

Form-XVI-A

"Certificate of amendment in Memorandum/By-laws of the Society under Sub-section (3) of Section 26 of the Haryana Registration and Regulation of Societies Act, 2012 "

(See rule 17(3))

Certificate of amendment in the Memorandum/By-laws of the Society

I hereby certified that [Government Polytechnic Education Society Uttawar] (name of the society), which was registered on [2016-11-18 15:14:25] vide registration number [06-655-2016-01355] under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 and having duly passed a special resolution in terms of section 26(1) of the Act, the approval to the amendment in memorandum/by-laws of the Society is hereby granted as under:-

Clauses deleted	Clauses Amended	Clauses Added
NA	Appendix 1 (23,24,25)	Chapter III, Appendix B, C

Given under my hand at [Palwal] this [29] day of (month) [Jan] (Year) [2018]



[Handwritten Signature]

I S Yadav
Place: Palwal
(Signature of the District Registrar)



Verification Link: <https://haryanaindustries.gov.in/msme/verify/verifyamendmentcertificate/id/624/ref/2018-01-0000016>

**HARYANA GOVERNMENT
TECHNICAL EDUCATION DEPARTMENT**

CONSTITUTION OF Govt. Polytechnic Education Society, Distt.

..... In the matter of Section 6 of the "Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No 1 of 2012)" for the registration of Literary; Scientific; Charitable; Promotion of Arts; Education; Skill Development; Fine Arts; Promotion of Sports; Instruction and Diffusion of any Useful Knowledge; Establishment or Maintenance of Library; Eco-friendly Initiatives; Collection of Natural History, Mechanical and Philosophical Inventions, Instruments or Designs Societies and the matter of Govt. Polytechnic Education Society, Distt. hereinafter referred to as the "Society"

MEMORANDUM OF ASSOCIATION

1. Name of the Society (Section 12 of Chapter IV of the Act)

The name of the Society shall be Govt. Polytechnic Education Society, Distt.

2. Registered office of the Society (Section 11 of Chapter IV of the Act)

The registered office of the Society shall be situated at Distt. in the State of Haryana

3. Jurisdiction

The Society shall work within the territorial jurisdiction of the State of Haryana.

4. Definitions (Section 2 of Chapter I of the Act)

In this memorandum and the rules made there under unless the context otherwise requires:-

- (i) "Act" means "The Haryana Registration and Regulation of Societies Act, 2012" issued vide Govt. Gazetted Notification No Leg. 3/2012 of dated 28-3-2012
- (ii) "Academic Committee" means Academic Committee of the Society;
- (iii) "AICTE" means All India Council for Technical Education set up under the AICTE Act, 1987
- (iv) "BOG" means Board of Governors of the Society;
- (v) "Bye-laws" means the Bye-laws of the Govt. Polytechnic Education Society, Distt. made under the Act;
- (vi) "Chairman/ Chairperson" means Chairman/Chairperson of the BOG;
- (vii) "Central Government" means the Government of India;
- (viii) "Committee(s)" means Committee(s) of the Society;
- (ix) "Department" means Department of Technical Education, Haryana;
- (x) "Employees" means the employees of the Society;
- (xi) "HSBTE" means Haryana State Board of Technical Education Panchkula, Haryana;
- (xii) "HSTES" means Haryana State Technical Education Society Panchkula, Haryana;
- (xiii) "Junior Finance Committee (JFC)" means Junior Finance Committee of the Society;
- (xiv) "Junior Staff Selection Committee (JSSC)" means Junior Staff Selection Committee (JSSC) of the Society for recruitment of Group 'C' Posts of the Society;
- (xv) "Land and Building Committee" means Land and Building Committee of the Society;
- (xvi) "Member(s)" mean member(s) of the BOG;
- (xvii) "MOA" means Memorandum of Association of Govt. Polytechnic Education Society, Distt.
- (xviii) "Polytechnic" means Govt. Polytechnic Education Society, Distt.
- (xix) "Personnel Committee (PC)" means Personnel Committee of the Society;
- (xx) "Principal / Principal cum Member Secretary" means Principal of the Polytechnic cum Member Secretary of the Society;
- (xxi) "Rules" means the rules of the Society made under the Act;
- (xxii) "State Government" means the Government of Haryana in the Administrative Department of Technical Education;
- (xxiii) "Society" means Govt. Polytechnic Education Society, Distt.
- (xxiv) "Senior Finance Committee (SFC)" means Senior Finance Committee of the Society;
- (xxv) "Senior Staff Selection Committee (SSSC)" means Senior Staff Selection Committee (SSSC) of the Society for recruitment of Group 'A' and 'B' Posts of the Society;



(xxvi) "Vice Chairman/Vice Chairperson" means Vice Chairman/ Vice Chairperson of the BOG;

5. Aims and Objectives of the Society (Section 6 of Chapter III of the Act)

The Society will have the following aims and objectives and shall be competent to perform these functions:

- (i) To run, manage and administer the Govt. Polytechnic Education Society, Distt.
- (ii) to prepare and execute detailed plans and programs for the Polytechnic and/or the Society;
- (iii) to obtain or receive grants, subscriptions, donations, gifts, bequests from State Government/ Central Government, Corporations, Trusts, or any person for the purpose of the Society. However, no bequests, donation or transfer of any property shall be accepted by the Society, which in the opinion of the Society/BOG involves conditions or obligations opposed to the spirit and object of the Society or policies/instructions/rules etc of the State Government;
- (iv) to maintain the fund of the Society to which shall be credited:
- (a) all money provided by the State Government/ Central Government;
 - (b) all fees and other charges received by the Society;
 - (c) all money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - (d) all money received by the Society in any other means or from any other sources;
- (v) to prepare the budget estimates of the Society for each year and to sanction expenditure within the competencies and within the limits of the budget as approved by the State Government;
- (vi) to prescribe and conduct courses of study, training and research in different branches of engineering, technology, science and management for the advancement of learning and dissemination of knowledge in such branches;
- (vii) to prescribe rules and regulations for the admission of students to the various courses of study in conformity with the policy approved in this behalf by the State Government/HSTES;
- (viii) to prescribe rules and regulations for, to hold examinations and declare results, give awards for courses other than those for University degree and in respect of the latter, to make all such arrangement as necessary or prescribed by the statutes, ordinances regulations of the University/HSBTE/State Government;
- (ix) to institute and give away award, fellowships, scholarship, prizes and medals etc;
- (x) to provide for, supervise and control the residence, health, discipline, cultural and general well-being of the students and staff of the Polytechnic;
- (xi) to provide for maintenance of units of the National Cadet Corps, National Social Service or any other units approved by the State Government amongst the students;
- (xii) to recommend creation of teaching, administrative, technical, ministerial and other posts in and for the Polytechnic and the Society, and make appointment thereto, for the efficient management of the affairs of the Polytechnic and Society;
- (xiii) to establish, maintain and manage halls and hostels;
- (xiv) to organize engineering seminars and lectures by eminent experts in engineering and management subjects and encourage original and applied research works and the writing and publication of articles etc;
- (xv) to prepare, publish books and manuals in applied sciences, engineering, technology and management;
- (xvi) to assist the student and staff of the Polytechnic in special and higher studies of engineering, technology, science and management in the country as well as abroad;
- (xvii) to conduct refresher and short-term courses for the benefit of engineers, scientists, managers, staff and other students and promote cooperation and interaction between the Polytechnic and industry;
- (xviii) to co-operate and establish links with other organization(s) in the matter of education and training in engineering, technology, science and management etc;
- (xix) to fix and demand fees/ Counseling fee and other charges payable to the Society as per the instructions of State Government;
- (xx) to acquire and hold property provided that prior approval of the State Government, where the property is obtained for the acquisition of moveable/ immoveable property;
- (xxi) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for the advancement of its objectives, provided that no immoveable property of the Society shall be sold off, in any manner whatsoever, without the prior approval of the State Government;
- (xxii) to deposit the money credited to the fund of the Society with such banks, or to invest the same in such manners, as the Society may deem fit keeping in view the policy/guidelines/instructions of State Government;
- (xxiii) to meet, out of the fund of the Society, the expenses incurred by the Society in the exercise of its powers and the performance of its functions and in the functioning of the Society;

- (xxiv) to prepare and maintain accounts and other relevant records and an annual statement of accounts including the balance sheet of the Society in the such form as may be prescribed by the State Government;
- (xxv) to consider and pass such resolutions on the annual report, the accounts and the financial estimate of the Society;
- (xxvi) to forward annually to the State Government, the accounts of the Society as certified by Auditor/ Chartered Accountant engaged/ appointed by the Society;
- (xxvii) to make contracts and enter into agreement for the smooth discharge of the functions of the Society and/or the administration of the Polytechnic;
- (xxviii) to regulate the retirements, training, promotion, demotion and discharge of employees, if any, under the rules and bye-laws of the Society;
- (xxix) to sue, to institute and defend all legal proceedings on behalf of State Govt. / Technical Education Department / related Polytechnic / Affiliating Universities/ related agencies and the Society;
- (xxx) to appoint committees for the disposal of any business of the Society or for tendering advise in any matter pertaining thereto;
- (xxxi) to delegate to such extent as it may deem necessary, any of its powers to any member/ staff of the Society or to any Committees of the Society;
- (xxxii) to make, add, amend, vary or rescind from time to time, with the prior approval of the State Government, the MOA/Bye-laws/Rules or regulations of, and for any purpose connected with the management and administration of the affairs of the Society and admission related matters and for the furtherance of the objects of the Society;
- (xxxiii) to make, adopt, amend, vary or rescind, from time to time Bye-Laws for :- (a) the conduct of the business of the Society and the committees constituted by it; and (b) the co-option of members to the Society;
- (xxxiv) to perform such other functions and to carry out such other duties as may, from time to time, be assigned to it by the State Government; and
- (xxxv) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society

