

To H.C
for information
& necessary action
19/7/17
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STEWART SCIENCE COLLEGE EMPLOYEES' SERVICE
RULES, 2007

1. SHORT TITLE AND COMMENCEMENT:

- a) These rules may be called Stewart Science College Employees' Service Rules, 2007.
b) These rules shall come in to force with effect from the 1st August 2007.

2. These rules shall apply to all management employees of the Stewart Science College, Cuttack, under the management of the Diocese of Cuttack, Church of North India, whether, permanent employees, adhoc employees, probationers and employees on contract basis, of the Stewart Science College, Cuttack,

3. Definitions: - For the purpose of these rules;

- I. "Management" means the Diocese of Cuttack, Church of North India under which the Stewart Science College have been administered.
- II. "Governing Body" means the committee constituted by the management for the day-to-day administration, of Stewart Science, Cuttack.
- III. "Diocesan Board of Education" means statutory Board constituted by the management for the purpose of inspection and guidance to all the educational institutions under the management of the Diocese of Cuttack, CNI.
- IV. "Permanent Employee" means any employee confirmed in the service of the college as permanent employee on scale of pay fixed by the Governing Body from time to time.
- V. "Ad hoc Employee" means any person employed as such in the college to fill up the temporary vacancy on consolidated pay.
- VI. "Probationer" means any person who is provisionally employed against a permanent vacancy or post and has not been made permanent or confirmed in service.
- VII. "Employee on contract basis" means any person employed as such for a fixed period of time on consolidated pay.
- VIII. "Members of the family" means the employee's spouse, wholly dependent children, as also parents, brothers and sisters ordinarily residing with him/her and wholly dependent on the employee;
- ❖ The term "spouse" shall not include a husband or wife separated from the employee.
 - ❖ The term "children" shall include stepchildren and legally adopted children but shall not include married daughters including widowed daughters.
 - ❖ The term "brothers and sisters" shall not include stepbrothers and step sisters and married brothers and married sisters.
 - ❖ The term "parents" shall include stepmother but shall not include stepfather.
 - ❖ The term "wholly dependent child/brother/sister/parent" shall mean who has no ostensible means of livelihood

4. General conditions of service:

- a) Every employee of the college shall take all possible steps to ensure and protect the interest of the college and discharge his/her duties with utmost integrity, honesty, devotion and diligence.
- b) Every employee shall be at his/her place of work, commence the allotted duties at the time fixed and notified, work for the full prescribed hours of work and give maximum output.
- c) Every employee shall carry out and act according to the reasonable orders of his/her superiors so far as his/her official duties are concerned.
- d) Every employee shall at times of exigency make himself/herself available at the disposal of the authorities beyond the office hours in the best interest of the college.
- e) Every teaching employee shall take utmost care to teach his/her allotted subject in the class and shall be responsible for the result of his/her subject in any examination conducted by the college or the Council/ University.
- f) Every employee shall at all times maintain political impartiality and act in such a manner so as not to create any ill feeling or hatred among different communities.
- g) No employee except with explicit permission of the management, shall own wholly or in part, edit or manage any news paper or periodical, and participate in a

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Doordarshan telecast or a radio broadcast or contribute any article to any newspaper or periodical, except such participation or contribution which is purely academic in character.

- h) Every employee shall refrain from criticizing the actions of the management or his/her superiors in public or through print or electronic media which may or likely to tarnish the image of the college. However, the employee is welcome to put forth valuable suggestions in the shape of memorandum or representation in the overall interest of the college.
- i) No employee except with explicit permission of the management shall take admission in any educational institution for further studies even if such study falls outside the normal duty hours of the employee.
- j) Every teaching employee shall take extra classes of his/her subject, if necessary, as may be decided by the Secretary /Principal for the benefit of the students.
- k) Every teaching employee residing inside the college campus shall take at least two extra classes daily for the benefit of the students staying in the hostel.

