

THE MANIK PUBLIC SCHOOL, MANIKNAGAR

HUMNABAD TALUKA, DISTRICT BIDAR, KARNATAKA 585 353

Preamble Whereas the General Conditions of Service Staff which were in vogue from the beginning were considered not suitable to the changed circumstances, and whereas it is expedient to replace the entire existing provisions by a new set of service and leave rules instead of changing them here and there. The following service, leave and other rules shall replace all the previous rules and they will come into force from 1st June 2007.

Applicability To all the members of staff employed in the school, either on permanent or temporary basis, excluding staff employed on daily wage basis.

Definitions Unless there is anything repugnant in the subject or context in these rules.

- a) **Governing Body** means the Governing Body of the Manik Education Society, Maniknagar
- b) **Executive Committee** means members of the Executive Committee appointed by the Governing Body who will be vested with the responsibility for smooth and successful running of the School and be responsible to the Governing Body.
- c) **Competent Authority** means the Board of Governors of Manik Education Society or the Secretary or the Principal of the Manik Public School as authorized by the Executive Committee.
- d) **Pay** means the basic pay and the dearness allowance drawn by an employee.
- e) **Special pay** means any additional emoluments sanctioned for performing any specific duty.
- f) **Leave** means sanctioned leave granted to an employee by the Principal / Secretary in the case of Principal.
- g) **Vacation staff** means the teaching staff.
- h) **Non vacation staff** means the Principal, the Bursar and all the staff who are employed to perform other than teaching duties.
- i) **Vacation** means the period of long holidays which will be announced through a calendar for each academic year by the Principal for the members of staff who are eligible for vacation. There will be two vacations, 1st term vacation and 2nd term vacation.
- j) **School** means the Manik Public School, Maniknagar.
- k) **Appointing Authority** means the Secretary, Manik Education Society
- l) **Disciplinary Authority**: The Secretary, Manik Education Society
- m) **Appellate Authority**: The Governing Body
- n) **Management** means the Society as whole represented by the Secretary as the Chief Executive Officer or Executive Committee.
- o) **Institution / School** means the Manik Public School.
- p) **Academic Year** means 1st June to 31st March.
- q) **Calendar Year** means 1st January to 31st December.

General Conditions of Service Regulations

Regulation 1: Appointments

Appointment to all posts shall be filled either by promotion or by direct recruitment. The Selection Committee appointed by the Executive Committee will complete the Selection process and the Secretary will appoint the staff members as per the Selection Committee's recommendation. The orders of appointment of staff members will be issued by the Secretary. In case of emergency, urgency and need of the situation, the principal may appoint a suitable person purely on temporary basis for the required post and the same may be got ratified by the Executive Committee within a week's time.

Every member of the staff, shall on appointment, be supplied with a memorandum regarding the conditions of service and leave rules.

Regulation 2: Scales of Pay: The scales of pay of all the posts and other conditions of the service shall be prescribed by the Governing Body. The details of the existing posts and their scales of pay are given in Annexure I.

Regulation 3: All appointments of the staff shall ordinarily be made on contractual basis or may also be on probation for a period of one year or as specified in the appointment order which may at the discretion of the appointing authority be extended up to two years or more as deemed fit by the Management. The appointee, if confirmed shall continue to hold office till the age of 58 years except as otherwise provided in these rules.

Regulation 4: Confirmation: Only if a confirmation letter is issued, then the staff is treated as confirmed, otherwise it is deemed as probation. The staff has to submit a request letter for confirmation after two years of service if his services are not confirmed after two years. The increments will be applied only after confirmation. The Management, at its sole discretion may sanction increment during probationary period. Any increment sanctioned during the probationary period should not be deemed as confirmation of services.

