

### 7.1.10 Code Of Conduct

## PES College of Engineering, Aurangabad


Ref. No. PESCOE/OFFICE/2020-21/16  
2021-22

DATE: 10/07/2021

### OFFICE ORDER

The discipline committee is formed to maintain the discipline at entire campus including boys and girl hostels the following staff members are appointed as discipline committee member to monitor adherence to the code of conduct so as to keep peaceful educational environment in the campus.

1. Dr. A. P. WADEKAR Chaiman
2. Dr. V. K. KADAM
3. Dr. R. M. SAWANT
4. Dr. M. M. DHOBE
5. Dr. G. P. KAMBLE
6. Dr. B. N. CHAUDHARI
7. Dr. R. G. PUNGLE
8. PROF. Mrs. V. A. LOSARWAR
9. PROF. S. V. MURKUTE
10. PROF. Mrs. V. P KAMBLE
11. Mr. V. F. GAJBHIYE

  
Principal  
PES College of Engineering  
Aurangabad.





PEOPLE'S EDUCATION SOCIETY  
BOMBAY

MR. PAWAR SUNEZ

Prof. K. N. Ingale

Founder

Dr. B. R. Ambedkar,

M.A., Ph.D., D.Sc., LL.D., D.LITT.,  
BARRISTER-AT-LAW

## RULES & REGULATIONS FOR STAFF

*Issued under the authority of the Governing Body*

By

*The Chairman*

SHRI D. G. JADHAV

14-4-1964



# PEPOLE'S EDUCATION SOCIETY RULES AND REGULATIONS

|              |  |      |
|--------------|--|------|
| INTRODUCTION | Aims and objects of the Society.   | Page |
| PART—I       | Service conditions   |      |
| CHAPTER—I    | General—   | 1    |
| CHAPTER—II   | Establishment—Classification, appointments, confirmations, creation of posts, Selection posts and inter-institutional transfers. etc.  | 2    |
| CHAPTER—III  | Selection Boards—Procedure for filling up vacancies—formation of panels—preference to Scheduled Castes and Neo-Buddhists.  | 4    |
| CHAPTER—IV   | Society's Secretariat—Duties and Functions of.   | 5    |
| CHAPTER—V    | Asst. Secretary/The Registrar—Duties and Functions.  | 8    |
| CHAPTER—VI   | Teaching Staff—Service conditions, appointments, service agreement, period of probation, hours of work and superannuation etc. divisions of teaching staff, duties and functions of Principal. | 10   |
| CHAPTER—VII  | Administrative Staff—Duties and functions of.  | 13   |
| CHAPTER—VIII | Scales of Pay  | 14   |
| CHAPTER—IX   | Leave Rules  | 17   |
| CHAPTER—X    | Provident Funds Rules  | 19   |
| CHAPTER—XI   | Allowances   | 21   |
| CHAPTER—XII  | Discipline and Appeal Rules  | 23   |
| PART—II      | Budget & Audit Accounts  |      |
| CHAPTER—XIII | Budget   | 29   |
| CHAPTER—XIV  | Audit and Accounts   | 31   |

## APPENDICES

# APPENDICES



## AIMS AND OBJECTS

The People's Education Society, Bombay is an educational institution. It takes its inspiration from the teachings and the ideals of the life of Lord Buddha. It believes in the principle of social equality interpreted through the teachings, writings and speeches by its Founder Chairman late Babasahib Dr. B.R. Ambedkar for the promotion of higher education amongst the poor middle classes in general and Scheduled Castes in particular. Its motto is *knowledge and love*.

प्रज्ञा & करुणा

The Society is registered under the Societies Registration Act 1860 and under the Bombay Charitable Trusts Act of 1950. Its authority is vested in the Governing Body of the Society. The conduct of the affairs of the Society is governed by the provisions of the constitution framed for the purpose. The Governing Body of the Society is the supreme authority and its decisions cannot be changed or altered by any other authority than its own. The aims and objects of the Society are incorporated in its constitution in detail.

## CHAPTER-III

1. There shall be three Selection Boards for selecting candidates to fill vacancies in the—

- (i) Teaching Staff ;
- (ii) (a) Secretariat Staff ;  
(b) Audit & Accounts Staff ;  
(c) Administrative Staff ;
- (iii) Class IV Staff.

2. No appointment shall be made to fill any vacancy in any post without the recommendation of the Selection Board and without the approval of the Chairman.

3. The Secretary shall advertise the posts in the Secretariat Office and the Principals shall advertise the posts in their respective institutions with necessary particulars.

4. When the vacancies are advertised, the Selection Board shall interview the candidates before making selection. The Selection Board shall prepare a panel on merits of the first three candidates giving other particulars.

5. Selection Board shall meet in the first week of June, last week of October.

6. All posts thus accumulated in a quarter may be advertised in advance before the meeting of each Selection Board.

7. Candidates belonging to the Scheduled Castes or Scheduled Caste converted to Buddhists after 14th October, 1956 shall have preference over others provided they fulfil the minimum prescribed qualifications and are found suitable otherwise.

8. Selection Boards shall act as a Recommendatory Body, their recommendations are subject to the approval of the Government Body.



## CHAPTER-IV

### DUTIES AND FUNCTIONS OF SOCIETY'S SECRETARIAT

1. The Secretariat of the Society shall consist of the following staff :

Secretary, Assistant, Accountant, Estate Officer, Stenographer, Clerk, Custodian, Telephone Operator, Electrician, Plumber and two peons.

#### 2. SECRETARY :

(i) His appointment shall be made by the Governing Body in a scale fixed equivalent to the duties performed.

(ii) He shall be assisted by the staff appointed by the Governing Body.

(iii) He shall act as an Ex-officio member Secretary to the Governing Body and also of the Selection Committees and of Scheduled Castes Scholarship Committee.

(iv) He shall issue notices for convening all such meetings in accordance with the provisions of the constitution in consultation with the Chairman.

(v) He shall draft minutes of all such meetings and circulate them to all the members well in advance as per instructions of the Governing Body.

(vi) He shall be responsible for implementing the policy and decisions of the Governing Body and present a compliance report at the subsequent meeting of the Governing Body.

(vii) He shall supervise and control the work of the Secretariat and also grant leave and take disciplinary action, if necessary.

(viii) He shall present the annual budget of the Society to the Governing Body every year in March-April.

(ix) He shall be responsible for the preparation of the annual report and submit the same to the Governing Body well in time before their meeting in March-April.