6. Constitution of the Society (Section 14 of Chapter V of the Act)
The constitution of Society shall be as under:-

1	Administrative Secretary to Government of Haryana, Technical Education Department Chandigarh, <i>ex-officio</i> ,	Chairman/ Chairperson
2	Director General, Technical Education Haryana Panchkula, <i>ex-officio</i> ,	Vice Chairman/ Vice Chairperson
3	Administrative Secretary to Government Haryana, Industries Department Chandigarh, , <i>ex-officio</i> ,	Member
4	Administrative Secretary to Government Haryana, Finance Department Chandigarh, <i>ex-officio</i>	Member
5	Representative of All India Council for Technical Education New Delhi (AICTE) (to be appointed by All India Council for Technical Education New Delhi)	Member
6	One educationist in the area of Technical Education to be nominated by the Chairman/ Chairperson	Member
7	One industrialist in the area of Technical Education to be nominated by the Chairman/ Chairperson	Member
8	Deputy Commissioner Distt. _____, <i>ex-officio</i>	Member
9	<u>Principal Govt. Polytechnic Education Society,</u> _____ Distt. _____ <i>ex-officio</i>	Member Secretary



7. Name of the founder members of the Society to which the Bye-Laws and Rules of the management affairs is entrusted

A copy of the Bye-laws /Rules of the Society certified to be correct copy signed by four members of the Society is filed along with this Memorandum of Association.

We, the following persons whose names and addresses are given below having associated for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set out several and respective hands thereunder and form ourselves into a Society under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No 1 of 2012)), on this date of _____ 2017

Sr. No.	Name of the member	Designation in BDC	Address	Signature
1	Sh. Anil Malik, IAS.	Chairman/ Chairperson	Administrative Secretary to Govt. of Haryana Technical Education Department Chandigarh	
2	Dr. Saket Kumar, IAS	Vice Chairman/ Chairperson	Director General, Technical Education Haryana Panchkula	
3	Sh. _____ IAS	Member	Deputy Commissioner Distt. _____	
4	Sh. _____	Member Secretary	<u>Principal, Govt. Polytechnic Education Society</u> <u>Distt. _____</u>	



BYE-LAWS

(Section 25 of Chapter VI of the Act)

In pursuance of Clause 5(xxxii) of Chapter I of the MOA of the Society, the Board of Governors hereby makes the following BYE-LAWS/RULES for the governance of the Society

PART - I

1. Name of the Society with registration details:

Govt. Polytechnic Education Society, Distt., (Registered vide Registration No. _____ on _____ under Society Act 1860 (Section 21) and Re-registered vide Registration No. _____ under Section 9 of the Haryana Registration and Regulation of Societies Act, 2012.)

2. Short Title:

"These Bye-Laws may be called "Bye-Laws of Govt. Polytechnic Education Society, Distt., _____."

3. Registered office of the Society (Section 11 of Chapter IV of the Act):

The registered office of the Society shall be situated at _____, Distt. _____

4. Roll of Members (Section 33(4) of Chapter VII of the Act):

The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his or her rank of occupation and address. No person shall deem to be a member, or be entitled to exercise rights and privileges of a member unless he or she has signed the roll as aforesaid.

5. Change of address by Member:

If a member of the Society changes his/her address, he/she shall notify the same to the Member Secretary his/her new address, but if he/she fails to notify such new address, his/her address in the roll of the member shall be deemed to be his/her address.

6. Governing Body of the Society (Section 33 of Chapter VII of the Act):

The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing Body of the Society which shall be called the Board of Governors, Govt. Polytechnic Education Society, Distt. _____ hereinafter referred to as the "BOG".

7. Constitution of Board of Governors (BOG) (Section 33 of Chapter VII of the Act):

The Board of Governors shall comprise the following members:

1	Administrative Secretary to Government Haryana, Technical Education Department Chandigarh, <i>ex-officio</i> .	Chairman / Chairman
2	Director General, Technical Education Department Haryana Panchkula, <i>ex-officio</i> .	Vice Chairman / Vice Chairman
3	Administrative Secretary to Government Haryana, Industries Department Chandigarh, <i>ex-officio</i> .	
4	Administrative Secretary to Government Haryana, Finance Department Chandigarh, <i>ex-officio</i> .	Member
5	Representative of All India Council for Technical Education New Delhi (AICTE) (to be appointed by all India Council for Technical Education New Delhi)	Member



6	One educationist in the area of Technical Education to be nominated by the Chairman/Chairperson	Member
7	One industrialist in the area of Technical Education to be nominated by the Chairman/Chairperson	Member
8	Deputy Commissioner Distt. _____ <i>ex-officio</i>	Member
9	<u>Principal, Govt. Polytechnic Education Society,</u> _____ <i>Distt.</i> _____, <i>ex-officio</i>	Member-Secretary

8. Vacancy in the Society/ BOG (Section 22 of Chapter V of Act)

The following circumstances shall cause a vacancy in the Society/ Board of Governors:

- where a member of the Society/ BOG becomes a member by reasons of the office he/she holds, his/her membership shall terminate when he/she ceases to hold that office, or;
- when the appointment of member in case of AICTE and nomination of members by the Chairman/Chairperson are withdrawn by the competent authority, his /her membership shall terminate at the completion of their tenure of 4 years as specified, or;
- when the member appointed by the AICTE or nominated by the Chairman/Chairperson resigns the office by writing a letter addressed to the Chairman/Chairperson and the same is accepted by the Chairman/Chairperson, or;
- Death of a member, or;
- immigration from India, or;
- Insanity, or;
- Resignation of a member, or;
- Conviction for an offence involving moral turpitude, or;
- continued absence without satisfactory reasons from three consecutive meeting, or;
- Insolvency.

9. Terms of the office of Members of the BOG (Section 33(3) of Chapter VII of the Act):

The term of the office of members of the Society/ BOG shall be

- The term of office of an *ex-officio* member shall continue so long as he/she holds the office by virtue of which he/she is a member
- The term of the office of members appointed/nominated mentioned at Sr. No (5), (6) and (7) of the constitution of BOG shall be for four years from the 1st of January of the year in which he/she was appointed/ nominated. But such members shall be eligible for re-appointment or re-nominations.
- Notwithstanding anything contained in this section, an outgoing member shall, unless the BOG otherwise directs, continue in BOG until another person is appointed/ nominated as a member in his place.

10. Filling of vacancy in the Board:

Vacancies in the Board of Governors, from time to time shall be filled, on the recommendation of the authority which shall appoint/ nominate the member whose place falls vacant in the BOG.

11. Quorum for the Meetings (Section 31 of Chapter VII of the Act):

- A simple majority of the total membership shall constitute the quorum of a meeting of the BOG/ Committees constituted by the BOG/ Sub-Committees constituted by the BOG including the Chairman/Chairperson. However, no quorum would be required for an adjourned meeting convened after due notice.
- The Board of Governors shall meet at least once in a year.
- Not less than fifteen day's notice shall be given for every meeting of the BOG and its Committees constituted by the BOG.
- The Chairman/Chairperson shall have the power to call meeting(s) on short notice to transact urgent and emergent business of the BOG.
- Each member of the Society including the Chairman/ Chairperson shall have one vote. In case of difference of opinion amongst the members, the opinion of the majority shall prevail. In case of tie, the Chairman/Chairperson of the meeting shall have the right to exercise a casting vote
- A copy of the proceedings of the every meeting(s) shall be sent to the members. All proceedings of the BOG and Committee(s) shall be recorded in the Minutes Book and signed by the Member Secretary and



Chairman/Chairperson.

- vii) Every meeting of the BOG shall be presided over by the Chairman/Chairperson and in his/her absence by the Vice Chairman/ Chairperson of the Society.

12. Approval of agenda/resolution by circulation:

Any resolution/agenda which may be necessary for the BOG to adopt, may be passed by circulation among all its members and any such resolution/agenda so circulated and approved by a majority of members shall be effectual and binding as if such resolution/agenda had been passed at the meeting of the BOG, provided at least 50% members of the BOG have recorded their views in favour of the resolution. The Member Secretary after seeking the approval from the Chairman/ Chairperson will circulate the resolution/agenda to the members with the request for recording their views on the resolution/agenda and thereafter compile the same.

