



# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off. Karve Road, Pune - 411 004. Teletax - (020) 2545 4008 Email - stes@sinhgad.edu

PROF. M. N. NAVALE  
M.E. (ELECT) MIF, MBA  
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

No. STES/IAD/2010-11/229

Date :- 10-06-2010

## CIRCULAR

Sub :- Implementation of VIth Pay -- Rules for upgradation of AGP and Movement of Pay Band.

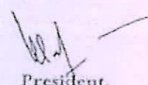
In VIth Pay there is upgradation of AGP or movement of Pay Band after some years of service in teaching and on satisfying conditions prescribed by the UGC/AICTE. Advance increments are also admissible for Ph.D./M.Phil./M.Tech. degree holders and other higher qualification.

Rules are prescribed for proper implementation of upgradation of AGP, movement of Pay Band and incentives for Ph.D./M.Tech. and higher qualifications. These Rules are enclosed herewith.

All cases of upgradation of AGP, movement of Pay Band of teaching staff and cases of advance increments for Ph.D./M.Phil./ M.Tech. are to be scrutinized and finalized by the Scrutiny Committee established at Corporate Office under the Chairmanship of Shri A.M. Bendre, Director (Finance). Other members of the Scrutiny Committee are as stated below :-

1. Shri S.J.Kadri, Officer on Special Duty, Member.
2. Shri V.G.Pathak, Internal Audit Officer, Member,
3. Shri P.B.Keskar, Internal Audit Officer, Member.
4. Principal/Director of concerned institute, Member.

All Heads of Institute are directed to submit their proposals regarding upgradation of AGP, movement of Pay Band and advance increments, to be sanctioned for Ph.D./M.Phil./ M.Tech. to the Scrutiny Committee in prescribed proforma for further necessary action.

  
President,  
STES, Pune.

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Scanned by CamScanner

Copy to :-

1. Secretary, STES, Pune.
2. Director (Administration), STES, Pune.
3. Director (Finance), STES, Pune.
4. Director (Project), STES, Pune.
5. Registrar (General), STES, Pune.
6. Registrar STES, Pune.
7. Officer on Special Duty, STES, Pune.
8. Joint Director (Accounts & Audit), STES, Pune.
9. Project Manager, STES, Pune.
- ✓ 10. C.E.O. Erandwane, Vadgaon, Kondhwa, Narhe, Lonawala, with instructions to circulate all Institutes colleges and All Accounts Officers in their respective campuses.
11. Chief Administrative Officer (Personnel), STES, Pune.
12. Internal Audit Officers (All).

  
  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Scanned by CamScanner

Rules for upgradation of Academic Grade Pay(AGP), movement of Pay Band and Incentives for Ph.D./M.Tech and other higher qualifications

Part-I

Rules for upgradation of AGP from Rs.6000/- to 7000/-, Rs.7000/- to 8000/-, Rs.8000/- to Rs.9000/- and movement of Pay Band of Rs.15600-39100/- to Rs.37400-67000/- and upgradation of AGP from Rs.9000/- to 10000/-

Preamble

Govt. of Maharashtra has introduced revised Pay scales to their employees with effect from 01-01-2006 as per recommendations of Vth Pay commission. STES has also decided to revise the pay scales of its employees as per the Vth Pay Commission recommendations.

In Vth Pay there is upgradation of AGP or movement of Pay Band of teaching staff after some years service in teaching and on satisfying the conditions prescribed by UGC/AICTE. For smooth movement of AGP and Pay Band following rules are prescribed.

1. Upgradation of AGP Rs.6000/- to 7000/-

- i. Person entering the profession in Technical Institutions shall be designated as Asstt. Professor and shall be placed in Pay Band of Rs.15600-39100/- with AGP of Rs.6000/-. Lecturers already in service in the Pre-revised scale of Rs.8000-13500/- shall be re-designated as Asstt. Professors with same Pay Band and AGP of Rs.6000/-.
- ii. Asstt. Professor who has completed service of 4 years and possess Ph.D. degree in the relevant branch/discipline shall be eligible for AGP of Rs.7000/-.
- iii. Asstt. Professor possessing Masters Degree in relevant branch/discipline as defined for Technical Education shall be eligible for the AGP of Rs.7000/- after completion of 5 years service as Asstt. Professor.
- iv. Asstt. Professors who do not have Ph.D. or a Masters Degree in relevant branch/discipline of a programme shall be eligible for AGP of Rs.7000/- after completion of 6 years service as Asstt. Professor.
- v. Service in Pre-revised scale of Rs.8000-13500/- should also be considered for upgradation of AGP.

2. Upgradation of AGP from Rs.7000/- to 8000/-

The pay of incumbents to the post of Lecturer (Sr. Scale) (i.e., Pre-revised scale of Rs.10000/-15200/-) shall be re-designated as Asstt. Professor and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100/- based on their present pay at the



*Handwritten signature*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 001

time of their appointment with AGP of Rs.7000/- Asstt.Professor who has completed 5 years service with AGP of Rs.7000/- shall be eligible to move up to AGP of Rs.8000/- subject to fulfilling the requirement laid down by AICTE/UGC.

3. Upgradation of AGP from Rs.8000/- to 9000/- and movement of Pay Band from Rs.15600-39100/- to Rs.37400/- to 67000/-

Asstt.Professor completing 3 years of teaching in the AGP of Rs.8000/- shall be eligible to move to the Pay Band of Rs.37400-67000/- with AGP Rs.9000/- and to be designated as Associate Professor. This will be subject to the fulfilling other conditions, that may be prescribed by AICTE/UGC from time to time.

4. Upgradation of AGP from Rs.9000/- to 10000/-

Associate Professor completing 3 years of service in the AGP of Rs.9000/- and possessing Ph.D. in the relevant discipline shall be eligible to be appointed and designated as Professor. This will be subject to fulfilling other conditions, that may be prescribed by AICTE/UGC from time to time. The Pay Band for the post of Professor will be Rs.37400-67000/- with AGP Rs.10000/-.

5. Scrutiny Committee

All cases of upgradation of AGP and movement of Pay Band will be finalized by the Scrutiny Committee established at Corporate Office. The role of the Scrutiny Committee is not to assess the Academic Performance of the teacher or to promote the teacher but to increase the AGP or Pay Band of teacher if they are entitled to the same as per the existing rules.

6. Proposal to be submitted

Proposal of upgradation of AGP from Rs.6000/- to 7000/-, Rs.7000/- to 8000/-, Rs.8000/- to 9000/- with movement of Pay Band and upgradation of AGP from Rs.9000/- to 10000/- of concerned teaching staff should be prepared in prescribed proforma by concerned institute and be submitted for scrutiny of Scrutiny Committee at Corporate Office, under the signature of the Principal/Director. These proposals should be checked by the concerned Internal Audit Officer of respective campus before forwarding the same to the Corporate office. Proposal for upgradation of AGP or movement of Pay Band should not be submitted in respect of teaching staff for whom NET/SET is compulsory but who have not cleared these tests by the concerned teaching staff till the submission of proposal.

7. Proforma for proposal

Proforma for proposal of upgradation of AGP from Rs.6000/- to 7000/- and Rs.7000/- to 8000/-, Rs.8000/- to 9000/- and movement of Pay Band and upgradation of AGP from Rs.9000/- to 10000/- should be prepared as per the proforma enclosed as Annexure-I to these rule under the signature of Principal/Director.

2

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



8. Service to be considered

As mentioned in rule 1 (ii,iii, and iv), and rule 2, rule 3 and rule 4 above continuous service of 4 years, 5 years, 6 years 5 years 3 years and 3 years, respectively, in teaching is essential for upgradation of AGP. In this respect only service in STES will be considered.

9. Academic Performance of Teacher

Proposal for upgradation of AGP should be submitted considering following parameters

- Teaching/Learning and evaluation related activities of the teaching staff.
- Co-curricular and Extension Activities of the teaching staff.
- Profession and related contribution of teaching staff.
- Research and Academic contribution of teaching staff.

Remarks of the Principal/Director on the above factors should be specific.

10. Scrutiny of proposal by the Scrutiny Committee.

- Proposals received for scrutiny by the Scrutiny Committee be entered in a Register to be kept at Corporate Office.
- Scrutiny Committee will scrutinize the proposal with reference to information submitted by the Principal and available record.
- Scrutiny Committee will submit this proposal to the President for his consideration with recommendations regarding increase in AGP or Pay in Pay Band as per the eligibility of the teaching staff.

11. President's decision will be final in respect of increase in AGP/movement of Pay Band and the President shall have full rights to make an exception to the rules set herein above in exceptional cases by assigning reasons thereof.

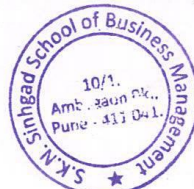
12. Other Provisions

- Persons with B.Tech. qualification in appropriate branch/discipline either entering in teaching profession newly or lecturers already in service in polytechnic institutions shall be designated as Lecturer and shall be placed in the pay band of Rs. 15,600-39100 with AGP of Rs. 5,000/- and will move to AGP of Rs. 6,000/- on completion of Masters in qualifications in appropriate branch/discipline.

Lecturers who do not have Ph.D. or Master's degree in the relevant branch/ discipline shall be eligible for the AGP of Rs.7,000/- only after completion of 9 years service as Lecturer.

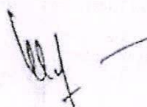
  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Scanned by CamScanner

- ii. After approval of the President, orders regarding the upgradation of AGP/movement of Pay Band of concerned teaching staff will be issued.
- iii. Note of upgradation of AGP/movement of Pay Band should be taken in the Service Book of the concerned teaching staff under the signature of the Principal/Director.
- iv. One copy of order of upgradation of AGP/movement of Pay Band will be preserved in Personal file of concerned teaching staff.
- v. Principal/Director should take review every month regarding the cases due for upgradation of AGP and movement of Pay Band. A separate register for such cases be maintained by the Principal/Director.
- vi. Those teachers whose AGP/Pay Band is increased on 1<sup>st</sup> January of particular year their further increment will be due on 1<sup>st</sup> July of that year. Those teachers, whose AGP/Pay Band is increased from 2<sup>nd</sup> January to 31<sup>st</sup> Dec. of particular year, their further increment will be due on 1<sup>st</sup> July of next year.

