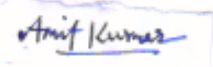


SERVICE RULES

1. A Short Title: KDBL International School
- B. These Rules Called:- **K.D.B.L International School, Fatehullanagar, Post Afzalgarh, Bijnor (U.P.)** Shall come into effect from ----- and shall apply to every employee be the whatever class in the employment of **K.D.B.L International School** on the aforesaid date and who join their employment thereafter.
- C. The managing Committee of **K.D.B.L International School, Fatehullanagar, Post Afzalgarh, Bijnor (U.P.)** hereinafter called the managing Committee reserve to itself the right without giving any previous notice in this behalf to amend, after or add of these rules in conformity with the existing statues and norms sought by the Board/State Government and to bring such amendment or alteration or addition into effect from such date as may fix and circulate in writing.
- D. Such amendments/alteration/additions shall become binding on all the employees of the school when communicating to them in writing.
- 2.A Definitions :- In these rules, unless there is anything repugnant to the subject of context.
- B. Permanent Employee means one who, upon satisfactory completion of his/her period of probation has been confirmed in his or appointment.
- C. Term appointment means clear vacancy appointment short term appointment for specified period or for a specific work of temporary nature.
- D. Manager/Secretary means clear the person by what ever name called who is entrusted with the management of the affairs of the school.
- E. "School Property" means all moveable and immoveable property in the name of the school or in possession of the school and all other rights and interest in or out of such property which includes land, building, playground, furniture, apparatus, books, cash reserve funds, investments and bank balance.
- F. "Teacher Means" a person who is appointed to teach in a school including head of the school.
- G. Board means Central Board of Secondary Education.
- H. "Code of conduct" means the rules framed by the Society for its employees.
- I. "Disciplinary Authority" means appointing as given in these rules for various posts.


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All the rules applicable to the teaching staff shall also apply to every category of the employee as well.

Employees unless repugnant or inconsistent with the text or context.

3. **Appointment, Termination, Retirement.**

A. **Appointment :-** All Appointments in the school except fourth class employees shall be made by the managing committee either by direct recruitment or by promotion through a selection committee formed in accordance with the rules and regulation of the school society in consistent with the norms of the Board/Government.

If statutory provision exists. Appointment of group 'D' employees shall be made by the Principal through constituted selection committee.

B. **The selection committee shall include :-**

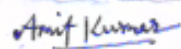
- 1) In case of the recruitment of the head of the school :-
 - i. In case of the Society.
 - ii. The President of the Managing Committee.
 - iii. An educationist nominated by the Managing Committee and
 - iv. A person having experience of administration of school, nominated by the Managing Committee.
- 2) In case of the recruitment of the head of the school :-
 - i. The President of Managing Committee.
 - ii. Manager of the School.
 - iii. The head of the school, and
 - iv. An educationist nominated by the Managing Committee.
 - v. A school expert (in case of teachers only).
- 3) In case of the recruitment of the head of the school :-
 - i. The President of the Managing Committee.
 - ii. Manager of the school.
 - iii. Head of the school.
 - iv. Any member of the Managing Committee nominated by the Chief Patron.
- 4) In case of the recruitment of the head of the school :-
 - i. The head of the school.
 - ii. A nominated of the school Managing Committee nominated by Chief Patron.

4. The Selection committee shall regulate the own procedures and in case if any difference of opinion amongst the members of the selection committee on any matter it shall be decided by the society running the school.

5. The appointment of every employee of a school shall be made by its managing committee.

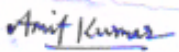
6. If any appointment not acceptable to the Managing Committee, the Committee with reasons shall refer the matter to the society of the school and it shall decide the same.


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13. **Retirement :-**
Every employee shall retire from service on attaining the age of superannuation, as per corresponding categories of employees of aided/unaided schools of the state concerned. The managing Committee may grant extension as per rules of the State if the employee has no mental or physical disabilities and his/her services are beneficial to the institution. The Board will be informed of such extension by the managing committee.
14. **Working Days and Working Hours :-**
A. The working days and holidays will be as per State Government school or Kendriya Vidyalayas.
B. The working hours will be such as may be specified from time to time by the Principal. Normally the working hours will conform to the Kendriya Vidyalayas.
C. Working hours may be different for teaching and non teaching staff as may be specified by the Principal.
D. As and when required an employee may be assigned any special duty even if is to be done beyond the normal working hours in the interest of the school.
E. An employee is also required to conduct and organize co-curricular programme and perform other duties even beyond the normal working hours.
15. **Maintenance of Record :-**
A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.
A. Attendance register of the class for which he/she is the class teacher.
B. Personal log book and class log book, programme of instruction and lesson plans.
C. Collective result of the class.
D. Attendance diary of optional subjects in case of teachers teaching such optional subjects.
E. Stock register of properties held by him/her.
F. CRB (Cumulative record book) of the class for which he/she is a class teacher.
G. Free collection register of the class.
16. **Attendance :-**
Every employee is expected to reach the school punctually, sign the attendance register on arrival before the working of the school begins and also mark the time of departure. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that day.
17. **Contributory Provident Fund – Pension Scheme :-**
Employee except those employed in temporary, vacancies and on part-time service, will be required to become members of the Contributory Provident Fund Scheme as required under the Employee's Provident Fund and


