

## STATUTE No. 31

### CONDITIONS OF SERVICE FOR UNIVERSITY FOR UNIVERSITY EMPLOYEES

*[Refer clauses (d) and (a) of section 35]*

#### **Part I - Applicability and Definitions:**

1. Save as otherwise provided in the Adhiniyam and the Statutes, the provisions of this Statute shall apply to all employees of the University. other whose services have been lent to the University by the Central or State Government.

2. In this Statute:

- (a) "Pay" means the amount drawn monthly by the University employee as:
  - (i) the pay, other than special pay or additional pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and
  - (ii) Special pay, personal pay, technical pay and
  - (iii) any other emoluments which may be specially classed as pay by the Executive Council.
- (b) "Average Pay" means the average monthly pay earned during the 10 complete months immediately preceding the months in which the University employee proceeds on leave or is suspended;
- (c) "Substantive Pay" means pay other than special pay, personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (d) "Vacation Post" means a post involving teaching duties in an educational institution entitled to the Winter and Summer vacations.
- (e) "Normal Rent" means rent payable under paragraph 20 below.
- (f) Presumptive rent in relation to a house belonging to university employee or his spouse, or children or father or mother in which he lives and for which he does not pay any rent to anybody is:
  - (1) Where is University employee draws pay in excess of Rs. 200/- ;
    - (i) The rental value of the house taken into account by the Property Tax-officer for calculation of property tax payable to Government;
    - (ii) The rental value determined by local authorities (e.g. Municipal Committee, Corporation etc.) for any purposed.
    - (iii) The amount certified by the Collector in respect of house located at his headquarter or by the Sub-Divisional Officer (Revenue) in respect of house located in the other towns in his jurisdiction, to be the reasonable rent that can be paid for the house.

(2) Where the University employee draws pay of Rs. 200/- or less the approximate rent which would have been obtained, in the opinion of the University employee if it has been let out, subject to the right of verification by the Registrar.

**Part - II Classification of Posts, Appointment and Tenure:**

3. (a) Post in the University shall belong to the class and shall carry the scales of pay as given in the Appendix.

Provided that an employee in the service of the University on the date of coming into force of this Statute shall be given the option, to be exercised within sixty days of the aforesaid date, to continue in the scale of pay in which he was engaged on the said date and where the option is not exercised within the specified period he shall be deemed to have elected the pay scale relevant to his post as given in the Appendix.

- (b) The rates of dearness allowance on pay drawn in the scales shown in the Appendix, except those markets as N. P. (Non-Pande), shall be as may be sanctioned by the State Government for its employee in corresponding pay scales in the revised (Pande) scale.

Provided that the rates at which dearness allowance is to be paid shall not be sanctioned by the Executive Council except with the prior approval of the state Government.

- (c) In case of employees in Non-Pande (N. P.) scale and those who elect to continue in their existing pay scales the rates of dearness allowance shall be the same as obtaining on the date of coming into force of this Statute plus such additional amounts as may be sanctioned by the Executive Council from time to time, with the prior approval of the State Government.

4. (1) (a) The Executive Council shall have power to appoint the officers of the University other than the Kuladhipati and the Kulapati, the teachers of the University paid by the University and the employee other than class III and class IV employee.
- (b) Subject to the control of the Kulapati the Registrar shall have the power to appoint the class III, class IV, Work-charged and contingency-paid staff of the University.

Provided that in respect of reservation, Madhya Pradesh Lok Seva (Reservation for Schedule Caste, Schedule Tribe and Other Backward Class) Adhiniyam (No 21 of 1994) and the rules and order made there under shall be applicable in the Universities.

|   | SC  | ST  | OBC | General |
|---|-----|-----|-----|---------|
| Class I & II (Post other than SUS Teaching Posts) | 15% | 18% | 17% | 50%     |
| Reservation for Women                             | 30% | 30% | 30% | 30%     |
| Class III & IV                                    | 16% | 20% | 14% | 50%     |
| Reservation for Women                             | 30% | 30% | 30% | 30%     |

- (2) (a) Save as otherwise provided in the Statutes and the ordinances the qualifications for appointment to the post in various classes in the University shall be such as may be determined by the appointing authority from time to time.

