



**GENERAL SERVICE CONDITION  
AND  
WELFARE ACT OF THE EMPLOYEE  
OF  
ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY  
Guwahati, Assam**



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## CHAPTER - I

### AN ACT

#### 1. Preamble

To amend the Assam Science and Technology University Act, 2009

Whereas it is expedient to amend the Assam Science and Technology University Act, 2009, hereinafter called the principal Act, in the manner hereinafter appearing:

It is hereby enacted in the Sixty-second Year of the Republic of India as follows:-

#### 2. Short title and commencement

- (a) The Act may be called the Assam Science and Technology University (Amendment) Act, 2011.
- (b) It shall have the like extent as the principal Act

#### 3. Amendment of section 8

In the principal Act, in sub-section (1), for the words "The Governor of Assam", the words "Chief Minister of Assam" shall be substituted

#### 4. Definition

In this Act, unless there is anything repugnant in the subject or context, -

- (a) "Affiliated College" means a college other than a constituent or recognized college, affiliated to the University under section 4;
- (b) "Affiliated Institution" means an institution other than a constituent College or a recognized institution, affiliated to the University;
- (c) "Constituent College" means a college established, maintained or managed by the University;



- (d) "Constituent Institution" means an institution, other than a college established, maintained or managed by the University;
- (e) "Court" means the Court constituted under section 16;
- (f) "Department" means a department of the University and designated as such by it with reference to a subject or group of subjects of study conducted or affiliated or recognized by the University;
- (g) "Executive Council" and "Academic Council" mean the Executive Council and the "Academic Council constituted Under section 18 and 20 respectively;
- (h) "Finance Committee" means the Finance Committee constituted under section 26;
- (i) "Government College" means the person designated as such by the University;
- (j) "Head of Department" means a person designated as such by the University;
- (k) "Post-graduate Board" and "Under-graduate Board" mean the Post Graduate Board and the Under-Graduate Board constituted under section 22 and 24 respectively.
- (l) "Principal" means the Head of a teaching staff of a constituent, affiliated or recognized college;
- (m) "Recognized College" means a college other than a constituent college, or affiliated-college recognized by the University section 4;
- (n) "Recognized Institution" means an institution other than a constituent or affiliated-institution recognized by the University under section 4;
- (o) "Selection Committee" means the Selection Committee constituted under section 28;
- (p) "State Government" means the Government of Assam;
- (q) "Statutes", "Ordinance" and "Regulations" means, respectively, the Statutes, Ordinances, and the Regulations of the University made under this Act;
- (r) "Teacher" means Professor, Reader or a Lecturer under the University

or a college whether constituent or affiliated, or any other person imparting instructions or guiding research and designated as teacher by the University and includes a person recognized as a teacher by the University; and

- (s) "University" means the Assam Science and Technology University as constituted under this Act

## 5. Officers of the University

The following shall be the officers of the University:-

- (i) The Chancellor,
- (ii) The Vice-Chancellor
- (iii) The Rector,
- (iv) The Registrar, and
- (v) Such other persons in the Service of the University as may be declared by the statutes to the officers of the University.

## 6. The Chancellor (in pursuance to section 8 of the Assam Science and Technology University Act, 2009):

- a. The Governor of Assam shall be the Chancellor of the University
- b. The Chancellor, when present, shall preside at any meeting of the Court and at any convocation of the University

## 7. Powers and duties of the Chancellor (in pursuance to section 9 of the Assam Science and Technology University Act, 2009):

- i) The Chancellor shall have the right to cause an inspection to be made by such person or persons as he may direct of the affairs and properties of the University of the colleges, institutions and bodies maintained by the University and also of the examinations, teaching and other works conducted or done by the University, its officers and authorities, and to cause

an enquiry to be made in the like manner in respect of all or any of the matters aforesaid and of any other matter connected with the University.

- ii) The Chancellor shall in every such case give notice to the Executive Council of his intention to cause an inspection or enquiry to be made, and the Executive Council shall be entitled to appoint a representative who shall have the right to be present and heard at such inspection or enquiry.
- iii) The Chancellor may address the Vice - Chancellor with reference to the result of such inspection or enquiry and the Vice - Chancellor shall communicate to the Executive Council the views of the Chancellor with such advice as the Chancellor may offer on the action to be taken thereon.
- iv) The Executive Council shall communication through the Vic - Chancellor to the Chancellor such action, if any, as it is proposed to take or has been taken on the result of such inspection or enquiry and the advice of the Chancellor.
- v) When the Executive Council does not within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may after considering any explanation furnished or representation made by the Executive Council, if any, issue such directions as he may think fit and the Executive Council shall be bound to comply with such directions.
- vi) Expenses that may be incurred in connection with such inspections or enquiries and certified as such by the Chancellor shall be a charge on the University.
- vii) The Chancellor as head of the University shall have the power to suspend the activities of the various authorities of the University as and when circumstances so demand and vest all powers and functions of these authorities in the Chancellor to control the affairs of the authority or authorities so suspended in such manner and for such a period as deemed fit and reasonable by him.

#### 8. The Vice-Chancellor (in pursuance to section 10 of the Assam Science and Technology University Act, 2009)

- i) The Vice-Chancellor shall be appointed by the Chancellor on the recommendation of an Advisory Board constituted by the Chancellor for the purpose, consisting of three members of whom one member shall be nominated by the State Government, one member to be nominated by the Chancellor and one member to be elected by the Executive Council. The Chancellor shall also appoint one of them as chairperson of such Advisory Board.
- ii) The Advisory Board shall recommend a panel of names of three persons to the Chancellor, who may appoint one of the persons recommended, to be the Vice Chancellor. If the Chancellor does not approve any of the persons recommended by the Advisory Board, he may call for a fresh recommendation.
- iii) The Vice-Chancellor shall be a whole time officer of the University who shall hold office for a period of five years and shall be eligible for re-appointment.  

Provided that notwithstanding the expiry of the aforesaid period of five years, he shall continue in office until his successor is appointed and enters upon his office.
- iv) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be determined by the Chancellor.  

Provided that the salary of the Vice-Chancellor shall not be less than Rs. 25000/- per mensem including all allowances.
- v) Whenever there is any temporary vacancy in the office of the Vice-Chancellor by reasons of leave, illness or other cause, the Chancellor shall make such other arrangements, as he may think fit, for exercising the powers and performing the duties of the Vice-Chancellor during the absence. The Chancellor shall determine the emoluments or allowances payable to a



person temporarily appointed to exercise the power and duties of the Vice-Chancellor.

**9. Powers and duties of the Vice-Chancellor (in pursuance to section 11 of the Assam Science and Technology University Act, 2009):**

- i) The Vice Chancellor shall be the principal Executive and Academic Officer of the University. He shall be the ex officio Chairperson of the Executive Council, the Academic Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee and shall, in the absence of the Chancellor, preside at all meetings of the Court and over the Convocation to confer degrees. He shall be entitled, to be present at and to address any meeting of any authority or Committee of the University.
- ii) The Vice Chancellor shall see that this Act, the Statutes, the Ordinance and the Regulations are duly observed and he shall have all powers for that purpose.
- iii) The Vice Chancellor shall have the powers of convening the meeting of the Court, the Executive Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee; whenever he finds it necessary and for that purpose direct the Registrar to convene such meeting at the time and place to be determined by the Vice Chancellor and the Registrar shall be bound to comply with that direction.
- iv) If in the opinion of the Vice Chancellor an emergency has arisen which required immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same to the authority or committee which in the ordinary course would have dealt with the matter:  
Provided that where any such action taken by the Vice-Chancellor affects the service or emoluments of any person in the service of the University, such person shall be entitled to prefer within thirty days from the date on which he received notice of such action, an appeal to the Executive Council, whose decision shall be final.

v) The Vice-Chancellor shall exercise general control and supervision over the affairs of the University and shall give effect to the decision of the authority of the University.

vi) All powers relating to the proper maintenance of discipline in the University shall stand vested in the Vice-Chancellor.

vii) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes or the Ordinances and shall perform such other acts as may be necessary to carry out or further the provisions of this Act, the Statutes or the Ordinances.

