

Policies on Conditions of Service and Code of Conduct of Employees of the Vishwavidyalaya

Part-I

Applicability and Definitions:-

1. Save as otherwise provided in The Central Universities Act 2009, and the Statutes, Ordinances, Rules and Regulations made there-under, the provisions of this policies shall apply to all employees of the Vishwavidyalaya.

Notwithstanding anything contained in above para, the employees on deputation or others shall be under the coverage/ control of the provisions of code of conduct laid down by the Vishwavidyalaya.

- 2 **“employee” means any person appointed by the University and include teachers and other staff of the University;**

By and large we can say that any person appointed by the University regularly to a sanctioned and approved post whether Teaching or Non-Teaching, in compliance of appropriate rules of law, termed as the Employee of the University.



As the University is established by the Government of India so we have to follow the rules and regulations of Government of India mutatis mutandis regarding employee services and conduct.

Every employee of the University shall be appointed under a written contract, as per Section 33 (1) read with statutes 22 (3) of Central Universities Act, 2009 and shall be bound to follow Central Universities Act, 2009 and its Statutes, Ordinances, Regulations and Rules frame thereunder from time to time. The written contract shall be lodged with the University and a copy of which shall be furnished to the employee concerned.

Part-II

CLASSIFICATION OF POSTS, APPOINTMENT, TENURE AND GENERAL CONDITIONS OF SERVICE.

2. The employees of the Vishwavidyalaya, shall be Teaching as well as Non Teaching employees. Other than Teachers and other academic staff, the Non Teaching staff shall be grouped in to Group A, B and C categories and such other categories as classified by Government of India from time to time and adopted by the Vishwavidyalaya Ordinances/ Rules/ Regulations made from time to time under The Central Universities Act 2009 and Statutes made thereunder.

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3. The manner and procedure of appointments, number and nature of posts, age limits, minimum qualifications and emoluments etc. for the Teaching employees shall be governed by the Act/Statutes/Ordinances/ UGC and AICTE Regulations and for the non-teaching employees of the Vishwavidyalaya shall be as prescribed by the Ordinances/ Regulations/ Non teaching Employees Recruitment Rules made from time to time by the Vishwavidyalaya.
4. Save as otherwise provided, the age of retirement of Vishwavidyalaya employees shall be as decided by the Government of India/ University Grants Commission from time to time.
5. (1) Ordinarily appointment against a permanent post shall in first instance be on probation for a period of one (or two years as the case may be). The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed three years.
(2) No person may ordinarily be appointed to a post in Vishwavidyalaya Service without the production of a certificate of health and physical fitness given by a Medical Practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employee. The fees prescribed in case of such examination shall be paid by the employee.
6. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical pay scales or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis shall be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.
7. (a) The whole time of a Vishwavidyalaya employee is at the disposal of the Vishwavidyalaya and he may be employed in any manner required by the proper authority, without claim for additional remuneration.
(b) (i) The Executive Council may permit a Vishwavidyalaya employee to perform a specified service for a private person, body or Government and to receive a remuneration thereto in the form of a fee, if it is satisfied that this can be done without detriment to his official duties or responsibilities.
Provided that half the amount of the fee so received shall be credited to the fund of the Vishwavidyalaya except in cases covered by exception in relevant Fundamental Rules.
(ii) The appointing authority may grant or permit a Vishwavidyalaya employee to receive an honorarium as remuneration for work performed, which is occasional in character;
Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.
8. The Head of the Section/Branch or Department or Institution or Centre under whom the employee is working shall send the following to the Registrar in the form prescribed by the Vishwavidyalaya.







