

## **RULES AND REGULATIONS**

1. Your appointment is on temporary basis, for a period of six months which may be further extended, depending upon your performance and necessity of your services to the Institute.
2. You can be given some special duties during exams, programme, games and cultural activities at any time.
3. If you are late in coming to the Institution at the right time i.e. 9 AM it will be considered as present late and two day salary will be deducted or you should inform the Director of the institute in advance.
4.
  - a. Any uninformed leave will be considered as a double leave and accordingly equivalent amount of pay will be deducted from the salary of the month.
  - b. L. N. V. M. Society propose to give 10 days leave per year to all of its staff members, but it should be an informed leave. It will be considered as a casual leave.
  - c. In each and every case a proper leave application should be given.
  - d. In case of any emergency leave the staff member should inform directly to Director of SOA on his mobile of No. 9312408654, 9311209001, 9314009020 on the same day itself.
5. In case temporary staff member like to quit, his or her services to the Institute it should be informed 15 days before doing so in writing, otherwise a salary of 15 days will be deducted while settling the account and vice versa except in the case of disciplinary action.
6. In case a permanent Staff member like to quit his or her services to the Institute it should be informed 3 months before doing so in writing, otherwise a salary 3 months will be deducted while settling the account and vice verse except in case of disciplinary action.
7. Any staff member can be terminated on the basis of disciplinary grounds by the Director of the S.O.A. without stating any reason what so ever to the staff members, with or without payment of his or her dues depending upon the disciplinary action.
8. It is compulsory for the staff members to have a valid I-card while in the premises of the Institute.
9. You are not allowed to take long leave in between the semester, in case they want to take long leave in between the semester then they should inform the management in writing at least 2 months in advance. Here long leave means any leave exceeding 7 days.
10. Earn leaves and other leaves as per rules and regulation of the society will be given to staff members who has served the society for a minimum period of 12 months.
11. Railway fare/transportation to native place of up and down shall be given to staff

members proceeding on leave, and to only those who have served the society for a min. period of 24 months. This shall be payable only as per rules and regulation of the society.

12. It is compulsory for each and every staff members to attend all the functions of the Institute, absention from which will be considered misconduct and appropriate disciplinary action can be taken against the staff members.
13. It is compulsory to wear the Institute's Staff Uniform on all working days except Wednesday & Saturday. If any staff members leaves the service before one year from his/her date of issue of uniform, the cost of the uniform will be deducted from his/her salary. Gents staff should be cleanshave, no beard, moustache one can keep.
14. Your job is transferable and you can be transferred to any branch of the societies institutions.
15. Your consolidated salary/pay scale will be \_\_\_\_\_ during the above mentioned period.

Authorised Signatory

I agree with the above mentioned rules and regulation of Institute and want to serve for the Institute as long as institution need my services.

**(Signature of Candidate)**

**Name of Candidate :** \_\_\_\_\_

**Dated:** \_\_\_\_\_