Regulation 5: Retirement: The age of retirement for the vacation and non vacation staff shall be the date of attaining the age of fifty eight years. The staff will be relieved on super annuation as per the schedule given below:-

- i. If the date of super annuation falls on or before 31st July, he will be relieved on the last day of the month in which the date of super annuation falls.
- ii. If the date of super annuation falls after 31st July, and before the end of the first term, he will be relieved on the last day of the month in which the term end falls.
- iii. If the date of super annuation falls after the 1st term but before 31st December, he will be relieved on 31st December
- iv. If the date of super annuation falls after 31st December, he will be relieved on the last day of the last month of the academic year

If the services of any staff member are continued as per the provisions laid down in Regulation 5 (i to iv) he will not be eligible to get any further increment if it falls after the date of super annuation and also no Provident Fund will be continued.

Regulation 6: Voluntary Retirement: The staff members who are interested to take voluntary retirement may opt to do so. However, the staff must have attained a minimum age of 50 years or completed 25 years of service, which is applicable at the time of option. He is eligible for all retirement benefits except in the case if there are any pending disciplinary proceedings or other cases to be settled. The Management is at liberty to permit or reject the plea.

Regulation 7: Compulsory Retirement: The Management, may at its discretion enforce compulsory retirement on any staff member if a staff has completed 25 years of service or attained 50 years of age, whichever is earlier. No reason needs to be provided for applying compulsory retirement. The staff will however get full retirement benefits up to the date of relieving from the services except in the case where disciplinary proceedings are being carried on and final verdict is awaited. In such a case, benefits as per verdict will be released only after final verdict of the proceedings.

Regulation No.8: Extension & Re-appointment: The Executive Body may reappoint a retired member of staff on such terms and conditions as determined by them for a period of one year at a time. In any case, no staff member shall be re-appointed or his / her services extend beyond the age of sixty five years.

Regulation No.9: Resignation & Termination:

1. The appointing authority may terminate the services of a temporary member of staff who is appointed on a contractual basis or on probation without giving any notice and reason for termination of services. Any member of staff who is on probation and desirous of resigning from his post shall give one month's notice or pay an amount equal to one month's salary and allowances in lieu of notice. The appointment of any staff on contractual basis will automatically terminate on 31st March or as soon as the period of appointment ends, whichever is earlier.
2. The appointing authority may terminate the services of a member of staff whose services have been confirmed by giving three months' notice or by paying three months' salary in lieu of notice under the situation mentioned in Regulation 9(5a & b). In case of 9 (5c) neither notice nor salary in lieu of notice will be paid. However, it is the Management's discretion to condone the notice period / relieve the concerned staff within the notice period. If Management condones notice period, the staff is not eligible for any salary of condoned period.
3. If any staff resigns from the services of the Institution by giving due notice, the entire notice period should be active working days and the vacation should not fall in this period. As such, no salary will be given to the staff if the notice period includes the vacation, partially or fully. If staff gives notice of resignation after January, the staff will not get the salary of April and / or May as the case may be, i.e. the salary for the part of notice period which falls in the vacation period will not be paid.
4. A confirmed member of staff may resign his / her post after giving three months' notice in writing or by paying three months' salary and allowances in lieu of notice.
5. Services of confirmed staff are terminated on any of the following situations:-
 - a) Excess of staff
 - b) Non performance or services are not satisfactory
 - c) Disciplinary action.
6. All confirmed staff whose services are terminated are eligible to draw various benefits like Gratuity, etc. as per respective and prevailing rules only after he is relieved from services. It may be noted that if termination is due to disciplinary action, the benefits will be paid as per the decision and penalty clauses of the disciplinary proceedings
7. If vacation period falls within the notice period of resignation, the same is not considered as notice period. Hence only working days will be considered for the purpose of notice.
8. Suspending of staff: The Principal may suspend any member of the staff for an act of misconduct pending enquiry and the same should be reported to the Secretary.

9. Secretary has the full power to dismiss any of the staff members. However, dismissal has to be reported to the Management
10. The person who is dismissed shall have the opportunity to appeal to the Governing Body whose decision shall be final.