- (a) Every year not later than 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
- (b) At least one month before the date of the expiry of the probation period of a Vishwavidyalaya employee, a report about the work and conduct of the employee appointed to a permanent post, stating his opinion about the employee's fitness or otherwise for confirmation in the Vishwavidyalaya service.
9. A temporary appointment may be terminated by either Party without assigning any reason by giving to the other one month's notice or one month salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency paid or contractual employee.
10. (a) If the appointing authority is satisfied that the work and/or conduct of the employee on probation is not satisfactory, his services may be terminated.
- In case of termination of the services of the employee on probation, one months notice shall be given to him or in lieu of notice he shall be paid salary of one month.
- The probationer may also terminate the engagement by giving one months notice or one month's salary.
- (b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such reversion shall not be deemed to be a penalty.
- (c) Every person appointed to a permanent post under the Vishwavidyalaya by promotion or by direct recruitment shall , on satisfactorily completing his period of probation, be eligible for confirmation in that post.
11. On confirmation on a permanent post, a Vishwavidyalaya employee acquires a lien on that post. A Vishwavidyalaya employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and will come to ceases to hold any lien on the first one.
12. A permanent employee shall be required to give three months notice in case he wishes to resign or he shall pay to the Vishwavidyalaya three months salary in lieu of such notice. If the Vishwavidyalaya terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved.
- In the absence of such notice the Vishwavidyalaya shall pay him three months salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired as a result of penalty imposed under any kind of disciplinary action.

* Provided that where a permanent employee is relieved after three month notice or payment of three months' salary in lieu of such notice to take up appointment elsewhere, his lien shall be maintained in the Vishwavidyalaya for a period of two years or as per the relevant rules of the Government of India/University Grants Commission from the date of his relieving or till the date of his confirmation on the other post, whichever is earlier.




13. **LEAVE:** - The employees of the Vishwavidyalaya shall be entitled to all kinds of leave in accordance with the Central Civil Services (Leave Rules) of Government of India UGC/AICTE Regulations, applicable and amended from time to time, respectively.
14. (i) No Vishwavidyalaya employee shall be granted leave of any kind for a continuous period exceeding five years.
(ii) Where the Vishwavidyalaya employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have relinquished the post held by him and shall accordingly cease to be in Vishwavidyalaya employment. Provided that the Executive Council may determine otherwise, in any case in view of the exceptional circumstances.
15. Leave is earned by duty but cannot be claimed as a matter of right. When the exigencies of the Vishwavidyalaya service so require, discretion, to refuse or revoke leave of any kind /description, is vested in the authority empowered to grant it.
16. A Vishwavidyalaya employee, who is dismissed or removed from the Vishwavidyalaya service but is reinstated on appeal or revision is entitled to count his former service for leave.
17. Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day preceding that on which charge is resumed.
18. **Medical Attendance/LTC :-** All the permanent/regular employees of the Vishwavidyalaya shall be entitled to:
a) Medical re-imburement as per Civil Services Medical Attendance Rules of Government of India as amended and applicable from time to time.
b) Leave Travel Concession as per rules of Government of India as amended and applicable from time to time.
19. **Qualifying service for promotion or for financial up gradation for employees: -**
Minimum qualifying service for promotion or for financial up gradation for Teaching employees shall be as prescribed by the UGC/AICTE norms as applicable and amended from time to time.
Minimum qualifying service for promotion or for financial up gradation for non teaching employees shall be as prescribed by the Statutes/Ordinances /Rules /Regulations made under The Central Universities Act 2009, by the Vishwavidyalaya.
20. Before leaving the Vishwavidyalaya service, an employee, whether appointed temporarily or on probation or permanently, shall hand over the charge of his post to the employee duly authorised to receive charge and shall return to the Vishwavidyalaya all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, if any. If he fails to do so, the Vishwavidyalaya shall have the right to recover the amount due from him from the arrears of salary due to him or from his Provident


