

SHRI MATA VAISHNO DEVI
GURUKUL EMPLOYEES

BYE LAWS, 2015



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Shri Mata Vaishno Devi Gurukul Employees Bye Laws, 2015

CHAPTER –I

Short Title and Definitions

In exercise of the powers conferred by section 24 of the Jammu and Kashmir, Shri Mata Vaishno Devi Shrine Act, 1988 (Act No. XVI of 1988) and all other powers here-unto enabling, Shri Mata Vaishno Devi Shrine Board hereby makes the following bye-Laws namely: -

1. These Bye Laws shall be called 'Shri Mata Vaishno Devi Gurukul Employees, Bye Laws, 2015. They shall be effective from 1st January 2015 with modifications/amendments from time to time.
2. In case of any dispute(s) regarding the affiliation or any other matter pertaining to educational institution (Shri Mata Vaishno Devi Gurukul) run by Shri Mata Vaishno Devi Shrine Board the courts / tribunals at Reasi/Jammu shall have the exclusive jurisdiction to entertain such disputes.
3. In these Bye-laws, unless the context otherwise requires:
 - i) "Shri Mata Vaishno Devi Gurukul" means an educational institution run by Shri Mata Vaishno Devi Shrine Board.
 - ii) "Chairman" means Chairman of Shri Mata Vaishno Devi Shrine Board.
 - iii) "Chief Executive Officer" means Chief Executive Officer of Shri Mata Vaishno Devi Shrine Board.
 - iv) "Addl. Chief Executive Officer" means Addl. Chief Executive Officer of Shri Mata Vaishno Devi Shrine Board.
 - v) "Governing Council" means the body responsible for looking after the affairs of SMVD Gurukul and shall comprise Chairman of Governing Council, CEO, SMVDSB, Addl. CEO, SMVDSB concerned and Administrator, SMVD Gurukul (to act as Member secretary) and other Member(s) to be nominated from time to time by the Chairman, SMVDSB.
 - vi) "Administrator" means the nominee (Officer) of the Chief Executive Officer SMVDSB responsible for overall supervision and administration of SMVD Gurukul.
 - vii) "Principal (Pradhanacharya) means the Head of the Institution responsible for looking after the Academic and day to day affairs, SMVD Gurukul.
 - viii) "Vice Principal/ Acharya/ Teacher" means a person in the employment of Shri Mata

Vaishno Devi Gurukul for teaching purposes.

- ix) "Competent Authority" means the Competent Authority viz. 'Appointing Authority', 'Disciplinary Authority' and 'Appellate Authority' provided hereunder:

S. No.	Classification of Employees	Appointing Authority	Disciplinary Authority		Appellate Authority
			Minor penalties	Major penalties	
1.	Group – A	Chairman, SMVDSB	CEO, SMVDSB	Chairman, SMVDSB	Chairman, SMVDSB
2.	Group – B	Chairman, SMVDSB	CEO, SMVDSB	Chairman, SMVDSB	Chairman, SMVDSB
3.	Group – C	CEO, SMVDSB	Addl. CEO, SMVDSB	CEO, SMVDSB	Chairman, SMVDSB

The Classification of Groups of employees shall be same as per Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service), Bye Laws, 1996.

- x) "Post" means a post created under Shri Mata Vaishno Devi Gurukul Employees Bye Laws, 2015; post created thereupon with the approval of the Chairman, SMVDSB for Shri Mata Vaishno Devi Gurukul.
- xi) "Examination" means examinations conducted by Gurukul / affiliating University.
- xii) "Session" means the period of twelve months duration, normally April to March.
- xiii) "Syllabus", means syllabus approved by the affiliating University.

4. Maintenance of Record by the Teaching Faculty

Teaching Faculty shall maintains the following documents and also any other record as may be specified from time to time.

- Attendance Register of the class for which he/ she is the Class Teacher
- Personal Log Book and Class Log Book, Programme of instruction and Lesson Plans.
- Cumulative result of his class.
- Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
- Stock Register of properties held by him/ her.
- CRB (Cumulative Record Book) of the class for which he/ she is a Class Teacher.

Chapter-II
Recruitment and other Conditions of Service

4. These Bye-Laws shall apply only to the employees of Shri Mata Vaishno Devi Gurukul as mentioned at Schedule-I Category "A" of these Bye-Laws. All other categories of employees vis-a-vis:
- a) Employees mentioned at Schedule-I Category "B" of these Bye-Laws and
 - b) Employees of Shri Mata Vaishno Devi Shrine Board posted at Shri Mata Vaishno Devi Gurukul

shall be governed by Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other conditions of Service) Bye-Laws, 1996.

Further, these Bye-Laws shall not be applicable to any person engaged on Honorarium/ Muster Roll basis.

5. **General conditions of appointment:**

The following general conditions shall apply to all appointments in the Shri Mata Vaishno Devi Gurukul:

- a) All appointments in Shri Mata Vaishno Devi Gurukul shall be made after suitably advertising the post. The employee shall have to go through the mandatory period of probation for 02 years from the date of appointment. The incumbent upon satisfactory completion of probation in any post may be considered for regularization. Chairman shall be the competent authority for confirmation and appointment to Regular Pay Structure for all such posts as per Schedule-I, Category "A" & "B" on the recommendation of corresponding Selection Committees as prescribed below:
 - i) For Group A posts, the Selection Committee shall comprise two members of the Board to be nominated by the Chairman and Chief Executive Officer who shall act as Member Secretary of the Committee.
 - ii) For Group B posts, the Selection Committee shall comprise a member of the Board to be nominated by the Chairman alongwith Chief Executive Officer and Addl. Chief Executive Officer, who shall also be the Member Secretary of the Committee.
 - iii) For Group C posts, the Selection Committee shall comprise Addl. Chief Executive Officer concerned, Dy. Chief Executive Officer (Incharge Personnel) who shall act as Member Secretary and Administrator, SMVD, Gurukul.
- b) No person shall be eligible for appointment unless he has attained the age of 18 years but is not more than 58 years of age on the date of appointment. However in exceptional cases the Chairman shall have the authority to relax the maximum age limit subject to his satisfaction regarding usefulness and medical fitness of the candidate.
- c) No person shall be eligible for appointment to any post in the service unless he possesses the qualifications prescribed for that post in Schedule-II.