Regulation 10: The following acts are considered as misconduct

1. Absenteeism from duty without proper sanction of leave or permission.
2. Irregular and not being punctual in attending school / office and duties assigned to him.
3. Absenting from the various functions or activities including games, prep, meditation and dining hall, cultural co-activities and not fulfilling the requirement of these duties to the satisfaction of the Management.
4. Non adherence to the normal rules and regulations of the School.
5. Non compliance of instructions and orders.
6. Any comment or criticism on Management, persons involved in Management, including Shri Manik Prabhu Samsthan will be viewed as indiscipline and punishable act / misconduct.
7. Any behaviour which is unbecoming of the dignity of the School and staff or misbehaviour with superiors or any person and official of various authorities and agencies – Government or otherwise, or any behaviour which is unbecoming of the staff and dignity of the school.
8. Non performance or performance below expected level in their duties, which is deemed as unsatisfactory by the Superiors.
9. Accepting any other job / work other than school work without prior permission of the competent authority.
10. Any action of the staff that affects the image, reputation and interests of the School.
11. Delay in submission of accounts.
12. Illegal dealing.
13. Any act of an employee which endangers the interest of the School, viz. no proper care is taken to ensure and protect the interests and property of the School while discharging of his duties and does not act with utmost integrity, honesty, dedication and diligence.
14. Failure to maintain good conduct, discipline and who fails to interact and co-ordinate with all the concerned persons.
15. Failure to perform their duties and exercise powers conferred on him / her with his / her best judgment and knowledge unless otherwise directed by the higher authorities in writing.
16. Failure to take all possible steps to ensure the proper and proportionate distribution of duties of all persons working under his control and authority for the time being.
17. Failure to maintain secrecy regarding the affairs of the School and its constituents and who divulge any information of any confidential nature to a member of the public or to an outside agency or any other employee of the School, directly or indirectly unless:
 - a) the divulging of such information is in accordance with law.
 - b) Compelled by judicial or other authorities to divulge
 - c) Instructed by a senior authority to do so in writing.
18. Accepting any employment (part time or full time) without the prior permission of the school authorities including:
 - a) social, cultural, religious or charitable nature and where honorary emoluments are involved.
 - b) The work of literary, scientific, professional, cultural, medical, academic, religious or social character if it affects his duties towards the school and thereby the school suffers.
 - c) If any honorarium is involved
19. Acting as an agent or member or canvassing person or publicizing authority of any other Institution, Organisation and School except our school.
20. Doing any editing, reporting, managing of any newspaper, magazine or periodical publication without the prior permission of the competent authority.
21. Taking up any broadcasting or telecasting activities without the prior permission of the competent authority or accept honorarium or fees for the same.

22. Participating in any demonstration, bandh / strike which is prejudicial to the interests of the School as well as affects the sovereignty and integrity of the nation, friendly relations with various groups and foreign states and by order of decency or morality or which involves contempt of court, defamation or incitement to an office.
23. Joining any association or society which is prejudicial to the interests of the School and the country.
24. Giving any evidence in connection with any enquiry conducted by any person or competent authority without previous approval of competent authority and if it is appropriate to give evidence, the same should have the consent of the School / Central or the State Government. However, a staff member can give evidence before any enquiry which is constituted by the Central Government, State Government, Parliament or State Legislature or judicial enquiry or any other enquiry ordered by the competent authority of the department / school, the same should be reported to the school authorities.
25. Attempts to bring any influence from outside or political pressure or bear upon any superior authority to further his interests in matters pertaining to his services with the school.
26. Indulging in any lending or borrowing activities in any form (kind or cash).
27. Drawing one's salary in advance without the sanction of the competent authority.
28. Collection and acceptance of contributions for raising funds in cash or kind for pursuance of any objective whatsoever.
29. Indulging in any speculative activities such as stocks and shares, securities or commodities or valuables of any description or any investments which are likely to embarrass or influence him in the discharging of his duties.
30. Managing his private affairs, which leads to habitual indebtedness or insolvency.
31. Accumulation of any movable, immovable or valuable property which is disproportionate to his own income. As such, he should provide his assets and liabilities statement as on 31st March every year.
32. Maintaining extra marital affairs.
33. Entering into a contract of marriage while living spouse not legally separated or entering into a marriage contract with any other person having his / her living spouse legally not separated from the person.
34. Non adherence to laws relating to consumption of any intoxicating drinks or drugs as long as he is in the service of the School.
35. Any act that is deemed contrary to laws related to harassment of a person based on the basis of caste, race and gender.

