

# **SERVICE RULES**

2018-2019

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## **CHAPTER I**

### **OVERVIEW OF ASSOCIATION AND INSTITUTE**

**SECAB (Socio Economic and Cultural Association of Bijapur)** was established in the year 1969 by the founder and president Mr. S.A. Punekar. Presently SECAB under its umbrella has 24 educational institutions. SECAB runs one engineering college, one medical college (indian system), one college of art and architecture, one polytechnic, one institute of para medical sciences, two degree colleges, three pre university colleges. In all its institutions, about 10,000 students are studying and 1,000 staff are working. Delivering a quality education at its best is a preamble of SECAB. Every year students secure ranks to their respective affiliating university and boards.

**MSPT (Malik Sandal Polytechnic)** is its one of the premier institute established in the year 1983 with a vision to provide technical education to the women and youths of economically backward communities of Vijayapura. The college is affiliated to Directorate of Technical Education (DTE), Bangalore and recognized by All India Council for Technical Education (AICTE), New Delhi. MSPT has five engineering departments viz., Civil Engineering, Mechanical Engineering, Computer Science Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering and two departments in Apparel design and fashion technology and Commercial practice. All the departments have well equipped laboratories and qualified faculty members. Further, the institution has a very well stocked library with 27,454 numbers of volumes and 5,984 numbers of titles. The institute has obtained ISTE membership in the year 1991 and other memberships with academic agencies like DELNET, INFLIBNET etc under which various technical activities or training programs for the promotion of science and technology are conducted. The institution has good computing facility with more than 300 computers and 42 mbps broadband -internet connectivity.

#### **Vision**

To impart technical education for the progressive transformation of individuals and society.

#### **Mission**

Malik Sandal Polytechnic is committed to achieve its vision by:

1. Delivering effective teaching-learning process through outcome based education.
2. Inculcating practical skills to interpret recent tools and technologies.
3. Preparing students to respond to the technological changes during life-long learning.

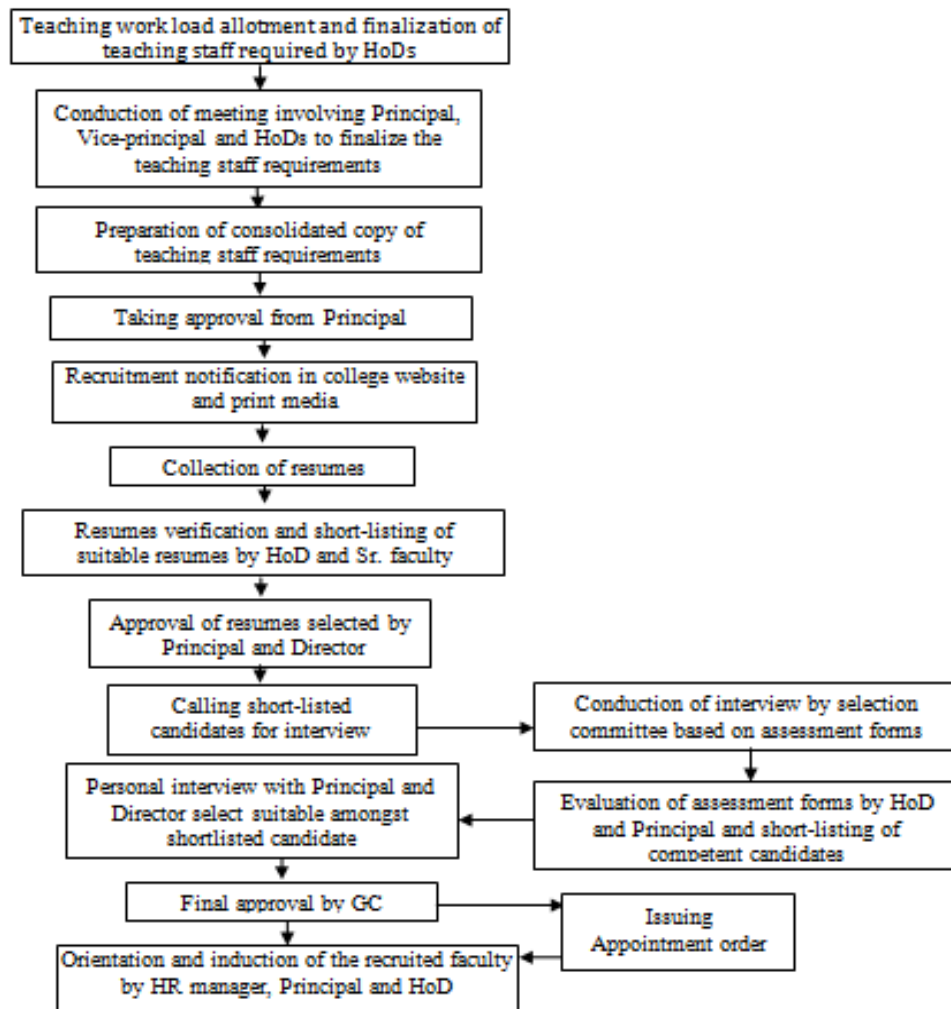
4. Strengthening relationship with stakeholders for overall development of the institute.

