

TAMIL NADU NATIONAL LAW SCHOOL
DUTIES AND POWERS OF OFFICERS AND
SERVICE REGULATIONS, 2016
(Under Section 25 of the TNNLS Act, 2012)

Under Section 25 (a) of the Tamil Nadu National Law School Act, 2012 (Tamil Nadu Act 9 of 2012), the Executive Council of the Tamil Nadu National Law School hereby makes the following regulations:-

CHAPTER-I
TITLE AND DEFINITIONS

1) Title, Extent and Commencement

- a) These Regulations may be called ‘The Tamil Nadu National Law School Duties and Powers of Officers and Service Regulations, 2016’.
- b) These Regulations shall be applicable to all employees of the School.
- c) They shall come into force with effect from the date of approval by the Chancellor* and the General Council**.

2) Definitions

In these Regulations, unless the context otherwise requires:

- a) “Academic Staff” means Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian and Assistant Director of Physical Education and such others employed by the School for teaching the students.
- b) “Act” means the Tamil Nadu National Law School Act, 2012 (Tamil Nadu Act No. 9 of 2012).

* Chancellor approved on 13-02-2016.

** General Council approved at its 2nd meeting held on 16-02-2016.

- c) “Authorities” mean the General Council, the Executive Council, the Academic Council, the Finance Committee, the Board of Studies, the Faculties and the Departments and such others that may be included from time to time.
- d) “Chancellor” means the Chancellor of the School.
- e) “Employee” means a person appointed by the School on permanent basis or temporary basis, full-time or part-time or under contract, and has recognized rights and duties.
- f) “Executive Council” means the Executive Council of the School.
- g) “Finance Committee” means the Finance Committee of the School.
- h) “General Council” means the General Council of the School.
- i) “Officers” means the Vice-Chancellor, Registrar, Controller of Examinations, Finance Officer and Dean and such others who may be included from time to time by the Executive Council.
- j) “Prescribed” means prescribed by these Regulations.
- k) “Regulations” means the regulations made under the Act.
- l) “Registrar” means the Registrar of the School.
- m) “School” means the Tamil Nadu National Law School (TNNLS).
- n) “Vice Chancellor” means the Vice Chancellor of the School.

CHAPTER II OFFICERS OF THE SCHOOL

3) Vice-Chancellor

- a) The Vice-Chancellor shall be appointed as provided in Section 11 of the Act.
- b) In addition to the salary, allowances and other facilities mentioned in Section 11(5) (a) of the Act, the Vice-Chancellor shall be entitled to the following perquisites and allowances:
 - i. Travelling Allowance and Transfer Travelling Allowance as per Government norms or actual and Daily Allowance as per Government norms.
 - ii. A car with fuel for official work, as per the norms approved by the Executive Council
 - iii. Terminal Benefit on *pro rata* basis of Rupees 1 Lakh for every completed year of service as Vice-Chancellor or as prescribed by the UGC from time to time, whichever is lower.
 - iv. Any other allowance or perquisites as may be determined by the Executive Council with approval of the Chancellor.
- c) The incumbent Vice-Chancellor shall duly inform the Chancellor six months before the expiry of his tenure to initiate the process of selecting the successor as per Section 11 of the Act.

4) Powers and Duties of the Vice-Chancellor

In addition to the duties and responsibilities and powers and functions conferred by the Act, it shall be competent for the Vice-Chancellor to exercise the following powers:

- a) To constitute *ad-hoc* committees for any specific purpose;
- b) To depute Officers, teachers and other employees of the School on official work;
- c) To permit the teachers and Officers to attend meetings and conferences organised by academic and government institutions within the country;
- d) To recommend and forward to the University Grants Commission and Union Ministry of Education (Human Resources Development), the proposals made by the School teaching Departments for grant of financial assistance under various schemes;
- e) To sanction leave of all kinds to the employees of the School;
- f) To invite guest lecturers or speakers and to sanction honorarium and travelling expenditure to them, within the norms fixed by the Finance Committee;
- g) To fill the casual and temporary vacancies of non-teaching staff through temporary appointments for a period not exceeding three months, subject to the ratification of the Executive Council;
- h) To make temporary appointments to the posts of the Professor, Associate Professor, Assistant Professor and Librarian of the School by following the procedure laid down in Section 48(6) of the Act;
- i) To sanction honorarium to the subordinate staff and teaching staff upto the limit of Rs.2,500/- subject to ratification of Finance Committee for any special work that they have been directed to perform;
- j) To authorize the publication of results of the examinations;

