



New Satara Samuh Mumbai's New Satara College
of Engineering & Management (Polytechnic) Korti
, Pandharpur

Service Rules



Address: Gat No. 429/1/B/1, A/p - Korti , Tal. - Pandharpur , Dist. - Solapur

Office 9607772481, 9225538306

Email: - newsatarapoly@gmail.com | Web: - www.newsatarapoly.in ||



NeW Satara group Mumbai

**New Satara College Of Engineering And Management
(Polytechnic) Korti , Pandharpur**

**Group No. 429 / 1 / B / 1, A/P - Korti ,
Tal . - Pandharpur, District - Solapur**

Mobile Number 9607772481 , 9225538306

Service rules

Service Rules

Table of Contents

Sr. No.	Rule/Sub-rule no.	Rule/Sub Rule	Page No.
01	1.00	Heading scope and beginning	04
02	2.01	Definition	04
03	3.01	Employee classification	05
04	3.02	Employee classification	06
05	4.01	Appointment letter	07
06	4.02	Promotion	07
07	5.00	Identity card/attendance card	07
08	6.00	Working hours	08
09	7.00	Shift work	08
10	8.00	Attendance and tardiness	08
11	9.00	Annual salary increase	08
12	10.00	Unclaimed salary	09
13	11.00	Entering and exiting	09
14	12.00	Search	09
15	13.00	Transfer	09
16	14.00	Weekly vacation and paid leave	09
17	15.01	Services End	10
18	15.02	Gratuity	11
19	15.03	Appeal	11
20	16.01	Leaves	11
21	16.02	temporary leave/regular leave	12
22	16.03	Illness Leave	13
23	16.04	Maternity Leave	13
24	16.05	earned leave	13
25	17.00	Contract employee	14
26	18.00	Employee's age	14
27	19.00	Retirement	14
28	20.00	Certificate of good conduct	15
29	21.00	Caste certificate	15
30	22.00	Fitness Certificate	15
31	23.00	security (reserve)	15
32	24.00	Misbehavior	15
33	25.00	Punishment	18
34	26.00	Minor punishment	21
35	27.00	Rules of conduct/command	21
36	28.00	Taking cognizance of the complaint/claim	22
37	29.00	Service record	23
38	30.00	Certificate of service	23
39	31.00	Erotic torture	23
40	32.00	Instructions	23
41	33.00	Conversational language	23
42	34.00	Employee Development	24
43	35.00	Others	25
44	36.00		25

1. Caption Scope And Start :-

This rule is new Satara Group Will apply to all employees working in branches within the organization. These rules will come into force from the date of passing of the organization resolution. After this rule comes into effect, New Satara Group All existing service rules in the educational institution will be deemed to be null and void.

2.00 Definition :-

In these rules, the meaning of different terms, unless the context requires otherwise, shall be as follows:

- i) The organization is new Satara Group, Mumbai in brief and in India Affiliated branches anywhere.
- ii) ' **By law** ' means new Satara Group Bye -laws of the organization.
- iii) ' **Management** ' means the church whose new Satara Group Has ultimate control over the day-to-day operations of the organization , such as the New Satara Group Board of Trustees and committees certified by them or Joint Secretary/Chief Executive Officer or Officer.
- iv) ' **Appointing Officer** ' That is, the Joint Secretary/Chief Executive Officer or the officer to whom
The officer who has been granted the said authority.
- vi) ' **Employee** ' means New Satara Group Women working in the institution and affiliated branches or male employees.
- v) ' **Management Committee** ' That is, New Satara group The board of trustees of the organization.
- vi) 'Chairman' means the Chairman of the Board of Trustees. Also appointed by the Board of Trustees.
- vii) Executive Chairman.
- viii) 'Continuous Service ' means a service that has been interrupted for any of the reasons mentioned below.
 - a) ' **Illness** ' - the disease New Satara Group Certified by a doctor of the Medical Board of the institution or certified by a certified competent medical officer or civil surgeon.
 - b) **Accident**
 - c) **Official leave**
 - d) Stoppage of work through no fault of the employee or servant concerned.

3.01 Employee Classification:-

The employee classification will be as follows.

- i) Retained employee
- ii) Probationary employees
- iii) Replacement employees
- iv) Temporary employees
- v) C Amachlau (Casual Employees)
- vi) Apprentices
- vii) Contractual employees
- viii) Part-time employees

e) ' Permanent employee ' means an employee appointed on a permanent post and an employee appointed in writing by the Secretary or an officer designated by him and an employee who has completed the probationary period and an employee who was appointed as a temporary employee and is subsequently appointed as a permanent employee by the appointing officer in writing.

ii) ' Probationary employee ' or probationer means an employee who has been appointed to fill a permanent vacancy or permanent position and has not served in that position continuously for a total of two years.

a) A probationary employee may be included as a permanent employee by an independent written order only after his performance during the probationary period is satisfactory.

b) If a probationary employee is not retained in service by separate written order, his probationary service will automatically terminate.

c) If an employee on probation is retained in service after the expiry of his initial period, his probationary period shall be deemed to have been automatically extended. The extended period shall not exceed one year.

d) If a permanent employee is appointed as a probationary employee in a new post, such employee may be sent to his previous post at any time during the probationary period by a written letter from the Joint Secretary/Chief Executive Officer.

iii) ' Transferred employee ' means an employee who is appointed in place of a permanent or probationary employee who is temporarily absent. The transferred employee will not be entitled to any future employment.

iv) ' Temporary employee ' means a person who is appointed for a certain period of time to perform work which is specifically of a temporary nature and who is appointed as an additional employee for a temporary increase in the work of a permanent nature.

v) ' Casual employee ' means an employee who is not involved in the main process or is not involved in the functioning of the organization and who is employed to perform any work of a personal nature only.

vi) ' Apprentice employee ' means an employee who is a learner and who is paid or not paid allowance during the period of learning. However, an employee who has undergone training for a total of two years cannot be considered a trainee employee.

