

BYE-LAWS

**Government Polytechnic for Women Education
Society Morni (Panchkula)**

Dated: 23rd December 2009

Government Polytechnic for Women Education Society, Morni (Panchkula)

Bye-Laws

Memo No. GPWM/ /2009/

Dated:

In pursuance of clause No 8(O) of the rules of Govt. Polytechnic for Women Education Society, Morni (Panchkula), the Board of Governors hereby makes the following bye-laws under agenda item no. 1.3 for the regulations of and for the purpose connected with the administration and management of the Polytechnic and for the furtherance of its objectives within the scope of constitution of the society.

PART-I

GENERAL

1. Wherever any particular matter connected with the Institute is not covered by these Bye-laws or decisions taken by the Board from time to time, the rules of the Haryana State Govt. shall apply mutatis-mutandis, however, such application shall be reported to the Board in its next meeting.
2. These Bye-laws shall be deemed to have come into force from the date of the passing of the resolution by the Board of Governors to this effect. Except when otherwise expressly provided, these Bye-laws shall apply to every person in the whole time employment of the Institute, other than a person so employed under the contingent establishment and persons working on deputation with the institution.
3. All things done, actions taken and decisions made prior to the introduction of these Bye-laws shall be deemed to have been done, taken and made under these Bye-laws as if these Bye-laws were in force on the date when such things were done, actions taken or decision made.
4. Where the Board is satisfied that the operation of any of these Bye-laws causes undue hardship in any particular case, the Board may dispense with or relax the requirements of that Bye-laws to such extent and subject to conditions as it may consider necessary for dealing with the case or a class of cases in a just and equitable manner.
5. The Board reserves to itself the right to delegate its authority, under these bye-laws in such manner as it considers appropriate from time to time either in a particular case or class of cases and also to withdraw, modify or delete such delegation and Bye-laws, as may, from time to time, deemed expedient, and to interpret them in case of any doubt that may arise, provided that the condition of service of an employee of the institute shall not be varied to his disadvantage after his appointment.
6. In these Bye-laws, unless the context otherwise required.
 - 6.1. 'Board' means the Board of Governors of the Institute.
 - 6.2. 'Chairman' means the Chairman of the Board of Governors of the Institute and includes such a member of the Board to whom authority of the Chairman under Bye-laws has been delegated by the Chairman with the approval of the Board.

6.3. 'Competent Authority' means the Board of Governors of the Institute and includes such officers or authority to whom the Board may delegate powers for all or any of the purposes of these bye-laws.

6.4. 'Contingent staff' means the staff employed on temporary basis for short duration and paid out of the 'office contingencies'.

6.6. 'Government' means the Administrative department in Technical Education, Haryana.

6.7 'Group A, B C & D employees' means the staff which is defined as per relevant service rules of Technical Education Department, Haryana.

6.8. 'Head of Department' means a person who is designated as Head of teaching Department of particular discipline of the Institute.

6.9. 'Employee' means any person employed or appointed to any service or office or post in connection with the affairs of the institute but other than work-charged, daily rated, contingent staff and staff paid out of student's fund.

6.10. 'Institute means the Govt. Polytechnic for Women, Morni Hills, District Panchkula

6.12. 'Principal' means the Principal of the Institute/ Polytechnic.

6.13. 'Service' means service in the institute.

6.14. 'Teaching Staff' means the staff as declared as such by Govt. in Technical Education Department.

PART II

Recruitment to Service

1. Number of Posts:

The Service shall comprise the posts shown in Appendix-A to these rules and approved by the Govt.

2. Age:

For Group 'A' and 'B' employees, no person shall be appointed to the service by direct recruitment who is less than 21 years or more than 40 years of age on or before the 1st day of August next preceding the last date of submission of applications to the Board. For Group 'C' and 'D' employees, no person shall be appointed to post in the Service by direct recruitment who is less than 18 years or more than 40 years of age, on or before the first day of August next preceding the last date of submission of application to the Board or any other authority. The age of superannuation will be 58 years for Class-A, B and C employees, however reappointment may be made in accordance to rules. For Group 'D' employees the age of superannuation will be 60 years.

3 Appointing Authority:

Appointment to any post in the Service of Group 'A', 'B' and 'C' shall be made by the Board of Governors. All Group D employees shall be appointed by the Principal, in the manner provided in the Service Rules of the Technical Education Department.

4 Qualifications and Age:

No person shall be appointed to any post in the service unless he is in possession of qualifications, age and experience as laid down in the relevant Service Rules of Technical Education Department, Haryana.