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- Fund or from any other fund which is under the control and possession of the Vishwavidyalaya, or in any other manner as prescribed by the Government of India/ University Grants Commission Rules including as arrears of land revenue.
21. A Vishwavidyalaya employee shall subscribe to the appropriate Provident Fund, as per his eligibility, in accordance to the provisions of the relevant Statutes.
 22. A Vishwavidyalaya employee shall be entitled to such terminal benefits as to pension, family pension, leave encashment and gratuity etc. as per his eligibility in accordance to the provisions of relevant Statutes and norms of Government of India/ University Grants Commission as applicable and amended from time to time.
 23. An employee of the Vishwavidyalaya shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw as soon as he ceases to discharge those duties.
 24. The pay of a Vishwavidyalaya employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Government of India and/or University Grants Commission norms as applicable and amended from time to time. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.
 25. The Executive Council may make Rules laying down the principles governing the allotment of residential accommodation or buildings or such portions thereof, as may be available to employees serving under the administrative control of the Vishwavidyalaya for residential purposes.
 26. The employee shall be eligible to house rent allowances at the rates as may be declared by Government of India/ University Grants Commission from time to time subject to their eligibility and terms and condition laid down by Government of India/ University Grants Commission from time to time for grant of such allowance.

CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or Institution maintained by the University designated as teachers.

The qualifications for the post of Professors, Associate Professor, Assistant Professor shall be such as may be prescribed by the University Grants Commission/AICTE/MoE /other appropriate regulatory body from time to time.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his/her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.


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The Scales of pay of the teaching staff shall be as prescribed by the UGC/MoE, Government of India from time to time and as accepted by the University.

In addition to the pay scales, the teachers shall be entitled to such other allowances, facilities and perks as may be sanctioned by the UGC/MoE, Government of India/University from time to time.

No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.

However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

Increment & incentives

Every teacher shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his/her written representation.

Incentives, if any, for holding M.Phil. or Ph.D. degree shall be granted to a teacher of the University in accordance with the guidelines provided by the UGC/MoE, Government of India from time to time.

The Career Advancement Schemes as provided for by the UGC/MoE from time to time, shall be applicable to the teacher of the University.

The teachers of the University shall be entitled to LTC and Medical facility as per rules adopted by the University.

The teachers of the University shall be provided with quarters as per norms of the University in the event of which they are not entitled to House Rent Allowances and they shall be liable to license fee as per GoI norms applicable from time to time.

A Teacher of the University shall be entitled to retirement benefit(s) as per rules of the UGC/GoI made applicable by the University from time to time.

Professional Code of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

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- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
- v) Indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Teaching Days, Work Load And Leave Rules

The rules and conditions governing number of teaching days, work load and leave shall be as prescribed by the UGC Regulation 2010 and GoI from time to time. The other conditions of service for teachers will be as per UGC Regulation 2010 and as amended from time to time.

CONDITIONS OF SERVICE OF NON-TEACHING EMPLOYEES

The procedure and norms for direct appointment and promotion to the non-teaching posts and emoluments of employees, shall be governed as prescribed by the concerned Ordinances along with Cadre Recruitment Rules (Non-teaching Employees) of the Guru Ghasidas Vishwavidyalaya based on the rules of UGC/GoI and as amended from time to time.

Mode of filling up the posts:

The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:

- a. By direct recruitment;
or/and


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- b. By deputation of employees whose services are borrowed from other organisations with provision of absorption as per G.o.I. Rules;
or/and
- c. By appointment on contract service;
- d. By promotion;

Wherever the mode of appointment has been specified as deputation, the terms and conditions of Government of India concerning transfer/deputation shall, ipso facto, apply.

The qualifications for different posts of University Employees arranged /born cadre wise, shall be such as may be prescribed by the University Ordinances along with the Cadre Recruitment Rules (Non-teaching Employees) of the Guru Ghasidas Vishwavidyalaya based on the rules of UGC/GoI and as amended from time to time.

All the employees of the University, other than the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations of the University.

The seniority of any employee in a particular cadre shall be determined according to the length of continuous service of such employee in his grade holding in that particular cadre and in accordance with such other principles as the Executive Council may, from time to time, prescribe.



Increment & incentives

Every employee of the University shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the employee concern has been given due opportunity to make his/her written representation.

Incentives, if any, for holding M.Phil. or Ph.D. degree shall be granted to a non-teaching employee also in accordance to the guidelines of the UGC/MoE, Government of India from time to time.

