

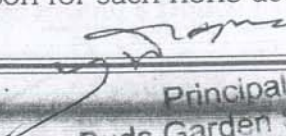
BUDS GARDEN SCHOOL

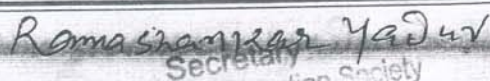
Daludih, Rajganj, Dhanbad (Jharkhand) - 828 113

Service Conditions for Staff

Appointments

1. Appointments to all categories of employees shall be made by Managing Committee either by direct recruitment or by promotion through a Selection Committee Constituted by the School Society and in accordance with the upon such conditions as the Managing Committee may decide, which shall be consistent with the norms of the Board / Jharkhand Government if statutory provisions exists.
2. The selection Committee shall include :-
 - (a) In the case of recruitment of the Head of the School :
 - (i) The President of the Society
 - (ii) The Chairman of the Managing Committee.
 - (iii) An educationist, nominated by the managing committee.
 - (iv) A person having experience of administration of school, nominated by the Managing Committee.
 - (b) In the case of recruitment of teachers and librarian :
 - (i) The Chairman of the managing committee
 - (ii) The Head of the School
 - (iii) An educationist nominated by the managing committee
 - (iv) A subject expert.
 - (c) In the case of recruitment of clerical staff / Lab. Asstt.
 - (i) The Chairman of the managing committee or any member of the managing committee nominated by the Chairman.
 - (ii) The Head of the School.
 - (iii) Manager / Correspondent of the School.
 - (d) In case of recruitment of others :
 - (i) The Head of the Institution
 - (ii) A nominee of School Managing Committee
3. The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the society running the School.
4. Where any Selection made by the Selection Committee is not acceptable to the managing committee of the School, the Managing Committee shall record its reason for such none acceptance and refer the matter to the society running the


Principal
Buds Garden School
Daludih Rajganj (Dhanbad)
Jharkhand-828113


Secretary
Buds Garden Education Society
Rajganj, Dhanbad

school and the society, as the case may be shall decide the same.

5. Employees shall be appointed subject to the provisions of this agreement and they have to comply with all the requirements of the provisions contained herein.

MEDICAL CERTIFICATE AND CHARACTER CERTIFICATE

6. Every employees shall be required to produce the following certificates on appointment in the school :-
 - (a) Medical Certificate if Fitness from a hospital established or maintained by the Government or local authority.
 - (b) Two certificates from educationist or any other respectable members of Society, not related to the candidate certifying the character and conduct to the satisfaction of the school authorities.
 - (c) Original Degree / Diploma, Certificates along with certificate(s) of experience, if any, with attested photocopies thereof, Original certificate will be returned after verification.

PROBATION

7. Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. The period of probation may be extended by the Managing Committee by a further period not exceeding one year. Services of an employee during probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary including all allowances.
8. If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits relaxation under special circumstances.

CONFIRMATION

9. If the work and conduct of an employee during the period of probation are found to be satisfactory, he / she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he / she fulfils the other requisites conditions.
10. The employee shall be informed of his confirmation within three months of the completion of probation period.

TERMINATION OF SERVICE DUE TO ABOLITION OF POSTS

11. If an employee at any time after confirmation intends to resign he/she shall give three month's notice in writing or three months salary including all allowance to

Principal
Buds Garden School
Daludih Rajganj (Dhanbad)
Jharkhand-828113

Rama Shankar Yadav
Secretary
Buds Garden Education Society
Rajganj, Dhanb

the Managing Committee.

12. The Managing Committee shall also be competent to terminate the services of a confirmed employee only in case of abolition due to closing down of school, a subject by giving three months notice in writing or three months salary including all allowances.
13. The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

RETIREMENT

14. Every employee shall retire from service on attaining the age of 58 years.
15. The Managing Committee may grant extension if the employee has not mental or physical disabilities and his / her services are beneficial to the institution.

WORKING DAYS AND WORKING HOURS

16. The working hours will be such as may be specified from time to time by the principal.
17. Working hours may be different for teaching and non-teaching staff as may be specified by the principal.
18. As and when required, an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the school.
19. An employee is also required to conduct and organise co-curricular programmes and perform other duties even beyond the normal working hours.

NUMBER OF TEACHING PERIODS

20. Normally a teacher should be engaged as a whole-time employee except in special cases because of the nature of a subject where the work load does not justify a whole time teacher.
21. Every teacher shall devote in a year not less than 1200 hours to the teaching of students, out of which not more than 200 hours may be required to be devoted for the coaching in the school premises, of weaker gifted students, whether before or after the school hours.
22. Provided that if any teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to him / her at such rate as may be determined by the Managing Committee, for every hour in excess of 1200 hours devoted by him to the teaching of students. Such extra remuneration may be recovered from the students at such proportionate rate as may be determined by the managing committee.

