

**Sarva Shiksha Abhiyan
Authority Punjab, Chandigarh**

**Guidelines to regulate the services
of
Contractual Employees**

INTRODUCTION

- 1.0 These guidelines shall govern the service conditions of the officials/ officers recruited by Sarva Shiksha Abhiyan Authority, Punjab from time to time.

Definitions

- 2.1 “Appointment Committee” means a committee constituted for making selection for appointment to various categories of posts under the Authority.
- 2.2 “Authority” means Sarva Shiksha Abhiyan Authority, Punjab
- 2.3 “Appointing Authority” means the authority competent to make appointments as per the guidelines to regulated the services of contractual employees.
- 2.4 “Direct appointment” means an appointment made otherwise than by selection of a person already in the contracted service of the Authority.
- 2.5 “Duty” means the period of service which counts for pay, and other emoluments but does not include extra-ordinary leave without pay.
- 2.6 "Executive Committee" means the body which is constituted under Rule21 of rules of the Sarva Shiksha Abhiyan Rajya Mission.
- 2.7 “Employee” means a person employed on any post under the Authority.
- 2.8 “State Project Director” means any person appointed by the State Govt. from time to time as State Project Director.

POSTS UNDER THE AUTHORITY

- 3.1 The following posts have been created on contractual basis for carrying on the official management of Sarva Shiksha Abhiyan Authority, Punjab at a consolidated rate of pay as indicated against each. The modes of recruitment along with the qualification for recruitment through various modes of appointment have also been indicated below.

Sr. No	Name of Post	No. of Posts	Qualifications	Salary per month	Mode of Recruitment
1.	Chief Account Officer	01	Retired Additional Director / Joint Director from Department of Finance, Punjab or Joint Controller Finance and Accounts, Govt. of Punjab	Rs. 22,000.00 consolidated	By Direct Recruitment.
2.	Executive Engineer	01	Retired Executive Engineer having experience of executing civil works in any Department of Punjab	Rs. 20,000.00 consolidated	By Direct recruitment.
3.	Deputy Director Planning	01	Working / Retired officers of the Deptt of Planning of the Govt. of Punjab	1) In the case of working salary being drawn by him in the parent cadre and in case of Retired person Rs.20000.00 2) In case of selection as in note given below.	On deputation in the case of working employees of the Department of Planning of the Government of Punjab and by direct recruitment in the case of retirees from the Department of Planning of the Government of

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					Punjab or (ii) By selection from amongst the employees working as Deputy Manager/Assistant Managers possessing experience for a minimum period of two years in the planning wing of the Authority.
4.	Deputy Manager (General)	05	MBA(1 st Division) with 2 years experience	1) Rs 20000.00. consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By direct recruitment or (ii) By selection from amongst the employees working as Asstt Managers possessing experience for a minimum period of 2 years as such.
5.	Deputy Manager (Finance)	01	Chartered Accountant/ Retiree of Punjab State Accounts service or its equivalent of the Govt. of Punjab.	1) Rs 20000.00. Consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By direct recruitment or (ii) By selection from amongst the employees working as Asstt Managers possessing experience for a minimum period of 2 years as such.
6.	Deputy Manager (MIS)	01	MCA(1 st Division) with minimum 2 years experience	1) Rs 20000.00. consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By direct recruitment or (ii) By selection from amongst the employees working as Asstt Managers possessing experience for minimum period of 2 years as Assistant Managers.

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7.	Sub Divisional Engineer	20	Diploma / Degree in Civil Engineering and retired as JE from Department of PWD (B & R), Rural Development and Panchayat, Govt of Punjab and having 15-20 yrs experience in Building Construction.	Rs.15000.00 consolidated	By Direct Recruitment.
8.	Assistant Manager (Administration)	01	Retired Sr. Assistant / Superintendent having experience 20-25 yrs from Establishment Branch	Rs.15000.00 consolidated	By Direct Recruitment.
9.	Assistant Manager (General)	12	MBA(1 st Division)	1) Rs 15000.00. consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By direct recruitment or (ii) By selection from amongst the employees working as Assistant cum Data Entry operators / Steno possessing at least 2 years experience as such.
10.	Assistant Manager (Finance)	02	MBA(Finance) with 1 st Division or CA Inter.	1) Rs 15000.00. consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By direct recruitment or (ii) By selection from amongst the employees working as Accountants possessing at least 2 years experience as such.

