

**STEWART SCHOOLS EMPLOYEES' SERVICE RULES, 2019**  
**(As approved by the EC of the Diocese of Cuttack CNI)**

**1.SHORT TITLE AND COMMENCEMENT:**

- a) These rules may be called Stewart School Employees' Service Rules, 2019.
- b) These rules shall come in to force with effect from the 1<sup>st</sup>April 2019.

2.These rules shall apply to all employees, whether, permanent employees, adhoc employees, probationers and employees on contract basis, of Stewart School Cuttack, Stewart School Bhubaneswar, New Stewart School, Cuttack and Stewart School, Sukinda, Stewart School Mohana , Stewart School Berhampur.

**3. Definitions:** - For the purpose of these rules;

- (i) **"Management"** means the Diocese of Cuttack, Church of North India under which the schools have been established and/or administered.
- (ii) **"Managing Committee"** means the committee constituted by the management for the day-to-day administration, of Stewart Schools as mentioned in clause – 2 above.
- (iii) **"Diocesan Board of Education"** means statutory Board constituted by the management for the purpose of inspection and guidance to all the educational institutions under the management of the Diocese of Cuttack, CNI.
- (iv) **"CEO"** means the Chief Executive Officer, appointed by the Management for Stewart Schools, who shall discharge his duties as per the guidelines laid by the Management. The CEO, in consultation with Chairman shall decide the holiday list and all training programmes and shall inspect and oversee the function of Stewart Schools as per Stewart School manual. He shall be the ex-officio member of the selection committee and invitee to all Managing Committees.
- (v) **"Permanent Employee"** means any employee confirmed in the service of the school as permanent employee on scale of pay.
- (vi) **"Ad hoc Employee"** means any person employed as such in the school to fill up the temporary vacancy on consolidated pay.
- (vii) **"Probationer"** means any person who is provisionally employed against a permanent vacancy or post and has not been made permanent or confirmed in service.
- (viii) **"Employee on contract basis"** means any person employed as such for a fixed period of time on consolidated pay.
- (ix) **"Members of the family"** means the employee's spouse, wholly dependent children, and also parents, brothers and sisters ordinarily residing with him/her and wholly dependent on the employee;
- (x) The term "spouse" shall not include a husband or wife separated from the employee.
- (xi) The term "children" shall include stepchildren and legally adopted children but shall not include married daughters including widowed daughters.
- (xii) The term "brothers and sisters" shall not include stepbrothers and step sisters and married brothers and married sisters.
- (xiii) The term "Parents" shall include stepmother but shall not include stepfather.
- (xiv) The term "wholly dependent child/brother/sister/parent" shall mean who has no ostensible means of livelihood

**4.Code of Conduct:-** The following shall be treated as code of conduct part of an employee.

- (i) At all times maintain absolute integrity of character, devotion to duty and decorum of conduct.
- (ii) Promote communal harmony and inculcate human and spiritual values in his/her life and strive to do the same in the lives of students under his/her care.
- (iii) Actively advocate preferential option for the poor - the students coming from the economically and educationally backward sections of the Society.
- (iv) Be ready to stand for truth and lead the students in the path of truth and justice.
- (v) Employ innovative methods of teaching.
- (vi) Be punctual in attendance and in respect of his/her class work and also for any other work connected with the duties assigned to him/her by the Head of the School.
- (vii) Abide by the rules and regulations of the School and also show due respect to the constituted Authority.
- (viii) Willingly conduct remedial classes whenever the Head of the School so requests him/her.
- (ix) Attend in-service training programmes for updating knowledge in one's subjects.
- (x) Accept deputation works whenever necessary especially in case of accompanying students for any local/outstation activity.
- (xi) Participate whole heartedly in all the activities of the School.
- (xii) Take active interest in the Value Education Classes and the student exposure programmes so that the students imbibe both spiritual and social values and are exposed to the realities of the world.
- (xiii) Every teaching staff shall equip themselves in smart class teaching (e- Teaching) technology and must be able to operate the smart board/electronics interactive teaching board.
- (xiv) Every teaching staff shall equip themselves with the practical knowledge of operation of English Mentor/e-English Lab equipment.
- (xv) Every staff needs to be e-literate .They must be able to visit official website to receive e-mail and reply e-mail and the communication through digital technology .They must check SMS/e-mail every day. Any communication made to them electronically by the aforesaid mode will be deemed to be served and communicated to them for all official purpose.
- (xvi) Every Teacher needs to give quarterly undertaking that he/she is not taking private tuition. In case he/she gives false statement it will be deemed to be misconduct. Only in exceptional case on the request of parents to the Principal/HM, a teacher may be permitted by Principal/HM to take tuition of students of the same school maximum up to 10 students.

