

Committee consisting of the Principal & the Secretary of the Institute on the maximum prices available;

- (v) He may dispose off unserviceable goods upto the purchase value of Rs. 50/- at a time.
- (vi) He may allow wastage and consumption of raw material upto the extent of Rs. 3/- per trainee per month in the case of vocational trades, and Rs. 9/- per month in the case of technical trades.
- (vii) He may make payment on contract or on daily wages to workmen engaged for particular jobs.

8. The Principal of the Dayanand Ayurvedic College is empowered to purchase valuable articles, viz. gold, pearls, mercury, musk & shingraph upto Rs. 500/- at a time and raw drugs upto Rs. 400/- at a time.

9. The power of sanctioning the following classes of expenditure within the annual Budget allotment shall vest in the President of the Managing Committee:—

- (a) All expenditure not covered by Rules 6, 7 & 8 above;
- (b) Scholarships and stipends according to regulations;
- (c) Refund of securities;
- (d) Increments of routine character which are in accordance with the prescribed grades.

10. In the case of the Office of the Managing Committee the Secretary shall have the power to incur the following expenditure:—

- (a) Stationery;
- (b) Postage and telegrams;
- (c) Hot and cold weather charges;
- (d) Printing of forms;
- (e) Repairs of furniture;
- (f) Miscellaneous petty expenses;
- (g) Educational books for the Office Library upto Rs. 100/- per annum.

Appointments and General Conditions of Service*

1. All persons who are offered appointment to teaching posts under the D.A.V. College Managing Committee shall be required to intimate acceptance in the form prescribed by the Committee for the purpose. Such persons shall also fill up and sign the service agreement in the prescribed form at the time of confirmation. The Managing Committee may prescribe similar requirements in the case of persons appointed to administrative posts.

2. Unless otherwise provided by the terms of appointment, no permanent employee shall resign service without giving one month's notice to the Managing Committee. (In default the Committee shall have the right to forfeit (or recover) a sum equal to the employee's salary for one month by way of damages in lieu of notice.

3. If the Committee dispenses with the services of a permanent employee, it shall give him one month's notice or pay him one month's salary in lieu of such notice.

4. No member of the teaching staff shall resign his post during the teaching session. When a teacher has resigned in violation of this rule, the Committee shall be entitled to recover damages equal to the amount of the employee's salary for three months, and it may, in addition, take such disciplinary action against him as it considers proper.

5. All employees shall discharge their duties faithfully and conscientiously and carry out the directions of the authorities under whom they serve.

6. Persons serving on probation shall not be entitled to leave their appointment during the probation period without

In the case of institutions at Sholapur, the rules made by the Managing Committee apply subject to rules prescribed by the Kolhapur University and the Education Department.

the permission of the Head of the Department or the Committee and without giving 15 days clear notice of their intention to leave.

7. No member of the teaching staff (member of temporary staff excepted) shall attend as a student in any other educational institution.

8. The Managing Committee has the right to transfer its employees from one institute to another, when it considers necessary.

Age of Retirement

*1. The age of retirement of staff of institutions including the Managing Committee office where the University—Departmental rules are not applicable shall be 60 years with provision for extension in suitable cases.

Provided further that the Committee may require an employee to retire at the age of 55 years if he is considered by the Committee to be physically unfit, inefficient or disloyal.

2. All whole time members of the teaching staff shall retire on reaching the age of 60 years, provided that extension upto the age of 63 may be allowed on the initiative of the Committee in special cases.

Provided further that the Committee may require an employee to retire at the age of 55 years, if he is considered by the Committee to be physically unfit, inefficient or disloyal.

Note:—The Retirement Rules of the University concerned shall be applicable to the Non-teaching staff in the Colleges w. e. f. 1. 4. 1979, vide D.A.V. College Managing Committee Resolution No. 14 dated 14.12.1980.

*Amended vide Managing Committee Resolution No. 41 dated 31.8.1981.

- (o) Electric and Water consumption;
- (p) Recurring expenditure chargeable to contingencies upto a maximum of Rs. 5/- p.m. in each case;
- (q) Medicines, sanitation, utensils and common room equipment;
- (r) Writing off losses of stock upto Rs. 10/- in the case of an individual item.

Professors of Physics, Chemistry and Biology in a college shall have the power to spend upto Rs. 10/- at a time out of the Budget allotment for apparatus and contingencies without the Principal's previous permission, with the proviso that the total monthly expenditure incurred without the Principal's previous sanction shall not exceed Rs. 25/- per month in the case of Biology, Rs. 50/- p.m. in case of Physics and Rs. 50/- p.m. in case of Chemistry.

In a school the science teacher must obtain the previous sanction of the Principal/Head Master for all items of contingent expenditure, except in emergent cases, when the procedure prescribed for a college department shall be observed.

7. Principals of Technical Institutes at Jullundur and Amritsar shall have the following additional powers within the Budget allotment:—

- (i) He may make purchases of raw material for the workshop upto Rs. 500/- at a time;
- (ii) He may spend upto Rs. 500/- at a time for the purchase of machinery, equipment and tools, and for repairs;
- (iii) He may sell articles at the usual rates fixed by the Committee (*i.e.* at cost price plus 12%) but in the event of their deterioration, he may sell at lower rates, but at not less than the cost price;
- (iv) When finished goods are stocked, they may be auctioned or sold but not below the reserve prices, by a

appointment subject to confirmation by the Managing Committee.

5. Where a non-recurring provision is made in the Budget for expenditure on a clearly defined object, it may be incurred by the Head of the Institution without sanction upto Rs. 300/-. For any additional amount sanction of the President will be necessary.