- (b) The category of posts (excluding teaching post and post of officers of the University), the percentage of such to be filled ordinarily by promotion and the lower category from which such promotions are to be made shall be specified by the Executive Council. Such promotions shall be considered by the appointing authority once a year ordinarily in the month of October. All promotions shall be made by the basis of Seniority-cum -merit, subject to application of reservation policies framed by the Government of M.P. from time to time.

\*\*\* (3) The age of retirement of a University employee other than the Teachers will be **sixty two** years. (Effective from 31-08-2013)

\*\* The age of retirement of Lab Technician in the teaching departments shall be 62 years.

\*\* The age of retirement of University teachers will be sixty five years. (Effective from 01-04-2012)

Provided further that for age of retirement of a University employee in class Iv service shall be 62 years.

Provided that the Executive Council, in a special case, may grant to an employee who has reached the age of super-annuation an extension for a further period not exceeding two years if the council is satisfied that such extension is in the interest of the university.

5. (1) Ordinarily appointment against a permanent post shall in the first instance be on probation for a period of two years. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total, period of probation shall exceed three years.

(2) No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by a Medical Practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employee. The fees prescribed in case of such examination shall be paid by the employee.

6. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical pay scale or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis shall be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

7. (a) The whole time of University employee is at the disposal of the University and he may be employed in any manner required by the proper authority, without claim for additional remuneration.

(b) (i) The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive a remuneration therefore in the form of fee. If it is satisfied that this can be done without determined to his official duties of responsibilities.

Provided that half the amount of the fee so received shall be credited to the fund of the University except in cases covered by Exception 4 below SR 2 of Rule 47 of M. P. Fundamental Rules.

- (ii) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed, which is occasional in character.

Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.

- \*(iii) The Kulapati/Executive Council may depute a University Officer / Teacher / Employee to perform specified service for Private Institution/Body or Govt. on deputation as per delegation of powers. The terms and conditions of deputation shall be as per State Govt. rules in force from time to time.

8. The Head of the Branch or Department or Institution under whom the employee is working shall send to the Registrar in the form prescribed by the Kulapati.

- (a) every year not later 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
- (b) at least one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post starting his option about the employee's fitness or otherwise for confirmation in service.

\* Inserted by amendment approved by the Co-ordination Committee on 24.4.1992

9. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency-paid employee.

- 10
- (a) If the appointing authority is not satisfied that the work and/or conduct of the employee on probation is satisfactory, his services may be terminated. In case of termination of the service of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of one month. The probationer may also terminate the engagement by giving one month's notice or one month's salary.
  - (b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such revision shall not be deemed to be a penalty.
  - (c) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall on satisfactorily completing his period of probation, be eligible for confirmation in that post.

11. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and ceases to hold any lien on the first one.

12. A permanent employee shall be required to give three months notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice the University

shall pay him three month's salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired.

\*\* Provided that where a permanent employee is relieved after three months notice or payment of three months' salary in lieu of such notice to take up appointment elsewhere, his relief or till the date of his confirmation on the other post, whichever is earlier.

13. (a) The services of a university employee may be terminated on any of the Following grounds:

- (i) Wilful neglect of duty.
- (ii) Misconduct.
- (iii) Physical or mental unfitness.
- (iv) When the post he is holding is abolished.
- (v) Conviction in a Court of law for an offence involving moral turpitude.

\*\* Inserted by amendment approved by the Co-ordination Committee at its meeting held on 19-7-76 and adopted by the Executive Council at their meeting of 10-11-76 and effective from 10-11-76

\*\* (b) The following lapses would constitute misconduct on the part of persons holding teaching posts in the University Teaching Departments/ School of Studies:

- (i) Failure to perform his academic duties such as Lectures demonstration, assessment, guidance invigilation etc.
- (ii) Gross partiality in assessment of students, deliberately over-making under-marking or attempts at victimization on any grounds.
- (iii) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present.
- (iv) Raising questions of caste, creed, religion, race or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.
- (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his differences with their policies or decision.

14. Before leaving University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorised to receive charge and shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, if any, inclusive of Municipal taxes, water and electric charges. etc. If he fails to do so, the Head of the Branch or Institution in which he is employed shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund, If he has any, or from any other source.

15. A University employee shall subscribe to the Provident Fund in accordance with the provisions of the Statutes.

16. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

17. (i) No University employee shall be granted leave of any kind for a continuous period exceeding five years.