' Trainee ' means an employee who has been given a written appointment by the Joint Secretary/Chief Executive Officer to learn the skills of a particular job.

The appointment has been made. Also, it is not obligatory on the institution to pay or not pay him allowance or stipend during the apprenticeship period.

However, a trainee employee who has undergone training or education for a total of two years cannot be considered a trainee employee.

vii) ' Contractual employee ' means one who is appointed on a contractual basis for a fixed period and whose service is terminated without any notice or compensation and whose contractual period is extended on the same or new terms and conditions.

viii) ' Part-time employee ' means an employee who is employed for less than the normal working hours, i.e. less than five hours per day.

3.02 Classification of employees:-

Employees will be classified into Class I, II, III & IV . The classification management of employees will be done based on their position. Will be determined from time to time according to salary.

I) ' Managerial Employees ' Class One includes workers who perform managerial work and include Heads of Departments , Principals , Professors and Associate Professors.

II) ' Supervisory staff or supervising staff Class II ' (Assistant Professors , Secondary and Higher Secondary Teachers) means the staff who supervise the work of the staff assigned under them.

III) ' Clerk or similar Class Three ' means an employee who is appointed to do the work of a clerk and includes cashier , storekeeper , telephone operator , wireman , electrician , technical assistant , instructor , lab assistant , warden , matron , rector , plumber , driver etc. and who is not included in Class One and Two.

IV) ' Manual worker ' means an employee classified as an attendant , ayah , peon , sweeper , watchman and class IV employee and who is not included in class I , II and III.

4.01 Appointment Letter:-

Every employee shall be given a letter of appointment signed by the Joint Secretary/Chief Executive Officer detailing the above points in writing at the time of his appointment , retention in service , promotion or reclassification.

4.02 Promotion:-

I) If promotion opportunities are available, the PRES employee will have the right to apply for the said promotion.

II) Promotion This will not be given to him only based on seniority but also on educational qualifications,

Professional educational qualifications , experience , work ethic and honesty , efficiency etc. will be considered.

III) Promotion is not a right of the employee but is the exclusive right of the management.

IV) The promoted employee will be appointed as a probationer during the probationary period.

v) Promotion will be given only through written examination , psychometric test and oral interview under the authority of the organization.

VI) The management shall have the right to restore the employee so promoted to his/her previous position, i.e. to promote him/her without assigning any reason.

5.00 Identity card or attendance card:-

I) A separate identity card will be issued to each category of employee mentioned in Section 3.

II) Every employee will be given an identity card containing attendance card , identity card , computer attendance card , his number , designation , department name, etc.

III) Every employee must present his identity card at the designated place of the organization upon going to his place of work.

IV) Every employee should submit his/her identity card , computer ID card etc. next time.

a) At the time of changing its classification or division

b) On release from the service of the organization

c) When dismissing from a job

V) Every employee should carry his/her identity card with him/her during working hours.

VI) If the card is lost due to the fault or error of the employee, a new card will be issued with payment.

6.00 Working hours:-

Notices indicating the working hours and working hours of each class and group of employees in the organization will be posted on the relevant notice board. Employees should come to work for any urgent work outside their usual working hours as per the notices posted at the administration department and the main entrance of the organization, if necessary, even on weekends and holidays. It will take.

7.00 Shift Working:-

7. 01 i) Any In the section One More than a period More In menstruation Work Done Let's go. Can .

ii) The employee who is on duty during the shift shall be relieved of his/her duty by the employee who relieves him/her. Work without taking responsibility or without permission from superiors Don't leave space.

III) If an employee has to skip his shift and work another shift, he/she

Notice or instruction of reference at least for the time when different shifts are to be worked

Yes , it should be informed one day in advance.

7.02 If more than one work shift is performed, the employee shall be transferred from one shift to another will be eligible for transfer.

7.03 When an extra shift is to be started or any change is to be made in the shift or When it is necessary to close, the employee must be given 7 days' notice.

8.00 Attendance and late arrival to work:-

i) Attendance sheet should be filled daily as per the procedure prescribed by the management. All employees The employee must be present at the workplace at the scheduled and announced time. An employee who arrives at work more than 15 minutes late will be considered absent and will be eligible for salary deduction. An employee who arrives at work three or more times late in a month will be eligible for one day's leave for each of the three such days.

ii) If an employee is found absent from his/her proper place of work during working hours after presenting his/her identity card without taking permission or without sufficient reason, he/she will be marked absent for the period of time he/she is absent.

iii) If 10 or more employees collectively remain absent from work without any written notice and without sufficient reason , the organization shall have the right to deduct from the salary earned by the said employees an amount equal to the salary decided by the management for each of them.

9.00 Annual Salary Increment:-

An employee who is getting salary in the pay scale and has rendered continuous service in the last one year will be given annual pay increment in the month of July . Also, the gap between two pay increments will not be less than 6 months. Also, if the said annual pay increment is not cancelled or stopped by the appropriate officer in writing, the employee will remain eligible for

annual pay increment. Also, the organization will have the right to refuse the pay increment without assigning any reason.