#### 4-A Dress Code for Staff:-

The Gent staff shall wear formal Shirts with Tie and Trousers with Shoes during the regular school days. However during winter the Gents staff shall wear the blazer with formal full-sleeved Shirts with Tie and Trousers with Shoes.

The following are not allowed for Gent Staff

- a) T-Shirt, Cord pants or Jeans during the school hours. In summer formal half sleeved shirts are permissible.
- b) Highlighting of hair.
- c) Low waist pants
- d) Ear studs
- e) Visible Tattoos

The lady teachers are allowed to wear

- a) Salwar with knee length Kameez with a properly worn Dupatta.
- b) Sarees to be worn decently (well covered)

The following shall not be allowed for Lady Staff

- a) Leggings or Chudidar
- b) Kurtis or Kameez above knee length
- c) Palazzos
- d) Jeans
- e) Tight Kurtis
- f) Low neck / back blouses
- g) Blouses with net sleeves and sleeveless
- h) Blouses or Kurtis with strings at the back
- i) No long ear rings or big dangles
- j) Hair not to be left open.
- k) No highlighting of hair.
- l) Pointed heels.
- m) Visible Tattoos

Support staff will wear uniform as provided by the School.

Not following the aforesaid dress code by the staff shall amount to misconduct.

#### 4-B Policies

Child Right Policy and protection of Women from sexual harassment policy framed by the Management will be treated as part of this service rule.

**5. Methods of recruitment:** For smooth running of different departments of the school, the managing committee shall take necessary steps to recruit new employees including permanent, ad hoc, probationer and employee on contract basis in order to fill up vacancies arising out of death, retirement, termination, retrenchment and resignation of the employees and newly created posts. Candidates without requisite qualification and training from recognized institutions shall not be recruited in any condition. The managing committee shall set the detailed criteria for recruitment on the basis of the recommendation of the Diocesan Board of Education. The interview shall be conducted by the selection committee constituting the Chairman, Secretary, Principal of the concerned Stewart School, one of the subject expert be nominated by the Management, the Secretary of the DBE or CEO of the Stewart Schools or their nominee shall be Ex-officio member of the selection committee.

Advertisement regarding the vacancy be given in the monthly Christian magazine/ newspaper / Official website of the respective Stewart School. Upon recruitment of the employee as a permanent, ad hoc, probationer or on contract basis, the school shall give him/her a written order specifying the kind of appointment, the pay package to which he/she would be eligible and the service conditions.

Every employee must produce a satisfactory medical certificate from a competent medical authority and they shall submit affidavit that they are not convicted by any Court of law or there is no criminal case pending against them in any Court of law, before the appointment is made.

**6. Confirmation of Service:-**Every employee under probation will be deemed to be under probation, unless and until he / she is given the confirmation order in written. On completion of the probation period, mentioned in the appointment letter, each employee shall have to apply in written to the Secretary of the Managing Committee of the School for confirmation of his / her service. The Secretary shall present the said application before the Managing Committee. The Managing Committee may forward the same to the selection committee for assessment / interview (both written / Oral). If the selection committee finds the employee under probation is fit to be confirmed, it shall recommend to the Secretary for the issuance of letter of confirmation of service.

In the event the selection committee does not recommend for confirmation, then an employee on probation, can make a representation for confirmation after one year of facing the selection committee.

**7. Promotion:** Reasonable opportunity shall be given to all the employees with requisite qualification and training from recognized institutions for promotion from one grade or post to next higher grade or post. Paramount importance shall be given to providing quality education in the school. Though seniority in service should be one of the important factors, the main criterion for promotion shall be based upon efficiency, qualification, character and nature of responsibility required in connection with the vacancy in the upper grade or post For the purpose of promotion, the principle of "Merit cum seniority" shall be followed with due care and consideration. The managing committee shall set detailed criteria for promotion taking into account the following points.