(ii) Where the University employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be in University employ.

Provided that the Executive Council may determine otherwise in any case in the view of the exceptional circumstances.

18. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Madhya Pradesh Government. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.

\*\* Inserted by amendment approved by the Co-ordination Committee at its meeting held on 17-7-76 and adopted by the Executive Council at their meeting of 10-11-76 and effective from 10-11-76

### **Part - III Residential Accommodation:**

19. The Executive Council may make rules laying down the Principles governing the allotment of such buildings or such portions thereof, as may be available to employees serving under the administrative control of the University for residential purposes.

20. When University employees mentioned below are provided with unfurnished University quarter, they shall pay monthly rent at the rates specified against them or the sanctioned rent (i.e. the standard rent) whichever is less:

(a) All University employees belonging to Class III or Class IV:

(i) Whose emoluments exceed Rs 250/- p.m. 7<sup>1/2</sup> percent of emoluments

(ii) Whose emoluments exceed Rs 100/- p.m. but  
do not exceed Rs 250/- p.m. 5 percent of emoluments

(iii) Whose emoluments do not exceed Rs 100/- p.m. Rs 2/0 p.m.

(b) All other employees 10 percent of emoluments.

Provided that the standard rent shall be calculated on the basis of the provisions in the Fundamental Rules of the Madhya Pradesh Government.

Note: (i) The tenant will, in addition, be required to pay the cost of water and electrical energy consumed

(ii) Emoluments shall mean emoluments as defined in Rules 45 (c) of the M.P. Fundamental Rules.

21. The employee shall be eligible to house rent allowance at the rates sanctioned by the M.P. Government for its employee subject to the conditions laid down by the Madhya Pradesh Government for grant of such allowance.

\* (Clause 22 to 52 have been deleted vide decision of Coordination Committee dated 8-11-85 and have been included in Leave Rules, 1986)

53 (A) CASUAL LEAVE:

- (i) Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed of right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year.
- (ii) Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence, including Sunday and other holiday shall not exceed 8 days at a time.

Note: Holidays or Sundays falling between will not count as casual leave.

- (iii) Casual leave cannot be combined with any other kind of leave.

(B) SPECIAL CASUAL LEAVE:

- (i) An employee summoned to serve as juror or assessor or to give evidence before the Court of Law as a witness in a civil or original case in which his private interests are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (ii) It may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committees appointed by the Universities / Government / University Grants Commission / M.P. Ucheha Shiksha Anudan Ayog, lecturing and examination work, or such other work as may be specified by the Executive Council.

\*\* (iii) Special Casual leave under clause (ii) above shall be admissible only for non-remunerative work and shall not exceed fifteen days in a calendar year.

Provided that for non-remunerative work on the committees appointed by the Universities / Government / University Grants Commission / Madhya Pradesh Ucheha Shiksha Anudan Ayog, the Kulapati/ the Kulapati may, at his discretion, sanction special casual leave for a further period not exceeding fifteen days in a calendar year.

\* (C)

In case of University employees selected under the various cultural Exchange /National Lecturer / Exchange Programme etc. sponsored by the Government of India/State Government / U.G.C. and other Statutory bodies as a member of delegation or to deliver specified lectures in India or abroad the period of absence from the University shall be counted as duty.

54. Leaves on the extent prescribed below but not exceeding in any case the period earned may be sanctioned by the authority mentioned against each:

**A. Casual Leave:**

| Category  | Sanctioning Authority            |
|---|----------------------------------|
| (i) Head of Departments and Registrar   | Kulapati                         |
| (ii) Departmental employees (Teacher other than Head of the Department), Laboratory, Ministerial and Class IV staff | Head of the Department concerned |

- (iii) Registrar's office staff Registrar  
Provided further that casual leave upto 5 days at a time may be sanctioned by the DR/ARs to the ministerial and Class IV staff or respective sections under then charge.