  
Director  
S.K.N. Slnhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 043



## Annexure - I

Preforma for proposal of upgradation of AGP from Rs.6000/- to 7000/- or Rs.7000/- to 8000/-, Rs.8000/- to 9000/- and movement of Pay Band from Rs.15600-Rs.39100/- to Rs.37400-67000/-.

(A) Proposal for upgradation of AGP from Rs.6000/- to 7000/- (B) Proposal for upgradation of AGP from Rs.7000/- to 8000/- (C) Proposal for upgradation of AGP from Rs.8000/- to 9000/- and Movement of Pay Band from Rs.15600-39100/- to Rs.37400-67000/- (D) Upgradation of AGP from Rs.9,000 to 10,000/-.

1. Name of the Institute
2. Name of the Teaching staff.
3. Designation of the Teaching staff.
4. Qualification at the time of joining Service in STES .
5. Qualification acquired after joining Service in STES..
6. Present Pay Band
7. Present Pay in Pay Band
8. Present Academic Grade Pay
9. Total service in present Academic Grade Pay in STES.  
From To
10. Remarks of Principal/Director on
  - a. Teaching/Learning and evaluation related activities of teacher.
  - b. Co-curricular and Extension Activities of the teacher.
  - c. Profession and related contribution of teacher.
  - d. Research and Academic contribution of teacher.  
( Remarks on above should be specific ).
11. Recommendations of Principal/Director
12. AGP after upgradation.
13. Pay Band of movement
14. Pay in Pay Band after movement
15. Total Basic (Pay in Pay Band + AGP ) after movement

  
Principal/Director

Director

S.K.N. Sindhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

Checked by (Internal Audit Officer)



Scanned by CamScanner

## Part - II

### Rules for Incentives for Ph.D./M.Tech. and other Higher Qualifications

1. Advance increments admissible
  - i. Five non compounded advance increments shall be admissible at the entry level of recruitment as Asstt. Professor to person possessing the degree of Ph.D. awarded in relevant discipline by a University recognized by UGC following the process of registration, Course work and External Evaluation work as prescribed by UGC.
  - ii. Asstt. Professor holding M.Phil. degree at the time of recruitment are entitled to two non compounded increments.
  - iii. Those teaching staff possessing Post graduate degree in a professional course such as M.Tech. in relevant branch/discipline from University recognized by UGC shall also be entitled to two non compounded advance increments at entry level
  - iv. Teaching staff who complete their Ph.D. degree while in service shall be entitled to three non compounded increments, if such Ph.D. is relevant to branch/discipline and has been awarded by a University recognized by UGC complying with process prescribed by UGC for enrolment, course work, and evaluation works, etc.
  - v. Teaching staff who acquire M.Phil. degree or a M.Tech. degree in relevant branch/discipline recognized by statutory University while in service shall be entitled to one advance increment
2. Advance increment will be at 3 % (non compounded) of Pay in Pay Band + AGP on the date of sanction of advance increment.
3. This benefit is also admissible to College Librarian.
4. The proposal for sanction of advance increments for Ph.D./M.Tech./M.Phil. should be submitted to the Scrutiny Committee in prescribed form enclosed as Annexure-II to these rules.
5. The true copy of the degree certificate of Ph.D./M.Tech./M.Phil. should be enclosed with proposal. This true copy should be certified by the Principal/ Director from the original certificate.
6. Scrutiny Committee will scrutinize the proposal and submit it to the President, with its recommendations for approval.
7. After approval of the President orders regarding the advance increment for Ph.D./ M.Tech./M.Phil. will be issued. Note of advance increment should be taken in service book of concerned teacher under the signature of the Principal/Director.

7

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Scanned by CamScanner



8. One copy of order of advance increment for Ph.D./M.Tech./M.Phil. will be preserved in personal file of concerned teacher.
9. Advance increment will not affect the regular date of normal increment.



Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 043



**SINHGAD TECHNICAL EDUCATION SOCIETY**

**POLICY FOR PROMOTION / INCENTIVES TO STAFF WORKING IN ACCOUNTS DEPT. OF VARIOUS INSTITUTES/UNITS:**

**1. Objective:**

To provide suitable promotional avenues to the Staff working in Accounts Dept. on the basis of their length of service, remarks in appraisal reports, recommendations of seniors etc.

**2. Normal Growth Path in Accounts Department:**

Accounts Clerk - Accountant - Sr. Accountant - Jr. Accounts Officer - Accounts Officer (Non C.A.) with pay scales as under:

Sr. No.	Designation	Levels	Pay Band	Initial Pay in Pay Band	Grade Pay
1	Accounts Clerk	L-1	5,200 - 20,200	6,460	2,000
2	Accountant	L-2	5,200 - 20,200	7,510	2,400
3	Sr. Accountant	L-3	9,300 - 34,800	10,100	4,300
4	Jr. Accounts Officer	L-4	9,300-34,800	14,450	5,400
5	Accounts Officer (Non C.A.)	L-5	15,600 - 39,100	15,600	5,400

**3. Eligibility criteria for consideration of promotion:**

Sr. No.	Promotion from Level to Level	No. of years in the existing post to qualify for promotion
1	L-1 to L-2	5 years
2	L-2 to L-3	5 years
3	L-3 to L-4	7 years
4	L-4 to L-5	5 years

However, in exceptional and deserving cases the above criteria can be relaxed.

**4. Acquisition of additional qualification:**

If a person working at L-1/L-2 acquires the prescribed qualification, he will be eligible to be considered for post L-3 directly subject to availability of suitable vacancy for post L-3 in any of the institutes.

The prescribed qualification will be 'C.A. Intermediate/ P.E. - II/ P.C.C. /I.P.C.C.' and no other qualification will be considered relevant for consideration of immediate promotion.

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



**S. K. N Sinhgad School of Business Management**

Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

**APPLICATION FOR ON DUTY LEAVE**

DATE: - / /

Name: \_\_\_\_\_ Designation \_\_\_\_\_

Department \_\_\_\_\_

Sir / Madam,

Kindly sanction me Leave From \_\_\_\_\_ to \_\_\_\_\_

Total \_\_\_\_\_ days

I will be reporting my duty on \_\_\_\_\_

Reason \_\_\_\_\_

Please attach the relevant supporting document

**Alternative arrangement made during the leave period:-**

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1			

Thanking You

Yours Faithfully

Date: - \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Remark By, A.O: \_\_\_\_\_

Recommended / Not Recommended

Leave Sanctioned / Not Sanctioned

Director  
Stamp /Seal

President/ Secretary/Vice President

Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



SINHGAD TECHNICAL EDUCATION SOCIETY

**SKN. Sinhgad School of Business Management**

Sr.No.10/01, Ambegaon (Bk) ,Pune

**APPLICATION FOR MATERNITY LEAVE**

DATE / /

Name \_\_\_\_\_ Designation \_\_\_\_\_

Sir / Madam,

Kindly sanction me \_\_\_\_\_ days Maternity leave from \_\_\_\_\_ to \_\_\_\_\_ as per  
Medical Advice given by the Registered Medical Practitioner.

I will be reporting my duty on \_\_\_\_\_

I am in Continuous Service of STES Since \_\_\_\_\_

- I hereby declare that I am not having more than two living children on this date.
- I am enclosing herewith necessary medical certificate from Registered Medical officer / Hospital  
In support of my request of maternity leave .

Alternative arrangement made during the leave period :-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1			

Thanking You

Yours Faithfully

Date: -

Signature of Application

Verified.

Mrs. \_\_\_\_\_ Is entitled

For Maternity Leave of 180 days on Full Pay /

Half Pay/ Leave Without pay.

May be sanctioned.

Sanctioned

Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041  
Stamp / Seal

  
Director



President/ Secretary / Vice President

SINHGAD TECHNICAL EDUCATION SOCIETY  
**S. K. N Sinhgad School of Business Management**

Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR EARNED LEAVE /COMMUTED (MEDICAL) HALF PAY LEAVE/LEAVE WITHOUT PAY

DATE: - / /

Name : \_\_\_\_\_ Designation \_\_\_\_\_

Sir / Madam,

Kindly sanction me \_\_\_\_\_ days leave from \_\_\_\_\_ to \_\_\_\_\_

Prefix / suffix (being Saturday/Sunday / Holiday) \_\_\_\_\_ Total Period \_\_\_\_\_ days

I will be reporting my duty on \_\_\_\_\_

Reason for Leave \_\_\_\_\_

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1			

Thanking You

Yours Faithfully

Date: -

Signature of Applicant

Remark of Establishment section regarding balance of leave:

**Earned Leave Account**

**Commuted (Medical ) Half Pay Leave Account**

Earned Leave Due : \_\_\_\_\_ days

Commuted (Medical) Half Pay Due : \_\_\_\_\_ days

Earned LeaveAvailed : \_\_\_\_\_ days

Commuted (Medical) Half PayAvailed : \_\_\_\_\_ days

Balance of EarnedLeave: \_\_\_\_\_ days

Commuted (Medical) Half PayBalance : \_\_\_\_\_ days

Leave Without Pay \_\_\_\_\_ Days

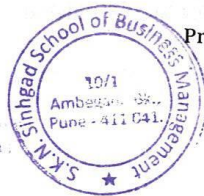
Recommended / Not Recommended

Leave Sanctioned / Not Sanctioned

Director  
Stamp /Seal

*Wal.*  
Director

S. K. N Sinhgad School of Business Management  
10/1, Ambegaon (Bk.), Pune - 411 041.



President/ Secretary/Vice President

**S. K. N Sinhgad School of Business Management**

Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR CASUALLEAVE /COMPENSATORYOFF LEAVE