10.00 Unclaimed salary :-

i) If an employee does not collect his salary on the appointed day of each month, a notice indicating the day on which the salary due to the employee will be paid should be displayed on the notice board.

11.00 Entering and exiting:-

may use any route (for entry or exit) other than the entrance , gate or location designated by the organization .

12.00 Search :-

i) NSCOEMP management may conduct a search of any employee by security personnel.

ii) If the gatekeeper or any other person appointed by the manager for this purpose is suspected of being in possession of property belonging to a fellow employee or any other person and his relatives or other persons without any malicious intent, such person will be searched by the security personnel on duty.

iii) If the gatekeeper or any other person appointed by the management suspects that any female employee is improperly in possession of any property belonging to the establishment or belonging to a co-worker or their relative, he/she may stop the female employee to have her searched without any ill intent.

iv) Every search should be conducted in the presence of not less than two persons and no search of a female employee should be conducted in the presence of any male person without her consent.

13.00 Transfer :-

For the smooth management of the organization, the services of any employee may be transferred from one department to another , from one place to another or to other places as per the work requirements of the organization.

Transfers can be made to existing branches and branches that will be opened in the future.

An employee who refuses to accept a transfer will be considered absent without leave or permission and will be liable to disciplinary action under the law.

14.00 Weekly holiday or paid leave:-

i) Weekly holiday means Sunday or any other day decided by N.S.C.O.E.M.P.

ii) Paid holiday means a holiday declared as a paid holiday by N.S.C.O.E.M.P.

iii) Notice of weekly holiday or paid leave should be posted on the notice board.

iv) If an employee has to work on a weekly holiday or a paid leave, if necessary, he will be given a replacement leave immediately depending on the work situation or with the permission

of the Head of Department. The replacement leave cannot be accumulated for more than three days and the said leave can be used within the next two months from the date of work.

15.01 Termination of Service:-

- i) A permanent employee shall be terminated from his employment by giving one month's notice or by giving one month's approved salary against notice or as specified in the employee's contract. His employment can be terminated by giving notice accordingly.
- ii) The employee whose service is terminated should be given a written order of termination of service signed by the Joint Secretary/Chief Executive Officer. If desired, the reasons for the termination should be stated in writing , and he should be informed under the signature of the Joint Secretary/Chief Executive Officer , provided that such notification does not, in the opinion of the Secretary, expose any person to civil or criminal action. If he feels like it, the employee can make an exception to the requirement to provide reasons.
- iii) Any permanent employee who wishes to resign from his/her job should give one month's written notice to the Joint Secretary/Chief Executive Officer. The management reserves the right to reduce or cancel the notice period and release him/her immediately.
- iv) If a permanent employee leaves the job without giving notice, the salary will be deducted as compensation equal to the notice period.
- v) The employment of all categories of permanent employees other than permanent employees may be terminated without notice or without payment of salary in lieu of notice or they may be dismissed without notice.
- vi) In all cases of termination of service , resignation or dismissal, the employee should obtain a clearance note stating that he does not have any property belonging to the organization. If he is unable to do so, if it is found that the employee has property belonging to the organization and the Head of Department or Senior Officer is of the opinion that the said property was given to him in connection with the work of the organization , the value of that property will be deducted from his dues , and it will be deposited with the Accounts Department. The clearance note of the method shall be submitted to the Accounts Department.
- Vii) When the employment of any employee is terminated, the salary due to him shall be paid on the day on which his employment is terminated.
- viii) The salary earned by an employee who is leaving the job will be paid to him on the day he leaves the job.
- ix) After being released from the service of the organization, employees who are assigned to confidential and important work in the organization will need to obtain written permission from N.S.C.O.E.M.P.before reporting for work in another organization working in the same organization i.e. N.S.C.O.E.M.P.

Also, such employee shall not misuse any confidential information of the organization in any way, directly or indirectly, for himself or for others. The employee agrees that he will be personally liable for all civil and criminal proceedings arising out of such misuse , whether knowingly or unintentionally, by him.

15.02 Gratuity:

New Satara Group The organization has launched the Group Gratuity Scheme of Life Insurance Corporation of India. Those employees who are appointed on permanent basis and whose new Satara Group Employees who have completed at least 5 years of continuous service in the organization or any branch of the organization and whose service has been terminated due to any reason such as retirement/death/super annuity/discharge will be considered eligible for gratuity. However, it will be mandatory for such employees to submit a No Dues Certificate from all departments. Also, if such employees have been provided with a house (Staff Quarter) for living, it will be mandatory for them to vacate the said house (Staff Quarter) immediately after the termination of their service and hand it over to the organization. Otherwise, such employees will not be considered eligible for gratuity.

15.03 Appeal:

In the case of these rules, an employee may appeal to the Appellate Officer appointed by the organization within 30 days from the date of implementation of these service rules.

16.01 Leave :-

i) The leave rules of the said school employees will be applicable as per the provisions of the Labour Act applicable to N.S.C.O.E.M.P. or the service agreement or award, contract.

Leave is not a right of the employee. Granting leave to a permanent employee will be decided based on the needs of the work and the authority of the authorities granting the leave.

ii) A permanent employee who may go on leave must inform the leave granting officer in writing.

iii) In case of urgent or unforeseen reasons, leave cannot be granted before going on leave, except for minor and sick leave, the application for leave for less than 4 days should be submitted at least 24 hours in advance and if the leave is required for more than 4 days, the application should be submitted at least 7 days in advance. If an employee requires urgent leave and the reason for the leave is unforeseen, the leave may be granted on the request of the employee. The application for such leave should be submitted later.

iv) The leave granting officer will decide on the leave application immediately if the leave is urgent and at other times if the leave is for more than 4 days then within 3 days from the date of submission of the leave application.