**10. Rector (in pursuance to section 12 of the Assam Science and Technology University Act, 2009):**

- i) The Rector shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor on such emoluments and allowances as may be fixed by the Executive Council. He shall hold office for a term of two years and shall be eligible for re-appointment.
- ii) The Rector shall exercise and perform such powers and duties of the Vice-Chancellor as may be delegated to him by Vice-Chancellor.

**11. Registrar (in pursuance to section 13 of the Assam Science and Technology University Act, 2009)**

- i) The Registrar shall be a whole time salaried officer of the University. The terms and conditions of the service of the Registrar shall be such as may be prescribed by the Ordinances. The Registrar shall be such as may be prescribed by the Ordinances the Registrar shall be such as may be prescribed by the Ordinances.
- ii) The Registrar shall be the Secretary of the Court, the Executive Council, the Academic Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee but shall not be deemed to be a member of any of these authorities except that of the Court.

**iii) Age of Superannuation:**

The age of superannuation is 60 years (max). The tenure of his service is 5 years and the appointment may be made in conformity with the provisions of this Act and on the date of appointment candidate should have 5 years to retire from the service.

**iv) Disciplinary Actions:**

The employee shall be governed by the existing rules of Govt. of Assam.

**12. Powers and duties of the Registrar (in pursuance to section 14 of the Assam Science and Technology University Act, 2009)**

The powers and duties of the Registrar shall be the following, namely:-

- (a) To be the custodian of the records, the common seal of University and such other properties of the University as the Executive Council shall commit to his charge;
- (b) To conduct the official correspondence of the Court, the Executive Council, the Academic Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee;
- (c) To issue all notice convening meeting of all authorities and committees of which he is the Secretary, to keep minutes of meeting of all such authorities and committees;
- (d) To arrange for, superintend and conduct all examinations held by the University as recommended by the Post-Graduate Board and the Under-Graduate Board as the case may be;
- (e) To sign and to verify all contracts and agreements made on behalf of the University;
- (f) To exercise general supervision over the funds of the University and to advise the executive Council and the Finance Committee in regard to the financial policy of the University;

(g) To manage, subject to the control of the Executive Council, the property and the investments of the University;

(h) To prepare and to present to the Executive Council, the annual report of the working of the University, the annual statement of accounts and the budget of the University for the next financial year, and to maintain properly the accounts of the University;

(i) To receive payment of all fees and charges payable to the University;

(j) To perform such other work as may, from time to time, be assigned to him by the Executive Council, or the Vice-Chancellor, and to make appointment to ministerial and Grade - IV posts of the University.

**13. Controller of Examinations:**

**i) Age of Superannuation:**

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

**ii) Pay Scale:** As per Annexure - I at serial number 3.

**iii) Disciplinary Actions:**

The employee shall be governed by the existing rules of Govt. of Assam.

**iv) Methods of Recruitment**

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

**v) Minimum Qualification and Experience for selection:**

**a) Academic:** BE/B Tech. and M.E/M. Tech. with first class or equivalent where the class or division is not awarded a minimum of 60% marks in aggregate shall be considered equivalent to first class. If a grade point system is adopted CGPA will be converted into equivalent marks as 6.75 grade point is equivalent percentage of 60% (as per AICTE).



OR

Post Graduate Degree in any other discipline with marks of 55% or its equivalent grade of "B" in the UGC 7 point scale.

- b) **Work Experience:** At least 15 year of Administrative Experience in running pay band of Rs. 15600-39000 with Grade Pay of Rs 5400 (Old Scale 8000-275-13500) in a position involving supervision, control and planning and conducting University examination or its equivalent examination.

OR

- c) At least 8 years experience as Deputy Controller of Examination in running pay band of Rs. 15600-39000 with Grade Pay of Rs. 6600 (Old Scale 10000-325-15200) in a position involving supervision, control and planning and conducting University examination of its equivalent examination.

d) **Desirable:**

- i) Ph. D. Degree.  
ii) Conducting University/Institution Examination and other allied works at the executive level and having record justifying entrusting of confidential work- Working knowledge of Computer and Networking.

vi) **Procedure of Appointment:**

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.

The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period.

14. **Powers and Duties of Controller of Examination:**

- i) The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and test's of the University and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Examination Committee. He shall be a full-time salaried officer of the University and shall work directly under the directions and control of the Vice Chancellor.
- ii) To prepare and announce in advance the calendar of examinations.
- iii) To arrange for printing of question papers.
- iv) To arrange to get performance of the candidates at the examinations properly assessed, and process the results.
- v) To arrange for the timely publication of results of examinations and other tests
- vi) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
- vii) To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- viii) To review from time to time, the results of University examinations and forward reports thereon to the Academic Council.
- ix) The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Examination Committee.



## 15. Academic Registrar:

### i) Age of Superannuation:

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

### ii) Pay Scale: As per Annexure - I at serial number 4.

### iii) Disciplinary Actions:

The employee shall be governed by the existing rules of Govt. of Assam.

### iv) Methods of Recruitment

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

### v) Minimum Qualification and Experience for selection:

a) **Academic:** BE/B. Tech and ME/M. Tech. with first class or equivalent where the class or division is not awarded a minimum of 60% marks in aggregate shall be considered equivalent to first class. If a grade point system is adopted CGPA will be converted into equivalent marks as 6.75 grade point is equivalent percentage of 60% (as per AICTE),

**OR**

Post Graduate Degree in any other discipline with marks of 55% or its equivalent grade of "B" in the UGC 7 point scale.

b) **Work Experience:** At least 15 year of Administrative Experience in running pay band of Rs. 15600-39000 with Grade Pay of Rs 5400 (Old Scale 8000-275-13500) in a position involving supervision, control and planning and academic matters at University/Institution level.

**OR**

At least 8 years experience as Deputy Registrar in running pay band of Rs. 15600-39000 with Grade Pay of Rs. 6600 (Old Scale 10000-325-15200) in a position involving supervision, control and planning of academic matters at University/Institution level.

### c) Desirable:

i) Ph. D. Degree.

ii) Experience in preparation of course curriculum, syllabus or other academic and students related works at University/Institution level and having record justifying entrusting of confidential work. Working knowledge of Computer and Networking.

### vi) Procedure of Appointment:

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.

The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period.

## 16. Powers and Duties of Academic Registrar:

i) The position of the Academic Registrar holds responsibility for a range of key administrative and policy areas that relate to student learning and governance at the University.

ii) The duties and powers of the Academic Registrar are set out in the University's Statutes, including responsibility for promulgation, consistent application and compliance with policies relating to students, student discipline and grievances, and student services.

iii) The Academic Registrar occupies an Ombudsman role in relation to handling student complaints.

iv) To convene the following meeting who will act as member secretary

a) Academic Council.

b) Post-Graduate Board.

- c) Under-Graduate Board.
- d) Or any other meeting that related to the key administrative and policy areas that relate to student learning and good governance at the University.
- e) To take follow up action for Research Committee and Syllabus Committee.
- v) Extension of Career Advancement to University teachers as per UGC guidelines.

#### 17. Finance and Accounts Officer:

##### i) Age of Superannuation:

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

##### ii) Pay Scale: As per Annexure - 1 at serial number 12.

##### iii) Disciplinary Actions:

The employee shall be governed by the existing rules of Govt. of Assam.

##### iv) Methods of Recruitment

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

##### v) Minimum Qualification and Experience for selection:

a) Academic: Master's Degree in Commerce with at least 55% of marks with specialization in Accounting.

##### b) Work Experience:

Minimum experience of 5 (five) years in Accounting in the State Govt./ Central Govt./ Public Sector Undertaking or University/ College/Institution is needed. Candidates having Computer Knowledge in Accounting Software, MS Office, Page Maker, RDBMS etc. is mandatory.

##### c) Desirable:

Finance Officer in the University include preparation of Annual Accounts and Budget, getting the accounts audited by the Officer of CAG, managing the properties and funds of the University and advice the University with regard to its financial policies. Also to have experience in handling and managing funds and grants in the University/ College/Institution level.

##### viii) Procedure of Appointment:

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.

The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period

#### 18. Powers and Duties of Finance and Accounts Officer:

- i) The Finance and Accounts Officer shall be the Principal Officer, Accounts and Audit Officer of the University. He shall be full-time salaried officer and shall work directly under the control of the Vice-Chancellor.
- ii) The Finance and Account Officer shall be appointed by the Selection Committee with the approval of Executive Council.
- iii) The Finance and Account Officer shall be the convenor of the Finance Committee. He will take part in the proceeding of the proceeding of the meeting on matters which have financial implications.
- iv) The Finance and Accounts Officer shall maintain minutes of the meetings of Finance Committee and the committees appointed by the Finance Committee.