Regulation 11: Penalties

1. The Management may impose the following penalties for misconducts:

- i. Caution
- ii. Censure
- iii. Deducting leaves from the balance of various types of leaves
- iv. Deducting day's salary – partially or fully
- v. Withholding salary for some period
- vi. Withholding of increment
- vii. Reduction in one or more increment
- viii. Reduction in rank / scale of pay
- ix. Compulsory retirement
- x. Dismissal from service with or without retrial benefits
- xi. Recovery from pay, the whole or part of any pecuniary loss caused to the School either by negligence or by breach of order.
- xii. Both recovery of the loss incurred by the School / Management due to negligence / misappropriation, etc. by the Staff and also disciplinary punishment as deemed fit by the Disciplinary Authority.

2. The Principal, shall before passing an order of punishment as per the Management's instructions and subject to these rules, call upon the person to explain his conduct or institute an enquiry himself or by an officer deputed by him or by a Committee constituted by him. Such explanation or report of enquiry shall form part of the record.
- 2a. The Principal shall, as per the Management's instructions pass an order of punishment for item Nos. (i) to (v). However, other types of penalties shall be imposed by the Secretary.
3. An employee who has been penalized shall have an opportunity to appeal to the Appellate Authority, which may at its discretion, allow him a personal hearing. The Appellate Authority's decision shall be final.
4. All appeals must be submitted through the Principal who shall place it before the Governing Body after appending his / her remarks.

General: The decision of the Appellate Authority shall be final on all matters.

Regulation 12: Vacation.

1. Ordinarily, members of the vacation staff shall be allowed to avail the vacation admissible to them. The vacation for the staff, both temporary and permanent will be in accordance with the school calendar worked out by the Principal for each academic year. In case of non vacation staff, the vacation duty roster for each vacation is worked out by the Bursar / Vice Principal. For non vacation staff, generally about 30 days of earned leave in an academic year will be granted. Ten days are given in the first term vacation and twenty days are given in the 2nd term vacation.
2. Temporary / probationary or contractual staff members who belong to vacation staff shall not be eligible for the vacation salary.

Regulation 13: Leave Rules:

1. Any type of leave cannot be claimed as right.
2. There is no provision for any kind of half day leave.
3. If any holiday or Sunday is succeeding with any leave sanctioned to a staff and if duty is allotted to him on that holiday or Sunday, then the staff availing such leaves have to report for duties on the day on which such duties are allotted. If they do not report on that holiday or Sunday, it will also be treated as absent and no salary will be paid for that day.
4. If any leave is treated as 'absent' the same will be treated as break of services and hence it will affect the retiral benefits and his services are deemed to be fresh from the next day onwards. The previous services are not considered for any retiral benefits.
5. No leave will be sanctioned during examination period, 26th January, 15th August, 2nd October, 1st November, Annual Sports Day and School Day. If anybody remains absent on these days, the same will be treated as loss of pay and absent. It is the sole discretion of the Management to sanction the leave on these days only on genuine reasons.
6. If anybody's leave record shows more than 5 Loss of Pay / absences are marked in one calendar year, the said staff member's services will be terminated without any notice and compensation or one increment will be reduced which is at the sole discretion of the Management.
7. All the staff members must prepare their leave plan and adhere to the same. However, exceptional cases will be considered as special case.