13. Proceedings not invalidated by vacancies {Section 80 of the Act-2012}:

No action or proceedings of the Society/Board of Governors shall be invalidated merely by reasons of the existence of the vacancy among its members, provided the quorum is complete.

14. Member of the BOG unable to attend meeting due to reason beyond his/her control:

If any member of the BOG (other than Chairman/Chairperson) is prevented from attending meeting of the BOG due to reasons beyond his/her control, he/she shall be at liberty to appoint and authorize a representative to take his place at the meeting of the BOG and such representative shall have the rights and privileges of a member of the BOG for that meeting.

15. Powers and Functions of the Board of Governors {Section 34(1) and 34(2) of Chapter VII of the Act}:

The powers and functions of the Board of Governors shall be as under:-

- (1) The BOG shall be responsible for the general superintendence, direction and control of the affairs of the Polytechnic and shall exercise all the powers of the Polytechnic not otherwise provided for by this MOA, the Bye-Laws and the Rules.
- (2) Without prejudice to the provisions of sub-section (1), the BOG of the Society shall:
 - (a) Take decisions on the questions of policy relating to the administration and working of the Polytechnic;
 - (b) Prepare and execute detailed plans and program for the Polytechnic and to carry on its administration and management;
 - (c) Obtain or receive grants, subscriptions, donations, gifts, bequests from State Government/ Central Government, Corporations, Trusts, or any person for the purpose of the Society. However, no bequests, donation or transfer of any property shall be accepted by the Society, which in the opinion of the BOG involves conditions or obligations opposed to the spirit and object of the Society;
 - (d) Maintain the fund of the Society to which shall be credited:-
 - i. all money provided by the State Government/ Central Government;
 - ii. all fees and other charges received by the Society;
 - iii. all money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - iv. all money received by the Society in any other means or from any other sources.
 - (e) Prepare budget estimate for each year to sanction expenditure within the limits of the budget as approved by the State Government;
 - (f) Prescribe and conduct courses of study and training in different branches of engineering and technology, science and management;
 - (g) Prescribe rules and regulation for the admission to be made on merit in accordance with the criteria prescribed by the State Government and other competent authorities;
 - (h) Polytechnic and award fellowship, prizes and medals;
 - (i) Supervise the welfare, health and discipline of students;
 - (j) Appoint, suspend, reprimand, dismiss or take such other disciplinary measures as may be necessary in respect of employees of the Society/ Polytechnic in accordance with the provision contained in the Services Rules;
 - (k) Sue and defend all legal proceedings on behalf of the Society/ Polytechnic;
 - (l) Co-operate with other organizations including Industries in the matter of education in engineering, technology, science and management;
 - (m) Enter into arrangements, constitution and agreement for and on behalf of the Society, within the scope of the constitution of the Society/ Polytechnic;
 - (n) Delegate such of its powers as may be necessary to any officers of the Society for the administration of



the affairs of the Polytechnic:

- (o) Prepare and adopt annual report, annual accounts and other resolutions relating to financial matter of the Society;
- (p) Make Byelaws/Rules for the regulation of and for the purpose connected with the administration and management of the Polytechnic and for the furtherance of its objectives within the scope of constitution;
- (q) Modify, amend or cancel Byelaws/Rules;
- (r) Provide provident fund/ common fund/ pension scheme and such other funds, if any, for the benefit of the Employees of the Society as it may deem necessary according to the guidelines of the State Government; and
- (s) Fix admission, tuition and other charges as may be prescribed by the State Government;
- (t) Will ensure that all receipts/income of the Society is credited under the Receipt Head of the Department of Technical Education Haryana.

- (3) The BOG shall have the powers to appoint such Committee(s) for the disposal of any business of the Society/Polytechnic as it considers necessary for the exercise of its powers and the performance of its duties as defined under MOA. It shall also have the powers to modify, amend or abolish the Committee(s). However the action(s) taken by these Committee(s) shall be reported for confirmation at the next meeting of the BOG.

16. Authorities of the Society:

The following shall be the authorities of the Society:

- (a) Board of Governors(BOG);
- (b) The following Committee(s) will assist the BOG for the disposal of business of the Polytechnic as per the powers/functions mentioned herein:
 - (i) Senior Staff Selection Committee (SSSC);
 - (ii) Junior Staff Selection Committee (JSSC);
 - (iii) Land and Building Committee (L&BC);
 - (iv) Junior Finance Committee (JFC);
 - (v) Senior Finance Committee (SFC);
 - (vi) Academic Committee(AC);
 - (vii) Personnel Committee(PC)
- (c) Such other authorities as may be declared by the BOG/Rules to the authorities of the Society

17. Senior Staff Selection Committee (SSSC) :

- (a) The constitution of Senior Staff Selection Committee (SSSC) of the Society shall be as under:

S. No.	Committee constitution	Designation
1.	Administrative Secretary to Government Haryana, Technical Education Department, Chandigarh, <i>ex-officio</i> .	Chairman/ Chairperson
2.	Director General, Technical Education Department Haryana Panchkula, <i>ex-officio</i> ,	Member
3.	Director/ Principal, NIT Kurukshetra <i>ex-officio</i> or his nominee not below the rank of Head of Department of Engg Branch	Member
4.	Director/ Principal, NITTTR, Sector 26, Chandigarh <i>ex-officio</i> or his nominee not below the rank of Head of Department of Engg Branch	Member
5.	Two subject experts to be nominated by Chairman/Chairperson	Member
6.	Principal, <u>Govt. Polytechnic Education Society, _____</u> , <i>Distt.</i> , <i>ex-officio</i>	Member Secretary

- (b) Powers/Functions of SSSC :



- (i) The committee is meant for recruitment of Group 'A' and 'B' posts in the cadre of the Govt. Polytechnic Education Society, _____, Distt. _____;
- (ii) The committee can finalize any rationale eligibility criteria as deem necessary to ensure merit, transparency and quality while making selection to these posts;
- (iii) The Committee is a recommending body and the appointment shall be issued by the Competent Authority of the Society as defined under rule 6.3 of Rules and Para 3 of Part-II of Recruitment to Service.
- (iv) The quorum of the committee meetings will be as per Clause 11 of these Bye-Laws.

18. Junior Staff Selection Committee (JSSC):

- (a) The constitution of Junior Staff Selection Committee (JSSC) of the Society shall be as under

S. No.	Committee constitution	Designation
1.	Director General, Technical Education Department Haryana <i>ex-officio</i>	Chairman/ Chairperson
2.	Joint Director (or officer looking after the work of Society Polytechnics), Technical Education Department Haryana <i>ex-officio</i>	Member
3.	Principal of <u>Government Polytechnic Ambala City</u> <i>ex-officio</i>	Member
4.	Any one Head of Department nominated by Principal cum Member Secretary of the Society Polytechnic	Member
5.	One subject expert from outside to be nominated by Chairman/Chairperson of this committee	Member
6.	Principal, <u>Govt. Polytechnic Education Society, _____, Distt. _____</u> <i>ex-officio</i>	Member Secretary

(b) Powers/Functions of JSSC:

- (i) The committee is meant for recruitment of Group 'C' posts in the cadre of the Govt. Polytechnic Education Society, _____, Distt. _____;
- (ii) The committee can finalize any rational eligibility criteria as deem necessary to ensure merit, transparency and quality while making selection to these posts;
- (iii) The Committee is a recommending body and the appointment shall be issued by the Competent Authority of the Society as defined under rule 6.3 of Rules and Para 3 of Part-II of Recruitment to Service.
- (iv) The quorum of the committee meetings will be as per Clause 11 of these Bye-Laws.

19. Appointment on Group 'D' posts in the cadre of the Society:

All appointment on Group 'D' posts in the cadre of the Society shall be filled as per the provision contained under Rule 5(viii) of Recruitment to Service Rules in a fair and transparent manner.

20. Land and Building Committee (L&BC):

- (a) The constitution of Land and Building Committee (L&BC) of the Society shall be as under

S. No.	Committee constitution	Designation
1.	Director General, Technical Education Department Haryana <i>ex-officio</i>	Chairman/ Chairperson
2.	Chief Architect Haryana <i>ex-officio</i> or his representative	Member
3.	Engineer-in-Chief Haryana PWD (B&R) <i>ex-officio</i> or his representative not below the rank of Executive Engineer of the concerned circle in which Polytechnic is	Member



	located	
4.	Joint Director (Dev), Directorate of Technical Education Haryana Panchkula <i>ex-officio</i>	Member
5.	H.O.D (Civil Engg) in Govt. Polytechnic Cadre to be nominated by Chairman/Chairperson of the committee	Member
6.	Principal Govt. Polytechnic Education Society, _____, Distt. _____ <i>ex-officio</i>	Member Secretary

(b) Powers/Functions of Land and Building Committee (L&BC):-

- Examination and approval of the estimate(s) of civil work(s) of the Society on behalf of the Board of Governors;
- To review the progress of Society's ongoing civil works and make plans for various works as per requirement.
- The quorum of the committee meetings will be as per Clause 11 of the Bye-Laws.