5. Methods of recruitment: For smooth running of different departments of the college, the Governing Body shall take necessary steps to recruit new employees including permanent, ad hoc, probationer and employee on contract basis in order to fill up vacancies arising out of death, retirement, termination, retrenchment and resignation of the employees and newly created posts. Candidates without requisite qualification and training from recognized institutions shall not be recruited in any condition. The Governing Body shall set the detailed criteria for recruitment on the basis of the recommendation of the Diocesan Board of Education. The interview shall be conducted by the selection committee constituting the President, Secretary, Principal of the Stewart Science College, one of the office bearers of the management (being the member of the Governing Body), one of the member of the Governing Body (Staff Representative) and one subject expert. In addition to this the head of department for which the employee will be selected, may be invited at the time of interview. Advertisement regarding the vacancy be given in the monthly Christian magazine/news papers. Upon recruitment of the employee as a permanent, ad hoc, probationer or on contract basis, the college shall give him/her a written order specifying the kind of appointment, the pay package to which he/she would be eligible and the service conditions.

Every employee must produce a satisfactory medical certificate from a competent medical authority before the appointment is made.

6. Promotion: Reasonable opportunity shall be given to all the employees with requisite qualification and training from recognized institutions for promotion from one grade or post to next higher grade or post. Paramount importance shall be given to providing quality education in the college. Though seniority in service should be one of the important factors, the main criterion for promotion shall be based upon efficiency, qualification, character and nature of responsibility required in connection with the vacancy in the upper grade or post. For the purpose of promotion, the Principle of "Merit cum seniority" shall be followed with due care and consideration. The Governing Body shall set detailed criteria for promotion taking into account the following points.

- a) The candidate shall have the requisite qualification.
- b) The candidate must have rendered actual service of five completed years on the date of application.
- c) The candidate must not have any adverse remark in his service book regarding his performance, attitude and behavior during the last five years of service reckoned up to the date of application.
- d) The merit of the candidate shall be determined by assessing his/her punctuality, knowledge of the subject, personality, performance, ability to deliver and conduct for which the Governing Body shall set the detailed marking system from time to time.
- e) The Governing Body shall also set the rules for weight-age to the seniority of the candidate after the qualifying service of five years.
- f) The promotion shall not be automatic and the intending candidate must apply for it.
- g) The selection committee as mentioned in clause-5 above, shall conduct the interview for the promotion of lecturer to the higher grade or post on the basis of merit cum seniority.
- h) Selection grade:-The selection committee as mentioned in clause-5 above shall review the service records of all staff and interview the staff who have completed 25 years of

service. On the recommendation of the selection committee the Governing Body shall sanction the selection grade scale of pay.

However, in the event of unavailability of suitable candidate for promotion, the vacancy/ post shall be filled up by direct recruitment.

7. Voluntary Retirement Scheme: - It is decided to introduce the Voluntary Retirement Scheme (VRS) in order to streamline the strength of the employees according to the need and without affecting the smooth functioning of the college. The Governing Body shall decide on the compensation i.e. ex-gratia in addition to the normal retirement benefits, to the VRS optees keeping in view the resources of the college and the quality of the employee to dispense with.

The management reserves the right to reject the VRS application of any employee in the interest of the college. The employee desirous of opting for VRS must have,

- a) Rendered a service of 20 (twenty) or more completed years reckoned up to the date of notification.
- b) Attained the age of 50 (fifty) years on or before the date of notification.
- c) A clean record of service without any disciplinary action or proceeding pending against him.

Note: - However, any employee may at any time apply for voluntary retirement without ex-gratia giving three months notice subject to the acceptance by the management.

8. Retrenchment of surplus employees: - For the best utilization of the limited resources of the college, it is decided to weed out the surplus and unsuitable employees. The Principle of surplus shall be on the basis of "last to come and first to go" i.e. the junior most employee in his/her category shall be declared surplus first. The Governing Body shall take necessary steps to assess the strength of each category of employees according to the need of the college and identify the surplus employees and unsuitable employee by the following way.

- a) An employee found excess over and above the required number of employees in the same category shall be declared surplus.
- b) An employee, whose post is abolished for whatsoever reason, shall be declared surplus.
- c) An employee shall be declared unsuitable if, in the opinion of the Governing Body, the college due to his/her continued poor performance, which is detrimental to the interest of the college, does not require his/her services.