Only if the leave is approved, the leave approval pass should be given to the employee.

v) No employee can go on leave without obtaining a leave approval pass, except for unavoidable reasons.

vi) If the leave is rejected or extended, the rejection or extension of leave will be communicated to him immediately if he is present.

vii). If an employee wishes to extend his leave after going on leave, he should apply for it, if possible, in writing or orally or through another person before the expiry of the original leave granted. A written reply regarding the approval or rejection of his leave extension should be sent to the address given by him, if it is likely to reach him before the expiry of the original leave.

If an employee remains absent beyond the period for which the original leave was granted or extended, that employee will not be eligible for any leave pay during the period of such absence and this will be considered misconduct on the part of the employee.

viii) Before going on long leave, every employee should inform the NSCOEMP or the concerned Branch Head about his/her address during the leave period.

ix) If any employee is required to serve after he has gone on approved leave, PRES has full right to cancel the remaining leave and call him back to work. The cancelled leave will be credited to his account.

x) If there is no leave balance in the employee's account and the employee requires leave in special circumstances, then unpaid leave will be granted to him/her, the decision of the management in this regard will be final.

xi) Paid or unpaid leave may be granted to an employee by the management for the duration of the course he is pursuing, but the decision in this regard will remain with the management.

xii) If an employee has approved leave, but wants to cancel the approved leave, he should apply to the concerned officer for cancellation of the approved leave and the concerned officer will consider such application and take the appropriate decision.

xiii) The leave year will be considered to be the period from January to December of each year.

xiv) The employee can avail of the minor and entitlement leave before or after the holidays declared by N.S.C.O.E.M.P. and the weekly holiday of the week and if the above holidays fall within the employee's entitlement leave period, then the leave of that day will be counted in the leave period.

xv) The Board of Trustees or the Secretary of the Institute shall not grant unpaid leave for more than a period of one year at a time.

xvi) N.S.C.O.E.M.P. shall maintain a proper register of leave records and the leave granted , rejected , postponed , cancelled and the reasons for rejecting , postponing , cancelling the leave shall be entered in the register as per each case.

(vii) Every employee will be provided with an updated leave record showing the employee's outstanding leave. The employee will be able to view his leave record during office hours.

xviii) No leave will be adjusted on account of the notice period of the employee's resignation.

16.02 Minor / Casual Leave:-

i) Every permanent employee, including the probationer, shall be entitled to 15 days of casual/casual leave every year as per the agreement/settlement entered into with the organization.

Leave will be granted. However, the management reserves the right to change the number.

ii) Minor/casual leave cannot be accumulated. Also, minor leave cannot be combined with any other leave.

iii) Minor leave cannot be taken for more than 3 days at a time. Minor leave can be taken in special or sudden circumstances. In special cases, minor leave can be extended by another 3 days.

iv) Prior approval for minor leave should be obtained from the leave sanctioning officer. When this is not possible, it will be necessary to inform the N.S.C.O.E.M.P. Management or the Branch Head in writing.

v) A half-day leave will be granted. Even if Saturday is a half-day, the leave on that day will be considered as a full day.

vi) The said leave cannot be converted into cash in any way and at any time.

16.03 Sick leave:-

i) Every permanent employee and probationary employee (including probationers) shall be eligible to avail 10 full days or 20 half-pay leave as per the rules/settlement entered into with the organization.

If the leave is for a period of less than 3 days and has been taken with prior notice, then it will not be necessary to provide a medical certificate.

iii) If the sick leave is more than three days, it will be sanctioned only after submitting a medical certificate. The said medical certificate should be certified by a medical board appointed by the institution. It should be signed by at least two doctors.

iv) The employee will have to submit a certificate of unfitness certified by a medical board appointed by the organization along with the sick leave application within three days. Also, if he is on sick leave for more than three days, he will be required to submit a certificate of fitness at the time of reporting for work.

v) The said leave cannot be converted into cash in any form or at any time.

vi) Any other holidays including weekly holidays falling during the sick leave period will be treated as sick leave.

vii) In special circumstances, unpaid sick leave will be granted to an employee for one year on medical grounds.

viii) If the said sick leave is not availed, it can be accumulated for up to 3 years i.e. 30 days. After that, the unused leave will automatically expire.

16.04 Maternity Leave:

i) A permanently appointed female employee who has served in the organization for 2 years continuously will be eligible for 120 days of maternity leave.

ii) Female employees will be given sick leave, if any, in addition to maternity leave.

iii) Maternity leave will be granted only for two children.

16.05 Earned Leave :

i) A permanent employee (not eligible for vacation) shall be entitled to 30 days of earned leave if he has completed one year of continuous service during the leave year and has completed one year of service after being promoted to the pay scale in N.S.C.O.E.M.P.

Earned leave can be accumulated for up to 60 days, after which any unused leave will automatically expire/lapse. No cash compensation or leave will be available for such lapsed leave.

iii Earned leave must be taken for a minimum of 4 days at a time and will be granted for a maximum of 30 days.

Iv If an employee has not completed 240 days of continuous service in the previous leave year, he will not be eligible for earned leave.

* An employee who is a permanent employee and is eligible for vacation will be eligible for leave on a 3:1 basis if he/she works during the vacation period.

17.00 Contractual employees:

The management may appoint any person who fulfills the necessary qualifications and is experienced on a contractual basis for a specific period. The contract between the management and the employee may be extended by mutual consent of both. After the expiry of the service period of such a contractual employee, his service shall automatically terminate.