Regulation 14: Casual Leave Rules:

1. Fifteen (15) days of casual leave to all members of the staff may be granted by the Principal in a calendar year, subject to the limit of 6 days at a time.
2. Fifteen days casual leaves shall be credited to every confirmed staff member at the beginning of every calendar year and in no circumstances, an employee is allowed to avail the casual leave prior to it being credited. Casual leaves can be encashed at the rate of half pay per one day's leave to the maximum extent of 10 days, i.e. 5 days' pay in a calendar year. The casual leave for unconfirmed staff will be available on pro-rata basis only after completion of each month.
3. The encashment facility is not available for temporary / contractual staff.
4. Application for casual leave must be submitted at least one day in advance and got sanctioned before the casual leave is availed. If any staff member remains absent without prior permission, their absence will be treated as leave without pay or loss of pay.
5. While reckoning the number of days for casual leave, Sundays, holidays and intermediary holidays as declared in the School Calendar are excluded. However, if any duty is allotted on these holidays and Sundays, the same is governed by Regulation 13 (3) (4) and (5).
6. Casual leave cannot be combined with any other kind of leave but can be prefixed or suffixed by a Sunday or a holiday or intermediary Sundays and holidays as declared in the school calendar are excluded subject to Regulation 14 (5).
7. If casual leaves are prefixed or suffixed by a Sunday or a holiday or intermediary Sundays and holidays as declared in the school calendar, but the total number of days of absence from duties should not exceed 8 days inclusive of all holidays and Sundays.

Regulation 15: Half Pay Leave:

1. Leave on half pay for private affairs or on medical grounds shall be admissible to confirmed staff at the rate of 20 days for each completed year of service. These leaves shall not be accumulated beyond a maximum of 120 days (i.e. 60 days full pay leave). The accumulated leave in excess of 120 days half pay leaves will lapse. These leaves can be commuted to full pay by debiting two days of leaves for every one day availed.
2. Half pay leaves can be encashed to the maximum extent of 60 days with full pay by deducting 120 accumulated half pay leaves during the entire tenure. However, staff members can encash maximum of 20 days in a block of every 4 years by debiting 40 days accumulated half pay leave but not less than 10 days, i.e. by debiting 20 days. These encashments may be availed twice in 4 years. This facility is not available to temporary or contractual staff.

Regulation 16: Maternity Leave

Women employees whose services have been confirmed and also have completed at least two years' service in the school will be eligible for maternity leave on full pay, on the recommendation of a competent Medical Officer for a period up to a maximum of two months for the first two confinements only and on loss of pay for the subsequent confinements. The Maternity leave may be sanctioned from the date of commencement of leave or up to the end of six weeks from the date of confinement whichever is earlier.

Regulation 17: Study Leave:

Study leave on loss of pay may be granted for the duration of the course of study on the terms and conditions as may be decided by the Governing Body in each individual case. Study leave may be considered only when the school is likely to be benefited by such training or course of study of the individual.

General:

All the leave applications of vacation staff should be addressed to the Principal and submitted to Vice Principal. He will place the same before Principal with his remarks for further decision. Similarly, all the leave applications of non vacation staff should be addressed to the Principal and the same should be submitted to the Bursar for his remarks. Thereafter, he will place before the Principal for decision through Vice Principal.

Regulation 18: Training Facility:

The Management may depute any confirmed staff member for various trainings. Attending these trainings is mandatory and nobody can reject the same. The Management is at liberty to utilise their services in these areas also in which they are trained. It is obligatory on the part of such staff to provide their services without any reservation and also cannot claim any extra remuneration in such cases. If the staff resigns from the post within 2 years of the training, the cost of the training will be recovered.