**B Special Casual Leave:**

- (i) An employee other than Kulapati Kulapati

\*\* Inserted by amendment approved by the Co-ordination Committee at its meeting held on 17-7-76 and adopted by the Executive Council at their meeting of 10-11-76 and effective from 10-11-76

**C Leave other than Casual or Special Leave:**

|       | Category  | Sanctioning Authority          | Maximum period of sanction if any       |
|-------|---|--------------------------------|---|
| (i)   | Kulapati  | Kuladhipati                    | to the maximum extent due               |
| (ii)  | Head of Department  | Kulapati                       | up to 2 months                          |
|       | and the Registrar   | Executive Council              | more than 2 months                      |
| (iii) | All Class I & Class II employees                                | Kulapati                       | up to 3 months                          |
|       |   | Executive Council              | more than 3 months                      |
| (iv)  | Class III & Class IV staff in teaching Deptt/ School of Studies | Head of the Deptt.<br>Kulapati | up to one month<br>more than one month  |
| (v)   | Class III & Class IV staff other than in (iv) above             | Registrar<br>Kulapati          | up to one month<br>more than one months |

\*55 The benefit of surrender and encashment of earned leave will be admissible to the University Employees as per rules applicable to the State Government Employees from time to time.

**Part V Supervision, Penalties and Disciplinary Authority:**

56. (1) The appointing authority may be an order place an employee, under suspension:
- When a disciplinary proceeding against him is contemplated or is pending or
  - Where a case against him in respect of any criminal offence is under investigation, inquiry or trial
- (2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority:
- With effect from the date of his detention, if he is detained in custody, whether on a criminal charges or otherwise for a period exceeding forty-eight hours.

- (b) With effect from the date of his conviction, if in the event of conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
  - (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.
  - (4) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
57. (1) The appointing authority may, for good and sufficient reasons, impose on an employee the following penalties:
- (a) Censure
  - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders
  - (c) withholding of increments of pay
  - (d) reduction to lower time scale of pay, grade or post
  - (f) removal from service
  - (g) dismissal from service which shall ordinarily be a disqualification for future employment in the University.

Besides the above, the penalty of fine not exceeding rupees five may be impose on a class IV employee for petty carelessness, unpunctuality, idleness or similar misconduct of minor nature.

(2) The appointing authority may institute disciplinary proceeding against an employee of the University.

(3) No order imposing any of the penalties specified in sub-paragraph (1) above other than fine shall be made except in accordance with the procedure for imposing penalties on government servant prescribe by the Madhya Pradesh Government and in force at the time the appointing authority orders an inquiry against the employee concerned.

58. (1) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(2) Where any penalty is imposed on an employee by the Executive Council, he may prefer an appeal to the Kuladhipati within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(3) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies shall not contain any disrespectful or improper language and shall be complete in itself.

(4) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the

appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.

- (5) (i) The appellate authority may confirm, change, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.
- (ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

59. An University employee under suspension shall not be granted any leave.

60. (a) A employee under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the leave rules, if he had been on earned leave and in addition dearness allowance, if admissible on such leave salary.

Provided that where the period of suspension exceeds one year, the authority, who ordered the suspension (a) shall increase the amount of subsistence allowance by an amount not exceeding 50% of the amount paid during the first year, if the period of suspension has been prolonged for reasons not attributable to the University employee, or (b) may reduce the subsistence allowance by suitable amount, not exceeding 50 percent of the amount paid during the first year, if the period of suspension has been prolonged due to reasons directly attributable to the University employee.

(b) He shall also be entitled to any other allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted.

No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

61. When a University employee who has been dismissed, removed or suspended is reinstated the authority competent to order reinstatement shall make a specific order.

(a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty and

(b) whether or not the said period shall be treated as period spent on duty for all purpose.

#### **Part VI Miscellaneous:**

62. Every employee shall at all times:

- (a) Maintain absolute integrity.
- (b) Show devotion to duty and
- (c) Do nothing which is unbecoming of an employee of the University.

63. No employee shall join or continue to be a member of such association the objects or activities of which are prejudicial to the interest of the University or public order decency or morality.

64. No employee shall

(i) engage himself or participate in any demonstration which is prejudicial to the interest of the University public order decency or morality or which involves contempt of court defamation or incitement to an offence or

(ii) resort to or in any way abet any form of violence in connection with any matter pertaining to his service or the service of any employee.

65. (i) No employee shall except with the previous sanction of the University own wholly or in part or conduct or participate in the editing or management of any newspaper or periodical publication.

(ii) No employee shall except with the previous sanction of University or the prescribed authority or in the bonafide discharge of his duties participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously pseudonymously in any news paper or periodical or write a book

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary artistic or scientific character.