- v) The Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of Accounts and audit reports, to the Finance Committee.
- vi) Exercise general supervision over the funds of the University, and shall advise the Vice-Chancellor as regards the finances of the University.
- vii) Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the object of the University.
- viii) Ensure that the limit fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.
- ix) Keep watch on the state of the cash and bank balances and of investment.
- x) Keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection.
- xi) Have the accounts of the University audited regularly by appropriate authority.
- xii) Ensure that the registers of buildings and, equipment land machinery are maintained up-to-date and that the stock taking of equipment and other consumable materials in all officer, workshops and stores of the University is conducted regularly.
- xiii) Propose to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities from any academic member of University.
- xiv) Propose to the Registrar that explanation be called from any non-academic member for un-authorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault
- xv) Call for from any office centre, laboratory, conducted college,

department of the University or University Institution, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities, and

- xvi) Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor or are prescribed by the Ordinances from time to time.

#### 19. Deputy Registrar:

##### i) Age of Superannuation:

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

##### ii) Pay Scale: As per Annexure - I at serial number 5.

##### iii) Disciplinary Actions:

The employee shall be governed by the existing rules of Govt. of Assam.

##### iv) Methods of Recruitment

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

##### v) Minimum Qualification and Experience for selection:

##### vi) Procedure of Appointment:

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.

The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period.



## 20. Powers and Duties of Deputy Registrar:

- i) The Deputy Registrar have been delegated certain Administrative power and they have been made responsible for taking decisions to that extent. In addition to supervision of the work of the branches/ Sections placed under their charge, they are to assist the Coordinator/ performance of their duties.
- ii) Service matters such as file approval of promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees (if any) of the University:
- iii) Framing of statute relating to creation of Teaching & Non-Teaching posts as directed by Registrar and from approval of Vice-Chancellor.
- iv) Prepare document grades, attendance and status changes.
- v) Ensure compliance to all national and state standards, organization policies and assist to develop and implement effective strategies.
- vi) Coordinate with University departments to prepare update and provide access to University systems and evaluate all graduation process and lists.
- vii) Analyze all departments for University mission, develop and submit reports to proper authorities on same.
- viii) Supervise efficient working of assigned staff and maintain ideal working conditions according to workplace policies.
- ix) Monitor and respond to all staff supervisors and students queries.
- x) Any other work pertaining to service matters.

## 21. Deputy Controller of Examinations:

### i) Age of Superannuation:

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

### ii) Pay Scale: As per Annexure - I at serial number 6.

### iii) Disciplinary Actions:

The employee shall be governed by the existing rules of Govt. of Assam.

## iv) Methods of Recruitment

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

## v) Minimum Qualification and Experience for selection:

- a) **Academic:** BE/B. Tech and ME/M. Tech. with first class or equivalent where the class or division is not awarded a minimum of 60% marks in aggregate shall be considered equivalent to first class. If a grade point system is adopted CGPA will be converted into equivalent marks as 6.75 grade point is equivalent percentage of 60% (as per AICTE) from a recognized University.

OR

Post Graduate Degree in any other discipline with marks of 55% or its equivalent grade of "B" in the UGC 7 point scale from a recognized University.

### b) Work Experience:

Minimum 5 (five) years of experience as a lecturer in a College or a University or equivalent post with experience in Educational Administration, in a position involving supervision, control and planning and conducting University examination or its equivalent examination.

### c) Desirable:

Conduction or assisting University/Institution Examinations and other allied works at the executive level and having record justifying entrusting of confidential work. Working knowledge of Computer and Networking is mandatory.

## vi) Procedure of Appointment:

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.



The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period

## 22. Powers and Duties of Deputy Controller of Examination:

- i) Monitoring topics covered during a semester by faculty members.
- ii) Look after all cases of students.
- iii) Issue the date sheet for examinations.
- iv) Allocate duties of faculty members for invigilation in the examination halls.
- v) Look after the overall administration of the conduct of all examinations.
- vi) Issue and verify results.
- vii) Send copies of results and other required data to the controller of examinations.
- viii) Counter signature of the attendance sheet of the Examiner/ Evaluator/ Paper setter bill in a centralized evaluating system.
- ix) The co-operation with the Controller of Examinations in the process of holding semester examinations including the Mid-term/ Special examination till the declaration of the final result of the examination.
- x) Co-ordination between the campus and the various affiliated colleges/ in campus unit of the University.
- xi) Overall supervision of the Examination Software.
- xii) Supervision of availabilities of examination materials required for every semester examination.
- xiii) Supervision for distribution of various results of the University to University fraternity section including publication of the results in the official website as well as publication in the newspaper.

## 23. Cashier:

### i) Age of Superannuation:

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

### ii) Pay Scale: As per Annexure - I at serial number 14.

### iii) Disciplinary Actions:

The employee shall be governed by the existing rules of Govt. of Assam.

### iv) Methods of Recruitment

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

### v) Minimum Qualification and Experience for selection:

#### a) Academic:

Masters Degree in Commerce with specialization in Accounting from a recognized University with at least 55% of marks. Candidates should have Computer Knowledge in Accounting software (Tally), MS Office, Page maker etc. is mandatory.

#### b) Work Experience:

Minimum 5 (five) years working experience in State Govt./ Central Govt./ Public Sector Undertaking/ AICTE/ UGC approved Colleges/ Institutions is essential.

### vi) Procedure of Appointment:

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.

The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period.

#### 24. Powers and Duties of Cashier:

- i) Receives and receipts a variety of payments and other cash and cash - related transactions, verifies and posts to appropriate accounts, issues receipts.
- ii) Verifies daily, cashier cash transfers.
- iii) Maintains electronic files necessary to generate daily reports.
- iv) Maintains confidentiality of University and Student records.
- v) Arrangement of G.O.C. copy.
- vi) Preparation of Bank Reconciliation Statements.
- vii) Make necessary up to date Entry include Petty cash.
- viii) Verification of Petty Cash Balance with the Physical Cash in the custody weekly.
- ix) Maintenance Bank Book properly in the prescribed format.
- x) Preparation of Cash vouchers and Bank vouchers orderly.
- xi) Various cheque writing works.

#### 25. Accountant:

##### i) Age of Superannuation:

The age of superannuation is 60 years or maximum 42 years in service whichever is earlier.

##### ii) Pay Scale: As per Annexure - I at serial number 13.

##### iii) Disciplinary Actions:

The employee shall be governed by the existing rules of Govt. of Assam.

#### iv) Methods of Recruitment

Recruitment to the posts may be made by direct recruitment by advertisement in the newspaper.

#### v) Minimum Qualification and Experience for selection:

##### a) Academic:

Graduate in Commerce with specialization in Accounting from a recognized University with at least 55% of marks. Candidates should have Computer Knowledge in Accounting software (Tally), MS Office, Page maker etc. is mandatory.

##### b) Work Experience:

Experience in account handling and keeping records.

#### vi) Procedure of Appointment:

Appointment to the post shall be made by the Selection Committee as constituted by the Executive Council from time to time and appointment will be made with the recommendation of the Executive Council.

The Appointment shall be made initially for a probation period of 1 (one) year and the regular appointment will be given only after satisfactory performance including good conduct, sound health, good character and integrity and also subject to approval of the police verification report and confidential report from the authority concerned in the Format ..... (as prescribed) after completion of the one year probation period.

#### 26. Powers and Duties of Accountant:

- i) Lead the accounts department, managing, mentoring and motivating the team.
- ii) Ensure that procedures are properly documented.
- iii) Procedure monthly preparation accounts in the approval format.
- iv) Provide budget holders with financial information which meets their needs.