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7. Employees shall be appointed subject to the provision of the agreement and they shall have to comply with the requirement of the provisions contained here.

8. **Medical certificate and character certificate :-**

- A. Medical certificate of fitness from a hospital established or maintained by the Government or local authority.
- B. Two certificates from educationists or any other respectable members of society, not related to candidate, certifying the character and conduct to the satisfaction of the school authorities.
- C. Original Degree/Diploma, certificates along with certificate of experience of experience, if any, with attested photocopies thereof. Original certificates will be returned after verification.

9. **Probation :-**

Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. The period of probation may be extended by the committee by a further period, as decided by the M.C. but not exceeding one year, services of an employee during probation may be terminated by the M.C. without assigning any reason by giving one month's notice in writing or month's salary. If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's notice in writing or one month's salary unless and otherwise the committee permits relaxation under special circumstances.

10. **Confirmation :-**

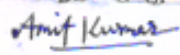
If the work and conduct of any employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the exceeded period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfills other requisite conditions to the satisfaction of the M.C. of the school. The employee shall be informed of his confirmation within 3 months of the completion of the period of probation. The M.C. reserve the right of revoking the confirmation after assigning reasons for the same within one month of such confirmation.

11. **Termination of service due to abolition of posts etc.** If any employee at any time after confirmation intends to resign he/she shall give three months in writing or three months salary to the M.C. The committee shall also be competent to terminate the service of a confirmed employee only in case of abolition of a post due to closing down of school/ a class or reduction in number of section of a class or discontinuance of a teaching subject by giving three months notice in writing or three month's salary.

12. The committee shall have the power to relax the period of notice or payment of salary in special circumstances.


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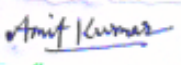
Miscellaneous Provisions Act 1952 or shall be eligible for pension shall contribute to GPF as per Government Rules.

18. **Representation :-**
Representation to M.C., President of the society or Manager may be made only through Principal.
19. **Permission to add qualifications :-**
No teacher shall be permitted to apply for adding qualification before completing two years service. Individual cases duly recommended by the Principal may be considered when due by the M.C. as also under special circumstances before completion of two years.
20. **Application for another post :-**
A. No Member of the staff apply for employment else where without notifying through the Principal in writing to the M.C. which may grant such permission.
B. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.
21. **Private and other tuttions :-**
No staff member shall undertake private or any other tuttion without prior permission in writing of the Principal/Head of the institution.
22. **Grant of leave :-**
A. Leave cannot be claimed as a matter of right.
B. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/Manager of the school.
C. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Principal before the day of absence when a phone message is sent it should be confirmed in writing latest by the subsequent day. Merely applying for leave will not mean sanction until and unless the leave is sanctioned by the sanctioning Authority.

Note :- An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within even days of the expiry of the leave for further leaves, or have been absent from the school without leave for seven days, the employee may be deemed to have deserted his/her post.

23. **Code of conduct for employee :-**
A. Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.
I. Habitual late coming and negligence of duty.
II. Use of abusive language, quarrelsome and riotous behavior.
III. Insubordination and defiance of lawful order.


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- IV. Disrespectful behavior, rumour mongering and character assassination.
- V. Making false accusations or assault either provoked or otherwise.
- VI. Use of liquor or narcotics on the school premises.
- VII. Embezzlement of funds or misappropriation of school property or theft or fraud.
- VIII. Mutilation/destruction of school records and property.
- IX. Conviction by a court of law for criminal offence.
- X. Possession in school premises or weapon explosives and other objectionable materials.
- XI. Including or encouraging any form of malpractice connected with examination or other school activities.
- XII. Divulging confidential matters relating to the school.
- XIII. Obstructing other members of the staff from lawful duties.
- XIV. Carrying on personal monetary transaction among themselves, with the students and/or with the parents.
- XV. Taking active part in politics.
- XVI. Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- XVII. Making sustained neglect in correcting class work or home work of students.
- XVIII. Taking private tuitions without the permission of the school.
- XIX. Organizing or attending any meeting during school hours except when he is required or permitted by the head of the school to do so.
- XX. Absenting from work even though present in school premises or absent without leave.
- XXI. Prepare or publish any look 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.
- XXII. Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind. In pursuance of any object what so ever, except subscription from the members of any association of teacher.