- a) The candidate shall have the requisite qualification and training.
- b) The candidate must have rendered actual service of five completed years on the date of application.

- c) The candidate must not have any adverse remark in his service book regarding his performance, attitude and behaviour during the last five years of service reckoned up to the date of application.
- d) The merit of the candidate shall be determined by assessing his/her punctuality, knowledge of the subject, personality, performance, ability to deliver and conduct for which the managing committee shall set the detailed marking system from time to time.
- e) The managing committee shall also set the rules for giving weightage to the seniority of the candidate after the qualifying service of five years.
- f) The promotion shall not be automatic and the intending candidate must apply for it.
- g) The selection committee as mentioned in clause-5 above, shall conduct the interview for the promotion of teacher to the higher grade or post on the basis of merit cum seniority.
- h) Selection grade:-The selection committee as mentioned in clause-5 above shall review the service records of all staff and interview the staff who have completed 25 years of service. On the recommendation of the selection committee the managing committee shall sanction the selection grade scale of pay.

However, in the event of unavailability of suitable candidate for promotion, the vacancy/ post shall be filled up by direct recruitment.

**8. Voluntary Retirement Scheme:** - It is decided to introduce the Voluntary Retirement Scheme (VRS) in order to streamline the strength of the employees according to the need and without affecting the smooth functioning of the school. The managing committee shall decide on the compensation i.e. ex-gratia in addition to the normal retirement benefits, to the VRS optees keeping in view the resources of the school and the quality of the employee to dispense with.

The management reserves the right to reject the VRS application of any employee in the interest of the school. The employee desirous of opting for VRS must have,

- a) rendered a service of 20 (twenty) or more completed years reckoned up to the date of notification.
- b) attained the age of 50 (fifty) years on or before the date of notification.
- c) a clean record of service without any disciplinary action or proceeding pending against him.

**Note:** - However, any employee may at any time apply for voluntary retirement without ex- gratia giving three months notice subject to the acceptance by the management.

**9. Retrenchment of surplus employees:** - For the best utilisation of the limited resources of the school, it is decided to weed out the surplus and unsuitable employees. The principle of surplus shall be on the basis of “last to come and first to go” i.e. the junior most employee in his/her category shall be declared surplus first. The Managing Committee shall take necessary steps to assess the strength of each category of employees according to the need of the school and identify the surplus employees and unsuitable employee by the following way.

- a) An employee found excess over and above the required number of employees in the same category shall be declared surplus.
- b) An employee, whose post is abolished for whatsoever reason, shall be declared surplus.
- c) An employee shall be declared unsuitable if, in the opinion of the managing committee, the school due to his/her continued poor performance, which is detrimental to the interest of the school, does not require his/her services.

The managing committee, with prior permission of the management in writing on the application of proposed retrenchment, shall terminate the services of the employees, coming under Rule 8 (a), (b) and (c) by giving three months' notice in writing individually indicating the reasons for retrenchment, after the expiry of the period of notice, or pay in lieu of notice, wages for the period of notice.

The Management, after receiving the application for proposed retrenchment from the managing committee, may on its own make such inquiry as it thinks fit or give reasonable opportunity to the employee under proposed retrenchment to be heard and considering the genuineness of the reasons for retrenchment, may grant or refuse to grant permission for the proposed retrenchment within ninety days from the date of application by the managing committee.

The Managing Committee shall decide on the quantum of compensation to be paid to the permanent employee so retrenched.

**9 (A) Compulsory Retirement Scheme** :An employee's service will be subjected to review between the age of 50-55years by the selection committee as mentioned in clause –5 above. He or she shall be given compulsory retirement if his/her service is found unsatisfactory.

#### **10.Procedure for termination of employment other than by way of disciplinary procedures:**

In cases not involving disciplinary action for misconduct,

- a) The services of a probationer may be terminated by giving one month's notice or on payment of one month's pay and allowances in lieu of notice.
- b) A permanent employee desirous of leaving service of the school shall give three month's notice in writing or shall be liable to pay three month's pay and allowances to the school in lieu of notice and shall be given an order or relief by the school authority.
- c) A probationer desirous of leaving the service of the school shall give 30 days notice or shall be liable to pay 30 days pay and allowances to the school in lieu of notice and shall be given an order of relief by the school authority.