- k) To delegate the powers and duties of any officer of the School to some other officer of the School whenever such officers are on leave;
- l) To declare the satisfactory completion of the probation of the employees of the School, on the recommendations of a Committee to be constituted from time to time as per clause 4(a) above, provided the necessary formalities prescribed for each category are observed strictly. Such committee shall consist of the Registrar and a Professor/Associate Professor of the School. Provided further that in the case of the academic staff, the approval of the Academic Council should be obtained;
- m) To give administrative sanction for the purchase of furniture and other amenities for classrooms, hostels, guesthouse, , quarters, etc up to Rs.7.5 lakhs under each head, and subject to the approval of the Finance Committee if the value of such purchase exceeds Rs. 7.5 Lakhs and subject to the approval of the Executive Council if the value of purchase exceeds Rs.20 Lakhs;
- n) To award tenders exceeding Rs.10 Lakhs but not exceeding Rs.25 Lakhs. Tenders exceeding Rs.25 Lakhs but not exceeding Rs.50 Lakhs must be approved by the Finance Committee and tenders exceeding Rs.50 Lakhs must be approved by the Executive Council. Post-facto information on all open tenders exceeding Rs.10 Lakhs must be placed before Executive Council and administration sanction for the procurement must be obtained from the appropriate sanctioning authority before the award of the tender;
- o) To sanction grants to researchers and fellowships from the fund and funds placed at the disposal of the School by the Government or by other agencies for the said purpose;

- p) To sanction the convening of seminars, conferences, committees, group discussion etc., the expenditure on each part not exceeding Rs.5 lakhs;
 - q) To sanction advances for the principal investigators of schemes and projects which are financed by outside agencies and report to the Executive Council;
 - r) To sanction loans and advances to employees of the School provided all conditions prescribed by the Executive Council are satisfied;
 - s) To sanction reimbursement of amounts spent by the employees of the School for the purposes of medical treatment according to the rules in force in the Government of Tamil Nadu;
 - t) To sanction permanent advances to the Officers and Heads of the Departments in the School;
 - u) To countersign the Travelling Allowance bills of the Registrar, the Finance Officer and the Controller of Examinations;
 - v) To authorize opening of new Heads of Accounts and when necessary to permit the opening of separate accounts in the scheduled Banks for this purpose;
 - w) To open new Heads of Accounts, if there is an urgency and report to the Finance Committee;
 - x) To sanction refund of deposits of earnest moneys, securities, etc;
 - y) To take such action as may be necessary in case of any emergency which requires immediate action and report the same for ratification of the Executive Council;
 - z) To assign to an Officer or body or Committee any of his/her administrative functions, other than those to be exercised by himself/herself under the Act, and report to the Executive Council;
- and

- aa) To exercise such powers as may be delegated by the Executive Council from time to time.

5) Registrar

- a) The Registrar shall be appointed by the Executive Council based on the recommendations of a Selection Committee specially constituted for that purpose consisting of the Vice Chancellor as the Chairman, one member nominated by the Executive Council among them and one person nominated by the Chancellor from outside the School. His/her term of appointment shall be for a period of three years. He/she shall be eligible for reappointment for another term of three years.
- b) When the office of the Registrar is vacant or when the Registrar is, by illness, absence or for any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by a person not below the rank of Associate Professor of the School as the Vice Chancellor may appoint for the purpose till the Executive Council appoints a new Registrar or till such time the Registrar resumes his duties respectively
- c) The Registrar shall be paid a salary in the scale of pay applicable to the School Professor from time to time. He/She is eligible for Travelling Allowance, Transfer Travelling Allowance, Daily Allowances and other allowances as determined by Executive Council. Till such determination is made, the norms for the other officers of the School shall apply.
- d) The Registrar will be provided with a car and fuel for official purposes, as determined by the Executive Council.

- e) Registrar shall not be eligible for nomination or election or for appointment as member of any of the Authorities of the School.
- f) Registrar may, by writing, inform the Executive Council through the Vice-Chancellor his/her intention to resign or revert back to his/her parent Department after giving three months notice and the Executive Council, based on the recommendations of the Vice-Chancellor shall decide upon such request. The Executive Council may waive the notice period at the request of the Registrar. The Executive Council may decide to recover three months salary for such waiver of notice period from the amount payable to the Registrar by the School.
- g) The Executive Council may dispense with the services of the Registrar after giving three months notice or three months salary in lieu of notice. In case the Registrar is appointed on deputation from other services, the Executive Council may revert him/her to the original service when it deems fit to do so.
- h) The Executive Council may at any time discharge the services of the Registrar without notice or compensation if he or she is found to have violated the terms of the employment and/or found guilty of misconduct as per the rules hereunder.
- i) The Registrar shall arrange that any Member of the Academic Council or the Executive Council or a Finance Committee have access to the proceedings of the Academic Council or the Executive Council or Finance Committee and to any documents connected with such proceedings.