- v) Ensure the efficient processing of all financial transactions, including invoicing and proper documentation.
- vi) Ensure that all money received in and paid out is correctly allocated.
- vii) Ensure the purchase ledger is maintained, with accurate coding, and that suppliers are paid in a timely manner,
- viii) Ensure the bank and other control accounts are reconciled monthly.
- ix) Continue the development and implementation of financial systems.
- x) With the assistance of the IT department, maintain software used in financial and payroll administration.
- xi) Prepare monthly and quarterly VAT returns.
- xii) Involve and instruct external tax consultants when necessary.
- xiii) Income Tax deduction/ deposit of Income Tax and return file as directed by Finance and Accounts Officer.
- xiv) Monthly Salary Bill preparation, Stock Register up to date.
- xv) Ledger posting and update of ledger.
- xvi) Any other official work as assigned by Finance and Accounts Officer.

**27. Librarian:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**28. Powers and Duties of Librarian:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**29. Assistant Librarian:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**30. Powers and Duties of Assistant Librarian:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**31. Administrative Officer:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**32. Powers and Duties of Administrative Officer:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**33. System Administrative:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**34. Powers and Duties of System Administrative:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**35. Civil Engineer:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**36. Powers and Duties of Civil Engineer:**

Responsibilities will be determined after recruitment of the persons in the respective post.

**37. Electrical Engineer:**

Responsibilities will be determined after recruitment of the persons in the respective post.

### 38. Powers and Duties of Electrical Engineer:

Responsibilities will be determined after recruitment of the persons in the respective post.

### 39. Other Staffs:

- i) Secretary to VC
- ii) Secretary to Registrar
- iii) Secretary to Academic Registrar
- iv) Assistant Accountant
- v) Assistant Administrative.
- vi) System Operator
- vii) House Keeping
- viii) Security Officer
- ix) Confidential Assistant
- x) Stenographer
- xi) Store Keeper
- xii) Office Assistant
- xiii) Front Office

### 40. Powers and Duties of other staffs:

Responsibilities will be determined after recruitment of the persons in the respective post.

### 41. Grades and categories of posts:

The Categories and grades of the posts under the University shall be as specified in the schedule to these Statutes.

### 42. Qualifications for appointment:

The qualifications for appointment to the various posts under the University shall be such as may be determined by the Executive Council from time to time.

### 43. Fitness:

- i) Appointment of persons by direct recruitment for periods of more than a year shall be to their being found medically fit by the Civil Surgeon, Lakhimpur District.
- ii) No person shall be appointed to any post unless he possesses good character and antecedents.

### 44. Methods of recruitment:

Recruitment to the posts may be made -

- i) By promotion,
- ii) By direct recruitment,
- iii) By appointment of employees borrowed from Government Department and Institution
- iv) By appointment on contract basis for a limited period.

### 45. Promotion:

- i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity from amongst employees serving in post in the next lower grade.
- ii) Every appointment by promotion shall be selection on the basis of merit and efficiency due regard being paid to seniority.

### 46. Appointments:

Appointments to the posts shall be made by the Executive Council on the recommendations of the Selection Committee appointed by the Executive Council or any Standing Committee constituted for the purpose from time to time.

### 47. Temporary appointments:

Notwithstanding anything hereinbefore contained the appointing authority may make a temporary appointment for a period not exceeding 6 months.



#### 48. Temporary Promotion:

Where in the interest of the University to meet an emergency it is necessary to fill immediately a vacancy in a post in the University by promotion from the lower category, the appointing authority may promote a person, other-wise than in accordance with these Statutes temporarily, until the vacancy is filled up in accordance with these Statutes.

#### 49. Appointment in the place of employees dismissed removed or reduced:

Where an employee has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby or arising subsequently in such class, category or grade in the service, shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

#### 50. Re-employment of retired persons from the service of the University:

Nothing in these Statutes shall be construed to limit or abridge the powers of the University to re-employ persons in the service of the University who have been retired from that services, in accordance with the provisions laid down in the relevant Statutes.

#### 51. Employees absent from duty:

The absence of an employee of the University from duty, whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended render his ineligible in his turn:-

- a) For re-appointment to a permanent or officiating vacancy in the class, category grade or post in which he may be a probationer or an approved probationer, or

- b) For promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

#### 52. Explanation:

An approved probationer is a person who has satisfactorily completed the period of his probation in a post and is awaiting confirmation in that post.

#### 53. Probation and Confirmation:

- i) Every person appointed permanently to a post under the University, after the commencement of these Statutes, whether by promotion or by direct recruitment, shall be on probation in such a post for a period of one year, provided that the appointing authority may, in any individual case, extend the period of probation of probation to such extent as it deems necessary.
- ii) Where a person appointed to a post under the University on probation is, during his period of probation found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may -
  - a) In the case of person appointed by promotion revert him to the post held by him immediately before such appointments and
  - b) In the case a person appointed by direct recruitment, terminate his service under the University without notice.
- iii) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.
- iv) No employee shall be confirmed in any post unless -
  - a) Such post is permanent and no one else has been confirmed in it, and
  - b) The service of the employee under the University is approved by the appointing authority.

#### 54. Seniority:

Seniority of employees in a particular grade shall be determined with reference to the date from which their services in that grade is counted for probation.

#### 55. Temporary and Permanent service:

- i) An employee shall be a temporary employee of the University, until he is confirmed in a permanent post under the University.
- ii) An employee confirmed in any permanent post under the University shall be a permanent employee of the University.

#### 56. Termination of Service:

- i) The service of a temporary employee may be terminated by the appointing authority without assigning reasons -
  - a) During the period of probation following the first appointment, at any time without notice, and
  - b) After such period of probation, at any time by a notice of one month in writing given by the appointing authority to the employee, or at any time without notice on payment of one month's pay.
- ii) The service of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months, or without notice, on payment of three month's pay, if the post in which he was confirmed is abolished.
- iii) An employee who is given notice of termination of services under (ii) above may be granted, during the period of notice, such earned leave as may be admissible to him and where the leave so admissible and granted is more than ninety days, his service shall be terminated on the expiry of such leave.

#### 57. Retirement:

The age of retirement of the employees of the University shall be completion of 60 years provided that any employees when he retired -

- i) On his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf.
- ii) On the imposition of the penalty of compulsory retirement.

#### 58. Resignation:

- i) A permanent employee may, by notice of three months and a temporary employee by notice of one month in writing, addressed to the appointing authority resign from the service of the University, or by payment of salary in lieu thereof.

Provided that no resignation shall be effective unless it is accepted by the appointing authority.

- ii) The appointing authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the University on shorter notice.

#### 59. Scale of Pay:

The scales of pay for the posts under the University shall be as specified from times to time by Executive Council.

Provided that till the scales of pay are so specified by the Executive Council, the scales of pay as shown in the Schedule of posts to these Statutes, shall prevail.



## ANNEXURE - I

Sl. No.	Name of the posts	Number of Posts	Scale of Pay (in Rs)	Grade Pay (in Rs)	Amount required per month
1.	Vice Chancellor	1	75000 (fixed)	5000 as special Allowance	
2.	Registrar	1	37400-67000	10000	
3.	Controller of Examinations	1	37400-67000	10000	
4.	Academic Registrar	1	37400-67000	10000	
5.	Deputy Registrar	1	15600-39100	7600	
6.	Deputy Controller of Examination	2	15600-39100	7600	
7.	Secretary to VC	1	8000-35000	4300	
8.	Secretary to Registrar	1	8000-35000	4300	
9.	Secretary to Academic Registrar	1	8000-35000	4300	
10.	Librarian	1	37400-67000	10000	
11.	Assistant Librarian	1	15600-39100	6000	
12.	Finance and Accounts Officer	1	15600-39100	7600	
13.	Accountant	1	5200-20200	3100	
14.	Cashier	1	8000-35000	4900	
15.	Assistant Accountant	4	5200-20200	2600	
16.	Administrative Officer	1	8000-35000	4900	
17.	Assistant Administrative	2	5200-20200	3100	
18.	System Administrative	1	12000-40000	6300	
19.	System Operator	2	5200-20200	2100	
20.	Security Officer	1	8000-35000	4300	

21.	House Keeping	1	8000-35000	4300	
22.	Confidential Assistant	2	8000-35000	4300	
23.	Civil Engineer	1	12000-40000	6300	
24.	Electrical Engineer	1	12000-40000	6300	
25.	Plumber	1	5200-20200	2100	
26.	Electrician	1	5200-20200	2100	
27.	Stenographer	4	8000-35000	4300	
28.	Store Keeper	1	5200-20200	2100	
29.	Office Assistant	14	5200-20200	2600	
30.	Front Office	2	5200-20200	2300	
31.	Driver	2	5200-20200	1900	
32.	Cleaning Staff	2	4560-15000	1300	
33.	Security	4	4560-15000	1300	
34.	Gardener	2	4560-15000	1300	
35.	Grade IV Staff (Peon, Day Chowkidar, Night Chowkidar, Key Chowkidar)	10	4560-15000	1300	
<b>TOTAL</b>		<b>74</b>			