#### **11. Attendance rules:**

Punctuality exhibits a healthy system especially in an educational institution. For smooth running of the school and administration, every employee shall take utmost care to be at his/her place of work before the commencement of the scheduled time. The "scheduled time" means the regular working hours of the school for each category of employees as fixed from time to time.

For this purpose, every employee shall record his/her attendance in the RFID / Bio-metrics device and/ or Attendance Register by putting his/her thumb impression in the RFID / Bi-metrics device or put his/her own signature in the attendance register with time in the columns of "Arrival and Departure" at the time of arrival and departure respectively. The arrival time shall commence 15 minutes before the schedule time. For those who, for good reasons, fail to turn up on the scheduled time, late arrival shall be allowed up to a maximum of 10 minutes after the commencement of the scheduled time. Such late arrival shall be recorded by the principal or the principal-in-charge by putting an "L" mark in the "Arrival" column against the name of the respective employee. After the end of the late arrival time, no employee shall be allowed to join his/her duties and his/her absence shall be recorded by the principal by putting an "A" mark in the "arrival"

column against the name of the employee or leave mark such as C.L, M.L or E.L as per his/her leave application.

Three late arrivals shall constitute one-day leave and it shall be deducted from the eligible leave of the employee in the order of C.L, M.L and E.L as per the availability of leave to the credit of the employee. In the event, there is no leave to the credit of the employee; such absence shall be treated as “leave without pay”. As a healthy practice, late arrival should be discouraged and habitual late coming shall be treated as gross misconduct.

## **12. Redress of grievances:**

An employee desirous of the redress of a grievance relating to unfair treatment or wrongful exaction on the part of the Principal or a superior shall submit a complaint in writing to the Secretary or the Managing Committee through the Principal/Secretary.

The principal or secretary or any person appointed by the Managing Committee as soon as possible investigate the complaint at such time or place as he may fix. The employee shall have the right to be present at the time of investigation. A copy of the order finally made shall be supplied to him/her if he/she asks for one.

If not satisfied with the decision of the Managing Committee, the employee shall have the right to appeal to the Management through the Secretary of the Diocese of Cuttack, CNI.

If any employee desirous of redress of his/her grievance, goes directly to the Chairman or the Management or any other public authority without observing the proper procedure as stated above, he/she shall be liable for disciplinary action.

## **13. Disciplinary action and procedure thereof: -**

I. The Secretary of the managing committee shall be the disciplinary authority for taking disciplinary action against all categories of employees. The action taken by the Secretary needs to be ratified in the meeting of the managing committee whose decision in the matter shall be final. If the employee, against whom the disciplinary action is taken, is not satisfied with the decision of the managing committee may appeal to the Management (The Diocese of Cuttack, CNI) and such appeal should be filed within two months from the date of receipt of the orders from the Secretary of the managing committee.

II. An employee, who commits such acts and omissions, which, in the opinion of the authority are “Misconduct” as enumerated hereunder, shall render himself/herself liable to disciplinary action.

**MISCONDUCT:** By expression “Misconduct” shall be meant any of the following acts and omissions on the part of an employee;

- I. Habitual late attendance.
- II. Habitual negligence of work.
- III. Remaining absent unauthorisely without submitting leave application in the school office by hand or by post or electronically (from his/her official phone/cell number) and without sufficient ground.

- IV. Insubordination or refusal to work whether alone or in combination with others or deliberate delay in carrying out any order of the Head of the school.
- V. Instigating other employees against the school Management.
- VI. Engaging oneself in any activity apart from school duties, which in the opinion of the Head of the School are prejudicial to one's responsibility.
- VII. Inflicting corporal punishment on the students.
- VIII. Habitual breach of any rules of the school and habitual slovenliness in dress and manners.
- IX. Committing theft, fraud or willful damage with regard to school property.
- X. Distribution, exhibition of hand bills, pamphlets, posters within school premises without prior permission of the Head of the School.
- XI. Threats, intimation, using force or any form of violence against any other person within the school premises, including residential quarters.
- XII. Gambling, betting, money-lending, chit fund or doing any other business within the school premises.
  