The MACP (Modified Assured Career Progression) Schemes as applicable to Central Government unorganized cadres' employees shall be applicable mutatis mutandis to the University non-teaching unorganized cadre employees as provided for by the UGC/MoE from time to time,

The employees of the University shall be entitled to retirement benefit(s) as per rules of the UGC/GoI made applicable by the University from time to time.


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Other Allowances, Leave, Leave Salary & Retiral Benefits.

The employees appointed regularly to sanctioned and approved posts of the University shall be eligible to draw other allowances as per the Government of India Rules /UGC guidelines, as applicable to Central Universities issued from time to time.

The employees shall also be entitled to leave, leave salary, allowances, medical benefit, provident fund/NPS and other benefits including retiral benefits shall be such as may be prescribed by the University for the employees of the University.

Conduct Rules

27. All the permanent/regular employees of the Vishwavidyalaya shall be governed by the Central Civil Services (Conduct Rules) 1964 of Government of India, as amended and applicable from time to time.

In addition to above provisions from (i) to (v) , The teachers and other academic staff of the Vishwavidyalaya shall also abide by the Code of Conduct as prescribed by the University Grants Commission/ Government of India/ relevant Ordinance made under Statute 22(1) from time to time.

28. (a) The services of a Vishwavidyalaya employee may be terminated on any of the following grounds:-

- (i) Wilful neglect of duty.
- (ii) Misconduct.
- (iii) Physical or mental unfitness.
- (iv) When the post he is holding is abolished.
- (v) Conviction in a Court of Law for an offence involving moral turpitude.

29. Every employee shall at all times:

- (a) Maintain absolute integrity;
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of an employee of the Vishwavidyalaya.

30. No employee shall join or continue to be a member of such association, the objects or activities of which are prejudicial to the Vishwavidyalaya or Public Order, decency, or morality.

31. No employee shall :-



- (i) Engage himself or participate in any demonstration which is prejudicial to the interest of the Vishwavidyalaya, Public order, decency or morality or which involves in contempt of Court, defamation or incitement to an offence, or
- (ii) Resort to or, in any way, abet any form of violence in connection with any matter pertaining to his service or the service of any employee.
32. (i) No employee shall, except with the previous sanction of the Vishwavidyalaya, own wholly or in part, or conduct, or participate in editing or management of any news paper or periodical publication. Provided that no such sanction shall be required if such conduct, participation, editing, management is of a purely literary, artistic or scientific or academic in nature.
- (ii) No employee shall, except with the previous sanction of Vishwavidyalaya or the prescribed authority or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any news paper or periodical or write a book. Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific or academic in nature.
33. No employee shall except in accordance with any general or special order of the Vishwavidyalaya or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, an official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.
34. No employee shall bring or attempt to bring any political or other influence by writing any letter either in his own name or anonymously or pseudonymously or in any manner, to bear upon any superior authority/or any officer of the Vishwavidyalaya to further his interests in respect of matters pertaining to his service under the Vishwavidyalaya.
35. No Vishwavidyalaya employee shall, except with the previous written sanction of the Vishwavidyalaya, join any institution or appear at any examination conducted by the Vishwavidyalaya or any other Vishwavidyalaya or Board. Permission to attend classes or take an examination will be granted only, if it is consistent with Vishwavidyalaya interest and it cannot be claimed as of right.
36. No Vishwavidyalaya employee except those specifically employed on a part time basis shall, without the prior permission of the Vishwavidyalaya, apply for any post, outside the Vishwavidyalaya.
37. Any infringement of above provisions of **Para 27 to Para 38** shall be regarded as subversive of good discipline and misconduct and will adequately justify the initiation of disciplinary action against such employee.

Part-III

THE MANNER OF TERMINATION OF SERVICE AND DISCIPLINARY ACTION.