The Governing Body, with prior permission of the management in writing on the application of proposed retrenchment, shall terminate the services of the employees, coming under Rule 8 (a), (b) and (c) by giving three months notice in writing individually indicating the reasons for retrenchment, after the expiry of the period of notice, or pay in lieu of notice, wages for the period of notice.

The management, after receiving the application for proposed retrenchment from the Governing Body, may on its own make such inquiry as it thinks fit or give reasonable opportunity to the employee under proposed retrenchment to be heard and considering the genuineness of the reasons for retrenchment, may grant or refuse to grant permission for the proposed retrenchment within ninety days from the date of application by the Governing Body.

If, however, no such communication is received from the management in this regard within ninety days, permission shall be deemed to have been granted by the management after the expiry of ninety days.

The Governing Body shall decide on the quantum of compensation to be paid to the employee so retrenched.

8 (A) Compulsory Retirement Scheme : An employee's service will be subjected to review at the age of 50 years by the selection committee as mentioned in clause -5 above. He or she shall be given compulsory retirement if his/her service is found unsatisfactory.

9. Procedure for termination of employment other than by way of disciplinary procedures:

In cases not involving disciplinary action for misconduct,

- a) The employment of a permanent employee may be terminated by giving three months' notice or on payment of three months' pay and allowances in lieu of notice.
- b) The services of a probationer may be terminated by giving one month's notice or on payment of one month's pay and allowances in lieu of notice.
- c) A permanent employee desirous of leaving service of the college shall give three month's notice in writing or shall be liable to pay three month's pay and allowances to the college in lieu of notice and shall be given an order or relief by the college authority.

- d) A probationer desirous of leaving the service of the college shall give 30 days notice or shall be liable to pay 30 days pay and allowances to the college in lieu of notice and shall be given an order of relief by the college authority.
- e) The service of any employee other than permanent or probationer may be terminated after giving 30 days notice and if such employee leaves service without notice, he shall be liable to pay to the college one week's pay and allowances.

The termination as stated above shall be bonafide and based on reasonable grounds.

10. Attendance rules:

Punctuality exhibits a healthy system especially in an educational institution. For smooth running of the college and administration, every employee shall take utmost care to be at his/her place of work before the commencement of the scheduled time. The "scheduled time" means the regular working hours of the college for each category of employees as fixed from time to time.

For this purpose, every employee shall record his/her attendance in the Attendance Register by putting his/her own signature with time in the columns of "Arrival and Departure" at the time of arrival and departure respectively. The arrival time shall commence 15 minutes before the schedule time. For those who, for good reasons, fail to turn up on the scheduled time, late arrival shall be allowed up to a maximum of 10 minutes after the commencement of the scheduled time. Such late arrival shall be recorded by the Principal or the Principal -in-charge by putting an "L" mark in the "Arrival" column against the name of the respective employee. After the end of the late arrival time, no employee shall be allowed to join his/her duties and his/her absence shall be recorded by the Principal by putting an "A" mark in the "arrival" column against the name of the employee or leave mark such as C.L, M.L or E.L as per his/her leave application.

Three late arrivals shall constitute one-day leave and it shall be deducted from the eligible leave of the employee in the order of C.L, M.L and E.L as per the availability of leave to the credit of the employee. In the event, there is no leave to the credit of the employee; such absence shall be treated as "leave without pay". As a healthy practice, late arrival should be discouraged and habitual late coming shall be treated as gross misconduct.

11. Redress of grievances:

An employee desirous of the redress of a grievance relating to unfair treatment or wrongful exaction on the part of the Principal or a superior shall submit a complaint in writing to the Secretary or the Governing Body through the Principal /Secretary.

The Principal or Secretary or any person appointed by the Governing Body as soon as possible investigate the complaint at such time or place as he may fix. The employee shall have the right to be present at the time of investigation. A copy of the order finally made shall be supplied to him/her if he/she asks for one.

If not satisfied with the decision of the Governing Body, the employee shall have the right to appeal to the Management, i.e. the DIOCESE of Cuttack, CNI, through it's Secretary.

If any employee desirous of redress of his/her grievance, goes directly to the President or the Management or any other public authority without observing the proper procedure as stated above, he/she shall be liable for disciplinary action.