- XIII. Holding meetings unrelated to academic activity inside the premises of the school without prior written permission of the Head of the institution.
- XIV. Tampering with records, attendance registers and disclosing confidential facts or figures about the school to any unauthorized persons.
- XV. Any act of sexual harassment at work, or any act or instance of immorality (as normally understood), within the school premises or outside, indecent behaviour injurious to the name and reputation of the school.
- XVI. Any act of child abuse as laid down in the Child Protection Policy of the School inside or outside the school premises.
- XVII. Forging the signatures of any person or making deliberate false statement.
- XVIII. Any offence which may lead to criminal prosecution in a court of law.
- XIX. Spreading false rumors or giving false information which may bring into disrepute the school or its employees.
- XX. Suppression of information and submission of false information.
- XXI. Impersonation in any form.
  
- XXII. Send any electronics message through Mobile phone, What's up, Face Book, e-mail or any message to any students(if to Parents with permission of Principal) of the school in any other mode except on school dairy in which message can be sent to parents .
  
- XXIII. Disclosing or leaking the question papers set for annual and terminal examination.
  
- XXIV. Chewing Tabaco (Pan, Gutka, Cigarette, Khaini etc.) or any other substance during the school hour.
  
- XXV. Using polythene inside school Campus.
  
- XXVI. Using Mobile Phone in the Class room , in the Verandah, field , toilets or any place inside the school campus , other than in staff common room without disturbing the members of the staff. (Administrative staff are allowed to use their mobile phone for official reasons, from their respective seats).
  
- XXVII. Outraging the modesty of women.



- XXVIII. Sexual harassment of women by (i) implied or explicit promise of preferential treatment in her employment; or (ii) implied or explicit threat of detrimental treatment in her employment; or (iii) implied or explicit threat about her present or future employment status; or (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or (v) humiliating treatment likely to affect her health or safety.
- XXIX. Physically abuse to a student at school by imparting corporal punishment in any kind (i.e. Slap, twisting ear, pinching, kneeling down, sit like a rooster, and make him/her to sit on the floor)
- XXX. Emotional abuse to a child at school, which can have an impact on the child's mental health. Harsh criticism, belittling, labeling, teasing about child's mental capabilities or physical appearance, threatening to neglecting to a child, failing to respond to question /grievance of child and unable to respond to the needs of the children especially in clearing doubt in academic matter .
- XXXI. Sexually abuse to a child/student at school:
- XXXII. With the bad intention touches the private parts of a child (Be it a male or a female child) or makes the child to do so or does any act with a sexual intent which involves physical contact inappropriately, which will amount to sexual assault.
- XXXIII. Utters a word or makes any sound or gesture or displays or exposes any part of the body, with a sexual intent with an intention that the child would hear the sound or sees the part of the body is said to commit the offence of Sexual Harassment.
- XXXIV. Shows any porn film to a child at work place, at home or in another place.
- XXXV. Non-adherence to the prescribed dress code.
- XXXVI. Selling or promoting sale of any commodities and consumer goods inside the school premises.
- XXXVII. Opening / Teaching in private tutorial / coaching centers during school hours or after school hour including the holidays and vacations.
- XXXVIII. Being involved in gossip, spreading rumors, assassinating character of any employee or member of the Management or Member of the Managing Committee without substantial evidence.

**13 (A)Penalties:-** The following penalties may for good and sufficient reasons and as hereinafter provided , be imposed on an employee of the school.

**Minor Penalties**

- (a) Warning
- (b) Censure

- (c) Suspension
- (d) Withholding of increment or promotion.
- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institution for negligence on breach of orders.

**Major Penalties**

- (a) Be dismissed from service.
- (b) Be compulsorily retired/removed from service/discharged without service benefits.
- (c) Be brought down to lower stage in the scale of pay, or reverted to lower grade, or
- (d) Have his/her increment stopped.