MAINTENANCE OF RECORDS BY THE TEACHER

2. A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.
 - (a) Attendance Register of the class for which he / she is the class teacher.
 - (b) Teacher's Diary (Log Book / Lesson Plans)

[Signature]
Principal
Buds Garden School
Delhi - Rajgani (Delhi) - 110013
Barkhanda - 820113

Rama Shankar Yadav

Secretary
Buds Garden School
Delhi - Rajgani (Delhi) - 110013

- (c) Cumulative result of his class.
- (d) Attendance Diary of optional subject subjects in case of teachers teaching such optional subjects.
- (e) Stock Register of properties held by him / her.
- (f) CRB (Cumulative Record Book) of the class for which he/she is class teacher.
- (g) Fee Collection Book of the class.

ATTENDANCE OF EMPLOYEES

- 24. Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.
- 25. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date. On arrival in the morning all teachers will meet the principal.

CONTRIBUTORY PROVIDENT FUND - PENSION SCHEME

- 26. Employees except those employed in temporary vacancies and on part time service, will be required to become members of the Contributory Provident Fund Scheme as required under the employees Provident Fund and Miscellaneous Provisions Act, 1952 or shall be eligible for pension and gratuity if adopted by the school.

REPRESENTATIONS

- 27. Representation to the Managing Committee, Chairman of the Society or manager may be made only through principal in case of teachers / other employees.
- 28. The Principal may submit his representation to Managing Committee / Chairman of the Society through his next higher up-manager / correspondent of the school.

PERMISSION TO ADD QUALIFICATIONS

- 29. No teacher shall be permitted to apply for adding qualifications before completing two years service.
- 30. Individual cases duly recommended by the principal may be considered when due by the Managing Committee as also under special circumstances before completion of two years.

APPLICATION FOR ANOTHER POST

- 31. No member of the staff shall apply for employment elsewhere without notifying through the principal who may grant such permission.
- 32. At the time of appointment each candidate will be required to declare particulars about all other applications he / she might have put in for jobs.

PRIVATE AND OTHER TUITIONS

- 33. No staff member shall undertake private or any other tuition without prior permission in writing of the Principal / Head of the Institution. Group tuitions in the school shall not be allowed.

[Signature]
Principal
Buds Garden School
Daludh Rajan (Dhanbad)
Barkharu-828 113

Rama Shankar Yadav

Secretary
Buds Garden Education Society
Dhanbad

CODE OF CONDUCT FOR EMPLOYEES

34. Every employee shall be governed by the Code of conduct. The following acts shall constitute breach of code of conduct :-

- (a) Habitual late coming and negligence of duty (more than three times in a year).
- (b) Use of abusive language, quarrelsome and riotous behaviour.
- (c) Insubordination and defiance of lawful order.
- (d) Disrespectful behaviour, rumour mongering and character assassination.
- (e) Making false accusations or assault either provoked or otherwise.
- (f) Use of liquor or narcotics on the school premises.
- (g) Embezzlement of funds or misappropriation of school property of theft or fraud.
- (h) Mutilation / destruction of school records and property.
- (i) Conviction by a court of law for criminal offence.
- (j) Possession in school premises of weapons, explosives and other objectionable materials.
- (k) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- (l) Divulging confidential matters relating to school.
- (m) Obstructing other members of the staff from lawful duties and indulging in any sort of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- (n) Carrying or personal monetary transactions among themselves, with the students and / or with the parents.
- (o) Taking active part in politics.
- (p) Propagating through teaching lessons or other communal or sectarian out look or inciting or allowing any student to indulge in communal or sectarian activity.
- (r) Organising or attending any meeting during school hours except when he is required or permitted by the head of the school to do so.
- (s) Absenting from work even though present in the school premises or absent without leave.
- (t) Preparing or publishing any book or books commonly known as keys or assist where directly or indirectly in their publication or as a selling agent or canvasser for any publishing form or trader.
- (u) Asking for or accept, expect with the previous sanction of the Society any contribution or otherwise associate himself with the raising of funds of any kind or make any collection where in cash or in kind, in pursuance of any

Principal
Buds Garden School
Daluchi Rajgani (Bihar)
Jharkhand-828113

Rama Shankar Yadav
Secretary
Buds Garden Education Society
Rajgani, Dhanbad

object whatsoever, except subscription from the members of any association of teachers.