6) Powers & Responsibilities of Registrar

The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him/her and shall act subject to the direction and control of the Vice-Chancellor. In addition to the powers and duties conferred by the Act, it shall be competent for the Registrar to perform the following functions:

- a) To be in overall charge of the administration of the School, office, and to take all the steps necessary for the efficient working of the office subject to the approval of the Vice-Chancellor.
- b) To call for quotations and tenders whenever necessary and prepare comparative statements and scrutinize them in accordance with the Tamil Nadu Tender Transparency Act.
- c) To approve tenders or quotations of value not exceeding Rs.10 lakhs provided that the administrative sanction for the procurement is obtained from the appropriate sanctioning authority.
- d) To sanction the procurement of stores, equipment, electronic appliances, telecommunication services and other teaching and administrative aids, subject to the availability of budget provision and of value not exceeding Rs.3 lakhs.
- e) To sanction the purchase of books, magazines and on-line resources for the library subject to availability of budget provision upto a limit of Rs.5 lakhs.
- f) To hire vehicles for official purposes.
- g) To hire daily wage workers, subject to the wages as notified in the District Gazette.
- h) To sign contracts and other agreements on behalf of the School under the direction of Vice-Chancellor or Executive Council, as the case may be.

7) Finance Officer

- a) The Finance Officer shall be a whole time salaried Officer of the School appointed by the Executive Council.
- b) The Finance Officer shall be appointed by the Executive Council from out of the panel of three names recommended by the Government who are Officers of the Government not lower in rank than that of the Under Secretary to the Government, Finance Department. Notwithstanding anything contained in this Regulations, it shall be in the power of the Executive Council to revert the Finance Officer to his/her parent department, when it deems fit to do so, giving the Government reasonable time to recommend a panel of three names for the new appointment to the post.
- c) The Finance Officer shall hold the office for a period of three years from the date of his appointment or on attaining the age of 58 years whichever is earlier. Provided that the Finance Officer not withstanding his attaining the age of 58 years or the expiry of the period of three years from the date of his appointment, continue in office until his successor is appointed and enters upon his office or until the expiry of a further period of one year, whichever is earlier.
- d) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person not below the rank of Deputy Registrar as the Vice Chancellor may appoint for the purpose till such time the Executive Council appoints a new

Finance Officer or till such time the Finance Officer resumes his duties respectively.

- e) The Finance Officer shall not be eligible for election, or nomination as a member to any of the Authorities of the School.

8) Powers and Functions of the Finance Officer

- a) The Finance Officer shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him/her and shall be subject to the general direction and control of the Vice-Chancellor.
- b) All files which have a financial implication will be put up to the Finance Officer, before it receives the approval of the Vice-Chancellor or the Registrar.
- c) The Finance Officer shall be responsible for the following:
 - i. To make all arrangements for the transaction of business for the meeting of the Finance Committee.
 - ii. To maintain the Accounts of the School, to make arrangements for the Audit of bills presented at the School Office and for the Audit of the Accounts.
 - iii. To arrange the settlement of objections raised by the Auditor appointed by the Government and carry out such instruction as may be issued by the Vice-Chancellor / Executive Council on that Audit Report.
 - iv. To make arrangements with the approval of the Vice-Chancellor for the publication of the Audited Statement of Accounts so that it may be forwarded to the Government and other appropriate authorities of the School within one month of such publication.

- v. To prepare the monthly accounts of the School and to produce for audit all the registers and accounts and records connected with financial transactions.
- vi. To prepare the financial estimates and the budget of the School in consultation with the Vice- Chancellor before presenting them to the Finance Committee and the Executive Council. In the matter of financial estimates, he/she shall consult the Registrar and shall obtain from him/her the estimates for the year from the Departments of the School.
- vii. To arrange for the annual stock verification. For this purpose, he/she shall submit to the Vice-Chancellor in November of each year, proposals for the appointment of stock verifiers for various Departments, Sections, etc. He / She shall ensure that the annual stock verification as on 31st March is conducted regularly before the end of April every year. The report of stock verification shall be placed before the Vice-Chancellor for orders
- viii. To invest an amount not exceeding Rs.25,00,000 in bank accounts only at a time, with the prior approval of the Vice Chancellor and to report to the Finance Committee and the Executive Council immediately thereof;
- ix. To make urgent payments not exceeding Rs.50,000 subject to report to and ratification by the appropriate sanctioning authority immediately thereof;
- x. To scrutinize every item of new expenditure not provided for in the budget estimate of the School and to suggest appropriate action to the Vice-Chancellor;
- xi. To realize and receive grants or other moneys due to the School from Central and State Government, University

Grants Commission and other bodies, institutions and individuals;

- xii. To disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water, oil and fuel, land and corporation tax, phone and other rental bills, maintenance charges etc, recoup permanent advances and payment of all allowance bills after ensuring that general sanction is received from the competent authorities;
- xiii. To draw cheques on his/her own signature, up to the financial limit set by the Vice Chancellor
- xiv. To scrutinize the quotations and tenders received and countersign the comparative statement and make recommendations to the approving authority for finalising the tenders, quotations or otherwise.