(x) He shall serve as a link between the Society and its institutions through the heads of the institutions.



(xi) He shall have general supervision over the staff, Society's property, moveable and immoveable and coordinate the work of all the institutions of the Society.

(xii) He shall keep the Chairman informed of all the activities and developments of the institutions of the Society through a Weekly Report.

(xiii) He shall be the controlling officer of the staff in his office and no T.A. or D.A. bills of his staff shall be passed by the Accounts Branch without his signature,

(xiv) He shall countersign the bills of advance payments of the claim of T.A. & D.A. of the members of the Governing Body and Executive Committees and submit the same to the Chairman for his final sanction.

(xv) He shall take the assistance of the Registrars, if any, or such other officers of the Society as and when necessary in such matters as he deems them necessary.

(xvi) He shall be under the direct control of the Chairman and Governing Body and shall maintain his independent status with the institutions as a representative of the Society.

(xvii) He shall see that the annual and supplementary budgets of the Society relating to its institutions are put up before the Executive Committee and Governing Body well in time by the heads of the institutions.

(xviii) He shall look after the construction, repairs, maintenance of property with the assistance of the Estate Officer and forward to the Chairman the progress reports of the construction works of the Society in hand.

(xix) He shall pay periodical visits to Society's institutions and also take rounds over the property of the Society and keep reports of his visits.

(xx) He shall see the accounts and initial the ledgers, generals, cash books, every day and see that the day's cash is credited to the Bank.

(xxi) All cheques, requisitions, demands and bills shall be seen by the Secretary before disbursement, to ensure that they are correct and then pass on to the Chairman and a Trustee who signs the cheques.

(xxii) He shall keep upto date in his safe custody the valuable documents pertaining to the property, moveable and immoveable assets, debentures, shares investment certificates and show them to the Trustees periodically and obtain their signatures for having done so.



(xxiii) He shall maintain confidential reports of his staff in the prescribed forms and submit them annually to the Chairman.

(xxiv) He shall coordinate and maintain correspondence pertaining to the affairs of the Society.

### 3. ESTATE OFFICER :

(i) He shall look after the property of the Society from loss and damage and report to Secretary of any such loss or damage.

(ii) He shall send the annual requirements of repairs of moveable and immoveable property of the Society and assess its value, prepare estimates and get them executed after approval by the Governing Body.

(iii) He shall visit Aurangabad and Mahad periodically and attend to repairs of the property at those places as and when directed by the Secretary. The tour programmes of such visits shall be got approved by the Chairman.

(iv) He shall prepare plans, estimates of new construction and development plans of the Society.

(v) He shall represent the Society at the work sites during constructions and keep watch over the contractors on behalf of the Society.

(vi) He shall attend to the work entrusted to him from time to time by the Chairman.

(vii) He shall be responsible for the proper working of Electrician, Pumpman, liftman, watchman, carpenters and sweepers.

## CHAPTER—V

### THE REGISTRAR/ASST. SECRETARY

The Society may, if necessary, appoint a Registrar to each institution or for the combination of institutions. His duties and functions shall be as under :—

(i) The Principal shall be the immediate superior of the Registrar. He shall work under the Principal/Principals of the Institutions and shall assist them in the discharge of Society's work concerning development plans of the institutions, its dealings with outside agencies, creation or abolition of posts. He shall serve as a link between the Secretary and the Principal for the day to day functions of the institution exclusively in the non-academic matters.

(ii) He shall be in charge of the office of the institution and shall be responsible for the maintenance and upkeep of the building.

(iii) He shall advise the Secretary for convening the meetings of the Executive Committees and Selection Boards.

(iv) He shall prepare, under the instructions of the Principal, the Agenda and issue notices for the meetings of the Executive Committee and other Bodies.

(v) He shall see that the work of the Administrative office is functioning punctually and smoothly and report to the Principals concerned.

(vi) He shall help the Principal in his administrative work.

(vii) He shall keep all records of financial and other transactions relating to the Institution.

(viii) He shall make such communications to the Press on the affairs of the Institution as the Executive Committee may authorise.

(ix) He shall conduct the correspondence relating to the business of the Institution, the Executive Committee and other Committee and Bodies, including all correspondence referring to appointments and Constitution of Committees.

(x) He shall receive applications for admissions to the Institutions and free-ships and scholarships and submit the same to the Principal.



(xi) He shall receive moneys and deposit them in the Bank in the name of the Society.

(xii) He shall submit a weekly report to the Principal and to the Chairman of the Society of the income and expenditure of the College and of other important matters.

(xiii) He shall prepare a draft budget for the Executive Committee for its consideration and submission to the Governing Body for sanction.

(xiv) He shall be invited to accompany the Principal when the visitors are requested to visit the Institution.

(xv) All papers regarding leave, P.F. advance which require the sanction of the Chairman shall pass through him and he shall initial them.

(xvi) All bills including T.A. bills of the staff, requisitions and statements shall be seen by him and he shall be responsible for any overpayment or illegal disbursement of the payment.

(xvii) He shall be responsible for convening the meeting of the Purchase Committee and drafting its minutes.

(xviii) He shall be responsible for maintaining the following registers by the Head Clerk i.e. Attendance Register, Leave Register, P.F. Register, Register of the receipts for fees received from the students, Scholarship Register, Fees Refund Register etc.

(xix) He shall invite sealed quotations from the approved firms for printing, stationery articles and sanitary materials.

(xx) He shall be responsible for checking the purchases for the college and their bills for payment and sign vouchers.

(xxi) He shall sanction payment for the refund of caution money, library deposits and other admissible items under the guidance of the Principal.

(xxii) He shall independently bring to the notice of the Chairman all important developments in the institution through a weekly report.

(xxiii) He shall check daily collection of fees, sign requisitions, salary bills and Scholarship bills.

(xxiv) He shall assist the Secretary of the Society in all the Administrative work

(xxv) He shall perform such other duties as may be entrusted to him by the Executive Committee consistent with these Regulations.