- d) The appointment of a person in Shri Mata Vaishno Devi Gurukul shall be subject to the production of following documents;
- i. Medical fitness certificate from a Registered Medical Practitioner not below the rank of Assistant Surgeon of a Government Hospital.
 - ii. Character certificate from a Revenue Officer not below the rank of a Tehsildar within whose jurisdiction he/she resides or the Superintendent of Police of the District concerned.
 - iii. Any other document deemed essential by the Appointing Authority.
- e) Chairman shall be the Competent Authority to appoint any suitable candidate on any post in relaxation to the ibid rules.

6. **Promotion:**

Promotion shall be made on the basis of merit and seniority to the Regular (Graded) employees of SMVD Gurukul as per Schedule-II. The Selection Committee constituted under Clause 5 (a) of these Bye Laws shall also be the Committee to recommend promotions for respective categories of service.

7. **Seniority:**

The Seniority of the regular employees to various posts will be determined in the order of their merit and seniority of regularization upon completion of probation period.

8. **Emoluments:**

- a) At the time of appointment, the Emoluments/ Salary of an employees appointed in Shri Mata Vaishno Devi Gurukul shall be fixed with the minimum of Pay Band plus Grade Pay. On this basic salary, the Dearness Allowance and other allowances, as applicable to the employees of Shri Mata Vaishno Devi Shrine Board shall be allowed.
- b) Annual increment @ 3% on Basic Salary (Pay Band plus Grade Pay) shall be allowed to the employees as on 1st July of every year in respect of employees who have rendered atleast 6 months or more at Shri Mata Vaishno Devi Gurukul, subject to satisfactory performance during the period. 03 additional increments on account of acquiring Ph.D shall be granted to the teaching employees of Gurukul at the time of regularization and also to such employees who acquire Ph.D during the regular services.
- c) All employees shall be required to contribute to the Contributory Provident Fund and other contributory schemes as may be determined by the Board from time to time.

9. **Transfer:**

The Chief Executive Officer, SMVDSB or the officer (s) to whom such powers have been delegated shall, in the interest of administration, be the authority to transfer any

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employee of the Gurukul.

10. **Termination of Employment:**

- i) The employee shall be discharged any time during the period of probation if the 'Appointing Authority' is not satisfied with the services of the employee by serving one month's notice to the employee or by paying one month's salary in lieu thereof. The employee may also terminate the probation arrangement by giving one month's prior notice of his/her intention to leave the job/resign or by paying the amount equivalent to one month's salary. An employee leaving the service of Shri Mata Vaishno Devi Gurukul without proper notice or compensation paid in lieu of such notice or without acceptance of his/her resignation or without being relieved of his/her duties, shall forfeit his/her claims to unpaid salary /benefits due, if any. However, it shall be the discretion of the Appointing Authority to waive of such notice.
- ii) The condition of giving one month's notice or payment of one month's salary may not be required to be followed where the termination of contract is due to the infliction of major penalty on account of misconduct as defined in clause 19(a) of this act.

11. **Resignation:**

- i) No employee shall resign from the service of the Gurukul whether on probation/regular services except by giving one month's notice and after refunding expenses, if any, incurred by the Gurukul on his training and also clearance of all the dues outstanding against him towards the Gurukul.

Provided that it shall be open to the Appointing Authority to waive off requirement of such notice.

- ii) Resignation may be accepted by the Appointing Authority with immediate effect or at any time before the expiry of the period of notice in which case an employee shall be paid pay in respect of un-expired period of notice given by him. In case a shorter period of notice is accepted at the request of an employee, he shall be entitled to receive his pay and allowances only in respect of actual period spent on duty in the Gurukul.

12. **Voluntary retirement of employees on completion of 20 years of qualifying service in Regular (Graded) Pay Structure:**

- a) At any time after an employee has completed 20 years of qualifying service in the Regular (Graded) Pay Structure or attained 45 years of age whichever is earlier, he may, by giving notice of not less than three months in writing to the Competent Authority, retire from service of Shri Mata Vaishno Devi Gurukul.

Note: In computing the notice period of three months referred to above the date of service of the notice and the date of its expiry shall be excluded.

- b) The notice of voluntary retirement given under the bye-laws shall require

acceptance by the Appointing Authority.

- c)
 - i. An employee referred to in these bye-laws may, make a request in writing to the Chief Executive Officer to accept notice of voluntary retirement of less than three months giving reasons thereof.
 - ii. On receipt of a request under clause (a), the Appointing Authority, subject to the provision of these bye-laws, may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the Appointing Authority may relax the requirement of notice of three months.
 - iii. The amount of post-retirement benefits to be granted shall be subject to provisions made under the Shri Mata Vaishno Devi Shrine Board Employees (Recruitment and other Conditions of Service), Bye Laws, 1996 in this regard.
- d) An employee of Shri Mata Vaishno Devi Gurukul who is allowed to retire under these bye-laws and has given necessary notice to that effect to the Competent Authority shall be precluded from withdrawing his notice except with the specific approval of competent authority. Provided that the request for withdrawal shall be made before the intended date of his retirement.