9) Controller of Examinations

- a) The holder of the post of Controller of Examinations shall be an academician not lower in the rank than that of a Professor.
- b) The Controller of Examinations shall be a whole time officer of the School.
- c) The Controller of Examinations shall be appointed by the Executive Council based on the recommendation of a selection committee specially constituted for that purpose consisting of the Vice Chancellor as the chairman, one Executive Council member nominated by the Executive Council and one person nominated by the Chancellor from outside the School.
- d) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by illness, absence or for

any other cause, unable to perform the duties of his office, the duties of the office of the Controller of Examinations shall be performed by a person not below the rank of Associate Professor of the School as the Vice-Chancellor may appoint for the purpose till the Executive Council appoint the Controller of Examinations or till such time the Controller of Examinations resumes his duties respectively.

- e) The Controller of Examinations shall not be eligible for nomination or election as a member of any of the School Authorities.
- f) The Controller of Examinations may by writing inform the Vice-Chancellor his/her intention to resign or revert back to his/her parent department after giving three months notice and it shall be competent for the Executive Council, on the recommendation of the Vice-Chancellor, to accept his/her resignation or reversion. The Executive Council may waive the notice period at the request of the Controller of Examinations. The Executive Council may decide to recover three months salary for such waiver of notice period from the amount payable to the Controller of Examinations by the School.
- g) The Executive Council may dispense with the services of the Controller of Examinations after giving three months notice or three months salary in lieu of notice. In case the Controller of Examination is appointed on deputation from other services, the Executive Council may revert him/her to the original service when it deems fit to do so.
- h) The Executive Council may at any time discharge the services of the Controller of Examination without notice or compensation if he or she is found to have violated the terms of the employment and/or found guilty of misconduct as per the rules here under.

- i) The Academic Council may direct the Controller of Examinations to function under the overall supervision of any committee created by it to oversee the examination process.
- j) The Controller of Examinations shall, in the exercise of the powers and the duties of his/her office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his/her orders and render such assistance as may be required by the Vice-Chancellor in the performance of his/her duties.

10) Powers and Duties of the Controller of Examinations

- a) The Controller of Examinations shall be responsible for the conduct of all School Examinations as prescribed by the authorities of the School and it shall be his/her duty to arrange with prior approval of the Vice-Chancellor the all matters connected with School Examinations.
- b) He/She shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all School Examinations.
- c) He/She shall countersign the Travelling Allowances Bill and remuneration bills of Examiners and paper-setters and all other bills relating to examinations.
- d) The Examiners and Question paper setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor.
- e) He/She shall arrange to publish the results of all School Examinations with the approval of the Vice Chancellor.

CHAPTER III
GENERAL SERVICE CONDITIONS OF THE TEACHING AND
NON-TEACHING ESTABLISHMENT OF THE SCHOOL

11) Applicability

- a) The service conditions laid out in Chapters III, IV, V and VI shall apply to all employees of the School not regulated by separate regulations framed in accordance with the Act. In case of those on deputation from other organisations, these service conditions will be subject to the terms on which such persons are lent on deputation. In respect of contractual appointment, the terms of contract shall prevail over these service conditions.
- b) The Executive Council may, in the larger interest of the School, relax any of the provisions in Chapter in exceptional cases in favour of individuals or group of individuals.

12) Categories and Post

The Categories and the number of posts under each category of employees of the School shall be such as may be determined by the Executive Council from time to time on the recommendations of the Academic Council in respect of all teaching staff and on the recommendations of the Vice-Chancellor in respect of all administrative staff. Till such classification is made, classification of teaching staff will be as per the classification adopted by UGC and the classification of non-teaching staff will be as per the classification in the Tamil Nadu State and Sub-ordinate Service Rules. Accordingly, the non-teaching staff will be classified as Group A, Group B, Group C and Group D.

13) Qualification for the Posts

- a) The qualifications for the Academic Staff shall be determined by the Executive Council based on the recommendations of the Academic Council provided such shall not be less than the qualifications prescribed by the UGC from time to time.
- b) The qualifications for employees other than the Academic Staff and Officers shall be as per Annexure I of these Rules. These qualifications shall be varied by the Executive Council based on the recommendations of the Vice Chancellor from time to time.