66. No employee shall except in accordance with any general or special order of the University on in the performance in good faith of the duties assigned to him, communicate directly or indirectly an official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

67. No employee shall bring or attempt to bring any political or other influence to bear upon and superior authority to further his interest in respect of matters pertaining to his service under the University.

68. No University employee shall except with the previous written sanction of the University join any college/school or appear at any examination conducted by the University or any other University or Board.

Permission to attend classed or take an examination will be granted only, if it is consistent with University interest and it cannot be claimed as of right.

69. No University employee except those specifically employed on a part- time basis shall without the previous permission of the University apply for any post outside the University.

(a) all provisions pertaining to discipline as contained in rules 4 of m.P. civil services (conduct) Rules shall be deemed to be part of University conduct Rules not provided in the provisions of para-62 to 69 of University Rules.

70. Any infringement of provisions of paras 62 to 69 of this statute shall be regarded as subversive of good discipline and misconduct and will well justify the initiation of disciplinary action against such employee.

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\*\* Approved by the 20<sup>th</sup> Co-ordination committee at its meeting held 30-06-2012.

\*\*\* Approved by the 24<sup>th</sup> Co-ordination committee at its meeting held 12-08-2014.

## APPENDIX

As per M. P. Vishwavidyalaya Adhiniyam 1973, Statute 31 para 18, the pay rules of the University Employee are being regulated by the Fundamental Rules of M.P. Govt.

With effect from 01.01.1996 the classification & scales of pay of University employee shall be under (M.P. Govt Gazette dated 09.03.1998 no. 66/1998)

| S. NO.           | Designation  | Scale of pay in Rs.                 |
|------------------|--|-------------------------------------|
| <b>Class I</b>   |  |                                     |
| 1.               | Registrar  | Rs. 16400- 22000                    |
| 2.               | Dy. Registrar/Finance Officer/Controller Un. Press/Un. Engineer  | Rs. 12000-16500                     |
| <b>Class II</b>  |  |                                     |
| 3.               | Asstt. Registrar/ Dy Controller Un. Press Manager/ Asstt. Librarian/ Secretary Kulapati/Asstt. Dev. Officer/ Health Officer Asstt. Engineer/secretary Kulapati   | Rs. 10000-15200                     |
| <b>Class III</b> |  |                                     |
| 4.               | Curator Oriental Institute/ Excavation Inch./Section Officer/P.A. to Kulapati/Registrar/Confidential Asstt to Registrar/Select Grade Sub Engineer  | Rs. 5500-9000                       |
| 5.               | Junior Engineer (Electrical) Degree Holder/Asstt Survey Instructor/Cartographer/Research Assistant/Superintendent/Senior Technical Asstt. Chemical Analyst/ Physical Training Instructor/ Hockey Coach   | Rs. 5000-8000                       |
| 6.               | Draftsman/Senior Auditor/ Accountant/ Technographer/Steno Kulapati/Upper Decision Clerk Grade- I /Head Clerk (Select Grade) museum Asstt Grade I/ Store Keeper/ Statistical Asstt. Library Asstt, Grader I/ Foreman/ Shastri Oriental Institute/ Record Keeper/ Moon operator/ Line operator/ Photographer Artist-cum photographer/ Senior Museum Keeper/Junior Auditor/ Proof Reader (Senior) Glass Blower /Rock Section cutter/ Workshop Mistry  | Rs. 5000-8000                       |
| 7.               | Cashier /Cataloguer/Asstt. Draftsman /Sub Engg/Upper Division Clerk Gr II/ Electrician (Diploma Holder)/ Mechanic Gr I/ Machine man Gr I/ Electrician (Diploma Holder)/Store keeper Gr II/ Laboratory Technician/ Library Asstt. Gr II/Herbarium Keeper/ Museum Keeper (Jnr.) /Head Clerk (Department)/ Accountants (Department)/Section Cutter/ Sanitary Inspector/ work Supervisor /Ausitor (Building)/Asstt. Press/ Supervisor (press)/Instrument Repairer /Proof Reader (Junior)/ Reviser/Garden Supervisor/Store Keeper (UTD)/ Tech. Asstt College/Glass Blower (College) | Rs. 4000-6000                       |
| 8.               | Typist/ Telephone operator/ Lower Division clerk/ Counter clerk/Iue clerk/ Tracer/ Matriculate Compounder / Asstt Cataloguer /Garden Asstt operator/ mark man /Shift in charge.  | Rs. 3050-4590 Plus<br>S.P. Rs. 75/- |