## **CHAPTER II**

### **RECRUITMENT POLICY and PROCEDURE**

#### **i. Teaching staff**

The recruitment procedure for the teaching staff is depicted in Figure 2.1 and is described as follows,



**Figure 2.1 Recruitment procedure for teaching staff**

- **Work load estimation**

Work load for the forth coming semester is estimated two months before the commencement of the semester by HoD and senior faculty members as per the norms of Directorate of Technical Education (DTE) and All India Council for Science and Technology (A.I.C.T.E). The same is submitted to HR cell.

- **Finalization of Teaching staff requirements**

HR cell conducts a meeting involving Principal, Vice-Principals and HoDs to review the requirements. The requirements are verified as per the norms of D.T.E and A.I.C.T.E. A consolidated copy of staff requirements is prepared and submitted to the Principal for final approval.

- **Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days. On the Institute's website, list of new openings are available from time to time.

**i. Advertising:** Once the job advertisement is ready, the advertisement is posted by media cell on the college website and at least in one of the National or local English newspaper. When placing an external advertisement, the advertisement shall specify that all resumes or applications are to be sent to the HR cell.

**ii. Closing Date:** All classified positions are open for a period of fifteen working days. At times, HR cell can choose to keep the job open until filled. In such instances the HR cell reviews all applications received up to the date and notify the management before taking the decision.

- **Scrutiny of resumes received**

The resumes received by HR cell are forwarded to concerned department for short-listing the suitable resumes. The resumes are reviewed by HoD and senior faculty members and suitable resumes as per the requirement are short listed. The same is forwarded to Principal and Director for final approval.

- **Invitation to attend interview**

A call letter containing following information is sent to the shortlisted candidates through post or email .

- a) Candidate Name,
- b) Post for which he/she has been short listed,
- c) Day, Date and Time for interview
- d) Venue.

A candidate must present the call letter and all educational testimonials at the time of Interview.

- **Evaluation and Selection**

Selection of the candidate is carried out as follows,

- a) Technical interview**

A selection committee comprising Director, Principal, HoD and senior faculty members is framed by the Principal and HR cell to conduct a technical interview/demo. The evaluation is carried individually as per the prescribed assessment form as depicted in Figure 9.1.2 (b).

- b) Short-listing the competent candidate**

The assessment forms filled by the selection committee are evaluated by concerned HoD, Principal and Director and competent candidates are short-listed and invited for the personal interview.

- c) Personal interview**

Personal interview is taken by the concerned HoD, Principal and Director to assess the professional competency, ethics and suitability of the candidates for the position applied. The consolidated list of candidates selected is prepared by HR cell and placed before GC for final approval.

- **Issue of appointment order**

The selected candidates are issued with appointment order containing general rules and pay scale.

- **Reporting**

At the time of joining, candidate must produce following documents

a) Acceptance Letter signed by the candidate.

b) Joining report with the signatures of respective HoD and Principal.

- **Induction and orientation**

a) HR manager makes the newly joined faculty aware of all the working procedures, service rules, policies and staff benefits.

b) Principal provides necessary information about institutional goals and culture, major facilities and educational opportunities at the institute.

c) HoD orients the faculty on department goals, responsibilities and roles to be performed at the department level.