13. **Superannuation and retirement:**

- a) Every employee appointed to the service of Shri Mata Vaishno Devi Gurukul shall retire on the last date of the month in which he/she attains the age of 60 years in terms of Clause 21 (Superannuation and Retirement) of SMVDSB Employees (Recruitment and other Conditions of Service) Bye Laws, 1996.
- b) Notwithstanding anything contained in clause (a), the appropriate authority shall, if it is of the opinion that it is in the interest of the Shri Mata Vaishno Devi Gurukul to do so, have the absolute right to retire any of the employee of the Shri Mata Vaishno Devi Gurukul after he has attained the age of 45 years, by giving him a notice of not less than three months in writing or three months pay and allowances in lieu of such notice.

Note: In computing the notice period of three months referred to above the date of **service** of the notice and the date of its expiry shall be excluded.

- c) Nothing contained in clause (a) and clause (b) shall affect the right of the Competent Authority to retire an employee with due notice or pay in lieu thereof on his being certified by a medical examiner to be nominated for the purpose by such authority as being incapacitated for a further period of continuous service due to his continued illness or accident.
- d) An employee may be permitted to retire at his own request on the Competent Authority being satisfied that such employee is incapacitated for a further period of continuous service due to his continued illness or accident. Provided

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that before acting under this clause it shall be open to such authority to require the employee to undergo a medical examination by such Medical examiner as it may nominate for this purpose.

- e) The Competent Authority for the purpose of these bye-laws shall in respect of an employee be the authority competent to terminate the services of an employee of equivalent rank.

14. **Conduct and behaviour:**

An employee shall

- a) Maintain absolute integrity.
- b) Maintain devotion to duty.
- c) Conform to and abide by the provisions of the Shri Mata Vaishno Devi Shrine Act, 1988 and the rules and regulations made there-under.
- d) Comply with and obey all lawful orders and directions which may from time to time be issued to him/her in the course of his official duties by any person or persons to whom he may be subordinate in the service of the Shri Mata Vaishno Devi Gurukul.
- e) Do nothing which is unbecoming of an employee of Shri Mata Vaishno Devi Gurukul.

15. **Misconduct:**

Without prejudice to the generality of the term "Misconduct" the following acts of omission and commission shall be treated as misconduct:

- i) Theft, fraud or dishonesty in connection with the business or property of Shri Mata Vaishno Devi Gurukul or of the property of another person within the premises of Shri Mata Vaishno Devi Gurukul.
- ii) Taking or giving bribes or any illegal gratification.
- iii) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee not satisfactorily accounted for.
- iv) Every member of the service shall on his first appointment to the service and within three months of the date of the commencement of these bye-laws and thereafter at such intervals, as may be specified by Shri Mata Vaishno Devi Gurukul, submit a return of his assets and liabilities in such form as may be prescribed by Shri Mata Vaishno Devi Gurukul giving the full particulars regarding immoveable property owned 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.
- v) No member of the service shall except with the previous permission of the

prescribed authority acquire any immoveable property of any value and movable property of the value of Rs. 1,00,000/- or more by any mode of acquisition except inheritance either in his own name or in the name of any member of his family.

- vi) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of the employment.
- vii) Acting in a manner prejudicial to the interests of Shri Mata Vaishno Devi Gurukul.
- viii) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- ix) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper explanation to the satisfaction of competent authority.
- x) Habitually late or irregular attendance.
- xi) Neglect of work or negligence in the performance of duty including malingering or slowing down of the work.
- xii) Damage to any property of Shri Mata Vaishno Devi Gurukul, either willfully or due to negligence.
- xiii) Interference or tampering with any safety devices installed in or around the premises of Shri Mata Vaishno Devi Gurukul.
- xiv) Drunkenness or riotous or disorderly or indecent behaviour in the premises of Shri Mata Vaishno Devi Gurukul or outside such premises.
- xv) Commission of any act which amounts to a criminal offence involving moral turpitude.
- xvi) Absence from the employee's appointed place of work without permission or sufficient cause.
- xvii) Commission of any act subversive of discipline or of good behaviour.
- xviii) Willful absence from duty after expiry of joining time on transfer from one post to another.
- xix) Willful and prolonged absence from duty without approval.
- xx) Neglect of his/her spouse and family in a manner unbecoming of an employee of Shri Mata Vaishno Devi Gurukul.
- xxi) Failure to maintain a responsible and decent standard of conduct in private life,

thereby brining discredit to Shri Mata Vaishno Devi Gurukul.

- xxii) Assaulting or abusing or insulting any of the officers or employees or students of Shri Mata Vaishno Devi Gurukul / Shri Mata Vaishno Devi Shrine Board within the premises of office or other place of work or outside.
- xxiii) Interference in the work of other employees.
- xxiv) Spreading false rumors or giving false information or making defamatory statements (written or oral) which tend to bring the Management or its officers into disrepute.
- xxv) Abetment of or attempt at abetment of any act which amounts to misconduct.
- xxvi) No employee shall be a member of, or otherwise be associated with, any political party or any organization which takes part in politics, nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- xxvii) Possession in Gurukul premises of weapons, explosives, and other objectionable materials.
- xxviii) Indulging in or encouraging any form of malpractice connected with examination or other Gurukul activities.
- xxix) Divulging confidential matters relating to Gurukul.
- xxx) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the Gurukul authorities.
- xxxi) Carrying on personal monetary transactions among themselves, with the student and/or with the parents of students.
- xxxii) Making sustained neglect in correcting class work or home work.
- xxxiii) Taking private tuitions without permission of Gurukul authorities.
- xxxiv) Organizing or attending any meeting during school hours except when he is required or permitted by the Head of the Gurukul to do so.
- xxxv) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.