Regulation 19: Recall during vacation:

Any staff member may be recalled to duty in case of a need during the vacation by the Principal. In such cases, the person concerned will be intimated in writing specifically the nature of the job he / she is required to do and the number of days he is recalled for duty. No compensatory holiday will be sanctioned in case of teaching staff or other staff in case of being recalled to work due to exigencies of service.

Leave may be refused without assigning any reason whatsoever and it cannot be claimed as a matter of right. Only the prescribed form must be used for applying for leave (Annexure II).

For purposes of leave rules, 'year' means the calendar year starting with 1st January and ending with 31st December.

A member of the vacation staff absents him or her self on the last day or the first working day of the term is liable to lose the salary for the vacation. However, in cases of extraordinary and unavoidable circumstances, the Principal may condone the absence at his / her sole discretion. The same shall be reported to the Management.

Regulation 20: Provident Fund Rules:

Compulsory provident fund which is a contribution by both the employee and the employer is also a prevailing benefit of the school rules. The fund is managed by the Regional Provident Fund Commissioner, Karnataka and the same is guided by the Employees Provident Fund and Family Pension Scheme Act, 1951. It is essential for every staff member to join the Provident Fund Scheme as and when he / she qualifies to be a member.

Regulation 21: Gratuity Scheme:

An employee is entitled to receive Gratuity when he

- i. Retires at the age of 58 (fifty eight) years.
- ii. If he is rendered invalid or unfit for service though he may not have completed 58 years of age.
- iii. If he dies
- iv. If he demits office after completing at least 5 years' service.

The Gratuity will be calculated on the basis of half of the average of the last 12 months' salary drawn multiplied by the number of years of service of the employee in the School.

Gratuity Rules:

Gratuity is payable to the staff as per the Gratuity Rules:

- a) On retirement after attaining age of super annuation
- b) On compulsory retirement or voluntary retirement or resignation.
- c) On death or disablement due to accident / disease or natural calamity.

As per disciplinary proceedings, if the services of a staff are terminated, then he will receive the facility only as per the terms of the disciplinary proceedings. In case of the death of an employee, Gratuity payable to him / her shall be paid to his / her nominee, or if no nomination is made, to his / her legal heirs.

An employee is entitled to avail of gratuity facility only once from this School during his tenure with this school. He will not be entitled / eligible to avail of this facility as second time, on any grounds whatsoever, even if he continues to remain in service. The Management however, may at its sole discretion allow the gratuity a second time. However, the total amount sanctioned should not exceed 15 months' salary including the earlier sanction but calculation is done for only left out period after availment of first facility of gratuity. This cannot be claimed as a right by the staff.

On becoming eligible for payment of Gratuity as per Clause No. 1, the employee shall give his / her nomination in the prescribed format to the Principal (Annexure III). The gratuity payable shall be computed at the rate of 15 days' salary for every completed year of service, to the maximum of 3.00 lakhs of the ceiling limit fixed by the Gratuity Authority, Government of India. For calculation of gratuity, gratuity means the gross salary drawn, i.e. basic plus dearness allowances for computation of gratuity, average of last 12 months' salary is taken.

Notwithstanding anything contained in these rules, no gratuity shall be payable to an employee whose services have been terminated by any act of willful omission or negligence causing any damage or loss to the School or for any misconduct or termination / dismissal with a clause 'without retiral benefits' as per disciplinary proceedings. If any staff member's services are broken due to absence of duty / loss of pay etc. he will be eligible only for the latest years of service if he completes 5 years unbroken service thereafter.

The decision of the Governing Body on the interpretation of the provisions of this scheme or the amount of gratuity payable shall be final and binding on the employee.

Regulation 22: Travelling & Halting Expenses:

Members of the staff traveling on official and authorised duty will be entitled to traveling and halting expenditure limited to the actual expenses incurred in that regard. The Manik Public School shall reimburse such expenditure.

The Principal shall be the controlling authority for all purposes of traveling allowances to all members of the staff. In the case of the Principal, the Governing Body shall be the controlling authority.