18.00 Employee's age:

i No employee shall be eligible to work in N.S.C.O.E.M.P. unless he has completed 18 years of age.

ii The employee is required to furnish proof of birth while joining the service in N.S.C.O.E.M.P. Any application for change in date of birth will not be entertained thereafter.

iii The age of every employee shall be recorded in the register and thereafter no question shall be raised regarding the record thereof. It shall also be binding on him for all purposes. iv An employee must present one of the following documents at the time of reporting to work to prove his age:

Evidence will need to be submitted.

1) Birth certificate

2) School leaving certificate

iv If the employee is unable to provide the above documents regarding proof of his/her age, it will be mandatory for him/her to obtain an age certificate certified by the Medical Board appointed by the organization and their decision in this regard will be final and binding on N.S.C.O.E.M.P. and the employee.

19.00 Retirement:

Every employee shall be eligible for retirement as per the prescribed age after attaining the age of 58 years. The management may, at its discretion, grant such retired employee a pension based on his/her mental and physical fitness. It can be kept in service for the next two years.

The employee will be retired on the last day of the month in which the employee completes 58 years of age as per the date of birth.

An employee whose date of birth is one (01) will be eligible for retirement on the last day of the previous month.

20.00 Certificate of good conduct:

Every employee will have to submit a certificate of good conduct from 2 named persons at the time of joining the service in N.S.C.O.E.M.P. Also, the security personnel will have to submit a police verification certificate from the concerned police station.

21.00 Caste Certificate:

An employee who is appointed to a reserved seat in N.S.C.O.E.M.P. will have to submit a caste certificate and caste validity certificate obtained from a competent authority while joining the service. (Caste Validity).

22.00 Fitness Certificate:

i Every employee is required to submit a fitness certificate at the time of joining the service in N.S.C.O.E.M.P. Also, the N.S.C.O.E.M.P. management can send any employee for a physical fitness test while he is on duty.

ii. If an employee is found unfit due to persistent illness while on duty, he will be referred to a specialist doctor appointed by the management to obtain a fitness certificate.

iii The opinion of the expert doctor will be final and binding on both the management and the employees.

iv If an employee is found unfit for work due to his persistent illness, he

If possible, he will be sent for medical treatment to make him fit again. Otherwise, such employee will be eligible for release from service on the grounds of continued illness.

23. 00 Security (no name):

Every employee will have to deposit an amount equal to 1 month's salary as a deposit at the time of joining the service in N.S.C.O.E.M.P. or the amount will be recovered from his salary in installments. Also, this amount will be refunded to him at the time of leaving the service if he gives notice of resignation before the notice period applicable to him or at the time of retirement from the service or if he is discharged from the service.

24.00 Misconduct:

If an employee commits any of the following acts or errors, it will be considered misconduct.

i) Willful disobedience or non-compliance with any lawful and reasonable orders of superiors, whether in conjunction with or without another.

To deliberately waste time at work or to support or contribute to it

To provoke.

iii) Theft, fraud, dishonesty in relation to the property of the institution or theft of the property of another employee on the premises of the establishment.

iv) Accepting or giving bribes or any illegal reward.

v) Persistent absence without leave or absence for more than 10 consecutive days without leave or without proper or satisfactory explanation.

Being absent for more days than the leave approved after reading.

vi) Being late 3 or more times in a month.

vii) Always breaking any rules.

viii) Except as otherwise permitted by any law for the time being in force, the institution may, with the permission of the Trustees and Joint Secretary/Chief Executive Officer, Collecting any money in the space.

vi) Carrying on business within the premises of the organization.

x) Smoking, drinking alcohol, rioting, disorderly conduct or indecent behavior on the premises of the organization.

xi) Doing any act that would be detrimental to discipline and good conduct within the premises of the institution.

xii) Constantly neglecting work or being excessively or constantly absent.

xiii) Any account related to the maintenance and operation of the institution or

Always breaking the rules or instructions regarding maintaining cleanliness in any area.

xiv) Attempting to recruit members of the union or collecting money from the union on the premises of N.S.C.O.E.M.P. without following the law or without taking permission from the trustees and joint secretary/chief executive officer .

xv) Willfully causing damage to the work carried out by the organization or any of its property.

*xvi) Holding a meeting on the premises of the organization without prior permission of the organization or in violation of the provisions of any law for the time being in force.

xvii) Disclosing any information obtained in the course of work regarding the organization's procedures to an unauthorized person. Taking any confidential paper or document out of the organization and destroying such confidential paper or document without the permission of the organization.

xviii) Gambling on the premises of the institution.

xix) Smoking or spitting in any place where the institution has prohibited smoking or spitting in the premises of the institution.

xx) Failure to comply with the safety instructions posted by the institution or tampering with the safety equipment or materials installed in the institution.

xxi) Distributing or displaying any other material such as pamphlets , booklets , posters etc. in the premises of the organization without prior permission of the Joint Secretary/Chief Executive Officer and Branch Head. Or to indicate any subject by signs , writing or other means.

xxii) Refusal to accept charge sheet or other letter.

xxiii) Unauthorized possession of any deadly weapon in the institution.

xxiv) Sleeping while at work.

xxv) Loss of confidence due to negligence , fraud , criminal , financial distress , loss or any other such hidden reasons.

xxvi) Being disruptive during working hours , feigning illness to avoid work , doing private work or doing personal work.

xxvii) Being disqualified as an employee due to conviction of a crime within or outside the premises of N.S.C.O.E.M.P.

xxviii) To restrict , restrict/limit , suppress or surround by violence.