16. **Suspension:**

- a) The Chief Executive Officer in case of Group - A and the Addl. Chief Executive Officer in case of Group - B & C may place a member of service under suspension where:
 - i. An enquiry into his conduct is contemplated or is pending; or

- ii. He is detained in custody on a criminal charge or otherwise, for a period longer than forty eight hours.
- b) Any order of suspension may be revoked at any time by the authority making the order. The Authority making the order of suspension may reinstate a member of service.

17. **Subsistence Allowances:**

- a) A subsistence allowance equal to 50% of the employees' pay will be permissible to be drawn provided he is not engaged in any other employment or business or profession or vocation. In addition to subsistence allowance, he will also be entitled to proportionate Dearness Allowance.
- b) Where the period of suspension exceeds 6 months, the subsistence allowance may be varied for any period subsequent to the period of first 6 months as follows:
 - i. The amount of subsistence allowance may be increased upto 75% of the pay if the period of suspension is prolonged due to administrative constraints. Dearness Allowance shall be paid proportionately.
 - ii. The subsistence allowance may be reduced to 25% of the pay if the period of suspension is prolonged unduly to the reason attributable to the employee under suspension. Dearness Allowance shall be paid proportionately.
 - iii. If an employee is arrested by the Police on a criminal charge and bail not granted, no subsistence allowance will be payable. On grant of bail, the subsistence allowance may be allowed.

18. **Treatment of the period of suspension:**

- a) When the employee is reinstated after suspension, the following pay and allowance for the period of suspension will be allowed:-
 - i. If the employee is exonerated, the full pay and allowance which he would have been entitled to had he not been suspended less the subsistence allowance already paid to him.
 - ii. If some penalty is imposed, such pay and allowance as the "Disciplinary Authority" decides may be paid to the employee.
- b) In case the employee has been fully exonerated the period of absence from duty will be treated as period spent on duty.
- c) In a case, where the period of suspension is treated as leave of whatever kind due, the employee shall not be treated to have been suspended at all and the period of suspension shall be converted into leave due to him. In case, the amount of subsistence allowance paid is less than the leave salary difference shall be paid but where the amount of subsistence allowance happens to be

more than leave salary, nothing shall be recovered.

- d) The suspended employee shall be required to record his attendance at the appointed time and place daily and shall not leave the station till specifically instructed or permitted.
- e) An employee under suspension is debarred from attending office for discharging his official duty or availing any privilege enjoyed by him in his official capacity. He will, however, remain attached to the place of his posting or some other place as may be directed by the Disciplinary Authority, so as to enable the authority to summon him to the office as and when needed in connection with the inquiry being conducted in his suspension case.

19. **Punishments:**

- a) The following penalties may, for good and sufficient reasons, be imposed upon a member of service, namely:

Minor Penalties

- i. Censure.
- ii. With-holding/Forfeiture of increments of pay and or promotion.
- iii. Recovery forfeiture from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to Shri Mata Vaishno Devi Gurukul by negligence or breach of orders.

Major Penalties

- i. Reduction to a lower grade or post or to a lower stage in a time scale.
 - ii. Premature retirement.
 - iii. Dismissal/Removal from service.
- b) No person who is a member of the service shall be dismissed or removed by any authority subordinate to that by which he was appointed.
 - c) No person who is a member of the service shall be dismissed or removed or reduced in rank except after an enquiry is conducted against him and given a reasonable opportunity of being heard in respect of those charges. The employee may take the assistance of any other co-employee of Shri Mata Vaishno Devi Gurukul who is in service and not suspended or terminated. Provided that this sub-rule shall not apply:
 - i. Where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
 - ii. Where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such enquiry.

- d) The Competent Authority under these Bye Laws shall be empowered to review any of its order(s), provided the review petition is filed within 30 days from the date of issuance of order. The reviewing authority may however relax the time bar if it is satisfied that the delay in making request for review was on some justifiable grounds.

20. **Appeals orders against which no appeal lies:**

Notwithstanding anything contained in these bye-laws no appeal shall be made against any order made by the Chairman SMVDSB.

Subject to the aforesaid, an employee of Shri Mata Vaishno Devi Gurukul, may prefer an appeal against any of the order(s) passed by the Competent Authority within 45 days from the date of issuance of the order, before the authority as mentioned hereunder; provided, that the appellate Authority may relax the time bar if it is satisfied that the delay in making the appeal was on some justifiable grounds;

- a) In case of punishments as covered under clause 19 of these bye-laws, the authority as specified in clause 3 (ix) of these bye laws.
 b) In case of any other order(s), the authority next higher to the authority passing the order.

21. **Reinstatement in service:**

- a) If the Competent Authority is satisfied that the suspension, dismissal or premature retirement of such official was wholly unjustified or if he has been honorably exonerated in the judicial or internal proceedings, the period of suspension, dismissal or premature retirement of such official shall be treated as period spent on duty and he shall be allowed full pay and allowances for the said period.
 b) If on the other hand, the Competent Authority is satisfied that such suspension, dismissal or premature retirement was not wholly unjustified or if he has not been fully exonerated in the judicial or internal proceedings such period shall be treated as period spent on leave of whatever kind due and he shall be allowed leave salary for the said period.