B. All the teachers are expected to be exemplary in their public and private life. Their loyalty sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The teacher shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the head of the institution, or the board. He/she shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

C. The following shall not be deemed to be the breach of code of conduct :
 1. To appear in an examination to im-^{part}ation with the permission of the employer.



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- II. To become or continue to be a member of any religious, literary, scientific or professional organization or co-operative society.
- III. To organize or to attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.
- IV. To make any representation to the management for the redressal of any benefit grievance, subject to the condition that such representation language is not made in rude or indecorous language.

24. Service books and Confidential rolls :-

- A. Service book containing factual record of the employee, -salary scale, increments, promotions, leave record, any disciplinary action or reward etc. shall be maintained for each employee on the form prescribed by the Education Directorate of the state. The signature for entries in the service book, Service book should be duly attested by the head of the institution in the case of the employees and by the person authorized/the manager/the secretary in the case of Head of Institution.
- B. Annual confidential roll shall be maintained by the school every year for every employee including the head of the institution. The confidential roll will contain the assessment of work of the employee during the academic year including the results. Confidential roll of the employee shall be written by the head of the Institution and for the head of the institution by the Manager/Secretary.
- C. Confidential roll shall be maintained in the forms prescribed by the education department of the state and should be kept confidential. Any adverse entry in the confidential roll shall be communicated to the employee concerned. The employee concerned may represent against such adverse entry. The representation will be considered by the next higher authority and if the authority is satisfied that the adverse entry is not justified the same will be expunged from the ACR.
- D. Personal file shall be maintained by the school for every employee. The original degrees/certificates shall be returned to the employee after verification and Photostat copies kept in the personal files.

25. Disciplinary Procedure :-

- A. The school Managing Committee may place an employee under suspension where :-
 - I. Disciplinary proceedings against him are contemplated or pending or
 - II. A case against him/her in respect of any criminal offence is under investigation or trial, or
 - III. He/she is charged with embezzlement; or
 - IV. He/she is charged with cruelty towards any employee of the school; or
 - V. He/she is charged with miss behavior towards guardian, student or employee of the school; or
 - VI. He/she is charged with a _____ any other code of conduct.

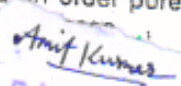

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- B. No order for suspension shall remain in force for more than six months unless the M.C. for reasons to be recorded by it in writing, directs the continuation of the suspension beyond the period of six months.
- C. Where the Principal/Manager intends to suspend any employee, such intention shall be communicated to the chairman of the school or M.C. and no such suspension shall be made except with proper prior approval of the President of the M.C. provided that the Principal/Manager may suspend an employee with immediate effect and without the prior approval of the president of the M.C. if he/she is satisfied that such immediate suspension is necessary by reason of the gross misconduct, within the meaning of the code of conduct or involves moral turpitude. Provided further no such immediate suspension made with the approval of the President of the committee shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the M.C. and approved by it before the expiry of the said period, where the intention to suspend or the immediate suspension of an employee is communicated to the committee, it may, if it is satisfied that there are adequate and reasonable grounds for such suspension, accord its approval to such suspension.
- D. An employee shall be deemed to have been placed under suspension by an order of school Managing Committee.
- I. With effect from the date of detention, if he/she is detained in custody for a period of eight hours on a charge of an offence which in the opinion of the M.C. involves moral turpitude.
 - II. With effect from the date of conviction of the employee, if in the event of a conviction for an offence involving in the opinion of the M.C. moral turpitude, he/she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired from service subsequent on such conviction. Explanation: The period of 48 hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose intermittent periods of detention shall be taken into A/C.
- E. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or, by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case decide to hold further enquiry against such employee on the same allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed such as an employee shall be deemed to have been placed under suspension by the committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders provided unless it is in tented to meet a situation where the court has passed an order purely on technical grounds without going into the merits of


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continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/her earnings during each period or periods, as the case may be, fall short of the amount of subsistence allowance and the other allowances that would otherwise be admissible to him/her are equal to or less than the amount earned by him/her nothing in this provision shall apply to him/her.