5. Methods of recruitment:

- i. All posts under the Institute will be filled up by the institute as per method of recruitment to relevant service laid down in the Service Rules of Department of Technical Education, Haryana. However, in promotion quota, if eligible & suitable candidates are not available for sufficiently long time, these posts can be promoted by way of direct recruitment as per the need of the institution.
- ii. While making appointment, the reservation policy of the State Government notified from time to time shall be followed.
- iii. The qualifications and requirements of the post(s) to be filled by advertisement for direct recruitment (except the post of the Principal), shall be advertised by the Principal in the two leading newspapers and applications received within the dates specified in the advertisement shall be considered by the Selection Committee or on its behalf, in such manner as it may specify
- iv. The initial pay shall be offered to candidates selected as per the pay scales sanctioned by Govt. for the relevant posts.
- v. Employees appointed on deputation in the Institute who were holding permanent post in Govt. Departments/ Autonomous Organization may be allowed by the Board of Governors to retain their liens in their department/organizations till their confirmation in the Institute, for which purpose, the relevant rules of Haryana C.S.R.VOL.I, PART-I, concerning payment of leave salary, Pension /C.P.F./ E.P.F. contribution shall apply and vice versa and approval thereof will have to be obtained from Board of Governors.
- vi. In the interest of maintenance of efficiency of the Institute, the Principal may make stop gap arrangements to teaching/non teaching posts upto Group 'B' as per State Govt. policy against the sanctioned vacant posts. All such appointments shall be reported to the Board in the next meeting.
- vii. For any leave vacancy upto three months of Class-I, the Chairman shall make temporary arrangement as per Govt. instructions from time to time to carry on work of the Institute, without any monetary benefits.
- viii. The Principal shall fill up Group 'D' posts as per policy of the State Govt. and relevant Service Rules of Department of Technical Education, Haryana.
- ix. No act or proceedings of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that at least half of the members including the Chairman are present.

6. Application Fee:

A candidate applying for a post under institute shall be charged application fees at fee as fixed by the Board.

7. T.A. to candidates:

Subject to any special or general orders passed by the Board from time to time, candidates called for interview shall not be paid any TA/DA.

8. Medical Fitness:

Every appointment shall be subject to the conditions as laid down in the relevant rules in C.S.R. Volume-I, Part-I.

9. Probation/ Confirmation:

The conditions for regulating the probation and confirmation shall be applicable as laid down in Relevant Service Rules in Technical Education, Department on similar posts.

10. Seniority:

Seniority inter se, of the members of the service shall be determined as per provision contained in respective Rules of the Technical Education Department, Haryana.

11. Liability to serve:

A member of service shall be liable to serve at any place, whether within or outside the State, on being ordered to do so by the appointing Authority. In addition to this the other conditions with regard to liability to serve will be applicable as laid down by the Chief Secretary, Haryana Under Model Service Rules.

12. Discipline, penalties and appeals:

In matters, relating to discipline, penalties and appeals, members of the service shall be governed by the Punjab Civil Services(Punishment & Appeal) rules, 1987 as amended from time to time provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authorities, shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix 'B' to these rules. The authority, competent to pass an order under clause C or clause D of sub rule -1 of rule 10 of Punjab Civil Services Punishment and Appeal Rules 1987 and the Appellate authority shall also be as specified in Appendix 'C' to these rules.

The Appointing Authority may terminate / dismiss the services of any employee with a notice of one month or one month salary in lieu thereof or as laid down in the appointment letter without assigning any reason during the period of probation or extended period of probation. However, concurrence of Board of Governors shall be taken before taking final action in the matter.

The Appointing Authority may terminate the services of any confirmed employee by giving three months notice or payment of three months salary in lieu thereof, if his retention in service is considered undesirable by such appointing authority, after issue and consideration of a show cause notice and after following prescribed procedure as laid down in Punishment & Appeal Rules, 1987. However, concurrence of Board of Governors shall be taken before taking final action in the matter.

12.1 Conversely, if any employee of the institute wishes to resign the services, he may do so by giving the appointing authority one month notice or one month salary in lieu of notice in case he is temporary employee and 3 months notice or three months salary in lieu of notice in case of confirmed employee.

12.2 The service of an employee appointed on adhoc/contract basis, shall be liable to termination at any time without assigning any notice /reason.

13. Appointing Authority:

The appointing authority for different posts shall be as under:-

S. No.	Appointing Authority	Type of Posts
1	Principal on behalf of the Board	For all posts of Group 'D' as classified in Technical Education Department Service Rules.
2	Chairman on behalf of the Board	For all posts of Group 'A' 'B' & 'C' as classified in Technical Education Department Service Rules.