38. (1) Save as otherwise provided in The Central Universities Act 2009 and the Statutes made there under the Appointing authority/the Vice-Chancellor, as the case may be, by an order place an employee, under suspension.
- (a) When a disciplinary proceeding against him is contemplated or is pending, or
- (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial as per the provisions of the Central Civil Services Rules.
- (2) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increments; Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (3) An employee shall deem to have been placed under suspension by an order of the Appointing authority/the Vice-Chancellor/Registrar (as the case may be):
- (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours.
- (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
- (4) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the Appointing authority/ the Vice-Chancellor.
- (5) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (6) A Vishwavidyalaya employee under suspension shall not be entitled for any kind of leave. However, in case of leaving the Head Quarter he will have to seek prior permission from the competent authority.



(7) An employee under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the leave rules, if he had been on earned leave and in addition dearness allowance, if admissible on such leave salary. Provided that where the period of suspension exceeds one year, the authority, who ordered the suspension:

- (a) shall increase the amount of subsistence allowance by an amount not exceeding 50% of the amount paid during the first year, if the period of suspension has been prolonged for reasons not attributable to the University employee or may reduce the subsistence allowance by a suitable amount, not exceeding 50% of the amount paid during the first year, if the period of suspension has been prolonged due to reasons directly attributable to the University employee.
- (b) He shall also be entitled to any other allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted.

No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

39. (1) The Appointing authority/the Vice-Chancellor may, for good and sufficient reasons, impose on an employee the following penalties:-

Minor Penalties:-

- (i) Censure;
- (ii) With holding of his promotion;
- (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Vishwavidyalaya by negligence or breach of orders;
- (iii)(a) Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.
- (iv) Withholding of increments of pay without cumulative effect;

Major Penalties:-

- (v) Save as provided for in clause (iii)(a), reduction to a lower stage in time scale of pay for specified period, with further directions as to whether or not the Vishwavidyalaya employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Vishwavidyalaya employee to the time scale of



pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Vishwavidyalaya employee was reduced and his seniority and pay on such restoration to that grade, post or service;

- (vii) Compulsory retirement;
- (viii) Removal from service which shall not be a disqualification for future employment under any Government or University ;
- (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under any Government or University;

Provided that, in every case in which the charge of possession of assets disproportionate to known sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in Clause (viii) or Clause (ix) shall be imposed:

Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may be imposed.

- (2) The Appointing authority/the Vice-Chancellor, for good and sufficient reasons, may institute disciplinary proceeding against an employee of the Vishwavidyalaya.
 - (3) No order imposing any of the penalties specified in Clause 41(1) shall be imposed except in accordance with the procedure, for imposing similar penalties on Central Government Employee/Servant, as prescribed in Central Civil Services (Classification, Control and Appeal) Rules 1965, as amended and applicable from time to time.
40. (1) (a) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in 40(2) above.
- (b) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for as specified in 40(2) above, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations; Provided that an appeal shall lie to the Executive Council against the order of the Vice-Chancellor imposing any penalty.
- (2) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the Vice-Chancellor within forty five days or as permitted by the Vice-Chancellor but not exceeding total of ninety days from the date on which a copy of the order appealed against is delivered to the appellant.
 - (3) Where any penalty is imposed on an employee by the Vice-Chancellor, he may prefer an appeal to the Executive Council, within forty five days or as permitted by the Vice-

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Chancellor but not exceeding total of ninety days from the date on which a copy of the order appealed against is delivered to the appellant.

- (4) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies; shall not contain any disrespectful or improper language and shall be complete in itself.
 - (5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant record to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
 - (6)
 - (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty or to institute a fresh enquiry or extension of suspension with such directions as it may deem fit in the facts and circumstances of the case provided that the enhancement of penalty shall not be imposed unless a proper and reasonable opportunity has been given to the employee stating the reasons of such proposed enhancement in penalty.
 - (ii) The authority which made the order appealed against shall give effect to the order passed by the appellate authority.
41. When a University employee who has been dismissed, removed, or suspended, is reinstated, the authority competent to order reinstatement shall make a specific order;
- (a) Regarding the pay and allowances to be paid to the employee for the period of his absence from duty; and
 - (b) Whether or not the said period shall be treated as period spent on duty for all purposes.