14) Pay scale

- a) The pay scale of Academic Staff shall be determined by the Executive Council on the recommendation of the Finance Committee and Academic Council, which shall not be lesser than the UGC pay scale prescribed from time to time.
- b) The pay scale of the employees other than Academic Staff shall be determined by the Executive Council on the recommendation of the Finance Committee.
- c) Till such determination of pay scales is made by the Executive Council, such employees shall be paid the pay scales as listed in Annexure II.
- d) The allowances payable to the employees of the School shall be the same as applicable to those holding equivalent posts in the service of the Government of Tamil Nadu, unless specifically modified by the Executive Council.
- e) The pay and allowances of the employees on deputation shall be the same as what they would have received, had they continued in

the parent organisation, unless specifically modified by the terms of deputation.

15) Age of appointments

- a) The age of a person at the time of the appointment to the service of the School as a non-academic staff, except as Officers of the School, shall ordinarily be not less than 18 years and not more than 45 years.
- b) The maximum age of appointment of an academic staff member and Officers of the School shall be 60 years.
- c) The Executive Council shall have the discretion to relax or waive these limits whenever it considers necessary in the larger interest of the School.

16) Mode of Recruitment

- a) Recruitment to the various posts on a permanent basis shall be made by any one of the following methods:
 - i. by direct recruitment;
 - ii. by transfer;
 - iii. by promotion;
 - iv. by deputation from Central or State Government or other University or from Public Sector undertaking or from local bodies;
- b) The School may engage on contract basis for a specific time any qualified person to any post, subject to the approval of the Executive Council.

17) Direct Recruitment

- a) Direct recruitment to a substantive post in the School shall be made through open advertisement and calling for a list from the Employment Exchange.

- b) Open advertisement shall be published in at least two Tamil and one English daily newspaper, widely circulated in Tamil Nadu, in addition to the website of the School
- c) A minimum of 30 days notice shall be provided between the date of notification of vacancy and the last date of submission of application.
- d) The selection process shall be determined by the Executive Council, but may include an interview by a Selection Committee with or without a written examination.
- e) The Selection Committee for the teaching posts shall be constituted as per Section 48 of the Act
- f) The Selection Committee for the non-teaching posts, excluding that of the Officers of the School, shall consists of the Vice-Chancellor, the Registrar and two nominee of the Executive Council

18) Reservation

The Rules of reservation shall be applicable to all direct recruitment to the posts of teachers and administrative staff as per the notification issued by the Government of Tamil Nadu from time to time.

19) Joining of Service

- a) Every person newly appointed in the School shall produce the original Birth Certificate issued by the Registrar of Births and deaths. In case of those who have not obtained birth certificate, a copy of the S.S.L.C or Matriculation Certificate shall be produced. On acceptance of the date of birth it shall be entered in the Service Records of the person concerned to be authenticated both by the employer and the person concerned and shall not be altered under any circumstances thereafter.

- b) Every employee of the School, other than the Vice Chancellor shall sign an agreement of service in the prescribed form accepting in writing the terms and conditions of appointment before joining duty.
- c) All appointments shall take effect from the date on which the appointee reports for duty at the School or the place prescribed in the order of appointment, unless any other date of effect is expressly mentioned in the appointment order.

20) Seniority

- a) Inter-se seniority between two appointees who joined on the same day to the same cadre shall be decided by the age of the appointee, with the person senior in age considered more senior in service than the person junior in age.
- b) The Executive Council may, in case of candidates of exceptional merit, decide to offer seniority protection or pay protection for such candidates who were already permanent employees of other public or academic or research institutions.
- c) The Executive Council shall decide on which all posts of non-academic staff shall form a common cadre.
- d) The Executive Council shall decide on which all posts of academic staff, drawn from various departments, as and when they are formed, will constitute a common cadre.
- e) The School shall maintain a list of seniority of employees in each cadre and it shall be brought up to date every year if there is any change during that year.

21) Declaration of Probation and Discharge of Probationer

- a) Every person directly appointed in the School against substantive posts, other than the Officers of the School, shall be on probation for a period of not less than two years. In computing the period of probation, extraordinary leave, if any, granted to an employee during probation shall be excluded.
- b) Before the expiry of the period of probation, the Registrar shall call for the report of work and conduct of the employee from the authority under whose administrative control the employee is working during that period. The Vice Chancellor shall declare the satisfactory completion of probation of the employee on the recommendation of the committee constituted for the purpose. If the work and the conduct of the employee are not satisfactory, the Vice Chancellor may extend the period of probation of the said employee.
- c) Any extension of the period of probation shall not be longer than one year and there shall be only one such extension. If the work and conduct of the employee is found to be unsatisfactory even after such extended period of one year, the report shall be placed before the Executive Council whose decision shall be final.
- d) The Executive Council may, based on the report of the Vice-Chancellor, decide to discharge a probationer from the service of the School at any time during probation period on the ground of unsuitability, incapacity or inefficiency, provided an opportunity to be heard is afforded to such probationer before taking any such decision.