21. Junior Finance Committee (JFC):

(a) The constitution of Junior Finance Committee (JFC) of the Society shall be as under

S. No.	Committee constitution	Designation
1	Principal cum Member Secretary, Govt. Polytechnic Education Society, _____, Distt. _____ <i>ex-officio</i>	Chairman/ Chairperson
2	Principal, Govt. Polytechnic _____ (nearby Govt. Polytechnic Principal) <i>ex-officio</i> or his/her representative not below the rank of HOD	Member
3	Representative of Directorate of Technical Education Haryana to be nominated by Director General Technical Education Haryana	Member
4	General Manager, District Industries Centre _____ <i>ex-officio</i> OR his/her representative not below his/her next subordinate	Member
5.	Section Officer of the Society/ Section Officer from Technical Education Department Haryana to be nominated by Account Officer of the Department	Member
6.	HOD of the Department concerned, Govt. Polytechnic Education Society, _____, Distt. _____ <i>ex-officio</i>	Member Secretary

(b) Powers/Functions of JFC :-

- The committee shall have authority to effect and approve purchases for the Society for an amount of above Rs. 1 lac but up to Rs. 5 lacs.
- To consider and approve any other financial matter of the Society for amounting to above Rs. 1 lac but up to Rs. 5 lacs.
- The quorum of the committee meetings will be as per Clause 11 of these Bye-Laws.

22. Senior Finance Committee (SFC):

(a) The constitution of Senior Finance Committee (SFC) of the Society shall be as under :-

S. No.	Committee constitution	Designation
1	Director General, Technical Education Haryana cum Vice Chairman/Chairperson of the BOG <i>ex-officio</i>	Chairman/ Chairperson
2	Director, Industry Department Haryana <i>ex-officio</i> or his representative not below the rank of Additional Director	Member
3.	Account Officer, Directorate of Technical Education Haryana Panchkula <i>ex-officio</i>	Member
4	Principal Govt. Polytechnic _____, City _____ <i>ex-officio</i>	Member
5	Joint Director (Development) Technical Education Department Haryana <i>ex-officio</i>	Member



6	HOD of the Department concerned, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Member
7	Principal, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Member Secretary

(b) Powers/Functions of SFC :-

- To recommend creation/ abolition of posts in the cadre of the Society to BOG;
- To scrutinize Polytechnic budget and recommendation of the same to BOG;
- To scrutinize the audit reports and submit the recommendations and observations to the BOG;
- To exercise such financial powers as the BOG may delegate from time to time;
- To consider and approve any other financial matter of the Society for amounting to above Rs. 5 (Five) lac but upto Rs. 25 (twenty five) lacs
- The SFC is authorized to give effect and approve purchases above Rs. 5 (Five) lacs and up to Rs. 25 (twenty five) Lacs in respect of the Society.
- The quorum of the committee meetings will be as per Clause 11 of these Bye-Laws.

23. Academic Committee (AC):

(a) The constitution of Academic Committee (AC) of the Society shall be as under :-

S. No.	Committee constitution	Designation
1	Principal, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Chairman/ Chairperson
2	Representative of Secretary, Haryana State Board of Technical Education Panchkula	Member
3	Representative of Director cum Principal, NITTR Chandigarh	Member
4	One Industrialist to be nominated by the Vice Chairman/ Chairperson of the BOG	Member
5	One Educationist to be nominated by the Vice Chairman/ Chairperson of the BOG	Member
6	One person from technical education institution not below the rank of Assistant Professor of any Govt./ Private Universities in the State of Haryana to be nominated by the Chairman/ Chairperson of this committee	Member
7	All HODs, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Members
8	HOD of the Department concerned, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Member Secretary

(b) Powers/Functions of AC :-

- To look into and take appropriate decision(s) in all matters relating to academics of the Society/Polytechnic.
- The quorum of the committee meetings will be as per Clause 11 of these Bye-Laws.

24. Personnel Committee (PC) :

(a) The constitution of Personnel Committee (PC) of the Society shall be as under :

S. No.	Committee constitution	Designation
1	Principal, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Chairman/ Chairperson
2	Representative of Director General, Technical Education Haryana not below the rank of Deputy Director	Member
3	One Account Officer (Retd) / Assistant Director (Retd) /Superintendent (Retd) of Technical Education Department having experience of Account matter/ Establishment matter to be nominated by the Chairman/Chairperson of this committee.	Member
4	Deputy Superintendent/ Officer in-charge Establishment Matters, <u>Govt. Polytechnic Education Society,</u> <u>Distt.,</u> <u>ex-officio</u>	Member Secretary



(b) Powers/Functions of Personnel Committee :-

- (i) The committee shall be responsible for considering all issues relating to establishment matters of the Society.
- (ii) The quorum of the committee meetings will be as per Clause 11 of these Bye-Laws.

25. Financial Powers in the Society:

The financial powers of the authorities of the Society shall be

S. No	Authority	Financial Power vested
a	BOG	Full powers
b	Chairman/Chairperson of BOG	Full powers subject to ratification/approval of BOG in its next meeting
c	Senior Finance Committee (SFC)	Above Rs. 5 Lac and up to Rs 25 Lac per contract
d	Junior Finance Committee (JFC)	Above Rs. 1 Lac and up to Rs 5 Lac per contract
e	Principal cum Member Secretary of Society	*Up to Rs. 1 Lac per contract
f	Head of Department in the Polytechnic	Rs. 5000/- per month per HOD to meet urgent office contingency expenses

**Prudent Shopping/ Procurement worth Rs. 2000/- per contract can be made on a single quotation*

26. Office Bearers of the Board of Governors (BOG):

The office bearers of the Board of Governors shall be

- a. Chairman/ Chairperson
- b. Vice Chairman/Vice Chairperson
- c. Principal cum Member-Secretary.

27. Chairman/ Chairperson - Functions and Duties (Section 34(1) and 34(2) of Chapter VII of the Act)

- (a) The Chairman/Chairperson shall exercise responsibilities, rights, duties and obligations normally/impliedly/ inherently vested with the office.
- (b) The Chairman/Chairperson shall preside over at the meetings of the Board of Governors, take votes, declare results of the voting and generally supervise and Conduct of the Business of the meeting. The decision of the Chairman/Chairperson relating to the Conduct at any meeting shall be final.
- (c) He/she shall perform such function and duties as may, from time to time, be entrusted to him/her by the Board of Governors/ State Government.
- (d) He/she shall exercise all such functions and duties as are vested with him/her as Administrative Secretary to Govt. Haryana, Technical Education Department as Chairman/Chairperson of the BOG in the Society

28. Vice Chairman/ Vice Chairperson - Functions and Duties (Section 34(1) and 34(2) of Chapter VII of the Act)

The Vice Chairman/Vice Chairperson shall act as Chairman/Chairperson when the Chairman/Chairperson is out of station or otherwise engaged and shall carry out such functions and duties as may be from time to time, entrusted to him/her by the Chairman/Chairperson or Board of Governors. He/she shall exercise all such functions and duties as are vested with him/her as Director General, Technical Education Department as Vice Chairman/Vice Chairperson of the BOG in the Society

29. Principal cum Member Secretary- Functions and duties (Section 34(1) and 34(2) of Chapter VII of the Act)

- (a) The Chairman on behalf of BOG shall appoint the Principal in the Society from amongst the Principals staff eligible for the post of Principal from the cadre of the Combined Govt. Polytechnics or from staff from the Society eligible for the same with the approval of the State Government;
- (b) It shall be duty of Principal cum Member Secretary to ensure that all the decisions taken by the BOG / Committees constituted by the BOG as per bye laws are implemented in true letter and spirit;
- (c) The Principal shall be responsible for the proper administration thereof and for imparting of instruction and maintenance of discipline therein;
- (d) All other staff of the Polytechnic shall be subordinate to the Principal;



- (e) The Principal shall have such other powers and perform such other functions as may be delegated or assigned to him/her by the BOG or as laid down in the Bye-Laws/Rules
- (f) The Principal shall have power to delegate any of his/her powers, responsibilities and authority vested with him/her under the MOA and Rules to one or more of his subordinates.
- (g) The Principal shall have the power to re-appropriate the Society budget for the current year based upon the actual expenditure as on September, December and February of that year subject to condition that this re-appropriations shall be within the overall budgetary allocation approved by the BOG/ State Govt. for that current financial year;
- (h) The Principal shall have the powers to prepare and submit to the State Government the Society Revised Estimate (RE) for the current financial year and Budget Estimate (BE) for the next financial year based on the actual requirements based on mid-year expenditure status and also keeping in view the Finance Department Haryana latest instructions in this regard. However, the same needs to be got ratified from the BOG in its next meeting whenever held in near future;
- (i) The Principal may at his/her discretion, constitute such Committee(s) as he/she may consider appropriate for the day to day business of the Polytechnic.
- (j) The Principal shall be the Member Secretary of the BOG/Society and/or its committees/sub-committees where ever applicable;
- (k) The Principal cum Member Secretary shall be responsible for maintaining and up keeping all the original records (official notings /approvals) related to issues of BOG, Committees, and Single File Approvals etc for various businesses of the Society.