**13 (B) Procedure of initiating disciplinary action**

- I. A show cause notice shall be sent to an employee for seeking his / her response / reply to the alleged allegation labeled against him / her. If the disciplinary authority feels, he / she can appoint IO to conduct preliminary enquiry to find out the prima-facae case. If prima-face case is found the disciplinary action can be proposed against the employee.
- II. An employee against whom disciplinary action is proposed or is likely to be taken, shall be informed in writing of the particulars of the charges against him/her and he/she shall be required to submit his/her explanation if any within such time as may be specified by the disciplinary authority.
- III. On receipt of the written explanation or if no such explanation is received within the specified time, the disciplinary authority if not satisfied, shall frame a charge sheet clearly setting forth the circumstances appearing against the employee and shall fix a date for enquiry and appoint a person from among the members of the managing committee or from the Management in consultation with the Chairman, as enquiry officer to enquire in to the charges.
- IV. The charge sheeted employee shall be given reasonable time to prepare his explanation or to produce any evidence in his/her defense, shall be supplied with all the records on which the charges are based and shall be permitted to inspect or take extracts from such records as he may require provided that such permission may be refused if in the opinion of the disciplinary authority such records are not relevant or access to such records is against public interest. He/she shall be permitted to appear before the Enquiry Officer, to cross-examine any witness on whose evidence the charge rests and to produce witness and other evidence in his/her defense provide that the Enquiry Officer may decline to cross-examine any witness or evidence on the ground that such witness or evidence are not relevant in the case.
- V. In all cases the proceedings of the enquiry shall be entered in a book kept specially for the purpose, in which the date on which the proceedings are held, the employee proceeded against, the charge or charges, the witness and evidence, if any, tendered by the charge sheeted employee, the findings with the grounds on which they are based and the order passed shall be recorded with sufficient fullness, as clearly as possible and such record of the proceedings shall be signed by the Enquiry Officer, after which a copy of such record may be furnished to the employee concerned if so requested by him/her in writing.
- VI. On conclusion of the enquiry, the Enquiry Officer shall prepare a report of enquiry recording his findings with reasons thereof and submit it to the Disciplinary Authority for taking necessary action on it.
- VII. If the charges are established against the employee, he/she may be given a hearing as regards the proposed punishment after which the Disciplinary Authority shall award such punishment as

- deem necessary taking in to account the gravity of the misconduct, past record of the employee and the aggravating circumstances.
- VIII. The disciplinary authority shall communicate the employee concerned the order awarding punishment or acquitting him/her from the charges, and submit a copy of the enquiry report with order passed thereof to the managing committee in its next meeting for ratification and forward a copy of the enquiry report with the order passed thereof to the Management for information.
  - IX. Pending such enquiry or initiation of such enquiry, the employee may be suspended, but if on the conclusion of the enquiry it is decided to take no action against the employee, he/she shall be deemed to have been on duty and he/she shall be entitled to the full wages and all other privileges for the period of suspension; and if some punishment other than dismissal is inflicted, the whole or part of suspension, may at the discretion of the managing committee, be treated as on duty with right to corresponding portion of the wages.
  - X. If an employee commits an offence involving moral turpitude, he/she is liable to conviction and sentence under any provision of Law. If he/she is convicted he may be dismissed from service from the date of his/her conviction or be given any lesser form of punishment as may be decided by the managing committee. If he/she is acquitted it is open to the managing committee to proceed against him/her under the provision as set out above.
  - XI. The Secretary of the Managing committee shall be the disciplinary authority for taking disciplinary action against all categories of employees. The action taken by the Secretary needs to be ratified in the meeting of the Managing committee whose decision in the matter shall be final. If the employee, against whom the disciplinary action is taken, is not satisfied with the decision of the managing committee may appeal to the Management (The Diocese of Cuttack, CNI through it's Secretary) and such appeal should be filed within two months from the date of receipt of the orders from the Secretary of the Managing committee.

**14. Appeal:-**The Secretary of the Diocese of Cuttack is the Appellate authority against the decision of the Managing Committee who shall hear the appeals arising out of the decision of the Managing Committee of Stewart Schools. In case the Secretary of the Management is directly or indirectly a part of the decision, which is under challenge or the decision of the OBM of the Management pertaining to transfer / deputation / deployment of staff, then the Secretary of the Management shall forward the Appeal to the body of Appellate Authority of the Management, constituted by the Executive Committee of Diocese of Cuttack, C.N.I to hear the appeal and pass order in accordance with law.