6. Except where a contrary provision is made by orders of the President, the Heads of institutions shall have the power to incur, within the Budget allotment, ordinary contingent expenditure falling under any of the following heads :—

- (a) Stationery ;
- (b) Postage & telegrams ;
- (c) Hot & cold weather charges subject to the existence of Budget provision and subject to the condition that expenditure on any individual item does not exceed Rs. 20/- ;
- (d) Contingent expenditure connected with Laboratories ;
- (e) Printing ;
- (f) Payment of taxes ;
- (g) Maintenance of bullocks and wells ;
- (h) Books for Library & binding of books and registers ;
- (i) Repair of furniture ;
- (j) Petty repairs and construction upto a monthly limit of Rs. 100/- ;
- (k) Miscellaneous petty expenses ;
- (l) Purchase of furniture upto a monthly limit of Rs. 200/- ;
- (m) Prizes ;
- (n) Purchase of articles costing individually Rs. 100/- of less ;

OLD LEAVE RULES

General

1. Leave of absence cannot be claimed as of right.
2. The authority granting leave of absence shall always arrange for the efficient discharge of duties of the absentee during his absence.
3. Absence without leave or overstaying leave, including vacation, unless satisfactorily explained, entails forfeiture of pay for such period as may be determined by the Managing Committee.
4. The right to receive allowance for the period of leave is contingent upon the employee's return to duty except in the case of death.

Casual Leave

1. Casual leave is granted on full pay.
2. Casual leave may be granted upto 12 days in a year, but the President may in special cases grant it upto 20 days in the year.
3. Casual leave may be granted as follows:—
 - (i) By the Head of an Institution upon 12 days at a time.
 - (ii) By the General Secretary to the Managing Committee establishment upon 12 days at a time.
 - (iii) By the President upto 20 days at a time, provided that such leave does not immediately begin before or after spring holidays, summer vacation or winter holidays.

Leave Without Pay

Leave without pay can be granted by the Head of an Institution upto 15 days, by the President upto two months, and by the Managing Committee in all other cases.

Carried Leave

In case of an employee, who does not avail of casual leave for more than six days in a calendar year, there will be an accumulation for 3 days for the year concerned. This carried leave may be granted on full pay.

Leave in Case of Servants

The Head of an Institution may grant casual leave for 12 days at a time on full pay and leave without pay for two months at a time to the Subordinate establishment.

Vacation Leave

1. Summer vacation to the Ministerial Staff, excepting that of D.A.V. College Hospital, and Servants will be given as follows:—

- (a) One month by turn at the discretion of the Head of the department in the case of the following institutions:—

Colleges, Ayurvedic College including Pharmacy, High Schools, Boarding Houses and Managing Committee Office.

- (b) 15 days in the case of the Industrial Schools and Technical Institutes.

2. The House Physician and the superior staff of Ayurvedic Hospital will be entitled to one month's leave in the year as consolidated leave. No other leave will be given to the members of this staff.

Delegation of powers to incur expenditure

1. No expenditure in excess of the budgeted provision shall be incurred by the Head of an institution without the previous sanction of the President.

2. No allowance and no extra pay for any post under or for any person in employment of the Managing Committee will be granted by the Head of an institution without the sanction of the Managing Committee.

3. In all cases, where practicable, before making purchases, tenders will be invited and, subject to regulations, orders placed with the firm or contractor whose quotations are the lowest.

4. Subject to the general control of the Managing Committee:—

- (a) The appointments of (1) Peons, Sweepers, Malies, Mashkis and Chowkidars; (2) Laboratory Bearers, and (3) Library Attendants, will be made by the Head of an institution and reported to the General Secretary.
- (b) The dismissal of (1) Peons, Sweepers, Malies, Mashkis and Chowkidars; (2) Laboratory Bearers, and (3) Library Attendants, will also be made by the Head of an institution and reported to the General Secretary.
- (c) In the case of a casual vacancy in the post of a clerk, the Head of an Institution may make temporary arrangement, provided the pay is in accordance with the sanctioned rates, the budget provision exists for the post and the period does not exceed three months, and the appointment is reported to the General Secretary.
- (d) In the case of a vacancy in the post of a teacher the President may, in emergent cases, make the

4. A register of Investments (other than Bank deposits) ;
5. A register of Fixed Deposits ;
6. A register of advances and refunds ;
7. A register of securities ;
8. A register of furniture and other articles belonging to the Society.
9. Any other register prescribed.

22. The Cash Book at the end of each month shall be signed by the Accountant, the Secretary and the President. The Auditor must certify that he has examined the securities, deposits, certificates and pass books and found them to be correct and that they agree with the Cash Book.

Imprest

23. The Secretary of the Managing Committee, the Principals of D.A.V. Colleges and other Heads of institutions shall each keep an imprest Cash Book in duplicate form.

24. Such sums as the Managing Committee may, from time to time, fix shall be advanced to the Secretary, Principals and other Heads of institutions by way of imprest to meet current contingent expenditure. Such amount shall be considered to be in deposit with the authority concerned.

25. No voucher shall be necessary for expenditure incurred by the Principal, the Secretary and the Heads of other institutions out of the imprest advanced when the amount is below one rupee.

26. The amount so received shall be checked and passed according to the rules prescribed for checking the bills and then entered in the Cash Book under proper heads.

27. The imprest account shall be submitted for recoupment monthly, or earlier if funds run short, showing the nature of expenditure and the balance in hand.

3. Members of the Industrial Schools staff may be given 15 days additional leave at the option of the Leave Committees to be decided on the merits of each case.