30. Travelling Allowance and Daily Allowance to the members of the Board/ Committees:

- (a) The members of the Society or the BOG or of any committee(s) appointed by the BOG shall not be entitled to any remuneration from out of the Society; but non-official members of the Society/BOG or any Committee or consultants thereof shall be paid by the Society such traveling and daily allowance, in respect of any journey undertaken by them for attending the meeting of the Board/Society or the committee or in connection with any other business of the Society or the meeting as may be provided for in the byelaws to be made in this behalf/ as prevalent and as amended from time to time by the State Government, as the case may be.
- (b) The official members, who are employees of the Centre or the State Government shall, however, initially receive travelling and daily allowance from the same source from which they draw their salaries at rates admissible to them, according to their respective Government rules, but the entire expenditure on Travelling Allowance and Daily Allowance shall be reimbursed from funds of the Society to the Central or State Government.

31. Book of Accounts, Operation of Accounts, Audits, Filing of documents (Section 47, 48, 49, 50 and 84 of Act):

(1) Book of Accounts: The Society shall keep and maintain the following books of accounts, namely:

- (a) A cash book showing daily receipt and expenditure, and the balance at the end of each day;
- (b) Receipt book, containing forms in duplicate/ counter-foils, one of each set to be issued with details for money received by the Society and other to serve as counterfoil;
- (c) Voucher's file, containing all vouchers for contingent and other expenditure incurred by the Society, numbered serially and filed chronologically;
- (d) Ledger showing consolidated and separate accounts of all items of Receipt and Expenditure;
- (e) Any other Books/ Registers/ Sub-ledgers as deemed appropriate by the BOG.
- (f) Every entry in the books of account required to be kept in terms of Section 47 of the Act shall be made as and when any transaction takes place.
- (g) On receipt of any money, in cash or by cheque or any other means, a receipt regarding the purpose of such receipt (e.g. membership fee or annual subscription or donation etc) shall be issued to the payee by the Society.
- (h) Any voucher, duly signed by the payee in token of any payment or expenditure incurred, obtained by the Society at the time any payment is made to him and such voucher shall be immediately filed in the file maintained for the purpose.
- (i) Keeping in view Section 84 of the Act, all the above book of accounts, transactions, payments and other services under the Act should also be administered through e - Governance System in suitable software like Tally etc so to ensure double check, transparency and efficiency in its working.

(2) Operation of Accounts:

- (a) The Board of Governors shall cause true accounts to be kept of all financial transactions and of all sums of money received and expended by the Board of Governors, maintain records of the receipts



and expenses relating to such matters and of the assets, credit and liabilities of the Board, provided that the accounts of the Society shall be kept separately and exclusively.

- (b) The Board of Governors shall open an account and deposit the funds except such sums as may be required for current expenses in any Scheduled Bank. The Member Secretary will be the authority on behalf of Board of Governors to open the bank account in any scheduled bank, however, the same shall be got ratified from the BOG.
- (c) The funds shall be utilized solely for the purpose for which these are sanctioned within the prescribed period.
- (d) The Principal of the Polytechnic shall retain only such amounts in his hands as may be required for current expenses by way of permanent advance that may be prescribed from time to time by the Board of Governors.
- (e) No withdrawal out of the funds of the Polytechnic shall be made except on cheques to be signed by two signatories. One of the signatory will be the Principal cum Member Secretary of the Society. The second will be nominated by Principal cum Member Secretary from amongst staff from Establishment Branch/ Senior Faculty, however the same shall be got ratified from the BOG.
- (f) The Member Secretary will be the authority on behalf of BOG to open additional bank account(s) in any scheduled bank in case of any Centrally/ State sponsored schemes of GOI/State Government which requires so as per the implementation of the scheme. However all book of accounts for this account will be maintained.

(3) Audits:

- (a) The Society shall get its annual accounts audited from the Auditor/CA/CA Firm who is a member of the Polytechnic of Chartered Accountants of India (ICAI) constituted under the Chartered Accountants Act, 1949 (Central Act 38 of 1949).
- (b) The Auditor/Chartered Accountant (CA)/ CA Firm shall be appointed by the Principal cum Member Secretary by following a transparent mechanism/ criteria. However, the same shall be got ratified from the BOG.

(4) Filing of documents:

- (a) Within six months after the close of financial year, the Principal of the Polytechnic shall submit to the State Government, the audited accounts of Income and Expenditure on the pro-forma prescribed by the State Government every year.
- (b) The Principal of the Polytechnic shall submit the Utilization Certificate on the pro-forma prescribed by the State Government in respect of recurring/non-recurring grants immediately after the utilization of the grant to the Technical Education Department, Haryana latest by 15th May of every Financial Year.
- (c) The Principal of the Polytechnic shall prepare and submit for every financial year the Budget Estimate (BE) for the next year and Revised Estimate (RE) for the current year to State by such date as the State Government may fix in this behalf. However, the same needs to be got ratified from the BOG in its next meeting.
- (d) Within six months after the close of every year, the Society shall submit to the State Government a report on the working of the Society and the Polytechnic during such year.
- (e) The Society shall, by such date as the State Government may fix in this behalf, submit to the State Government any requirement of reports/documents/disclosures etc associated with the working of the Society, as may be required by Govt. from time to time.

32. Legal Proceedings (Section 76 and 77 of the Act-2012):

- (a) The Society registered under the Act shall be a Body Corporate by the name under which it is registered and shall have a common seal. The Society shall be entitled to acquire, hold and with the approval of the Govt. where ever required dispose of property, to enter into contracts, to institute and defend suits or other legal proceedings and do all other things necessary for its aims and objects, for which it has been established.
- (b) For the purpose of the Act, the Member Secretary of the Society shall be authorized and may be authorized to take action as required by the said section.
- (c) For the purpose of the Section 77 of the said Act, the Society may sue or be sued in the name of the Member Secretary who is authorized on behalf of the BOG in this behalf and may bring or defend any suits or other legal proceedings touching or concerning any property or any rights or claims of the Society or any such returns as the State Government may require. It can also be any authorized representative of the Member Secretary of the Society.
- (d) All contracts for and on behalf of the Society or the Polytechnic, as the case may be, shall be executed in the name of the Society. The Principal of the Polytechnic shall execute all contract/ agreement required to be executed between the Society and the third party. However, the same will be required to be got ratified by the BOG in its next meeting whenever held.
- (e) No contracts for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of Society or the Board of



Governors, or his relative or a firm of which such members or relatives is a partner or share holder or any other partner in such a firm or a private company of which the member is a member or Principal without declaration of interest.

33. Powers of the Government to issue directions (Section 66, 67 and 68 of Chapter XIV of the Act):

- (a) The State Government shall have the powers to issue such directions to the Society, as may be considered expedient from time to time with regard to management of its affairs, financial management, audit and submission of documents on its working or any other issues related to efficient working of the Society or the Polytechnic.
- (b) The State may appoint one or more persons to review the work and progress of the Society or Polytechnic or both, to hold an inquiry into the affairs and issue directions thereof in such manner as the State Government may determine and to report thereon to the State Government.
- (c) Upon receipt of such report, the State Government may, take such action and issue such direction to the Society as may be considered necessary and the Society shall be bound to comply with and act according to such direction.

34. Dissolution and effect of Dissolution (Section 69 and 70 of Chapter XIV of Act):

- (a) The State Government may, for the reasons to be recorded in writing, order dissolution of the Society with effect from the date, as may be specified in the order under the provision of the Act 2012 or rules in.
- (b) The Society by its constitution will apply its profits, if any, or other income in promoting its objects, if upon the winding up or dissolution of the Society there remains, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to the State Government or some other institution of the State Government having objects similar to the objects of the Society to be determined by the members the Society at or before the time of dissolution.
- (c) On the dissolution of the Society, the registration of the Society shall stand cancelled and it shall cease to exist as a Body Corporate.

35. Amendment of Memorandum and Bye-laws (Section 26 of the Act):

- (a) Subject to the prior approval of the State Government and further subject to provisions of the Act - 2012, the Society may alter, extend or abridge any of these rules or any procedure laid thereby.
- (b) Such alterations, extensions or abridgement may as aforesaid, be made by means of a resolution passed by the majority of two-third of the members present in the special meeting of the Society conveyed for the purpose after giving due notice of such resolution to all the members of the Society.

36. Special powers (Section 66 of Chapter XIV of Act):

- (a) Notwithstanding anything contained herein, the Board of Governors may, with the approval of the State Government, effect any amendment to the above constitution and rules.
- (b) Notwithstanding anything to the contrary contained in any other rules, all previous actions taken by the Board of Governors and the State Government shall be deemed to have taken by the BOG/State Government under these rules.

37. Conditions for Financial benefit for the members of the Society:

- (a) The income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Society.
- (b) No member of the Board of Governors of the Society shall be appointed to any salary, office or the Society, or any office of the Society, paid by fees, and no remuneration of association and no portion thereon shall be paid or transferred directly or indirectly, to the members of Society.

38. Delegation of Powers of BOG in respect of Administration and Service Matters:

The BOG hereby delegates its powers in respect of administration and service matters to the staff and efficient day to day work of the Society, as per details given in 'Appendix - A' enclosed with the rules.