For posts mentioned above, an appointment letter will be issued by the Appointing Authority as soon as possible after the selection of the proposed employee by the Staff Selection Committee provided that the appointment is in order, on merit determined by the Committee and the Board has not specified to the contrary in regard to the particular post or class of posts. However, the selection/merit list shall be valid for a period of six months. The other conditions with regard to validity of the merit list will be as laid down by Board of Governors from time to time. The Principal shall invariably report such appointments to the Board of Governors at the next meeting. The posts of Group 'A', 'B' & 'C' shall be filled up by direct recruitment or by promotion or by transfer as per notified Service Rules of Technical Education Department, Haryana or other such rules as laid down by the Board.

14. Vacation/ Non-Vacation Staff:

All teaching and other staff shall be treated as vacation staff as per classification laid down in C.S.R. or as decided by Government from time to time.

15. Execution of Bond:

Candidates selected for training or higher studies may be required to serve the institute for a minimum period of 5 years and have to execute a legal bond to that effect with the approval of Board of Governors at the time of proceeding on higher studies. The period of five years will be re-counted from the date of his re-joining the institution on return from higher studies and have to execute a legal bond to that effect. Conditions as laid down in Appendix 20 of CSR Vol.I Part-II will also be applicable.

16. Forwarding of applications:

Forwarding of applications of the employees of the Institute for appointment elsewhere will be governed by the following conditions:-

16.1 Applications of the employees of the Institute will be normally forwarded, but limited to two in a calendar year. However, on appointment he will be relieved on the fulfillment of conditions laid down in the appointment letter/bond.

16.2 Applications of an employee against whom disciplinary proceedings are pending or contemplated shall not be forwarded.

16.3 Forwarding of applications will not entitle the candidate to any absolute claim for relieving from the post at the institute automatically. He should be relieved at the end of the academic session. In exceptional cases, however, a candidate may be relieved earlier if this can be done without detriment to the interest of the institute.

16.4 Notwithstanding what has been said above the appointing authority reserves to itself the right to refuse to forward the application of any candidate, if such refusal is in the interest of the institute. Reasons shall be recorded for such refusal in writing.

17. Organization of department:

Any teaching Department of a particular discipline may be created by the Board of Governors from time to time.

17.1 The employee shall perform such duties and exercise such powers as may be assigned and delegated to him by the Principal. The Principal shall exercise such powers as may be delegated to him by the Board/ Government.

PART III
Pay, Allowances and Service Record

18. Scale of pay, dearness allowance and payment of salary:

The scale of pay and allowances of the employees shall be specified by the Government from time to time.

19. Leave:

The employees shall be governed by the leave rules as laid down in the CSR and other instructions issued by the Government from time to time.

20. Travelling allowances etc.:

If any employee is deputed by the Board of Governors or Principal for the business of the institute, he shall be entitled to get travelling and daily allowance in accordance with the rules as are applicable from time to time to Government employee.

21. Maintenance of service book:

(i) For every employee a service book shall be maintained in such form as is prescribed for Government employee, personal file, and annual confidential reports and other important documents in relation thereto.

(ii) The ACRs of the employees shall be written in the proforma as laid down by the Board. The A.C.R. files shall be maintained and kept in the safe custody by the Principal (except his own ACR) who shall be responsible to produce the same before the Chairman or any other officer authorized by him if so required by him for inspection. The ACR of Principal shall be maintained in the Directorate.

22. Conduct Rules:

Conduct Rules as applicable to Govt. employees will be applicable to employees of the society.

23. New Pension Rules-2006:

The new pension Rules 2006 as applicable to Haryana Govt. employees will be applicable to the employees of the society.

Principal & Member Secretary
For Financial Commissioner & Principal Secretary
to Government Haryana, Technical Education
Department cum Chairman BOG

APPENDIX 'A'
Government Polytechnic for Women Education Society Morni (Panchkula)

In pursuance of clause No.3 (X) of the Memorandum of Association of Government Polytechnic for Women Education Society, Morni (Panchkula), the Board of Governors recommend the following posts to the cadre of Govt. Polytechnic for Women Education Society Morni (Panchkula).