4. Vacation leave for any period, longer than what is prescribed in the rules above, may be granted by the President.

5. In the case of teaching staff vacation salary shall be paid proportionately to the period the man has worked before the summer vacation, provided that he works upto the commencement of the vacation, and provided further that he has put in at least three months' service.

Leave on Private Affairs

6. Leave on private affairs may be granted for not more than three months at a time.

7. An employee on leave under rule 6 is not entitled as of right to any allowance during his absence, but allowance may be given at the discretion of the Managing Committee at a rate not exceeding the rate allowed in cases of leave on medical certificate.

8. Leave under rule 6 may be granted by the President for a period not exceeding one month. In all other cases leave can be granted only by the Managing Committee.

Leave on Medical Certificate

9. Leave on medical certificate may be granted for not more than three months at a time.

10. An employee on leave under rule 9 is entitled to receive one third of his pay during the term of his absence if his pay is Rs. 150/- or more, and one half if his pay is less.

11. The Head of the Department subject to the sanction of the President, will, in cases where any of the members of the employee's family is suffering from an infectious disease, be entitled to compulsorily put such employee on leave, and this leave will be without pay unless the employee certifies that the

person of his family suffering from infectious disease had previously been vaccinated.

Maternity Leave

Maternity leave may be granted for 30 days with full pay and the rest, if any, with $\frac{1}{2}$ or $\frac{1}{3}$ pay, but such a teacher shall not be allowed more than 12 days, casual leave for the year concerned in addition to maternity leave.

Leave of Life Members

Leave of life members is granted in accordance with the Life Membership Regulations.

Leave Applications

1. All applications for leave shall be submitted on the prescribed form to the Head of the institution who will deal with them in accordance with the rules and regulations.

2. Except in case of an emergency or except when an application for leave is supported by a medical certificate, all applications for leave shall be submitted to the authority concerned at least one week before the date from which the leave is to be availed of.

3. All Heads of institutions shall maintain a leave account register wherein shall be recorded leave granted to all members of their department.

4. When an employee applies for extension of leave, which under the rules cannot be sanctioned by the authority sanctioning the original leave, consolidated leave application shall be submitted for sanction to the competent authority.

5. In the case of institutions at Sholapur leave rules made by the Managing Committee apply subject to rules prescribed by the Shivaji University and the Education Department.

15. The Budget Estimates for each Department so prepared shall be considered by the Sub-Committee or Local Committee concerned and submitted, with its recommendations, to the Managing Committee for consideration at its meeting to be held in the month of March.

16. The Budget Estimates, recommended by the Sub-Committees or Local Committees, shall be accompanied by the sanctioned Budget Estimates and the actual receipts and expenditure during the expiring year.

Audit

17. The accounts of the Managing Committee shall be audited monthly by the Auditor.

18. The Auditor shall send his report on the state of accounts to the Secretary who will lay it before the next meeting of the Managing Committee.

19. The Managing Committee shall arrange for the monthly audit of the accounts kept by the Principals and the Heads of the institutions, of which the reports shall be considered by Sub-Committees or Local Committees concerned.

20. The accounts of the Managing Committee shall be completed annually for the financial year ending on 31st March.

21. The following registers shall be kept by the Office :—

1. A cash book showing receipts and expenditure,
2. A classified abstract of receipts and payments.
3. Ledgers of :—
 - (a) Special donations,
 - (b) donations by Arya Samajes,
 - (c) monthly subscriptions by members of Managing Committee and the Society.

7. The Accountant shall credit all sums so received to the proper sub-head under the rules or according to the nature of each item.

8. The Principal, the Headmaster and the Heads of other institutions shall remit to the Secretary, every week, all amounts received by them on account of the income of their respective institutions and shall not use any portion thereof to meet any expenditure whatsoever.

9. All endorsements on bank receipts, Government Securities, debentures shares in companies, etc., shall be made, on behalf of the Society, over the joint signatures of the Accountant, the Secretary and the President.

10. Expenditure shall be incurred by bills submitted by Heads of various institutions and passed by the Accountant, the Secretary and the President jointly in accordance with the provisions in the Budget, or the Resolutions of the Managing Committee or Sub-Committees, or the order of the President under the rules.

11. For all bills so passed cheques shall be issued under the joint signatures of one of the Accountant, the General Secretary, or the Secretaries and President or one of the Vice-Presidents.

12. The office shall on receiving the cheques signed by the Accountant, the Secretary and the President enter the amount in the cash book under proper heads and deliver them to the payee.

Budget

13. All Heads of institutions under the control of the D.A.V. College Managing Committee, shall submit in the month of January each year, an estimate of the probable income and expenditure of the Departments under them for the next financial year.

14. Annual Budget Estimates shall be prepared by the Secretary in consultation with the President and the Accountant.

I. Degree College

In the case of Teaching and Non-teaching Staff of the Colleges affiliated to the Universities, the Leave Rules of the respective University of the Institution shall be applicable.

II. Schools and other Institutions

In the case of the following institutions the Leave Rules (meant for privately-managed Non-Govt. Aided School) of an Education Department of the Govt. shall be applicable for the institutions which fall within the jurisdiction of that Department:—

- (i) Directly-managed aided Schools in Punjab, Haryana and Chandigarh (excluding D.A.V. Higher Secondary School, Chandigarh, where already the Department rules are applicable).
- (ii) *Un-aided Model Schools in Delhi, Punjab, Chandigarh and other States.
- (iii) Mehr Chand Technical Institute, Jalandhar and Dayanand Industrial Training Institute, Amritsar.