## CHAPTER VI

### TEACHING STAFF

1. The service conditions of this category of staff shall be regulated by the rules of the University but wherever the service condition which is not covered by the University rules, shall be governed by these regulations.
2. Every member of the teaching staff shall put in the prescribed hours of teaching every week. No member of the teaching staff shall remain absent without the knowledge of the Principal and the absence due to the reasons beyond his control shall be intimated to the Principal at his earliest convenience.
3. For the purposes of these regulations, officers shall be placed into two Divisions. Division I shall comprise of permanent officers, namely, Vice-Principal, Professors, Assistant Professors, teachers, Demonstrators, Tutors, Fellows, Physical Instructor and other members of the teaching staff, the librarian, the Registrar and such other officers as may be appointed by the Governing Body to this Division. Division II shall comprise of temporary officers and officers on probation and officers employed on tenure basis and part-time Professors or lecturers or demonstrators.
4. Appointments shall come into force unless otherwise specifically provided from the day on which the officer reports himself for duty at the college.
5. Within three months of entering upon his duties, every officer shall be required to sign an agreement form specifying the conditions under which he is employed.
6. A person appointed as a teacher in the college may be required to put in a maximum period of two years service as a probationer before he is confirmed.
7. Unless otherwise specified in his agreement or unless an extension of service has been granted by the Governing Body, an officer of the college shall retire from service on the date of his attaining the age of 58 years.
8. The Professors, Asstt. Professors and Lecturers shall be appointed in the first instance for a probationary period of two years after which the appointment is confirmed, shall continue till the date



of his attaining the age of 58 years or till the termination of his service according to law and/or the provisions of the Regulations for the time being in force. This provision shall not apply to an officer who is governed by the terms of a special contract. It shall, however, be open to the Governing Body in special circumstances to restrict the tenure of appointment to a stated period.

9. Professors, Lecturers and other members of the teaching staff shall be permitted to serve as Examiners on behalf of University and other institutions with the consent of the Principal. The Principal shall report the names of Examiners so recommended and appointed every year to the Chairman.

10. Any member of the teaching staff wishing to apply for service elsewhere shall be bound to send his/her application through the Principal. The Principal shall not forward such an application without the prior consent of the Chairman.

11. The daily hours of work of the staff other than the teaching staff of the college shall be laid down by the Principal in consultation with the Chairman of the Governing Body.

12. Every member of the teaching staff shall attend the college for at least four hours every day. In addition, he shall be bound to perform such other duties as may be assigned to him by the Principal for carrying out the general administration of the college.

### THE PRINCIPAL

1. The Principal shall be Head of the Institution. He shall be responsible for the smooth running of the Institution. The post of the Principal shall be a tenure post of 3 to 5 years. The same incumbent shall be eligible for reappointment.

2. The Principal shall carry on the business of the Institution in accordance with the Standing Orders and Regulations of the Society and the directions of the Governing Body and of the Executive Committee and the Statutes, Ordinances and Regulations of the University and Government authorities.

3. Where in any emergency, the Principal may have found it necessary to take action without express authority, in any matter for which there is no provision in the Standing Orders and Regulations he shall bring the same to the notice of the Governing Body through the Chairman.

4. The Principal shall be in charge of the day to day administration of the Institution and subject to the right of appeal to the Chairman of the Governing Body, shall take such disciplinary action



as may be necessary against any members of the staff whether engaged in teaching or otherwise.

5. He shall be responsible for discipline among the students and the staff of the institution for the safety and security of the furniture, science apparatus, library books and fittings.

6. He shall have the power to permit members of his staff to serve as Examiners and sanction short periods of absence not exceeding 15 days.

7. He shall be responsible for writing annual Confidential Reports of the staff under him and submit them to the Chairman by 31st March every year.

8. Heads of the Departments shall be responsible to the Principal in their respective sphere and the Principal shall allot them such duties as he considers necessary in the interest of the smooth working of the institution.

9. Vice-Principals and Assistant to Principals shall be responsible to the Principal and shall perform such duties as are allotted to them by their respective Principals.

10. He shall act as an ex-officio Secretary of the Executive Committee of his institution.

11. It shall be the duty of the Principal to see that the system of tutorials is fully beneficial to all students in general and Scheduled Castes or Neo-Buddhist in particular.

12. It shall be the duty of the Principal to see that the results of his college in general and Scheduled Castes and Neo-Buddhist in particular are fairly high. He shall report about these matters to the Chairman periodically.

13. The Principal shall have such other powers as are possessed by Principals in similar Government Institutions in all academic matters.

### HEAD LIBRARIAN

1. The Librarian shall hold the qualifications as per regulations of the University concerned.

2. Librarian shall be assisted by the Asstt. Librarian and staff in the library and shall have general supervision over the staff working in the library.

3. It shall be his duty to keep the accessories required and the catalogue of books purchased or donated upto date.

4. Librarian shall be responsible for the proper maintenance of books and for the loss of books, articles, furniture etc. in the library.

5. The Chairman shall have the power to combine the duties of any two of these posts, make any change in the duties or combine a set of staff for one or two institutions of the Society.



**ADMINISTRATIVE STAFF**

1. Head Clerk :—Save and except when he is promoted, he shall be recruited by the Selection Board. He shall hold a degree of recognised University. He shall work under the head of the Institution and shall discharge all the functions as directed by the Principal.

2. Senior Clerks, Assistants, Clerks shall assist the Head Clerk in the discharge of his duties. Their qualifications shall be prescribed by the Governing Body from time to time.

3. Typist—He shall do the typing work and his minimum average output of typing shall be 2500 words per day. He shall work under Head Clerk.

4. Stenographer—He shall take the dictation and typing work as directed by the Registrar and Principal.

**CLASS IV STAFF**

5. All the members of the class IV staff shall be appointed through the Selection Board constituted for the purpose and they shall be allotted to the institutions concerned according to their requirements.

6. No class IV member who is less than 18 years shall be appointed into the service of the Society. The minimum qualifications for the post, as far as possible, shall be pre-matriculation class passed or Vernacular Final Examination Passed.

7. Candidate for the post must be medically fit and shall have sober habits and shall have a clear record of his integrity.

8. Class IV staff shall work under the respective heads of institutions and shall be sub-ordinate to them for all practical purposes.

9. Class IV staff shall be supplied with the following items of uniform every alternative year and they are expected to keep them clean and wear during office hours only :

- (a) Two pairs of khaki bushirt and a pant.
- (b) One khaki cap;
- (c) One umbrella;
- (d) Society's badge.