## CHAPTER - II HOLIDAYS AND OFFICE TIMINGS

Following provisions shall apply with regard to Holidays and Office Timings:

1. In respect of the Offices of Assam Government, office timings shall be 9 AM to 5 PM from 1st March to 31st October and 9:30 AM to 4:30 PM from 1st November to 28th February.
2. There shall be a cap on the number of holidays. There shall be only 17 gazetted holidays including 3 national holidays. All the erstwhile gazette holidays which do not find mention in the new list shall be transferred to the list of restricted holidays. Number of restricted holidays is increased to 4 days instead of present 2 days. General Administration Department is entrusted with the responsibility of bringing out a proposal in this regard.
3. Practise of declaring local holidays in case of VIP/VVIP visits is discontinued.
4. The practice of grant of Special Casual Leave for various purposes is discontinued. Employee may avail Casual Leave available to them for such purposes.

## CHAPTER - III MEDICAL RULES MEDICAL RULE FRAMED UNDER ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

Vide ASTU EC Resolution No ..... Dated

1. This rule may be called the Medical Rule of Assam Science and Technology University Rule 2013 and is framed under the conformity of Assam Medical Attendance Rules 2008 as amended up to 2012.
2.
  - a) All temporary employees, permanent employees and the probationers under lien or deputation from Government/ Semi Government/ Autonomous or Public Sector Undertaking of Assam Science and Technology University and the members of their families shall be entitled to free medical service as is provided hereafter as defining Fundamental and Subsidiary Rules of Government of Assam.
  - b) Such medical service shall not, however, be available to an employee who is covered by a contributory health service scheme under the Employees' State Insurance Act, 1948.
  - c) Temporary and permanent employees and probationers shall be entitled to such medical service so long as their service under Assam Science and Technology University continues and not thereafter except to such extent as may be decided by the University in any special case under this rule subject to recommendation of Medical Board constituted under this University followed by approval of honourable Vice Chancellor of this University shall be final and binding for any decision.
  - d) When both husband and wife are engaged in service in this University or in any other Government/ Semi Government/ Autonomous or Public undertaking, the applicant for medical claim has to furnish an undertaking



stating non-drawl of medical assistance in any from the organization concerned for treatment of his/her dependence illness.

- e) Definition of Family: 'Family' means employee's
- i) Husband/ Wife (as per the customary and usages as per the religion).
  - ii) Parents and Stepmother. In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only.  
A female employee has choice to include either her parents or her parents-in-law: option exercised can be changed only once during service.
  - iii) Non earning sons upto the age of 25 years and daughter till she starts earning or gets married whichever is earlier irrespective of age limit.
  - iv) Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:

Son/ daughter suffering from Permanent disability of any Kind (physical or mental)	No age limit
--	--------------
  - v) The provision of this rule will not be applicable to the partner as dependent living together.

3.

- (a) All employees of the University shall be entitled to medical attendance. Free of charge, by the authorized medical practitioner in his consulting room or in the employees' residence according to the circumstances of each case as per Assam Medical Attendance Rule 2008 as amended upto 2012.
- (b) If the authorized medical practitioner is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, he may, with the approval of the

University or a competent authority (which shall be obtained before had unless the delay involved entails danger to the health of the patient) -

- (i) Send the patient to the nearest specialist or other medical officer (in the State) by whom, in his opinion, medical attendance is required for the patient;
- (ii) If the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.
- (iii) Under the rule the following medical facilities are available by an employee as defined in this Act
  1. Cancer and Tuberculosis
  2. Kidney transplantation
  3. Heart Pace-maker
  4. Speaking Aid
  5. Infusion pump
  6. Bye-pass surgery
  7. Open heart surgery
  8. Joint replacement and surgery
  9. Anti-rabic treatment
  10. Cost of Hepatitis Vaccine B & C
  11. Avitaminosis and Hypovitaminosis
  12. Disease (s) causing general debility and secondary anaemia
  13. Venereal diseases and Delirium Tremens
  14. Medical termination of pregnancy performed at government hospital/ recognized institutions etc.
  15. Confinement including at residence if attended by Child Welfare and Maternity Centre's staff; pre-natal and post-natal treatment.
  16. Blood and blood transfusion charges and
  17. Any other diseases as approved by the Government of Assam.

## EXPLANATION

Medical attendance shall include such methods of examination for the purpose of diagnosis as the authorized medical practitioner certifies to be necessary.

- (c) All expenses incurred in connection with the examination of the patient including attendance by a specialist shall be reimbursed by the University on production of a certificate in writing by the authorized medical practitioner.
4. (a) All temporary employees, permanent employees and the probationers under lien or deputation from Government/ Semi Government or Public Sector Undertaking of the University shall be entitled to receive medical treatment, free of cost, at their place of residence, or in the private consulting room of the authorized medical practitioner, or in such hospitals approved by the University as may be recommended by the said medical practitioner.
- (b) The cost of medical treatment of the employee considered essential for the recovery of the patient shall be reimbursed by the University on production of the University of production of vouchers certified by the said medical practitioner.
5. *In light of the principle Amendment Rule of 9 of Assam Medical Attendance (Amendment) Rules, 1995 and considering the present market treatment in light of new Pay Scale Revision, this University has adopted to fix the limit of maximum amount against the following specific type of treatment:*

<u>Type of treatment</u>	<u>Amount</u>
1) Kidney Transplantation	Rs. 1,00,000/-
2) Heart Pace-maker	Rs. 1,00,000/-
3) Hearing Aid	Rs. 50,000/-
4) Speaking Aid	Rs. 50,000/-
5) Infusion Pump	Rs. 50,000/-
6) Bye-pass Surgery	Rs. 1,50,000/-
7) Open Heart Surgery	Rs. 1,25,000/-
8) Cancer/ Tuberculosis	Rs. 1500,000/-

6. Vide Govt. Memo No. HLA.1071/2007/150, Dated, Dispur the 11th November, 2013.

The patient shall be entitled to treatment in the following medical institution:

a) **Name of hospitals outside the state of Assam:**

1. Indraprastha Apollo Hospital, New Delhi.
2. BM Birla Heart Institute, Kolkata
3. Escort Heart Institute & Research Centre Ltd., New Delhi.
4. Narayana Hrudayalaya Institute of Cardiac Science, Bangaluru.
5. Arvind Eye-Hospital, Madurai
6. Mahavir Hospital & Research Centre, Hyderabad
7. Krishna Institute of Medical Science, Hyderabad
8. Madras Medical Mission, Chennai
9. Max Heart Institute, New Delhi
10. Global Hospital, Hyderabad/ Chennai/ Danganuru
11. Batra Hospital, New Delhi
12. Yashoda Hospital, Secundrabad/ Hyderabad
13. AIIMS, New Delhi
14. Apollo Hospital, Chennai/ Hyderabad
15. Christian Medical College & Hospital, Vellore
16. Cancer Institute, Adiyer, Chennai
17. Tata Memorial Hospital, Mumbai
18. National Institute of Mental Health & Neuroscience (NIMHNS), Bangaluru
19. Post Graduate Institute, Chandigarh
20. Gangaram Hospital, New Delhi
21. Prince Aly Khan Hospital, Mumbai
22. AMRI Hospital, Salt Lake, Kolkata



23. Mission Hospital, Durgapur, West Bengal
24. K. Govindaswamy Naidu Medical Trust, Coimbatore
25. Apollo Gleneagles Hospital, Kolkata
26. Dhirubhai Ambani Hospital & Medical Research Institute
27. Amrita Institute of Medical Sciences, Kochi
28. Artemis Health Institute, Gurgaon
29. Asian Heart Institute & Research Centre Pvt. Limited, Mumbai.
30. Medanta Medicity, Gurgaon
31. Dishan Hospital, Kolkata

**b) Name of hospitals within the state of Assam:**

**Public Hospital:**

1. Government of Assam Medical Colleges

**Private Hospital:**

1. G.N.R.C. Guwahati
  2. Dispur Polyclinic, Guwahati
  3. Wintrobe Hospital
  4. Downtown Medical, Guwahati
  5. International Hospital, Guwahati
  6. Pratiksha Nursing Home, Guwahati
  7. Hayat Hospital, Guwahati
  8. Sanjeevani Hospital, Guwahati and
  9. Any other institute/hospital approved by the Health and Family Welfare Department, Government of Assam.
7. When an employee who falls ill is required to travel beyond five miles from his residence in connection with his medical treatment or attendance, he shall be entitled to travelling allowance for the journeys performed at such rates as the University may decide.