22) Increment

- a) Increment at the end of one year of completed service shall be granted in four blocks, falling due on January 1, April 1, July 1 and October 1 as the case may be by adjusting the month of joining of the employee as a matter of course unless withheld. However in case of disciplinary proceedings, all orders regarding withholding of an increment to any employee shall indicate the period for which it is withheld and also whether the withholding shall have the effect of postponing future increments.
- b) The following periods shall count for earning increments of an employee:
 - i. All periods of duty in a post on a time scale;
 - ii. All periods of leave including extra ordinary leave for pursuing higher studies; and
 - iii. All periods spent on deputation to other organisations;

23) Promotion

The promotion scheme for the teaching staff of the School shall be governed by the University Grants Commission guidelines as adopted by the Government of Tamil Nadu. The promotion scheme for the non-teaching staff shall be subject to the availability of vacancies and the eligibility of candidates for various promotional posts will be subject to their qualifications and service period in the feeder category as laid out in Annexure -I.

24) Notice for Leaving Employment

A permanent employee of the School, whose service has been confirmed after successful completion of probation, shall, if he/she would like to

discontinue service on his/her own accord; give 3 months' notice or 3 months' salary in lieu thereof.

25) Age of Retirement

- a) All non-teaching employees of the School shall retire from the service of the School on completion of 58 years.
- b) In the case of Academic staff, the age of retirement shall be completion of 60 years. The Executive Council may increase the retirement age of academic staff to such age of academic staff if it deems necessary.
- c) In respect of Officers other than the Vice-Chancellor, and Academic Staff, the Executive Council may, on the recommendation of the Vice Chancellor, re-appoint persons of exceptional standing on contractual basis, after their retirement, for specific periods in accordance with the UGC guidelines.
- d) In respect of a non-teaching employee attaining the age of superannuation, where the date of such age falls on a day other than the first day of the month, he shall retire on the last day of that month and when the date falls on the first day of the month, on the last date of the preceding month.
- e) In the case of academic staff retiring in the middle of the academic year, such staff may continue till the end of the academic year provided that he/she is otherwise fit and qualified to continue.

26) Service Register

The School shall maintain a register of the services of every employee in its service as also an account of leave earned and availed by him. All changes affecting the rank and emoluments, transfers and other allied

matters shall be entered in the register then and there and attested by the Vice Chancellor in the case of Registrar, Registrar for other Officers of the School and Deputy/Assistant Registrar for all other employees. Entry shall be made every year during the month of June about the verification of the service with reference to the pay bills and other records.

27) Confidential Report

The School shall maintain confidential report on employees and every adverse remark shall be substantiated by concrete instances. Confidential Report about the Registrar shall be written by the Vice Chancellor and all other Officers and non teaching staff by the Registrar and countersigned by the Vice Chancellor. The Confidential Reports about the teachers except the Head of the Department shall be written by the concerned Head of the Department. The Confidential Report about the Head of the Department shall be written by the Dean of Faculties. The Confidential Report about the Dean of Faculties shall be written by the Vice-Chancellor. In the absence of a Dean of Faculties and the Heads of the Department, the Confidential Reports of the Academic Staff shall be written by the Vice Chancellor.

28) Grant of Leave

- a) No leave can be claimed as a matter of right. Discretion to refuse or revoke leave of any kind shall be with the authority empowered to grant it.
- b) Leave for Academic Staff and Officers of the school staff shall be granted by the Vice-Chancellor or by any Officer on whom the

power to grant leave is delegated by the Vice-Chancellor, unless otherwise provided in these Regulation.

- c) Leave for non-academic staff shall be granted by the Registrar.

29) Types of Leave

The types of leave and the amount of leave available for the employees of the School shall be the same as that are applicable to the employees of the Government of Tamil Nadu as per the provisions of Tamil Nadu Leave Rules, 1933 and the Fundamental Rules of the Tamil Nadu Government. In the case of the Academic Staff, the Executive Council may, having regard to the circumstances and the merit of the applicant, sanction any special type of leave prescribed by the University Grants Commission.

30) Leave Travel Concession:

The employees of the School will be eligible for leave travel concession on the same terms as applicable to the employees of the Tamil Nadu Government.

31) Contributory Pension

- a) All permanent employees of the School, shall subscribe to the 'Defined Contribution Pension Scheme'. This scheme will have two tiers -Tier I and Tier II. Contribution to Tier-I is mandatory for all employees whereas Tier-II will be optional and at the discretion of the employees. Under Tier I, the employee will have to contribute 10% of his basic pay and dearness allowance every month. The school shall make a matching contribution to the pension account of the employee. Tier II contribution shall be optional and there will be no contribution from the School. The Pension Contribution of the employees will be invested in a

pension fund approved by the Pension Fund Regulatory and Development Authority of India, in accordance by the guidelines issued by the Government of Tamil Nadu from time to time.