DATE: - / /

Name: \_\_\_\_\_ Designation \_\_\_\_\_

Sir / Madam,

Kindly sanction me \_\_\_\_\_ days leave from \_\_\_\_\_ to \_\_\_\_\_

Prefix / Suffix (being Saturday/Sunday / Holiday) \_\_\_\_\_ Total Period \_\_\_\_\_ days

I will be reporting my duty on \_\_\_\_\_

Reason for Leave \_\_\_\_\_

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1			

Thanking You

Yours Faithfully

Date: -

Signature of Applicant

Remark of Establishment section regarding balance of leave:

**Casual Leave Account**

**Compensatory Off Leave Account**

CasualLeave Due : \_\_\_\_\_ days

Compensatory Off. Due : \_\_\_\_\_ days

CasualLeaveAvailed: \_\_\_\_\_ days

Compensatory Off. Availed : \_\_\_\_\_ days

CasualLeave Balance: \_\_\_\_\_ days

Compensatory Off. Balance : \_\_\_\_\_ days

Recommended / Not Recommended

Leave Sanctioned / Not Sanctioned

Director  
Stamp/Seal

*Handwritten Signature*  
Director

S.K.N. Sinhgad School of Business Management  
S.No. 10/1, Ambegaon (Bk.), Pune - 411 041

President/ Secretary/Vice President



# SINHGAD TECHNICAL EDUCATION SOCIETY

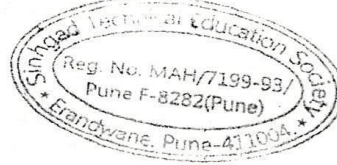
(Regd.No.MAH/7199-93/Pune, Off.6-7-93 & F-8282/Pune dt.12-8-93)  
44/1, Vadgaon (Budruk) Off Sinhgad Road, Pune - 411 041

## Order of Appointment

STES/2022-2023/248

16.06.2022

**Ms. Niketa Kalpak Patil**  
Sargam, C-1506, Nanded City,  
Sinhgad Road, Pune - 411041  
**Mobile - 8087486642 / 9579208677**



Sir / Madam,

With reference to your application dated 06.06.2022 and subsequent interview on 06.06.2022 before the undersigned / Local Selection Committee for the post of Asst. Professor the undersigned is pleased to inform you that you are hereby appointed as Asst. Professor in Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041 w.e.f. 20.06.2022 to till end of Academic Year 2022-2023 (i.e. upto 31.05.2023 only).

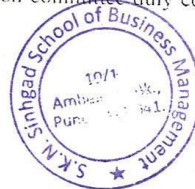
- You will be paid pay in pay band of ₹ N.A. per month in the pay band of ₹ N.A. plus Admissible allowances as per STES rules.
- You will be paid remuneration at the rate of ₹ N.A. per lecturer / per hour.
- You will be paid consolidated salary of ₹ 40,000/- per month.

Your appointment is subject to the following conditions that:

- The appointment and pay etc. are approved by the University concerned / Director of Technical Education / Director of Higher Education / Dy. Director of Education as the case may be.
- You should acquire the qualifications (Ph.D / M.Phil /M.E. or B.Ed.) as the case may be laid down by the University or State Government within the prescribed period.
- There are prescribed number of minimum students for the subject for which you are appointed.
- You should submit the originals as well as the true copies of passing certificates, marksheets, experience certificate, discharge / relieving certificate, LP, Certificate and proof of your age before joining.
- You should communicate your acceptance within four days from the date of receipt of this Order of Appointment, failing which your Order of Appointment is liable to be cancelled. Two acceptance forms, one for the Secretary, Sinhgad Technical Education Society and the other for the Head of the Institutions are enclosed.
- Your service for the next academic year shall be continued subject to your qualifying in the GATE/NET/SET Examination whichever is applicable or Registration of Ph.D. / ME Course and subject to your selection by the selection committee duly constituted as per the rules of concerned University / DTE etc.

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



## SINHGAD TECHNICAL EDUCATION SOCIETY

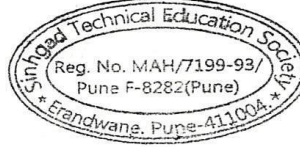
(Regd.No.MAH/7199-93/Pune, Off.6-7-93 & F-8282/Pune dt.12-8-93)  
44/1, Vadgaon (Budruk) Off Sinhgad Road, Pune - 411 041

### Order of Appointment

STES/2022-2023/601

Date : 08.07.2022

Ms. Akshada Mayur Kumbhar  
Shankar Housing Society, Sr. No. 32/2/2,  
Ambegaon (Bk.), Pune - 411046  
Mo. No : - 9158115854



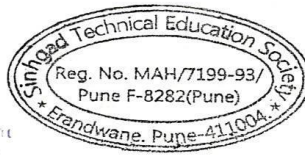
Sir / Madam,

With reference to your application dated **29.06.2022** and subsequent interview on **29.06.2022** before the Undersigned, for the post of **Training and Placement Assistant** the undersigned is pleased to inform you that you are hereby appointed as **Training and Placement Assistant** in **Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041 w.e.f. 01.08.2022.**

- i) You will be paid pay in pay band of ₹ N.A. per month in the pay band of ₹ N.A. plus Admissible allowances as per STES rules.
- ii) You will be paid consolidated salary ₹ 25,000/- per month.
- iii) You should submit the originals as well as the true copies of passing certificates, marksheets, experience certificate, discharge / relieving certificate, Last Pay Certificate and proof of your date of birth before joining.
  - a) Your appointment is on temporary basis for **One year.**
  - b) Your appointment is for the period **01.08.2022 to 31.07.2023.**
  - c) Your services will be governed by the rules & regulations of the University, State Government and Sinhgad Technical Education Society.
  - d) In case of resignation, you will have to give notice of three months or basic pay (pay in pay band + Grade Pay) of three months in lieu of notice period.
  - e) Your services are transferable to any other Institution/Department/Office of Sinhgad Technical Education Society.
  - f) You are not permitted to undertake any other employment (part / full time).
  - g) You will not divulge any information pertaining to this Society to anyone.
  - h) You will have to undergo at your own expenses, medical examination, by the Medical Officer of STE Society, Pune or by the Civil Surgeon of the place of your duty within three months of the appointment. The appointment will be provisional, pending production of medical certificate, that you are free from any contagious disease and that you are physically fit for employment on the staff of the STE Society's Institution.
  - i) In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
  - j) If you are involved in activities contradictory to law, your appointment may be terminated without any notice.
  - k) Your services are considered as Essential Services for which the rules of leave, weekly off, vacation and other related holidays etc. will be different than the regular staff. A separate circular to that effect issued by this office will be automatically applicable to you.

*Handwritten signature*  
Director

S.K.M. Sinhgad School of Business Management  
Sr. No. 30/1, Ambegaon (Bk.), Pune - 411 041



Yours faithfully,

*Handwritten signature*

President / Vice President  
Sinhgad Technical Education Society



# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F - 8282 (Pune) dt. 12/8/93)



19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune 411 004.  
☎ : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

ROF. M. N. NAVALE  
.E. (Elect.) MIE., MBA.  
JUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

STES/2023-2024/795

28.07.2023

## OFFICE ORDER

Mrs. Sanas Sharodini Mangesh, working as Accounts Clerk in SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411041 is hereby informed that the undersigned is pleased to promote her as 'Accountant' with pay in pay band of ₹ 10,510/- + ₹ 2400/- (GP) in the pay band of ₹ 5200-20,200/- with allowances, as applicable, w.e.f. 01.08.2023; and continued in service till 31.07.2024.

All other terms and conditions shall remain the same as per the original order of appointment no. STES/2011-2012/3365 dated 01.11.2011.

President/Vice-President

To:

Mrs. Sanas Sharodini Mangesh  
Accounts Clerk  
SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411041

Copies to:

1. Founder Secretary, STE Society, Vadgaon (Bk), Pune - 411 041
2. Director, SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411041
3. Chief Admin. Officer (Personnel), STE Society, Karve Road, Pune - 411 004.
4. Personal File.

Sanas S.M.  
8/8/2023



Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

## SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd.No.MAH/7199-93/Pune, Off.6-7-93 & F-8282/Pune dt.12-8-93)

44/1, Vadgaon (Budruk) Off Sinhgad Road, Pune - 411 041

### Order of Appointment

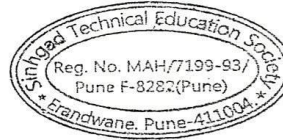
STES/2022-23/66

06.06.2022

Mrs. Anita Aniruddha Todkar

Pune.

MOBILE: - 9975245158



Sir / Madam,

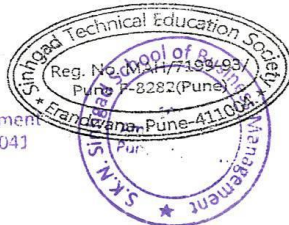
With reference to your application dated 01.06.2022 and subsequent interview on 01.06.2022 before the Undersigned, for the post of Sweeper / Multipurpose Worker (Female) the undersigned is pleased to inform you that you are hereby appointed as Sweeper / Multipurpose Worker (Female) in SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune-411041 w.e.f. 08.06.2022.