## **ii. Recruitment procedure for non-teaching staff**

- **Requirement finalization**

All HoDs, superintendent and asset manager present their requirements of staff for technical and administrative support and campus maintenance to HR cell. The Principal reviews and finalizes the requirement in consultation with concerned authority.

- **Advertisement**

Advertisement regarding the requirement in local news papers is given if required.

- **Scrutiny of resumes received**

The resumes received are short-listed based on the merit and requirement by HR cell in consultation with concerned authority.

- **Selection**

The short-listed candidates should walk-in with resume and composition of selection committee for recruiting non-teaching staff is as follows,

**Instructor:** Faculty Lab in-charge, HoD and Principal.

**Clerical :** Superintendent and Principal.

**Attendees:** Asset manager and HoD

The candidates are interviewed and selected based on the performance.

- **Issue of appointment order**

Appointment orders containing the rules and regulations of the institution and pay scale are issued to the selected candidates.

- **Reporting**

At the time of joining, candidate must produce following documents

a) Acceptance Letter signed by the candidate.

b) Joining report with the signatures of respective HoD and Principal.

- **Induction**

Concerned Head provides the information regarding duties and responsibilities of newly joined staff for the recruited position.



# CHAPTER III

## ORGANIZATION STRUCTURE AND HEIRARCHY OF REPORTING

The organization structure for the smooth functioning of the institute is depicted in Figure 3.1.