- ii. The members of the family of an employee who is a permanent employee or in the continuous service under the University for not less than 1 (one) year shall be entitled to medical attendance in the consulting room of the authorized medical practitioner and treatment free of cost in the approved hospital, when such treatment is considered essential by the authorized medical practitioner, except that the confinement pre-natal and post-natal treatment of a female member of the family, shall not be responsibility of the University.

**Maximum length of treatment:**

9. The employees under this scheme shall get 3 (three) months special leave in case of tuberculosis/cancer. After completion of the said leave, he/she shall be entitled to avail leave upto a period of 12 (twelve) months maximum on submission of medical examination report duly certified by medical board of the University.
10. Medical treatment in these rules shall not be deemed to include dental treatment or eye testing or eye testing or cost of spectacles.
11. To consider enhancement of Financial Aid for emergency medical treatment of an employee: (FIRST MEDICAL ADVANCE)

The University has a provision for grant of Financial Aid for emergency medical treatment of an employee. The amount is adjusted against the admissible medical assistance, if referred by the Medical Board of the University or recovered from the salary, if the same is not referred by the Medical Board of the University.

At present, the amount of such Financial Aid for emergency is as below:

- |   |  |
|---|--|
| (a) Cases not referred outside the State: | Basic pay of 2 (two) months or subject to minimum of Rs.10,000/- |
| (b) Cases referred outside the State:     | Rs. 30,000/- (lump sum)  |

It may be mentioned here that the salary of the employees have recently been revised and as a result in most of the cases the upper maximum of Rs. 10,000



is already reached. On the other hand, whether it is Rs. 10,000 for within the State or Rs. 30,000 for outside the State, in both cases the amount is very less as compared to the present medical treatment cost.

In view of the above, it is proposed to enhance the financial aid for emergency and the following suggestions are forwarded:

- (a) For cases not referred outside the State: 1 (one) month Basic pay or Rs. 20,000/- whichever is higher
- (b) For cases referred outside the State: 1 (one) month Basic pay or Rs. 50,000/- whichever is higher

The Medical Board will be requested to consider and approve the same.

12. However, for release of 2nd Advance may be allowed to the extent of maximum of 50% of the total treatment amount after the approval of Honourable Vice Chancellor of this University. The 1st Advance granted should be adjusted from the 2nd advance granted and the net amount will be released to the applicant subject to the availability of fund of this University.
13. The advance shall be adjusted fully against the Bills, submitted by the University servant concerned for re-imburement of the expenditure within three months from the date of discharge of the patient from the referred hospital and any balance not covered by the reimbursement Bill shall be refunded by the University Servant or recovered from his pay in instalments as decided by the Administrative Department concerned within six months from the date of discharge of the patient from the referral hospital.
14. Any other provision will be implemented in the light of the various provisions of the Government of Assam Medical Attendance Rule.
15. University servants who need hospitalization shall be entitled to free accommodation in any of the Government hospital according to their entitlement shown. In case, the University servant is hospitalized in a referral hospital, the reimbursement shall be limited to the maximum amount indicated below against each category of common pay committee report (amended up to date).

Class of Officers	Entitled type of accommodation in Government Hospital	Maximum reimbursement limit for referral Hospital
I	2	3
I	Private/ Single Paying	Rs. 3500/- per day
II	Ward, -do-	Rs. 2000/- per day
III	General Ward	Rs. 1000/- per day
IV	-do-	Rs. 700/- per day

Pensioner shall be entitled to accommodation as mentioned above according to their status immediately before their retirement from services.

16. Procedure for sanction/ drawal of Medical Reimbursement Bill -
  - a) A University servant as defined in these rules, while submitting a claim for reimbursement of medical Bill to respective administrative department shall furnish the following documents/ information along with the Bill to his administrative department through the respective Drawing & Disbursing Officers/ Controlling Officers.
    - i) Authorized medical attendant recommendation.
    - ii) Recommendation of the Referral Medical Board, where applicable.
    - iii) The approval of the Hon'ble Vice Chancellor of this University.
    - iv) Essentiality Certificate to be issued by the Authorised Medical Attendant.
    - v) Records of the Referral Hospital/ Government Hospital/ Private Hospital.
    - vi) A detailed list of all medicines, laboratory tests, investigations, number of doctors visits etc.
    - vii) Final Bill issued by the Hospital Authority at the time of discharge.
    - viii) All original bills verified by the treating doctor with his stamp.
    - ix) Discharge Certificate from the Hospital concerned.
    - x) Bank account number of the claimant.
    - xi) Photocopy of Hospital Token Card.
    - xii) Self explanatory letter from the beneficiary explaining the emergency circumstances in case of emergency.



xiii) Legal heir certificate in case of death of the card holder.

b) Administrative Department while issuing sanction of the reimbursement of the medical bill shall issue a prescribed form (which is given below) duly filled in with signature and seal to concern Finance and Accounts Officer after approval of the Hon'ble Vice Chancellor of this University.

c) The form shall be supplied by the Finance Department.

d) The Finance and Accounts Officer shall pass the bills for payment only on receipt of the form from the concerned administrative department and payment to be made only through bank account of the claimant after approval of the Hon'ble Vice Chancellor of this University.

17. For any financial loss caused to the Assam Science and Technology University, Guwahati due to fraudulent drawal of the reimbursement of the medical bill, the concerned drawing and disbursing officer along with the claimant and others guilty of abetment will be panelized under relevant provisions of the Assam Fiscal Responsibility and Budget Management Act, 2005 and that of the Indian Panel Code.

**CHECK-LIST TO BE APPENDED WITH THE  
MEDICAL RE IMBURSEMENT PROPOSAL**

1. NAME & DESIGNATION OF THE GOVT SERVANT/ PENSIONER ON WHOSE BEHALF THE CLAIM IS MADE :
2. NAME OF THE CLAIMANT IF & WHERE NECESSARY INDICATING HIS RELATIONSHIP WITH THE GOVT. SERVANT/ PENSIONER :
3. NAME OF GOVT. HOSPITAL/ REFERRAL HOSPITAL/ PRIVATE HOSPITAL WHERE MEDICAL TREATMENT RECEIVED :
4. RECOMMENDATION OF AUTHORISED MEDICAL ATENDANT :
5. APPROVAL OF DIRECTOR OF HEALTH SERVICES, ASSAM WHERE NECESSARY :
6. ESSENTIALITY CERTIFICATE TO BE ISSUED BY THE AUTHORISED MEDICAL ATTENDANT :
7. RECOMMENDATION OF REFERRAL MEDICAL BOARD WHERE NECESSARY :
8. RECORDS OF THE HOSPITAL WHERE TREATED :
9. FINAL BILL ISSUED BY THE HOSPITAL AUTHORITY AT THE TIME OF DISCHARGE :
10. DISCHARGE CERTIFICATE FROM THE HOSPITAL WHERE TREATED :
11. ADMISSIBILITY REPORT FROM THE ADMISSIBILITY BOARD :
12. WHETHER THE BILLS/ VOUCHERS HAVE BEEN COUNTERSIGNED BY THE AMA/ SUPDT OF THE HOSPITAL/ AUTHORISED SIGNATORY :
13. BANK A/C NUMBER OF THE CLAIMANT :
14. GPF NO. /PRO NO. OF THE CLAIMANT :

SIGNATURE OF THE OFFICER

## CHAPTER - IV LEAVE RULES

### LEAVE MATTERS:

Following provisions shall apply with regard to Leave matters:

1. Number of Casual Leave admissible to all the employees of the University shall be 12 days in a year instead of present limit of 15 days.
2. Accumulation and encashment of Earned Leave for all the employees of vacation departments is enhanced up to 150 days from the present limit of 80 days. All other existing provisions regarding Earned Leave and Half Pay Leave shall continue.
3. No Study Leave will be allowed to Non Teaching Employee. In the meantime, existing provisions regarding Study Leave shall continue to be applied to the academic staff.
4. Maternity leave shall be 180 days.
5. Current provisions regarding Commuted Leave, Extraordinary Leave, Special Disability Leave, Leave without pay, Study Leave etc. shall continue.