- i) You will be paid pay in pay band of Rs. N.A. per month in the pay band of Rs. N.A. plus Admissible allowances as per STES rules.
- ii) You will be paid consolidated salary Rs. 15,100/- per month.
- iii) You should submit the originals as well as the true copies of passing certificates, marksheets, experience certificate, discharge / relieving certificate, Last Pay Certificate and proof of your date of birth before joining.
  - a) Your appointment is on probation period for Two year.
  - b) Your appointment is for the period 08.06.2022 to 07.06.2024.
  - c) Your services will be governed by the rules & regulations of the University, State Government and Sinhgad Technical Education Society.
  - d) In case of resignation, you will have to give notice of three months or basic pay (pay in pay band + Grade Pay) of three months in lieu of notice period.
  - e) Your services are transferable to any other Institution/Department/Office of Sinhgad Technical Education Society.
  - f) You are not permitted to undertake any other employment (part / full time).
  - g) You will not divulge any information pertaining to this Society to anyone.
  - h) You will have to undergo at your own expenses, medical examination, by the Medical Officer of STE Society, Pune or by the Civil Surgeon of the place of your duty within three months of the appointment. The appointment will be provisional, pending production of medical certificate, that you are free from any contagious disease and that you are physically fit for employment on the staff of the STE Society's Institution.
  - i) In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
  - j) If you are involved in activities contradictory to law, your appointment may be terminated without any notice.
  - k) Your services are considered as Essential Services for which the rules of leave, weekly off, vacation and other related holidays etc. will be different than the regular staff. A separate circular to that effect issued by this office will be automatically applicable to you.

Yours faithfully,

President / Vice President  
Sinhgad Technical Education Society  
Pune 411 041

Director  
S.K.N. Sinhgad School of Business Management  
S.No. 10/1, Ambegaon (Bk.), Pune - 411 041



## SINHGAD TECHNICAL EDUCATION SOCIETY

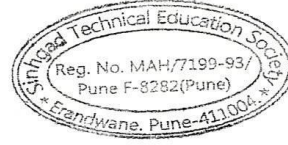
(Regd.No.MAH/7199-93/Pune, Off.6-7-93 & F-8282/Pune dt.12-8-93)  
44/1, Vadgaon (Budruk) Off Sinhgad Road, Pune – 411 041

### Order of Appointment

STES/2022-2023/339

23.06.2022

**Ms. Mrunali Surendra Pathak**  
43, Tukai Waman Nagar, Purna Road,  
Nanded - 431605  
**Mobile – 9325988069**



Sir / Madam,

With reference to your application dated 15.06.2022 and subsequent interview on 15.06.2022 before the undersigned / Local Selection Committee for the post of Asst. Professor the undersigned is pleased to inform you that you are hereby appointed as Asst. Professor in Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041 w.e.f. 01.07.2022 to till end of Academic Year 2022-2023 (i.e. upto 31.05.2023 only).

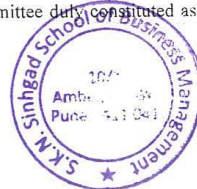
- i) You will be paid pay in pay band of ₹ N.A. per month in the pay band of ₹ N.A. plus Admissible allowances as per STES rules.
- ii) You will be paid remuneration at the rate of ₹ N.A. per lecturer / per hour.
- iii) You will be paid consolidated salary of ₹ 32,000/- per month.

Your appointment is subject to the following conditions that:

- a) The appointment and pay etc. are approved by the University concerned / Director of Technical Education / Director of Higher Education / Dy. Director of Education as the case may be.
- b) You should acquire the qualifications (Ph.D / M.Phil /M.E. or B.Ed.) as the case may be laid down by the University or State Government within the prescribed period.
- c) There are prescribed number of minimum students for the subject for which you are appointed.
- d) You should submit the originals as well as the true copies of passing certificates, marksheets, experience certificate, discharge / relieving certificate, LP. Certificate and proof of your age before joining.
- e) You should communicate your acceptance within four days from the date of receipt of this Order of Appointment, failing which your Order of Appointment is liable to be cancelled. Two acceptance forms, one for the Secretary, Sinhgad Technical Education Society and the other for the Head of the Institutions are enclosed.
- f) Your service for the next academic year shall be continued subject to your qualifying in the GATE/NET/SET Examination whichever is applicable or Registration of Ph.D. / ME Course and subject to your selection by the selection committee duly constituted as per the rules of concerned University / DTE etc.

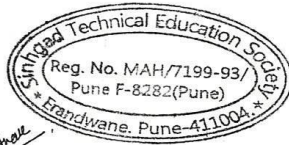
  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041




Please note that:

1. a. Your appointment is on temporary basis w.e.f. 01.07.2022 to till end of Academic Year 2022-2023 (i.e. upto 31.05.2023 only).  
OR  
b. Your appointment is in the leave vacancy for the period from \_\_\_\_\_ NA \_\_\_\_\_  
c. Your appointment is for the period w.e.f. \_\_\_\_\_ NA \_\_\_\_\_
2. Your services will be governed by the rules & regulation of the University concerned, State Government and Sinhgad Technical Education Society.
3. In case of resignation, you will have to give notice of three months or basic pay (pay in pay band + AGP) of three months in lieu of notice period.
4. Your services are transferable to any other institution of Sinhgad Technical Education Society.
5. You will have to execute an agreement bond on a stamp paper worth Rs.100/-, to the effect that you will serve Sinhgad Technical Education Society for the period of your appointment in accordance with the service conditions for the employment in the institution. A copy of the agreement is enclosed.
6. You will have to undergo medical examination by the Medical Officer of STE Society, Pune before joining duties. The appointment will be provisional, pending production of medical certificate that you are free from any contagious disease and that you are physically fit for employment on the staff of STE Society's institution.
7. In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
8. If you are involved in activities contradictory to law, your appointment may be terminated without any notice.




Accepted

Yours faithfully,

  
President, Vice President  
Sinhgad Technical Education Society  
Pune 411 041

Copies: ...

1. Founder Secretary, STE Society, Karve Road, Pune 411 004
2. Director, Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041
3. Personal File.

  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



## SINHGAD TECHNICAL EDUCATION SOCIETY

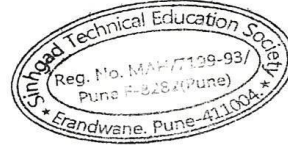
(Regd.No.MAH/7199-93/Pune, Off.6-7-93 & F-8282/Pune dt.12-8-93)  
44/1, Vadgaon (Budruk) Off Sinhgad Road, Pune – 411 041

### Order of Appointment

STES/2022-2023/2476

30.11.2022

Mr. Parihar Surajsing P.  
Jalna  
**Mobile – 8208905760**




Sir / Madam,

With reference to your application dated 30.11.2022 and subsequent interview on 30.11.2022 before the undersigned / Local Selection Committee for the post of Asst. Professor (MBA) the undersigned is pleased to inform you that you are hereby appointed as Asst. Professor (MBA) in Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041 w.e.f. 01.12.2022 to till end of Academic Year 2022-2023 (i.e. upto 31.05.2023 only).

- You will be paid pay in pay band of ₹ N.A., per month in the pay band of ₹ N.A. plus Admissible allowances as per STES rules.
- You will be paid remuneration at the rate of ₹ N.A. per lecturer / per hour.
- You will be paid consolidated salary of ₹ 50,000/- per month.

Your appointment is subject to the following conditions that:

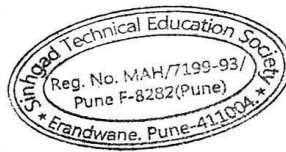
- The appointment and pay etc. are approved by the University concerned / Director of Technical Education / Director of Higher Education / Dy. Director of Education as the case may be.
- You should acquire the qualifications (Ph.D / M.Phil / M.E. or B.Ed.) as the case may be laid down by the University or State Government within the prescribed period.
- There are prescribed number of minimum students for the subject for which you are appointed.
- You should submit the originals as well as the true copies of passing certificates, marksheets, experience certificate, discharge / relieving certificate, LP. Certificate and proof of your age before joining.
- You should communicate your acceptance within four days from the date of receipt of this Order of Appointment, failing which your Order of Appointment is liable to be cancelled. Two acceptance forms, one for the Secretary, Sinhgad Technical Education Society and the other for the Head of the Institutions are enclosed.
- Your service for the next academic year shall be continued subject to your qualifying in the GATE/NET/SET Examination whichever is applicable or Registration of Ph.D. / ME Course and subject to your selection by the selection committee duly constituted as per the rules of concerned University / DTE etc.

  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041




Please note that:

1. a. Your appointment is on **temporary basis w.e.f. 01.12.2022 to till end of Academic Year 2022-2023 (i.e. upto 31.05.2023 only).**  
OR  
b. Your appointment is in the leave vacancy for the period from \_\_\_\_\_NA\_\_\_\_\_  
c. Your appointment is for the period w.e.f. \_\_\_\_\_NA\_\_\_\_\_
2. Your services will be governed by the rules & regulation of the University concerned. State Government and Sinhgad Technical Education Society.
3. In case of resignation, you will have to give notice of three months or basic pay (pay in pay band + AGP) of three months in lieu of notice period.
4. Your services are transferable to any other institution of Sinhgad Technical Education Society.
5. You will have to execute an agreement bond on a stamp paper worth Rs.100/-, to the effect that you will serve Sinhgad Technical Education Society for the period of your appointment in accordance with the service conditions for the employment in the institution. A copy of the agreement is enclosed.
6. You will have to undergo medical examination by the Medical Officer of STE Society, Pune before joining duties. The appointment will be provisional, pending production of medical certificate that you are free from any contagious disease and that you are physically fit for employment on the staff of STE Society's institution.
7. In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
8. If you are involved in activities contradictory to law, your appointment may be terminated without any notice.




Yours faithfully,

  
President / Vice President  
Sinhgad Technical Education Society  
Pune 411 041

  
Accepted

Copies: ...

1. Founder Secretary, STE Society, Karve Road, Pune 411 004
2. Director, Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041
3. Personal File.

