

3/24(1)/2013-PP-I  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Pt. Deen Dayal Antyodaya Bhawan  
C.G.O. Complex, Lodi Road,  
New Delhi-110003  
Dated: 04.08.2017

To,

The Principal Secretaries  
Minorities Welfare Department  
(All States under MsDP)

**Subject: Establishment of Minorities Residential Educational Institutions Society.**

I am directed to say that the Ministry under MsDP considers proposals related to construction of Minority Residential Schools/ Hostels. However, it has been observed that the proposals of States/UTs generally lack information regarding management of such assets where there is no residential school Society.

2. The Ministry has recently received a copy of Bye-laws of the Telangana Minorities Residential Educational Institutions Society (TMREIS) (Regd.) Hyderabad regarding setting up of system for management of the Hostels/Residential Schools. A copy of the Bye-laws is enclosed herewith.
3. In view of the increasing number of proposals for construction of hostels for students being received in this Ministry, it is advised to consider having a similar arrangement for Residential School Society in your State in case it is not already in place.

Yours faithfully,

*h. Mishra*

(Geeta Mishra)

Under Secretary to the Govt. of India

Ph: 011-24364282

**BYE-LAWS OF THE  
TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL  
INSTITUTIONS SOCIETY (TMREIS) (REGD):  
HYDERABAD-500001.**

The following are the bye-laws framed under Rule II (vi) of the "Rules of the Telangana Minorities Residential Educational Institutions Society (TMREIS) (Regd.) Hyderabad."

(REGD.NO.139 OF 2016)

**1. SHORT TITLE & COMMENCEMENT:**

- (a) These bye-laws may be called the Telangana Minorities Residential Educational Institutions Society (TMREIS) (Regd.), Hyderabad Bye-laws, 2016.
- (b) They shall come into force with retrospective effect from the date of Registration of the Society.

**2. DEFINITIONS: In these bye-laws, unless the context otherwise requires.**

- (a) "**Society**" means the Telangana Minorities Residential Educational Institutions Society (TMREIS) (Regd.), Hyderabad.
- (b) "**Board**" means the Board of Governors constituted under Rule-III, 3 (b) of the Rules and Regulations of the Society.
- (c) "**Bye-laws**" means bye-laws made by the Board of Governors under class (f) of Rule-II of the Rules of the Society.
- (d) "**Chairman**" means the Chairman of the Board of Governors of TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY.

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per director  
Secretary (MA)  
J. D. D. D.  
A. S. G. (S. G.)

- (e) **"Vice Chairman"** means the Vice Chairman of the Board of Governors of TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY.
- (f) **"Secretary"** means the Secretary of the TELANGANA MINORITIES MINORITY RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (Regd.), Hyderabad.
- (g) **"Rules"** means the Rules and Regulations of the TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (Regd.), Hyderabad 2016.
- (h) **"Year" or "Financial Year"** means the period of twelve months beginning with the first day of April and ending with the 31<sup>st</sup> day of March of the following year. For the first year will be end on 31.3.2017.
- (i) **"District Society"** means the District Minorities Residential society formed in each District and affiliated to the TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY.
- (j) **"Chairman, District Society"** means the District Collector/Chairman of the District Minorities Residential Society.
- (k) **"District Secretary"** means the District Coordinating Officer of the District Minorities Residential Educational Institutions Society.
- (l) **"Principal"** means the Principal of the Telangana Minorities Residential School/ The Telangana Minorities Residential Junior College.
- (m) **"Staff of the Society"** means the Officers including Secretary, Additional Secretary, Finance Officer, Joint Secretary, Deputy Secretary, Principal (Grade-II), Junior Lecturer, Assistant Secretary, Assistant Finance Officer, Academic Consultant, PG Teachers, Sports Officer, TG Teachers, Physical Director, Superintendent, Librarian, Staff Nurse, Physical Education Teacher, Craft/Art/Music Teacher, Senior Assistant, Junior Assistant/Data Entry Operator, Record Assistant, Programmer, Driver, Lab Attender and Office Sub-ordinate working in the state level and District Level Societies and the schools and colleges under the control of the TMREI Society.

- (n) **“District Coordinator”** means the District Coordinator of all Telangana Minorities Residential Schools and Junior Colleges in the District level office.

3. **AFFILIATION OF THE DISTRICT SOCIETY:** The State Society shall affiliate all the District Societies in exercise of powers and functions of the Board contained the Rules and Regulations of the Society.

4. **MEETING OF THE SOCIETY:**

- (a) Notice of the meetings of the society shall be issued by the Secretary on behalf of the Chairman and with his approval.
- (b) Minutes of the meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

5. **GOVERNING BODY OF TMRE! SOCIETY:**

**BOARD OF GOVERNORS**

The management of the Society shall rest in a Board of Governors (BOG) consisting of the following Ex-Officio members.

Sl.No.	Occupation and Address	Designation
1	Hon'ble Deputy Chief Minister, Education, Telangana State	Chairman
2	Hon'ble Deputy Chief Minister, Revenue, Telangana State	Chief Patron
3	Sri. A.K. Khan, IPS	Vice Chairman & President
4	Special Chief Secretary/Principal Secretary to the Government, Education Department, Secretariat, Hyderabad	Member

5	Principal Secretary/ Secretary to the Govt., Minorities Welfare Department, Secretariat, Hyderabad	Member
6	Secretary to the Government, Finance Department, Secretariat, Hyderabad	Member
7	Secretary, TSWREI Society	Member
8	Secretary, TMREI Society	Member/ Convener
9	Secretary, Board of Intermediate Education, Hyderabad	Special Invitee
10	Director, School Education	Special Invitee

#### **MEETING OF THE BOARD:**

- (a) The Board shall meet at least once a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- (b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the prior approval of the Chairman.
- (c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/or any other matter to be permitted by the Chairman at the meeting for discussion.
- (d) The proceedings of the each meeting shall be prepared by the Secretary and submitted to the Chairman of the meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.

- (e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

**6. STANDING COMMITTEES:**

There shall be two Standing Committees of the Board namely (I) The Standing Committee for Administrative and Financial matters, and (II) the Standing Committees for Academic matters.

**(I) The Standing Committee for Administrative and Financial matters**

- (i) The Standing Committee for Administrative and Financial matters shall consist of.

- (1) Vice Chairman, TMREIS.
- (2) Secretary to the Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
- (3) Secretary to the Government, School Education Department or his nominee not below the rank of Joint Secretary to the Government.
- (4) Secretary to the Government, Minorities Welfare Department.
- (5) Secretary TMREIS (Member cum Secretary)

- (ii) The Standing Committee for Administrative, and Financial matters shall, subject to the general approval of the Board of Governors.

1. Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic Staff.
2. Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave, allowance, sanction of advances, provident fund, payment of traveling and daily allowances admissible to members of Board of Governors and other associated with any committee constituted by or under the Bye-laws.

3. Administer the funds of the Society and manage the properties of the Society.
4. Determine the policy of investment of provident fund amounts and
5. Discharge such other functions as may from time to time be assigned to it by the Board

**(II) The Standing Committee for academic matters**

- (i) The Standing Committee for academic matters of the Society shall consist of:

- (1) Vice Chairman, T.M.R.E.I. Society,
- (2) Secretary, TMREIS (Member cum Secretary)
- (3) Director of School Education
- (4) Secretary, T.S.R.E.I. Society, Hyderabad.
- (5) Principal of the T.M.R.E. Institutions nominated by the Chairman.
- (6) Secretary, TSWREIS, Hyderabad.
- (7) An eminent educationist nominated by the Chairman.

- (ii) "THE STANDING COMMITTEE FOR ACADEMIC MATTERS SHALL SUBJECT TO GENERAL APPROVAL OF THE BOARD OF GOVERNORS"

1. Determine the qualifications of the candidates to be recruited to the teaching staff of educational institutions.
2. Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant Superintendents for the conduct of examinations, Camp and Assistant Camp Officers coding and decoding officers, Examiners for spot valuation, tabulators etc.
3. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
4. Determine the procedure, conditions and terms to affiliate to the Society and institution having objectives similar to those of the Society or to recognize any other institution.

5. (a) Effectively implement the curriculum syllabus as laid by Education Department.  
(b) Determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the educational institutions managed by or affiliated to the society within the broad frame work prescribed by the Education Department.
6. Determine the duration of the seminars, curriculum, courses etc., that may be conducted for the benefit of the staff of the educational institutions managed by or affiliated to the society.
7. Decide on (a) academic programmes like quick research investigations into the practical problems faced by the society, schools, teachers and students with a view to obtaining research solutions for them.  
(b) Organization of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.
8. Develop a curriculum support programme to complement class room learning.
9. Develop a suitable plan of action for equipping the students for higher studies and higher competitive examinations.
10. Discharge such other functions as may from time to time be assigned to it by the Board.
  - (a) The Chairman shall, however have powers to extend a Special invitation for any meeting of the Standing Committee to an educational expert or such other person(s) whose presence may be considered useful.
  - (b) The Secretary shall be Member-Secretary to the above two Standing Committees.
  - (c) The decisions taken by the two Standing Committees shall except where they are contrary to any general directions given by the Board, be implemented by

the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.

- (d) The Standing Committee shall be convened by the Secretary as often as may be necessary and their meetings shall be held at the office of the Society or at such other place as may be decided by the Chairman.
  - (e) Three members shall form the quorum for a meeting of the Standing Committee.
- (iii) CONSULTANCY SERVICES: The society may have services of consultancy on special subjects for better Administration, Scientific Education, Sports, Monitoring, Audit and Office Administration, Creation of awareness & Publicity and pay such fee or monthly remuneration.
- (iv) STANDING COUNSEL/LEGAL ADVISOR: The society may engage a standing council/legal advisor for contesting legal cases and defending the cause of the society. The fee payable shall be on par as per the Government Rules from time to time.

#### 7. CONTRACT AND SUITS:

- (a) All contracts and other instruments on behalf of the society shall be executed by the Secretary.
- (b) The Secretary shall with the previous approval of the Standing Committee for Administrative and financial matters have.
  - (i) The power to institute or defend suits or other legal proceedings on behalf of the Society and
  - (ii) The power to compromise, settle or refer to arbitration any dispute to which the Society is party.

- (c) (i) The Chairman may also authorize the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for Administrative and Financial matter. The action taken shall be reported to the Standing Committee for ratification.

## 8. STAFF AND APPOINTMENTS

- (a) All posts in the Society shall be classified into Class and Categories as specified in column (1) and (2) of the table below and the appointing authority in respect of Class or Category of posts shall be the authority specified in the corresponding entry in column (4) thereof.