III. D.A.V. College Managing Committee Office

The employees of the D.A.V. College Managing Committee Office, New Delhi, shall be governed by the Leave Rules as are applicable to the employees of the local P.G. D.A.V. College and Hans Raj College excepting the benefit of L.T.C. as also the second Saturday holiday or any compensatory leave in lieu thereof.

Affiliation of Muffasil Schools

A School desirous of affiliation with the D.A.V. College Managing Committee shall abide by the following conditions:—

1. Financial responsibility for running the School shall continue to vest in the Local Committee of the School and shall not vest in the D. A. V. College Managing Committee.
2. Entire property (moveable as well as immoveable) standing in the name of the School or acquired by it at any time shall vest in the D.A.V. College Managing Committee, to be utilized only for the purposes of the School.

Note : In the case of newly opened Model School.

3. Funds of the School shall be deposited in such Bank or Banks or invested in such other manner as is allowed by Regulations of the D.A.V. College Society and approved by the D.A.V. College Managing Committee.

4. The School shall be managed through the Muffasil Schools Sub-Committee assisted by a Local Committee consisting of members to be nominated by the D.A.V. College Managing Committee.

5. The constitutional powers and duties of the Local Committee will be defined by the D.A.V. College Managing Committee.

6. The appointment and dismissal of the Head Master/Principal Managing Committee, shall be subject to confirmation and approval of the M.C.

*Travelling and Daily Allowance Rules

1. For the purpose of travelling Allowance and Daily Allowance the Grading of employees shall be as follows :

Grade I : Employees drawing pay exceeding Rs. 1300/-

Grade II : Employees drawing pay exceeding Rs. 800/- but not exceeding Rs. 1300/-

Grade III : Employees drawing pay exceeding Rs. 500/- but not exceeding Rs. 800/-

Grade IV : Employees drawing pay upto Rs. 500/-

Note : Here the 'pay' would mean the total emoluments admissible for Provident Fund deduction.

**Amended, vide D.A.V. College Managing Committee Resolution No. 9 dated 24.4.1983.*

shall be entered the amount of his deposits, the contribution made by the Society during the year and the interest accrued thereon. The certificate signed by the Secretary shall be retained by the depositor as receipt.

35. These Rules shall be deemed to have come into operation with effect from 1st July 1944, in supersession of all rules of the Fund, which might, from time to time, have been in force since the inception of the Fund, and the Fund shall vest in the Trustees subject to and upon the conditions laid down in the Trust herein contained.

36. Every employee, when joining the Fund, shall subscribe to an agreement printed separately.

Finance and Account

1. All sums paid on account of the D.A.V. College Society shall be received by the Secretary only, unless otherwise directed by the Office Bearers Sub-Committee.

2. On receipt of any sum, as above, the Secretary shall make an entry in his rough cash book and shall send it on the same day to the Bank or Banks with which the Society has dealings.

3. The Secretary shall not use for expenditure, on any account whatsoever, any sum received by him on account of the D.A.V. College Society.

4. Separate receipts for all sums so received shall be prepared and sent to the remitter, as soon as possible, and all such receipts duly signed by the Accountant and the Secretary shall be posted in Office Cash Book.

5. The Investment Sub-Committee shall, from time to time determine in what bank or banks, floating accounts in the name of the Society will be opened and maintained.

6. When any such account exceeds the limit fixed by the Investment Sub-Committee, intimation of the fact shall be given by the Office to the President who shall at once take steps to reinvest according to the rules such sums out of it as he thinks proper.

28. The Society shall have the power to close the Fund at any time if they consider that course advisable or necessary, in which event the Fund shall be divided among the members by payment to each member of such sum as may be payable to him according to rules.

29. Any appreciation or depreciation in any investment of the fund, or the amount lapsed to the Fund in any manner not repugnant to the statutory provisions of the Income-Tax Act and the rules herein contained, shall be for the benefit of and at the risk of the members, and at the closing of the Fund the cash in hand and the realizations from the investments shall be divided ratably among the members in proportion to the respective amounts standing to their credit.

30. Any of the Trustees may retire after notice in writing in that behalf addressed to the Society.

31. Every vacancy in the office of the Trustees shall be filled by the Managing Committee, provided that the vacancy in question may, till the next meeting of the Managing Committee, be filled by the continuing or remaining trustees subject to Society's rules which may be in force at the time of such vacancy.

32. The decision of the Trustees shall be final and binding upon members in all respects and upon all matters, questions and disputes relating to or connected with the rules or with the fund or the administration thereof or the rights or obligations of the members including all disputes or difference which may arise between any member or his executor, administrator, nominee or representative and the Trustees as to the meaning or effect of any rule or to any matter relating to or arising out of the same.

33. The Society shall have power to add, vary, alter or annul any of the provisions of these Rules with the previous approval of the Commissioner of Income Tax.

34. A receipt, duly signed by the Secretary, shall be issued to every depositor at the close of the year on which

1. The revised rates of Daily Allowance for ordinary places shall be as under :

Gradation	Pay ranges	Daily Allowance
Grade I	(a) Exceeding Rs. 2000/-	Rs. 30.00
	(b) Exceeding Rs. 1300/-but not exceeding Rs. 2000/-	Rs. 25.00
Grade II	Exceeding Rs. 800/-but not exceeding Rs. 1300/-	Rs. 20.00
Grade III	Exceeding Rs. 500/- but not exceeding Rs. 800/-	Rs. 15.00
Grade IV	Upto Rs. 500/-	Rs. 7.50

2. For stay on duty at Delhi, Simla, Madras, Bombay and Calcutta, the revised daily allowance at these places shall be enhanced by 50 per cent of the revised rates.