35. The following shall not be deemed as a breach of the code of conduct.
- To appear at an examination to improve his qualifications with the permission of the employer.
 - To become or to continue to be a member of any religious, literary scientific or professional organisation or cooperative society.
 - To organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.
 - To make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.
36. **Punctuality** : Services of staff who are habitually late / absent without sufficient cause may be terminated after due notice.
37. All staff, specially teachers, are expected to display exemplary conduct, especially in case of the children and in extending due courtesy to the parents.
38. Beating / abusing of the children is strictly prohibited, counselling of parent / students will be the mode adopted for reformation.
39. A child may be expelled from the school if his conduct has adverse effect on the other children. The Managing Committee will forward its recommendation to the Director for cases of this kind. The decision of the Director will be final.
40. Weaving of shawls knitting, private reading doing correction work when the children are in class, shunning duty etc. bring disrepute to the school and are strictly forbidden.
41. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all time should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the head of the School or the Board. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

SERVICE BOOKS AND CONFIDENTIAL ROLLS

42. Annual, Confidential roll shall be maintained by the school for every employee including the Head of the employee during the academic year including the institution and for the Head of the Institution by the Manager/Secretary/Correspondent.

[Signature]
Principal
Buds Garden School
Daludih Rajgani, Jharkhand
Jharkhand-826113

[Signature]
Rama Shankar Yadav
Secretary
Buds Garden Education Society
Rajgani, Dhanbad

43. Confidential rolls should be maintained in the prescribed by the Education department of the state/UT concerned and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation will be considered by the next higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.
44. Personal files shall be maintained by the school for each employee. The original certificate/Degrees shall be returned to the employees after verification and photostate copies kept in the personal filed. School Authority should not keep the original certificate with them.

DISCIPLINARY PROCEDURE

45. Suspension. The School Managing Committee may place an employee under suspension where :
- The disciplinary proceedings against him are contemplated or pending.
 - A case against him/her in respect of any criminal offence is under investigation or trial.
 - He / She is charged with embezzlement.
 - He / She is charged with cruelty towards any student or any employee of the school.
 - He /She is charged with misbehaviour towards any parent, guardian student or employee of the school.
 - He/She is charged with a breach of any other code of conduct.
46. No order for suspension shall remain in force for more than six months unless the committee, for reasons to be recorded by it in writing directs the continuation of the suspension beyond the period of six months.
47. Where the Principal / Manager intends to suspend any of the employee such intention shall be communicated to the Chairman of the School Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal / Manager may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee if he/she is satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the code of conduct or involves moral turpitude.

[Signature]
Principal
Buds Garden School
Dattoli Raiganj (Ranchi)
Jharkhand-826113

Rama Shankar Yadav
Secretary
Buds Garden Education
Raiganj, Dhanbad


48. Provided further no such immediate suspension or the suspension made with the approval of the Chairman of the Committee shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the committee and approved by it before the expiry of the said period. Where the intention to suspend or the immediate suspension of an employee is communicated to the committee, it may if it is satisfied that there are adequate and reasonable grounds for such suspension may accord its approval to such suspension.
49. An employee shall be deemed to have been placed under suspension by an order of the "School Managing Committee".
50. With effect from the date detention, if he/she is detained in custody for a period exceeding forty eight hours on a charge of an offence which in the opinion of the committee involves moral turpitude.
51. With effect from the date of his/her conviction, if in the event of a conviction for an offence involving in the opinion of the committee moral turpitude he/she is sentenced to a term of imprisonment exceeding forty eight hours and not forthwith dismissed or removed or compulsory retired from service consequent on such conviction.
52. **Explanation :** The period of forty eight hours referred to in this rule shall be computed from the commencement of detention or conviction as the case may be and for this propose intermittent periods of detention shall be taken into account.
53. Where a penalty or dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence or, or by decision of a court of law, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed such an employee shall be deemed to have been placed under suspension by the committee from the date of original order of dismissal, removal compulsory retirement and shall continue to remain under suspension until further orders.
54. Provided that no such further shall be ordered shall it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

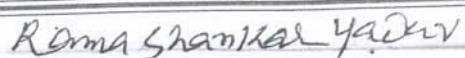
Principal
Buds Garden School
Daladhi Rajah (Khanbad)
Jharkhand-813

Ramasankar Yadav

Buds Garden School
Rajah (Khanbad)