### APPENDIX – I

Class	Category	Post	Appointing Authority
(1)	(2)	(3)	(4)
Class – I	Category – 1	Secretary (Cadre Post)	Government of Telangana
	Category – 2	Additional Secretary	Chairman
	Category – 3	Finance Officer	Vice - Chairman.
	Category - 4	Joint Secretary	Vice - Chairman
Class – II	Category – 1	Deputy Secretary	Secretary
	Category - 2	Principal Grade-II	Secretary
	Category - 3	Jr. Lecturer	Secretary
	Category - 4	Asst. Secretary	Secretary
	Category – 5	Asst. Finance Officer	Secretary

Class	Category	Post	Appointing Authority
(1)	(2)	(3)	(4)
Class – III	Category – 1	Academic Consultant	Secretary
	Category – 2	P.G. Teachers	-do-
	Category – 3	Sports Officer	-do-
	Category – 4	T.G. Teachers	-do-
	Category – 5	Physical Directors	-do-
	Category – 6	Superintendent	-do-
	Category – 7	Librarian	-do-
	Category – 8	Staff Nurse	-do-
	Category – 9	Physical Education Teacher	-do-
	Category – 10	Craft Teacher, Art Teacher, Music Teacher	-do-
	Category – 11	Senior Assistant	Secretary at Head Office / District Level Coordinator for the District Level Posts
	Category – 12	Junior Assts./Data Entry Operators	Secretary at Head Office / District Level Coordinator for the District Level Posts

Class	Category	Post	Appointing Authority
(1)	(2)	(3)	(4)
Class- IV	Category – 1	Record Asst.	District Level Society/Head Office, Secretary, TMREI Society
	Category - 2	Programmer	Secretary
	Category – 3	Driver	Secretary
	Category – 4	Lab Attenders	District Level Coordinating Officer
	Category - 5	Office Sub-ordinate	District Level Society/Head Office, Secretary, TMREI Society

(b) Recruitment to the posts in the office of Society and institutions shall be made.

(i) By direct recruitment through Telangana Public Service Commission (TSPSC) or by Telangana Minorities Residential Educational Institutions Society (TMREIS) ii) By Promotion or iii) By Deputation from any Department of the Government of Telangana or from other Institutions. The parameters for selection of candidates to various posts shall be as approved by the Board of Governors of TMREI Society.

(ii) By contract as per the terms and conditions approved by the Board of Governors.

(c) A selection committee shall examine the credentials of all the candidates possessing the required qualifications and may conduct a test of recruitment, screen the candidates on the basis of merit, qualification and interview all are any of the candidates as it thinks fit. The procedure for selection adopted by the selection committee shall be as decided by the Board of Governors as the case may be.

9. **BUDGET ESTIMATES:**

- (a) The Budget Estimates of each year for the office of the Society and for each Residential School and College shall be approved by the Board not later than 31<sup>st</sup> January of the preceding year.
- (b) The estimates shall include.
  - (i) The actual expenditure of the preceding year.
  - (ii) The Original Budget Estimates for the current year.
  - (iii) The revised Budget Estimates for the current year and
  - (iv) The proposed Budget Estimates for the succeeding year.
- (c) If, after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the Society or otherwise, it becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the previous approval of the Chairman / Vice - Chairman.
- (d) The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman / Vice – Chairman for each of the Telangana Minorities Residential Schools and colleges and the office of the Secretary separately.
  - (1) Diet Charges.
  - (2) Student Amenities.
  - (3) Pay and allowances.
  - (4) Traveling allowance to staff
  - (5) Rents, Rates & Taxes
  - (6) Electricity & Water Charges etc.
  - (7) Stationery and Printing.
  - (8) Postage and Telegram including Telephone charges, Journals, books and periodicals.

- (9) Furniture
- (10) Laboratory
- (11) Teaching Aids, Audio Visual Aids, Computers etc.
- (12) Library
- (13) Seminars, workshops, Training and Conferences
- (14) Games and sports
- (15) Examinations
- (16) Educational Tours and Travels
- (17) Hostel charges
- (18) Advertisement charges
- (19) Motor vehicles - Purchase and Maintenance, Hiring of vehicles.
- (20) Educational Activities
- (21) Contingencies
- (22) Buildings, maintenance and essential works.
- (23) Payment to catering and sanitation and other contractors
- (24) Purchase of stoves, utensils, medicines and other electrical items.
- (25) Payment of stitching charges, barber, dhobi and cosmetic charges.
- (26) Payment of honorarium to Doctors.
- (27) Conveyance charges.
- (28) Hospitality charges
- (29) Any other recurring/Non recurring physical assets infrastructure items.
- (30) Educational Concessions to staff.
- (31) NGOs and Consultancy Support
- (32) Staff Welfare
- (33) Legal expenses.
- (34) Medical expenses.
- (35) Office equipments, NGOs and consulting support.
- (36) Software development charges
- (37) Health clinic equipments.
- (38) Incinerators for girls institutions.
- (39) Modern Technology.
- (40) Computer Consumables.
- (41) Curriculum developments.
- (42) Purchase of books.

- (43) Creation of awareness and publicity.
- (44) Audit fee and legal charges.
- (45) Bank charges.
- (46) General expenses.
- (47) Professional charges.
- (48) Freight charges.
- (49) Data entry charges/Temporary staff service charges.
- (50) Registration and filing fee.
- (51) Miscellaneous

- (e) The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

#### 10. FUNDS, ACCOUNTS AND AUDIT:

##### A. FUNDS OF THE SOCIETY.

- 1. The TMREI Society shall maintain a fund to which shall be credited all fees and other charges received by the society and all money received by the society by way of grants, gifts, donations, benefactions, bequests or otherwise and all other moneys received by the Society in any manner or from any other source.
- 2. The said fund shall be approved towards meeting the expenditures of the Society and the Board in the performance of its functions under these rules, Bye Laws or regulations, including the allowance payable to the officers and other employees of the Society.
- 3. The funds shall be spent only to the attainment of the objects of the Society and no portion these of shall be paid or transferred directly or indirectly to any of its members through any means.

## **B. ACCOUNTS AND AUDIT:**

1. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts showing the income and expenditure of the Society for every year.
2. The accounts of the Society shall be audited annually by the Chartered Accountant who is empanelled by the society.
3. As soon as may be practicable at the end of each year, the audited accounts of the Society together with the audited report thereon shall be forwarded to the Government.
4. The expenditure incurred in connection with audit shall be payable out of the funds of the Society.

## **11. POWERS AND DUTIES OF THE CHAIRMAN:**

1. It shall be the duty of the Chairman to see that the Memorandum of Association, Rules and Bye-Laws of the Society are observed and he shall have all powers necessary for the purpose.
2. In case of emergency arising out of administrative business of the Board which in the opinion of the Chairman requires the taking of immediate action, he shall take such action as he deems necessary and shall report to the Board at its next meeting.
3. The Chairman shall perform such other functions as laid down in these Bye-Laws and Rules of the Society.
4. The Chairman shall be the authority to which an appeal against an order of the Vice – Chairman, imposing penalty upon persons holding Category 2, 3 & 4 of Class – I.

## **12. POWERS AND DUTIES OF THE VICE CHAIRMAN:**

1. The Vice-Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman and provided for in these Bye- Laws and Rules.

2. When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. The Vice-Chairman shall preside over the meeting of the Board in the absence of Chairman.
3. (a) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
  - (i) That the total sanctioned expenditure is not thereby exceeded
  - (ii) That such re-appropriation shall not have the effect of involving the society in future outlay in the succeeding years of any scheme.
- (b) The Vice-Chairman shall have the power to take disciplinary action against Officers noted under Category 1 to 3 of Clause-II except on any who are on deputation from Government Service in whose case he/she shall send a report to the parent department with his/her recommendation.
- (c) The Vice-Chairman shall be the authority to which an appeal against an order of the Secretary imposing a penalty upon a person holding a post of Society as per Bye-Law.
4. The Vice-Chairman shall be authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary subject to availability of funds.

**13. POWERS AND DUTIES OF THE SECRETARY:**

- (a) The Secretary shall be responsible for the proper functioning of the Society and for the strict observance of these Bye-Laws.
- (b) In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following, namely,

- (i) To convene meetings of the Society, Board, Standing Committees, Selection Committees and any other Committee as and when directed by the Chairman.
- (ii) To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on a persons holding posts in Class II of Category 2,3, 4,5 Class III and Class IV as provided in Appendix – I.
- (iii) To incur expenditure of a contingent or miscellaneous nature on any matter specified in column 2 of the table below. The Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.

#### **APPENDIX – II**

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
1.	Maintenance of Motor Vehicles (a) Light Vehicles (b) Heavy Vehicles	Full powers (Subject to Guidelines vide G.O.Ms.No.333.G.A.(OP.II) Dept, dated: 31/7/1997) -do-
2.	Purchase of Stationery	Full Powers
3.	Purchase of Steel & Wooden furniture:- (a) Purchase of Furniture (b) Repairs to Furniture	Full Powers Full Powers
4.	Rent for Office Building	Full Powers according to Plinth area values and rent assessment by R&B Dept. (Subject to following the instructions issued in G.O.Ms.No.35, Fin & Plg. (FW.EBS.PWD) dept, dt.27/2/1997 read with Memo No.127/R & E/97, dt.9.6.97)
5.	Purchase of Bulbs & lamps.	Full Powers
6.	Light Refreshments	Rs.1000/- at a time not exceeding Rs.10000/- per month.
7.	Maintenance & Repairs to Computers	Full Powers
8.	Condemnation of Vehicles	Full powers subject to Technical Scrutiny by Public Works Dept. or Area Transport Officer.