39. Options for staff (Teaching and Non Teaching) of Govt. Polytechnic Combined Cadre:

- (a) The existing Govt. staff, both teaching as well as non teaching presently working in the Govt. Polytechnic before it is converted to Govt. Society Polytechnic shall be permitted to opt either for continuing as employees of the State Government and be governed by the government rules OR for transferring their services to the Society and being employee of the Society for all intents and purposes on the acceptance of their option for which a specific order would be issued. However, in later case, the



rules of the Society will not be amended in such a manner so as to adversely affect the service conditions of the existing Govt. employees. Those Govt. employees, teaching or non teaching, who opt to continue to Government service, shall be treated on deputation to the Society but no deputation allowance shall be paid.

- (b) The existing Govt. employees of the Govt. Polytechnic will serve the Govt. Society Polytechnic upon the same terms and conditions and with the same rights and privileges as to pension, gratuity, provident fund and other matters as they were enjoying as Government employees before the registration of the Govt. Polytechnic into Govt. Society Polytechnic.
- (c) In respect of rights and privileges as to leave, such of the permanent/ regular employees of the Government, serving in the Govt. Polytechnic who opt to serve the Govt. Society Polytechnic after the registration thereof will be treated as if they had continued to be Government servants and allowed to carry forward the leave of their credit on the date of the permanent transfer thereof to the Govt. Society Polytechnic, determined by keeping in view the number of employees, their salary and the amount and kind of leave, so carried forward, when the employees may avail themselves of the same. The procedure for working out the lump sum will be settled by the Government with the Govt. Society Polytechnic.
- (d) The persons who were taken on deputation by the State Government for service in the Govt. Polytechnic prior to the registration thereof, as a Society, shall thereafter continue to serve the Govt. Society Polytechnic on the same terms and condition to which they were entitled or the such terms of deputations may be laid down by the Govt. Polytechnic from time to time after obtaining the concurrence of their parent organization. The pensionary terms in respect of the Government employees who were transferred to the Society, on exercising option as aforesaid to serve the Polytechnic after the registration thereof as Society, shall be settled in the following manner:-
- (i) Permanent Government employees so transferred shall have the option to either retain the pensionary benefits available to them under the Government rules or be governed by the rules of the Society and in the event of exercising the former option, the said employees will be entitled to the benefits of the liberalization, if any, in pension rules introduced by the Government subsequent to transfer.
- (ii) The Government shall pay to the Employees pension who have opted to retain the service conditions as under the Government which provide pensionary benefits and where the Govt. Society Polytechnic has no pension scheme, but will recover from the Govt. Society Polytechnic for capitalized value (commuted value for pension plus the proportionate death-cum- retirement gratuity) of the Polytechnic's share of the pension on the retirement of the employee concerned, as determined on the basis of service rendered to the Govt. Society Polytechnic.
- (iii) In the event of death of an employee who has opted for continuing as employee of the Government, family pension/ death cum retirement gratuity to the family of the deceased will be admissible under Government rules and liability thereof appointed as in sub para (ii) above.
- (iv) In case where the Government employee transferred to the Govt. Polytechnic after the registration thereof as a Society, opts to be governed by the rules of the Society and the said rules provide for Contributory Provident Fund benefits, the Government shall pay to the Govt. Society Polytechnic Contributory Provident Fund Contribution and interest thereon for the period of their service in them in terms of Government of Haryana rules.
- (v) Besides the option already given by the Government and exercised by the employees of Govt. Society Polytechnic, the other option under the rules shall exercise only once within a period of six month from the date of the notification of the rules and regulation of the Society. The option once exercised shall be final. The option in respect of pensionary terms shall be only once and within a period of six months from the date of their confirmation in the Polytechnic. The option within a period of six months the notification of the Rules and regulation of the Society; as the case may be.



CHAPTER-III

Bye-Laws- Pertaining to Services of Employees

Part I-GENERAL

1. Wherever any particular matter connected with the Institute is not covered by these Bye-laws or decisions taken by the Board from time to time, the rules of the Haryana State Govt. Technical Education Department shall apply mutatis-mutandis, however, such application shall be reported to the Board in its next meeting.
2. These Bye-laws shall be deemed to have come into force from the date of the passing of the resolution by the Board of Governors to this effect. Except when otherwise expressly provided, these Bye-laws shall apply to every person in the whole time employment of the Institute, other than a person so employed under the contingent establishment and persons working on deputation with the institution.
3. All things done, actions taken and decisions made prior to the introduction of these Bye-laws shall be deemed to have been done, taken and made under these Bye-laws as if these Bye-laws were in force on the date when such things were done, actions taken or decision made.
4. Where the Board is satisfied that the operation of any of these Bye-laws causes undue hardship in any particular case, the Board may dispense with or relax the requirements of that Bye-laws to such extent and subject to conditions as it may consider necessary for dealing with the case or a class of cases in a just and equitable manner.
5. The Board reserves to itself the right to delegate its authority, under these bye-laws in such manner as it considers appropriate from time to time either in a particular case or class of cases and also to withdraw, modify or delete such delegation and Bye-laws, as may, from time to time, deemed expedient, and to interpret them in case of any doubt that may arise, provided that the condition of service of an employee of the institute shall not be varied to his disadvantage after his appointment.
6. In these Rules, unless the context otherwise requires only as regards terms mentioned in clause 4 of MOA.
 - 6.1. 'Board' means the Board of Governors of the Institute.
 - 6.2. 'Chairman' means the Chairman of the Board of Governors of the Institute and includes such a member of the Board to whom authority of the Chairman under Bye-laws has been delegated by the Chairman with the approval of the Board.



- 6.3. 'Competent Authority' means the Board of Governors of the Institute and includes such officers or authority to whom the Board may delegate powers for all or any of the purposes of these bye-laws.
- 6.4. 'Contingent staff' means the staff employed on temporary basis for short duration and paid out of the 'office contingencies'.
- 6.5. 'Government' means the Administrative Department in Technical Education, Haryana.
- 6.6. 'Group A, B C & D employees' means the faculty /staff which is defined as per relevant service rules of Technical Education Department, Haryana.
- 6.7. 'Head of Department' means a person who is designated as Head of Teaching Department of particular discipline of the institute.
- 6.8. 'Employee' means any person employed or appointed to any service or office or post in connection with the affairs of the institute but other than work-charged, daily rated, contingent staff and staff paid out of students fund.
- 6.9. 'Institute' means the Govt. Polytechnic Education Society, _____.
- 6.10. 'Service' means service in the institute.
- 6.11. 'Teaching Staff' means the staff as declared as such by Govt. in Technical Education Department.

PART II- RECRUITMENT TO SERVICE

- 1 The Service shall comprise the posts shown in Appendix-D **Number and** (attachment by GPES___) to these bye laws; Provided that **Character of** nothing in these bye-laws shall affect the inherent right of Board **posts** to make additions to or reduction in the number of such posts with different designations and scale of pay either permanently or temporarily.
- 2 For Group 'A' and 'B' employees, no person shall be appointed to the service by direct recruitment who is less than 21 years or more than 40 years of age on or day of August next preceding the last date of submission of applications to the Board. For Group 'C' and 'D' employees, no person shall be appointed to post in the service by direct recruitment who is less than 18 years or more than 40 years of age or as per policy of the Government notified from time to time, on or before the last date of submission of



application to the Board or any other authority. The age of superannuation will be 58 years for Class-A, B and C employees, however reappointment may be made in accordance to rules and for Group 'D' employees the age of superannuation will be 60 years or as policy Government notified from time to time.

- 3 Recruitment to any post in the Service of Group 'A', 'B' and 'C' shall be made by the Chairman in case of (Principal Group 'A', only) and in case of Group- 'A, B & C' by the Vice Chairman on behalf of Board of Governors. All Group 'D' employees shall be recruited by the Principal, in the manner provided in the Service Rules of the Technical Education Department. Administrative approval of Chairman will be obtained by the Principal, prior to making such recruitment to the service. The appointments so made shall be got ratified by BOG in the next meeting. **Recruitment Authority**
- 4 No person shall be appointed to any post in the service unless he is in possession of qualifications, age and experience as laid down in Appendix 'B' of the relevant Service Rules of Technical Education Department, Haryana applicable mutatis-mutandis to the Society concerned. **Qualifications and age**
- 5 i) All posts under the Institute will be filled up by the institute as per method of recruitment as laid down in rule 9 (1) of the Service Rules of Department of Technical Education, Haryana relevant to the post concerned. However, in promotion quota, if eligible & suitable candidates are not available for sufficiently long time, these posts can be filled up by way of direct recruitment as per the need of the institution. **Method of recruitment**
- ii) While making appointment, the reservation policy of the State Government notified from time to time shall be followed. **Reservation Policy**
- iii) The qualifications and requirements of the post (s) to be filled by advertisement for direct recruitment (except the post of the Principal), shall be advertised by the Principal in the two leading newspapers and applications received within the dates specified in the advertisement shall be considered by the Selection Committee or on its behalf, in such manner as it may specify. **Advertisement of Post**