22. **Leave Rules:**

- a. Acharyas / Teachers of Shri Mata Vaishno Devi Gurukul shall not be entitled to privilege / earned leave. However, they shall be allowed to avail the following Holidays/ Leave:

i. Weekly Holidays in lieu of Sundays : 04 days per month

- b. Annual Holidays/ leave in a academic year:

• **Summer Vacations:**

The teaching/ non-teaching staff of SMVD Gurukul except ministerial staff shall be allowed to avail 37 days Summer Vacation after end of an academic session.

- **Winter Vacations:**

The teaching/ non-teaching staff of SMVD Gurukul except ministerial staff shall be allowed to avail 15 days Winter Vacation in mid-session of an academic calendar.

c. **Special Casual Leave:**

Special Casual leave, not exceeding 10 days in a academic year may be granted to a Acharya/Teacher:

- To attend a National Level Conference / Seminar which will benefit him in acquiring suitable knowledge relating to his line of profession and preferably for presenting a paper.
- Special Casual leave not exceeding 6 working days may be granted to such employees having at the most two living children only who undergo sterilization operation.
- Special Casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

d. **Casual Leave:**

- Employees (including those engaged on Honorarium basis/ Term Employees) may be granted casual leave by the Principal/Administrator.
- Casual leave may be granted upto 15 days in a calendar year and is non cumulative.
- Where holidays fall in between casual leave, the same shall not be counted as part of leave.
- Casual leave shall not be granted or a period exceeding six days at a time.
- Casual leave shall not be combined with other kinds of leave except compensatory special leave.

Note: Vide order No. 821/SB of 2018 dated 11.04.2018, the sanctioning authority for grant of Casual/ Special casual Leave as under:

"Director(Nideshak), SMVD Gurukul shall be the leave sanctioning authority of routine Casual Leaves and Special Casual Leaves (to undergo Sterlization Operation) in favour of Acharyas/Teachers of Shri Mata Vaishno Devi, Gurukul. Leave record to this effect shall be maintained by the Vice-Principal, SMVD Gurukul and a monthly statement of the same shall be forwarded to Central Office, Katra for record and reference. However, leaves of any kind of Director (Nideshak) and Vice-Principal shall be processed and sanctioned by the Competent Authority from Central Office, Katra"

e. **Commuted leave:**

- i. Commuted leave not exceeding half the amount of full-pay leave due may be granted on medical grounds (subject to production of medical certificate) or private affairs (emergent nature) to the employees of SMVD, Gurukul.
- ii. The staff as per Schedule-I Category-A of Bye Laws of SMVD Gurukul shall be entitled to half pay leave of 20 days in respect of each completed year of service.
- iii. Administrator, SMVD, Gurukul shall be Competent Authority for grant of Commuted leave.
- iv. When Commuted leave is granted, half-pay leave due shall be debited from the leave account of the applicant.
- v. Half-pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service.
- vi. The leave record of the entire teaching/non-teaching staff of SMVD Gurukul shall be maintained properly in the office of Principal, SMVD, Gurukul.

f. **Extra Ordinary Leave without Pay/ Allowances :**

- i. The Addl. Chief Executive Officer or the officers nominated by the Addl. Chief Executive Officer, SMVDSB shall be Competent Authority to grant Extra Ordinary Leave without Pay/Allowances to teaching/non teaching staff of SMVD Gurukul under special and Extra Ordinary circumstances and period spent on Extra Ordinary without Pay/Allowance shall not qualify for arriving at the entitlement for credit of privilege leave.
- ii. Extra Ordinary Leave without Pay/Allowances shall not be allowed beyond 2 months in a year. Such leave beyond 2 months shall only be granted if sanctioned by the Chief Executive Officer.

g. **General conditions:**

- i. Leave cannot be claimed as a matter of right.
- ii. When exigencies so require, leave of any kind may be refused or revoke by the authority competent to grant it.
- iii. The leave will be regulated by the rules in force at the time the leave is applied for and granted.
- iv. The grant of leave for applied for is subject to verification of title of leave at the credit of the employee.
- v. No employee shall proceed on any type of leave without its having been sanctioned by the Competent Authority.
- vi. If an employee remains absent without sanctioned leave or over stays the sanctioned leave continuously for more than ten days, it shall be

deemed that he had voluntarily abandoned the services of the Gurukul unless he returns and renders a satisfactory explanation for his absence and overstay of sanctioned leave to the satisfaction of the competent Authority.

h. **Power to relax:**

“**Power to Relax:** Where the Chairman is satisfied that in any particular case the operation of any of these bye laws causes undue hardship or application of any of these Bye Laws requires to be relaxed on grounds, of administrative exigency or any other special ground to be recommended, he may dispense with or relax the requirement of that Bye Laws to such extent and subject to such condition or stipulation as any be considered necessary”.

23. **Medical Reimbursement:**

The Medical Reimbursement Rules prevalent in Shri Mata Vaishno Devi Shrine Board for its employees shall also be entitled for the employees of Shri Mata Vaishno Devi Gurukul.

24. **Travelling Allowance:**

The Travelling Allowance Rules prevalent in Shri Mata Vaishno Devi Shrine Board for its employees shall apply to the employees of Shri Mata Vaishno Devi Gurukul.

25. **Advances:**

The rules relating to sanctioning of Advances prevalent in Shri Mata Vaishno Devi Shrine Board for its employees shall apply to the employees of Shri Mata Vaishno Devi Gurukul.