12. Disciplinary action and procedure thereof: -

I. The Secretary of the Governing Body shall be the disciplinary authority for taking disciplinary action against all categories of employees. The action taken by the Secretary needs to be ratified in the meeting of the Governing Body whose decision in the matter shall be final. If the employee, against whom the disciplinary action is taken, is not satisfied with the decision of the Governing Body may appeal to the Management (The Diocese of Cuttack, CNI, through it's Secretary) and such appeal should be filed within two months from the date of receipt of the orders from the Secretary of the Governing Body.

II. An employee, who commits such acts and omissions, which, in the opinion of the authority are "Misconduct", as enumerated hereunder, shall render himself/herself liable to disciplinary action.

MISCONDUCT: By expression " Misconduct" shall be meant any of the following acts and omissions on the part of an employee;

- a) Engaging in any trade or business outside the scope of his/her duties.
- b) Unauthorized disclosure of information regarding the affair of the college or any other person connected with the college, which is confidential, or the disclosure of which is likely to be prejudicial to the interest of the college.
- c) Drunkenness or drug abuse or riotous or disorderly or indecent behavior in the premises of the college.
- d) Willful damage or attempt to cause damage to the property of the college.
- e) Willful insubordination or disobedience of any lawful and reasonable orders of the management or of a superior.
- f) Gambling or betting inside the college.
- g) Taking bribe or illegal gratification from the parents, students or an employee of the college for whatsoever reason.
- h) Knowingly making a false statement in any document pertaining to or in connection with his/her employment in the college.
- i) Aiding, abetting or instigating in resorting to unfair practice of any nature whatsoever in any examination conducted by the college or Council / University or any other institution inside the college.
- j) Willful slowing down in performance of work or gross negligence in duty involving or likely to involve the college in serious loss or tarnishing the image of the college in public.
- k) Tampering the mark journal/examination records/service book/any college records.
- l) Disclosing the questions set for the examination.
- m) Willful negligence and deliberate discrimination in valuation of examination papers and tabulation of marks in any examination conducted by the college or Council/ University .
- n) Deliberate attempt to teach in haphazard manner or to come regularly late to the class for teaching or to create fear psychosis in the minds of the students or to teach in a manner compelling or inducing the students to take up private tuition.
- o) Taking up private tuition without prior permission from the Secretary of the college.
- p) Failing to show proper consideration, courtesy or attention towards the students, parents and other employees of the college and unsatisfactory behavior while on duty.
- q) Organizing or instigating employees to observe illegal strike or stop work or resort to agitation in whatsoever manner before exhausting all course of action for redress of grievances.
- r) Taking part in politics or enrolling himself/herself in any organisation connected with political parties or contesting election for parliament/legislative assembly/local bodies/municipal corporation/Panchayat without explicit permission of the management.
- s) Remaining absent unauthorisedly without intimation or without sufficient ground.
- t) Holding meeting in the premises of the college without the permission of the Governing Body.
- u) Unauthorised action misusing the powers of his/her superiors or that of the management, which creates or is likely to create disturbance in the college or put the management in difficult situation.
- v) Willful violation of service conditions which creates or is likely to create indiscipline among the employees.
- w) Suing the Governing Body or the management without explicit permission of the management.
- x) Bigamous marriage: (i) No employee having a spouse living shall enter into or contract a marriage with a person having a spouse living or with any person. Provided that the management may permit an employee to enter into or contract such marriage as referred to above that such marriage is permissible under the personal law applicable to such employee and the other party to the marriage and that there are other grounds for doing so
- y) Personal conduct during or out side college hours :-An employee engaged in the profession of teaching should be careful to see that his/her conduct before the student is ideal and that any sort of interaction between his/her colleagues or with any pupil of the college does not exhibit a bad example before the student which may have adverse effect in the tender minds of the boys/girls . He/she should not engage himself with such action of **personal immorality** so as to damage of the reputation of the college in public.

12 (A) Penalties :- The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on an employee of the college.

Minor Penalties

- (a) Warning
- (b) Censure
- (c) Suspension
- (d) Withholding of increment or promotion.
- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institution for negligence on breach of orders.