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
9.	Maintenance & Repairs to Xerox machine	Full Powers
10.	Organization of Sports and Games a) State Level meet b) Zonal Level meet c) District Level meet	Rs.10,00,000/- Rs. 5,00,000/- Rs.1,00,000/-
11.	Electrical installations. (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound. (b) Improvements, alterations and new installations to new buildings.	Upto 5,00,000
12.	Visits of VIPs	Rs.10,000/- on each occasion subject to a ceiling of Rs.1,00,000/-
13.	Purchase of Non-Govt. publications relevant to Law and Administrative Mngt.	Full powers
14.	Crockery, Cutlery & Utensils (initial purchases)	Full powers
15.	Printing and Binding	Full powers
16.	Purchase of wall clocks at a cost not exceeding	2,000
17.	Purchase of Fans	Full Powers
18.	Write off of various kinds	5,00,000
19.	Purchase of Air Conditioners	Full Powers
20.	Drawl of amounts on Abstract contingent bills	20,000
21.	Freight charges	Full powers
22.	Apparatus, instruments and Machinery	Full powers
23.	Purchase of stores	Full powers
24.	Legal costs	Full powers
25.	Expenditure on Exhibitions	Full powers
26.	Petrol, Oil, Lubricants	Full powers
27.	Maintenance of Fax Machine	Full powers
28.	Purchase of Computer/Fax Machine Stationery (Printer Ribbons, Heads, Cartridges, Floppies, CDs and Tapes etc.)	Full powers
29.	Air Conditioners Repairs	Full powers
30.	Supply of Uniform cloth to Class IV Employees	Full powers

Sl.No.	Item of Expenditure	Ceiling limit / Monetary limit
31.	Telephone for connectivity purposes	Full powers
32.	Internet service charges	Full powers
33.	Refreshments expenditure on visits of Official from other states	Full powers
34.	Purchase of batteries	Full powers
35.	Pest control Measures, Fire Alarm and Fire Extinguisher maintenance.	Full powers
36.	Electrical & net working works relating to computer, Air conditioner and UPS equipment	Full powers
37.	Courier charges	Full powers
38.	Water Coolers	Full powers
39.	Hire of Furniture etc	Full powers
40.	Sanctioning of engineering works to any of the Residential Institutions	Rs.50.00 lakhs in (1) institution based on the estimate prepared by the TSEWIDC
41.	Hiring of private vehicles for the office of the Secretary TMREIS	Full powers
42.	Purchase of intermediate text books	Full powers
43.	Sanctioning of amount to sanitary, catering contractors in TMWREI Institutions as per the rate approved by the Vice Chairman, TMREIS	Full powers
44.	Sanctioning of amounts to the schools towards purchase of Gas stoves, hostel utensils etc.	Full powers
45.	Celebration of Teachers day and other important functions and also sanctioning of incentive awards to the toppers in SSC and Intermediate	Full powers
46.	Engaging consultants for TMREIS society to study the problems of the students and to improve education standards.	Full powers.
47.	Installation of modern technology like computers, solar lighting, solar cooking, Steam cooking system etc.,	Full powers.
48.	Training and orientation programmes.	Full powers

- (iv) To open Bank Accounts in the name of the Society in such Banks and to operate the said accounts in the nationalized banks

- (v) To visit any Residential School/College run by the Society within the State or to depute any officer or member of the staff to anywhere in the country in connection with the affairs of Society or on Trainings.
- (vi) To sanction, leave, allowances including dearness, house rent, compensatory, traveling and daily allowance, Medical benefits and loans and advances to the staff of the Society as provided for in the service regulations.
- (vii) To permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour, and
- (viii) To allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the society.

14. **POWERS AND DUTIES OF THE ADDITIONAL SECRETARY, JOINT SECRETARY:**

- (A) The Additional Secretary, Joint Secretary shall carryout the functions as are specifically assigned to them by the Chairman, **Vice Chairman** or the Secretary.
- (B) The duties of Joint Secretary shall include assisting the Secretary in
  - (i) All academic matters, viz., preparation of curriculum, conduct of admission examinations (for admission of pupils in the Minorities Residential Schools and Colleges), drafting syllabi, conduct of workshops and seminars, conduct of examinations in the Schools and Colleges.
  - (ii) The inspection of the Schools and Colleges of the Society.
  - (iii) Setting up of laboratories in the Schools and Colleges.

- (iv) Commendation of books and films to be purchased the libraries of the institutions.
- (v) Supply of teaching aids and Audio Visual Equipment to the institutions.
- (vi) Introduction of activities such as Bharat Scouts and Guides, Red cross, National Cadet Corps, National Social Services etc.
- (vii) Giving special coaching to the talented children to appear for competitions such as mathematics Olympiad, National talent search etc.
- (viii) Encouraging research and innovations in the Schools and Colleges of the Society.
- (ix) Maintenance and strengthening of the library of the Society office.
  - (i) In conducting the official correspondence of the Society as far as academic matters are concerned.
  - (ii) The Additional Secretary / Joint Secretary shall be incharge of the office establishment of the society. The duties of the Additional Secretary / Joint Secretary shall include assisting the Secretary.
  - (iii) In conducting the official correspondence of the Society.
  - (iv) In the recruitment of the staff of the office of the Society, Schools and Colleges.
  - (v) In making purchases for the office of the Society.
  - (vi) In the conduct of the meeting of Board of Governors, standing committee etc., and in preparation of the minutes of the meeting and dispatch of the minutes to the members as stipulated in the bye-laws of the Society.

- (vii) In preparing the annual report of the Society to be submitted to Government.
- (viii) In the inspection of the School and Colleges of the Society.
- (ix) In planning and development of the educational institutions of the Society.
- (x) In looking to the safe custody of all documents/registers and books of the Society.
- (xi) In safe guarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.

15. **POWERS AND DUTIES OF THE DISTRICT COORDINATORS (DEPUTY SECRETARY):**

The District Coordinator (Deputy Secretary) shall attend the administrative, Academic and Financial Functions at District level as entrusted by the Secretary/District Collector concerned.

16. **a) POWERS AND DUTIES OF THE FINANCE OFFICER:**

The Finance Officer shall carry out the functions as are specifically assigned to him by the Secretary. The duties shall include assisting the Secretary.

- (i) In the preparation of Budget Estimates, revised estimates for placing them before the Board of Governors.
- (ii) In disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.
- (iii) In disbursing the traveling and daily allowance to Non-Official Members of the Board and members of various committees and

- (iv) In the internal audit of accounts of the Schools and Colleges.
- (v) In proper maintenance of accounts of Society.
- (vi) In passing all the bills for which sanction has been accorded by the competent authority of the Society.
- (vii) In maintaining the Cash book and other relevant account registers and documents.
- (viii) In getting the cheques written and submit for Secretary's signature after the bills are passed.
- (ix) In the disbursement of the amounts drawn.

17. The powers of the Chairman, Board of Governors, Vice Chairman, Secretary, Chairman of District Society and Principals of the Schools and Colleges in respect of the conditions of service of the Staff of the Society shall be as shown in appendices I and II.

#### APPENDIX – III

Sl. No	Nature of power	Chairman TMREIS	Vice- Chairman, TMREIS	Secretary, TMREIS	Principals of Schools & Colleges	Chairman of Dist. Society
1	Appointment of posts	Category 2 of Class-1	Category 3 of Class-I.	Category 1,2,3,4,5 of Class – II and Class-III of all Categories 1, 2, 3 and 5 of Class –IV pertaining to the office of the Society.		(In the absence of District Level Society) Category 12 of Class III and Category 1, 4,5 of Class IV pertaining to District Level Posts.

2	Leave	--	Full in respect of Secretary	Full in respect of Principals, and district coordinators and staff of the Head Office.	In respect of Staff working in Schools and Colleges.	--
3	Passing and countersigning of the TA bill	--	In respect of Secretary	In respect of the Staff of office of Society.	In respect of staff of Schools and Colleges.	--
4	Sanction of increments, TA advances, Festival advances etc.	--	--	In respect of the Staff of office of Society & Staff of Schools & Colleges.		--

#### APPENDIX –IV

Sl. No.	Description of the post	Appointing authority	Authority competent to impose penalty	Type of Penalty	Appellate authority
1	a) Category 2, of Class – I	Chairman, TMREIS	Vice – Chairman, TMREIS	All	Appointing Authority of Parent Department
	b) Category 3 & 4 of Class – I	Vice-Chairman, TMREIS	Vice – Chairman, TMREIS	All	Appointing Authority of Parent Department

	c) Category 1,2,3,4,5 of Clause – II	Secretary, TMREIS	Secretary, TMREIS	All	Vice – Chairman
2	All Categories of Class-III	Secretary, TMREIS	Secretary, TMREIS	All	Vice – Chairman
3.	Category 1, 2,3 & 5 of Class – IV in respect of Head Office	Secretary, TMREIS	Secretary, TMREIS	All	Vice – Chairman
4	Category 1,4 &5 of Class – IV in respect of Schools and Colleges	District Level Coordinating Officer	Principal of respective Schools / Colieges	All	Secretary, TMREIS

**18. SELECTION /PROMOTION COMMITTEE-CONSTITUTION AND FUNCTIONS:**

(I) The Secretary shall be appointed by the Hon'ble Chief Minister of Telangana State.

(a) There shall be a selection/promotion committee for filling up posts in the categories of principal, Junior Lecturer, PGTs in the School/Junior College. The selection committee will consist of the following members.

Vice Chairman of the Board of Governors	-	Chair Person
Secretary, M.W. Dept of Telangana	-	Member
Secretary, TMREIS	-	Member cum Convener

(II). The selection/promotion committee for all other posts shall comprise of the following:

- |        |  |   |              |
|--------|--|---|--------------|
| (i).   | Secretary TMREIS   | - | Chair Person |
| (ii).  | Assistant Secretary Minority<br>Welfare Department                               | - | Member       |
| (iii). | One subject expert (Nominated by the -<br>Chairperson in case of selection only) | - | Member       |

- (a) The Secretary shall be competent to fill up all the Non-teaching post in the Head Office falling under class-III and class-IV without the media of a selection/promotion committee, after following the procedure adopted by the heads of departments under the T.G. State and Sub-ordinate service rules.
- (b). All the outside members of the selection/promotion committee shall be informed about the meeting at least one week in advance. Three members shall constitute a quorum.
- (c). The Secretary shall be competent to issue orders of appointment to the persons selected for various posts.
- (d). A candidate appointed by direct recruitment and by promotion/appointment by transfer shall join duty within a period of (30) days and (15) days of receipt of order respectively, failing which he/she is deemed to have relinquished the order of appointment offered to him/her.

#### 19. APPOINTMENTS ON DEPUTATION:

1. Deputation shall be resorted to only when suitable and eligible candidates are not available in the society.

2. The Secretary may at his discretion, sanction the deputation of the employees of the society to state government Departments or other sister institutions or organization on the same terms and conditions referred to Class 1 above.

**20. APPOINTMENTS ON CONTRACT:**

1. In case of non availability of suitable and qualified officers for appointment to any post in the service of the society or on deputation, such vacancy may be filled up on contract basis with retired persons or persons drawn from institutions outside the Government.
2. A person who was convicted by a court shall not be appointed on contract.
3. The period of contract shall be normally one year extendable for another period of one year on rendering satisfactory service to the Society.
4. Every person appointed on contract to any Category shall execute a bond in the form as approved by Government.
5. The Secretary may engage the services of any individual/organization on a lump sum contract basis to attend to the work relating to the society and incur necessary expenditure.
6. The Secretary may engage any number consultants who are expert in Education Field on lump sum contract basis to attend to the work relating to the Society.

**21. MEDICAL FITNESS FOR NEW RECRUITS:**

No person recruited direct to any Category or Class of posts shall be admitted to duty unless he/she is found to be medically fit by a medical officer not below the rank of civil surgeon. A physical fitness certificate

prescribed in rule 10 of fundamental rules should be obtained from all new recruits at the time of joining duties.

**22. PROBATION:**

- (a) Every person appointed by direct recruitment to any Category or post shall be on probation for period of (2) years within continuous period of (3) years. In the case of romotes the period of probation shall be (1) year with in a continuous period of (2) years.
- (b) The appointing authority may extend the period of probation by not more than (1) year by a specific order.
- (c) During the period of probation the appointment is terminable by either party by one month's notice. After completion of probation the appointment is terminable by (3) months notice on either side.
- (d) Women candidates shall be eligible for the appointment to the posts meant for women. At the time of direct recruitment the posts notified in girls residential schools shall be earmarked exclusively for women candidates only.
- (e) The promoting of an employee will be withheld for a period of (2) years in cases of minor and major punishments.