**15. Transfer:** An employee of the Stewart School will be vulnerable for transfer after 3 years of service to any of the Stewart Schools under the Management of the Diocese of Cuttack. The Management shall make such transfer if and when felt necessary, in consultation with the respective managing committee of the concerned schools and the Diocesan Board of Education.

**16 . Attachment/ Deployment:** An employee of the Stewart School may be sent on attachment/deployment to any of the Stewart Schools under the Management of the Diocese of Cuttack. Such attachment/deployment should not ordinarily exceed a period of one year. During attachment/deployment period the employee shall draw his salary from the parent school on the basis of the monthly attendance attachment/deployment if and when felt necessary in consultation with the respective managing committee of the concerned schools and Diocesan Board of Education.

**17 .Deputation :** An employee of the Stewart School may be sent on deputation to any of the Schools under the Management of the Diocese of Cuttack. Such period of deputation should not ordinarily exceed a period of three years. The Management shall make such deputation if and when felt necessary, in consultation with the respective managing committee of the concerned schools and the Diocesan Board of Education.

## **18.Leave**

### **A. General:**

- I. The rules shall apply to all employees except the employees re-appointed after retirement and those appointed in a leave vacancy. The entitlement of all types of leave excluding C.L. shall be applicable to the permanent employees only.
- II. Leave of all kinds cannot be claimed as a matter of right. When the exigencies of service so require, the managing committee reserves the discretion to refuse or revoke leave of any description or grant leave for shorter period than prayed for or recall the employee already on leave from the place of his stay on leave.
- III. An employee who desires to avail leave other than casual leave, shall apply in writing not less than one month before the date from which the leave is to commence. Leave other than casual leave shall be granted by the Secretary in case of employees except the Principal or Vice-Principal and by the Chairman in case of the Principal or Vice-Principal subject to the approval by the managing committee in its next meeting.
- IV. If the leave prayed for, is granted or refused or postponed, an order showing the date of commencement of the leave or the reasons for refusal or postponement shall be issued to the employee and the leave shall not be deemed to have been granted unless the same is communicated to the applicant.
- V. If an employee after proceeding on leave desires to extend the leave, he/she shall apply stating his full postal address sufficiently before so that the order of grant or refusal of such extension of leave shall reach him/her before the expiry of the leave originally granted.
- VI. The Secretary shall grant casual leave to the Principal and the Vice-Principal, and the Principal shall grant casual leave to other employees upon production of application subject to the condition that not more than one tenth of the teaching staff shall be allowed C.L. on first come first serve basis on a particular day.
- VII. An employee proceeding on leave or extending leave other than casual leave without prior sanction of the authority as mentioned above (except under circumstances beyond his/her control for which he/she must tender explanation) shall not be paid his/her pay and allowances for the period of such leave or extension of leave and shall further render himself/herself liable to such disciplinary action as the authority may think fit.
- VIII. Leave other than casual leave may either be prefixed or suffixed to a vacation. If a leave is both prefixed and suffixed to a vacation, the entire period shall be treated as leave.
- IX. An employee, who intends to leave Head Quarters, can do so with prior permission of the Secretary and the Principal can do so with prior permission of the Management. Every employee must furnish the leave address before leaving the station.

### **B. Casual Leave:**

- I. An employee shall be entitled to casual leave up to a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously and provided that such leave, combined with school holidays, may not be taken beyond 5 days at one time and if

extended beyond these limits the entire period shall be treated as Earned Leave or Medical Leave and be adjusted against such leave due to the credit of the employee. Casual Leave shall not be combined with Earned Leave or Medical Leave or Vacation.

- II. Casual leave shall be non-cumulative in nature and the unspent leave shall lapse at the end of each calendar year. However the unspent Casual Leave maybe encashed at the end of the Calendar year.
- III. An employee shall earn casual Leave during the first calendar year of his service on a pro-rata basis at the rate of one day for each completed month or part thereof.
- IV. Availing half day C.L. is not permissible.