**Class IV**

|     |   |               |
|-----|---|---------------|
| 9.  | Electrician/ Mechanic Gr II/ Machine Man Gr II / Tracer (Non Metric)/ Copy Holder/ Time Keeper/ Senior Binder/ Mono Castor/ Senior Compositor/ Driver/ Mistry/ Care Taker/ Plumber/ Gasman/ Gas Mechanic/Museum Asstt. Gr II/ Carpenter/Gymnasium Instructor/Pump Driver/ Junior Printer/ Driver -Cum-Mechanic / Taxidermic/Mason/Engine Driver/Carpenter-cum-Fitter/ Valve man/Wireman/Lineman/Junior Binder/ Junior Compositor /Mechanic Gr III/ Machine Man Gr III/ Distributor/Multi Grapher/Field Asstt./Laboratory Attendant/ Museum Attendant/ Dresser Skilled Worker. | Rs. 3050-4590 |
| 10  | Library Attendant/Book Lifter (Attendant)/Drafter/Head Peon/Head Mali/Security Guard/ Janitor Jamadar/Draftari Junoir   | Rs. 2610-3540 |
| 11. | Peon /Cleaner/Orderly/Farash/Mali/Garden Collie/Water Man/Ink man/Choukidar/Sweeper/Metal Melting Man pump Attendant/ Electrical Attendant/ Grounds man/Ward -Boy-Gateman/Khalasi/Animal Cather/Field Attendant.  | Rs. 2550-3200 |

**Technical Posts:**

- |                    |                 |
|--------------------|-----------------|
| 1. Professor       | Rs. 14300-18300 |
| 2. Reader          | Rs. 12000-16500 |
| 3. Senior Lecturer | Rs. 10000-15200 |
| 4. Lecturer        | Rs. 8000-15300  |

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**RULES 45 (C) OF M.P.**  
**FUNDAMENTAL RULES F.R. 45-C**

For the purpose of Rules 45-A&B emoluments means:

- (i) Pay
- (ii) Payment from general revenues and fees, such payments or fee are received in the shape of fixed addition to monthly pay and allowances as part of the authorised remuneration of a post.
- (iii) Compensatory allowances, other than travelling allowance uniform allowance clothing allowance outfit allowance special outfit allowance uniform grant and grant for horse and saddlery whether drawn from the consolidated Fund of India or of a State or from a Local Fund (Finance Deptt. Notification No. 763-CR2060-57-IV-R-I dated the 21st March 1960)
- (iv) Exchange compensation allowance.
- (v) Pension other than a pension drawn under the provision of Chapter XXXVIII Civil Service Regulation or compensation received under the Workmen's Compensation Act 1923 as subsequently amended.
- (vi) In the case of a Government servant under suspension & in receipt of a subsistence grant, the amount of the subsistence grant, provided that if such Government servant is subsequently allowed to draw for pay the period of suspension, the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the emolument ultimately drawn shall be recovered from him.

(It does not include allowances attached to the Victoria Cross, the Military Cross, the King's police Medal, the Indian police Medal the order of British India or the Indian order of Merit)

**NOTES-**

- 1. The emoluments of Government servant paid at piece work rate shall be determined in such manner as the Local Government may prescribe.
- 2. The emoluments of an officer on leave mean the emolument drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.
- 3. The amount of pension to be taken into account will be the amount original sanctioned i.e. before commutation, if any and will also include the pension equivalent of death cum retirement, gratuity and other forms of retirement benefits if any e.g. Govt's contribution to a Contributory provident Fund Commuted value of pension etc.

**L.G.R.-** For the purpose of rule -45 C(ii) only that portion of the fees received by a Government Servant which he is allowed to retain for himself should count as emoluments.

(G. of 1 Ministry of Finance, Office Memo No. F. 17 (13)-EG 1-49 dated 12-5-49)

**G.I.O.-** The term pension occurring in this rule should be held to mean the full sanctioned pension prior to commutation.

(G.I.F.D. Letter No. F.-3 (28)-R-1-130 dated the 3rd November 1930)