.6 **Release** : The term refers to termination of employment in accordance with terms of employment.

### 2. GENERAL

- 2.1 **Leave is a privilege and not a right** : It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- 2.2 **Leave Application** : The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.
- 2.3 **No leave can commence unless it has been sanctioned**: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.
- 2.4 **Acceptance of alternate** employment/engaging in trade/ business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.

- 2.5 **No leave will be sanctioned on telephone** except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.
- 2.6 **Continued absence** of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.
- 2.8 The teaching faculty entitled to vacation leave is not entitled to earned leave.

### 3. **Kinds of Leave:-**

- |    |                      |     |
|----|----------------------|-----|
| a) | Casual Leave         | CL  |
| b) | Sick Leave           | SL  |
| d) | Leave without Pay    | LWP |
| e) | Extra Ordinary Leave | EOL |
| f) | On Duty Leave        | OD  |
| g) | Sabbatical           |     |
| h) | Study Leave          |     |
| i) | Vocational Leave     | VL  |
| j) | Maternity Leave      | ML  |

#### 3.1 Casual Leave (CL)

- 3.1.1 Every employee held on the roster of the Institute is entitled to One (1) day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of Twelve (12) days of casual leave in one calendar year.
- 3.1.2 A minimum of half (1/2) day or a maximum of Three (3) days of CL can be availed of at one time. Half day CL will not be granted on half working days.
- 3.1.3 CL can be pre-fixed/suffixed with all types of holidays/leaves.
- 3.1.4 CL upto total accumulated period but not exceeding seven (07) days may be granted under very special circumstances.
- 3.1.5 CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

#### 3.2 Sick Leave

- 3.2.1 Sick leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from Doctor or a registered medical practitioner would be required in case where more than Three days the person was sick.

3.2.2 Each employee is entitled to (half) day sick leave on full pay for every block of 30 days of duty performed by him/her subject to a maximum of 6 (Six) days during one calendar year.

### 3.3 Leave Without Pay

3.3.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Leave without Pay" at the discretion of the Director/Management subject to exigencies of service. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.

3.3.2 Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

3.3.3 "Leave without pay" shall also be got sanctioned in advance as any other leave.

### 3.4 Extra Ordinary Leave

3.4.1 As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

- a) Prolonged sickness of self or a family member
- b) Higher education
- c) Forced exile/renunciation

3.4.2 Although there can not be fixed guide line for the duration of such a leave, yet it shall not exceed 550 (five hundred and fifty) days at the time. An employee will not be entitled to draw the salary during extra ordinary leave

### 3.6 Duty Leave

3.6.1 An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.

3.6.2 Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture
- b) To work on behalf of the University
- c) To read/present a research paper in a Conference/ Symposium of National/International level.
- d) To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
- e) To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- f) The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

There exists a written request from the competent authority. The paper has been accepted for presentation and a communication to this effect received in writing.

### 3.7 Sabbatical

- 3.7.1 Sabbatical upto a period of ONE year may be granted once in every FIVE years for attachment to a research organization or an Institute of good standing with the sole aim of pursuing research activity.
- 3.7.2 Although the employee will hold the lien with the parent organization, yet he/she will be not be entitled to draw salary from this organization.
- 3.7.3 As regards the retention of accommodation is concerned, same rule as applied to study leave will be applicable.

### 3.8 Study Leave

- 3.8.1 Leave for upto a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized Institute.
- 3.8.2 Study Leave may be granted after an employee has rendered atleast 3 years of unblemished service to the Institute. He/She will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper of Rs.20/- that he/she will serve the Institute atleast for a period of 5 years after return from the study leave. However, the Management may reduce the bond period to 3 years under special circumstances.
- 3.8.3 An employee will not be entitled to draw the salary during study leave

### 3.9 Vacation Leave

- 3.9.1 All teaching/Institutional faculty is entitled to 02 (Two) weeks summer vacation and 01 (One) week of winter vacation subject to their being able to complete the preparations for the next semester. If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of earned leave will apply. (at the discretion of competent authority)
- 3.9.2 The vacation leave shall be got sanctioned in advance in writing as any other leaves.
- 3.9.3 The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning is not hampered.
- 3.9.4 Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to reduce period of vacation on pro-rata basis. Each six months period will be counted from the first day of an academic session.



### 3.10 Maternity Leave

Maternity leave may be granted to a permanent female employee with full pay upto a maximum of two children. Maternity leave granted will be as under:-

- a) Employees with 3 years or more service. : 3 months
- b) Employees with 2 years or more and less : 2 months  
than 3 years of service.

## TA/DA RULES

### 1. General

The Traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down here amended from time to time.

### 2. Approval

All journeys must be got approved by the competent authority (Director/Principal/ An Executive Member of the Managing Committee) in writing. If, however, time does not permit written permission in advance it shall be done immediately on return from tour/temporary duty but in such cases verbal permission need to be obtained. Approval form is attached as Annexure A.

### 3. The journey on tour may be performed by any of the following modes:

- a) Air
- b) Train
- c) Road
- d) Combination of the above

3.1 Journey by Air: May be performed in exceptional circumstances with the prior approval of Director/One of the Executives of the Managing Committee.

