



## **SERVICE BYE – LAWS**

National Institute of Agricultural Extension Management  
Rajendranagar, Hyderabad-500 030

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## **PREAMBLE**

The Mission of MANAGE is to assist the States and the Government of India in improving capacity to effectively manage the agricultural extension system through providing:

- i) appropriate training for key senior and middle level functionaries;
- ii) current information on effective agricultural sector management practices nationally and internationally;
- iii) consultancy support, and
- iv) selecting and studying critical issues in extension for sector policy makers.

To fulfill its mission MANAGE will need to build its own institutional capacity by hiring qualified and experienced staff, analyzing strengths and weaknesses of Indian extension systems and successful international extension programmes, developing a training methodology suited to management skills transfer; enlarging its network of national and international contacts and preparing a methodology for the evaluation of training and other support offered to the States by MANAGE. MANAGE has also prepared a perspective plan for development and growth till 2000 so that it could fulfill its role in the increasingly complex and challenging environment in future and make definite impact on the working of agriculture sector. MANAGE has set before itself the task to achieve excellence and gain recognition as the best training institution at national level and on par with the best internationally.

Achievement of the mission and excellence is dependent upon recruiting and retaining highly competent and motivated academic and support staff. This would be particularly important as MANAGE would be rendering its activities towards development of Human Resource in the extension systems in the country. Development of Human Resources in its own institution would therefore also serve as a pilot for its national mandate.

Such an approach to development and management of human resource would require both new and innovative approaches, as well as adequate flexibility within the overall national guidelines in this regard in recruitment as well as their development. The task is both complex as well as difficult requiring attention to various aspects. Service Bye-laws however would necessarily form the beginning of the entire process and are therefore important.

Service Bye-laws have accordingly been framed considering these broad objectives.

**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT  
(MANAGE)  
Rajendranagar, Hyderabad – 500 030**

**SERVICE BYE-LAWS**

Under Rule 4 (ii) (vii) of the rules of the Institute, the General Council hereby makes and adopts the following bye-laws:

**CHAPTER – I : SHORT TITLE AND COMMENCEMENT**

1. (1) These bye-laws shall be called the **National Institute of Agricultural Extension Management** “MANAGE” Service Bye-laws 1993.
- (2) They shall come into force from the date approved by the General Council.

**2. Application**

- (1) These bye-laws shall apply to every employee of the Institute.
- (2) Notwithstanding anything contained in clause (1) the Executive Council may, by agreement with any employee, make such special provisions regarding his/her conditions of service as it considers necessary and thereupon these bye-laws shall not apply to such employees to the extent to which the special provisions are inconsistent therewith.

**3. Definition**

- (1) In these bye-laws, unless the context otherwise requires:
  - (a) “Academic Staff” means staff appointed to the posts of Research Associates, senior Research Associates, Technical Support Staff, Research Officers, Assistant Directors, Deputy Directors, Directors, Professors, Associate Professors, Assistant Professors and other core teaching staff.
  - (b) “Administrative Staff” means staff appointed to posts other than those referred in sub clauses (a).
  - (c) “Accounts Officer” means Accounts Officer of the Institute.
  - (d) “Appointing Authority” in relation to any post under the Institute. Means the authority competent to make appointments to that post under bye-law 7.

- (e) “Borrowed Employee” means an employee whose services have been obtained by the Institute. (i) on deputation from the Central or State Governments or other Public Undertakings, Central autonomous Bodies or (ii) on short-term contract from non-government bodies like Universities, Recognized Research Institutions, Public Undertakings, Central Autonomous Bodies or Voluntary organizations etc.
- (f) “Employee” means a person serving the Institute on any sanctioned post.
- (g) “Foreign Service” means service for which an employee receives with the approval of the Appointing Authority, his pay from any source other than the funds of the Institute.
- (h) “Permanent Post” means a post carrying a definite rate of pay sanctioned without limit of time.
- (i) “Sanctioning Authority” means the authority competent to sanction the creation of posts and shall be:
- |                     |   |   |
|---------------------|---|---|
| Government of India | : | For all posts which carry maximum pay of Rs.4500/- or more per month. |
| Executive Council   | : | For all other posts   |
- (j) “Schedule” means the Schedules to these bye-laws.
- (k) “Temporary Post” means a post carrying a definite rate of pay sanctioned for a limited time.

- (2) All words and expressions used but not defined in these bye-laws and defined in the Rules of the Institute shall have the meaning assigned to them in the said Rules.

## **CHAPTER – II : CREATION AND GRADATION OF POSTS**

### **4. Grade and Categories of Posts**

- (1) The posts in the Institute shall be of the Groups and Categories specified in the First Schedule.
- (2) The classification of posts in the Institute into Groups A,B,C and D or otherwise shall normally follow the same criteria as adopted by the Government of India from time to time in respect of Central Civil Services / Posts.
- (3) The scale of pay of each category of post shall be the scale of pay applicable to the corresponding category of post under the Government of India or the scale of pay recommended by the University Grants Commission, as the case may be, as communicated by the Department of the Government of India dealing with the Institute.
- (4) Having regard to changing methods and conditions of work, the configuration of posts and staff in the Institute shall be reviewed once in five years to secure rationalization and better staff utility through appropriate career progression.

### **5. Duties of Posts**

The Director General shall have the full and final authority to determine the duties and responsibilities of all categories of posts in the Institute.