**23. DISCIPLINARY RULES – IMPOSITION OF PENALTIES:**

- (a) The provisions in the A.P. Civil services (CCA) rules 1991 (adopted by the state of Telangana) as amended from time to time along with the executive instructions and clarificatory orders issued by the State Government and amended from time to time are applicable to all the employees working in TMREIS Residential Schools, Residential Jr. Colleges and Head Office.
- (b) The authorities competent to impose penalties and their appellate authorities shall be as specified in the annexure appended to these rules.
- (c) In respect of Officers and Staff on deputation terms and conditions, the Chairman and the Secretary shall be treated as borrowing authority in respect of posts falling under Class – II,

Class – III and Class – IV respectively for the purpose of imposition of penalties under discipline and Appeal Rules and CCA rules.

**24. OTHER CONDITIONS OF SERVICE:**

- (a) The age of superannuation of person in all categories of employees of the society other than class – IV employees shall be (58) years. In the case of class – IV employees the age of superannuation is (60) years.
- (b) The teaching staff and non teaching staff shall work for (6) days in a week with Sunday being a holiday. The head of the institution may arrange certain turn duties on Sundays and other public holidays so as to take care of the welfare and security of the students.

**25. ADMINISTRATION OF THE SOCIETY:**

- (a) The Secretary shall be the executive head of the society. He shall be responsible for planning, designing, implementing, reviewing teaching activities after policy formulation by the Board of Governors.
- (b) He shall ensure punctuality in attendance of Officers and Staff and for this purpose he may maintain an attendance register.
- (c) He shall allocate teaching, training work among the members of the Academic services, Financial services, Administrative services and last grade service. He shall monitor and review the performance and achievements by designing a suitable Management information system.
- (d) He may delegate to other Officers of the Society such of the Administrative, Academic, Financial functions which may consider to be necessary or deemed fit.

**26. ANNUAL CONFIDENTIAL REPORTS:**

- (a) The performance of the officers and staff of Clause – II and Clause – III services such as Principal, J.L., PGT, TGT and other special staff shall be assessed on the basis of annual confidential reports for every year. The form of annual confidential report shall be the same as prescribed by the State Government in G.O.Ms. No.580,

General Administration (Services-C) Department, dt. 12-10-2011 and G.O.Ms. No. 144 & 145 G.A. (Services) Department, dt.25-04-1998 and as may be amended from time to time.

- (b) For the purpose of the above the reporting Officers, countersigning officer and head of the department or custodian shall be as specified in annexure.
- (c) The Secretary may formulate performance indicators, with the approval of the standing committee for academic services of the society for the purpose of evaluating the performance of teaching staff of the society. It is opened to the Secretary to adopt self assessment and appraisal form as he may consider fit for the purpose of evaluating the performance of academic staff.

#### APPENDIX – V

Statement showing the category, Designation and accepting authority

##### **Head Office**

Sl. No.	Category of Posts	Reporting Authority	Reviewing Authority	Accepting Authority
1	Secretary	Secretary, MWD	Vice Chairman	Chief Secretary
2	Addl. Secretary	Secretary	Vice Chairman	Secretary, MWD
3	Finance Officer	Secretary	Vice Chairman	Secretary, MWD
4	Joint Secretary	Secretary	Vice Chairman	Secretary, MWD
5	Deputy Secretary	Addl. Secretary	Secretary	Vice Chairman
6	Assistant Secretary	Addl. Secretary	Secretary	Vice Chairman
7	Assistant Finance Officer	Joint Secretary	Addl. Secretary	Secretary
8	Academic Consultant	Joint Secretary	Addl. Secretary	Secretary

9	Sports Officer	Joint Secretary	Addl. Secretary	Secretary
10	Superintendents	Joint Secretary	Addl. Secretary	Secretary
11	Sr. Assistants	Superintendent	Dy. Secretary	Joint Secretary
12	Jr. Assistants/DEO	Superintendent	Dy. Secretary	Joint Secretary
13	Record Assistant	Superintendent	Dy. Secretary	Joint Secretary
14	Programmer	Superintendent	Dy. Secretary	Joint Secretary
15	Driver	Superintendent	Dy. Secretary	Joint Secretary
16	Office Sub-ordinate	Superintendent	Dy. Secretary	Joint Secretary

**INSTITUTIONS**  
**DISTRICT LEVEL**

Sl. No.	Category of Posts	Reporting Authority	Reviewing Authority	Accepting Authority
1	Principal of School Grade – II	District Coordinator	Addl. Secretary	Secretary
2	Junior Lecturer	Principal	District Coordinator	Joint Secretary
3	Post Graduate Teacher	Principal	District Coordinator	Joint Secretary
4	Trained Graduate Teacher	Principal	District Coordinator	Joint Secretary
5	Physical Director	Principal	District Coordinator	Joint Secretary
6	Librarian	Principal	District Coordinator	Joint Secretary
7	Staff Nurse	Principal	District Coordinator	Joint Secretary
8	Physical Education Teacher	Principal	District Coordinator	Joint Secretary
9	Craft/Art/Music Teacher	Principal	District Coordinator	Joint Secretary
10	Senior Assistants	Principal	District Coordinator	Joint Secretary
11	Junior Assistant/Data Entry Operator	Principal	District Coordinator	Joint Secretary
12	Lab Attender	Principal	District Coordinator	Joint Secretary
13	Office Sub-ordinate	Principal	District Coordinator	Joint Secretary

## APPENDIX – VI

Statement showing the category, Designation and scale pay of posts as per G.O.Ms.No.21, Finance (HRM-II) Dept. dt.03-03-2016 Revised Pay Scales 2015.

TABLE – 1

### Head Office – State Level

Sl. No.	Category of Posts	Scale of Pay	Class	Category	Appointing authority
1	Secretary	Senior time scale of pay	I	1	Govt. of Telangana
2	Addl. Secretary	52590 – 103290	I	2	Chairman
3	Finance Officer	52590 – 103290	I	3	Vice – Chairman
4	Joint Secretary	46060 – 98440	I	4	Vice – Chairman
5	Deputy Secretary	42490 – 96110	II	1	Secretary
6	Assistant Secretary	35120 – 87130	II	4	Secretary
7	Assistant Finance Officer	31460 – 84970	II	5	Secretary
8	Academic Consultant	31460 – 84970	III	1	Secretary
9	Sports Officer	31460 – 84970	III	3	Secretary
10	Superintendents	28940 – 78910	III	6	Secretary
11	Sr. Assistants	21230 – 63010	III	11	Secretary
12	Jr. Assistants/DEO	Out Sourcing	III	12	Secretary
13	Record Assistants	Out Sourcing	IV	1	Secretary
14	Programmer	Out Sourcing	IV	2	Secretary
15	Drivers	Out Sourcing	IV	3	Secretary
16	Office Sub-ordinates	Out Sourcing	IV	5	Secretary

### INSTITUTIONS AT DISTRICT LEVEL

Sl. No.	Category of Posts	Scale of Pay	Class	Category	Appointing authority
1	Principal	40270 – 93780	II	2	Secretary, TMREIS
2	Junior Lecturer	37100 – 91450	II	3	Secretary, TMREIS
3	PGT	31460 – 84970	III	2	Secretary, TMREIS
4	TGT	28940 – 78910	III	4	Secretary, TMREIS
5	Physical Director	28940 – 78910	III	5	Secretary, TMREIS
6	Librarian	26600 – 77030	III	7	Secretary, TMREIS
7	Staff Nurse	25140 – 73270	III	8	Secretary, TMREIS
8	Physical Education Teacher	21230 – 63010	III	9	Secretary, TMREIS
9	Craft/Art/Music Teacher	21230 – 63010	III	10	Secretary, TMREIS
10	Senior Assistant	21230 – 63010	III	11	Secretary, TMREIS
11	Junior Assistant / DEO	Out sourcing	III	12	District Level Society / Head Office, Secretary, TMREI Society
12	Lab Attender	Out sourcing	IV	4	District Level Coordinator
13	Office Sub-ordinate	Out sourcing	IV	5	District Level Society / Head Office, Secretary, TMREI Society

### APPENDIX – VII

Sl. No.	Category of Post	Appointing Authority	Mode of Recruitment
<b>A. Head Office</b>			
1	Secretary (Cadre Post)	Government of Telangana	Deputation (Cadre Post)
2	Additional Secretary	Chairman	Deputation
3	Finance Officer	Vice - Chairman	Deputation
4	Joint Secretary	Vice - Chairman	Deputation
5	Dy. Secretary	Vice Chairman	Deputation
6	Asst. Secretary	Secretary	Deputation
7	Asst. Finance officer	Secretary	Deputation
8	Academic Consultant	Secretary, TMREIS	Deputation
9	Sports Officer	Secretary, TMREIS	Deputation
10	Superintendent	Secretary, TMREIS	Promotion/Deputation
11	Senior Assistant	Secretary, TMREIS	Deputation
12	Junior Assistant / DEO	Secretary, TMREIS	Outsourcing
13	Record Assistant	Secretary, TMREIS	Outsourcing
14	Programmer	Secretary, TMREIS	Outsourcing
15	Drivers	Secretary, TMREIS	Outsourcing
16	Office Subordinates	Secretary, TMREIS	Outsourcing

### **B. Institutions**

1	Principal	Secretary, TMREIS	Direct Recruitment /Promotion
2	Junior Lecturers	Secretary, TMREIS	Direct Recruitment /Promotion
3	PGTs	Secretary, TMREIS	Direct Recruitment/ Promotion
4	TGTs	Secretary, TMREIS	Direct Recruitment

5	Physical Director	Secretary, TMREIS	Direct Recruitment /Promotion
6	Librarian	Secretary, TMREIS	By Direct Recruitment
7	Staff Nurse	Secretary, TMREIS	By Direct Recruitment
8	Physical Education Teacher	Secretary, TMREIS	By Direct Recruitment
9	Craft/Art/Music Teacher	Secretary, TMREIS	By Direct Recruitment
10	Senior Assistant	Secretary, TMREIS	By Deputation
11	Junior Assistant / DEO	Secretary, TMREIS	Out sourcing
12	Lab Attender	Secretary, TMREIS	Outsourcing
13	Office Subordinate	Secretary, TMREIS	Outsourcing

#### **APPENDIX-VIII**

Statement showing competent authorities to process the Annual Confidential Report (ACR) of the Officers and staff of TMREIS.