IX) Doing any act that is detrimental to the reputation of the organization or the organization.

xxx) Any act committed by an employee that disrupts the peace of N.S.C.O.E.M.P.

Kaparua

xxxi) Leaving work without prior permission or sufficient reason.

xxxii) Giving money at interest in N.S.C.O.E.M.P. area.

xxxiii) Preaching religion or inciting violence.

xxxiv) Failure to wear uniform/identity card provided by N.S.C.O.E.M.P.

To do.

xxxv) Stopping work and striking or inciting such a strike.

xxxvi) While serving in NSCOEMP, he/she informed NSCOEMP about the functioning of the organization. Unauthorized disclosure or attempt to disclose information of any person concerned.

xxxvii) Indecent behavior towards students of N.S.C.O.E.M.P.

xxxviii) Embezzlement or misuse of money/property of N.S.C.O.E.M.P. students or their parents.

xxxix) Threatening , abusing , terrorizing or killing NSCOEMP employees and their relatives inside or outside the premises of PRES in connection with the work of NSCOEMP .

xxxx) Teasing , making rude jokes or making rude gestures towards any female or male employee .

xxxxi) Sexual harassment by knowingly committing actual or similar sexual misconduct... such as ,

i) Physical intercourse or going out for the purpose of it.

ii) Demanding or soliciting sexual favors or favors.

iii) Sexual gestures.

iv) Showing pornography

v) Any other sexually inappropriate physical , verbal , non-verbal behavior or conduct.

Explanation - Any misconduct committed less than three times in a year cannot be said to be a constant occurrence.

Nashik

25 . 00 Punishment :

If the employee is guilty of misconduct

a) To warn or reprimand or punish.

b) The employee may be posted as Joint Secretary/Chief Executive for a period not exceeding ten days.

The officer or the officer who has delegated the powers in that regard should be suspended by a written order.

c) Annual salary increment should be stopped , salary increment should be based on performance criteria.

Should be stopped.

D) Promotion should be withheld.

e) Should be demoted.

f) Resignation from work with notice.

g) Dismissal without notice or any other punishment as determined by the organization.

sub-sections " b" & "c" of Section II (I), no order of punishment can be passed against an employee without informing him in writing of the misconduct with which he is accused or without giving him an opportunity to explain himself in that regard.

sub-sections d, e, f, g of Section III (II), the misconduct committed by the concerned employee cannot be investigated except in the manner prescribed in Section IV .

IV The employee against whom the inquiry is to be conducted should be given a charge sheet. The circumstances appearing against him and requiring disclosure should be clearly stated in the charge sheet. He should be allowed to defend himself during the inquiry by himself or by another employee working in the same department in which he works. No other person shall be allowed to defend the accused employee. The accused employee should be allowed to present witnesses in his defence and cross-examine any witness on whose evidence the charge is based. If this is not to be allowed, the reasons for this should be stated in writing to the investigating officer. A brief record should be kept of the evidence on both sides and the employee's statement.

Hindi or Marathi, as may be convenient to the employee and his/her representative . The inquiry shall preferably be completed within three months. However, the period of three months may be extended for as long as the Inquiry Officer deems necessary , provided that a written record of the reasons therefor shall be kept.

V Any employee against whom any action is contemplated under sub-sections a, b, c, d, e, f, g of section (1) shall be suspended for the duration of the investigation or for such period as may be allowed for him to make a statement.

The order regarding suspension will come into effect as soon as it is communicated to the employee. In case the employees working in primary , secondary and higher secondary schools are to be investigated for their misconduct and in the meantime, they are to be suspended, it will be mandatory to obtain the permission of the Hon'ble Education Officer.

V (a) A worker who has been suspended under sub-section (v) shall be paid subsistence allowance at the following rates during the period of suspension.

i) For the first 90 days of suspension, the employee should be paid a monthly allowance equal to half (50%) of the salary he would have received, including basic salary , dearness allowance , and other allowances, if he were on leave.

ii) If the investigation is prolonged and the worker remains suspended for more than 90 days, he should be paid a subsistence allowance equal to his salary every month during that period, including basic salary, dearness allowance and other allowances. However, if the investigation is prolonged for more than 90 days or more than 180 days and it is found from the report of the Inquiry Officer that the employee was directly responsible for it, his subsistence allowance should be reduced to half of the salary including basic salary , dearness allowance and other allowances.

iii) If, as a result of the inquiry or in the disclosure made by the employee, it is decided that no action shall be taken against him under section 25(1), the employee shall be deemed to have been in service and the balance of his full salary and all other entitlements shall be paid to him, after deducting the subsistence allowance paid to him. If the inquiry is not concluded within 180 days, the employee shall be paid subsistence allowance equal to his salary every month till the conclusion of the inquiry . However, if the inquiry is prolonged for more than 90 days or more than 180 days and it appears from the report of the Inquiry Officer that the employee was directly responsible for it, his subsistence allowance shall be reduced and the basic salary , dearness allowance and other allowances shall be paid to him. It should be half of the salary including allowances and other benefits.

iv) If, as a result of the inquiry or on the basis of the disclosure made by the employee, it is decided that no action is to be taken against him under section 25(1), the employee should be deemed to have been employed and he should be paid the balance of his full salary less subsistence allowance and all other entitlements.

The subsistence allowance payable under sub-section (va) of V (b) shall be paid only if the employee is not holding any employment during the period of suspension.

under this rule, the Joint Secretary/Chief Executive Officer should take into account the previous record of misconduct of the employee, if any, and any other mitigating circumstances, if any.