## CHAPTER – III : RECRUITMENT

### 6. Recruitment Rules

- (1) The Executive Council shall be the Authority Competent to approve the Recruitment Rules of all the Posts of Director and above Director or its equivalents in Group A provided that in respect of the post of director General the approval of the Government of India shall be obtained.
- (2) The Director General shall be the Authority Competent to approve the Recruitment Rules of all other posts.
- (3) In framing Recruitment Rules, the following consideration shall, among others, be kept in view:
  - a) that the levels of posts are not proliferated but are, as far as practicable, brought together having regard to the prescribed educational qualification, experience, duties and responsibilities, so as to provide distinct channels of career development through career progression.
  - b) that the extent to which educational qualifications prescribed for direct recruits should also apply in the case of promotees, having regard to the need for administrative, technical and professional efficiency and skills. Provision shall be made in recruitment rules for promotion of persons at lower levels say peons to senior posts provided they fulfil requisite qualifications and also to up grade their skills for multiple functions by getting them trained and also paying some honorarium.
  - c) that the method of recruitment is prescribed having regard to, among other things, the need for ensuring in house efficiency, morale and motivation.

There may be flexibility in the mode of recruitment of faculty posts which may be regular appointment / deputation / short-term contract with suitable mix of regular appointment/deputation and contract appointments. The mode of recruitment may be decided upon depending on the circumstances in each cases. The best available person may form nucleus in the various faculties and the emoluments shall depend upon qualifications, experience and merits.

- d) that where the field of promotion consist of only one post, the method of recruitment is so devised that if an employee of the Institute is considered along with outsiders and is not selected, the post is filled on deputation/contract at the end of which the employee(s) of the Institute is / are again afforded an opportunity to be considered for appointment to the post. Outsiders shall be appointed on contract and deputation basis only in case of an employee is not found suitable to fulfill the requirements of the post.
- e) that where any length of service is prescribed as one of the eligibility criteria for promotion, the length of regular service alone, and not of any ad-hoc service is considered.

## 7. Appointment Authorities

The Appointing Authorities in respect of various posts in the Institute shall be:

Government of India	:	Director General of the <u>Institute</u>
Executive Council	:	<u>All Posts in Group A of and above the grade of Director and its equivalents</u>
Director General	:	<u>All other posts.</u>

## 8. Method of Recruitment

- (1) Having regard to the Recruitment Rules applicable to the post, recruitment to a post under the Institute may be made by:
- (i) Direct recruitment;
  - (ii) Promotion of an employee of the Institute;
  - (iii) Appointment of a borrowed employee on Deputation or fixed tenure;
  - (iv) Permanent absorption of an official from a State or Central Government or any other agencies;
  - (v) Re-employment on contract or on regular basis, of a retired person who had retired on superannuation or otherwise;
  - (vi) Appointment on contract basis;



- (2) In the absence of the Recruitment Rules for any post or where a departure from the Rules is considered necessary, the approval of the Authority Competent to approve the Recruitment Rules of the post in question shall be obtained for the method of recruitment proposed to be followed;

**9. Selection of Candidates for Recruitment to Various Posts**

- (1) Selection of Candidates to various posts shall be made by Selection committee to be constituted by respective appointing authorities for the purpose from time to time.

**10. Direct Recruitment**

Having regard to the Recruitment Rules applicable to a post, direct recruitment to the post may be done:

- (i) from amongst candidates recommended the Employment Exchange on requisition; or
- (ii) from amongst candidates applying in response to any advertisement; or
- (iii) by inviting suitable persons.

An employee of the Institute may apply for any post proposed to be filled by Direct Recruitment, provided he/she fulfils the prescribed qualifications, experience and other conditions; if he/she is selected for appointment to the post, it shall be treated as having been filled by promotion if the post carries higher pay scale.

- (iv) An employee of the Institute working temporarily on a project Post may also apply for any post in response to any advertisement and the maximum age limit prescribed for appointment to a post will be relaxed to the extent of service put in by him on temporary post in the Institute. On such appointment, the persons would be treated as being newly appointed on direct recruitment.

**11. Recruitment by Promotion**

- (1) Appointment to a post on promotion be made with regard to the Recruitment Rules of the post, amongst the employees serving on the Feeder Posts, which may be defined.

- (2) The panel of names of employees for promotion may be drawn up by a Selection Committee constituted by the Executive Council/Director General for the purpose, keeping in view the relevant rules subject to the approval by the appointing authority.
- (3) Persons with exceptional record of service, exceptional skill and knowledge, may be considered for promotion by selection basis for which necessary provision will be kept in the Recruitment Rules.

**12. Ad-hoc Promotions**

- (1) In exceptional circumstances and in emergencies of service where regular promotions not found possible to be made, ad-hoc appointments or promotions can be made by the appointing authority from amongst the employees of the Institute who are otherwise eligible as per Recruitment Rules. Provided that the orders of appointment clearly specify that;
  - (i) the appointment is ad-hoc and will not bestow on the person any claim for regular appointment; and
  - (ii) the service rendered on the ad-hoc basis in the grade concerned would not count for length of service or seniority in that grade at any future date or for eligibility for promotion to any higher post.

(2) No ad-hoc appointment shall be continued beyond six months.

**13. Appointment of a borrowed employee**

A borrowed employee may be appointed to a post on such terms and conditions as the Appointing Authority may deem proper, in consultation with the lending authority or Organization.

**14. Fitness for appointment**

- (1) Subject to the provisions of clause (2) below, no person shall be appointed to a post by direct recruitment unless:
  - (i) he/she has produced a certificate of physical fitness from a medical authority specified in this behalf by the Appointing Authority, and;
  - (ii) the Appointing authority is satisfied that the person possesses good character and antecedents.

(2) The following clauses of direct appointment are exempted from production of medical certificate of fitness:

- (i) a person already in the service of the Institute;
- (ii) retired employee of Government or Public Sector undertakings or Autonomous Bodies re-employed within one year after retirement;
- (iii) a person who, prior to his/her direct recruitment in the Institute was in the service of a State or Central Government, Autonomous Body or Public Sector undertaking and had undergone medical examination by a standard medical authority recognized by the Appointing Authority as equivalent to that required for the new appointment.