Major Penalties

- (f) Be dismissed from service.
- (g) Be compulsorily retired/removed from service/discharged without Superannuation benefits or
- (h) Be brought down to lower stage in the scale of pay, or reverted to lower grade, or
- (i) Have his/her increment stopped.

12 (B) Procedure of initiating disciplinary action

- I. An employee against whom disciplinary action is proposed or is likely to be taken, shall be informed in writing of the particulars of the charges against him/her and he/she shall be required to submit his/her explanation if any within such time as may be specified by the disciplinary authority.
- II. On receipt of the written explanation or if no such explanation is received within the specified time, the disciplinary authority if not satisfied, shall frame a charge sheet clearly setting forth the circumstances appearing against the employee and shall fix a date for enquiry and appoint a person from among the members of the Governing Body or from the Management in consultation with the President, as enquiry officer to enquire in to the charges.
- III. The charge sheeted employee shall be given reasonable time to prepare his explanation or to produce any evidence in his/her defense, shall be supplied with all the records on which the charges are based and shall be permitted to inspect or take extracts from such records as he may require provided that such permission may be refused if in the opinion of the disciplinary authority such records are not relevant or access to such records is against public interest. He/she shall be permitted to appear before the Enquiry Officer, to cross-examine any witness on whose evidence the charge rests and to produce witness and other evidence in his/her defense provide that the Enquiry Officer may decline to cross-examine any witness or evidence on the ground that such witness or evidence are not relevant in the case.
- IV. In all cases the proceedings of the enquiry shall be entered in a book kept specially for the purpose, in which the date on which the proceedings are held, the employee proceeded against, the charge or charges, the witness and evidence, if any, tendered by the charge sheeted employee, the findings with the grounds on which they are based and the order passed shall be recorded with sufficient fullness, as clearly as possible and such record of the proceedings shall be signed by the Enquiry Officer, after which a copy of such record may be furnished to the employee concerned if so requested by him/her in writing.
- V. On conclusion of the enquiry, the Enquiry Officer shall prepare a report of enquiry recording his findings with reasons thereof and submit it to the Disciplinary Authority for taking necessary action on it.
- VI. If the charges are established against the employee, he/she may be given a hearing as regards the proposed punishment after which the Disciplinary Authority shall award such punishment as deem necessary taking in to account the gravity of the misconduct, past record of the employee and the aggravating circumstances.
- VII. The disciplinary authority shall communicate the employee concerned the order awarding punishment or acquitting him/her from the charges, and submit a copy of the enquiry report with order passed thereof to the Governing Body in its next meeting for ratification and forward a copy of the enquiry report with the order passed thereof to the management for information.

- VIII. Pending such enquiry or initiation of such enquiry, the employee may be suspended, but if on the conclusion of the enquiry it is decided to take no action against the employee, he/she shall be deemed to have been on duty and he/she shall be entitled to the full wages and all other privileges for the period of suspension; and if some punishment other than dismissal is inflicted, the whole or part of suspension, may at the discretion of the Governing Body, be treated as on duty with right to corresponding portion of the wages.
- IX. If an employee commits an offence involving moral turpitude, he/she is liable to conviction and sentence under any provision of Law. If he/she is convicted he may be dismissed from service from the date of his/her conviction or be given any lesser form of punishment as may be decided by the Governing Body. If he/she is acquitted it is open to the Governing Body to proceed against him/her under the provision as set out above.

13. Deputation : An employee of the Stewart Science College may be sent of deputation to any of the institution under the management of the Diocese of Cuttack. Such period of deputation should not ordinarily exceed a period of one year. The management shall make such deputation if and when felt necessary, in consultation with the respective Governing Body of the concerned colleges and the Diocesan Board of Education.