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11.	Assistant Manager (MIS)	01	MCA(1 st Division)	1) Rs.15000.00 consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By direct recruitment or (ii) By selection from amongst the employees working as Computer Programmers possessing at least 2 years experience as such.
12.	Assistant Project Coordinator (General)	20	MBA(1 st Division)	Rs. 15000.00 consolidated	By Direct Recruitment
13.	Assistant Project Coordinator (Finance)	20	MBA(Finance) with 1 st Division or CA Inter.	1) Rs12,500.00 consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i)By Direct recruitment or (ii) by selection from amongst the employees working as accountants possessing experience for minimum period of 2 years as such
14.	Computer Programmer	02	BCA with 1 st Division	1) Rs.12,500.00 consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i)By Direct Recruitment or (ii) By selection from amongst the employees working as Assistant cum Data Entry operators possessing qualification of BCA and experience for a minimum period of 2 years as such.

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15	Accountant	34	B.Com(1 st Division)	1) Rs.10000.00 Rs. consolidated in case of direct recruitment. 2) In case of selection as on note given below.	(i) By Direct recruitment or (ii) By amongst the employees working as Assistant cum Data Entry operators possessing B.Com and experience for a minimum period of two years as such and knowledge of Tally.
16.	Stenographer	07	B.A (1 st Division) with Stenography course	Rs. 8500.00 consolidated	Direct Recruitment
17.	Officer Assistant Cum Data Entry Operator	66	Graduation with One year computer course	Rs. 7500.00 consolidated	Direct Recruitment.
18.	Assistant Block Coordinator	216	Graduation with six months computer course	6500/- + 1000/- T.A	Direct Recruitment
19	Block Office Assistant	216	Graduation with six months computer course	5000/-	Direct Recruitment

Note:- On selection to the higher post if an employee was already drawing consolidated pay equal to or more than the basic consolidated pay of the higher post, than his/her basics consolidated pay shall be fixed by allowing him/her one increment @ 6% of the his /her last drawn consolidated pay and he/she shall be allow next increment on completion of one year service at the higher post.

RECRUITMENT AND RETRENCHMENT

- 4.1 Recruitment to the various posts under the Authority shall be made by any one or more of the methods mentioned against each post under Para 3.1
- 4.2 The powers of creation of posts, selection and appointment of contractual employees of the Sarva Shiksha Abhiyan Authority Punjab shall be exercised by the Appointment committee of the Sarva Shiksha Abhiyan Authority Punjab.
- 4.3 State Project Director of Sarva Shiksha Abhiyan Authority Punjab shall be the “Appointing Authority” and shall exercise the power of selection.
- 4.4 The State Project Director shall prescribe the remuneration, qualification & experience and other requirements for the various posts under the Authority.
- 4.5 The age of a person, at the time of direct recruitment to a post under the Authority, shall not normally exceed 35 years in case of a candidate appointment through direct recruitment and 70 years in case of retired government servants. Providing that the State Project Director may in specific cases relax the condition of upper age having regard to the qualifications and experience of a candidate.
- 4.6 Direct appointment of every person to any post under the Authority shall be subject to production by such person of a medical certificate of fitness from a competent Medical Officer of the Government Hospital.

TERMINATION OF SERVICES

- 5.1 The services of an employee appointing may be terminated by the appointing authority by giving one month notice on either side. It will however be open to the Authority to pay in lieu of notice; remuneration etc., for the assignment and any employee may do so by depositing with the Authority remuneration in lieu of the notice in respect of the period by which it falls short of one month.

- 5.2 If at any point of time any information/declaration furnished by any employee in connection with the appointment is found to be false or incorrect in that case the assignment on contractual basis will be liable for termination without notice of one month expressed in Regulations 5.1 above.

RECORD OF SERVICE

- 6.1 The following record of service of every employee shall be maintained by the Authority:
- (a) Personal file;
 - (b) Evaluation Report file;
- 6.2 Personal Files shall be maintained by the office and the Evaluation Report file shall remain in the personal custody of an officer authorized by the State Project Director.

SENIORITY AND SELECTION

7.1 Seniority:

The inter-se seniority of persons appointed to post carrying the same post shall be determined by the order of merit as determined by the selection committee for appointment to such posts: provided that if two or more persons are simultaneously appointed to the same post on the same date, and their seniority has not been indicated by the Selection Committee, then their seniority shall be determined as under:-

- i) In case two or more persons recruited by direct appointment have the same ranking in merit the older in age shall rank senior to the other;
- ii) In any other case, the person drawing the higher pay shall be considered senior to a person drawing lower pay.
- iii) All selection to different higher posts under the Authority from amongst lower categories employees shall be made on the basis of evaluated-merit-cum-seniority and no person shall have a right to be

selected to any higher post on the basis of seniority alone.