3. (1) The revised pay ranges for entitlement of railway accommodation shall be as under :

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|------------------------------|----------|
| (i) Pay exceeding Rs. 1000/- | I Class |
| (ii) Pay upto Rs. 1000/- | II Class |

(2) The cost of reservation and sleeper charges shall be reimbursed.

4. The revised pay ranges for entitlement of road travel by public transport would be as under:

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|-----------------------------|--------------|
| (i) Pay exceeding Rs. 800/- | Deluxe Bus |
| (ii) Pay upto Rs. 800/- | Ordinary Bus |

5. No daily allowance shall be payable to an employee who returns to his place of work within 8 hours. In such cases the employee would be reimbursed bus/rail fare and local charges. If absence from the place of work exceeds 8 hours, the employee would be allowed full Daily Allowance. Similarly full Daily Allowance would be payable for the days of departure

and arrival including days on which journeys are performed, while on tour to out-stations. When journeys on tour involve two calendar days, daily allowance for two days will be allowed irrespective of the time involved on each day.

6. Travel by Air will not be undertaken without the prior permission of the President, D.A.V. College Managing Committee.

**Granting permission to employees to appear as
Private Candidates in University Examinations**

1. An employee desirous of appearing in an University examination shall make an application for permission in writing on the prescribed form to the Head of the institution in which he is employed at least three months before the date fixed for commencement of the examination and shall state in such application the leave required for the purpose.

2. If permission is given and leave is granted under rule 1, such leave shall in no case exceed one month inclusive of the days spent in examination and shall be without pay unless order otherwise by the President for any portion of the period.

3. A teacher allowed to appear in an examination under rule, 1, shall give an undertaking to serve the Committee for at least one year from the date of the publication of the result without claiming any further increment in his salary.

4. Only an employee with at least one year's approved service from the date of confirmation will be allowed the benefit of these rules,

that sub-rule shall be permitted notwithstanding that the sum withdrawn for the purpose of clause (d) of the same sub-rule has not been repaid.

(iv) Whenever withdrawal is allowed for any other purpose the amount withdrawn shall be repaid in not more than 24 equal instalments and shall bear interest at the rate of Re. 1% above the rate which is payable for the time being on the balance in the Fund at the credit of the member, and no further withdrawal shall be permitted until repayment has been effected in full.

(v) Whenever withdrawal is allowed for a purpose specified in clause (d) or clause (e) of sub-rule (i) of rule 25 the amount withdrawn need not be repaid.

(vi) In all other connected matters relating to withdrawals, the limitations imposed by Government Notifications touching such matters shall apply.

Note :—For the employees of the Colleges in the States of Punjab, Haryana, Himachal Pradesh and the Union Territory of Chandigarh, the purpose(s) of loans out of Provident Fund, quantum of loans and the number of instalments for the recovery of the loan will be in accordance with the Rules of the University to which a College is affiliated. (vide D.A.V. College Managing Committee Resolution No. 11 (i) dated 28.3.1983)

27. No Trustee shall be responsible or chargeable save and except for money actually received by him notwithstanding his having signed any receipt for the sake of conformity or otherwise nor shall be responsible or chargeable for the acts, defaults or neglects of the Society with whom the moneys of the Fund are deposited, nor for any loss unless the same happens through his own wilful act or omission.

(ii) No such withdrawal shall exceed :—

- (a) the pay of the employee for three months, or in the case of a withdrawal for the purpose specified in clause (d) of sub-clause (i) for six months, at the time when the advance is granted, or the total of the accumulation of exempted contributions and exempted interest contained in the balance to the credit of the employee, whichever is less, provided that in the case of withdrawal for the purposes specified in clause (c) of sub-rule (i) of rule 26 the restrictions imposed by clauses (a) and (b) of sub-rule (ii) of rule 26 shall apply to each withdrawal and not the total withdrawals, provided further that in the case of withdrawals by an employee who retains his employment while serving in Indian Forces or when taken into or employed in the National Service under the National Service Act, 1940, the pay referred to in clause (a) of sub-rule (ii) of rule 26 shall mean the pay including increment, if any, which the employee would have received, had he not entered Indian Forces or been taken into or employed in National Service.
- (iii) Save as hereafter provided, a second withdrawal shall not be permitted until the sum first withdrawn has been fully repaid.
- (a) A withdrawal under clause (c) of sub-rule (i) of rule 26, notwithstanding that the sum previously withdrawn for the same purpose has not been repaid, shall be permitted.
- (b) Subsequent withdrawal for the purpose specified in clause (a) of sub-rule (i) of rule 26 may be permitted notwithstanding that the sum previously withdrawn for the same purpose has not been repaid.
- (c) A withdrawal for any of the purposes of sub-rule (i) of rule 26 other than those specified in clauses (d) and (e) of

Local Committees.

(a) *Rules of Business.*

1. Meetings of the Local Committee to transact business will be called, from time to time, by the Convener in consultation with the Chairman, or as directed by the orders of the President. The agenda for each meeting shall be communicated to the Convener by the General Secretary under orders of the President.

2. Ordinarily three days notice shall be given, but an emergent meeting may be called at a shorter notice.

3. Meetings will ordinarily be held in the office of the Principal of the local D.A.V. College, and if the place has no D.A.V. College then in the office of the Head Master of the local D. A. V. School, provided that a meeting may be held at any other suitable place, if so desired by the Chairman.

4. The Chairman shall preside at the meeting, but if the Chairman is absent the members present shall elect a Chairman for the meeting.

5. Rulings of the Chairman in all matters pertaining to the conduct of business shall be final.

6. Decisions of the Committee shall be by majority vote of the members present at the meeting, provided that in the event of voting on an issue being equal, the Chairman shall also have a casting vote.