- b) The School shall also make its share of the contribution to the pension fund of the employees on deputation to the School.
- c) Till the pension contribution of the employee and employer is invested in a pension fund, the same shall be retained in the account of a nationalised bank separately.

32) Gratuity

A permanent employee of the School who is under the Contributory Pension Scheme is not entitled to death cum retirement gratuity. But a permanent employee of the school, who was earlier in a service that entitled him to death-cum-retirement gratuity and then absorbed into the permanent service of the TNNLS, shall be paid death-cum-retirement gratuity subject to the same conditions and limitations applicable to an employee of Government of Tamil Nadu of the same service and grade.

CHAPTER IV
DISCIPLINE AND APPEAL RULES

33) Conduct and Discipline

- a) All employees of the School are expected to maintain the highest standards of professional discipline expected of a public servant and of an employee of a higher educational institution.
- b) The provisions of the Tamil Nadu Government Servants Conduct Rules, 1973 shall apply to the employees of the School and in all cases where approval of the Government or information to the Government is required for certain activities under the said Rules, the approval of the Vice-Chancellor may be obtained or information may be given to the Vice-Chancellor. In addition, the Code of Professional Ethics prescribed by the University Grants Commission from time to time, shall be applicable to the Academic Staff.
- c) A whole time School employee may be entrusted with any work connected with the School, academic or administrative, as required by the authority without any liability to meet the claim for additional remuneration.
- d) The employee shall not accept, while in School service, any additional employment and should not engage in any private trade or business, individually or in partnership. He shall not serve as the Director of a company or in managerial capacity of any legal entity engaged in commercial activities. However, an employee may engage in purely honorary work of social, cultural or charitable nature without remuneration, provided that such work is not an impediment to his official duties.

34) Disciplinary Action

Disciplinary Action can be initiated against an employee of the school in the following circumstances:

- i. Dereliction of duty;
- ii. Violation of standards of behavior as prescribed by the applicable codes of conduct;
- iii. Financial irregularities;
- iv. Insubordination;
- v. Unauthorized absence from duty;
- vi. Conviction by a court of law;
- vii. Accusation of any offence involving moral turpitude;
- viii. Insolvency;
- ix. Any other misconduct;

35) Penalty

Two types of penalties may be imposed wherever necessary

a) Minor Penalties/ Punishments

- i. Censure
- ii. Stoppage of increment without cumulative effect and
- iii. Fine not exceeding Rs. 1000/- at a time in the case of employees of Group D.

b) Major Penalties/ Punishments

- i. Any period of suspension pending enquiry, either the whole or part of which may be treated as a substantive punishment as and when the charge is proved;
- ii. Stoppage of increment with cumulative effect.
- iii. Reduction to a lower scale of pay or to a lower category of the School Service
- iv. Compulsory Retirement, and

- v. Removal or dismissal from the Service.
- c) Recovery may be ordered by the competent authority for the loss if any, caused to the School by any act of commission / omission, in addition to any of the punishments mentioned under items (a) and (b) above.
- d) The procedure laid down in Rule 17 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules shall be followed for imposing major and minor penalties.

36) Disciplinary authorities and Appellate Authorities

- a) The authorities competent to impose punishments and the corresponding appellate authorities to hear appeals on any such action taken in respect of the Officers and Academic Staff, excluding the Vice-Chancellor, shall be as follows:

Sl. No.	Officers	Authority to impose punishments	Appellate Authority
I	Registrar	Executive Council	Chancellor
II	Finance Officer	Executive Council	Chancellor
III	Controller of Examinations	Executive Council	Chancellor
IV	Academic Staff	Vice Chancellor for minor penalties and Executive Council for Major Penalties	Executive Council for minor penalties and the Chancellor for major penalties.

- b) In the case of non-academic staff, the Registrar shall have power to take disciplinary action, to administer warnings to them and to impose on them the penalty of censure or withholding of increments. In case the inquiry discloses that a penalty beyond the powers of the Registrar is called for, the Registrar shall, on conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations and the Vice-Chancellor shall

pass such orders as he deems fit. An appeal shall lie to the Vice-Chancellor against an order of the Registrar imposing penalties within his power and an appeal shall lie to the Executive Council if the penalty is imposed by the Vice-Chancellor.