Upper Division Typist-Clerk.  
 Lower Division Typist-Clerk.  
 Steno-typist.  
 Telephone Operator-cum  
 Typist.  
 Librarian  
 Asstt. Librarian.  
 Sr. Lib. Asstt.  
 Jr. Lib. Asstt.  
 Lab. Asstt.  
 Electrician

70-5-120-EB-8-200  
 55-5-150  
 150-8-230-10-280.  
 55-5-150/70-5-120-EB-8-200.  
 250-15-400-20-500  
 125-10-225-15-255  
 55-5-150  
 45-1½-75 P.A. 10/-,  
 70-5-120-EB-8-200  
 55-5-150

#### CLASS IV STAFF

Head Peon Rs. 50-1½-65-EB-2-85  
 Peons, Hamals, Pumpman Mali, Rs. 45-1½-75  
 Liftman, Watchman, Sweeper,  
 Custodian Rs. 50-5-75-EB-5-150

4. The following pay scales are prescribed for different categories of officers employed in the Society's institutions at Aurangabad. The scales of pay for Teaching Staff are as per requirements of Marathwada University.

|                         |  |
|-------------------------|--|
| Principal               | — Rs. 400-25-550-30-700                |
| Professors              | — Rs. 300-20-400-25-600                |
| Lecturers               | — Rs. 200-15-300-20-400                |
| Part-time Lecturers     | — Rs. 100-7½-150-10-200                |
| Tutors                  | — (a) Rs. 150-10-250 with M. A. degree |
|                         | — (b) Rs. 100-10-150 with B. A. degree |
| Demonstrators           | — (a) Rs. 150-10-250 with M. A. degree |
|                         | — (b) Rs. 100-10-150 with B. A. degree |
| Part-time Demonstrators | — Rs. 100/- fixed.                     |
| Librarian               | — Rs. 150-10-300                       |
| Stenographer            | — Rs. 100-8-140-10-250                 |
| Head Clerk              | — Rs. 125-5-200                        |
| Clerk                   | — Rs. 55-3-85-4-125-5-130              |
| Junior clerk            | — Rs. 55-3-85-4-125                    |



|                 |                                     |
|-----------------|-------------------------------------|
| Part-time clerk | — Rs. 50/- to Rs. 60/- consolidated |
| Cashier         | — Rs. 125-5-200                     |
| Steno-typist    | — Rs. 100-8-140-10-250              |
| Library clerk   | — Rs. 125-5-200                     |

5. The following pay scales are prescribed for different categories of officers employed in the Society's institutions at Mahad. The scales of pay for Teaching staff are as per requirements of Poona University.

|                            |                                    |
|----------------------------|------------------------------------|
| Principal                  | — As fixed by the Poona University |
| Professor                  | — Rs. 300-20-400-25-500            |
| Asst. Prof.                | — Rs. 250-15-430-20-450            |
| Part-time Asstt. Prof.     | — Rs. 125-7½-215-10-225            |
| Lecturer                   | — Rs. 200-15-380-20-400            |
| Lecturer-cum-Demonstrator  | — Rs. 150-10-200-EB-10-250         |
| Demonstrator               | — Rs. 100-5-150-EB-10-200          |
| Tutor-cum-English          | — Rs. 100-5-150-EB-10-200          |
| Sr. Clerk-cum-Cashier      | — Rs. 120-8-160-8-240              |
| Accountant                 | — Rs. 100-8-155-10-236             |
| Clerk                      | — Rs. 55-3-85-4-105                |
| Typist-clerk               | — Rs. 55-3-85-4-105-5-130          |
| Clerk                      | — To be fixed.                     |
| Librarian                  | — Rs. 125-10-225-15-255            |
| Lib. Asstt.                | — Rs. 55-3-85-4-105                |
| Lab-Asstt-Cum-Store-Keeper | — Rs. 55-3-85-5-105                |

6. **Officiating Pay :** A permanent incumbent who officiates against a higher post will draw the minimum of the higher scale. If he is already drawing higher pay than the minimum of the officiating post he will be eligible to draw one increment in his existing pay.

7. Increments are to be drawn as a matter of course unless otherwise withheld after proper enquiry.

8. All increments are to be sanctioned by the Chairman of the Society.

9. No premature increments are to be granted otherwise than by the G.B. for special reasons on the merits of each case.

10. No employee of the Society is allowed to cross the Efficiency Bar unless it is specifically sanctioned by the Chairman after the examination of a Confidential Report of the incumbent and a certificate is attached for his eligibility by the Head of the Institution.



## CHAPTER IX

### LEAVE RULES

1. No leave shall be claimable as a matter of right; but shall be granted at the discretion of the sanctioning authority with due regard to the interests of the college. The sanctioning authority shall be the Chairman of the Society in every case except as regards a short period of absence not exceeding 15 days which may be sanctioned by the Principal at his discretion.

2. All employees of the Society shall be entitled to casual leave for 15 days in a year in the aggregate and for not more than 10 days at a time or for the number of days as prescribed by the University, provided that unless permitted by the Principal, he shall not be entitled to have such leave prefixed or affixed to Sundays and public holidays or vacation.

3. Members of the Teaching Staff who have vacations shall not be entitled to privilege leave. Those who do not have such vacations shall be entitled to one month's privilege leave for every eleven months of completed service.

4. A member of the teaching staff who is entitled to have vacations but who is required to work during a vacation shall be entitled to privilege leave calculated on the basis of one-third of the period for which he has worked during the vacation.

5. All employees of the Society shall in addition to any privilege leave earned under para 3 above, be entitled in a year to sick leave on medical certificate for 15 days on full average pay or 30 days on half average pay.

6. An officer although not required to be present during vacation continues to be in charge of and responsible for his department wherever he may be, excepting when another officer has been appointed to act for him.

7. The Principal shall not absent himself during vacation without the permission of the Chairman. The Principal may retain any member of the staff for the annual verification of the stock in the department during the vacation and the person so retained on duty shall get the benefit of leave vacation on full pay for one-third of the period which he is retained on duty.



8. The Principal can avail himself of 4 days leave on his own authority after making over charge to the Vice-Principal or in the absence of the Vice-Principal to another member of the staff.

9. The Secretary, Registrar, Asst. Secretary Administrative Staff, Accounts Staff, Librarian and the class IV staff shall not be eligible for the summer vacations. They may, however, be granted leave on full pay to the extent of one month for each completed year of service. Such leave may be allowed to accumulate upto a maximum of three months.

10. The Governing Body may change the regulations at its own discretion and its interpretations of the meaning of any of them in the case of dispute shall be final

11. Leave other than the casual leave shall be applied on the prescribed form. Leave account of all the staff shall be maintained in the offices of the Heads of institutions on the prescribed forms.