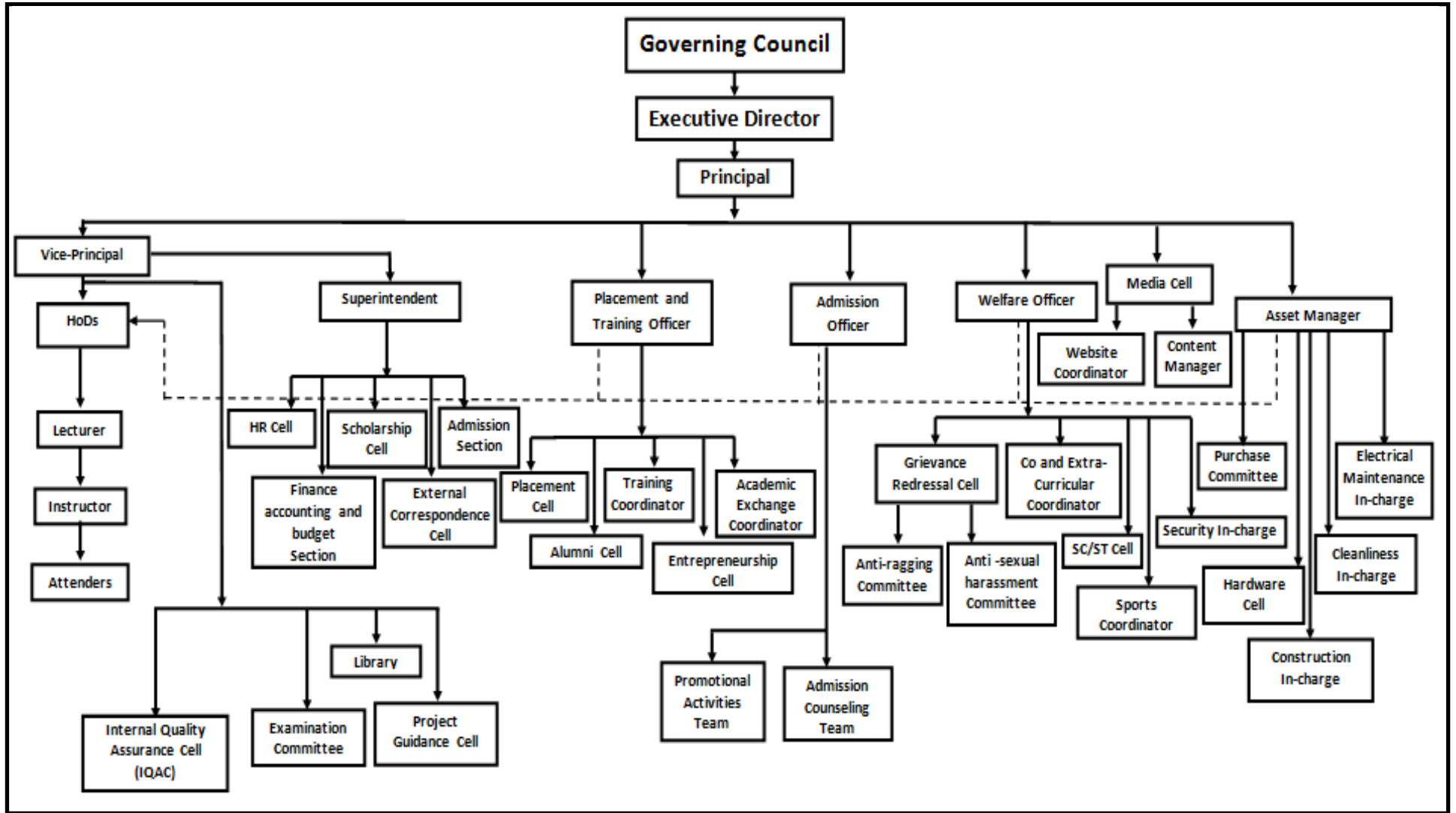


Figure 3.1 Organization Structure

- All designated authorities should delegate the work to the subordinates and all staff should report to the immediate authorities strictly adhering to the organizational structure.
- In the absence of reporting authority as defined above, the staff members shall report to next immediate authority in-charge.
- All staff should make alternate arrangements before taking leave and same shall be notified to the concerned higher authority.

## **CHAPTER IV**

### **WORKING HOURS AND TIME PUNCTUALITY**

1. The standard working hours of the institute are 9 a.m to 5 p.m. and subjected to change as per the requirements time to time.
2. All staff shall sign in attendance register twice a day while entering and leaving the college.
3. Signing after 9.05 a.m during entering and before 5 p.m during leaving will be treated as late. Three such late cases are permissible, while late cases after three during the same month leads to deduction of half day salary.
4. It is obligatory for all staff to remain present during working hours in campus availing only one hour lunch break between 1 p.m to 2 p.m (for teaching staff) and 1.30 p.m to 2.30 p.m (for non teaching staff).
5. Staff should seek permission of HoD (for emergency works not more than 15 minutes) and Principal (for emergency works more than 15 minutes).This can be availed three times in a month.
6. Faculty members should report to the class atleast 10 minutes before the commencement of the period.
7. Faculty members must be present in the classroom for the stipulated time allotted for the period.
8. In case of emergency seeking from higher authorities during the conduction of class, faculty member must first intimate the higher authorities regarding the ongoing class. If insisted further in case of emergency meetings, faculty member may leave the class taking approval from HoD and making the alternate arrangement.
9. A memo will be issued for remaining absent in campus or class without adhering to aforesaid rules and regulations. Such continuous absence during the working hours may lead to deduction of full day salary from second memo onwards and also termination from the service if continued further.

## CHAPTER V

### BEHAVIOUR AND DISCIPLINE

- i. Shall come in formal attire and wearing identity card.
- ii. Shall discharge the responsibilities assigned in academics/ administration/ institutional development diligently in honest and un-biased manner with total commitment.
- iii. Conduct themselves in a professional and co-operative manner.
- iv. Shall not undertake any duties/works outside the college without prior approval of the authorities concerned namely HoD, Principal and Management.
- v. Shall not engage themselves either directly or indirectly in any kind of business, trade activities, running of tutorials/educational institution or undertake part time job in other concern etc.
- vi. Shall not involve himself or herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution/higher authority.
- vii. Shall not participate in any strikes or demonstration either inside or outside the campus.
- viii. Shall not involve in political, anti-institutional, antisocial and antinational activities.
- ix. Prohibited from accepting gifts in any form from the students/ parents/companies having business transactions with the college.
- x. Faculty should not meet in group for making any representation before the higher authorities.
- xi. Staff should not represent to any Government authority or University in the name of the college without the approval of Principal.
- xii. Shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal or physical attacks, which are of a personal, threatening, abusive and irrelevant nature or going beyond fair and professional conduct.
- xiii. Should not initiate action for any kind of nuisance or misbehavior of the student without the approval of HoD.
- xiv. Staff shall conform to and follow the rules and regulations in force and brought in force from time to time by the institute and affiliated bodies.

