

Ref. No. Estab.II(i)/016/2013/29

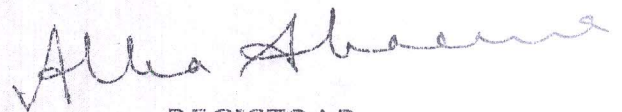
UNIVERSITY OF DELHI

Delhi, the 26th September, 2013

NOTIFICATION

In pursuance of the decision of the Executive Council vide its Resolution No. 14 dated the 17th August, 2013, the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013 are hereby notified. A copy of the same is enclosed herewith. These rules come into force with effect from 17-08-2013.

2. The University Non-Teaching Employees (Terms & conditions of Service) Rules 1971 is hereby repealed.



REGISTRAR

SECTION II

Rules

45. General

- (1) Every employee shall at all times -
- (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of an employee of the University/College.
- (2) (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;
- (ii) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior;
- (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- (iv) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.
- (v) Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.
- (vi) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.
- (vii) Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding

from duty and disciplinary proceeding shall be initiated in accordance with the procedure laid down under rule 66 read with rule 63 to terminate his services.

EXPLANATION -

I.- An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub rule 1.

II.- Nothing in clause (ii) of sub-rule (2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

(3) Promptness and Courtesy

No employee shall –

- (a) in the performance of his official duties, act in a discourteous manner;
- (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

(4) Prohibition of sexual harassment of working women

(1) No employee shall indulge in any act of sexual harassment of any woman at her work place;

(2) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place

EXPLANATION -- For the purpose of this rule, "sexual harassment" is defined in Ordinance XV-D of the University Ordinance.

(5) Misconduct

Without prejudice to the generality of the term 'misconduct', the following acts of omission shall be treated as misconduct:--

- (i) Taking or giving bribes or any illegal gratification;
- (ii) Furnishing false information regarding name, age, father's name, mother's name, qualification, ability or previous service or any

other matter germane to the employment at the time of employment or during the course of employment;

- (iii) Acting in a manner prejudicial or likely to be prejudicial to the interest or the reputation of the University/College;
- (iv) Willful insubordination or disobedience whether or not in combination with others, of any lawful and reasonable order of superior;
- (v) Damage to any property of the University/College;
- (vi) Interference or tampering with any safety devices installed in or about the premises of the University/College;
- (vii) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University/College or outside such premises where such behaviour is related to or connected with the employment;
- (viii) Gambling within the premises of the establishment;
- (ix) Smoking within the premises of the establishment where it is prohibited;
- (x) Commission of any act which amounts to a criminal offence involving moral turpitude;
- (xi) Commission of any act subversive of discipline or good behaviour;
- (xii) Employment of children as domestic workers or servants below the age of 14 years;

Note: The above instances of misconduct are illustrative in nature and are not exhaustive.