- c) The Executive Council shall have power to initiate and conduct disciplinary proceedings against any employee who is on deputation from another organization. It may impose such punishments as permitted by the terms of deputation permitted by the lending authority. If the Executive Council is of the opinion that a higher penalty is warranted, then the records of the disciplinary proceedings may be transferred to the lending authority with its recommendation.
- d) All appeals against disciplinary proceedings shall be filed before the appropriate appellate authority within 30 days of receipt of adverse order by the aggrieved employee

37) Suspension

- a) The authority competent to impose penalties on an employee may place an employee under suspension, pending enquiry if in its opinion, the continuance of the employee in service will be detrimental either to the proposed enquiry or interest or reputation of the School.
- b) The power to suspend an employee who is in the services of the School on deputation from another organization shall vest with the Executive Council.
- c) Period of suspension shall not normally exceed three months. Unless the suspension period is extended beyond three months for specific reasons, on an order to be issued within the said three months, the suspension order shall be deemed to have been

revoked. If charges are not framed within three months from the date of suspension, it will automatically stand revoked.

- d) During such period an employee shall receive a subsistence allowance equivalent to 50% of his pay, but will not be entitled to draw any allowances or special pay, other than dearness allowance, related to the subsistence allowance.
- e) A review may be made six months after the date of suspension for considering the sanction of subsistence allowance at an enhanced rate up to 75% of his pay, if the enquiry is prolonged for no fault of the employee concerned.
- f) The authority to revoke suspension vests with the authority who ordered the suspension. The Vice Chancellor can revoke the orders of suspension issued by himself or by the Registrar.

CHAPTER –V

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

38) Travelling Allowance and Daily Allowance for Authorities and Officers

Members of the General Council, Executive Council, Academic Council, Finance Committee, Selection Committee or any of their sub committees, experts nominated to the committees formed by these authorities and the Officers of the School shall be paid travelling allowance as given below:

- i. Where the journeys are made by Air: Return air fare by the economy class
- ii. Travel by Train: A.C. First Class return fare
- iii. Travel by Taxi / own Car: When the journeys are made by taxi / own car, either fully or partly, the Travelling Allowance shall be based on road mileage for such travel or portion thereof and shall be paid at the rate per kilometre prescribed by the Executive Council from time to time.
- iv. Reservation charges and reasonable agency charges shall also be reimbursed.
- v. Travel to / from airport / railway stations: Conveyance hire charge incurred by the member / expert for travel from / to residence / Head Quarters to / from the airport / railway station as the case may be and from airport / railway station to the place of meeting / stay and back at the Station of meeting will be reimbursed at such rate prescribed by the Executive Council from time to time and till such determination is made, actual cost incurred shall be reimbursed subject to production of sufficient proof of payment.

- vi. Members of the General Council, Executive Council, Academic Council, Finance Committee, Selection Committee or any of their sub committees and experts nominated to the committees formed by these authorities will be entitled to sitting fee and daily allowance at such rates as may be determined by the Executive Council, subject to the limitations imposed on members of any Authority to avail payment under the Act.
- vii. The Officers of the School shall be paid daily allowance on official tour on par with a Group I employee of the Government of Tamil Nadu.
- viii. If any member of an Authority of the School or a committee constituted by an Authority of the School holds an official position in the Judiciary, State or Central Government or in any public body and if he is entitled to a higher travelling allowance and daily allowance by virtue of that position, then the higher entitlement shall be paid to such members.

39) TA / DA for other Employees

- a) Travelling Allowance and Daily Allowance of other employee of the school will be the same as that is given to the employees of Government of Tamil Nadu of equivalent grade as per Tamil Nadu Travelling Allowance Rules.
- b) Notwithstanding anything contained in this Rule, the Vice Chancellor shall have power to authorize Air Travel in such case as he deems fit and necessary. Provided further that in the event of an employee of a School having incurred a higher expenditure on account of stay or travel on official purposes on account of non-availability of accommodation in the lower class, the

Vice-Chancellor may allow the reimbursement of the actual cost incurred.

40) Limitations on Availing Travelling and Daily Allowances

- a) The Air / Train fares payable shall be by the shortest route.
- b) The daily allowance for journey periods shall be restricted for the minimum possible time absolutely required to complete the journeys to and for by the shortest route.
- c) An employee who takes causal leave while on tour on School work or extends stay for non-availability of accommodation in train etc., is not entitled for any daily allowance for such extended stay.

CHAPTER VI MISCELLANEOUS

41) Procurements

All procurement of goods and services as well as well as civil works by the school shall be solely governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Rules framed under the said Act. In cases which do not come under the provisions of the Act, due diligence shall be exercised by the procuring authority having regard to the best price and quality.

42) Interpretation

On all matters of interpretation of these Regulations, the decision of the Executive Council shall be final.

43) Dispute Resolution

In the event of dispute arising out of the contract between the School and its employees, such dispute may, at the request of an aggrieved party, be referred to arbitration under the Arbitration and Conciliation Act, 1996.

44) Removal of Difficulties

In case any difficulty arises in giving effect to the provisions of the Regulations, the Executive Council may pass such orders as necessary for the purpose of removing the difficulty in as much as such an order is not repugnant to the Act.