26. Whereas suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against, the salaries and allowances of such an employee minus the subsistence allowance received by him/her shall be paid to him/her from the date on which he/she was suspended.

27. Penalties :-

A. The following penalties may, for good and sufficient reason, including the breach of one or more of the provisions of the code of conduct may be imposed upon an employee.

Minor Penalties :

- i. Censure.
- ii. Recovery from pay, the whole or any part of any pecuniary loss caused to the school by the negligence or breach of orders.
- iii. Withholding of increment of pay.

Major Penalties :

- i. Education in rank.
- ii. Compulsory retirement.
- iii. Removal from service, which shall not be a disqualification for future employment in any school run by a society.

Explanation :- The following shall not amount to a penalty: within the meaning of this rule, namely :-

- A. Retirement of the employee in accordance with the provisions relating to superannuation, retirement;
- B. Replacement of a teacher, who has not qualified on the date of his/her appointment by a qualified one;
- C. Discharge of employee appointed on a short term officiating vacancy caused by the grant of leave, suspension of the like.

Procedure of imposing minor penalty :

No order in a case of a minor penalty shall be made except after informing the employee of the proposal to take action against him/her and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

Procedure for imposing major penalty:

No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below :-

- A. The disciplinary authority shall from definite charges on the basis of the allegations on which they are based shall be required to submit within such time as may be specified by the disciplinary authority but later than two weeks, a written statement of his/her defense and also to state whether he/she desires to be heard to person:

Anil Kumar

Principal
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[Signature]

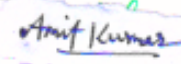
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- B. On receipt of the written statement of defense, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted of, if it considers it necessary to do so, appoint an inquiry officer for the purpose;
- C. At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each on the charges together with the reasons thereof;
- D. The disciplinary authority shall consider the report of the inquiry and record its findings on each charges and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall:
- Furnish to the employee a copy of the report of the inquiry officer where an inquiry been has been made by such officer.
 - Give the employee notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding to weeks, such representation as he/she may wish to him make against the proposed action;
 - On receipt of the representation, if any, made by the employee, the disciplinary authority shall determine what penalty; if may, should be imposed on the employee and communicate its tentative decision to imposed the penalty to the M.G. for his prior approval;
 - After considering the representation made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against him, representation made by the employee, a copy of the enquiry report, where such inquiry was made, and the proceedings of the disciplinary authority.
28. No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the committee.
29. Payment of pay and allowances on reinstatement.

When an employee who has been dismissed, removed or compulsory retired from services is reinstated as a result of appeal or would have been reinstated but for his retirement of superannuation while under suspension proceedings to dismissal, removal or compulsory retirement the case may be, the committee shall consider and make specified order:

- A. With regard to the salary and allowances to be paid to the employee for the period of his absence from duty, including the period of suspension proceeding his dismissed removal or compulsory retirement, as the case may be and


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- B. Whether or not the said period shall be treated as the period spent on duty.

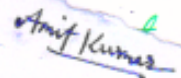
Where the committee is of opinion that the employee who had been dismissed, removed or compulsory retired from service has been fully exonerated, the employee shall be paid the full salary and allowance to which he would have been entitled and he not been dismissed, removed or compulsory retired from service or suspension prior to such dismissal, removal or compulsory retirement from service as the case may be provided that where the M.C. is of the opinion that the termination of proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee if may, after living a representation, if any, made by the employee, direct for reasons to be recorded by it in writing that the employee shall be paid for the period of such delay only such proportion of the salary and allowances as it may determine.

The payment of allowance shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined under the provisions to sub rule shall not be less than the subsistence allowance and other admissible allowances.

30. **Disciplinary Committee :**

1. In case the employee wishes to appeal, against the order of the disciplinary authority, the appeal shall be referred to a disciplinary committee. The disciplinary committee shall consist of the following:-
 - B. The Chairman of the School Managing Committee or in his absence any member of the Committee nominated by him.
 - C. The Manager of the school, and where the disciplinary proceedings is against him/her any other person of the Committee nominated by the Chairman.
 - D. A nominee of the Board/appropriate authority. He/she shall act an adviser.
 - E. The Head of the school, except where the disciplinary proceeding is against him/her, the Head of any other school nominated by the CBSE of Director of Education in case the Act so provides.
2. The Disciplinary committee shall carefully examine the findings of the inquiry officer reasons for imposing penalty recorded by the Disciplinary Authority and the representation by the employee and pass order as it may deem fit.


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