26. **Interpretation:**

If any question arises relating to the interpretation of these bye-laws, the matter shall be referred to the Chairman, SMVDSB whose decision thereon shall be final and binding.

27. **Repeal and Savings:**

- a) All rules, orders, instructions issued by Shri Mata Vaishno Devi Gurukul prior to the commencement of these bye-laws in regard to the matter covered by these bye-laws, are hereby repealed.
- b) Notwithstanding such repeal, any order made or action taken under the rules, orders and instructions so repealed shall be deemed to have been made or taken under the corresponding provisions of these bye-laws.

28. **Supreme Authority:**

The Chairman, Shri Mata Vaishno Devi Shrine Board shall be the supreme authority of the Shri Mata Vaishno Devi Gurukul and shall have the powers to review the Bye Laws of the Shri Mata Vaishno Devi Gurukul.

SCHEDULE-I

Category "A"

Teaching Staff

S. No	Designation	Grade	Sanctioned posts	Remarks
1.	Principal (Pradhanachrya)	Level-18 (78800-209200)	01	Phase -I & II
2.	Vice Principal	Level-17 (67700-208700)	01	Phase -I & II (Vide order No. 1334/SB of 2017 dated 30.06.2017, the post of Sr. Acharya re-designated as Vice Principal)
1.	Acharya (PGTs)	Grade- III Entry Scale – Level-13 (47600-151100) Grade- II Senior Scale - Level-15 (52700-166700) Grade- I Selection Scale - Level-16 (56600-179800)	08	Veda = 02 (10 Periods) Jyotish = 02 (10 Periods) Sahitya = 01 (04 Periods) Darshan = 01 (06 Periods) Vyakran = 01 Hindi / Environment = 01 (03 Periods) Basha Prajogshala (01 periods)
2.	PGTs (Modern Subjects)	Grade- III Entry Scale – Level-13 (47600-151100) Grade- II Senior Scale - Level-15 (52700-166700) Grade- I Selection Scale - Level-16 (56600-179800)	02	Math=01 (06 Periods) English=01 (03 Periods)
1	Acharya (for 6 th to 12 th) (TGTs)	Grade- III Entry Scale - Level-12 (44900-142400) Grade- II Senior Scale - Level-13 (47600-151100) Grade- I Selection Scale - Level-15 (52700-166700)	10	Vyakaran=02 (07 Periods) Sahitya=02 (10 Periods) Hindi=01(07 Periods) Darshan=01 (07 Periods) Veda=02 (09 Periods) Jyotish=02 (09 Periods) Basha Prajogshala (01 periods)
2.	TGTs (Modern Subjects)	Grade- III Entry Scale - Level-12 (44900-142400) Grade- II Senior Scale - Level-13 (47600-151100) Grade- I Selection Scale - Level-15 (52700-166700)	04	Math=01 (07 Periods) SST=01 (03 Periods) Science=01 (03 Periods) English=01 (07 Periods)
3.	Computer Teacher (TGTs)	Grade- III Entry Scale - Level-12 (44900-142400) Grade- II Senior Scale - Level-13 (47600-151100) Grade- I Selection Scale - Level-15 (52700-166700)	01	Phase -I & II

4.	Physical Education Teacher /Yoga Teacher (TGTs)	<u>Grade- III Entry Scale - Level-12 (44900-142400)</u> <u>Grade- II Senior Scale - Level-13 (47600-151100)</u> <u>Grade- I Selection Scale - Level-15 (52700-166700)</u>	01	Phase -I & II
5.	Music Teacher (TGTs)	<u>Grade- III Entry Scale - Level-12 (44900-142400)</u> <u>Grade- II Senior Scale - Level-13 (47600-151100)</u> <u>Grade- I Selection Scale - Level-15 (52700-166700)</u>	01	Phase -I & II
6.	Librarian	<u>Grade- III Entry Scale - Level-12 (44900-142400)</u> <u>Grade- II Senior Scale - Level-13 (47600-151100)</u> <u>Grade- I Selection Scale - Level-15 (52700-166700)</u>	01	Phase -I & II
7.	Asstt. Warden	Level-6 (35400-112400)	02	Phase -I & II
8.	Library Assistant	Level-4 (25500-81100)	01	Phase-I & II

Category "B"

Ministerial Staff (for Phases-I & II)

S. No	Designation	Pay structure (Revised)	Sanctioned posts	Remarks
1.	Accountant	Level-6 (35400-112400)	01	
2.	Senior Asstt.	Level-5 (29200-92300)	01	
3.	Catering Supervisor	Level-5 (29200-92300)	01	
4.	Junior Asstt.	Level-4 (25500-81100)	01	
5.	Data Entry Operator	Level-4 (25500-81100)	01	
6.	Asstt. Store Keeper	Level-4 (25500-81100)	02	Phase I & II
7.	Sahayak	Level-4 (25500-81100)	04	
8.	Asstt. Electrician	Level-4 (25500-81100)	01	
9.	Jr. Sahayak	Level-3 (19900-63200)	04	
10.	Sr. Cook	Level-3 (19900-63200)	02	
11.	Cook	Level-2 (15900-50400)	04	
12.	Plumber	Level-2 (15900-50400)	01	
13.	Utility Worker	Level-2 (15900-50400)	04	
14.	Peon	Level-2 (15900-50400)	02	
15.	Attendant (for laundry)	Level-2 (15900-50400)	04	
16.	Mali	Level-2 (15900-50400)	04	
17.	SKC	Level-1 (14800-47100)	08	

Note: 01 post of Head SKC abolished vide order No. 2233/SB of 2018 dated 09.10.2018

Vide order No. 2243/SB of 2019 dated 30.08.2019, the Madhmya, Utter Madhmya & Shastri Degree acquired from SMVD Gurukul and other J&K Govt. recognized institutes shall be considered equivalent to the conventional degree of Matric, Higher Secondary & Graduation for the purpose of employment in Shri Mata Vaishno Devi Shrine Board.