Class	Category	Designation	ACR Reporting Officer	Counter signing Officer
II	2	Principal of School	Dy. Secretary/Jt. Secretary/Addl. Secretary	Secretary
	3	Junior Lecturer	Principal	Secretary
III	2	Post Graduate Teacher	-do-	-do-
	4	Trained Graduate Teacher	-do-	Dy. Secretary/Jt. Secretary/Addl. Secretary
	5	Physical Director	-do-	-do-

## APPENDIX -IX

Statement showing the authorities to grant various kinds of leave to staff in TMREI Society.

[illegible]

9	Sports Officer	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
10	Superintendent	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
11	Senior Assistant	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
12	Junior Assistant / DEO	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
13	Record Assistant	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
14	Programmer	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
15	Driver	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
16	Office Sub-ordinate	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	-do-
<b>INSTITUTIONS AT DISTRICT LEVEL</b>									
1	Principal	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	If the leave period exceeds ten days then the leave has to be approved by the Chairman.
2	Junior Lecturer	Principal	Principal	Principal	Principal	Principal	Principal	Principal	If the leave period exceeds ten days then the leave has to be approved by the Secretary.

[illegible]

### Appendix – X

Statement showing the Competent Authorities to impose penalties etc.,  
and Appellate Authority

#### HEAD OFFICE STATE LEVEL

Class	Category	Designation	Suspension pending enquiry	Minor Penalty	Major Penalty	Appellate Authority
I	1	Secretary	Government	Government	Government	Government
	2	Addl. Secretary	Chairman	Chairman	Chairman	Appointing Authority of Parent Department
	3	Finance Officer	Vice - Chairman	Vice- Chairman	Vice- Chairman	Appointing Authority of Parent Department
	4	Joint Secretary	Vice- Chairman	Vice- Chairman	Vice- Chairman	Appointing Authority of Parent Department
II	1	Deputy Secretary	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Appointing Authority of Parent Department
	4	Asst. Secretary	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Appointing Authority of Parent Department
	5	Asst. Finance Officer	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Appointing Authority of Parent Department

III	1	Academic Consultant	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Appoint Authority Parent Department
	3	Sports Officer	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Appoint Authority Parent Department
	6	Superintendent	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Appoint Authority Parent Department / Secretary to Govt MWD
	11	Senior Assistant	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Secretary Govt., M
	12	Junior Assistant/DEO	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Secretary Govt., M
IV	1	Record Assistant	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Secretary Govt., M
	2	Programmer	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Secretary Govt., M
	3	Driver	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Secretary Govt., M
	5	Office Sub-ordinate	Secretary, TMREIS	Secretary, TMREIS	Secretary, TMREIS	Secretary Govt., M

### INSTITUTIONS DISTRICT LEVEL

Class	Category	Designation	Suspension pending enquiry	Minor Penalty	Major Penalty	Appellate Authority
II	2	Principal of School	Secretary	Secretary, TMREIS	Secretary, TMREIS	Secretary to Govt., MWD.,
	3	Junior Lecturer	-do-	Secretary	Secretary	-do-
III	2	Post Graduate Teacher	-do-	-do-	-do-	-do-
	4	Trained Graduate Teacher	-do-	-do-	-do-	-do-
	5	Physical Director	-do-	-do-	-do-	-do-
	6	Librarian	-do-	-do-	-do-	-do-
	8	Staff Nurse	-do-	-do-	-do-	-do-
	9	Physical Education Teacher	-do-	-do-	-do-	-do-
	10	Craft/Art/Music Teacher	-do-	-do-	-do-	-do-
	11	Senior Assistant	-do-	-do-	-do-	-do-
	12	Junior Assistant/DEO	Principal	Principal	-do-	-do-
IV	4	Lab Attender	-do-	-do-	-do-	-do-
	5	Office Sub ordinate	-do-	-do-	-do-	-do-

**Note:** Employees working on Foreign Service, terms and conditions shall be governed by the Fundamental Rules applicable in the respective Government Department/Organization.

SYED OMER JALEEL,  
Secretary to Government.

**CONDUCT RULES FOR THE EMPLOYEES OF THE TELANGANA MINORITIES RESIDENTIAL  
EDUCATIONAL INSTITUTIONS SOCIETY (REGD.), HYDERABAD**

**1. SHORT TITLE AND APPLICATION**

1. These rules shall be called the Conduct Rules for the Employees of the Telangana Minorities Residential Educational Institutions Society (Regd.), Hyderabad 2016.
2. They shall apply to every person who is borne on the establishment of the Society.

Provided that nothing in these rules shall apply to:

- (a) Persons who are not whole time employees of the Society;
- (b) Persons paid from contingencies; and
- (c) Government servants employed on deputation (they will be governed by the Government Servants' Conduct Rules)

**2. GENERAL**

1. Every employee shall be devoted to his/ her duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
2. No employee shall behave in a manner which is unbecoming of such an employee, or derogatory to the prestige of the Society.
3. No employee shall act in a manner which will place his/ her official position under any kind of embarrassment.
4. Confidential matters relating to the Society and Schools and Colleges should not be divulged to any one.

**3. TEACHERS**

1. Every teacher shall be his personal example not only communicate knowledge in specific subject but also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall be precept and example, instill in the minds of the students entrusted to this care, love of the motherland and inculcate in the minds of students respect for law and order.
3. Every teacher shall organize and promote all school activities which foster feeling of universal brotherhood among the students.
4. Every teacher shall promote tolerance for all religions among the students.

5. The teacher shall always be on the alert to see that students do not take an active part in politics.
6. Every teacher must take his/ her stand against the unhealthy competition in modern Society and must strive his/ her best to instill in the minds of students principles of Cooperation and Social service.
7. Every teacher shall cooperate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well being of students.
8. Every teacher must be strictly impartial in his/ her relations with all his/ her students. He/ she should be sympathetic and helpful particularly to the slow learners.
9. Every teacher must be a learner throughout his life not only to enrich his/ her own life but also of those who are placed in his/ her care. He/ she should plan out his/ her work on approved lines and do it methodically, achieving vigilantly all extraneous activities.
10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the society and help him/ her to be creative as well as co-operative.
11. Every teacher should be temperate and sober in his/ her habits and avoid recourse to drinking alcoholic beverages. He/ she should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and in the school premises.
12. Every teacher should have an exemplary moral character.
13. Every teacher must be an advocate of freedom of thought and expression.
14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.
15. Every teacher should be clean and trim, not casual and informal, while on duty. His/ her dress should be neat and dignified. He/ she should on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his/ her colleagues.
16. Every teacher should be punctual in attendance, in respect of his/ her class work as also for any other work connected with the duties assigned to him/ her.

17. Every teacher shall devote his/ her entire time to the duties pertaining to his/ her profession and shall not on his/ her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative kind without obtaining the prior written sanction of the Secretary.
18. Every teacher shall be present in the school during usual school hours, whether he/ she teaching work or not. Every teacher is expected to take a full and effective part in the co-curricular activities of the schools and the hostels attached to the

#### 4. JOINING OF ASSOCIATIONS BY EMPLOYEES

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public order.

#### 5. STRIKES

No employee shall participate in any strike or similar activities or incitement thereto.

Explanation: The expression "Similar Activities" include:

1. Absence from duty or work without permission;
2. Neglect of duty with the object of compelling any superior officer to take or to omit to take any official action;
3. Any demonstrative fast, like 'hunger strike' with the object mentioned in item (2); or
4. Concerned or organized refusal on the part of the employees to receive their pay.

#### 6. DEMONSTRATIONS

No employee shall participate in any demonstration which is against the interest of the Society or Public Order.

7. GIFTS, SERVICES, ENTERTAINMENTS, ADDRESS AND OTHER FORMS  
FELICITATIONS

1. No employee shall accept any gift from any person the receipt of which will place such employee under any kind of official obligation or embarrassment in relation to any person.

Explanation: The expression gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him.

Note: A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift. Provided that nothing in this sub rule shall apply to:

- (a) Gifts of flowers or fruits of trifling value:
  - (b) Gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/ her family on ceremonial occasions such as weddings;
  - (c) The performance of an occasional service of a trifling character.
2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation or embarrassment the decision of the Chairman, Telangana Tribal Welfare Residential & Ashram Educational Institutions Society shall be final.

8. LENDING, BORROWING AND INSOLVENCY

1. No employee shall:-
  - (i) engage either by himself/ herself or through others in the business of money lending; or
  - (ii) lend or borrow money, either by himself/ herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.
2. The prohibition in sub-rule (i) shall not apply
  - (a) Any transaction of an employee with a Co-operative Society registered or deemed to have been registered under the law relating to co-operative societies for the time being in force in the State of Telangana.
  - (b) An employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself/ herself.

- (c) An employee who belongs to a joint Hindu family caring on the business of money lending as an ancestral profession provided that he does not take active part in that business.

**9. ACQUIRING OR DISPOSING OFF IMMOVABLE OR MOVABLE PROPERTY**

1. No employee shall except after previous intimation to the Secretary acquire or dispose off or permit any member of his family to acquire or dispose off any immovable property by exchange, purchases, sale, gift or otherwise either by himself/ herself or through others.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

2. An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Secretary.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

3. Nothing in sub-rule (2) shall apply to any purchases made by an employee for the performance of a wedding or a religious or a social function.
4. No employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any movable or immovable property.

Provided that sub-rules (1) and (2) shall not apply to:

- (a) the acquisition of possession of any property as trusted or administrator; or  
(b) any transaction entered into in connection with the affairs of the society;

5. Every employee, other than a member belonging to class IV of the service of the society, shall submit to the secretary, Telangana Minorities Residential Educational Institutions Society, before the 15<sup>th</sup> January every year, a statement of all the immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. If in any year, an employee has not acquired or disposed of any immovable property or any interest therein, he shall submit a declaration to the effect.

**10. PRIVATE TRADE, BUSINESS OR INVESTMENTS**

1. No employee shall engage directly or indirectly in any trade or business except in the course of his /her official duties.
2. No employee shall speculate in any investment.
3. No employee shall make, or permit any member or his /her family to make any investment likely to embarrass or influence him/her in the discharge of his/ her official duties.
4. The decision of the Chairman, Telangana Tribal Welfare Residential and Ashram Educational Institutions Society shall be final in respect of any question under this rule.

**11. PROMOTION AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY**

No employee shall in his / her private capacity, except with the previous sanction of the Chairman, Minorities Residential Educational Institutions Society take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force.

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the promotion, registration or management of a co-operative society registered under any law relating to co-operative societies for the time being in force in the state.

**12. PRIVATE EMPLOYMENT**

- (a) No employee shall, except with the previous sanction of the Chairman, Telangana Minorities Residential Educational Institutions Society under take any employment or work other than that connected with his /her official duties.

Provided that an employee may, without such sanction under take honorary work of a social or charitable nature or an occasional work of a literary, artistic or scientific character subject to the work condition that such work does not interfere with his / her official duties and subject also to the condition that he / she does not use any material gathered or collected for the purpose of the society, but he /she shall not undertake or shall discontinue such work of so directed by the Secretary, Telangana Minorities Residential Educational Institutions Society.