**15. Disqualifications**

No person (a) who entered into or contracted a marriage with a person having a spouse living or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment in the Institute provided that the Appointing Authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this bye-law.

**16. Reservation of vacancies for SC/ST Candidates**

- (1) The instructions of the Government of India in regard to reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be kept in view while making appointments on posts except those, which are exempted from the purview of these instructions with the approval of the Executive Council and concurrence of Government of India.
- (2) The posts in the Institute attracting the reservation instructions shall be grouped as in the Second Schedule as provided in Government of India instructions regarding grouping of isolated posts.
- (3) The appointing authority shall be competent to de-reserve a post if the prescribed conditions for de-reservation are satisfied.

**17. Reservation of Vacancies for Ex-servicemen and other special categories or persons**

Nothing in these bye-laws shall affect reservations, relaxation of age-limit and other concessions to Ex-servicemen and other special categories of persons on lines of/or in accordance with the orders issued by the Government of India in this regard in respect of Central Civil Posts.

**18. Compassionate Appointments**

The Director General shall be competent to consider the case of the spouse, son and daughter of an employee who dies while in service, or who retires on medical grounds provided that the family in either case is in extremely indigent circumstances and distress, for appointment on compassionate grounds to a Group D or to the lowest Group C post subject to the conditions and rules existing with Government of India.

## **CHAPTER – IV : TENURE**

### **19 Probation**

- (1) Subject to the provision of Clause (2) below, every person directly recruited to a post under the Institute shall be on probation for two years.
- (2) There will be no probation if the recruitment of a person is on (i) contract basis (ii) deputation (iii) tenure basis (iv) re-employment after superannuation or (v) permanent transfer or absorption.
- (3) An employee of the Institute promoted to a higher post shall, unless otherwise provided in the Recruitment Rules of the post, be on probation for a period of two years only if the promotion involves a change from one Group of posts to another, i.e., Group D to Group C, Group c to Group B or Group B to Group A.
- (4) The Appointing Authority may, in any individual case, extend the period of probation but no employees shall be kept on probation for more than double the normal probation period. The decision to extend the period of probation shall be taken and communicated to the employee before the expiry of the original, or extended, period of probation.
- (5) Satisfactory completion of the probation period shall be communicated to the employee not later than four months of the expiry of the probation period.
- (6) Where an employee on probation is found unsuitable for holding the post or for retention in the service of the Institute the Appointing Authority may:
  - (i) in the case of a person appointed on promotion, revert him/her to the post from which he/she was promoted;
  - (ii) in the case of a person appointed by direct recruitment, terminate his/her services under the Institute.

### **20. Confirmation**

- (1) Confirmation shall be made only once in the service of an employee which will be in the entry grade provided that no formal order of confirmation shall be necessary in the case of an employee who has been appointed to a post on permanent absorption basis within the meaning of bye-law 8 (1) (iv).

- (2) Confirmation shall be delinked from the availability of permanent posts.
- (3) The case of an employee who has satisfactorily completed probation shall be placed before the Appointing Authority for Confirmation and after approval a specific order of confirmation of the employee in his grade shall be issued.
- (4) In the case of a promotee for whom probation is prescribed in the Recruitment Rules, the Appointing Authority will assess the work and conduct of the promotee and, in case the conclusion is that the employee is fit to hold the higher grade pass an order that the employee has successfully completed the probation. No orders of Confirmation shall be necessary.
- (5) Where the Recruitment Rules of the promotion post do not provide for probation, an employee promoted to that post on regular basis shall have all the benefits that a person confirmed in that grade would have.
- (6) Provisions of this bye-law shall not be applicable to cases of ad-hoc appointments.
- (7) Each case of the employee completing probation may be reviewed by a Committee to be appointed by the Appointing Authority, which may recommend the satisfactory completion of probation to the Appointing Authority.

## **21 Seniority**

Relative seniority of employee of the Institute shall be determined keeping in view of the following principles:

- (1) Relating seniority of direct recruits shall be in order of merit in which they are selected for appointment, as shown in the panel.
- (2) Where different panels are prepared for different academic faculties, whether on the same date or on different dates, relative seniority shall be with reference to the date of joining of the selected candidates for duty.

Provided that as between two candidates in the panel for a faculty joining on the same date or on different dates, relative seniority shall follow their position in the panel;

Provided further that as between candidates from different panels joining on the same date, their relative seniority shall be with reference to their date of birth.

- (3) Where promotions are made on the basis of selection by Selection Committee, the Seniority of such promotees shall be in the order in which they are recommended for promotion.

Provided that where persons working in different faculties in lower posts are selected on the same date for appointment to higher posts through direct recruitment and the higher posts are treated as having been filled by promotion under bye-law 10, their relative seniority on the higher posts shall follow their relative seniority on the lower posts.

- (iii) Where promotions are made on the basis of seniority subject to fitness, the seniority of the persons promoted shall be the same as their relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he/she is subsequently found suitable and promoted, take seniority over his/her “junior” who has superseded him /her.

## **22. Termination of Service**

- (1) The Appointing Authority shall be competent to terminate the service of a temporary employee at anytime without assigning reasons, during the period of his/her appointment if the appointment is for a specific period, or during the period of probation following his/her first appointment, or after such period of probation but before Confirmation:
  - (i) by a notice of thirty days, in writing; or
  - (ii) on payment of pay and allowance for such period as the notice falls short of thirty days; or
  - (iii) at any time without notice, on payment one full month’s pay and allowances
- (2) An employee who is given notice of termination of service under clause (i) may be granted during the notice period, at the discretion of the appointing authority, such Earned Leave as may be admissible to him.