Schedule-II

Category 'A & B'

Class	Category	Designation	Pay Scale	Qualification for Direct Recruitment/ Promotion	Method of Recruitment	Remarks
I	A	Principal (Pradhanacharya)	Level-18 (78800-209200)	Vyakaran Acharya / Sahitya Acharya /Shuklayajurveda Acharya /Darshan Acharya/ Jyotish Acharya having Ph.D. with 06 years experience in relevant recognized institution.	Direct / Promotion from Vice Principal with 10 years relevant experience.	
II	A	Vice Principal	Level-17 (67700-208700)	Vyakaran Acharya / Sahitya Acharya /Shuklayajurveda Acharya with 05 years experience in relevant recognized institution with Ph.D.	i) Direct / Promotion from Acharya PGTs with 10 years experience.	
Phase-II						
III	A	Acharya (PGTs)	<u>GRADE-III (Entry Scale) – Level-13 (47600-151100)</u> <u>GRADE-II (Senior Scale) - Level-15 (52700-166700)</u> <u>GRADE-I Selection Scale Level-16 (56600-179800)</u>	1. Master Degree in concerned subject having minimum 55% marks with either Ph.D in concerned subject or clearance of tests i.e. National Eligibility Test (NET)/Junior Research Fellowship (JRF) conducted by UGC or a similar test recognized by UGC e.g SLET/SET. 2. Preference shall be given to candidates: i) Possessing Ph.D and NET/ JRF/ SLET/ SET qualified ii) Relevant experience of teaching for not less than 5 years of Purav Madhyama / Utter Madhyama or equivalent	i) Acharaya PGTs (entry level) shall be placed in senior scale Grade-II after sucessfull completion of 7 years regular services. Selction Grade-I shall be given after sucessfull completion of 6 years regular services. ii) Acharya TGTs with 14 years experience shall be placed in the Grade-I of Acharya PGT.	Qualification revised vide order No. 1078/SB of 2018 dated 17.05.2018 & 113-A/SB of 2017 dated 01.06.2017
IV	A	PGTs (Modern Subjects)	<u>GRADE-III (Entry Scale) – Level-13 (47600-151100)</u> <u>GRADE-II (Senior Scale) - Level-15 (52700-166700)</u> <u>GRADE-I Selection Scale Level-16 (56600-179800)</u>	1. Master Degree in concerned subject from recognized University with atleast 55% aggregate marks, and the candidate shall have qualified the National Eligibility Test (NET)/Junior Research Fellowship (JRF) conducted by UGC or a similar test recognized by UGC e.g SLET/SET. 2. B.Ed or equivalent degree from recognized university. 3,Proficiency in teaching in Hindi and English mediums. 4. Preference shall be given to candidates possessing: i) Ph.D ii) 5 years experience of teaching Intermediate level classes in a recognized institute/college.	i) PGTs Modern Subjects (entry level) shall be placed in senior scale after sucessfull completion of 7 years regular services. Next Selction scale shall be given after sucessfull completion of 6 years regular services. ii) TGTs (Modern Subject) with 14 years experience shall be placed in the Grade-I of PGTs (Modern Subject).	Qualification revised vide order No. 1113-A/SB of 2017 dated 01.06.2017

Class	Category	Designation	Pay Scale	Qualification for Direct Recruitment/ Promotion	Method of Recruitment	Remarks
Phase-I						
V		Acharya (for 6th to 12th) (TGTs)	<u>GRADE-III Entry Scale - Level-12 (44900-142400)</u> <u>GRADE-II Senior Scale - Level-13 (47600-151100)</u> <u>GRADE-I Selection Scale - Level-15 (52700-166700)</u>	i) Bachelor Degree in concerned subject with minimum 55% marks ii) B.Ed (Shiksha Shastri) or equivalent degree from recognised University iii) Proficiency in teaching in Sanskrit language iv) Relevant experience of teaching for not less than 2 years in Purav Madhmya/ Utter Madhmya or equivalent v) Preference shall be given to Post Graduate	i) Acharaya TGTs (entry level) shall be placed in senior scale Grade-II after sucessfull completion of 8 years regular services. Selction Grade-I shall be given after sucessfull completion of 7 years regular services.	<u>Qualification revised</u> <u>vide order No. 485/SB of</u> <u>2020 dated 27.04.2020</u>
VI	A	TGTs (Modern Subjects)	<u>GRADE-III Entry Scale - Level-12 (44900-142400)</u> <u>GRADE-II Senior Scale - Level-13 (47600-151100)</u> <u>GRADE-I Selection Scale - Level-15 (52700-166700)</u>	1. Master Degree in concerned subject from Recognized university with atleast 55% marks in aggregate subjects. 2. B.Ed or equivalent degree from recognized university. 3. Proficiency in teaching in Hindi and English medium. 4. 2 years teaching experience of Intermediate level from recognized institutel/ college etc.	TGTs Modern Subjects (entry level) shall be placed in senior scale after sucessfull completion of 8 years regular services. Next Selction scale shall be given after sucessfull completion of 7 years regular services	Candidates who are in possession of Ph.D shall be given 03 additional increment with relaxation of one year in promotion period.
VII	A	Computer Teacher (TGTs)	<u>GRADE-III Entry Scale - Level-12 (44900-142400)</u> <u>GRADE-II Senior Scale - Level-13 (47600-151100)</u> <u>GRADE-I Selection Scale - Level-15 (52700-166700)</u>	B.E/B.Tech (Computer Science) Or PGDCA from Recognized University Or M.Sc (Computer Science)/ MCA or equivalent Or B-Level DOEACC and Post Graduate Degree in any subject Or C-Level from DOEACC Ministry of Information and Communcation Technology and Graduation. ii) Proficiency in teaching in Hindi and English.	Computer Teacher TGTs (entry level) shall be placed in senior scale after sucessfull completion of 8 years regular services. Next Selction scale shall be given after sucessfull completion of 7 years regular services	
VIII	A	Physical Education Teacher /Yoga Teacher (TGTs)	<u>GRADE-III Entry Scale - Level-12 (44900-142400)</u> <u>GRADE-II Senior Scale - Level-13 (47600-151100)</u> <u>GRADE-I Selection Scale - Level-15 (52700-166700)</u>	Bachelors Degree in Physical Education or equivalent with 2 years experience in relevant field in a educational institution.	Physical Education Teacher / Yoga (TGTs) (entry level) shall be placed in senior scale after sucessfull completion of 8 years regular services. Next Selction scale shall be given after sucessfull completion of 6 years regular services	