7. Minutes of the meetings will be recorded by the Convener and confirmed by the Chairman before transmission to the Secretary, D.A.V. College Managing Committee, New Delhi.

8. In the selection of panel of three names for Chairmanship of the Local Committee, the following procedure shall be observed:—

- (a) Each member present shall have the right to propose upto three names which must be duly seconded,

- (b) In the event of more than three names being proposed, voting shall be by ballot,
- (c) Each member shall have three votes,
- (d) The first three persons in order of the number of votes secured shall constitute the panel to be recommended to the President for nomination.

(b) *Election of representatives of the teaching staff*

1. Out of two teachers to be elected as representatives one shall be elected by teachers of the standing of ten years and above from amongst themselves and the other by the teachers of the standing of less than ten years but above five years from amongst themselves, provided that where the number of teachers of above five years' standing does not exceed twenty, they will elect only one representative.

2. In calculating the standing of a teacher his total period of service under the D.A.V. College Managing Committee will be taken into consideration and the break in service, if any, may be condoned by the President.

invalid and the Trustees shall not recognize or be bound by any notice to them of such transaction or transfer.

26. (i) Withdrawals by any employee shall not be allowed by the Trustees except on special ground in the following circumstance or circumstances of similar nature :—

- (a) To pay expenses incurred in connection with the illness of the subscriber or a member of his family.
- (b) To pay for the passage over-seas of the subscriber or any other member of his family.
- (c) To pay expenses in connection with marriages, funerals, or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that the expenditure should be incurred.
- (d) To meet expenditure on the purchase of plot, the construction, or purchase of a new house, or repairs to an existing house without assignment of the house or plot in favour of the Trustees, but the applicant however should be required to produce a satisfactory evidence (which may be a Principal's certificate).
- (e) To pay premia on policies of insurance on the life of the subscriber or of his wife, provided that the policy is assigned to the Trustees of the Fund the premia and the receipts granted by the Insurance Company are from time of time handed over to the Trustees for inspection by the Income-Tax Officer.

"Family" shall mean and include any of the persons, who reside with and are wholly dependent on the employee, namely, the employee's wife legitimate children, step children, parents, sisters, minor brothers.

attains the age of majority. If the person appointed predeceases the member before the minor nominee attains the age of majority, the member shall forthwith appoint another person of full age to receive the amount on behalf of the minor nominee, and from time to time forthwith make a fresh appointment when this is necessitated by the death of the person appointed to receive payment on behalf of the nominee.

22. The nomination made, as aforesaid, shall be and remain in full force and effect until the nominee's death or until his nomination or appointment has been revoked as herein mentioned.

23. On the death of a member not survived by a nominee under rule 20, the full amount due to the member according to the rules shall be paid without deduction, to his executors or administrators, or at the absolute discretion of the Trustees the full amount or any part or parts thereof may be paid to the widow, child, his, her, or their guardian or custodian or other near relative or relatives of the deceased member or any other persons appearing to them to be the proper persons to receive the amount without any representation to the estate of such deceased member or any succession certificate being obtained and such payment shall be good discharge to the Trustees against all claims whatsoever in respect of the said deceased member or otherwise.

24. Except as is expressly provided by these rules no member or any person or persons claiming under or through him shall be entitled to claim any payment of money which may be standing to his credit in the books of the Fund.

25. Save as herein provided with regard to nomination, no member shall be entitled in any way to deal with or transfer by way of security or otherwise his interest or any part thereof in the Fund, and any such transaction or transfer shall be

**PRESCRIBED FORM OF APPLICATION FOR
PERMISSION TO APPEAR AS PRIVATE
CANDIDATE IN UNIVERSITY
EXAMINATION**

1. Name of the applicant _____
 2. Designation _____
 3. Date of joining service _____
 4. Starting pay _____
 5. Present pay _____
 6. Examinations in which he has already appeared as a private candidate with dates of Committee's sanction in each case _____

 7. The years in which he passed various examinations privately _____

 8. Examination in which he now intends to appear _____

 9. The period for which leave will be required _____

- I do hereby promise to work on the present salary for one year after the publication of the result of _____ Examination and shall not apply for more leave without pay to appear in the aforesaid Examination than what I have stated in this application.
- Signature of the applicant.*
10. Remarks by the Head of the Institution _____

**APPLICATION FOR SEEKING EXTENSION
IN SERVICE UNDER THE RULES OF
THE D.A.V. COLLEGE MANAGING
COMMITTEE, NEW DELHI**

1. Name of the employee _____
[in capital letters]
2. Post held and name of Institution
where employed _____
3. Educational qualifications _____
4. Date of Birth _____
Age at present _____
5. Date of appointment _____
6. Date of confirmation _____
7. Date of attaining the age of
superannuation _____
8. Present salary _____ Grade _____
9. Date from which extension is required _____
10. Date upto which the extension is reqd. _____
11. Last extension, if any,
granted by the Managing Committee _____
(Give Resolution No. and Date)
12. Results in the case of a member
of the teaching staff for the
last three years _____
13. Is he medically fit
for further service _____
(Medical Certificate to be attached)
14. Recommendation of the Head of the
Institution or the Local Committee in
the case of Mufassil Schools _____

Date.....

Signature of the Applicant

which will be used to provide financial assistance to the dependents of the deceased member in case of acute distress deserving sympathy. The Trustees shall decide upon the amount to be granted by way of relief on recommendation of the Head of the Institution concerned and such decision shall be final.