- (3) Notwithstanding anything contained in clause (1), the service of a temporary employee may be terminated at anytime without notice on his/her being declared physically unfit for continuance in service by such medical authority as may be specified by the Appointing Authority in this behalf.
- (4) Subject to the provisions of clause(1), where a temporary employee has been appointed for a specific period, the service shall terminate on the expiry of such period.
- (5) In the case of persons appointed for work in connection with any research project or field study or investigation, the manner of termination of appointment and the period of notice, if any, shall be as specified in the appointment order.

**23. Resignation from Service**

- (1) Subject to the provisions of clause (2) below an employee may tender resignation from service by giving in writing, to the Appointing authority notice of:
  - (i) thirty days, if he/she is a temporary employee; or
  - (ii) ninety days, if he/she is a permanent employee.
- (2) The Appointing Authority may, at its discretion:
  - (i) set off Earned Leave at credit of the employee against the notice period if such a request is made by the employee; and
  - (ii) permit an employee to resign from service by a shorter notice than is prescribed in clause (1) above, provided that such shorter notice will not cause any administrative inconvenience.
- (3) Resignation of a permanent employee will be deemed to be operative only after it has been accepted by the Appointing Authority.

**24 Retirement**

- (1) Except as otherwise provided in these bye-laws, every employee shall retire from the service of the Institute on the last day of the month in which he/she attains the age of 60 years provided that if



the date of birth of an employee is the first of a month, he/she shall retire from service on the last day of the preceding month.

- (2) An employee who is declared medically unfit for service on account of any bodily or mental infirmity by a medical authority designated by the Appointing Authority in this behalf shall retire from service from the date of following the date of the medical certificate.
- (3) Notwithstanding the provision of clause (1), the Appointing Authority shall have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice:
  - (i) is he/she is working on a Group A or Group B post had entered the service of the Institute before attaining the age of thirty five years, after he/she has attained the age of fifty-five years.
  - (ii) In any other case, after he/she has attained the age of fifty-five years.
  - (iii) Notwithstanding anything contained in clause 24(1) Appointing authority has absolute right to retire any person who has completed 20 years of qualifying service or 50 years of age by 3 months notice.
- (4) An employee may, by giving notice of not less than three months in writing to the appointing Authority, retire from service:
  - (a) (i) after he/she has attained the age of fifty years if he/she is working on Group A or Group B posts and had entered service of the Institute before attaining the age of thirty five years;
  - (ii) in all other cases after he/she has attained the age of fifty five years.
  - (b) (i) the employees referred to sub-clause (a) may make a request in writing to the Appointing Authority to accept notice of less than three months, giving reasons thereof;
  - (ii) on receipt of a request under sub-clause (b) (i), the Appointing Authority may consider such request on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative in-convenience,

may accede to the request on the condition that the employee shall not apply for communication of part of his pension before the expiry of the normal period of three months.

**25 Deputation to other Organizations, authorities and Bodies**

- (1) Subject to the provisions of Clause (2) below, a regular employee of the institute will only be eligible to apply for posts outside the institute subject to the following conditions:
  - (i) that he must put in atleast Five Years Service in the Institute:
  - (ii) the number of applications forwarded to outside authorities will normally be restricted to two per employee in a year; the Director General may, at his discretion, having regard to the merits of each case permit more number of applications to be forwarded;
  - (iii) the period of deputation will be upto a maximum of five years;
  - (iv) in exceptional cases, the employees can be deputed on the invitation received from reputed organizations to faculty members.
- (2) Deputation to outside organizations cannot be claimed by an employee as a matter of right. It shall be decided by the Appointing Authority in each case, having regard to the interests of the Institute.
- (3) In cases posts falling vacant temporarily due to deputations, long leave and for any other reasons for more than a year, such posts may be filled on ad-hoc basis, which would include promotion or contract basis at the discretion of the appointing Authority.

**26. Acceptance of Outside Employment**

The employees of the Institute both academic and non-academic, whose services have been regularized after the completion of probation may be allowed, at the discretion of the Director General, to accept outside employment on the basis of applications forwarded, keeping in lien for a period of one year from the date of leaving. In exceptional cases, the period of lien may be extended for one more year beyond which the employee shall have to either revert to the Institute or resign his/her service in the Institute.

The period for which the lien of the employee is kept shall not count for earning leave or for pension in the Institute unless the employee pays to the Institute:

- (i) leave salary and pension contribution if he/she is governed by the pension scheme of the Institute ; or
- (ii) leave salary contribution and the Contribution which the Institute would be required to make to his/her Contributory Provident Fund Annually, if he/she is governed by the Contributory Provident Fund Scheme of the Institute.

**27. Review of record of service for the purpose of further retentionu**

A Review Committee may be constituted by the Appointing Authority to review the case of each employee on his/her attaining the age of 55 years with a view to recommending to the Appointing Authority his/her further retention in service or otherwise.

## CHAPTER – V : PAY AND ALLOWANCES

### 28 Pay and Allowances

- (1) The rules, orders and instructions in force from time to time in the Fundamental Rules and Supplementary Rules of the Government of India regarding pay, increments, additions to pay, combination of appointments, dismissal, removal and suspension, joining time and pay and allowances admissible during joining time in relation to civil posts shall mutates mutandis be applicable to the employees of the Institute.
- (2) The pay of re-employed pensioners shall be regulated in accordance with the rules, orders or instructions issued by the Government of India from time to time to regulate the pay of re-employed pensioners on civil posts.
- (3) Notwithstanding the provisions of clause (1):
  - (i) the Appointing Authority may fix the initial pay of direct recruit or of a person appointed on contract basis at a stage higher than the minimum of the time scale, for reasons to be recorded in writing;
- (4) (1) the following allowances will be admissible to the employees of the Institute on the same rates and conditions as are applicable to employees of the Government of India from time to time:
  - (i) Dearness Allowance;
  - (ii) City Compensatory allowance;
  - (iii) House Rent Allowance;
  - (iv) Conveyance allowance;
  - (v) Children's Education Allowance (including reimbursement of tuition fee);
  - (vi) Washing Allowance;
  - (vii) Overtime Allowance
- (2) The employees may be granted such other allowances sanctioned by the Government of India from time to time as may be extended by the Executive Council with such further conditions or modifications as may be considered appropriate.
- (3) The Executive Council in case of Group A and the Director General in case of other members of faculty and staff may grant or permit them to receive an honorarium as remuneration for work performed, which is of occasional or intermittent in nature and either so laborious or of such special merit as to justify a special reward. It shall be for special reasons and for the work done outside the normal sphere of one's duty.