## CHAPTER X

### PROVIDENT FUND RULES

1. Every permanent employee of the Society shall become a depositor to the P.F. of the Society. However, persons drawing less than Rs. 30/- per mensem shall have the option to become a depositor or not.

2. Every depositor shall subscribe to the P.F. of the Society a sum equivalent to one-twelfth of his pay. This sum shall be deducted monthly from the salary which the permanent employee receives and the amount so deducted shall be paid to the Society's P.F. to the credit of the depositor. A permanent employee on leave may subscribe on the actual salary drawn by him during the period of leave.

3. The Society's contribution to the P.F. shall be equal to the subscription of such depositor and shall be made monthly. The Society shall pay to each depositor interest at the rate of  $3\frac{1}{2}\%$  per annum on the total amount standing to his credit and shall credit the interest in the name of the depositor at the end of each year. This rate is liable to increase or decrease, if interest rates rise or fall.

4. The Head of the Institutions of the Society shall keep proper and separate account relating to the P.F. and shall give to each depositor a statement in the prescribed form before the 30th June each year of the amount standing to his credit in the P.F. account on the 31st of March preceding.

5. A depositor may be allowed by the Chairman of the Society to take loans against the P.F. to the extent of 50% of the amount of his own contribution to the P.F. The rate of interest on such loans shall be fixed from time to time by the Governing Body of the Society. Fresh withdrawals shall not be allowed unless the amount previously withdrawn has been fully repaid. The loan may be granted by the Chairman on the recommendation of the Head of the Institution to the subscriber in the event of his illness or of the members of his family, or the marriage of his son or daughter or for any other reason deemed sufficient by the Head of the Institution. The loan applications should be submitted on a prescribed form.

6. The amount so withdrawn by a depositor shall be recovered from his pay by equal monthly instalments which in no case shall



exceed twenty-four. The first of such deductions shall be made from the first payment of a full month's salary after the depositor has withdrawn the sum. The depositor may at his option pay any additional sum above the sum of the instalment fixed.

7. When a permanent employee retires or resigns, he shall be entitled to the whole amount that may stand to his credit of the P.F. account. A subscriber shall not be entitled to the Society's contribution unless he puts in 5 years of permanent service and his resignation is accepted.

8. No permanent employee who is dismissed from service shall be entitled to receive either the amount contributed on his account by the institution in which he was working or the interest thereon. But he shall be entitled to receive from the Society the amount of his own contribution to the P.F. with interest thereon.

9. A depositor's account shall be closed on the day after the date of his death or from the day on which he ceases to be in the service of the Society.

10. No contribution or interest shall be credited in respect of any period after the date on which the account is closed.

11. In the case of death of a permanent employee while in service, the amount standing to his credit in the P.F. account shall be paid to his nominees or his legal heirs as provided in employee's declaration.

12. A depositor from time to time shall make a declaration in the prescribed form stating the names of the person or persons to whom he desires in the event of his demise while in service that the amount standing to his credit in the P.F. including the Society's contribution shall be paid and the said amount shall be paid to such a person or persons. On such payment being made the Society shall be absolved from all liability in connection therewith. In default of all persons named in the declaration the amount shall be paid to the legal heirs of the depositor and in the absence of any legal heirs the amount shall be invested in G.P. notes or bonds or postal cash certificates and the interest thereon shall be used in giving in the name of the deceased depositor a scholarship or prizes in an institution or institutions conducted by the Society.

13. The accumulation of the P.F. shall be invested in government securities within the meaning of Clause (a) of Sec. 2 of the Indian Securities Act, 1920 or in the Securities of the nature specified in Clause (a) and (b) of Sec. 20 of the Indian Trust Act, 1882 through the Reserve Bank of India.

14. All applications of withdrawals of money from the P.F. must have the sanction of the Chairman.

**Explanation :** The term 'pay' means only the basic salary not including D.A. & P.A.



## CHAPTER -XI

### ALLOWANCES

1. Dearness allowance : All employees of the Society and working in the institutions at Bombay and Mahad shall draw the following scale of dearness allowance at the rate of State Government :

| <i>Basic Pay</i>     | <i>Rate of dearness allowance</i> |
|----------------------|-----------------------------------|
| Upto Rs. 50/-        | Rs. 50/-                          |
| Rs. 51 to Rs. 100/-  | Rs. 60/-                          |
| Rs. 101 to 150/-     | Rs. 70/-                          |
| Rs. 151 to Rs. 200/- | Rs. 75/-                          |
| Rs. 201 to Rs. 500/- | Rs. 80/-                          |
| Rs. 501 and above    | Rs. 85/-                          |

2. All employees of the Society and working in the institutions at Aurangabad shall draw the following scale of dearness allowance :—

| <i>Basic Pay</i>    | <i>Rate of dearness allowance</i> |
|---------------------|-----------------------------------|
| upto Rs. 50/-       | Rs. 50/-                          |
| Rs. 51 to 100/-     | Rs. 60/-                          |
| Rs. 101 to 151/-    | Rs. 70/-                          |
| Rs. 151 to 200/-    | Rs. 75/-                          |
| Rs. 201 to 500/-    | Rs. 80/-                          |
| Rs. 501 to 750/-    | Rs. 85/-                          |
| Rs. 751 to 1,000    | Rs. 100/-                         |
| Rs. 1,100 and above | nil                               |

The above rates of dearness allowance are subject to change.

3. House rent allowance : This allowance is paid to the Principals and menial staff at Bombay at the existing rates.

4. Overtime allowance : This allowance is paid at the rate of  $1\frac{1}{2}$  times of basic salary when an employee puts in six hours or morework in a week of 48 hours. Only class III and Class IV employees are entitled to the overtime allowance.

5. Washing allowance : This allowance is payable to the employees of Class IV staff at the rate of 50 nP. p.m.

6. Secretary, Principal, Registrar, Administrative Staff and Class IV staff of the Society's colleges shall draw T.A. & D.A.



during the journey outside Bombay for Society's work at the following rates :—

|  | T.A.                           | D.A.             | Journey         |
|--|--------------------------------|------------------|-----------------|
| (i) Secretary, Principal and Registrar | Three 1st class railway fares  | Rs. 10/- per day | nil             |
| (ii) Administrative Staff              | Three 2nd class railway fares. | Rs. 5/- per day  | Rs. 3/- per day |
| (iii) Class IV Staff                   | Three 3rd class railway fares  | Rs. 3/- per day  | Rs. 3/- per day |

7. Special allowance : The Governing Body may grant a special allowance to the persons who are shouldering additional responsibilities. These may be granted to the Vice Principals at the rate of Rs. 50/- p.m. and Assistants to Principals at the rate of Rs. 25/- p.m.