3.2 By the Rail : The entitlement of the class of journey by rail is given below:

- a) Professors/Associate Professors and equivalent : IInd AC
- b) Assistant Professors/Lecturer and equivalent : IIIrd AC
- c) Technical Assistant and equivalent : IInd Class

3.3 Journey by Road : The entitlement is given below

- a) Faculty & Equivalent : Institute's Car/Taxi/Own vehicle
- b) Tech. Asstt. And equivalent : Bus

### 4. Mileage Allowance

Mileage allowance is admissible when the journey is performed by own vehicle. It is admissible at the following rate:

**Own Scooter : Rs. 3.00 per KM**  
**Own Car : Rs.7.00 per KM**

No mileage allowance is however admissible when the journey is performed within a radius of 8 KM from Institute. Actual expenses may, however, be charged rendering an appropriate certificate.

5. **Daily Allowance for Halts at outstation**

DA at the prescribed rates for each full day of halt for a maximum of 30 days of halt at one station except under special circumstances is admissible. However, when an employee enjoys free boarding and lodging at the expenses of the Institute/ host organization/government, he is entitled to draw only one fourth rate of full rate of DA. Faculty and Staff deputed for counseling during admissions are generally expected to avail of the facilities provided by the counseling agency. Additional arrangements may, however, be made under special circumstances.

5.1 The DA rates are given below:

- a) Professors/Associate Professors and equivalent : Rs.500 per day
- b) Assistant Professors/Lecturer and equivalent : Rs.250 per day
- c) Technical Assistant and equivalent : Rs.100 per day

6. **Incidental Charges**

Incidental charges are admissible as under:—

- 6.1 Transportation from residence to railway station/Airport, Airport/ Railway Station to place of duty; Actual expenses will be admitted.
- 6.2 Taxi charges for traveling to other offices in town : Actual expenses will be admitted.

7. **Lodging at the outstation**

It is expected that the faculty in general will be able to arrange accommodation in the guest house/hostel of the host organization. In such a case, no additional allowance will be admitted. However, if the employee has to make his/her own arrangements of accommodation, following are the entitlements:

	<u>Type of City</u>	<u>Prof. /Assoc. Prof.</u>	<u>AP/SL/Lecturer</u>
a)	Class A city	Rs.800/- per day	Rs.600/- per day
b)	Class B city	Rs.500/- per day	Rs. 350/- per day
c)	Class C city	Rs.350/- per day	Rs. 200/- per day

7.1 In such a case DA shall be reduced by 15% of the entitlement

7.2 Hotel charges will be paid against actual bills and most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.

8. **Advance**

Advance may be drawn with the approval of the sanctioning authority

Settlement of TA/DA claim

TA/DA claim must be settlement within 7 days from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accountant, who in turn shall check for entitlement and get it approved by the **Director**. All claims must be accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

9. **Official Duty TA Report**

All TA/DA claim shall be accompanied with a copy of official duty report. This shall briefly highlight the activities and the duties performed by the officer at the outstation. No claim will be passed OD report.

Chairman – Governing Council

**LEAVE FORM OR ON DUTY FORM**



**CMR ENGINEERING COLLEGE**

**REQUEST FOR SANCTION OF LEAVE - STAFF**

Name & Designation : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Nature of Leave : CL / OD / CCL / VL / LOP  
 (Planned /Unplanned Leave)  
 No. of Days : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Reasons : \_\_\_\_\_  
 If unplanned, information sent to : \_\_\_\_\_  
 Candidates contact Number : \_\_\_\_\_  
 Name of Substitute/Alternate : \_\_\_\_\_

**OFFICE USE ONLY:**

No. of days leave already availed : \_\_\_\_\_  
 No of Days Leave Balance : \_\_\_\_\_

CL Availed : \_\_\_\_\_  
 CL Balance : \_\_\_\_\_  
 CCL Availed : \_\_\_\_\_  
 CCL Balance : \_\_\_\_\_

AO / HR

**CLASS ADJUSTMENTS**

Date	Class	Subject	Time	Name of Substitute	Signature of Substitute

**EXAMINATION DUTIES ADJUSTMENT**

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**OTHER DUTIES ADJUSTMENT**

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**Signature of Staff**

HOD / I/c HOD / Convener Examination: (Recommended / Not Recommended) : \_\_\_\_\_  
 OIE (Examination Branch) : (Recommended / Not Recommended) : \_\_\_\_\_

Leave Sanction / Not Sanctioned

**PRINCIPAL**

Name & Designation: \_\_\_\_\_ Department: \_\_\_\_\_ No. of Days: \_\_\_\_\_  
 Date: \_\_\_\_\_ Candidate Contact Number: \_\_\_\_\_

**CLASS ADJUSTMENTS**

Date	Class	Subject	Time	Name of Substitute	Signature of Substitute

**EXAMINATION DUTIES ADJUSTMENT**

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**OTHER DUTIES ADJUSTMENT**

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**HOD Signature**

**Signature of Staff**