- iv) The initial pay shall be offered to candidates selected as per the pay scales sanctioned by Govt. for the relevant posts. **Initial Pay**
- v) Employees appointed on deputation in the Institute who were holding permanent post in Govt. Departments/ Autonomous Organization may be allowed by the Board of Governors as the case may be to retain their liens in their department/ organizations till their confirmation in the Institute, for which purpose, the relevant rules of Haryana C.S.R. 2016, concerning payment of leave salary, Pension /C.P.F./ E.P.F. contribution shall apply and vice versa and approval thereof will have to be obtained from Board of Governors. The lien of the employees who have been appointed in other Organization/ Government will not be retained in society, even though the application for seeking employment in other Organization / Government was sent through proper channel. **Lien & CPF**
- vi) In the interest of maintenance of efficiency of the Institute, the Principal may make stop gap arrangements to teaching/non-teaching posts upto Group 'B' as per State Govt. policy against the sanctioned vacant posts. All such appointments shall be reported to the BOG in the next meeting. **Stop gap arrangement of Staff**
- vii) For any leave vacancy upto three months of Class-I, the Chairman shall make temporary arrangement as per Govt. instructions from time to time to carry on work of the Institute, without any monetary benefits. **Appointment against leave vacancy**
- viii) The Group 'D' posts shall be filled up by the Principal as per policy of the State Govt. and relevant Service Rules of Department of Technical Education, Haryana. **Policy of filling up the post of Group 'D' Staff**
- ix) No act or proceedings of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that at least half of the members including the Chairman of the committee are present. **Question of Selection Committee**
6. A candidate applying for a post under institute shall be charged application fee as fixed by the Board. **Application fee**
7. Subject to any special or general orders passed by the Chairman/ Vice- Chairman on behalf of Board from time to **T.A. to candidates**



time, candidates called for interview shall not be paid any TA/DA.

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| 8 | Every appointment shall be subject to the conditions as laid down in the relevant rules in C.S.R. Haryana- 2016 in respect of medical fitness. The appointment in Group 'A' and 'B' Service shall be made after verification of character antecedents from concerned authorities. | Medical fitness & verification of Character antecedents |
| 9 | The conditions for regulating the probation and confirmation shall be applicable as laid down in Relevant Service Rules in Technical Education, Department on similar posts . | Probation/ confirmation |
| 10 | Seniority inter se, of the members of the service shall be determined as per provision contained in respective Rules of the Technical Education Department, Haryana. | Seniority |
| 11 | A member of service shall be liable to serve at any place, whether within or outside the State, on being ordered to do so by the appointing Authority. In addition to this the other conditions with regard to liability to serve will be applicable as laid down by the Chief Secretary, Haryana Under Model Service Rules. | Liability to serve |
| 12 | In matters, relating to discipline, penalties and appeals , members of the service shall be governed by the Haryana Civil Services (Punishment & Appeal) Rules, 2016 as amended from time to time provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authorities, shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix 'B' & 'C' to these bye laws. | Discipline penalties & appeals |

The authority, competent to pass an order under Haryana Civil Services **Punishment** and Appeal Rules 2016 applicable mutatis-mutandis and the Appellate authority shall also be as specified in Appendix 'B' & 'C' to these rules.

The Appointing Authority may terminate / dismiss the service of any employee with a notice of one month or one month salary in lieu thereof as laid down in the appointment letter without assigning any reason during the period of probation or extended period of probation. However, concurrence of Board of Governors shall be taken before taking final action



in the matter.

The Appointing Authority may terminate the services of any confirmed employee by giving three months notice or payment of three months salary in lieu thereof, if his retention in service is considered undesirable by such appointing authority, after issue and consideration of a show cause notice and after following prescribed procedure as laid down in Punishment & Appeal Rules, 2016. However, concurrence of Board of Governors shall be taken before taking final action in the matter.

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| 12.1 | Conversely, if any employee of the institute wishes to resign the services, he may do so by giving the appointing authority one month notice or one month salary in lieu of notice in case he is temporary employee and 3 months notice or three months salary in lieu of notice in case of confirmed employee. | Period of notice leaving society |
| 12.2 | The service of an employee appointed on adhoc/ contract basis, shall be liable to termination at any time without assigning any notice /reason. | Termination of service Adhoc/Contractual employee |
| 13 | The appointing authority for different posts shall be as under:- | Appointing Authority |
| | i) Chairman on behalf of the Board | For the post of Principal, Group 'A' |
| | ii) Vice Chairman on behalf of the Board | For all posts of Group 'A' 'B' & 'C' (except Principal of Group 'A' post) as classified in Technical Education Department Service Rules |
| | iii) Principal on behalf of the Board | For all posts of Group 'A' 'B' & 'C' as classified in Technical Education Department Service Rules |



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For posts mentioned above, an appointment letter will be issued by the Appointing Authority as soon as possible after the selection of the proposed employee by the Staff Selection Committee provided that the appointment is in order, on merit determined by the Committee and the Board has not specified to the contrary in regard to the particular post or class of posts. However, the selection/merit list shall be valid for a period of six months. The other conditions with regard to validity of the merit list will be as laid down by the Board of Governors from time to time. The Principal shall invariably report such appointments to the Board of Governors at the next meeting. The posts of Group 'A', 'B' & 'C' shall be filled up by direct recruitment or by promotion or by transfer as per notified Service Rules of Technical Education Department, Haryana or other such rules as laid down by the Board.

- 14 Teaching and other staff of the institute shall be treated as vacation staff as per classification laid down in Haryana Civil Services (Leave) Rules 2016 or as amended /decided by the State Government from time to time.

Vacation to staff

- 15 Candidates selected for training or higher studies may be required to serve the institute for a minimum period of 5 years and have to execute a legal bond to that effect with the approval of Board of Governors at the time of proceeding on higher studies. The period of five years will be re-counted from the date of his re-joining the institution on return from higher studies and have to execute a legal bond to that effect. Conditions as laid down in Haryana Civil Services (Study Leave) Rules 2016 will also be applicable.

Execution of bond

- 16 Forwarding of applications of the employees of the Institute for appointment elsewhere will be governed by the following conditions:-

Forwarding of Applications

- 16.1 Applications of the employees of the Institute will be normally forwarded, but limited to two in a calendar year. However,



on appointment he will be relieved on the fulfillment of conditions laid down in the appointment letter/bond.

- 16.2 Applications of an employee against whom disciplinary proceedings are pending or contemplated shall not be forwarded.
- 16.3 Forwarding of applications will not entitle the candidate to any absolute claim for relieving from the post at the institute automatically. He should be relieved at the end of the academic session. In exceptional cases, however, a candidate may be relieved earlier if this can be done without detriment to the interest of the institute.
- 16.4 Notwithstanding what has been said above the appointing authority reserves to itself the right to refuse to forward the application of any candidate, if such refusal is in the interest of the institute. Reasons shall be recorded for such refusal in writing.
- 17 Any teaching Department of a particular discipline may be created by the Board of Governors from time to time.

Organization of Department.

- 17.1 The employee shall perform such duties as may be assigned to him by the Principal or higher authorities.
- 17.2 The employee shall exercise such powers as may be delegated to him by the Principal. The Principal shall exercise administrative & financial powers as may be delegated to him by the Board

Duties

Powers

PART III- Pay, Allowances and Service Record

- 18 The scale of pay and allowances of the employees shall be specified by the Government from time to time.

Scale of pay, dearness allowance and payment of salary



- 19 The employees shall be governed by the leave rules as laid down in the CSR and other instructions issued by the Government from time to time **Leave**
- 20 If any employee is deputed by the Chairman/ Vice Chairman or Principal for the business of the institute, he shall be entitled to get travelling and daily allowance accordance with the rules as are applicable from time to time to Government employee. **Travelling allowances etc.**
- 21 (i) For every employee a service book shall be maintained in such form as is prescribed for Government employee, personal file, and annual confidential reports and other important documents in relation thereto. **Maintenance of service book and personal file**
- (ii) The Annual Confidential Reports (ACRs) of the employees shall be written in the proforma as laid down by the State Govt./Board. The A.C.R. files shall be maintained and kept in the safe custody by the Principal (except his own ACR) who shall be responsible to produce the same before the Chairman or any other officer authorized by him if so required by him for inspection. The ACR of Principal shall be maintained in the office of Vice Chairman of the Society. It will be duty of the Principal of the institute to get accepted the ACRs of the employee of the institute from accepting authority at his own level. Further, Principal will submit his own ACR proforma to Vice Chairman latest by 15th April of every year. The ACR year of the employee of the Society will be as per exercise adopted in Technical Education Department, Haryana. **Maintenance of ACRs**
- 22 Conduct Rules as applicable to Govt. employees will be applicable to employees of the society. **Conduct Rules**
- 23 The new pension Scheme 2006 as applicable to **New Pension Scheme**



Haryana Govt. employees will be applicable to the employees of the society.

24. Any rules/bye-laws of the Society applicable to the service and corresponding to any of the bye-laws which is in force immediately before the commencement of the bye-laws is hereby repealed:-

Repeal and Savings

Provided that any order made or action taken under the Rules/bye-laws so repealed shall be deemed to have been made or taken under the corresponding provisions of these bye-laws.