14. Leave

A. General:

- I. The rules shall apply to all employees except the employees re-appointed after retirement and those appointed in a leave vacancy. The entitlement of all types of leave excluding C.L. shall be applicable to the permanent employees only.
- II. Leave of all kinds cannot be claimed as a matter of right. When the exigencies of service so require, the Governing Body reserves the discretion to refuse or revoke leave of any description or grant leave for shorter period than prayed for or recall the employee already on leave from the place of his stay on leave.
- III. An employee who desires to avail leave other than casual leave, shall apply in writing not less than one month before the date from which the leave is to commence. Leave other than casual leave, shall be granted by the Secretary subject to the approval by the Governing Body in its next meeting.
- IV. If the leave prayed for, is granted or refused or postponed, an order showing the date of commencement of the leave or the reasons for refusal or postponement shall be issued to the employee and the leave shall not be deemed to have been granted unless the same is communicated to the applicant.
- V. If an employee after proceeding on leave desires to extend the leave, he/she shall apply stating his full postal address sufficiently before so that the order of grant or refusal of such extension of leave shall reach him/her before the expiry of the leave originally granted.
- VI. The Principal shall grant casual leave to all the employees of the college upon production of application subject to the condition that not more than one tenth of the teaching staff shall be allowed C.L. on first come first serve basis on a particular day.
- VII. An employee proceeding on leave or extending leave other than casual leave without prior sanction of the authority as mentioned above (except under circumstances beyond his/her control for which he/she must tender explanation) shall not be paid his/her pay and allowances for the period of such leave or extension of leave and shall further render himself/herself liable to such disciplinary action as the authority may think fit.
- VIII. Leave other than casual leave may either be prefixed or suffixed to a vacation. If a leave is both prefixed and suffixed to a vacation, the entire period shall be treated as leave.
- IX. An employee, who intends to leave Head Quarters, can do so with prior permission of the Secretary and the Principal can do so with prior permission of the management. Every employee must furnish the leave address before leaving the station.

B. Casual Leave:

- I. An employee shall be entitled to casual leave up to a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously and provided that such leave, combined with college holidays, may not be taken beyond 5 days at one time and if extended beyond these limits the entire period shall be

treated as Earned Leave or Medical Leave and be adjusted against such leave due to the credit of the employee. Casual Leave shall not be combined with Earned Leave or Medical Leave or Vacation.

- II. Casual leave shall be non-cumulative in nature and the unspent leave shall lapse at the end of each calendar year.
- III. An employee shall earn casual Leave during the first calendar year of his service on a pro-rata basis at the rate of one day for each completed month or part thereof.

C. Earned Leave:

- I. An employee after successful completion of 5 years of service shall be entitled to six days of earned leave on full pay for each completed year of service.
- II. Earned leave accrued to an employee shall be allowed to be accumulated up to a maximum of 180 days.
- III. An employee shall be entitled to en-cash the accumulated leave at the time of retirement. If the employee dies in service, his/her heirs will be paid the amount of encashment for the earned leave accrued to him/her at the time of the death.
- IV. An employee shall not be allowed to take earned leave more than twice in a calendar year and a watchman shall not be allowed earned leave during vacation.

D. Medical Leave:

- I. An employee after successful completion of 5 years of service shall be entitled to 6 days of earned leave on full pay for each completed year of service. During his/her entire service shall be granted medical leave for a maximum period of six months on full substantive pay and a further period of six months on half substantive pay at the rate of six days for each completed year of service counted after 5th years of service. Provided that the employee, if he/she so requests, may be permitted to convert the medical leave on half substantive pay to full substantive pay.
- II. An employee shall be granted medical leave up to eligible limit on production of a medical certificate either from a Government doctor or a Regd. Medical practitioner authorized by the Governing Body.
- III. An employee, applying for leave on medical ground when no leave is due to his/her credit, shall be granted leave without pay for a maximum period of one year subject to the satisfaction of the authority.
- IV. Any employee who avails medical leave frequently or takes medical leave more than two months at a time shall have to appear before the medical board at Christian hospital, Berhampur.

E. Maternity Leave:

A lady employee, who has completed one year of continuous service, may be granted maternity leave up to six weeks before and six weeks after the expected date of delivery subject to the first two confinements only.

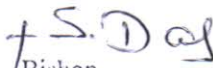
F. Paternity Leave:

A male employee, if he so applies, shall be granted paternity leave for a maximum period of seven days on each occasion of delivery of his 1st and 2nd children. Such leave shall commence from the date of delivery.

G. Extraordinary Leave:

The Governing Body considering the merit of the case shall grant such leave to an employee in exigency.

Interpretation: - If any question arises relating to the interpretation of any of these rules, the decision of the management i.e. the DIOCESE of Cuttack, CNI thereon shall be final.