  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



## SINHGAD TECHNICAL EDUCATION SOCIETY

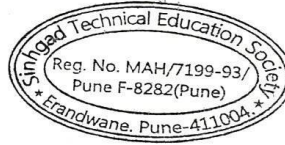
(Regd.No.MAH/7199-93/Pune, Off.6-7-93 & F-8282/Pune dt.12-8-93)  
44/1, Vadgaon (Budruk) Off Sinhgad Road, Pune – 411 041

### Order of Appointment

STES/2022-2023/3935

10.03.2023

**Mr. Chaudhari Pritam Laxman**  
Shivaji Ghat, Chalisgaon,  
Dist. Jalgaon - 424101  
**Mobile – 7757977417**




Sir / Madam,

With reference to your application dated **28.02.2023** and subsequent interview on **28.02.2023** before the undersigned / Local Selection Committee for the post of **Asst. Professor (MBA)** the undersigned is pleased to inform you that you are hereby appointed as **Asst. Professor (MBA)** in **Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041 w.e.f. 20.03.2023 to till upto 29.09.2023 only.**

- i) You will be paid pay in pay band of **₹ N.A.** per month in the pay band of **₹ N.A.** plus Admissible allowances as per STES rules.
- ii) You will be paid remuneration at the rate of **₹ N.A.** per lecturer / per hour.
- iii) You will be **paid consolidated salary of ₹ 50,000/- per month.**

Your appointment is subject to the following conditions that:

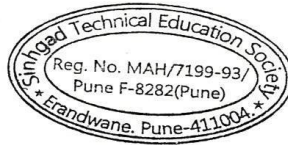
- a) The appointment and pay etc. are approved by the University concerned / Director of Technical Education / Director of Higher Education / Dy. Director of Education as the case may be.
- b) You should acquire the qualifications (Ph.D / M.Phil /M.E. or B.Ed.) as the case may be laid down by the University or State Government within the prescribed period.
- c) There are prescribed number of minimum students for the subject for which you are appointed.
- d) You should submit the originals as well as the true copies of passing certificates, marksheets, experience certificate, discharge / relieving certificate, LP. Certificate and proof of your age before joining.
- e) You should communicate your acceptance within four days from the date of receipt of this Order of Appointment, failing which your Order of Appointment is liable to be cancelled. Two acceptance forms, one for the Secretary, Sinhgad Technical Education Society and the other for the Head of the Institutions are enclosed.
- f) Your service for the next academic year shall be continued subject to your qualifying in the GATE/NET/SET Examination whichever is applicable or Registration of Ph.D. / ME Course and subject to your selection by the selection committee duly constituted as per the rules of concerned University / DTE etc.

  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Please note that:

1. a. Your appointment is on **temporary basis w.e.f. 20.03.2023 to till upto 29.09.2023 only.**  
OR  
b. Your appointment is in the leave vacancy for the period from NA  
c. Your appointment is for the period w.e.f. NA
2. Your services will be governed by the rules & regulation of the University concerned, State Government and Sinhgad Technical Education Society.
3. In case of resignation, you will have to give notice of three months or basic pay (pay in pay band + AGP) of three months in lieu of notice period.
4. Your services are transferable to any other institution of Sinhgad Technical Education Society.
5. You will have to execute an agreement bond on a stamp paper worth Rs.100/-, to the effect that you will serve Sinhgad Technical Education Society for the period of your appointment in accordance with the service conditions for the employment in the institution. A copy of the agreement is enclosed.
6. You will have to undergo medical examination by the Medical Officer of STE Society, Pune before joining duties. The appointment will be provisional, pending production of medical certificate that you are free from any contagious disease and that you are physically fit for employment on the staff of STE Society's institution.
7. In case you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
8. If you are involved in activities contradictory to law, your appointment may be terminated without any notice.



Yours faithfully,

President / Vice President  
Sinhgad Technical Education Society  
Pune 411 041

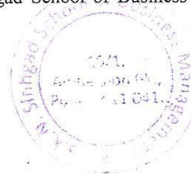
Accepted

Copies: ...

1. Founder Secretary, STE Society, Karve Road, Pune 411 004
2. Director, Smt. Kashibai Navale Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411 041
3. Personal File.

Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041





# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F - 8282 (Pune) dt. 12/8/93)



Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune 411 004.

☎ : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE  
M.E. (Elect.) MIE., MBA.  
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

STES/2022-2023/3945

14.03.2023

## OFFICE ORDER

Mr. Mahesh Bharat Shinde, working as Asst. Administrative Officer in SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411041 is hereby informed that the undersigned is pleased to promote him as 'Administrative cum Counseling Officer' with a pay of ₹ 10,200/- + ₹ 4200/- (GP) in the pay band of ₹ 9300 - 34,800/- with allowances whatsoever w.e.f. 01.03.2023; and continued in service till 28.02.2024.

His next increment will be due on 01.07.2024.

All other terms and conditions shall remain the same as per the original order of appointment no. STES/2010-2011/2501 dated 24.06.2010.

  
President/Vice-President

To:

Mr. Mahesh Bharat Shinde  
Asst. Administrative Officer

SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411041

Copies to:

1. Founder Secretary, STE Society, Vadgaon (Bk), Pune - 411 041
2. Director, SKN Sinhgad School of Business Management, Ambegaon (Bk.), Pune - 411041
3. Chief Admin. Officer (Personnel), STE Society, Karve Road, Pune - 411 004
4. Personal File.

  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



# SERVICE BOOK

## सेवा पुस्तक

TO BE KEPT BY GAZETTED & NON -GAZETTED OFFICER

राजपत्रित व अराजपत्रित शासकीय कर्मचाऱ्यांकरिता

(शासकीय अधिसूचना, वित्त विभाग,

क्र. २७०६ सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित),

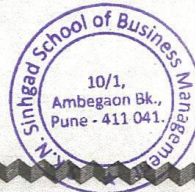
महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन)

नाव : Ms. Prapti Mahesh Dhanshetti

पद : Asst. Professor

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041





# SINHGAD TECHNICAL EDUCATION SOCIETY™

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE  
M.E. (ELECT.) MIE., MBA.  
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

No. STES/ Personnel/2011-12/370

Date: 01-12-2011.

## CIRCULAR

Subject: Prescribing Guidelines for,

1. Maintenance of the Service-Books of the Employees, and,
2. Processing of Resignation Letters of the Teaching and Non Teaching Employees.

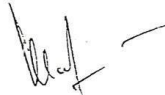
It has come to the notice that there is not uniformity about maintenance of the service-books of the employees. Entries of many important events are not taken in the service books and they remain incomplete in many respect.

Similarly many queries and doubts are raised by the Institutes/ Colleges regarding the procedure for acceptance of resignations of the Teaching and Non Teaching employees.

In order to have uniformity in procedure, action from all concerned, it has been decided to compile guidelines for maintenance and up dating the service books of the employees and to deal with the resignation letters. Compiled guidelines on above two topics are enclosed herewith for ready reference.

These guidelines shall be applicable to all Teaching and Non Teaching employees working in the Institutes/ Colleges/ Schools etc run by the Sinhgad Technical Education Society, Pune; Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

All Heads of the Institutes/ Colleges/ Schools and Chief Executive Officers of all Campuses are therefore instructed to follow enclosed guidelines scrupulously.

  
(Prof. M. N. Navale)  
PRESIDENT

Encl: As above.

To,

1. Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM,



  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



(P.T.O.)

CONTINUATION SHEET ....



-2-

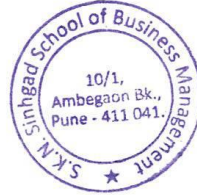
2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
3. Dean, SKN Medical College and General Hospital, Narhe,
4. Chief Executive Officers of all Campuses of STES, SPSPM and SYCSPM,
5. Resident Officer, SSPM, Kondhapuri,
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.
8. Select file.

Copy forwarded for information to:

1. Founder Secretary, STES,
2. Director (Administration), STES
3. Director (Finance), STES,
4. Director (Engineering), STES, Vadgaon
4. Director (Education), STES,
5. Director, (Placement), STES,
6. Secretary, SPSPM, Kamalapur,
7. Director, SPSPM, Pandharpur.
8. Senior Assistant to President, STES

Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Maintenance of Service books.

As name itself indicate the Service-Book contains record of all important events in the entire service of the employee at one place. It is a collection of the personal information of the employee duly verified and authenticated by the competent authorities. It is treated as authenticated permanent record of the employee. It is preserved even after the employee is out of service.

Format of Service-Book, prescribed by the State Government for their Employees has been adopted for all Teaching and Non-Teaching Employees. Responsibility of maintaining and updating entries in respect of pay, leave, increments, and other important service matters in the service-book rest with the concerned Institutions/ Offices. Every entry in the Service-book is required to be verified from authenticated documents and certified by the Head of the Institution/ Office or any officer who has been assigned the work of maintenance of Service Books.

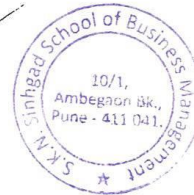
First Page of the Service Book :

Following details shall be recorded on the first page of the service book after due verification of the original documents:-

1. Complete name of the employee (In case of female employees their changed name after Marriage)
2. Race :- Religion / Caste (with category of Backward Class)
3. Present residential address of the employee,
4. Father's/Husband's name and place of residence,
5. Date of Birth of the employee, (Authenticate document on the basis of which date of Birth is verified is required to be mentioned in space provided and it is to be certified with due attestation).
6. Height,
7. Identification marks,
8. A Educational qualification at the time of Appointment,  
B Educational qualification acquired after Appointment,
9. Date and signature of the employee,
10. Signature with date and designation of Head of Institution / Office or designated officer in support of verification of all entries and their certification.
11. Report of the Medical Examination,  
A Medical Certificate Number and date:

*W.A.*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



B Name and Designation of the Medical Officer:

Entries on the first page of the service book are to be again verified after every five years and if required to be updated the same with due attestations.