(vii) If an employee refuses to accept the charge sheet , order or any other letter under this rule, he shall be asked to accept the charge sheet in the presence of at least two witnesses , and if he refuses, he shall be informed verbally where and when the inquiry into the allegations of misconduct against him will be held, and if he refuses to appear at that time or does not appear,

the inquiry shall be held in his absence and the misconduct committed by him under section 24 of the Standing Orders shall be taken into account while punishing him.

Inquiry Committee: -

1. If an employee is alleged to be guilty of any of the charges specified in sub-rule (5) of rule 28 of the Maharashtra Private Schools Rules, 1981 and the Management Board decides to conduct an inquiry, the Management Board shall conduct such inquiry through a duly constituted inquiry committee. Such committee shall conduct an inquiry into the matter in which a severe punishment is to be imposed. In this regard, the Chief Executive Officer (and the Chairman of the Management Board in the case of an inquiry against a Principal who is also the Chief Executive Officer) authorized by the Management Board shall inform the employee or the Principal concerned by registered post, return receipt requested, of the alleged charge, and shall seek an explanation in writing from him within 7 days of the receipt of the charge.

2. If the Chief Executive Officer or, as the case may be, the Chairman, finds the explanation given by the employee or the Principal in terms of sub-rule (1) to be unsatisfactory, he shall place it before the Management Board within 15 days from the date of receipt of the explanation. The Management Board shall, within 15 days thereafter, decide whether to hold an inquiry against the employee and if the Management Board decides to hold an inquiry, the inquiry shall be conducted by an inquiry committee to be appointed as follows:

(a) In the case of an employee -

a) By the management, if so authorized, by the management

(The Chairman shall inform the Chief Executive Officer of the name of one member to be nominated from the Management Board within 15 days from the date of the decision of the Management Board.) It will take.

(Two) One LASIK faculty member to be nominated by the employee from among the employees of any private school.

(Three) The Chief Executive Officer from the list of teachers who have been awarded State/National Awards

One member to be elected.

(b) In the case of the Principal referred to in sub-rule (1) -

(i) One member to be nominated by the Headmaster from among the employees of any private school. Member.

(Three) The Chairman shall select from the list of Principals who have been awarded State/National Awards.

A member.

3. The names of the members nominated under sub-rule (2) shall be communicated by registered post to the Chief Executive Officer or, as the case may be, the Chairman, the employee or, as the case may be, the Principal referred to in sub-rule (1) and shall be asked to nominate his representative on the proposed inquiry committee and to forward his name along with his written consent to the Chief Executive Officer or, as the case may be, the Chairman within 15 days of the receipt of such letter.

4. If the employee or, as the case may be , the Head of the School has communicated the name of the person nominated by him , the Chief Executive Officer or, as the case may be , the Chairman shall be deemed to have constituted an Inquiry Committee of three members on the date of such communication. If the employee or such Head of the School does not communicate the name of his nominee within the prescribed period , an Inquiry Committee consisting of only two members shall be deemed to have been constituted as provided in sub-rule (2) on the expiry of the prescribed period.

5. A member nominated by the Chairman or, as the case may be, the Chairman , shall be the convener of the Inquiry Committee , and such convener shall initiate the proceedings of the Inquiry Committee and shall keep all records relating to the Inquiry.

6. Meetings of the Inquiry Committee shall be held on school premises during regular school hours or immediately thereafter with the consent of the staff , and shall also be held during major vacation periods.

26.00 Minor punishment:

Any employee who commits any of the following errors or acts will be given a strict warning , fine or imprisonment.

Can be determined or fined.

Absence without sufficient reasons and without leave.

ii Coming late.

iii Being careless at work.

iv Neglecting/neglecting work.

* Absence without leave or leaving the workplace without sufficient reasons.

vi Entering the premises of N.S.C.O.E.M.P. without the designated place or location

Or going out or trying to do so.

vii Causing a nuisance on the premises of N.S.C.O.E.M.P.

viii Rules for running or maintaining any department of N.S.C.O.E.M.P.

Or violating instructions.

27.00 Rules of Conduct / Orders:

i) No employee may take any documents , drawings , photos , materials and equipment or any other property of the organization out of the organization premises without the written permission of their superiors.

ii) No employee shall directly or indirectly disclose to any other person or editorial body any information in his possession or collected in connection with the work of the organization , whether prepared or not, without the general or special authorization or permission of the management.

iii) Any employee shall be personally liable and entitled to recover any loss caused by his negligence.

iv) The employee himself , his heirs , legal representatives , managers , administrators who hold his property and the amount deposited with N.S.C.O.E.M.P. shall be entitled to recover all such losses.