## CHAPTER—XII

### DISCIPLINE AND APPEAL RULES

1. Appointing authority means an authority empowered to make appointments i.e. the Chairman of the Governing Body of the People's Education Society.

2. Inquiry Officer means an officer appointed by the Chairman to investigate into the allegations of an employee and recommend such action as he deems fit.

3. An employee of the Society means an officer of the Society of any class who is paid from the revenues of the People's Education Society.

4. Nothing in these rules shall operate to deprive any employee of the Society of any right or privilege to which he is entitled ;—

(a) by or under any law, rule, ordinance or orders for the time being in force by the University concerned ;

(b) by or under any agreement between such person and the Chairman of the People's Education Society ;

5. Suspension : (a) No authority lower than the authority of the Chairman of the Society shall suspend Class I and II officers of the Society ;

✓ (b) No authority lower than the head of the institution shall suspend class III & IV officers of the Society.

6. An employee of the Society could only be suspended when a disciplinary proceedings against him are contemplated or are pending and whereas the case against him in respect of any criminal offence is under investigation or trial.

7. An order of suspension could be revoked by an authority which made it or by the higher authority that is Chairman.

8. The following offences for good and sufficient reasons shall make an employee of the Society liable for disciplinary action ;

(i) Conviction by a criminal court for the offences involving moral turpitude ;



- (ii) Serious misconduct including rude and intemperate behaviour ;
- (iii) Disobedience of orders of his superiors or insubordination ;
- (iv) Negligence of duties and thereby causing the Society financial loss ;
- (v) Absenting himself from duty without sanctioned leave ;
- (vi) Inefficiency ;
- (vii) Taking part in anti-social activities leading to disrepute the prestige of the Society ;
- (viii) Repeated minor offences.

9. Nature of penalties : The following penalties may for good and sufficient reasons be imposed on the employees of the Society :—

- (i) Censure ;
- (ii) Withholding of increment or promotion ;
- (iii) Recovery from pay the amount equivalent to the loss suffered by the Society ;
- (iv) Compulsory retirement ;
- (v) Removal or dismissal from service.

10. Termination of service : The following procedure may be adopted for the termination of the services of an employee of the Society as and when required :—

- (i) The service of a probationer can be terminated on unsatisfactory work or inefficiency ;

Or

- (ii) If the post is temporary and it is abolished ;
- (iii) Failure to qualify to the post as required under the rules or contract of service.

11. Before his services are terminated, a member of the Teaching Staff shall be entitled to three months notice if he is confirmed and one month's notice if he is temporary or on probation provided however, that if such notice is not given he shall be entitled to be paid an amount equal to the salary for the period of the notice. This provision shall not apply to officers who are governed by the terms of a special contract.

12. When a member of the teaching staff desires to leave service of the college, he is bound to give the Society three months' notice if he is confirmed, and one month's notice if he is temporary or on probation provided always that in case the member does not give the required notice, the college authorities shall be entitled to claim



from him an amount not exceeding the salary for the period of the notice.

13. **Procedure for imposing penalties :** The following procedure may be adopted for imposing penalties :--

- (i) The employee shall be informed in writing of the proposed action to be taken against him with the statement of allegations on which it is proposed to be taken and given an opportunity to make representation within 10 days which he may wish to make. Such representation shall be taken into consideration and appropriate orders passed and communicated to the employee ;
- (ii) No order for imposing any penalties shall be passed except after an enquiry held in the manner prescribed in these rules ;
- (iii) The Inquiry Officer shall define charges on the basis of allegations on which the enquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based shall be communicated in writing to the employee concerned and he shall be required to submit within 10 days to an authority a written statement of his defence and also to state whether he desires to be heard in person ;
- (iv) An employee so charged shall for the purpose of preparing his defence be permitted to inspect and take extracts as he may specify in documents connected with an enquiry. Such permission, however, can be refused on the grounds of Society's general interest. The Chairman shall decide whether it is in Society's general interest or not ;
- (v) On receipt of the written statement of defence the Inquiry Officer may inquire into such of the charges as are not admitted. If no such statement is received within the time specified, the authority may inquire into all the charges and definite charges shall be framed in writing and explained to the employee each of the charge which has not been admitted, by him and the evidence in support of it along with any evidence which he may adduce in defence shall be recorded in his presence. If the authority comes to the conclusion that the employee is evading or avoiding to take part in the enquiry he may proceed with the enquiry ex-parte;
- (vi) The Inquiry Officer may take such documentary or oral evidence including the cross-examination of an employee and the witnesses relevant to the charges. The employee so charged shall be given ample opportunity to defend his case ;



- (vii) At the conclusion of the inquiry the Inquiry Officer shall prepare a report, record his findings on each charge together with reasons thereof ;
- (viii) The Inquiry Officer after having recorded his findings is of the opinion that any one of the penalties quoted above shall be imposed, he shall recommend appropriate orders in that case to the Chairman ;
- (ix) If the Inquiry Officer having regard to his findings on the charges is of the opinion that any one of the penalties shall be imposed, he shall furnish to the employee a copy of the report or statement of his findings together with brief reasons for disagreement, give him a notice stating the action proposed and calling upon him within 15 days such representation as he may wish to make against the proposed action ;
- (x) On receipt of the representation, it shall be determined as to what suitable penalty shall be imposed and pass appropriate orders on the case ;
- (xi) The orders passed shall be communicated to the employee with acknowledgement due.

#### 14. APPEALS:

- (i) No appeal shall lie against the orders passed by the Chairman in consultation with the Governing Body ;
- (ii) An appeal may be preferred against the order of the head of the Institution to the Chairman ;
- (iii) All appeals shall be sent to the Chairman who shall consult the Governing Body with regard to the major penalties imposed under different sections of these rules ;
- (iv) Appeals shall be filed within a period of one month from the date of passing and communicating the order to the employee of the Society.