**Entries on Other Pages of the Service-Book**

Following details are required to be recorded in the remaining pages of 15 columns of the service book :-

1. Post of Appointment (designation) and pay scale(Pay Band and Grade Pay),
2. Nature of appointment, Permanent/Temporary/Officiating,
3. Date of joining the post/ duties,
4. Pay of the Officiating post (pay in pay-band)
5. Academic Grade Pay/ Grade Pay
6. Special Pay/ additional pay if any,
7. Date of Appointment /up gradation/ promotion/demotion or any change in officiation,
8. Signature of the employee,
9. Date of expiry of the tenure,
10. Continuation in the service and period of extension,
11. Date of relieving from duties / termination etc, after expiry of the tenure,
12. Signature with date and designation of Head of Institution / Office or designated officer in support of verification and certification of the entries.

**Other Entries to be taken in the service book :**

Entries in respect of following events/ occasions shall be taken in the service books.

1. Date of Increment and pay in pay band after drawal of increment,
2. Entries of pay fixation,
3. Drawal of annual increments, its postponement/ withholding/ date of releasing increment,
4. Granting of additional increments, if any,
5. Any changes / subsequent Pay-fixation if any during the service period,
6. Earned leave, Half Pay Leave, Commuted (Medical) Leave or Leave without Pay sanctioned/ enjoyed by the employee,
7. Continuation in service and period of continuation along with number and date of the order,
8. Number and date of the order of continuing service until further orders,
9. Any Examinations passed/ additional qualifications acquired during service period,
10. Nominations made by the employee for various benefits,
11. Employees Provident Fund Account number,

ek

  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



12. PAN Card number of the employee,
13. Options if any exercised by the employee,
14. Promotion /Up gradation / Transfer,
15. Transfer on Lien / Study Leave with period/ dates,
16. Actual date of return / re-joining duties after expiry of Lien/ Study leave.
17. Loans and Advances if any granted to the employees,
18. Training received (period and place of training/ institute),
19. Punishments / disciplinary action against the employee,
20. Any 'No Objection Certificate' given to the employee (no. and date of such letter/ order)
21. Any other important matter/ event in the service period of the employee.

**Entries in respect of Leave**

Some pages of 37 columns for calculation of availability, consumption and balance leave (Earned leave, Half Pay Leave etc) have been provided at the end part of the service book. As per existing rules, calculation and credit of Earned Leave and Half Pay Leave is to be calculated half yearly on every 1<sup>st</sup> day of January and July. Therefore calculation and updating of Leave record of the employees shall be done at least in the months of January and July every year. If employee enjoys leave in between, then deduction of availed leave to its credit and balance leave shall be done every time with due certification.

**Entry of no. of Leave Without Pay enjoyed shall be taken in red ink in the last column (col.no.37) in the leave account statement of the service book**

Verification of the service shall be done every year from the records and pay-bills and certificate to that effect shall be recorded on the last page of the service book.

**Transfer of the Service Book :-**

If any employee is transferred from one Institute/ College/ School /Campus to other place; his service-book duly completed with up to date entries shall also be transferred to respective Heads, where employee is transferred.

**Duplicate Service Book :-**

Duplicate copy of the service book with all updated entries shall be provided to every employee.  
The Duplicate copy of the service book shall also be updated periodically at least once in a year.

**Preservation :-**

The service book of the employee is a permanent record of the employee and shall be preserved for a period of five years beyond date of the superannuation / after expiry of the service of the employee.

----- 0 -----

*ll*

*ll*  
*ll*  
**Director**

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



**STES/Personnel**

**Processing of Resignation Letters of the Teaching and Non-Teaching Employees.**

Following guidelines are prescribed for processing resignation letters of the staff members (both Teaching and Non- Teaching); so as to have uniformity in action and procedure to be followed after receipt of the Resignation Letters. These guidelines shall be applicable uniformly to the Employees working in various Institutes / Colleges / Schools and Other offices under Sinhgad Technical Education Society, Pune; Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri; and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

**Resignation Letter:**

- 1) Resignation letter must be addressed to the Founder President /Founder Secretary, in writing as the case may be.
- 2) Employee shall submit such letter to the President / Secretary, through the Heads of the respective Institute / College / School / Office.
- 3) The resignation letter must be signed by the employee. Resignation letter written or signed by any other person, on behalf of the employee shall not be allowed.
- 4) Letter should specifically and clearly mention 'resignation from the service / post'.
- 5) Letter should not contain any conditions / terms or allegations, however if it contains any conditions, terms or allegations, same shall be ignored.

**Notice Period:**

- 6) Employees who have completed one year or more service will have to give three months' (90 days) notice period for resignation indicating date of discharge from duties, or will have to deposit amount equal to three months' basic pay (i.e. Pay in Pay-Band + Grade Pay) in lieu of the notice period. (STES Circular dated 05-04-2011 & dated 23-04-2011.)
- 7) Those who have put in less than one year service will have to give one month's notice for resignation or to deposit one month's basic pay (i.e. Pay in Pay-Band and Grade Pay) in lieu of the notice period. (STES Circular dated 05-04-2011 & dated 23-04-2011.)
- 8) In case of employees working as Senior Residents/Junior Residents and Tutors in the Medical College & Hospital irrespective of their tenure; will have to give one month's notice for resignation or to deposit one month's basic pay i.e. Pay in Pay-Band and Grade Pay in lieu of the notice period. (Letter No. STES/Personnel / 2011/56, dated 18-04-2011.)

cc

RM

cc

*Wol*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041










- 9) For the Employees in Dental College and Hospital, who are governed by the rules and regulations of the Dental Council of India,
- (a) Notice period of three months for resignation shall be compulsory as per directions of the Dental Council of India. (STES Circular dated 05-04-2011 & dated 23-04-2011.)
- (b) Option of depositing amount equal to three months' basic pay (pay in Pay Band + Grade Pay) in lieu of the notice period shall not be available to such employees. For them three months notice period is mandatory. (STES Circular dated 05-04-2011.)
- (c) It has been made compulsory to report to the Dental Council of India, all cases of resignation of Teaching staff of Dental College and Hospital.
- (d) No resignation can be accepted if the period of service is less than one year.
- (e) All the matters in respect of resignation are to be reported to the Dental Council of India, New Delhi. (DCI letter No.DE-192-2010/A-8751 dated 02-12-2010).
- 10) Employee submitting resignation while on leave / L.W.P. will have to pay amount equal to three months/ one month basic pay (Pay in Pay-Band and Grade Pay) in lieu of the notice period depending upon their period of service as per orders issued from time to time.
- 11) Receipt / acknowledgement of the resignation letter should be given to the employee, immediately, by the authority receiving such letter.
- 12) Notice period for resignation shall be counted from the date of receipt of the resignation letter by the appropriate authorities.

**Processing Resignation Letter :-**

- 13) After acknowledging the receipt of resignation letter, the matter should be processed on priority basis by the Heads of the Institutes. Heads shall submit the resignation letter along with their comments to the President/ Secretary as the case may be for appropriate orders. Alternate arrangement for carrying out duties of the resigning employee should also be mentioned while forwarding the letter of resignation to the President / Secretary.
- 14) President reserves right to refuse/ accept the resignation.
- 15) Employee shall submit no dues certificates from Finance and Accounts section, Library, Laboratory, Computer section, etc. as will be decided by the Heads of Institutes / Colleges / School /Offices before he is actually relieved of his duties.
- 16) Employee residing in staff quarters shall surrender vacant possession of the quarter to the Estate Office and shall obtain 'no dues certificate' thereof, from Estate Manager / Officer before relieving him from duties / service.

  
  
  
  
  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 1Q/1, Ambegaon (Bk.), Pune - 411 041

17) Generally resignation of the Employee facing disciplinary action, will not be accepted till enquiry is completed.

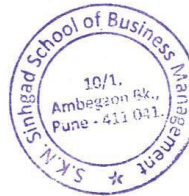
**Other General Guidelines:-**

- 18) If date of annual increment of an employee falls during the notice period for resignation (notice period), he will not be eligible to get his annual increment.
- 19) No leave except proportionate casual leave with prior approval and commuted leave supported by medical certificate from registered medical practitioner can be granted to the employee during the notice period. However, decision in this regard shall be taken on merits by the Heads of Institutes / Colleges / School / Offices.
- 20) If employee after submission of resignation letter remains absent from duty, period of absence from duty till date of joining / actual relieving shall be treated as unauthorized absence and shall be converted into Leave Without Pay. Recovery of amount due to L.W.P. shall be effected from the employee.
- 21) Teaching employee while on vacation, if tenders resignation without notice period, such teaching employee shall not be entitled for pay for vacation period. However amount of notice pay shall be recovered from the employee.
- 22) Teaching employee while on vacation, if tenders resignation with appropriate notice period, his vacation period shall be curtailed from the date of his resignation letter. He will have to report for duty and work for entire notice period, otherwise period of vacation from the date of his resignation shall be treated as Leave without Pay and he will not be entitled for any pay for that part of vacation/ notice period.
- 23) Once resignation letter of the employee is accepted, employee will lose all rights arising out of his service. If afterwards such person is again appointed to any post in any of the Institute / College/Office, it shall be treated as fresh appointment for all purposes (pay, leave, etc.).
- 24) Request for withdrawal of resignation if any made by the Employee can be considered by the President before expiry of the notice period.
- 25) Resignation shall be made effective from the date of issue of the final orders or from the date mentioned in the final order.
- 26) Refusal of the resignation if any will be communicated to the Employee immediately and in any case before expiry of the notice period.
- 27) Resignation shall not be accepted if it is contrary to the terms and conditions of Appointment or before completion of the Bond period if any.

all  
one

Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



28) Employee resigning from Service will not be relieved from his duties until he completes job assigned to him to the satisfaction of the Competent Authority. Heads of Institute while forwarding resignation letter to the President shall submit his remarks in this respect.

**Other Miscellaneous Provisions:-**

- 29) Matters regarding payment of dues of the Employee such as E.P.F., GIS, Gratuity, etc shall be processed after he / she has cleared all dues payable and after completion of due requirements.
- 30) Notice period in deserving cases can be waived or reduced as a special case on the condition that employee should deposit appropriate amount of the Basic pay (Pay in pay-band +grade pay) in cash in lieu of the notice period.
- 31) President reserves right to refuse notice period for resignation and to relieve employee with immediate effect.
- 32) President reserves right to interpret above provisions in case of any doubts and decide suitably any dispute arising out of the same.
- 33) Decision of the Founder President in the matter shall be final.