19. A member may nominate any person* to whom the amount standing at the credit of such member shall be paid in the event of his death while in the service of the Society, or before his claim on the Fund shall have been discharged, and may, from time to time, change such nomination in writing.

In the event of the death of nominee prior to the death of the member, and no other person having, in the interval, been nominated by the member, the amount standing at the credit of the member shall be dealt with in accordance with rule 23.

20. On the death of a member, who shall have made a nomination in accordance with rule 19, the full amount payable to him according to the rules shall be paid to his nominee and such payment shall be a good discharge to the Trustee against all claims whatsoever, in respect of the said Fund by any one claiming through the said member or otherwise.

21. If the nominee is a minor, the member shall, at the time of nomination, state the age of the nominee, and shall also appoint a person of full age to whom the amount standing at the member's credit is to be paid on behalf of the minor nominee, in the event of the member dying before the nominee

**In the case of Sholapur institutions, the nominee must be a member of the family of the subscriber in case he has a family as required by the Bombay Education Department.*

time to time having regard to the interest earned on investments from the Fund. Interest in a member's account shall be allowed up to the end of the month immediately preceding the date of the settlement of such account. If however, such date be the last date of the month, then the interest shall be allowed for and upto the end of that month, that is, no interest will be allowed for a part of any month,

16. If a member is dismissed from the service of the society for embezzlement or any dishonest act, deed or omission or misconduct resulting in loss to the Society, the Trustees shall, on application from the Dayanand Anglo-Vedic College Trust & Management Society, New Delhi, pay to the Society out of such member's individual account in the Fund such portion thereof not exceeding the Society's contribution to it along with interest credited in respect of such contribution as the Society might ask the Trustees of the Fund to pay, and the demand of the Society shall be complete discharge to the Trustees of the Fund. In the event of any such payment, the balance, if any, of the member's contribution and interest shall be paid to him.

17. The accumulated balance due to an employee shall be payable on the day he ceases to be an employee of the employer maintaining the Fund,

18. When a member of the Provident Fund ceases to be an employee of the Society, the amount of the Provident Fund consisting of the employee's contribution together with interest accrued thereon, shall be paid to him in full. The contribution made by the Society will be paid as follows :-

After three years service $\frac{3}{10}$ of the Society's contribution and for every additional year of service upto 10 years, $\frac{1}{10}$ th of the Society's contribution, and after completion of 10 years service, the whole contribution.

18-A. Any sum of money withheld from a member under Rule 48, may be credited to a fund called "Distress Fund"

Note :-The application should reach the office of the D. A. V. College Managing Committee three months before the date from which extension is required.

PREScribed FORM OF OFFER & ACCEPTANCE
IN CASE OF APPLICANTS TO
TEACHING POSTS

From

The Principal,

To

Shri

No. _____

Dated _____

Dear Sir,

With reference to your application for the post ofat this College, I write to inform you that the D.A.V. College Managing Committee offer you an appointment on Rs.....p.m. plus D.A.....in the scale of Rs.....on twelve months probation.

2. On the termination of the probationary period, you will be confirmed in your post in case your work is found to be satisfactory and you will be required to fill up a service agreement form on non-judicial stamp paper. Your next increment will fall due from the date of your confirmation.
3. During the period of probation your services may be terminated by one month's notice on either side. After confirmation services can be terminated by 3 months notice on either side.
4. In the matter of leave and general conditions of service, you will be governed by the rules of the D.A.V. College Managing Committee, or the University concerned, as the case may be.

5. Full summer vacation salary will be paid to you in case you complete 9 months service prior to the summer vacation, failing which you will be entitled to proportionate salary for the vacation, provided that your service before summer vacation is not less than three months.
6. During the period of your employment here if you want to apply for a post elsewhere, you must have your application forwarded by the Principal of the College where you are working.
7. As a whole-time employee of the D.A.V. College Managing Committee you are expected to carry out the instructions of the Principal implicitly and devote your whole time to the service of the institution where you are employed. You may not engage in any private trade or undertake additional work which is likely to interfere with the discharge of your normal duties, without permission of the Committee. If you propose to take up any private tuition work, you will have to obtain the Principal's permission and in case you purpose to take any public examination, you will be required to obtain the Committee's permission.
8. After your confirmation you will have to join as a member of the Provident Fund. Deduction from your salary and Managing Committee contributions will be made regularly in accordance with the Provident Fund Rules.
9. Increment will be granted to you regularly, provided reports on your work continue to be satisfactory. It may be withheld in case the reports are otherwise.

Please communicate immediately if you accept the appointment offered to you on the terms stated above.

Yours faithfully,
PRINCIPAL

**PRESCRIBED FORM OF SERVICE AGREEMENT IN
CASE OF APPOINTMENT TO TEACHING STAFF**

An agreement made on the _____ day of _____
198 between Shri _____ (hereinafter called the

shall contribute at the rate of Rs. 20/- p.m. for the first five years and Rs. 30/- p.m. afterwards, which shall be credited to the employee's account in the Fund.

11. The Society shall contribute each month to the fund a sum equal to the contributions of the employee for that month i.e. 10% of the salary and the same shall be credited to the employee's account in the Fund.

12. The Fund shall consist of the contribution made by the Society and the Employees, and of the donations, if any, received by the Trustees, of accumulation thereof and of interest (simple and compound) credited in respect of such contributions, donations and accumulations and of securities purchased therewith and of no other sums.

13. The sums subscribed from time to time by each member (hereinafter referred to as the member's contribution including all interest accrued on the same) as well as all sums contributed by the Society for each member (hereinafter referred to as the Society's contribution including all interest accrued on the same) shall be credited in the special ledger, kept by the trustees at the office of the Society.