Regulation 23: Facilities to staff members:

All members of the teaching staff, the Bursar and the Mess Manager will be provided with free quarters on the school premises. In case the school is unable to provide the quarters, the Management will compensate the same by paying HRA to the extent of 10% of basic. If the staff member wants to stay on his / her own, there will be no compensation of HR. This arrangement is subject to the permission of the Executive Committee and if such an arrangement of the staff member does not affect the school functioning and his normal and assigned duties.

All members of teaching staff on roll will be entitled to free food during the term as they must dine with the students, i.e. they must be present in the dining hall during breakfast, lunch, tiffin and dinner. Any absence is treated as dereliction of duties and attracts any disciplinary action and also salary for that day will be forfeited / deducted.

Educational Concession: Free education as available in the School is provided to maximum of two children of the teaching staff, Bursar, Mess Manager and one child in case of members of other staff up to Sl. No. 8 in the scale as per Annexure 1. Free education means only tuition fee is waived. However, 40% of the fees other than tuition fees will have to be paid by the staff members. This facility is available only if the students maintains a standard of education with average of 60% of marks in the 1st term and annual examination every year. If the student slips below this standard, this facility will be withdrawn.

Other staff members will be eligible to receive Rs.500/- as educational allowance per annum per child for two children only. This facility is available only if the child is of school going age, is actually attending the school and maintaining a standard of 50% and passes the examination every year, else the facility will be withdrawn. In case the child is not going to school, this allowance is not permitted. No educational concession for the children of the relatives of our staff members will be given. This facility is available only to their own children and not adopted children. This facility is available only to Standard X.

There is no boarding and hostel facility for the children of the staff members.

Awards / Rewards: The Management has the discretion to award various types of awards and rewards for good performance and laudable achievements.

The Executive Committee will receive regular reports from the Principal on the performance of the staff and the same will be placed before the Executive Committee. Similarly, the Secretary also keeps his records of observations and places them before the Executive Committee.

On the recommendation of the Executive Committee, the Secretary will issue an appreciation letter or otherwise. After 4 appreciation letters, one increment will be awarded as incentive. If 10 such appreciation letters are awarded, the staff members can be placed in the higher scale, which is the sole discretion of the Management. Such a reward cannot be claimed as right. For getting such rewards, the staff must apply for sanction at the end of each term. Once a scale is upgraded, the phenomena of Awards will start afresh.

Leave Travel Concession: All the confirmed and permanent staff members are eligible for Leave Travel Concession facility to the extent indicated below. The facility is available only once in a block of four years. If the facility is not availed within the concerned block period, the same will lapse and cannot be carried over to the next block. This comes into effect from the academic year 2007-08. The staff member who has been confirmed recently can avail this facility only in the fourth year after communication.

1. Principal, Bursar, Mess Manager & Teaching Staff Up to scale Sr. Teacher Grade II)	Rs.6,000/- (max) per block period
2. Non teaching up to clerks And teachers up to Asst. Teacher Grade III	Rs.4,000/- (max) per block period
3. Other staff	Rs.3,000/- (max) per block period

No facility is to be treated as a matter of right. The extension of any facility is the sole discretion of the Management. Hence, Management can withdraw any of these facilities without any notice and no reason need be given for withdrawal as the providing of such facilities are purely management's prerogative powers. These facilities can be withdrawn in case of any individual and the same cannot be objected to by anybody.

Regulation 24: Staff Welfare Scheme:

Each member will contribute 5% of his total salary. A committee comprising of five members will manage these funds.