*Handwritten initials*

*Handwritten initials*

*Handwritten signature*  
Director  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



Please distribute the copies to all Institutes/Colleges and send acknowledgement of the same to HR/Personnel Dept.

## SINHGAD TECHNICAL EDUCATION SOCIETY<sup>TM</sup>

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilara Marg, Off Karve Road, Pune - 411 004.  
Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

DR. M. N. NAVALE  
B.E. (ELECT.), MIE., MBA.  
FOUNDER PRESIDENT  
STES/Personnel/2011-12/341

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY  
Date: 17.10.2011

### CIRCULAR

Subject : Various kinds of Leave admissible to the Teaching and Non-Teaching Employees working under Sinhgad Technical Education Society – Leave Rules.

Guidelines and instructions in respect of admissibility of various kinds of leave, terms and conditions for sanctioning leave have been issued from time to time in the past. However it has been observed that Heads of Departments / Heads of Institutes, Colleges, Schools are not aware of all provisions in the leave rules.

Many queries and doubts in respect of admissibility of leave, terms and conditions for sanctioning various kinds of leave are raised from almost all Campuses. It has therefore been decided to prepare up to date compilation of Rules of all kinds of Leave and circulate to all for compliance of the same uniformly (Annexure 1).

Leave application formats, and Bond to be submitted by the employee proceeding on study are also enclosed as per Annexure 2, 3 and 4 of this Circular respectively.

These Leave Rules shall also be applicable to the all Teaching and Non Teaching employees working in the Institutes/ Colleges/ Schools etc run by the Savitribai Phule Shikshan Prasarak Mandal, Aurangpur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashawantrao Chavan Shikshan Prasarak Mandal, Mumbai.

These Rules shall come in to force from the date of this Circular, in supersession of all previous orders issued in this respect.

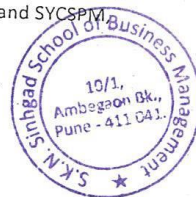
All Heads of the Institutes/ Colleges/ Schools, the Chief Executive Officers of the Campuses and all other Officers are therefore instructed to follow provisions in the Leave Rules scrupulously. They should ensure strict implementation of these rules.

(Prof. M.N.Navale)  
PRESIDENT

To,  
1. Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM,  
2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,  
3. Dean, SKN Medical College and General Hospital, Narhe,

Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



P.T.O./-

Annexure 1

various kinds of Admissible to the Teaching and Non-Teaching employees in the Institutes/ Colleges / Schools and Offices under Sinhgad Technical Education Society.

(A) CASUAL LEAVE.

(i) Teaching Employees in Vacation Dept.		(ii) Non-Teaching Employees	
1	Maximum 15 days casual leave will be admissible during one academic year. ✓	1	Maximum 8 days casual leave will be admissible during one calendar year. ✓
2	Proportionate casual leave will be admissible if period of service is less than one academic year. ✓	2	Proportionate casual leave will be admissible if period of service is less than one calendar year.
3	Casual Leave account shall be closed at the end of each academic year. Balance leave if any, at the end shall not be allowed to carry forward in next academic year and shall stand lapsed. ✓	3	Casual Leave account shall be closed at the end of each calendar year. Balance leave if any, shall not be allowed to carry forward in next calendar year and shall stand lapsed. ✓

Common terms and conditions for sanctioning Casual Leave to Teaching and Non-Teaching employees :-

4	Casual leave shall not be admissible during first 3 months of service.
5	Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority.
6	Casual Leave can be sanctioned for maximum period of three days at a time.
7	Any Holiday or Sunday can be prefixed or suffixed to the casual leave.
8	Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off.
9	Any Sunday or Holiday during the casual leave period shall be counted as casual leave.
10	When casual leave is taken with pre-fixing/ suffixing holidays, the total period of absence from duty shall not exceed one week (seven days).
11	Application for Casual leave must be submitted in the prescribed form.
12	Half day casual leave can be sanctioned either for first half of the day or second half of the day.
13	No half day casual leave shall be allowed for the half working day of the Institute/ College. If at all casual leave is taken on half working day; it shall be counted as one full day casual leave
14	Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.
15	Casual Leave Record Card for each employee is to be maintained by the Administration section of the Institute/ College/ School.
16	Casual Leave record of the employee is to be preserved for one calendar year.

all  
over

*Wal*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

3



*[Signature]*

**(B) COMPENSATORY OFF**

1	Compensatory off would be admissible only when Head of Dept./Institute has asked the concerned employee in writing to attend the official work on Sunday / Holidays.
2	Compensatory off shall not be admissible to the employees who work on holidays / Sundays to clear pending work.
3	Compensatory off shall not be admissible to the employees who work on holidays/ Sundays for examination or other work for which they are compensated by the concerned authorities.
4	Compensatory off shall be admissible to the employees in Group 'C' and Group 'D' only.
5	Number of Compensatory off should be equal to the number of Sundays/ Public Holidays on which employee has been called upon to work and actually so worked.
6	Compensatory Off must be availed with prior sanction from the respective leave sanctioning authority.
7	Application for Compensatory Off/ Leave must be submitted in the prescribed form.
8	Details of the dates against which Compensatory off is availed should be mentioned on the reverse side of the form and signed by the Head of the Institutes.
9	Compensatory off shall not be allowed to be accumulate for more than three days.
10	Compensatory off shall be availed within a period of two months from the date of entitlement.
11	Compensatory off, not availed within two months will automatically stand lapsed.
12	Balance Compensatory off at the end of calendar year shall not be carried forward in the next year and shall stand lapsed.
13	Compensatory off can be availed in conjunction with Sundays/ Public Holidays and casual leave by prefixing and/ or suffixing them.
14	Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay.
15	Record of such Compensatory off shall be maintained by the Institute/ College/ School/ Office.
16	Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned Institute/ College for one year.

**(C) EARNED LEAVE**

(i) Teaching / Vacation Employees		(ii) Non Teaching / Non vacation Employees	
1	Earned leave is not admissible, if employee avails full vacation.	1	Each employee is entitled to 30 days earned leave during the calendar year.
2	Proportionate Earned leave admissible for the period of work actually performed during vacation, on the basis of certificate issued by the Head of Institute. (a) Calculation of Earned leave for the duty performed during vacation Period would be at the ratio of one earned leave for the	2	Proportionate Earned leave for broken period of the first year @ 1 day for 12 days of the work / completed service will be credited to the leave account.

*all  
over*

*Wol*  
Director



*Wol*

	twelve days work.		
	(b) Calculation of earned leave in fraction shall not be allowed.		
3	Earned leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave.	3	Leave earned, shall be credited to the employee's leave account in two installments of 15 days each on 1 <sup>st</sup> January and 1 <sup>st</sup> July of every year, after completion of each half yearly period (1 <sup>st</sup> January to 30 <sup>th</sup> June and 1 <sup>st</sup> July to 31 <sup>st</sup> December).
4	Maximum limit of accumulation of earned leave for vacation employees shall be 80 days.	4	Maximum limit of accumulation of Earned leave for non teaching/ Non vacation employees is restricted to 300 days.

**Common terms and conditions for sanctioning Earned leave to Teaching and Non-Teaching Employees:-**

5	Earned Leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.
6	Earned Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year.
7	Earned Leave can be sanctioned for minimum period of three days.
8	Maximum limit of 120 days Earned leave can be sanctioned at a time.
9	Earned Leave can be availed for maximum three times in one year.
10	Employees on consolidated salary are also entitled to get benefit of Earned Leave on above lines.
11	Earned Leave shall always be sanctioned in full days, and cannot be sanctioned in fraction of the day.
12	Application for Earned Leave shall be submitted to the respective leave sanctioning authority at least one week in advance.
13	Request for grant of Earned Leave on medical grounds can be considered and such leave can be sanctioned to the employee, provided that request is supported by the Medical Certificate from registered Medical Practitioner.
14	Earned leave can be sanctioned in combination with Commuted leave or Half Pay Leave.

**(D) HALF-PAY LEAVE**

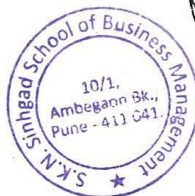
1	Each employee shall be entitled to get 20 days Half Pay Leave for each completed year of service.
2	Half Pay Leave shall be credited to the employee's leave account in two installments of Ten days each on 1 <sup>st</sup> January and 1 <sup>st</sup> July every year, after completion of each half yearly period (1 <sup>st</sup> January to 30 <sup>th</sup> June and 1 <sup>st</sup> July to 31 <sup>st</sup> December).
3	Proportionate Half Pay Leave for broken period of the year @5/3 days for completed one month service shall be credited to the leave account of the individual employee.
4	Half Pay Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year.

*ell*  
*ms*

*hal*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

5



*ms*

5	✓	Half Pay Leave can be accumulated in the account without any maximum limit.
6	✓	Half Pay Leave can be converted into full pay leave (commuted leave) only on <u>production of medical certificate</u> from Registered Medical Practitioner, in respect of the illness of the employee <u>himself</u> . Medical Certificate should indicate nature of illness and probable period required for recovery.
7	✓	Double the number of Half Pay Leave for each one day of the Commuted leave, shall be debited to employee's account of Half Pay Leave.
8	✓	Commuted leave for minimum 3 days shall be sanctioned.
9	✓	On return from commuted (medical) leave employee will have to submit joining report along with Fitness Certificate from the Registered Medical Practitioner who has treated the employee for illness.
10	✓	Commuted leave (on medical grounds) can be sanctioned in combination with the Earned leave, on valid medical certificate from registered medical practitioner..
11	✓	Half Pay Leave can be sanctioned as Half Pay Leave without production of medical certificate on employee's own request, for sanctioning such leave.
12	✓	Half of the Pay in Pay-Band and half of the Grade Pay and allowances thereon (on half basic pay) shall be paid as salary for the period of Half Pay Leave.