**CHAPTER – VI ; OTHER ENTITLEMENTS AND FACILITIES**

**29. Leave**

- (1) The provisions of the Central Civil Services (Leave) Rules 1972 applicable to the Central Government Servants from time to time shall, with the exception of those relating to Hospital Leave apply mutates mutandis to the employee of the Institute.
- (2) For the purpose of Clause (1), “Authority Competent to grant leave” shall mean:

(a) Earned Leave, Half-Pay Leave, Leave not Due, Maternity Leave, Hospital Leave	1. Director General in case of all Group A and B posts. 2. Director, Administration or any other Officer authorized by Director General in case of Group C and D posts.
(b) Special disability leave	As above.
(c) Study leave	Director General

**30. Travelling and Daily Allowance**

The employees of the Institute shall be entitled to Traveling Allowance, Daily Allowance etc., for different classes of Journey on the same terms and conditions as are applicable to Central Government employees or as approved by the Executive Council from time to time.

Provided that the Director General shall be competent:

- (i) to declare who shall be the Controlling Officer;
- (ii) to issue instructions for the guidance of the Controlling Officer;
- (iii) to permit employees, in the exigencies of work, to travel by a mode or class higher than the one to which they are entitled; and
- (iv) to entertain a Traveling Allowance claim presented beyond the prescribed time limit, if he is satisfied that the employee had sufficient cause for not submitting the claim in time.

**31. Leave Travel Concession**

The employees of the Institute shall be entitled to Leave Travel Concession on the same terms and conditions as are applicable to the employees of the Government of India from time to time.

**32. Medical Facilities**

(1) subject to the provisions of Clause (3), an employee shall be entitled to such medical facilities and medical re-imburement as are available to Central Government employees, or as are approved by the Executive Council, from time to time.

(2) It shall be competent for the Executive Council:

(i) to authorize reimbursement of expenditure including payment of advance, on medical treatment outside India, if it is satisfied that the ailment or treatment cannot be treated or had in India; and (ii) to approve such other matters which, under the Central Services (Medical Attendance) Rules, 1944 and the various orders and instructions issued there under by the Government of India from time to time or otherwise required the approval of the Government of India in the Ministry of Health.

(3) If the Director General is satisfied on the merits of the case that there was real emergency necessitating medical treatment in a private hospital or nursing home or clinic:

(i) due to absence of Government Hospital or recognized hospital or Government doctor within a reasonable distance from the place where the patient fell ill or met with an accident; or

(ii) because shifting of the patient to the nearest Government/recognized hospital extremely difficult and would have endangered the life of the patient;

may allow reimbursement of actual medical expenses incurred on the emergent treatment upto the following limits:

For employee permitted treatment at recognized private hospital at their head quarters

The amount which would have been reimbursed had the emergent medical treatment been taken in a recognized hospital.

For others

Upto the ceilings prescribed for reimbursement in emergent cases in relaxation of the Central Services (Medical Attendance) Rules.

- (4) The Director General or such other authority as may be nominated by him in this regard shall be the Controlling Authority for purposes of re-imburement of medical claims.
- (5) The Director General may condone delay in submission of medical claims for re-imburement if he is satisfied that the delay was bonafide and the employee had sufficient cause for it.

## **CHAPTER – VII : RETIREMENT AND OTHER BENEFITS**

### **33. The Institute shall have two Schemes, namely:**

- (1) Contributory Provident Fund Scheme; and
- (2) Pension Scheme.

### **34. Contributory Provident Fund**

- (1) The Contributory Provident Fund Rules (India) 1962 as amended from time to time will be applicable. For the purpose of clause (1) the words and expressions defined in Government of India rules are being redefined to suit for the Institute as follows:
  - (i) “Accounts Officers” means Accounts Officer of the Institute to whom the duty to maintain Provident Fund Account of the subscriber has been assigned;
  - (ii) “Fund” means the Contributory Provident Fund of the National Institute of Agricultural Extension Management (MANAGE);
  - (iii) “Contributory Provident Fund (India) Account” means the Contributory Provident Funds Account of the Institute;
  - (iv) “Head of the Office” means Director Administration/ Administrative Officer of the Institute as nominated by Director General;
  - (v) “Accountant General” wherever is used means Accounts Officer of the Institute;
  - (vi) “Government Servant” means employee of the Institute appointed on contract basis;
  - (vii) “Contribution by government” means contribution by the Institute;
  - (viii) “Government” means Institute or Executive Council as the context may require;
  - (ix) Sanctioning Authority : Director General of the Institute.



- (2) The Scheme shall be applicable to a period appointed on contract the terms where of make him/her eligible for contributing to the Contributory Provident Fund of the Institute.