S. No.	Name of Post	Total posts	Scale of Pay (Rs.)	Posts already sanctioned vide Govt. Order dated 29-09-08
1.	Principal	1	Pay Band-3 Rs. 15600-39100 + Grade Pay 8000	1
2.	Training & Placement Officer	1	Pay Band-3 Rs. 15600-39100 + Grade Pay 7600	-
3.	Head of Department Hotel Management.	1	-do-	1
5.	Head of Department Computer Engg.	1	-do-	-
6.	Sr. Lecturer in Hotel Management	1	Pay Band-3 Rs. 15600-39100 + Grade Pay 6000	1
7.	Sr. Lecturer in Computer Engineering	1	-do-	-
10.	Lecturer Communication	1	Pay Band-3, Rs. 9300-34800 + GP 5400	1
11.	Lecturer in Math	1	-do-	1
12.	Lecturer in Physics	1	-do-	1
13.	Lecturer in Chemistry	1	-do-	-
14.	Lecturer in Computer Engg.	5	-do-	1
15.	Lecturer in Hotel Management	4	-do-	2
16.	Lecturer in Management	2	-do-	2
17.	Programmer	1	-do-	-
18.	Foreman Instructor	1	Pay Band-2, Rs. 9300-34800 +Grade Pay 4200	-
19.	***Workshop Instructor	2	Pay Band-2, Rs. 9300-34800 +Grade Pay 3200	1
20	Laboratory Instructors (Kitchen Lab; House Keeping Lab; Restaurant Lab; Bakery & Confectionery Lab; Digital & Microprocessor Lab; BEE Lab; Analog Eltx Lab; Computer Labs, Physics Lab; Chemistry Lab)	10	Pay Band-2, Rs. 9300-34800 +Grade Pay 3200	-
20.	Junior Librarian	1	-do-	1
21.	Junior Programmer	1	-do-	-
22.	Driver	3	Pay Band-1, Rs. 5200-20200 +Grade Pay 2400	-
23.	Electrician	1	-do-	-
24.	Library Assistant	1	Pay Band-1, Rs. 5200-20200 +Grade Pay 1900	-
25.	*Section Officer	1	Pay Band-2, Rs. 9300-34800 +Grade Pay 4600	-
26.	Deputy Superintendent	1	Pay Band-2, Rs. 9300-24800 +Grade Pay 3600	-
27.	Assistant	2	Pay Band-2, Rs. 9300-24800 +Grade Pay 3200	1
28.	Junior Scale Stenographer	1	Pay Band-1, Rs. 5200-20200 +Grade Pay 1900	-
29.	Steno-typist	1	Pay Band-1, Rs. 5200-20200 +Grade Pay 1900	-
30.	Clerk/ DEO	4	Pay Band-1, Rs. 5200-20200 +Grade Pay 1900	2
31.	**Peon/ Attendant	-	-	-

32.	**Horticulture Services (Mali)	-	-	-
33.	**Security Services (Chowkidar)	-	-	-
34.	**House Keeping Services (Sweeper)	-	-	-
35.	**Daftri	-	-	-
TOTAL		52		16

* By transfer on deputation from FD Haryana

*** 2 No. Computer Engg.

** The services such as cleaning of premises, horticulture works, housekeeping services, security services, maintenance of buildings, transport services, courier services, information and communication related services, highly technical and professional services or any other such service which the society feels to be outsourced and for which genuine needs are identified will be outsourced as per State Govt. Policy for engaging/outsourcing of services/activities notified vide notification No. 43/5/2001-1GSI of dated 16-02-2009.

Dated:

**Principal & Member Secretary
For Financial Commissioner & Principal Secretary
to Government Haryana, Technical Education
Department cum Chairman BOG**

**APPENDIX 'B'
See Rule 12**

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty (Minor penalties under rule-8)	Authority empowered to impose penalty	Appellate Authority
1.	Principal	Chairman	i) Warning with a copy in the personal file (character roll) ii) Censure; iii) Withholding of promotion iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and v) Withholding of increments of pay without cumulative effect.	Vice Chairman	Chairman
2.	Head of Department	Chairman		Vice Chairman	Chairman
3.	Senior Lecturer	Chairman		Vice Chairman	Chairman
4.	Workshop Superintendent	Chairman		Vice Chairman	Chairman
5.	Lecturer	Chairman		Principal	Vice Chairman
6.	All Group C posts	Chairman		Principal	Vice Chairman
7.	All Group D posts	Principal		Principal	Vice Chairman

APPENDIX 'C'
See Rule 12

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty (Major penalties under rule-7)	Authority empowered to impose penalty	Appellate Authority
1.	Principal	Chairman	i) Withholding of increments of pay with cumulative effect; ii) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;	Chairman	B.O.G.
2.	Head of Department	Chairman		Chairman	B.O.G
3.	Senior Lecturer	Chairman		Chairman	B.O.G
4.	Workshop Superintendent	Chairman		Chairman	B.O.G
5.	Lecturer	Chairman		Vice Chairman	Chairman
6.	All Group C posts	Chairman	iii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service; iv) Compulsory retirement v) Removal from service which shall not be a disqualification for future employment under the Government. vi) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.	Principal	Vice Chairman
7.	All Group D posts	Principal		Principal	Vice Chairman