**Note:** Any breach/violation of any of the above rules are liable for disciplinary action such as issuing of memo that may lead to the suspension/termination if not corrected before issuing third memo.

# CHAPTER VII

## VACATION AND LEAVES

The staff members are entitled to enjoy the following leave benefits:

### 1. Casual Leave

- A staff [who has put in two or more years of service] is entitled for casual leave [CL] of 12 days in each calendar year and 3 restricted holidays.
- In case of newly appointed faculty/staff members, a day's CL shall be granted for every completed service of one month for a period upto two years.
- After completion of two years of service, the CL shall be granted in proportion [pro-rata] to the period remaining till the month of July of that year.
- In special case, CL not exceeding four days, during one period of absence excluding of Sundays and holidays shall be granted provided that such period of absence shall not exceed six days, without affecting academics;
- Cl cannot be combined with any type of leave;
- Cl cannot be claimed as right. the casual leave shall get sanctioned before a staff avails or proceeds on leave;
- Where a staff is unable to attend due to illness or other sufficient cause and obtain orders of the competent authority in time, he/she may be granted casual leave subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control.
- The staff is eligible for all other leave benefits only after completion of two years' satisfactory service in the college.
- A staff who remains absent from duty without intimation shall be viewed seriously.

### 2. Restricted Holidays (R.H.)

R.H. is meant for celebrating religious festivals. The total number of days of restricted holidays allowed in an academic year is 3; it may also be combined with C.L.

### 3. Vacation Leave:

The vacation period for teaching staff members and non-teaching staff members for one academic year is totally 12 days. The staff members are permitted to avail the vacation in the maximum of 2 spells as noted below.

a) Teaching and Non Teaching Staff (Total: 12 days)

- i. ODD Semester: 6 days
- ii. Even Semester: 6 days.
- b) The vacation is for a specific period in each semester. It is decided by the higher authorities. No staff member can take the vacation after the vacation period.
- c) Coupling of both vacations and availing the total period of vacation at a stretch is not permitted.
- d) The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- e) When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory leave either in this or in the coming vacations.
- a) No other leave can be combined with vacation.

**Note:** Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Principal/Management in all the cases is final.

### **Maternity Leave**

The leave is applicable to all the Women members of staff who have completed two years of service with the regular scale of pay only. This leave is admissible for 30 days only with 50% pay and may be taken before or after delivery as advised by the doctor for the first and second child only. Extension of leave after availing maternity leave is not allowed.

### **Paternity Leave**

- a) A male staff may be granted paternity leave during the confinement of his wife for a period of seven days including holidays from the date of its commencement.
- b) It shall not be admissible to a male staff who has two or more living children.
- c) It cannot be en-cashed or merged with any other leave.

### **On Duty**

**OD** of not exceeding 30 days in an academic year can be sanctioned for higher studies, subjected to following conditions.

- a) OD should normally be availed at the end of the week (Preferably Saturday).
- b) If the OD has to be availed for longer period, then it should be done during semester – OFF when academics is at minimum level.
- c) Once an OD is availed it is expected that the candidate has to serve a minimum period of three years for M.Tech and four years for Ph.D. However, due to unavoidable circumstances, if any, either by the employer or by the employee, the employee should

reimburse the amount (as per the currently existing pay) equivalent to the number of OD's claimed.

***(For example: Assume that the OD of 3 days is claimed in April 2015 when the total emolument per day is ` 700/- (including Basic + DA and other allowances). If the candidate serves the institute till March 2018, then he/she need not reimburse any amount. If he/she wish to leave by March 2017 and March 2017 his/her total emoluments per day is ` 1,000/- then he/she has to reimburse.) ( ` 1,000 x Number of days of claimed OD)***

**Special Leave.** Special leave is given to employees on occasion of their wedding or in case of death of relatives.

- 1 week for wedding
- 3 days in case of death of relatives.