**35. The Pension Scheme**

- (1) The Scheme shall be applicable to all persons appointed to a post in the Institute otherwise than on contract or on deputation basis.
- (2) The provisions of the Central Civil Services (Pension) Rules, 1972, the Central Civil Services (Communication of Pension) Rules, 1981 and Payment of Arrears of Pension (Nomination) Rules, 1983 as amended from time to time along with the various orders and decisions issued there under by the government of India in relation to the Central Civil Government Servants shall mutates mutandis be applicable to the employees of the Institute, under the scheme.
- (3) For the purpose of Clause (2), the words and expressions given below, as appearing in the Rules cited in the said clause shall, unless the context otherwise requires, have the meaning shown against each:
- (a) “Accoutns Officer” means Accounts Officer as defined in these bye-laws;
- (b) “Allottee” means an employee to whom the Institute accommodation has been allotted on payment of license fee or otherwise;
- (c) “Consolidated Fund of India” means Funds of the Institute.
- (d) “FR 56” means Bye-law No.24;
- (e) “Government” means Institute or Executive Council as the context may require;
- (f) “Government Dues” means dues payable by an employee to the Institute and shall include arrears of income tax deductible at source under the Income Tax Act, 1961;
- (g) “Head of Department” means Director General of the Institute;
- (h) “Head of Office” means Director Administration / Administrative Officer nominated as such;

- (i) “Pension Disbursing authority” or “Disbursing Authority” means Accounts Officer as defined in these bye-laws;
- (j) “President” means Executive Council.

**36. General Provident Fund Scheme**

There shall be General Provident Fund Scheme approved by the appropriate authority, which will be applicable to all the employees of the Institute from the date of their appointment.

## **CHAPTER-VIII: GENERAL CONDITIONS OF SERVICE**

37. Unless in any case is be otherwise distinctly provided, the whole time of an employee is at the disposal of the Institute which pays him/her and he/she may be employed in any manner required by proper authority, without claim for additional remuneration, whether the service required of him/her are such as would ordinarily be remunerated from the funds of Institute or not.
38. **Without Prejudice to the generality of bye-law 37, an employee:**
- (1) may be required to undergo a course of study or instruction within or outside India;
  - (2) may not, except (i) on account of inefficiency or misbehaviour or (ii) on his/her own request or (\*) transferred to a post carrying less pay than the pay of the post to which he/she has been regularly appointed;
  - (3) may be required to serve the Institute at any place in India.
39. An employee may be required to subscribe to a provident Fund, a Family Pension Fund or other similar fund in accordance with such rules as may be prescribed by the Executive Council.
40. Subject to any exceptions made specifically in this behalf in these bye-laws, an employee shall begin to draw pay and allowances attached to his/her tenure of a post with effect from the date he/she assume the duties of that post and shall cease to draw them as soon as he/she ceases to discharge those duties:
- Provided that an employee who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.
41. Without prejudice to the provisions of rule 29 of the Central Civil Services (Pension) Rules 1972, a period of unauthorized absence:
- (i) in the case of any individual employee remaining absent unauthorisedly or deserting the post; and (ii) in the case of other employees as a result of action in combination or in concerted manner, such as during a strike, without any authority from, or valid reason to the satisfaction of, the Appointing Authority:

Shall be deemed to cause an interruption to break in the service of the employee, unless condoned by the Appointing authority for pension or for other purposes for which a minimum period of continuous service is prescribed.

Explanation: For the purpose of this bye-laws, "Strike" include a general, token sympathetic or any similar strike, and also participation in a bandh or in similar activities.

## CHAPTER –IX ; DISCIPLINE

### 42. Conduct Rules

- 1) The provision of the Central Civil Service (Conduct) Rules 1964 applicable to the Civil employees of the Government of India as amended from time to time shall, mutatis mutandis, be applicable to the employees of the Institute.
- 2) For the purpose of Clause (1), the expression, “The Government” occurring in the Rules cited in the said clause mean the “Executive Council”.
- 3) Subject to such directions as may be issued by the Executive Council from time to time the authorities competent to receive the reports or to grant permission, under different rules of the Conduct Rules, shall be:
  - (a) For employees belonging : Director General to Group A.
  - (b) For others : Director Administration or any other Officer authorized by Director General

### 43. Suspension, Penalties and Disciplinary Procedure.

The provisions in the Central Civil Services (Classification, Control and Appeal) Rules 1965 of the Government of India as amended from time to time, relating to “Suspension”, “Penalties”, and Procedure for imposing Penalties” as well as various orders and instructions issued there under by the Government shall apply, mutatis mutandis to the employees of the Institute.

### 44. Disciplinary Authorities

Any of the penalties specified in Bye-law 43 may be imposed on any employee of the Institute by the Executive Council or by the Appointing Authority or by any other authority empowered in this behalf by the Executive Council:

Provided that none of the major penalties shall be imposed on an employee by any authority subordinate to the Appointing Authority.

### 45. Appeals

- 1) An appeal shall lie from any original order made by the Director General to the Executive Council, and from an order made by an authority lower in rank than the Director General, to the Director General.

- 2) No appeal shall be entertained unless it is submitted within a period of one month from the date of which the order appealed against is communicated to the person concerned:

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

- 3) Every person submitting an appeal shall do so separately and in his / her own name
- 4) The appeal shall be addressed to the appellate authority, 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.
- 5) Every appeal shall be submitted to the Director General who shall, unless he / she is himself the appellate authority; transmit it to the appellate authority.
- 6) The appellate authority shall consider every appeal and pass such orders as it deems proper in the circumstances of the case:

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he / she may wish to make against such enhanced penalty.

#### **46. Review**

The Executive Council may, on its own motion or otherwise, review any order made under these bye-laws and pass such orders as deemed necessary in the circumstances of the case:

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he / she may wish to make against such enhanced penalty;

Provided further that no action under this bye-law shall be initiated after expiry of six months from the date of the order to be reviewed.

#### 47. Confidential Reports

The Institute shall maintain Annual Confidential Reports of the faculty and staff members of the Institute. The reports shall be;

- (i) for all the faculty, officers and staff members of the Institute, who are regularly appointed by the Institute;
- (ii) for the financial year ending with the month of March every year;
- (iii) by the immediate Controlling Officer, as reporting person and counter signed by the Reviewing Officer
- (iv) and contain full particulars of the official reported upon and an objective assessment of work and qualities, apart from commenting on general qualities such as integrity, intelligence, industry, conduct attitude to superiors and subordinates, relations with fellow- employees, work aptitude etc., together with summing up in general terms of his / her good and bad qualities.