Every employee will have to perform all the duties related to the duties of N.S.C.O.E.M.P. or the tasks assigned by the organization from time to time.

vi) No employee shall have any financial dealings with any other employee or student, his relatives , any person or organization that comes into contact with him for work purposes. Nor shall he accept any reward , prize money or remuneration from any person, directly or indirectly, on his own behalf or on behalf of any other person in his family .

vii) No employee can carry on any business carried on in N.S.C.O.E.M.P. outside his own name or in the name of a family member or his relatives.

viii) Any employee violating the provisions of these rules shall be liable to punishment as determined by the competent authority.

ix) No employee shall engage in any act, whether within or outside the premises of NSCOEMP , which may be detrimental to the functioning and discipline of NSCOEMP .

x) A copy of these rules will be given to every employee and a written undertaking or guarantee will be taken from him that the said service rules or any amendments made thereto from time to time will be binding on him.

xi) Any employee may be transferred from one place to another as per the work requirement of N.S.C.O.E.M.P. or for administrative reasons.

xii) As per the Employee Improvement/Development Scheme, any employee will be sent for training on the terms and conditions fixed by the Board of Trustees.

xiii) All employees shall be deemed to work under the control of the Joint Secretary/Chief Executive Officer and shall be directly and directly responsible to the Joint Secretary/Chief Executive Officer and the person whose turn/time is available shall work under the control of the organization.

xiv) Every employee shall work in NSCOEMP with trust , honesty and diligence. He shall also be committed to maintaining the confidentiality of the affairs and affairs of NSCOEMP .

xv) The Secretary may impose such conditions as may be necessary to maintain discipline and proper conduct of the employees in the NSCOEMP.

xvi) Employees shall submit their passport size photograph along with other certificates and documents at the time of joining the service.

28.00 Taking cognizance of the complaint/appeal:-

i) If any employee wishes to seek redress regarding misconduct or malpractices received from the work of the organization or from his superiors, he can personally lodge a complaint with the Joint Secretary/Chief Executive Officer.

ii) The Joint Secretary/Chief Executive Officer or any other officer shall personally inquire into such complaint at such time and place as he may decide. The worker and his representative shall be entitled to be present at such inquiry and shall have the right to present their case. The complainant shall be informed of the order or action taken by the Joint Secretary/Chief Executive Officer on the decision of the Inquiry Officer.

assault , abuse or denial of emergency leave by supervisors or superiors will be dealt with immediately by the management or their designated officer.

29.00 Service Record:-

The N.S.C.O.E.M.P. will maintain the file of each employee in service .

The concerned office shall maintain a register of each class of employee with regard to initial basic pay , pay scale etc. Also, the leave earned and enjoyed by the employee and changes, transfers and other matters affecting his pay shall be recorded in the register maintained for that purpose.

30.00 Service Certificate:-

, who has been discharged , left the service , retired or dismissed, if he is willing, will be given his service certificate without any hesitation.

3 1. 00 Sexual harassment:-

the Sexual Harassment of Women at Workplace (Prevention , Prohibition and Redressal of Complaints) Act , 2013, an internal complaints committee will be set up to investigate complaints regarding sexual harassment of women.

The committee will investigate the complaint of sexual harassment in accordance with the principles of natural justice. If the complaint of the victim woman is found to be true and the allegations are proven, the management will be empowered to take disciplinary or punitive action against the accused employee.

Would recommend.

32.00 Notice :-

Notices to be displayed under this rule shall be displayed on a notice board provided for that purpose. Where the notice is for a limited section or sections only, such notice shall be displayed in the relevant section.

33.00 Language of conversation:-

i) Notices to be posted under this rule shall be posted in Marathi or English language.

ii) a) Any instruction , order , charge sheet , communication or personal instruction , which is given in writing to an individual employee, shall be given in Marathi.

b) Such personal instruction , charge sheet , order , communication shall be read out to him at the time of giving it, if he so desires.

c) If the employee has changed his residential address, he must inform the organization in writing, otherwise any correspondence with him will be addressed to his last known address , recorded in the office file and the correspondence will be deemed to have been received by him.

If there is no such address, such notice or communication shall be published on the notice board or in the local newspaper and shall be deemed to have been communicated to him.

34.00 Employee Development :-

- i) NSCOEMP will encourage its employees to pursue higher education and provide the necessary facilities for the same.
- ii) When a new employee is appointed, N.S.C.O.E.M.P. will arrange for them to be trained in an external training institute or within N.S.C.O.E.M.P. during their apprenticeship. They will also be given on-the-job training during their apprenticeship.
- iii) Employees who pursue higher education during their service period will be given cash incentives or additional annual salary increments at the discretion of the management.
- iv) The employees who are sent for higher education or training will be paid their regular salary along with money for books and other necessary stationery. After completion of training, the said books and the books and other materials received during the training will be deposited in the library of N.S.C.O.E.M.P. / Branch.
- v) Refusal to attend training for valid reasons will result in the employee being denied promotion to a higher position.

35.00 Others:

- i) The employees who are working in government-approved aided or unaided schools , technical and non-technical schools and colleges are subject to the Maharashtra Private Schools Rules 1981 , * University , U.G.C. , A.I.C.T.E. , D.T.E. and other councils service rules. There will be.
- ii) Changes made to the said rules from time to time at the government level will be applicable to the said employees.
- iii) The said employee shall be subject to the rules of appointment, recognition, pay, transfer, promotion , leave etc. of the Maharashtra Private Schools Rules, 1981. The said service rules shall apply to the employee to whom the above service rules apply first and in case there is no provision in those rules, the service rules of the institution shall apply. Similarly, other laws applicable to the institution like Provident Fund Act , Payment of Gratuity Act shall apply.

36.00 The management of the organization reserves the right to make any changes to these rules at any time and This change will come into effect from the date it is made.

Letter of guarantee

Per ,
Hon.Joint Secretary/Chief Executive Officer
New Satara Group
Mumbai

Subject: Regarding the acceptance of service rules

Sir,

I have received a copy of the said Terms of Service. I have read and agree to these Terms of Service. I hereby undertake to abide by these Terms of Service. I hereby undertake to strictly comply with these Terms of Service. I understand that I will be liable to legal action if I knowingly or inadvertently violate these Terms of Service.

Signature :

Employee Name:

Date: / /202