Class	Category	Designation	Pay Scale	Qualification for Direct Recruitment/ Promotion	Method of Recruitment	Remarks
IX	A	Music Teacher (TGTs)	GRADE-III Entry Scale - Level-12 (44900-142400) GRADE-II Senior Scale - Level-13 (47600-151100) GRADE-I Selection Scale - Level-15 (52700-166700)	Degree / Diploma from a recognized Institute with Music / Fine Arts as one of the subject. Preference shall be given to the candidates having B. Music qualification. In addition, the candidates should have professional teaching experience in Music teaching not less than two years.	Music Teacher (TGTs) (entry level) shall be placed in senior scale after successful completion of 8 years regular services. Next Selection scale shall be given after successful completion of 7 years regular services	
X	A	Librarian	GRADE-III Entry Scale - Level-12 (44900-142400) GRADE-II Senior Scale - Level-13 (47600-151100) GRADE-I Selection Scale - Level-15 (52700-166700)	i) Bachelors Degree in Library Science OR Graduate with one year Diploma in Library Science from a recognized Institute. ii) Working knowledge of Hindi & English. iii) Desirable Knowledge of Computer Applications.	Librarian (entry level) shall be placed in senior scale after successful completion of 8 years regular services. Next Selection scale shall be given after successful completion of 6 years regular services	
XI	B	Asstt. Warden	Level-6 (35400-112400)	A retired officer from the Army / Paramilitary Force not beyond the age of 55 years possessing minimum basic qualification of 12th pass and having eight years of experience as Junior Commissioned Officer. However, preference shall be given to those who are graduate from any recognised university	Direct Only	
XII	C	Library Assistant	Level-4 (25500-81100)	Graduate from any recognised University with Degree/ Diploma in Library Science. Graduation herein means maximum three years duration after Senior Secondary School (10+2+3 pattern). The candidates possessing five years integrated PG Degree shall also be available for the post.	Direct only	<u>2233/SB of 2018 dated</u> <u>09.10.2018</u>

Class	Category	Designation	Pay Scale	Qualification for Direct Recruitment/ Promotion	Method of Recruitment	Remarks
XIII		Accountant	Level-6 (35400-112400)			As per Shrine Board Bye Laws
XIV		Senior Asstt.	Level-5 (29200-92300)			
XV		Catering Supervisor	Level-5 (29200-92300)			
XVI		Junior Asstt.	Level-4 (25500-81100)			
XVII		Data Entry Operator	Level-4 (25500-81100)			
XVIII		Asstt. Store Keeper	Level-4 (25500-81100)			
XIX		Sahayak	Level-4 (25500-81100)			
XX		Asstt. Electrician	Level-4 (25500-81100)			
XXI		Jr. Sahayak	Level-3 (19900-63200)			
XXII		Sr. Cook	Level-3 (19900-63200)			
XXIII		Cook	Level-2 (15900-50400)			
XXIV		Plumber	Level-2 (15900-50400)			
XXV		Utility Worker	Level-2 (15900-50400)			
XXVI		Peon	Level-2 (15900-50400)			
XXVII		Attendant (for laundry)	Level-2 (15900-50400)			
XXVII		Mali	Level-2 (15900-50400)			
XXIX		SKC	Level-1 (14800-47100)			

Qualification of Acharya PGTs and PGTs (Modern Subject) has been modified vide Order No:1113-A/SB of 2017 dated 01.06.2017

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SCHEDULE-III

APPOINTING/ DISCIPLINARY AUTHORITIES UNDER SHRI MATA
VAISHNO DEVI GURUKUL EMPLOYEES
BYE-LAWS, 2015

S. No.	Class of Employees	Appointing Authority	Disciplinary Authority		Appellate Authority
			Minor penalties	Major penalties	
1.	Group – A	Chairman, SMVDSB	CEO, SMVDSB	Chairman, SMVDSB	Chairman, SMVDSB
2.	Group – B	Chairman, SMVDSB	CEO, SMVDSB	Chairman, SMVDSB	Chairman, SMVDSB
3.	Group – C	CEO, SMVDSB	Addl. CEO, SMVDSB	CEO, SMVDSB	Chairman, SMVDSB