Bishop,
Diocese of Cuttack, CNI.


Secretary,
Diocese of Cuttack, CNI.

APPENDIX-1SALARY OF THE MANAGEMENT STAFF

The management staff shall be paid consolidated salary fixed by the Governing Body out of the college funds collected from students. The Governing Body shall frame rules and fix amount to grant increment to all deserving employees in an interval of 3-5 years depending upon the availability of college funds on the recommendation of selection committee and finance committee.

MINIMUM QUALIFICATIONS OF TEACHING STAFF :

As prescribed by the university/ Government from time to time.

MINIMUM QUALIFICATIONS OF NON-TEACHING STAFF :

1. Head Clerk: Graduate with Accounts & Computer knowledge Tally.
2. P.A. to Principal: Graduate with Stenography & Computer knowledge.
3. Junior Accounts Clerk: Graduate with Computer knowledge & Tally
4. Office Assistant: Graduate with Computer knowledge
5. Laboratory Assistant: Science Graduate
6. Librarian: Graduate with diploma in library science
7. Lab. Attendant: Matric with working experience in laboratory.

EMPLOYEES PROVIDENT FUND FOR STAFF OF STEWART SCIENCE COLLEGE.

1. P.F. to be deducted from all the employees from the date of their joining And to be deposited in Employees Provident Fund Office, Bhubaneswar
2. Deduction amount from the employee is 12% on gross pay meant for the provident fund.
3. Employer's share for an employee is 12% on gross pay. Out of 12%, 3.67% meant for P.F. and rest 8.33% for family pension.
4. In addition to 12% of employer's share, additional EDLI and Administration charges for P.F. will be paid by the college (Management) in the following rates
(It will be calculated on the Total Gross Pay of the employees)
 - (i) EDLI 1.10% of total gross pay.
 - (ii) Administration charges on EDLI 0.01% of total gross pay.
 - (iii) Administration charges on P.F. 0.50% of total gross pay.

The employer shall start deducting from the employee's wages and start paying employers' share from the date of joining the establishment by the employer.

RATE OF CONTRIBUTION:

12% OF THE Basic Wages, Dearness allowances and retaining allowance if any payable to the employees. The employee's contribution should be deducted from the wages payable to the employee. The contribution shall be calculated on the basis of actual salary drawn during the month paid on weekly, fortnightly or monthly basis. Each contribution shall be calculated to the nearest rupee.

EMPLOYER'S CONTRIBUTION:

The contribution payable by the Employer under this scheme shall be equal to the contribution payable by the employee. He employer shall not be entitled to deduct the employer's share from the member's wages or otherwise to recover it from the employee. The Provident Fund contribution by the employer should be in addition to the salary payable to the member. With the

Employee Pension Scheme, 1995, 8.33% of the employer's contribution goes to Employee's Provident Fund and 3.67% goes to the Employees Pension Fund

VOLUNTARY CONTRIBUTION:

If any employee so desires, he/she can contribute additional 12% of his salary towards Provident Fund Contribution (12% compulsory share plus 12% voluntary share). This additional contribution also qualifies for income tax rebate. In this case the employer shall not be under any obligation to pay similar contribution. The employer will pay only 12% of the salary of an employee.

OTHER CHARGES :

Along-with the Provident Fund Contribution, the employer should deposit the following Other Charges with the Regional Provident Fund Commissioner's Account through the challan:

Administrative charges	1.105
EDLI charges	0.50%
EDLI Administrative charges	0.01%
Total	1.61%

The charges are calculated on the wages (Basic Pay and DA).

NOMINATION FORM:

When an employee becomes a member of the Provident Fund he or she has to fill Form No.2(revised), which is known as **NOMINATION AND DECLARATION FORM.**

FORM 6A:

Copy of the annual statement showing contribution of all employees for the previous whole year shall be given to all employees

FORM 10 B:

Form 10 B to be used by an employee for getting Family Pension when he or she retires or resigns.

The contributors applying for final settlement of their Provident Fund account has to submit 19 B forms together.

FORM 20:

Form 20 be used in the case of death of the member while in service. This has to be submitted