Provided further that the previous sanction of the Secretary shall not be necessary for acceptance of an examiner ship offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases where an employee has to be away from his/her duties for period exceeding three days at a time, the previous permission of the Secretary, Telangana Minorities Residential Educational Institutions Society has to be obtained.

- (b) No employee shall apply for an appointment under any other authority except through the Secretary, Telangana Minorities Residential Educational Institutions Society and the penalty for any breach of this shall be disciplinary action, which may include dismissal too.
- (c) An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

**13. PUBLICATION OF BOOKS**

No employee shall, without the previous permission of the Chairman, Telangana Minorities Residential Educational Institutions Society publish any book which is not purely of a literary, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the society. While applying for permission to publish a book, he shall submit to the Secretary, Telangana Minorities Residential Educational Institutions Society a manuscript copy thereof.

Provided that an employee who publishing a book with the previous permission of the Chairman, Telangana Minorities Residential Educational Institutions Society shall not canvass for its sale in any manner.

**14. PARTICIPATION IN RADIO BROADCASTS**

No employee shall, except with the previous sanction of the Chairman, Telangana Minorities Residential Educational Institutions Society or in the course of discharge of his/her official duties, participate in a radio broadcast.

Provided that no such sanction is necessary, if such broadcast is of a purely literary, artistic or scientific character, of it such broadcast relates to a talk arranged under the general or special order of the Chairman, Telangana Minorities Residential Educational Institutions Society and the employee may accept the remuneration prescribed for such broadcasts.

15. **COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION**

No employee shall, except in accordance with the rules of the Society of the Bye-laws or any other general or special order of the Secretary, Telangana Minorities Residential Educational Institutions Society communicate directly or indirectly or any official document or any of its contents or any official information to any other person not authorized to receive the same or to the press.

Provided that if any publication is to be made in a magazine or journal regarding the running of the Residential Schools and management, the Principals should take the prior permission of the Secretary, Telangana Minorities Residential Educational Institutions Society furnishing a copy of the text (of the matter) proposed to be published.

16. **CONNECTION WITH THE PRESS**

No employee shall, except with the previous sanction of the Secretary, Telangana Minorities Residential Educational Institutions Society own wholly, or in part, or conduct or participate in the editing or the management of any newspaper or publication.

17. **GIVING EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY**

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority except with the permission of the Chairman, Telangana Minorities Residential Educational Institutions Society.

2. Where permission is given under sub-rule(10) no employee giving such evidence shall criticize the policy of the Central Government or of any State Government or of the Society provided that sub-rule(10) shall not apply to:

(a) Giving evidence before a statutory committee, commission or other authority which has power to compel attendance and giving of answers.

(b) Giving evidence in judicial enquiries, or

- (c) Giving evidence at any enquiry ordered by the Secretary, Telangana Minorities Residential Educational Institutions Society or Chairman, District Society or Chairman, Telangana Minorities Residential Educational Institutions Society.

**18. CRITICISM OF THE POLICY OR ACTION OF THE SOCIETY, STATE GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT**

1. No employee shall, by any public utterance, written or otherwise criticize any policy or action of the Society or Government of Telangana or any other State Government or the Central Government nor shall he/she participate in any such criticism.

Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meeting solely of employees of the Society, or of any association of such employees of matters which affect the interests of such employees individually or generally.

2. No employee shall, in any writing published by him/her or in any communication made by him/her to the press, or in any public utterance delivered by him/her make any statement of fact or opinion which is likely to embarrass —
- (i) the relations between the Central Government or the Government of any State or the people of India or any section thereof, or
  - (ii) the relations between the Central Government and the Government or any foreign State, or
  - (iii) the relations between the Society and the Government of Telangana, or the Central Government or any other State Government.
3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) may arise shall submit to the Secretary the draft of the such document, communication or utterance and shall, thereafter, act in accordance with such orders as may be passed by the Secretary.

19. TAKING PART IN POLITICS

1. No employee shall be a member of, or be otherwise associated with any political party or any organization which taken part in politics, nor shall he/she participate in subscribe in aide of or assist in nay other manner, any political movement or activity.
2. It shall be the duty of every employee to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government or of a State Government or prejudicial to national security, and where an employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.
3. No employee shall seek election as members of any Body are of the State or Central legislature. He shall resign his/her job before standing for election as a candidate.

20. VINDICATION OF ACTS AND CHARACTER OF AN EMPLOYEE AS SUCH

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has been subject matter of adverse criticism or any attach of a defamatory character in public.

Provided that nothing contained in sub-rule(1) shall preclude an employee from vindicating his private character or an act do no by him/her in his/her private capacity.

2. No employee, shall except with the previous sanction of the Secretary, accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his official act, unless such compensation has been awarded by a competent court of law.

21. EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATTERS CONCERNING HIMSELF/ HERSELF, HIS/HER RELATIVES OR DEPENDANTS

No employee shall deal in his/her official capacity with any matter directly or indirectly concerns himself/herself or any of his/her relatives or dependants.

22. INFLUENCING AUTHORITIES FOR FURTHERANCE OF INTERESTS

1. No employee shall represent his grievances, if any neither except through proper channel nor shall be bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.
2. The penalty for contravention of this rule shall, without prejudice to any other penalty, be with holding of his/her promotion wither permanently or for such period as the Secretary, Telangana Minorities Residential Educational Institution Society. May determine.

23. BIGAMOUS MARRIAGE

1. No employee who has a wife living shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to hi.
2. No female employee shall marry any person who has a wife living.

24. APPLICATION FOR PRIVATE EMPLOYMENT

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.
2. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the Society immediately on accepting such employment.
3. If a person who is refused permission to apply for or accept private employment wishes to resign his appointment under the Society, such resignation shall ordinarily be accepted.

**25. RAISING OF FUNDS OR CONTRIBUTION.**

No employee shall, except with the previous sanction of the Secretary, ask or accept contribution to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object, whatsoever.

**26. ADDRESS WHILE UNDER SUSPENSION**

An employee under suspension is free to go anywhere he likes, but he shall leave his address with the secretary, Chairman, Telangana Minorities Residential Educational Institutions Society / Chairman, District Society as the case may be.

**27. INTERPRETATION**

1. If any question arises relating to the interpretation of these rules, the decision of the Chairman, Telangana Minorities Residential Educational Institutions Society shall be final.
2. In respect of matters not expressly provided in these rules wither the rules applicable to the employees of the Government of Telangana shall, so far as may be, apply to the employees of the Society.

**SERVICE (DISCIPLINE AND APPEAL) RULES OF THE TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY**

**PART – I GENERAL**

1. These rules may be called the Service (discipline and Appeal) Rules. 2016 of the Telangana Minorities Residential Educational Institutions Society (Regd.) Hyderabad.
2. They shall apply to every person employed in the Office of Telangana Minorities Residential Educational Institutions Society and Telangana Minorities Residential Schools / Colleges except as mentioned in Rule 4 below.
3. They shall come into force with immediate effect.
4. These rules do not apply to the persons deputed from the State Government of Telangana.

5. If any doubt arises as to whether these rules apply to any person. The matter shall be referred to the Chairman. Telangana Minorities Residential Educational Institutions Society and his decision thereon shall be final.

## **PART - II DISCIPLINE**

6. 1. The following penalties may, for good and sufficient reason, be imposed upon an employee of the office of Telangana Minorities Residential Educational Institutions Society and Telangana Minorities Residential Schools / Colleges.

- (i) Censure
- (ii) Fine
- (iii) With holding of increments or promotion
- (iv) Reduction to a lower rank in the seniority list or to a lower post, whether in the same class or any other class or category or to a lower time—scale or to a lower stage in a time-scale.
- (v) Recovery from pay of the whole or any part of the pecuniary loss caused by negligence or breach of orders.
- (vi) Compulsory retirement from service of the Society.
- (vii) Removal from the service of the Society.
- (viii) Dismissal from the service of the Society.
- (ix) Suspension, where a person has already been suspended under rule 7 to the extent considered necessary.

2. (a) the discharge of a person appointed temporarily on the expiry of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

- (b) The reversion of a person from the Society to his parent department shall not amount to reduction within the meaning of this rule.

**EXPLANATION:** The removal of a person from the service of the Society shall not disqualify him from future employment under the Society. But the dismissal of a person from the service of the Society shall disqualify him from further employment under the Society.

- (c) The stoppage or postponement of increment on account of extension of probation does not amount to withholding of increments within the meaning of this rule.

- (d) Non-promotion, whether in a substantive or officiating capacity, of a member of the service in class, category or grade of the service, after consideration of his case of merits, a higher class, Category or grade in the same service to which he is eligible does not amount to withholding of promotion under this rule.
- (e) The penalty of fine shall be imposed only on persons other than Record Assistant in Charge of the service of the Society and on employees paid from contingencies.
7. (a) An employee may be placed under suspension from service pending investigation or enquiry into grave charges where such suspension is necessary in public interest.
- (b) An employee who is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours. Shall be deemed to have been suspended with effect from the date of detention by an order of the authority competent to impose the suspension and shall remain under suspension until further orders.
- (c) An employee under suspension shall be entitled to the payment of a subsistence allowance at the rate laid down in the F.Rs.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee who has been placed under suspension is set aside on appeal under these rules. And the case is remitted for further enquiry or action or with any other directions, the order of suspension on such employee shall be deemed to have continued in force on and from the date of the original order of dismissal. Removal or compulsory retirement and shall remain in force until further orders.
- (e) Where a penalty of dismissal, removal or compulsory, retirement from service upon an employee is set aside, or declared or rendered void in consequence of or by a decision of a court of law, and the authority competent to impose the penalty. On a consideration of the circumstances of the case, decides immediately thereafter to hold a further enquiry against him on the allegation on which the penalty of dismissal removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the authority competent to suspend him from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

- (f) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.
8. The authority competent to impose the penalties specified in rule 6 shall be as Specified in the scheduled to these rules.
9. (1) Where, on promotion or transfer, a member of the Society is holding an appointment is another class, category or grade thereof no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of service in the latter Clause, Category, or Grade, as the case may be. This provision shall apply also to cases of transfer of promotion of a person from a post under the jurisdiction of one authority to that of another authority within the same Clause, Category or Grade.
- (2) Where a person has been reverted or reduced from one Clause, Category or Grade of a service to another Clause, Category or Grade there no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the Clause, Category or grade, as the case may be from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such class, category or grade.
10. 1. No order imposing on an employee a penalty specified in item (i), (ii), (iii) (v) or item xx (ix) of sub-rule (1) or rule 6 shall be passed, except after.
- (a) The employee is informed in writing of the proposal to take action in regard to him and of the allegations on which the action is proposed to be taken and is given an opportunity to make any representation he may wish to make. and
- (b) Such representation, if any, is taken into consideration by the authority competent to impose the penalty.
2. (a) In every case where it is proposed to impose, on an employee, any of the penalties specified in item (iv), (vi), (vii) or (viii) of sub-rule (1) of rule. 6 the authority competent impose the said penalty shall appoint an enquiry officer who shall be superior in rank to the person on whom it is proposed to impose the penalty or shall itself hold an enquiry. In every such case. The grounds on which is proposed to take action shall be reduced to the form of definite charge

charges, which shall be communicated to the person charged. Together with a statement of the allegation on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required within a reasonable time to file a written statement of his deference and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may, for the purpose of preparing his deference, be permitted to inspect and take extracts from such official records as he may specify. Provided that the enquiry officer may. For reasons to be recorded in writing refuse such permission, if in his opinion such records are not relevant for the purpose of the enquiry or it is against public interest to allow access thereto. On receipt of the statement of deference within the specified time or such further time as may have been allowed, an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the enquiry officer or is directed by the competent authority. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses who give evidence in person and to have such witnesses called as he may wish. Provided that the enquiry officer may. For special and sufficient reasons to be recorded in writing, refuse to call any witness. After the oral enquiry is completed, the person charged shall be entitled to file. If he so desires, a further written statement in his deference. If no oral enquiry is held and the person charged desires to be heard in person a personal hearing shall be given to him. The enquiry officer shall, on completion of the enquiry or the personal hearing of the person charged or both forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself such an authority. The proceedings shall contain the charges framed against the person charged along with the grounds therefore, written statement filed in deference. If any. A sufficient record of the evidence adduced during the oral enquiry a memorandum of the points urged by the person charged during the personal hearing. If any, a statement of the findings of the enquiry officer on the different charges and the grounds therefore.