Other provisions for Leave Rule for Assam Science and Technology University employees will be applicable at par with the provisions of Assam Government Employees Leave Rules containing -

THE REVISED LEAVE RULES, 1934

THE ASSAM STUDY LEAVE RULES, 1963

THE RULES REGARDING "LEAVE" S IN CHAPTER X OF THE F.R. AND S.R.

LEAVE MATTERS: FROM THE REPORT OF THE ASSAM PAY COMMISSION, 2008.

## CHAPTER - V PROVIDENT FUND/ BENEFIT OF RETIREMENT

### A) For the employees those who are joined prior to 01.02.2005:

The Executive Council vide Resolution No. ASTU/Meeting (EC-X)3/12/1548, dated 31/05/2014 decided to approved the Old Pension Scheme for the employees who joined this University through proper channel and who joined their parent post prior to 01-02-2005.

The nomination of the nominee is mandatory for legitimate claim of the successor of inheritor on the date of a subscriber, The employees has to filed up in his own handwriting with his signature authorized in the office in the prescribed Nomination Form No. .... Wherever or whenever is needed and submit to the authorized officer of the University.

- I) Following are the benefits are available to a University employees on retirement/ death from the University service:
  - a) The amount payable as per Old Pension Scheme:
  - b) Cash equivalent to leave salary in respect of earned leave at credit on the date of retirement/ superannuation/ death as on the date.
  - c) Death cum Retirement Gratuity.
- II) Employees joining in this University through proper channel and the employees who have joined in the parent post prior to 01.02.2005 are to be entitled Old Pension Scheme approved by the Govt. of Assam subject to clearance from the Govt. of Assam and the disclosure from the parent post that he/she subscribes Old Pension Scheme unless of which he/she will get the benefit of New Pension Scheme (NPS).

In case of employees who are joining in this University prior to 01.02.2005 subscribing CPF (Contributory Provident Fund) Scheme he/she will entitled 10% of his basic drawn as contribution provided he/she makes deductions and



this University as employer has to remit the subscription and contribution to his/her parent employer subject to approval of executive Council.

**a) Superannuation Pension:**

- i) Existing provision of determining Superannuation Pension at the rate of 50% of average of last 10 months emoluments shall continue.
- ii) Qualifying service for receiving full pension shall be 25 years instead of present 33 years. Proportionate pension shall be given to those employees who have completed more than 10 years but less than 25 years of qualifying service
- iii) Minimum amount of full pension shall be Rs. 27500/- per month.

**b) Family Pension:**

- i) Existing Provisions regarding family pension shall remain unchanged.
- ii) The revised amount of minimum family pension shall be Rs. 1800/-.

**c) Special Family Pension:**

Current Provisions regarding Special Family Pension shall remain unchanged. Special Family Pension shall be followed by normal family pension later on. In case there is no widow, recommendations of the 6th Central Pay Commission shall be followed.

**d) Commutation of Pension:**

Department of Pension and Public Grievances is entrusted with the responsibility of examining the Commissions' recommendations regarding Commutation of Pension. In the meantime, existing provisions shall continue.

**B) For the employees those who are joined after 01.02.2005:**

The Executive Council vide Resolution No. ASTU/Meeting (EC-X)/3/12/1548, dated 31/05/2014 decided to implement the New Pension Scheme with effect

from 01/06/2014 i.e. from the date of notification as such the New Pension scheme is applicable to the existing Assam Science and Technology University Employee as on or after 01/06/2014.

The nomination of the nominee is the mandatory for legitimate claim of the successor or inheritor on the date of a subscriber. The employees has to filed up in his own handwriting with his signature authorized in the office in the prescribed Nomination Form No..... Wherever or whenever is needed and submit to the authorized officer of the University.

**I) Following are the benefits are available to a University employees on retirement/ death from the University service:**

- a) The amount payable as per Old Pension Scheme:
- b) Cash equivalent to leave salary in respect of earned leave at credit on the date of retirement/ superannuation/ death as on the date.
- c) Death cum Retirement Gratuity.

**II) Introduction of New Defined Contribution Pension Scheme**

Government of Assam in Finance Department under circular No. BW.3/2003/Pt. II/1 dated 25.01.2005 decided to formulate introduction of Contributory Pension Scheme for the employees joining the State Government Services on or after 01.02.2005 in the line of Government of India. According the Governor of Assam is pleased to introduce "The New Defined Contribution Pension Scheme". This Scheme would be applicable to all new entrants joining State Government services on regular basis against vacant sanctioned post(s) on or after 01.02.2005.

The salient features of the New Defined Contribution Pension Scheme are as under:

- a) The aforesaid New Pension will work on Defined Contribution basis and will be of two tier i.e. Tier - I & II. Contribution to Tier-I is mandatory for all Government servants joining Government Services on or after 01.02.2005 while Tier-II will be optional and at the discretion of Government servants.



- b) In Tier-I, Government servant will have to make a contribution @ 10% of his/her basic pay plus Dearness Allowances which will be deducted from his/her salary bill every month by the Drawing & Disbursement Officer (DDO) concerned. The Government will make an equal matching contribution.
- c) Contribution under Tier-I (and the investment returns) will be kept in a Non-withdrawable Pension Account. For Tier - II - separate instruction and guidelines will be issued in due course.
- d) The existing provisions under Defined Benefit Pension and GPF would not be applicable to new Government servants joining Government service on or after 01.02.2005.
- e) There shall be a Central Record - Keeping Agency (CRA) and several pension Fund Managers.
- f) The amount of such contribution recovered from the government Servant and the equal matching Government's contribution shall finally be transferred to the Pension Fund Managers for investment through Pension Fund Regulatory Development Authority.
- g) A Government servant can exit after attaining the age of superannuation from the Tier-I of the Scheme. At the time of exit, it would be mandatory for him to invest 40% of pension Wealth for purchase of an Annuity (from an Insurance Regulatory Development Agency (IRDA) regulating Life Insurance coverage) which will provide for Pension for the lifetime of the employee and his/her dependents (Parents/Spouse). In the case of Government Servant who is required to leave the Scheme before attaining the age of superannuation, the mandatory annuitisation should be 80% of the Pension Wealth.
- h) The deduction of employee's contribution for the New Defined Contribution Pension Scheme in respect of Government servant joining State

Government services on or after 01.02.2005 will be effected from the salary of the month of January, 2010.

- i) As an interim measure, the amount of contribution so deducted from employees salary will be kept in the Public Account of the State Government of Assam till the accumulated funds are transferred to the Pension Fund Regulatory Development Authority (PFRDA) Government will pay Interest will pay Interest @ 8% per annum until further orders.
- j) Necessary Permanent Pension Account (PPA) No. will be issued in favour of each employee for crediting their contribution along with State Government's matching contribution. This may be confirmed by every DDOs prior to the deduction of contribution.
- k) The payment of arrear contribution towards the New Defined Contribution Pension Scheme from the month following the month of their date of joining will however be optional. Government servants joining State Government services on or after 01.02.2005 may pay their entire arrear contribution from the month following the month of their date of joining at a time or in monthly installment basis. Government will pay matching contribution accordingly. in cases of Government servants who are not willing to pay arrear contribution, no matching contribution will be paid by the Government. Their case will be treated as per guidelines of the Scheme.
- l) Detailed Guidelines for the New Defined Contribution Pension Scheme is appended herewith.



## CHAPTER - VI GRATUITY

No. FPC 85/2009/1 The Government of Assam vide Finance Department Resolution No. FPC. 16.2007/16 dated 30 May, 2008 constituted the Assam Pay Commission, 2008 to examine and recommend changes that are desirable in the -

### Gratuity:

Present limit of Death cum Retirement Gratuity is enhanced up to maximum of Rs. 7 lakh. Service Gratuity shall be given at present rate if an employee retires before completing 10 years of qualifying service. Other provision regarding gratuity shall remain unchanged and will be applicable to the Assam Science and Technology University employees as per payment of Gratuity Act 1972.