**(E) LEAVE WITHOUT PAY**

1	✓	Leave Without Pay is not a regular kind of leave.
2	✓	Leave without Pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave Without Pay.
3	✓	Period of absence from duty can be regularized by sanctioning Leave Without Pay for that period.
4	✓	Period of Leave Without Pay whether on medical ground or not, will extend the period of probation, tenure and will affect gratuity.
5	✓	No pay and allowances shall be admissible to the employee for the period of Leave Without Pay.
6	✓	Leave without Pay for half day or fraction of the day shall not be admissible. If any employee requests for sanction Half-day Leave without Pay, same would be rejected and it shall be treated as Leave without Pay for entire one day.
7	✓	If Leave Without Pay is granted on medical ground, supported by the Medical certificate from Registered Medical Practitioner, then it will not affect the date of the increment of the employee.
8	✓	Leave without Pay can be availed in combination with Earned/ Commuted / Half Pay Leave.
9	✓	Leave without Pay will not be admissible in combination with <u>Casual Leave</u> . If such <u>occasion</u> arises, then entire period of leave (Casual leave plus Leave without Pay) shall be treated as Leave without Pay.
10	✓	Date of Increment shall be advanced by the period of Leave Without Pay if it is not sanctioned on medical grounds.
11	✓	In case of Employee who completes tenure before the normal date of increment (i.e. on 1 <sup>st</sup> July) and enjoy Leave Without Pay after completion of tenure but before the date of due increment (normally 1 <sup>st</sup> July or otherwise), then his date of immediate increment shall be advanced by the period equal to the Leave Without Pay enjoyed by him.

*ell*  
*ru*

*hal*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



*hal*



12	Effect of advancement of increment date due to Leave Without Pay shall remain for that particular year only. Next date of increment shall be on 1 <sup>st</sup> July, as per normal rule provided employee does not avail any Leave Without Pay during further period.
----	--

**(F) MATERNITY LEAVE**

1	Maternity leave of 180 days shall be sanctioned to female employee having not more than two living children (Limit of Maternity Leave has been enhanced w.e.f. 01-09-2010 onwards).
2	Female employee who has put in two years and more continuous service, leave salary shall be paid equal to the pay drawn immediately before proceeding on leave.
3	Female employee who has put in continuous service for a period more than one year but less than two years, leave salary shall be paid equal to half the amount of pay drawn immediately before proceeding on leave. No commutation of this leave shall be admissible.
4	In case of Female employee who has not put in continuous service for a period of one year, Leave Without Pay on medical ground as Maternity leave shall be sanctioned. Question of payment of salary and allowances for such leave period will not arise.
5	Maternity Leave sanctioned as Leave Without Pay shall be treated as Leave Without Pay on Medical grounds.
6	Maximum 60 days leave with due and admissible without producing medical certificate can be Sanctioned in continuation with maternity leave.
7	Maternity leave application must be supported by Medical Certificate from registered Medical Practitioner indicating the probable date of confinement. Certificate indicating date of delivery should also be submitted in due course of time.
8	Benefit of Maternity Leave shall be restricted up to 2 children only.
9	Period of service on consolidated salary if any, and regular pay scale shall be counted as continuous service for counting continuous length of service for the purpose of Maternity leave
10	Benefit of Maternity leave shall also be admissible to the employees on consolidated salary subject to fulfillment of other conditions mentioned above.

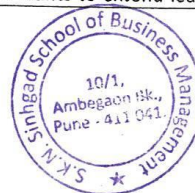
**(G) STUDY LEAVE.**

1	Study Leave can be granted to the Employee who has been continued in the service until further orders.
2	Employee has to make request in writing for grant of Study Leave to the President through the Head of the Institute where employee is working.
3	Application for study Leave shall be preferred at least one month before proposed date of its commencement.
4	Employee proceeding on study leave for more than <u>three months</u> , has to furnish Bond (in the format prescribed under Circular No. STES/ Personnel/ 2011/ 105 dated 01-06-2011.) on stamp paper of Rs.100/- dully filled in all respect along with <u>signatures of two sureties</u> of at least equal level, before proceeding on study leave.
5	Employee on study leave for less than three months, if wants to extend leave beyond three months, he

*all  
RM*

*Wal*  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



*Wal*

2023/10/1

7	If employee fails to rejoin the duty after expiry of Study leave or could not complete course, then amount spent by the Society, for the substitute arrangement made in his place during period of his leave and other expenses incurred by the Society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.
8	The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Director/Principal till Employee completes the Bond period as per agreement on his return to the duty.

**(H) VACATION (ONLY FOR TEACHING EMPLOYEES)**

1	Vacation shall normally be admissible to the regularly appointed Teaching employees as per rules and regulations of the University / State Government.
2	Teachers who have not completed one year service shall not be eligible for vacation.
3	Vacation shall not be admissible to part-time / visiting faculty members
4	Library staff is not entitled for vacation.
5	Leave of any kind (C.L, E.L, H.P.L., or L.W.P.) except on medical grounds shall not be sanctioned in combination with the vacation; either prefix or suffix.
6	If employee on leave, resumes duty a week before vacation or proceeds on Leave immediately after expiry of vacation, (just to avail benefit of vacation) he will not be eligible for pay of the vacation period.
7	Teachers enjoying vacation shall have to remain present on duty on last working day before vacation and first working day after vacation.
8	Teacher while on vacation if tenders resignation, then he will not be entitled for pay of the vacation period. However he will have to deposit amount equal to basic pay for the notice period as decided by the Society, in lieu of the notice period.

Other general instructions about sanctioning of Leave:-

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in case of exigencies of the Management/ Institute / College / School.
3. Sanctioning of Leave shall depend on the genuineness of the reasons mentioned in the Leave application.
4. Sanctioning of Leave do not permit employee to leave Head quarter automatically.
5. Employee desiring to go out of Head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving Head quarter during leave period.
6. Prior approval shall be essential for planned leave.

*ec*  
*rw*

*[Handwritten signature]*

*[Handwritten signature]*  
Director  
S.K.N. Sindhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respect is submitted.

6 Employee shall have to serve Singhad Technical Education Society at least for three years after return from study leave, as per condition in the Bond.

*Wal.*  
Director

S.K.N. Singhad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance.
8. In case of emergency, intimation shall be given to the concerned authority on telephone immediately and leave application shall be submitted immediately after joining the duties.
9. If leave is enjoyed without prior sanction / intimation or absence from duty without proper reasons, entire period of absence shall be treated as Leave without Pay. Such cases shall be decided by the Director/ Principal or Authority on merits.
10. Calculation of leave shall be done with reference to concerned rules and leave account of every employee shall be updated from time to time and recorded in their Service Books.
11. A copy of Application for Maternity Leave for 180 days, after due sanctioning shall be forwarded to the Personnel Department for records.
12. Copy of the sanctioned Extension of Leave up to 2 months in continuation with the Maternity Leave of 180 days shall be forwarded to the Personnel Department, for records.
13. Cases where period of leave (Earned Leave, Half Pay Leave, Commuted Leave or Leave Without Pay) exceed one month, shall be submitted to the Secretary / President (as the case may be), at least 8 working days in advance.
14. Requests for Study Leave shall not be decided at the Institute's/College level. Such request from Staff members along with comments/ recommendations shall be forwarded to the President at least 15 working days in advance.
15. Entries of sanctioned Earned/ Half Pay/ Commuted and Leave without Pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1<sup>st</sup> January and 1<sup>st</sup> July of the year.
16. Entry of Leave without Pay in the service book shall be taken in red ink.
17. Employee must resume duties on the first working day after expiry of the sanctioned leave. Request for extension to the sanctioned leave if any must reach to the concerned leave sanctioning authorities, before expiry of the sanctioned leave.
18. Part-time employees shall be entitled to enjoy Casual Leave only. No other kind of Leave shall be admissible to them.
19. If benefit of prefixing and/or suffixing holidays to leave is sanctioned to the employee, and he remain absent from duty before or beyond actual dates of his sanctioned leave, then he will have to forgo benefit of prefix and/or suffixing holidays. In such cases entire period of absence (including holidays in between) shall be treated and counted as Leave without Pay.

*all*  
*W*

*Wol*  
Director

9  
S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041



*Wol*

SINHGAD TECHNICAL EDUCATION SOCIETY.

**Bond to be submitted by the employee who has been granted Leave Without Pay / study leave in India or abroad**

I the undersigned ..... resident of ..... in the District of ..... at present employed as ..... in the Department/Office of ..... (hereinafter called "the obligor") do hereby severally bind myself to pay to the Sinhgad Technical Education Society, Pune on demand the sum as will be decided by the Management together with interest thereon from the date of demand at Prevailing Bank rates for the time being in force on loans or, if the payment is made in a country other than India the equivalent of the said amount ANDTOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Sinhgad Technical Education Society, Pune (hereinafter called Society).

WHEREAS the Leave without Pay for ..... years/months/days has been granted to me for a period ... / ... /20 ... to ... / ... /20 ... in order to enable me to study at .....

AND WHEREAS the Society has to make substitute arrangement to perform the duties during the period of my absence due to Leave Without Pay; (Study Leave) for the above said period.

AND WHEREAS for the better protection of the Society the obligor has agreed to execute this bond with two sureties with such condition as hereunder written;

Signed and delivered by the obligor  
above- named Mr./Mrs.

Date ;

Signed in the presence of . .

Witnesses . . . . . 1

2

We (I) Mr./Mrs. .... S.K.N. Sinhgad School of Business Management  
And (II) Mr./Mrs. .... S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

*[Handwritten Signature]*  
Director



*[Handwritten initials]*