- (b) Except under very special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred, no pleader or any agent shall be allowed to appear either on behalf of the Society or on behalf of the person charged before the enquiry officer.

Provided that when a request is made by the person sheared for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted, the enquiry officer or the officer to whom an appeal may be preferred shall allow the person charged to be represented by a counsel.

(c) After the authority competent to impose the penalty mentioned in clause (a) has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiry officer and be given a reasonable opportunity of making a representation within a reasonable time, not ordinarily exceeding one month. On the penalty proposed. Any representation made in this behalf by the person charged shall be duly taken into consideration by the competent authority before final orders are passed.

Provided that such representation shall be based only on the evidence adduced during the enquiry referred to in clause (a).

(d) The authority imposing nay penalty under these rules shall maintain a record showing:-

- (i). The allegations up on which action was taken against the person punished.
- (ii). The charges framed, if any:
- (iii). The persons representation, if any, and the evidence taken, if any, and
- (iv). The findings and the grounds therefore.

(e) Every order imposing the penalty shall state the grounds on which it is passed and shall be communicated in writing to the person concerned.

3. (a) Nothing in sub-rule (1) & (2) shall apply where it is proposed to impose on an employee any of the penalties mentioned in rule 6 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose any such penalty is satisfied that for some reason it is not reasonably practicable to hold such enquiry or give such opportunity as is mentioned in the said sub -rule.

(b) The provisions of sub-rule (2) shall not apply where the Chairman Telangana Minorities Residential Educational Institutions society is satisfied that in the interest of the security of the society. It is not expedient to hold such enquiry or give such opportunity.

- 4.(a) All or any of the provisions of sub-rule (1) and (2) may in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing be waived where there is a difficulty in observing fully the requirements of these sub-rule and those requirements can be waived without causing any justice to the person charged.
- (b) If any question arises whether it is reasonable to hold any such enquiry or give any such opportunity as is mentioned in sub-rule (1) and (2) of the decision thereon of the authority competent to impose the penalty shall be final.
- (c) The provisions of sub-rule (2) may be waived in the case of deficiency in the stores detected at the time of stock-taking which is caused by negligence or breach of orders while he is incharge of such stores and the authority competent to write off the loss caused to the society by such deficiency is of opinion that the loss does not exceed rupees one hundred and that it should be recovered from the pay of such member. In such a case, the member shall before the recovery is ordered to be made from his pay be given a reasonable opportunity of making representation on the penalty proposed.

### **PART – III APPEALS**

5. Every employee of the society shall be entitled to appeal as hereinafter provided from an order passed by an authority:
- (a) Imposing upon him any of the penalties specified in rule 6 or;
- (b) Placing him under suspension under rule 7.
6. (1) In the case of an appeal from an order imposing any penalty specified in rule 6 the appellate authority shall consider;
- (a) Whether the facts on which the order was based have been established:
- (b) Whether the facts established afford sufficient ground for taking action: and
- (c) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper provided that

(i) No order enhancing the penalty shall be passed unless the appellant is given an opportunity of making representation on the enhanced penalty proposed : and

(ii) If the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in classes (iv) to (viii) of rule 6 and an enquiry under rule 10 has not already been held in the case, the appellate authority shall subject to the provisions of that rule hold such an enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.

(2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these rules before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers for reasons to be recorded in writing that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

7. Every person preferring an appeal shall do so separately and in his own name.

8. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, but shall both contain any disrespectful or improper language. It shall be self contained with copies of orders or other documents. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the proper channel.

Provided that an advance copy of the appeal may be submitted direct to the appeal authority. Simultaneously, with the original which is submitted through the proper channel.

9. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if

- (i) it is an appeal in a case in which under these rules no appeal lies;
- (ii) it does not comply with all or any of the provisions of rule 14;
- (iii) it is not preferred within two months from the date on which the appellant was informed of the order appealed against and no sufficient cause is shown for the delay.

(iv) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal was decided and no new facts or circumstances are adduced which could afford grounds for a reconsideration of the case : or

(v) it is addressed to an authority to which no appeal lies under these rules.

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons therefore

Provided further that an appeal withheld on account merely of the failure to comply with the provision of rule 14 shall not be so withheld if it is resubmitted at any time within one month from the date on which the appellant was informed of the withholding of the appeal, after complying with these provisions.

10. When appeal is withheld, a copy of the order withholding the appeal shall invariably be submitted to the authority to whom the appeal is addressed.

11. No appeal shall lie against the withholding of an appeal by a competent authority.

12. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority on whose order the appeal is preferred with an expression of his opinion.

13. An appellate authority may call for any appeal admissible under these rules which has been withheld by a sub-ordinate authority and may pass orders thereon as it considers fit.

14. (1) (a) The authority by whom an order imposing a penalty specified in rule 6 may be reversed or altered in cases in which an appeal is preferred shall be the appellate authority prescribed in the rules or any higher authority.

(b) No appellate authority shall entertain an appeal from any order passed by himself. In such a case, the appeals should be disposed of by the authority next above the appellate authority and, if there is no such authority. By an authority appointed by the Board of Governors of Telangana Minorities Residential Educational institutions society.

- (2) Notwithstanding anything in sub-rule (1). The Board of Governors of Telangana Minorities Residential Educational Institutions Society may of its own motion or otherwise revise for good and sufficient reasons to be recorded in writing an original order or an order passed on appeal :

Provided that an order enhancing a penalty shall not be passed without following the procedure laid down in the provision to sub – rule (1) of rule 12.

15. Nothing in these Rules shall operate to deprive any person any right of appeal. Which he would have had, if these rules had not been made in respect of any order passed before the commencement of these Rules. An appeal pending at the time when or preferred after these Rules came into force shall be deemed to be an appeal under the rules, and rule 12 shall apply as if the appeal against an order appealable under these rules.

16. The persons deputed from the State Government of Telangana shall be governed by the Telangana Civil Services (classification control and appeal rules). Provided that where punishment under the rules as warranted the procedure prescribed in those rules shall be followed and the enquiry report together with the findings of the Secretary Telangana Minorities Residential Educational Institutions society or Chairman, District society or chairman, Telangana Minorities Residential Educational Institutions Society as the case may be shall be forwarded to the Head of the Department from which the incumbent was taken into the service of the society on deputation or the issue of final orders thereon

SYED OMER JALEEL,  
Secretary to Government.

**TELANGANA MINORITIES RESIDENTIAL EDUCATIONAL INSTITUTIONS**  
**SOCIETY (REGD.) HYDERABAD**

**LEAVE RULES**

**1. SHORT TITLES**

These rules may be called the leave rules of the employees of the Telangana Minorities Residential Educational institutions society (Regd.) Hyderabad.

**2. COMMENCEMENT**

These rules shall come into force from 2016.

**3. APPLICATION**

These rules shall apply to every person who is employed in the office of Telangana Minority Residential Educational Institutions society and Telangana Minority Residential School / Colleges except to the persons paid from contingencies or employed on daily wages.

**4. DEFINITION**

(a) **Duty:** Duty does not include any period of absence on any leave admissible under these rules except, any period of absence on casual leave during a continuous period spent on duty, any period of absence on public holidays or other holidays declared to be holidays by the competent authority during continuous period spent on duty and any period of absence of public holidays when permitted to be pre-fixed or affixed to leave.

(b) **Society:** Society means society of Telangana Minorities Residential Educational Institutions society ( Regd.)

(c) **Pay:** Pay means the greater of amounts specified below:

(i) The substantive pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) on the date before the leave commences or

(ii) The average monthly pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay) earned during the ten complete months proceeding the month in which the leave commences.

(d) **Half Pay:** Half pay means half the pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) on the day before the leave commences or half of the amount specified in item (ii) above which ever is greater.

(e) **Half pay leave:** Half pay leave means leave earned in respect of service calculated at the rate of 20 days of every completed year of entire service diminished by the amount of leave on private affairs and commuted leave on medical certificate availed before the term of half pay leave is applicable.

- 5 Willful absent from duty not covered by the grant of any leave will be treated as dies – non for all purposes namely, increment, leave and pension, such absence without leave when it stands singly and not in continuation of any authorized leave of absence will constitute an interrupting of service for the purposes of pension and unless the pension sanctioning authority exercises its powers and treats the period as the leave without allowances, the entire past service will stand forfeited.
6. Leave is earned by duty only. For the purpose of this rule a period spent on Foreign Service counts as duty if contribution towards leave salary is paid on account of such periods.
7. Leave ordinarily begins on the day on which an employee is transferred or charge is affected and ends on the day on which charge is resumed.

8. Leave cannot be claimed as a matter of right. When the exigencies of service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
9. An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.
10. An employee on leave may not take any service or accept any employment including the setting up a private professional practice as accountant, consultant or legal or medical practitioner without obtaining previous sanction of secretary, Telangana Minorities Residential Educational Institutions Society (Regd.) Hyderabad.
11. A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled to under the rules shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
12. Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement.

Provided that, if in sufficient time, before the date of compulsory retirement, an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for and date as preparatory to retirement. The account of E.L which due to him on the said date of compulsory retirement subject to the maximum limit of 120/60 days so long as the leave granted, including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement does not exceed the amount of leave preparatory to retirement actually denied. The Half Pay Leave if any, applied for by any officer preparatory to retirement and denied in the exigencies of public service being exchanged with E.L to the extent to such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement.