### Death-cum-Retirement Gratuity:

The amount of gratuity shall be subject to a maximum of 16½ months emoluments. In the event of death of an employee while in service the amount of gratuity will be subject to a minimum of 12 times the emoluments of the employees at the time of his death provided that in no case shall it exceed Rs. 7,00,000/- the maximum fixed subject to revision by the state Govt. from time to time.

The Gratuity shall be admissible to the University employees who retires on superannuation or in the event of death of the employees.

As per the rules the followings are the guidelines:-

- i) Cash equivalent of leave salary in respect of utilized of Earned Leave at credit on the date of retirement/ death Cash equivalent of leave salary in respect of the period of earned leave at credit at the time of retirement on superannuation or death shall be admissible subject to the following conditions:-
  - a) The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days earned leave subject to revision by the State Govt. from time to time.

- b) The cash equivalent to leave salary thus admissible will become payable on retirement and will be paid in one lump-sum one time settlement.
- c) Cash payment will be equal to leave salary as admissible for earned leave & dearness allowance admissible under leave salary at the rates enforce on the date of retirement/ death.
- d) The authority competent to grant leave shall order granting cash equivalent of earned leave at credit on the date of retirement/ death.

Cash payment equivalent of leave salary shall not be admissible to cases of premature/voluntary retirement, person who is compulsorily retired as a measure of punishment under the disciplinary rules, shall not be entitled to this benefits.

Notwithstanding anything contained herein above, in all other matters regarding pension benefits the University shall follow the Assam Govt. Pension Rules except in matters in which the Executive Council may decide, otherwise by general or special orders.

**CHAPTER - VII**  
**LEAVE TRAVEL CONCESSION (LTC)**

The present system of LTC shall continue with following modifications:

- i) LTC to any place in India shall be given to an employee after completion of ten years of service once during the entire period of service.
- ii) Reimbursement of actual travelling expenses shall be made subject to maximum of entitlement on journey by train irrespective of mode of actual travel.
- iii) The definition of family for the purposes of LTC shall also include dependent parents. The definition of dependency is linked with the minimum family pension for all purposes. Accordingly, all parents whose total income from all sources is less than minimum family pension prescribed and dearness relief thereon would be include in the definition of family for this purpose.

**CHAPTER - VIII**  
**ENCASHMENT OF EARNED LEAVE**

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of State Government, the Governor is pleased to decide that in supersession of all earlier orders on the subject, both Earned leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days. The cash equivalent payable for Earned Leave shall continue unchanged. However, cash equivalent payable for Half Pay Leave shall be equal to leave salary as admissible for Half Pay Leave plus Dearness Allowance admissible on the Leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. To make up the shortfall in Earned leave, no commutation of Half Pay Leave shall be permissible. The Cash equivalent for half pay leave component shall, henceforth, be calculated in the manner indicated below:-

Cash payment in lieu of Half pay leave Component	=	$\frac{\text{Half Pay leave salary on the date of retirement plus dearness allowance admissible on that date}}{30} \times$	Number of Half pay leave at credit subject to the total of earned leave and HPL at credit not exceeding 300 days
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1. These orders shall take effect from 1st September, 2008.
2. Formal amendments to the Govt. of Assam (leave) Rules are being issued separately.
3. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the comptroller & Auditor General of India.



## FORMS OF NOMINATION

### FORM...

When the subscriber has a family and wisher to nominate one member thereof:-

I hereby nominate the person mentioned below who is member of my family as defined in Rule 2.4 of the General Provident Fund-cum-Pension-cum-Gratuity Rules of the University to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:-

Name and address of the nominee	Relationship with Subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship, if any, to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber

Dated this ..... day of the..... 20..... at.....

Two witnesses to signature

1.....

2.....

.....  
(Signature of the subscribers)

Designation .....

## FORMS OF NOMINATION

### FORM...

When the subscriber has a family and wisher to nominate more than one member of the family thereof: -

I hereby nominate the person mentioned below, who are member of my family as defined in Rule 2.4 of the General Provident Fund-cum-Pension-cum-Gratuity Rules of the University to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and address of the nominee	Relationship with Subscriber	Age	*Amount or share of accumulation to be paid to each.	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person if any, to whom the right of the nominee shall pass in the event of the nominee's predeceasing the subscriber

Dated this ..... day of the..... 20..... at.....

Two witnesses to signature

1.....

2.....

.....  
(Signature of the subscribers)

Designation .....

Department.....

Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**FORMS OF NOMINATION**  
**FORM...**

When the subscriber has no family and wisher to nominate one person: -

I having no family as defined in Rule 2.4 of the General Provident Fund-cum-Pension-cum-Gratuity Rules of the University hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:-

Name and address of the nominee	Relationship with Subscriber	Age	*Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber

Dated this ..... day of the ..... 20..... at.....

Two witnesses to signature

- 1.....
- 2.....

.....  
(Signature of the subscribers)  
Designation .....  
Department.....

Note: Where a subscriber who has no family makes a nomination, he/she shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

**FORMS OF NOMINATION**  
**FORM...**

When the subscriber has no family and wisher to nominate more than one person:-

I, having no family as defined in Rule 2.4 of the General Provident Fund-cum-Pension-cum-Gratuity Rules of the University hereby nominate the persons mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and address of the nominee	Relationship with Subscriber	Age	* Amount or share of accumulation to be paid to each.	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person if any, to whom the right of the nominee shall pass in the event of the nominee's predeceasing the subscriber

Dated this ..... day of the ..... 20..... at.....

Two witnesses to signature

- 1.....
- 2.....

.....  
(Signature of the subscribers)  
Designation .....  
Department.....

\*Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

\*Note: Where a subscriber who has no family makes a nomination, he/she shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.



**FORMS OF NOMINATION**  
**FORM...**

Nomination for death-cum-retirement Gratuity when the employee has a family and wishes to nominate one member thereof: -

I, hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death my gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of the nominee	Relationship with Subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee's predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.

Dated this ..... day of the ..... 20..... at.....

Two witnesses to signature

1..... (Signature of the employee)

2..... Designation .....

Department.....

\*Note: The last column should be filled in so as to cover the whole amount of gratuity.

Nomination by .....

Designation .....

Department.....

Signature of the Finance and  
Accounts Officer

Date .....

**FORMS OF NOMINATION**  
**FORM...**

When the member of staff has a family and wishes to nominate more than one member thereof: -

I, hereby nominate the person mentioned below, who are member of my family, and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death to extend specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of the nominee	Relationship with Subscriber	Age	Amount of share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee's predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.

N.B.- The member of staff shall draw lines across the blank below the last entry to prevent the insertion of any name after he has signed.

Dated this ..... day of the ..... 20..... at.....

Two witnesses to signature

1..... (Signature of the employee)

2..... Designation .....

Department.....

\*Note: 1. Fourth column should be filled in so as to cover the whole amount of gratuity.

2. The amount/share of gratuity shown in last column should be the whole amount/ share payable to the original nominees.

Nomination by ..... Designation ..... Department .....



**FORMS OF NOMINATION**  
**FORM...**

When the employee has no family and wishes to nominate one person: -  
I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of the nominee	Relationship with Subscriber	Age	Amount of share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee's predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.

Dated this ..... day of the ..... 20..... at.....

Two witnesses to signature

- 1.....
- 2.....

.....  
(Signature of the employee)

Nomination by .....  
Designation .....  
Department .....

Signature of the Finance and Accounts Officer  
Date .....

**FORMS OF NOMINATION**  
**FORM...**

When the employee has no family and wishes to nominate more than one person:-  
I, having no family, hereby nominate the person mentioned below and confer on him the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of the nominee	Relationship with Subscriber	Age	Amount of share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee's predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.

The employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this ..... day of the ..... 20..... at.....

Two witnesses to signature

- 1.....
- 2.....

.....  
(Signature of the employee)

Date .....

Note: This column should be filled in so as to cover the whole amount of gratuity. The amount/share of gratuity shown in last column should be the whole amount/share payable to the original nominees

Nomination by .....  
Designation .....  
Department .....

Signature of the Finance and Accounts Officer  
Date .....