#### **C. Earned Leave:**

- I. A teaching staff shall be entitled to six days of earned leave on full substantive pay for each completed year of service. A confirmed non-teaching staff shall be entitled to twelve days of earned leave on full substantive pay for each completed year of service. The Principal and the Vice-Principal shall be entitled to twelve days of earned leave.
- II. Earned leave accrued to an employee shall be allowed to be accumulated up to a maximum of 180 days.
- III. An employee shall be entitled to encash the accumulated leave at the time of retirement. If the employee dies in service, his/her heirs will be paid the amount of encashment for the earned leave accrued to him/her at the time of the death.
- IV. An employee shall not be allowed to take earned leave more than twice in a calendar year and a watchman shall not be allowed earned leave during vacation.

#### **D. Medical Leave:**

- I. An employee during his/her entire service shall be granted medical leave for a maximum period of six months on full substantive pay and a further period of six months on half substantive pay at the rate of twelve days for each completed year of service. The total period of medical leave on full substantive pay and half substantive pay together shall not exceed one year. Provided that the employee, if he/she so requests, may be permitted to convert the medical leave on half substantive pay to full substantive pay.
- II. An employee shall be granted medical leave up to eligible limit on production of a medical certificate either from a Government doctor or a Regd. Medical practitioner authorised by the Managing Committee.
- III. .An employee, applying for leave on medical ground when no leave is due to his/her credit, shall be granted leave without pay for a maximum period of one year subject to the satisfaction of the authority.
- IV Any employee who avails medical leave frequently or takes medical leave more than two months at a time shall have to appear before the medical board at Christian hospital ,Berhampur.

#### **E. Maternity Leave:**

A lady employee, who has completed one year of continuous service, may be granted maternity leave up to twelve weeks before and twelve weeks (total 180 days) after the expected date of delivery subject to the first two confinements only.

**F. Paternity Leave:**

A male employee, if he so applies, shall be granted paternity leave for a maximum period of fifteen days subject to delivery of the first two children only. Such leave shall commence from the date of delivery.

**G. Extraordinary Leave:**

The Managing committee considering the merit of the case shall grant such leave to an employee in exigency with or without pay, as per the decision of the Managing Committee.

**H. Vacation Leave:-Vacation Leave for Administrative and support Staff:-**

- (i) The teaching staff of the School is vacation staff, i.e., they are permitted to be absent from duty during the school vacation. However during summer vacation, they will have to attend the Seminar and Workshop for a week and they cannot leave the Head Quarters till 10<sup>th</sup> May for attending seminar / workshops / training program etc. Hence they are not entitled for any vacation leave. However, their attendance will be taken till 10<sup>th</sup> of May. If any staff, who remains absent on or before 10<sup>th</sup> May, it will be treated as leave without pay or Casual leave, as the case maybe. However, if for some reason, the said workshops cannot be completed by the 10<sup>th</sup> of May, the vacation leave shall commence only after completion of such workshops during the Summer vacation.
- (ii) Non-teaching staff are not entitled to enjoy any school vacation (The vacation includes Summer Vacation, Puja Vacation and Christmas Vacation) and in lieu thereof they are entitled for vacation leave on the following scale for every completed year of service:
  - a. The Office Staff (Administrative Staff) shall be allowed to avail 30 days' vacation leave in a Calendar year.
  - b. The maintenance staff (Support Staff) shall be allowed to avail 15days vacation leave in a Calendar year.
- (iii) Vacation leave is neither accumulative nor en-cashable. Vacation leave shall not be availed for less than 6 days, unless casual leave to the credit of the employee falls short of the desired period of leave.
- (iv) Besides the Vacation leave, the office staff is entitle to avail 15 National/State/Festival holidays from the Administrative Calendar of the School decided before the beginning of each year. In case any holiday is announced by the State Government or the School administration because of certain social/religious/law and order situations and the School is closed, the non-teaching and support staff shall report for work.

Note: Sundays / Weekly Offs and holidays falling between first day and last day of any kind of leave shall be counted as part of leave. Vacation leave is allowed to both the confirmed and probationer staff. However, the Secretary of the respective Stewart School can give off to contract staff in deserving cases.

**19.Repeal:** The Stewart School Service Rule 2001 (Amended up to 2011) is here by repealed.

**Interpretation:** - If any question arises relating to the interpretation of any of these rules, the decision of the Management i.e. the DIOCESE of Cuttack, CNI thereon shall be final.



SECRETARY

DIOCESE OF CUTTACK, CNI



PRESIDENT

DIOCESE OF CUTTACK, CNI