## CHAPTER VIII

### SALARY AND DEDUCTIONS

#### 1. Salary Policy

- **Type & fixation of Initial salary:** In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6<sup>th</sup> pay rule), V.T.U norms and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.
  - Based on the qualification, experience and performance monthly salary and dearness allowance (DA) will be fixed for every staff member according to the norms of the institution.
  - The revision of D.A. is left to the discretion of the management.
- **Consolidated salary** Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at MSPT. It is fixed as per management decision.

#### 2. Salary Increments

**i. Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6<sup>th</sup> pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive.

**ii. Debt Repayment and Monetary Responsibility:** The Institute is authorized to withhold pay checks or deduct from pay check amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

**iii. Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts personnel.

**iv. Higher remuneration:** The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more



than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

### **3. Payroll Deductions:**

Income-tax, professional tax, CWF and P.F are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

i. **Income-tax:** It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

#### **ii. Common Welfare Fund**

The Common Welfare Fund [CWF] consists of a monthly contribution of 2% of salary from all the staff.

#### **iii. Security Deposit.**

Security deposit consists of deduction of 10% of salary of each staff for 20 months from the date of joining. The amount will be refunded at employee's relieving/retirement/termination, on completion of at least 2 years' service at the institute from the date of joining.

**4. Payment mode of salary:** Every employee opens a salary account at Bank and the salary is transferred to employees account.

### **5. Festival advance to all the staff members**

All the Staff members who have put in more than two years of service, are eligible for sanction of Festival Advance of ` 5,000/- once in a financial year only. This facility will be made available on any one festival among the festivals namely, Deepavali, Ramzan and Christmas subject to recovery in five equal instalments from their salary.

### **6. Extension of Common Welfare Fund Benefit to tll the staff members (Cwf)**

The Common Welfare Fund [CWF] consists of a monthly contribution of 2% of salary from all the staff. For financial assistance, extended from the accumulated fund contact Chairman CWF.

## CHAPTER IX

### PERFORMANCE APPRAISAL SYSTEM

The Malik Sandal Polytechnic has developed a well-defined SAR focusing on the overall development of the faculty and institute. The major factors considered during the development of SAR are,

1. Academic Performance (AP)
2. Professional Development (PD)
3. Developmental Activities (DA)
4. Laurels to the Institute (LI)
5. Participation in Administration (PA)
6. Discipline and Behavior (DB)

The points for each component of SAR and its relevance with the factors listed above are detailed below.

Sl. No	Component	AP	PD	DA	LI	PA	DB
01	Trainings/Wor kshops/FDPs attended	-	05	-	-	-	-
02	Teaching Load and Portion Covered	15	-	-	-	-	-
03	Results	20	-	-	-	-	-
04	Students Feedback	10	-	-	-	-	-
05	Teaching, Learning and Evaluation Related Activities	15	-	-	-	-	-
06	Books/Manuals authored	-	-	-	05	-	-
07	Research Papers Published / Presented	-	-	-	10	-	-
08	Project/PPT Achievements	-	-	-	05	-	-
09	Consultancy /Product Development	-	-	10	-	-	-
10	Seminar / Conference /	-	-	10	-	-	-

	workshops organized						
11	Membership of Professional/ Academic bodies	-	<b>10</b>	-	-	-	-
12	Awards / Recognitions	-	-	-	<b>10</b>	-	-
13	Port folios held and activities undertaken	-	-	-	-	<b>10</b>	-
14	Admission and Promotional Activities	-	-	<b>10</b>	-	-	-
15	Placements	-	-	<b>10</b>	-	-	-
16	Any other activities	-	-	-	-	<b>05</b>	-
17	Confidential Report by HoD	-	-	-	-	-	<b>05</b>
18	Remarks by the Principal	-	-	-	-	-	<b>05</b>
19	Remarks by Director	-	-	-	-	-	<b>05</b>
<b>Number of Points (P)</b>		<b>60</b>	<b>15</b>	<b>40</b>	<b>30</b>	<b>15</b>	<b>15</b>
<b>Total Points (T) = 175</b>							

The weightage given to the factors considered during the development of FPADS is detailed below.