14. All moneys of the Fund shall be credited in the books of the Society in an account styled "The Trustees of Dayanand Anglo-Vedic College Trust & Management Society, New Delhi, Employees' Provident Fund."

Provided that moneys of the Fund contributed and subscribed to such Fund whether by the Society or by the members or accruing by way of interest or otherwise to such Fund, shall be invested in securities mentioned in clauses (a) to (e) of Section 20 of the Indian Trust Act of 1882 and payable in respect of both capital and interest in India.

15. The account of each member shall be credited with interest every year at such rates as the Trustees might fix from

3. The Fund shall be vested in Trustees under a Trust which shall not be revocable, save with the consent of all beneficiaries.

4. The Trustees of the Fund shall be five in number. The President of the D.A.V. College Managing Committee shall be a member and the Chairman of the Trust Ex-Officio, two Trustees shall be selected from amongst the members of the Managing Committee and the remaining two from amongst the employees of the Society who are members of the Provident Fund. All the four Trustees, besides the Chairman, will be nominated by the Managing Committee, and will hold office for six years.

5. The Chairman shall preside at all the meetings of the Trust. In the absence of the Chairman, the Trustees present will select a Chairman for the meeting. At least three Trustees will be necessary to form a quorum.

6. The accounts of the Fund shall be made up yearly as on 31st December in the form and manner prescribed under the provision of the Indian Income-Tax Act.

7. All permanent employees of the Society, with effect from the date of their confirmation, shall join the Fund.

8. Every employee, who is a member, shall be subject to these rules, and shall sign an agreement in the form annexed to these rules.

9. Every member of the Provident Fund shall subscribe monthly a sum equal to 10% of the salary payable to him for the month, which amount shall be deducted by the Society each month from the salary payable to the employee and shall be credited to the employee's individual account in the Fund.

10. In the case of Life-members who are governed by the old Regulations relating to Life Membership which existed before 1956, no deduction will be made from the salary. The Society

employee of the first part, and the D.A.V. College Managing Committee, New Delhi, hereinafter called the Managing Committee of the second part).

1. The Managing Committee, as from the day of _____ appoints the employee as a member of the staff of the College upon the terms and conditions hereinafter set out.

2. The Managing Committee shall pay to the employee during the continuance of his engagement on a basic pay at the rate of Rs. _____ p. m. rising by annual increment of Rs. _____ to Rs. _____ to a maximum of Rs. _____ p. m., the increment being subject to satisfactory report, by the Principal.

3. The employee shall devote his whole time to the service of the College, and shall not without the permission of the Managing Committee engage directly or indirectly in any trade or business whatsoever or in any private tuition or work which may interfere with the proper discharge of his duties but this shall not apply to work undertaken with the permission of the Committee in connection with the Examinations of a University or Board or Public Service Commission or Private tuition.

4. The employee on confirmation shall subscribe to the Provident Fund maintained by the Managing Committee for the Teaching Staff of the College.

5. The Managing Committee shall be entitled summarily to determine the engagement of an employee for misconduct but not without informing him in writing of grounds on which they propose to take action giving him a reasonable opportunity of stating his case in writing, and before coming to a final decision shall consider the employee's statement and if he so desires give him a personal hearing.

6. Subject to clause No. 5, the Managing Committee shall be only entitled to determine the engagement after giving three months notice in writing, or payment of three months salary in lieu of notice.

7. - The employee may at any time terminate his engagement by giving the Managing Committee three months notice in writing and if three months notice in writing is not given the employee shall pay the Managing Committee a sum equivalent to three months salary, unless Managing Committee decides in any particular case not to realise such sum from such member.

8. On the termination of this Agreement, from whatever cause, the employee shall deliver upto the Managing Committee all books, apparatus, records, and such other articles belonging to the College or to the University as may be in his possession or charge.

9. Casual leave, sick leave, and other leave shall be granted according to the general leave rules, made in this behalf by the Managing Committee, or the University concerned, as the case may be.

10. Any dispute arising between the employee and the Managing Committee with regard to any matter, not provided for in this agreement, shall be subject to the Indian Arbitration Act, 1940.

WITNESS

1. _____
Employee

2. _____
Counter-signed

3. _____
Principal

4. _____
Secretary,

D.A.V. College Managing Committee
New Delhi.

Rules of the D.A.V. College Managing Committee

Provident Fund

1. The Fund shall be called "The Dayanand Anglo-Vedic College Trust & Management Society Employees' Provident Fund."

2. In these rules unless there is something repugnant to the subject or context.

(i) the "Society" means the Dayanand Anglo-Vedic College Trust & Management Society, New Delhi.

(ii) "The Managing Committee" means the Managing Committee of the Dayanand Anglo-Vedic College Trust & Management Society, New Delhi.

(iii) The "Trustees" shall mean the Board of Trustees for the time being of the Dayanand Anglo-Vedic College of Trust & Management Society Employees' Provident Fund.

(iv) "Salary" means only monthly salary received by each employee from the Dayanand Anglo-Vedic College Trust & Management Society and does not include any personal allowance, dearness allowance, bonus, commission or any other remuneration or profit whatsoever derived by any means outside his ascertained monthly salary.

(v) "Member" means any person in the service of the Society who is also a subscriber to the Fund.

॥ श्री ३म् ॥

DAYANAND ANGLO-VEDIC COLLEGE
TRUST AND MANAGEMENT SOCIETY
NEW DELHI-110055

RULES
OF THE
MANAGING COMMITTEE

D. A. V. COLLEGE MANAGING COMMITTEE
CHITRA GUPTA ROAD, NEW DELHI-110056