PAY AND ALLOWANCES

- 8.1 “Pay” means the monthly consolidated pay/remuneration drawn as fixed pay or a pay drawn on fixed basic pay plus allowances such as dearness allowance, house rent allowance, travelling allowance, conveyance allowance, city compensatory allowance, sumptuary and overtime allowance (as per Punjab Govt. rates or at the rates sanctioned by Authority).
- 8.2 “Allowance” means dearness allowance, house rent allowance, medical allowance, conveyance allowance or any other allowance sanctioned by the Authority from time to time in addition to normal pay.
- 8.3 “Award” means a fixed amount awarded in recognition of meritorious work performed by an employee of the Authority.
- 8.4 An employee of the Authority shall on appointment, be eligible to the minimum of the pay/remuneration and the allowances of the post to which he/she is appointed, provided that the appointing authority, may in consideration of the special knowledge, training or expertise allow a higher initial start to any person.
- 8.5 Appointment committee of the Authority can decide to protect the salary of an employee.

8.6 TA/DA Regulations

The employees will be paid TA/DA as per Traveling Allowance Regulations of the Authority duly approved by the Executive Committee as amended from time to time.

8.7 Contributory Provident Fund Regulations

Every employee shall be entitled to membership of the Contributory Provident Fund Scheme under Provident Fund and Family Pension Act, 1952 irrespective of the pay drawn by him. However, the contribution of the Authority will be restricted to the maximum rates prescribed under the aforesaid Act. Re-

employed person shall be governed by the terms of their appointment.

8.8 Annual Increment for the Contractual Employees

The Appointing Authority after evaluating the performance of an employee, may grant yearly increase in the pay or remuneration of contractual employees at the time of renewal of the contract @ 6% of last drawn consolidated salary or Rs. 400 whichever is higher.

8.9 Executive committee may revise the rate of annual increment.

TYPES OF LEAVE

9.1 All employees of the Authority, except those on deputation will be entitled to the following kinds of leave:

- (i) Casual Leave
- (ii) Earned Leave
- (ii) Public Holidays
- (i) **CASUAL LEAVE:** - 10 days of casual leave in one calendar year (of service) shall be admissible to all employees. Casual leave will be non-cumulative and no other leave of any kind except leave without pay can be combined with it. Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than five days at a time.
- (ii) **Earned Leave:** - All employees shall be entitled to 15 days of earned leave of full pay of every year of service. (it will be calculated @ 1/24 of the period spent on duty.) Leave without pay shall not be counted as period of service.
- (iii) **PUBLIC HOLIDAYS:** - All the employees of the Authority shall be entitled for all the Public Holidays declared by the Punjab Government during the Calendar year.

9.2 SANCTIONING AUTHORITY

Leave of all kinds will be sanctioned either by the State Project Director or by any officer of the Authority so authorized by him to the extent of delegation so made to such authority.

PENALTIES

- 10.1** Regulations, instructions and discipline and conduct prevalent in the Authority as well as issued by the Authority from time to time for the benefit and discipline of the Authority. Incase of any misconduct or dereliction of duty on your part, the State Project Director or any other person whom the powers have been delegated will be competent to issue warning, censure, impose fine or any other punishment which he would deem fit depending upon the gravity of the mis-conduct or dereliction of duty. Further, in case your work and conduct is not satisfactory/ not befitting to the post then the services will be liable to be terminated without notice and holding an enquiry.

GENERAL

- 11.1 The whole time of an employee shall be at the disposal of the Authority.
- 11.2 No employee shall directly or indirectly be engaged in any other business, occupation or employment nor shall he/she enter into any partnership or other business relationship with any party other than the Authority except with the prior permission of the Appointing Authority.
- 11.3 Every employee shall be liable to be transferred by the Appointing Authority from one post to another or to any place, which it may consider necessary in the interest of the Authority.
- 11.4 No employee shall take part in politics or in any political demonstration or stand for election as member of any House of the State Legislature or Parliament or of any Local/Body or indulge in activities that may cause embarrassment to the Authority.
- 11.5 Every employee shall conform to and abide by these Service Guidelines and shall observe, comply with and obey all orders and directions, which may, from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may, for the time being, be placed.

- 11.6 Every employee, shall maintain strictest secrecy regarding the Authority's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information which would have an adverse effect the Authority either to a member of the public or to any other employee of the Authority, unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- 11.7 Every employee shall serve the Authority honestly and faithfully and shall use his utmost endeavor to promote the interest of the Authority and shall show courtesy and attention in all transactions and intercourse with officers of the Government and the Authority's constituents.
- 11.8 No employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

11.9 DELEGATIONS

The State Project Director will have all the powers under these service guidelines. Further, State Project Director may in writing confer on any officer of the Authority all or any of his powers, including powers delegated. Delegated power shall be exercised subject to such restrictions, conditions and limitations as may be prescribed in the orders issued by the State Project Director from time to time.

11.10 AMENDMENT

The Authority reserves the right to modify, cancel or amend all or any of these regulations and issue supplementary regulations or amendments thereto without previous notice and give effect to them from the date of issue or any other prospective date. Matters not covered by these regulations would be decided by the State Project Director, at his discretion, keeping in view the regulations applicable to State Government employees.

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