Dated: 11.07.2017

ANIL Malik, IAS
Administrative Secretary to Govt. Haryana,
Technical Education Department, Chandigarh cum Chairman BOG



APPENDIX – A

Delegation of Powers in respect of Administration and Service Matters in the Society

S. No	Nature of powers	Extent of powers vested in BOG	Powers delegated to	Extent up to which powers are delegated	Remarks
1	To grant annual increment to Principal of Society Polytechnic	Full Powers	Account Officer, Directorate of Technical Education Haryana	Full Powers	Case to be sent on single file note
2	To grant annual increment to employees of the Society/Polytechnic	Full Powers	Principal	Full Powers	
3	Fixation of Pay on promotion/ ACP/ selection grade of Group 'A', 'B', 'C' and 'D' employees of the Society except Principal	Full Powers	Personnel Committee of the Society	Full powers	Case will be put up before SAS personal i.e. Section Officer of Society Polytechnic for verification. There after approval from Personnel Committee of the Society will be obtained and orders to be issued by Principal. In case where the section officers are not posted, the proposal shall be verified from the section officers as per the institutions attached with the section officers, as per instruction from Head Quarter.
4	To sanction leave encashment in case of retired employees working in Society Polytechnic of all categories except Principal	Full Powers	Principal	Full powers	After approval from Personnel Committee of the Society, orders to be issued by Principal
5	To issue No Due Certificate to retired employees of Society	Full Powers	Principal	Full powers	Subject to FD Instructions /rules in this regard
6	Grant of Earned Leave/ Commuted Leave/ Extra Ordinary Leave to Principal	Full Powers	DGTE cum Vice Chairman	Full Powers	Case be sent to Vice Chairman for approval on single file keeping in view of CSIR Instructions in this regard
7	Grant of Earned Leave/ Commuted Leave/ Extra Ordinary Leave for staff of the Society except Principal	Full Powers	a. Principal b. DGTE cum Vice Chairman	a. Up to 60 days b. Above 60 days	For any leave above 60 days case be sent to Vice Chairman for approval on single file
8	To approve tour program/ journey of Principal of the Society	Full Powers	DGTE cum Vice Chairman	Full Powers	Case be sent to Vice Chairman for approval on single file



9	To approve tour program/ journey of staff of the Society	Full Powers	Principal	Full Powers	
10	To grant permission for availing LTC and to sanction LTC Claim for employees of the Society	Full Powers	Principal	Full powers	Govt. Instructions /rules in this regard must be adhered to
11	To grant permission for availing LTC to Principal	Full Powers	DGTE cum Vice Chairman	Full Powers	Case be sent to Vice Chairman for approval on single file subject to Govt. Instructions /rules in this regard
12	Sanction of medical reimbursement/advance to employees of the Society	Full Powers	a. Chairman / Chairperson of Society b. Vice Chairman / Chairperson of Society c. Principal	a. Beyond Rs. 7.00/- lacs b. Above Rs. 3.00/-lacs but not exceeding Rs. 7.00/- Lacs c. Up to Rs. 3.00/-lacs	a. The cases beyond 3.0 lacs to be sent on single file through Account Officer of the Department subject to FD Instructions / rules in this regard b. Orders to be issued by Principal
13	To sanction refundable / non-refundable Advances under NPS	Full Powers	Principal	As per the norms of NSDL and New Pensions Scheme	As per the norms/ rules of NSDL and New Pensions Scheme
14	Counter signature of TA bills of Principal of Society	Full powers	Account Officer, Directorate of Technical Education Haryana	Full powers	Case to be sent on single file note
15	Maternity leave (including Miscarriage) (Rule 8.127 of CSR Vol.I Part-I) to the employees of the Society	Full Powers	a. Principal	Full powers	Subject to fulfillment of criteria/conditions as contained in Govt. Instructions in this regard
16	Child Adoption leave (Rule 8.127 (A) of CSR Vol.I Part-I) to the employees of Society	Full Powers	a. Principal	Full powers	Subject to fulfillment of criteria/conditions as contained in Govt. Instructions in this regard
17	Grant of child care leave to the employee of society.	Full Powers	a. Vice Chairman	a. Beyond 120 day b. Up to 120	a. To be sent on single file note beyond 120 days for the approval of Vice Chairman b. Subject to fulfillment of



			b. Principal	days (or as amended from time to time)	criteria/conditions as contained in Govt. Instructions in this regard
18	To sanction loans & advances for the celebration of marriage, computer advance, house building advance, motor vehicle advance or any other advance to employee of the Society as entitled to similarly placed Govt. staff in Govt. Polytechnic Cadre of the State	Full powers	Principal	Full Powers	a. Principal will get suitable budget provision for the purpose in the particular Financial Year. b. Advance will be sanctioned strictly as per Govt. Instructions in this regard c. Allocation will be within sanctioned budget d. Recovery mechanism of the advance will be same as in case of Govt. employee but amount will be credited in Society account.
19	Issue of NOC for grant of Passport to employees of the Society	Full powers	Principal	Full powers	-
20	Forwarding of applications for seeking employment to other Departments/ Government by the officers of the Department.	Full powers	Principal	Full Powers	However, the same shall be governed by Security of Service Rules of the Bye-Laws of the Society in this regard
21	To grant Casual Leave to Principal	Full Powers	Vice Chairman	Full Powers	Proposal to be sent on single file
22	To grant Casual Leave to staff of the Society	Full Powers	Principal	Full Powers	CL will be sanctioned as per CSR and Govt. instructions
23	NOC to Group 'A', 'B' & 'C' staff of Society for applying for post in other department.	Full Powers	Vice Chairman	Full Powers	Case to be sent to Vice Chairman for grant of NOC, which will be granted / rejected within 30 days, subject to fulfillment of Govt. Instructions / Rules
24	NOC to Group 'D' staff of Society for applying for post in other department	Full Powers	Principal	Full Powers	Subject to fulfillment of Govt. Instructions / Rules
25	Permission for acquiring higher education through part time/modular /weekend	Full Powers	Vice Chairman	Full Powers	Case to be sent to Vice Chairman for grant of permission for acquiring higher education, which will be granted / rejected within 30 days, subject to fulfillment of conditions concerning grant of permission.

IMPORTANT NOTE 1: In respect of any powers not covered as above, full powers are vested with the Vice Chairman. Further, the Vice Chairman may, if he/she so desires, delegate all such powers in the Society and not covered in the above, as vested with DGTE to any officer of the Society. Technical Education Department Haryana to DGTE - cum Vice Chairman of the Society.

IMPORTANT NOTE 2: Service and other administrative matters related to Govt. employees from Govt. Polytechnic Cadre working in the Society by transfer on deputation or by transfer on permanent absorption basis will be governed by service rules and powers as applicable to similarly placed Govt. employee in Govt. Polytechnic Cadre with competencies/ approval /rules as applicable to them. Further the service of such employees shall also be governed by the terms and conditions as envisaged in the transfer /deputations orders.



APPENDIX – B

See Rule 12

S. No	Designation of posts	Appointing Authority	Nature of penalty (Minor penalties under rule-8)	Authority empowered to impose penalty	Appellate authority
1	Principal	Chairman	i) warning with a copy in the personal file (character roll)	Chairman	BOG
2	Head of Department	Vice Chairman	ii) Censure;	Vice Chairman	Chairman
3	Senior Lecturer	Vice Chairman	iii) withholding of promotion	Vice Chairman	Chairman
4	Workshop Superintendent	Vice Chairman	iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or to the legislature of a State; and	Vice Chairman	Chairman
5	Lecturer	Vice Chairman		Vice Chairman	Chairman
5	All Group C posts	Vice Chairman		Vice Chairman	Chairman
7	All Group D posts	Principal	v) Withholding of increments of pay without cumulative effect.	Principal	Vice Chairman



APPENDIX - C

See Rule 12

S. No	Designation of posts	Appointing Authority	Nature of penalty (Major penalties under rule-7)	Authority empowered to impose penalty	Appellate authority
1	Principal	Chairman	<p>i) Withholding of increments of pay without cumulative effect.</p> <p>ii) reduction to a lower stage in the time scale of pay for a specified period, with further direction as to whether or not the society employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>iii) reduction to a lower scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the society employee to the time scale of pay grade post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the society employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>iv) compulsory retirement</p> <p>v) Removal from service which shall not be a disqualification for future employment under the society/Government</p> <p>vi) Dismissal from service which shall ordinarily be disqualification for future employment under the Society /Government</p>	Chairman	BOG
2	Head of Department	Vice Chairman		Vice Chairman	Chairman
3	Senior Lecturer	Vice Chairman		Vice Chairman	Chairman
4	Workshop Superintendent	Vice Chairman		Vice Chairman	Chairman
5	Lecturer	Vice Chairman		Vice Chairman	Chairman
6	All Group C posts	Vice Chairman		Vice Chairman	Chairman
7	All Group D posts	Principal		Principal	Vice Chairman