The formats for compiling the Annual Confidential Reports shall be as prescribed by the Government of India and amended from time to time for the persons of the equivalent cadres. However, such additions, which may be relevant to the performance of the persons vis-à-vis with the work assigned to him in the Institute may be added.

The orders and instructions of the Government of India issued by the Department of Personnel and Training as amended from time to time regarding the maintenance of Annual Confidential Reports shall be applicable to the Institute.

## CHAPTER – X : MISCELLANEOUS

### **48. Residential Accommodation for Employees**

- (1) An employee of the Institute may be provided with unfurnished accommodation, subject to availability and also subject to such conditions as may be laid down by the Executive Council, within the campus of the Institute in which he / she may be required to reside, subject to Collection of Rental Charges as per Government of India Rules except as in Rule (2)
- (2) The Executive Council may authorize the grant of rent free furnished or unfurnished accommodation to any employee or category of employees if it considers it necessary to do so in the interest of the Institute. However, it may be allowed under special circumstances and the given facility shall cease whenever the incumbent vacates the post.

### **49. Holidays**

The Institute shall observe such holidays as may be determined by the Executive Council.

### **50. Service Books and Character Rolls**

- (1) The Institute shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Executive Council.
- (2) The entries in the Service Book of an employee shall be made by the Administrative Officer or by such other authority as may be designated by the Director General in this behalf.
- (3) The entries in the Character Roll of an employee shall be made according to the procedure laid down by the Appointing Authority.

### **51. Delegation of Power by Director General**

The Director General may, in writing, delegate such of his powers other than powers to create posts, as he may consider necessary, to any of the officers of the Institute.



**52. Changes or Modifications in conditions of Service**

Changes or modifications in the conditions of service of the employees approved by the Executive Council may, if formal amendment or these bye-laws is not considered imminent, be implemented with the prior, written approval of the President of the General Council.

**53. Residuary Conditions of Service**

Any matter relating to the conditions of Service of an employee for which no provision is made in these bye-laws shall be determined by the Executive Council.

**54. Power to Relax**

Notwithstanding any thing contained in these bye-laws the Executive Council may, in the case of an employee, relax any of the provisions of these bye-laws including the provisions of the various Rules, Orders and Instructions of the Government of India extended to the employees of the Institute through these bye-laws, to relieve him / her of any undue hardship arising from the operation of such provisions.

**55. Removal of Doubts**

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these bye-laws, the decision of the Executive Council thereon shall be final.

## GROUPS AND CATEGORIES OF POSTS

S.NO.	NAME OF THE POST	SCLAE
<b>GROUP-A</b>		
1.	Director General	5900-6700
2.	Core Teaching Staff	4500-7300 3700-5300 2200-4000
3.	Director Administration	3950-5000
4.	Administrative Officer	3000-4500
5.	Programme Officer	3000-4500
6.	Accounts Officer	2200-4000
7.	Assistant Director Administration	2200-4000
8.	P.R. & Visitor Service Officer	2200-4000
9.	Hindi Officer	2200-4000
10.	Campus Security Officer	2200-4000
11.	Medical Officer	2200-4000
12.	Hostel Manager	2200-4000
<b>GROUP-B</b>		
1.	Research Associates, Technical Assistant & Technical Support Staff	1640-2900
2.	Care Taker-cum-Receptionist	1640-2900
3.	Stores Officer	1640-2900
4.	Senior Accountant	1640-2900
5.	Superintendent	1640-2900
6.	Hindi Translator	1640-2900
7.	Campus Maintenance Officer-cum-Horticulturist	1640-2900
8.	Mess Manager	1640-2900
9.	House Keeper	1640-2900
10.	P.S to D.G.	1640-2900

11. Assistant Engineer 2000-3500

**GROUP-C**

1. Junior Accountant / Cashier 1400-2300  
2. Senior Stenographers 1400-2300  
3. E.D.P. Assistant 1400-2300  
4. Instrumentation Technician 1400-2300  
5. Junior Engineer Civil & Electrical 1400-2300  
6. Stores Assistant in Hostel 1400-2300  
7. Junior Stenographers 1200-2040  
8. Stores Assistant in Office 1200-2040  
9. Assistant Cashier 1200-2040  
10. Upper Division Clerks 1200-2040  
11. Telephone Operator 1200-2040  
12. Library Clerk 1200-2040  
13. Audio Visual Operator 1200-2040  
14. L.D.C. Typists 950-1500  
15. Binder 950-1500  
16. Drivers 950-1500  
17. Press Assistants 950-1500  
18. Electrician-cum-Generator Operator 950-1500  
19. Plumber 950-1500  
20. Cooks 950-1500

**GROUP-D**

1. Peons, Messengers, Photo Copiers, Watchmen, Attenders, Gardner, Medical Orderly, Electrician, Service cum House Keeping Staff, Mess Assistants, Khallasis 750-940  
2. Sweepers 750-940