Provided further that every employee:

- (a) Who after having been under suspension is reinstated within 120/60 days as the case may be, proceeding the date of his compulsory retirement and was prevented by reasons of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying for, subject to a maximum of 120/60 days as the case may be reduced by the period between the date of reinstatement and the date of compulsory retirement.
- (b) Who is not retired from service on attaining the age of compulsory retirement while under suspension and was prevented from applying for leave preparatory to retirement on account of having been under suspension, shall be allowed to avail of the leave to his credit subject to a maximum of 120/60 days. As if it had been refused as aforesaid if, in the opinion of the authority competent to order retirement. He has been fully exonerated and the suspension was wholly unjustified.

Provided further that an officer whose service has been extended in the interest of the public service beyond the date of his compulsory retirement may be granted earned leave as under:

- (i) During the period of extension any earned leave due in respect of the period of such extension and to the extent necessary the earned leave which could have been granted to him under the preceding provision had he retired on the date of compulsory retirement.

(ii) After the expiry of the period of extension:

- (a) The earned leave which could have been granted to him under the preceding proviso had he/she retired on the date of compulsory retirement, diminished by the amount of such leave availed of during the period of extension: and
- (b) Any leave during the period of extension as has been formally applied for as preparatory to final cessation of his duties insufficient time during the extension and refused to him on account of the exigencies of the public service and

- (iii) In determining the amount of earned – leave due in respect of the extension. The earned leave if any admissible under the proceeding proviso shall be taken into account.

Provide further that the grant of leave under this rule extending beyond the date of which an officer must compulsorily retire or beyond the date upto which an officer has been permitted to remain in service shall not be constructed as extension of service.

**EXPLANATION:** For the purpose of this rule an officer may be deemed to have been denied leave only if in sufficient time before the date on which his duties finally ceases he has either formally applied for leave as leave preparatory to retirement and has been refused of it on the ground of exigencies of public service or has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid grounds.

**NOTE:** The leave applied for during the last spell of extension of service as preparatory to final cessation of duties and formally refused in the interest of public service only should be treated as refused leave under this rule.

13. **GENERAL:** Every application for leave or extension of leave should be sent to the competent authority through the immediate superior. If any, of the employee applying for leave.

### FORM OF MEDICAL CERTIFICATE

14. Civil surgeon / Asst. Civil surgeon / RMP of -----  
after careful personal examination certify that ----- is  
in a bad state of health and he has been under my treatment from  
----- to ----- I solemnly sincerely declare  
that according to the best of my judgment a period of absence  
from duty is essentially necessary for the recovery of his/her  
health and recommend that he may be granted leave with effect  
from-----

Date:

CIVIL SURGEON/  
ASST. CIVIL SURGEON/  
R.M.P

15. An application of an employee for leave or for extension of leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. Such certificate should clearly state the nature of the illness etc., and duration, the period of absence from duty considered to be absolutely necessary for the restoration of applicant health and the date from which such absence should take effect.

- (a) The authority competent to grant the said leave may either accept the medical certificate or the applicant can be asked to secure a second medical opinion by sending him for medical examination either to the DMO / Supdt., of Hospital nearest medical officer available.
- (b) If the medical authority is unable to say that the employee will again be fit for serve, leave not exceeding 12 months in all may be granted. Such leave should not be extended without further reference to a medical authority.

- (c) If an employee declared by a medical authority to be completely and permanently incapacitated for further service. Leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with any period of duty beyond the date of the medical authority's report does not exceed six months.

16. An employee who is declared by a medical authority to be completely and permanently incapacitated for further service shall.

- (a) If he is in duty, he invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. However, if he is granted leave, he shall be invalidated from service on the expiry of such leave, and

- (b) If he/she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.

17. Leave shall not be granted to an employee, whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from service.

18. An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post which he held before proceeding on leave. He/She must report his/her return to duty and await orders. He/she must, if necessary, also submit to such delay as may be required in the interest of the public service.

#### **19. AUTHORITIES TO GRANT LEAVE**

The authorities competent to grant earned leave, surrender leave, leave on private affairs (half pay leave on medical certificate) maternity leave, extraordinary leave. Special disability leave, quarantine leave in case of infectious diseases like small pox, chicken pox and casual leave, special casual leave for undergoing family planning operation, to various categories shall be as shown in appendix.

## 20. EARNED LEAVE

An employee in superior service (officers and ministerial categories including record assts.) earned leave for each year of duty on the rate of one eleventh of the periods spent on duty if he is a probationer and at the rate of 1/22 in other cases. The maximum earned leave that may be granted at a time to an employee in superior service shall be 120 days if he is a probationer, 50 days if he is a probationer in last grade service and 20 days in other cases. The account of leave of regular employee should be credited with 30 days earned leave in two installments, 15 days on the first of January and July every year and in the case of temporary employees 8 days for each half year will be credited to their account.

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days. For temporary employees the maximum accumulation of leave shall be 30 days.

Provided that earned leave that may be granted exceeding a period of 120 days, but not exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylone, Nepal and Pakistan.

Provided further that where earned leave exceeding a period of 120 days, is granted under the above first provision the period of such leave spent in india, Burma, Sri Lanka, Nepal and Pakistan shall not, in the aggregate, exceed the aforesaid limits.

Providing that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reasons to believe that the employee will return to duty in its expiry.

## **21. LEAVE SALARY ADMISSIBLE**

An employee on Earned Leave is entitled to leave allowance equal to emoluments which he would have been entitled to had he been on duty.

Application for Earned Leave shall ordinarily be submitted at least 10 days in advance i.e., before the date from which the leave is required.

## **22. HALF PAY LEAVE**

The Half Pay Leave admissible to an employee for each completed year of service is 20 days. The half pay leave may be granted on Medical Certificate or on private affairs. The half pay leave is admissible in respect of period spent on duty and on leave including Extra Ordinary Leave Employees may avail this leave only on Medical Certificate after two years of service.

## **23. COMMUTED LEAVE**

Commutated leave not exceeding half the amount of half pay leave due may be granted on Medical Certificate to approved probationers in superior and last grade services subject to the following conditions.

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted double the amount of commuted leave shall be debited in Half Pay Leave Account.
- (iii) The total duration of Earned Leave and commuted leave taken in conjunction shall not exceed 180 days.
- (iv) It will not be granted leave preparatory to retirement.
- (v) In the event of employee tendering resignation or retiring from service before completion of the leave period, the difference of full pay drawn for the employee for the commuted leave period and the half pay admissible for the said period shall be recovered from the employee.

- (vi) If an employee is compulsorily retired on account of reasons of ill-health or in the public interest and in the event of his death while on commuted leave no recovery shall be affected.

**24. EXTRAORDINARY LEAVE**

1. Extra-ordinary leave without pay and allowances may be granted to an employee in special circumstances.

- (i) When no other leave is admissible under these rules or  
(ii) When other leave being admissible the employee concerned applied in writing for the grant of extra-ordinary leave.

2. Such leave is not debited against the leave account.

3. In the extra-ordinary circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and 3 years during the entire period of an employee service. The periods spent on such leave shall not count for increments. A bond from temporary employees, granted extra-ordinary leave should be obtained in the prescribed proforma (enclosed).

**25. SURRENDER LEAVE OR LEAVE WITH ENCASHMENT**

1. Every employee may be permitted to surrender straight away not more than 15/30 days earned leave once in 12/ 24 months interval as the case may be and encash the same without going on leave.
2. Every employee shall be paid the leave salary and allowances equivalent to such period of earned leave as is surrendered without any deductions towards PF, Family Benefit Fund or other advances provided that the deduction shall be made for Income Tax where ever applicable.
3. The interval between the surrenders of earned leave should be 12/24 months for 15/30 days during the calendar years respectively. Where the interval is 24 months and more the employees can avail of surrender leave not exceeding 30 days only. The orders sanctioning

surrender leave should specifically indicate the date from which the employee is permitted to avail of surrender leave and the years of period of availed, so that necessary entries could be made in his Service Register.

## **26. CASUAL LEAVE**

Casual leave admissible to an employee shall be 15 days during the calendar year. No leave including optional holidays can be availed by an employee without the previous sanction. At any time, Casual Leave can not ordinarily be availed of for more than 8 days. It cannot be combined with any other leave. An employee may be permitted to prefix, suffix and avail intervening holidays or optional holidays provided the total number of days of casual leave and the other public holidays together does not exceed (10) ten days at a time.

Un-availed Casual Leave will lapse at the end of the calendar year. An employee on casual leave shall be treated as on duty.

## **27. SPECIAL CASUAL LEAVE**

Special Casual Leave not counting against ordinary Casual Leave shall be granted to an employee when he is required to absent himself from duty owing to any of the following infections diseases or any other disease declared by the public health authorities infections, in his house, for such period as may be recommended by the Health Department of the locality:

Secretary Telangana Minorities Residential Educational Institutions Society (Regd.) Hyderabad is the authority to sanction the surrender Leave.

1. Small Pox
2. Chicken Pox
3. Plague
4. Cholera
5. Typhoid

6. Acute Influenza Pneumonia
7. Diphtheria
8. Cerebro Spinal Moninfills
9. Measles.

**28. MATERNITY LEAVE**

1. A competent authority may grant maternity leave on full pay to a married women employee for a period which may extend upto three months.

**EXPLANATION:**

1. The provision of those rules shall apply to the grant of maternity leave in case of confinement and hall applies to such leave in case of miscarriage including abortion subject to the following modifications namely:

- (i) That the leave does not exceed six weeks and
- (ii) That the application for the leave is supported by a certificate from RMP.

2. Maternity leave may be combined with leave of any other kind, but leave applied for in continuation of the former may be granted only if the request be supported by Medical Certificate.

Note: Regular leave in continuation of maternity leave may also be granted in case of illness of newly " born baby " subject to the female employee producing a medical Certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

3. Maternity leave may be granted in continuation of other kinds of leave.

4. Maternity leave is not debited to leave account.

5. The period of the leave shall be treated as duty for purpose of calculation of other kinds of leave.

NOTE: When the employee himself catches the infection, regular leave to which is eligible shall be taken by him.

6. When an employee undergoes sterilization operation (Vasectomy or Tubectomy) under the 'Family Planning' scheme, the grant of special casual leave should not exceed six working days. The Special Casual Leave should commence from the date of operation.

The special casual leave of six days can be sanctioned to an employee if he has to attend on his spouse who has undergone the sterilization operation.

7. The authority shall insist on production of the certificate from the Medical Officer to the effect that one has undergone the sterilization operation before sanctioning the special casual leave.
8. An employee, who is to participate in sports or games at All India/International level shall be allowed special casual leave for not more than 30 days in calendar year. If the events exceed 30 days, he shall apply for such leave to which he is eligible. However, the special casual leave can be combined with the regular leave for this purpose.

SYED OMER JALEEL,  
Secretary to Government.