1. The Secretary of the MES – the Chairman
2. The senior most teacher in the Senior Teachers' Category will be the Secretary and this will exclude the Vice Principal, Academic In Charge, PUC In Charge and the Bursar. This will be on rotational basis.
3. The Principal will be the Vice Chairman
4. One member on rotation from the teachers
5. One member on rotation from non teaching staff

The fund accrued will not be utilized for any purpose till it becomes Rs.75,000/-. Thereafter, in the beginning 60% of the fund will be provided as advance to the needy staff member at the flat interest rate of 10% per annum and the advance will be recovered from the salary in 10 monthly equal installments including interest.

The temporary / probationary / contractual staff are not eligible for this loan till they complete a year of service.

Annexure I

Scales of Pay of the Manik Public Schoo

Annexure II

THE MANIK PUBLIC SCHOOL, MANIKNAGAR, HUMNABAD

Leave Application Form

Name of the Employee : _____
 Nature of leave required CL/HPL/ML/SL _____
 Period of Leave: From: _____ To: _____
 Purpose for which leave is required _____

Recommended / Not recommended

Applicant

 Signature of Academic In-Charge for
 Teaching Staff

 Signature of Bursar for
 Non teaching staff

Recommended / Not recommended

PRINCIPAL

VICE PRINCIPAL

S.No.	Type of leave applied for	Date	No. of days	Availed till now	Balance
1	Casual Leave				
2	Half Pay Leave				
3	Maternity Leave				
4	Earned Leave (for non vacation staff)				

Annexure III

THE MANIK PUBLIC SCHOOL, MANIKNAGAR, HUMNABAD
(Nomination for payment of Gratuity)

I _____ S/o, D/o. W/o. _____ an employee of the Manik Public School having been eligible for payment of Gratuity as per the Manik Public School rules, do hereby nominate the following person (s) to receive the Gratuity Amount in case of my death before retirement.

Nominee (s)			
Sl.No.	Nominee	Relation to Nominee	Age

This nomination executed on _____ (date) with due witness shall remain in force and I shall not seek any change in nomination without prior approval of the Governing Body of the Manik Public School, Maniknagar.

Signature of the Employee

Witness:

1. _____
(Name and address in block letters)

2. _____
(Name and address in block letters)

Note: In case of more than one nominee, give the proportion / share of Gratuity payable to each of the nominees.

In case of the nominee being a minor, his date of birth and its proof to be provided at the time of nomination. In case the nomination is given in the name of a minor and if the employee wishes to pay the person, it will be paid after the nominee becomes a major. The portion, if any, will be kept in Fixed Deposit in a nationalized bank.

Annexure IV

The Manik Public School, Maniknagar

Declaration regarding casual leaves balance to the staff's account

I Mr./ Mrs. / Miss _____ hereby declare that any casual leave unavailed by me at the end of the calendar year may be credited to my (U.C.L.) unclaimed casual leave as per clause 1(i) of rules pertaining to Casual Leave

I Mr./ Mrs. / Miss _____ hereby declare that any casual leave unavailed by me at the end of the calendar year will be encashed by me and the same need not be credited to my (U.C.L.) unclaimed casual leave as per clause 1(i) of rules pertaining to Casual Leave

I solemnly declare that this declaration is irrevocable.

Signature of the staff

Please tick mark whichever is your option.

From: _____
 Membership No. _____

To,
 The Secretary,
 Staff Welfare Scheme
 The Manik Public School,
 Maniknagar

Dear Sir,

Sub: Request for sanction of loan

I wish to avail an advance of Rs. _____/- (Rupees _____) from the Staff Welfare Scheme as I want to utilize the same for the _____ (mention purpose).

I request you to please arrange to sanction the said amount. I also agree to abide by the sanction terms and conditions and will repay the same from my salary every month.

I hereby authorize the Principal, the Manik Public School to deduct the monthly installment from my salary and credit the amount to the Staff Welfare Scheme as per the terms and conditions mentioned in the sanctioned order till the entire amount of advance is repaid along with appropriate interest.

Thanking you,

Yours faithfully,

Witnesses:

1. _____

Name

Membership No.

Signature

2. _____

Name

Membership No.

Signature