**BUDGET**

1. The Principal of every college shall submit a budget to the Executive Committee containing the estimates of revenue and expenditure by 31st March every year.
2. The Budget shall show under approved heads of Revenue and Expenditure the actuals for the previous year the difference between the actuals and the estimates with explanation for the difference.
3. There shall be no miscellaneous Head of Expenditure. Any new item of expenditure shall be shown separately.
4. The budget shall not become operative until it has been approved by the Executive Committee and the Governing Body.
5. The Budget after scrutiny of the Executive Committee should be put up before the Governing Body as early as possible. In any case not later than 10th June. The dates as to when the Budget Estimates shall be placed before the Executive Committee and the Governing Body may be fixed in consultation with the Chairman while sending the budget estimates for his approval.
6. Before the estimates are prepared, the various departments shall be asked to give in their requirements to the Principal before 31st March for the next financial year. The Principal then shall discuss the requirements with the Head of the Departments and the Registrar and come to a firm and definite conclusion in finalising the demands of the departments. As far other items the Principal and the Registrar shall sit together and finalise the proposals in the budget estimates submitted by the office. The budget estimates shall originally be prepared by the Accountant and the Office Supdt. in joint consultation and submitted to the Registrar and the Principal for finalising them before submission to the Executive Committee, Governing Body as stated above.
7. The income from the receipt of fees should be shown as one major head giving detailed receipt under various sub-heads of income from fees.
8. After a detailed budget is presented it shall be accompanied by a summary which shall form the first page of the budget estimates. No detailed explanations need be given in this summary in support of the Heads and Amounts provided.



9. The budget estimates must contain the following .

- (i) Accounts for the last two years preceding the year of the budget estimates—estimates and actuals.
- (ii) Revised budget estimate of the year immediately preceding the budget year.
- (iii) Estimates for the year for which budget is submitted.

10. A special column for "Amounts Sanctioned" must be provided in all budget estimates.

11. After completion of a period of six months of the year for which the budget has been approved, the position must be revised in the light of actual income and expenditure for the last six months. The revised budget must therefore be prepared by the 1st week of November and submitted to the Secretary before 15th November. The dates for submission of the revised budget to the Executive Committee and the Governing Body may be fixed in consultation with the Chairman when approval to the revised budget is requested for.

12. The revised estimates may contain the following :

- (i) Accounts for the last year ;
- (ii) Actuals for the last six months of the year of revised budget ;
- (iii) Revised estimates for the year.

13. While submitting the budget estimates, a note shall be attached with it explaining in a general way how the budget is presented. Every item in the budget shall be explained by attaching detailed notes on various items. If there is a considerable decrease or increase in budget items, explanation giving reasons for decrease or increase shall be recorded.

14. Every new item included shall have in support an explanation for such inclusion and all the proposed items as far as possible shall be supported by details as to how the proposals have been arrived at.

15. The salaries of the staff belonging to various classes of employees shall be shown separately. The budget estimates may accompany a detailed schedule of salaries.

16. The budget estimates shall bear the initials of the office staff who puts the budget and signed by the Principal and Registrar.

17. On the summary sheet the Chairman's approval may be recorded.



## CHAPTER XIV

### AUDIT AND ACCOUNTS

1. Notwithstanding anything contained in these Regulations the Audit and Accounts Department shall be under the direct supervision and control of the Chairman of the P. E. S.

2. All moneys received from whatsoever source shall be in the custody of the Cashier/Accountant who shall immediately put it in the Bank to the credit of the Society except such amount which is received after banking hours.

3. No disbursement of any payment to any person or body is to be made unless it is accompanied by a bill or a requisition presented in a prescribed form by that person in writing who has preferred the claim against the Society. Such bills, requisitions or the demands are first to be checked by the Accountant and finally certified by the Principal or the Secretary as the case may be to see that the claim is in accordance with the rules and regulations prescribed for the purpose.

4. No payment is to be made unless the amount is provided under the relevant head in the annual budget of the institution and that budget is approved by the Governing Body and the pay order is given by the Chairman on requisition with the details of payment.

5. The bill shall be checked by the Accountant who shall certify that the claim is proper and the amount is correct.

6. The Cashier before making payment shall examine the voucher and satisfy himself that the voucher is a proper voucher before parting with money.

7. It shall be the responsibility of the Accountant and the Cashier to prepare annual statements of accounts for the Society and for each college separately.

8. If any bill or any part of the requisition is objected to by the Accountant, the Principal may appeal to the Chairman for the resolution of the difference of opinion.

9. It shall be the duty of the Cashier and Accountant to have the accounts audited and certified by an Auditor appointed by the



Society for the said purpose on or before 31st July of the succeeding year.

10. All moneys received by way of scholarships shall, in the first instance be deposited in Society's account. The Account Books regarding payment of scholarships and deposit refunds shall be the responsibility of the Principal and Registrar, if any.

11. The Principal and Registrar, if any, of every college shall be bound to help the Accounts office in the execution of their duties.

12. The Accounts Office shall maintain such books of account as the Chairman may direct.

13. The Accounts Office is responsible for introducing a uniform system of accounting and disbursement of the payments in all the offices of the Institutions.

14. *Security Deposits* : The Cashier, Assistant, Store Keeper and Fees Receiving Clerk holding direct charge of cash and stores must furnish security of an amount of Rs. 2,000/- and Rs. 1,000/- respectively. If it is not possible to give a cash security then a Fidelity Bond from Insurance Company of the equal amount may be furnished. A letter of surety equivalent to the amount shown above from the person approved by the Society may be accepted as a security. No interest shall be paid on the cash securities held by the Society.

15. Any loss or damage to the Society by the persons responsible for handling cash shall be adjusted against this security.

## OFFER OF TEMPORARY APPOINTMENT

## PEOPLE'S EDUCATION SOCIETY

Anand Bhavan

Dr. Dadabhai Nowroji Road,  
Fort, BOMBAY-1.

No. ....

Dated, the.....

The Chairman, People's Education Society is pleased hereby to offer Shri/Shrimati/Kumari.....a temporary post of.....in the.....on a pay of Rs.....in the scale of Rs.....with effect from.....The appointee will also be entitled to draw dearness and other allowances at the rates admissible under, and subject to the conditions laid down in, rules and orders governing the grant of such allowances in force from time to time.

2. The terms of appointment are as follows :-

(i) The post is temporary. In the event of its becoming permanent, his/her claims for permanent absorption will be considered in accordance with the rules in force.

or

(ii) The appointment is part-time and will not confer any title to permanent employment.

(iii) The appointment may be terminated at any time by a month's (appointees governed by the University Rules will be subject to such rules.) notice given by either side, viz., the appointee or the appointing authority, without assigning any reasons. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiration of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.