## SCHEDULE-2

### GROUPING OF POSTS ATTRACTING THE RESERVATION INSTRUCTIONS WHERE DIRECT RECRUITMENT WILL BE MADE

S.NO.	NAME OF THE POST	SCLAE
<b>GROUP-B (1640-2900)</b>		
1.	Research Associates & Technical Support Staff	1640-2900
2.	Campus Maintenance Officer-cum-Horticulturist	1640-2900
3.	Hindi Translator	1640-2900
4.	Mess Manager	1640-2900
5.	House Keeper	1640-2900
<b>GROUP-C (1400-2300, 1200-2040, 950-1500)</b>		
1.	Junior Stenographers	1200-2040
2.	Stores Assistant	1200-2040
3.	Assistant Cashier	1200-2040
4.	Telephone Operator	1200-2040
5.	LDC Typists	950-1500
6.	Typist in Library	950-1500
7.	Drivers	950-1500
8.	Typist in Hindi Section	950-1500
9.	Library Clerk	1200-2040
10.	E.D.P. Assistants	1400-2300
11.	Instrumentation Technician	1400-2300
12.	Audio Visual Operator	1200-2040
13.	Binder	950-1500
14.	Press Assistants	950-1500
15.	Electrician-cum-Generator Operator	950-1500
16.	Plumber	950-1500

17.	Compounder-cum-Nurse	950-1500
18.	Cooks	950-1500
<b>GROUP-D</b>		
1.	Peons, Watchmen, Gardner, Medical Orderly, House Keeping Staff	750-840
2.	Sweepers	750-940

**COMMENTS ON DRAFT SERVICE BYE-LAWS OF MANAGE**

- 1) The word “Centre” used with reference to MANAGE should be replaced by the word “Institute” through out the Service Bye-laws and “Institute” defined in Rule 3 relating to Definitions.
- 2) In Rule 5, the sentence shall be reworded, as “Director General shall be the full and final authority to determine the duties and responsibilities of all categories of posts in the Centre.”
- 3) Rule 5 (3) (i) & (ii) may be suitably modified as two new paragraphs to denote the following:-
  - (a) Intention to club together analogous / similar posts for the purpose of Recruitment Rules to avoid proliferation of posts.
  - (b) To specify such promotion posts which would have the provision of educational qualification of direct recruitment also being applicable in the case of promotion and to provide for training to staff for upgrading their skills for multiple functions.
- 4) As far as practicable, the authority designated as competent to approve the Recruitment Rules for various posts should also be the appointing authority to ensure uniformity. Rule 6, para 1 & 2 and Rule 7 may be suitably modified.
- 5) In Rule 8, in the method of recruitment, provision for appointment on deputation basis may be added. It may also be considered whether any period of deputation may also be specified, such as, 3 years or 5 years etc.
- 6) In Rule 10 (iv), it may be clarified that on such appointment, the persons would be treated as being newly appointed on direct recruitment etc.
- 7) In Rule 11 (i), the words “feeder posts which may be defined” may be added in place of “next lower grade or grades.”
- 8) In Rule (iii) may be slightly modified to read as “persons with exceptional record of service, exceptional skills and knowledge may be considered for promotion by selection basis for which necessary provision will be kept in the Recruitment Rules.”
- 9) In Rule 12 for ad hoc promotion, one more condition, namely, only those persons who are otherwise eligible as per Recruitment Rules, may be added for ad hoc promotion.
- 10) Rule 14 (2) (iv) may be deleted.

- 11) In Rule 19 (ii), the word “direct” can be excluded
- 12) In Rule 20 relating to confirmation, each case of an employee completing probation may be reviewed by a Committee to be appointed by the Executive Council, which may recommend the satisfactory completion of probation to the appointing authority.
- 13) In Rule 20 (6), this may be read as “provision of this Bye-law.....”
- 14) In Rule 25 (a) (i), only regular employees of the centre would be eligible to this benefit.
- 15) In Rule 25 (a) (iii), filling up such posts may be considered on ad hoc basis, which would include promotion, also on contract basis.
- 16) In Rule 25 (b) relating to acceptance of outside employment (on direct recruitment basis), the provision for allowing the employees to retain lien for one/ two years needs to be reconsidered.
- 17) A new Rule 25 (b) may be considered for inclusion entitled as “Review of record of service for the purpose or further retention.”  
  
A Review Committee to be constituted by the EC, may review the case of each employee on his / her attaining the age of 55 years with a view to recommending to the appointing authority his / her further retention in service or otherwise.
- 18) In Rule 28 relating to DA / TA, the word “or as approved by the Executive Council from time to time” may be added.
- 19) In Rule 32 (2), this may be a complete para in itself.
- 20) In Rule 33 (1) relating to pension, the scheme would not be applicable to those persons appointed on contract as well as deputation basis.
- 21) After Rule 44, another Rule 44 (a) may be included for the purpose of writing of Confidential Reports of staff of the centre. The guidelines laid down by the DOP &T for writing Confidential Reports, review, representation etc., may be followed.
- 22) The Executive Council is the sanctioning authority for creation of posts in respect of posts equivalent to Group B,C & D in the Government (MANAGE follows Government Classification of posts as also the same scale of pay) (Rule 3 (1) (i)).

- 23) It will be appropriate if the Chairman of the Executive Council is made the appointing authority in the case of all posts in Group A except that of Director General since the selection committee for appointments to Group 'A' posts will be constituted by the Executive Council.
- 24) There should be a prescribed time limit after retirement within which the appointment is to be made to be considered (Rule 14 (2) (ii))
- 25) The promotional interests of an employee will be self guarded and outsiders will be appointed on deputation / contract basis only if a promotee is not found fulfilling the eligibility conditions / or not found suitable (Rule 6 (3) (iv)).
- 26) All the directives of Government of India in regard to reservation of vacancies for SCs / STs shall be applicable while making appointments unless some posts are exempted from the purview of these instructions with the approval of the Executive Council and concurrence of the Government of India (Rule 16).
- 27) (Chapter X, Bye – Law 45 (2))

This bye- law may be altogether deleted because it may generate acrimony between different categories of employees. Also, inherent financial implication are present in this rule and therefore, do not find place in 'Service Bye – Laws'.

If it is still felt there is a need to provide certain categories of posts rent free accommodation, an upper limit as to number of such rent free accommodation can also be identified in the bye law itself. It should also be mentioned that the given facility shall cease whenever the incumbent vacates the post.

###