Sl.No	Appraisal factors	Weightage = P/T
1.	Academic Performance (AP)	34.28%
2.	Professional Development (PD)	8.57%
3.	Developmental Activities (DA)	22.86%
4.	Laurels to the Institute (LI)	17.14%
5.	Participation in Administration (PA)	8.57%
6.	Discipline and Behavior (DB)	8.57%

### **i. Submission and evaluation of SAR**

The submission and evaluation procedure of individual faculty SAR is as follows,

1. Every faculty member has to fill and submit SAR within one month after the announcement of even semester results.
2. The faculty should mark the self-assessed points to each individual component of SAR and necessary proofs should be enclosed.
3. The filled SAR copy should be submitted to Head of the Department (HoD).
4. HoD and Principal should verify the marks allotted by faculty and should specify their confidential remarks.
5. The SARs are evaluated by evaluation committee framed by HR cell comprising HoD, Principal and Management personal.
6. Information filled by the faculty is evaluated in detail and points are allotted against each component of the SAR.
7. As Malik Sandal Polytechnic practices transparency, a personal meeting is conducted with each individual faculty and evaluated SAR is given for verification. The faculty can putforth changes if any.
8. The total points obtained by the faculty member are finalized by the committee and same is forwarded to HR Cell.

### **ii. Computing grade**

The matrix used for grading the performance of each individual faculty and various performance categories are detailed below.

<b>Sl. No</b>	<b>Category</b>	<b>Points Scored</b>	<b>Percentage</b>
1	High Performer	106 - 150	71-100%
2	Medium Performer	75 - 105	50-70%
3	Low Performer	Below 75	<50%

### **iii. Rewards/awards**

- **High performers:** High performers are awarded with appreciation letter and special allowance along with the incremented pay scale as per A.I.C.T.E.
- **Medium performers:** Medium performance are counseled and advised to attend faculty development program and given increments based on A.I.C.T.E norms.
- **Low performance:** Low performers are counseled and asked to attend faculty development programs to

improve weak components of SAR.

**Note:** The faculty members graded as low performers for two consecutive years are asked to resign.

## **CHAPTER X**

### **PROMOTION AND TRANSFER**

Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.

When an employee is promoted may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

## **CHAPTER XI**

### **AWARDS and REWARDS**

- Faculty with high performance (HP) grade will be awarded with a cash prize of Rs. 10,000 along with the certificate of appreciation.
- The faculty with high performance are deputed on various academic and administrative positions.

## CHAPTER XII

### RESIGNATION AND RETENSION

#### 1. Resignation & Retention Policy:

Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.

HR Manager/Coordinator conducts the exit Interview.

- i. Any resignation should not fall in the course of working days.
- ii. In case, where the end of notice period falls during the course of a semester he/she may be relieved immediately with a penalty of one month salary.
- iii. If any staff member wants to resign, the concerned staff member shall give a minimum of two months / 60 days advance notice or forfeit one month salary.
- iv. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period and other security deposit.
- v. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- vi. Once resignation is submitted, the remaining CLs will get lapsed. Any leave availed during the notice period shall be treated as LWP.
- vii. Employee doubtful of the effective date of resignation, contractual notice period, contact the registrar for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.
- viii. Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one-month salary. Employees interested in resigning cannot utilize any leaves except OD and CO.
- ix. Employee who resign during academic's semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.



- x. Employees who resign may be retained by Institute COE at the prerogative of the management.

**Handing Over:** Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

## 2. PENALISATION

- i. Entrusted responsibility if not carried out then extra/special allowances shall be deducted.
- ii. Deductions against loss of college property like Laboratory Equipments, Book Stock Verification, Theft, loss of Computer Systems etc.. subject to framed committee recommendations.
- iii. Such loss which can be corrected by effort or amount, that effort or amount should be made good by its team or individual concerned.
- iv. Such loss which cannot be corrected like submitting the proposals, information and reports on time the DA of the team or individual concerned shall be reduced.
- v. Uniform is compulsory for D group employees. Those not wearing the uniform is treated as Loss of Payment (LOP)
- vi. Absence once national day celebration shall be considered as LOP.
- vii. Deduction may be made from the salary of a particular employee who fails to perform or complete the routine responsibility.