(iv) The appointment carries with it the liability to serve in any of the institutions run by the People's Education Society.

(v) Other conditions of service will be governed by the relevant rules and orders in force from time to time or as prescribed by the University concerned.

3. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information he will be liable to removal from service and such other action as the Society may deem necessary.

4. If Shri/Kumari/Shrimati..... accepts the offer on the above terms, he/she should communicate his/her acceptance or report to the undersigned by the..... If no reply is received or the candidate fails to report for duty by the prescribed date, the offer will be treated as cancelled.

5. No travelling allowances will be allowed for joining the appointment.

(Signature of Chairman)

## APPENDIX II (A)

### PEOPLE'S EDUCATION SOCIETY

#### CONFIDENTIAL REPORT ON ADMINISTRATIVE STAFF FOR THE YEAR 196

Name of the Institution :

1. Name in full (Surname first)
2. Present Designation
3. Qualifications
4. (i) Date of entry in service  
(ii) Designation at the time of appointment  
(iii) Starting salary on entry in service with scale of pay and allowances
5. Present basic salary with scale and allowances.
6. Total service
7. Date of birth.....Age.....
8. Date of increment
9. Officiating appointments if any held during the year
10. Department in which employed } Department.....  
during greater part of the year } Period.....
11. Department where now employed.
12. Whether the employee has been careful and consistent in observing routine e.g. :-
  - (a) Prompt and accurate in disposing of work without pressure.
  - (b) Putting up relevant papers helpful to the disposal of his case.
  - (c) Submitting returns and reminders in time.
  - (d) Keeping his files and papers in tidy conditions.



13. Observations on :-

- (a) Intelligence.
  - (b) Knowledge of procedure, rules and regulations.
  - (c) System and aptitude for work.
  - (d) Energy in applying himself to work.
  - (e) Proficiency in noting and drafting.
  - (f) Amenability to discipline.
  - (g) Behaviour towards students and teaching staff.
  - (h) Capacity to render assistance to other staff.
  - (i) Punctuality of attendance.
  - (j) Willingness to work outside office hours, when necessary.
  - (k) Nature of cases he can be relied upon to deal with.
14. Is he considered above or below the average of work expected for the salary he receives, and reasons for opinion expressed ?
15. Do you consider him fit for promotion, and if so, what ?
16. Whether he has been responsible for any outstanding work during the period under review meriting special commendation ?
17. Whether he has been reprimanded for indifferent work or for other causes during the period under review. If so, brief particulars are to be given ?
18. Remarks as to any defects in character, indebtedness, etc.

Remarks by the Registrar.

Remarks by the Principal.

Observations by the Chairman :

Note : Adverse remarks should be communicated to the person concerned and his acceptance or otherwise recorded.

**PEOPLE'S EDUCATION SOCIETY  
CONFIDENTIAL REPORT ON TEACHING STAFF  
FOR THE YEAR 196**

**NAME OF THE INSTITUTION**

1. Name in full  
(Surname first) .....
2. Present Designation.....
3. Qualifications.....
4. Date of entry in Service :... ..
- (i) Designation at the time of appointment.....
- (ii) Starting salary on entry in service with  
scale of pay and allowances. ....
5. Present basic salary with scale and allowances. ....
6. Total service .....
7. Date of birth.....Age.....
8. Date of increment.....
9. Officiating appointments if any held during the year .....
10. Observations on :
  - (i) Ability to teach his own subject.
  - (ii) Academic Qualifications obtained during the year
  - (iii) Proficiency in the subject.
  - (iv) Capacity to inspire confidence among the students and staff.
  - (v) Whether regular in taking Lectures ?



- (vi) Knowledge of the subject.
- (vii) Whether responsible for any outstanding work in the academic field during the year?
- (viii) Whether reprimanded during the year for any defect?
- (ix) Remarks as to defects in character, indebtedness etc.
- (x) Any special qualities or defects which need to be mentioned as a merit or demerit.

Remarks by the Principal.

Remarks by the Registrar.

Observations by the Chairman:

Note : Adverse remarks should be communicated to the person concerned and his acceptance or otherwise recorded.

PEOPLE'S EDUCATION SOCIETY  
CONFIDENTIAL REPORT ON "OTHER STAFF"  
FOR THE YEAR 196

NAME OF THE INSTITUTION :

1. Name in full.
2. Designation.
3. Qualifications.
4. Date of entry in service.
5. Present salary with scale of pay and allowances.
6. Total service.
7. Date of birth.
8. Date of increment.
9. Department in which employed.
10. Observations :
  - (i) Honesty and integrity,
  - (ii) Amenability to discipline.
  - (iii) Behaviour towards students, office staff and teaching staff.
  - (iv) Punctuality in attendance.
  - (v) Obedience to carry out orders.
  - (vi) Willingness to work outside office hours when necessary.
11. Whether he has been reprimanded for indifferent work or for other causes during the period under review. If so, brief particulars are to be given.
12. Remarks as to any defects in character, indebtedness, etc.

Remarks by the Registrar.

Remarks by the Principal.

Note : Adverse remarks should be communicated to the person concerned and his acceptance or otherwise recorded.



APPENDIX III  
PEOPLES' EDUCATION SOCIETY  
Institution

FORM OF APPLICATION FOR LEAVE OTHER THAN  
CASUAL LEAVE

Except in very urgent cases, leave should normally be applied for two months in advance of the date from which it is required.

1. Name of Applicant in full.....
2. Designation .....3. Deptt .....
3. (a) Whether permanent or temporary .....
- (b) Date of appointment.....
4. Pay excluding allowances.....
5. Nature & period of leave applied for... ..
6. Date from which required.....
7. Ground on which leave is applied for.....
8. Address while on leave, local/out of station.....
9. Date of return from last leave & the nature and period of that leave.....

Date ..... Signature of applicant

Remarks and/or recommendations of the  
Head of the Institution

Signature.....

Date ..... Designation.....

(To be filled in by the Office)

Certified that leave on average pay for.....  
days combined with LAP/LWP for ..... days from.....  
.....to ..... is admissible under.....  
may kindly see for favour of sanction.

Orders of the Chairman.

PEOPLE'S EDUCATION SOCIETY, BOMBAY,

# FORM OF LEAVE ACCOUNT

1. Name & designation.....
2. Date of appointment.....
3. Date of confirmation.....
4. Date of retirement.....
5. Scale of pay.....
6. Pay drawn.....

[illegible]