- 9
55. An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the committee.
56. When an employee is suspended or is deemed to have been suspended and any other disciplinary proceedings is commenced against him during to continuance of the suspension, the committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension untill the termination of all or any such proceeding.
57. An order of suspension made deemed to have been made under these rules may, at any time be modified or revoked by the Committee.
58. Subsistence Allowance : An employee under suspension shall, in relation to the period of suspension, entitled to the following payments, namely :
- (a) A subsistence allowance at an amount equal to one half of the pay last drawn by him/her and in addition to such pay, dearness allowance at an appropriate to be paid in the same manner as the salary.
 - (b) Any other compensatory allowance admissible from time to time on the basis of which the employee was in receipt on the date of suspension.
59. Provided that the employee shall not be entitled to the compensatory allowance unless the committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible.
60. Provided that where the period of suspension is extended beyond three months. The Committee shall be competent to vary the amount of subsistence allowance for the period of first three months as follows :-
- (a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of subsistence allowance admissible for the period of first three months in the opinion of the committee to record and writing the period of suspension has been to long due to resonate directly attributable to the employee.
 - (b) The amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent of the subsistence admissible during the period of the first three months in the opinion of the acquantic authorities the period of suspension has been prolong due to reasons be recorded in writing directly attributable to the suspended employee.


Principal
Buds Garden School
Daludih Rajnani (Dhanbad)
Jharkhand - 826013


Secretary

Buds Garden Education Society
Dhanbad

- (c) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocations.
61. Provided that in the case of the employee dismissed/removed or compulsory retired from service/who is deemed to have been placed or to continue to be suspension and who false the product such the certificate for any period of periods during which he/she is deemed to be placed or continue to be under suspension he / she shall be to subsistence allowance and other allowances equal to the amount by which his/her earning during such period or periods as the case may be false of the amount a subsistence allowance and other allowances that would otherwise be admissible to him/her.

PERIPHERALS

62. The following penalties may, for good and sufficient reasons, including breach of one or more of the provisions of the code conduct may be imposed upon an employee.
- (a) Minor Penalties
- (i) Censure.
 - (ii) Recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of order.
 - (iii) Removal from service, which shall not be a disqualification for future employment in any school run by the society.
- (b)
- (i) Reduction in rank.
 - (ii) Compulsory retirement
 - (iii) Removal from service, which shall not be a disqualification for future employment in any school run by the society.
63. Explanation : The following shall not to a penalty/within the meaning of this rule namely.
- (a) Retirement of the employee in accordance with the provisions relating to superannuation, retirement.
 - (b) Replacement of a teacher who has not qualified on the date his/her appointment by a qualified one.

PROCEDURE OF IMPOSING MINOR PENALTY

64. No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against him/her and the allegation on

[Signature]
Principal
Buds Garden School
Daludh Rajgani (Dhanbad)
Jharkhand-828113

[Signature]
Secretary
Buds Garden School
Rajganj, Dhanbad

which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

PROCEDURE OF IMPOSING MAJOR PENALTY

65. No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below :

- (a) The disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and he/she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of his/her defence and also to state whether he/she desires to be heard in person.
- (b) On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if it considers it necessary to do so, appoint an inquiry officer for the purpose.
- (c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each of the charges together with the reasons thereof.
- (d) The disciplinary authority shall consider the report of the inquiry and record its findings on each charges and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall :-
 - (i) Furnish to the employee a copy of the report of the inquiry officer, where an inquiry has been made by such officer.
 - (ii) Give him/her notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks, such representation as he/she may wish to make against the proposed action.
 - (iii) On receipt of the representation if any, made by the employee, the disciplinary authority shall determine what penalty, if any should be imposed on the employee and communicate its tentative decision of the penalty to the Committee for its prior approval.
 - (iv) After considering the representation, made by the employee against the penalty the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the Committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant

Principal
Buds Garden School
Deludih Rajgari (Dhanbad)
Jharkhand-828113

Ramashankar Yadav
Secretary
Buds Garden Education
Rajgari, Dhanbad

records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the inquiry report, where such inquiry was made and the proceedings of the disciplinary authority.

- (v) No order with regard to the imposition of major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Committee.

PAYMENT OF PAY AND ALLOWANCE ON REINSTATEMENT

67. When an employee who has been dismissed, removed or compulsory retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal, removal or compulsory retirement as the case may be, the committee shall consider and make a specific order :-

- (a) With regard to the salary and allowance to be paid to the employee for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement as the case may be and.
- (b) Whether or not the said period shall be treated as the period spent on duty.
- (c) Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been full exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired from service, as the case may be.
- (d) Provided that where the committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any made by the employee, direct, for reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.
- (e) The payment of allowance shall be subject to all other conditions under which such allowance are admissible and the proportion of the full salary and allowances and shall not be less than the subsistence and other admissible allowances.

DISCIPLINARY COMMITTEE

68. In case the employee wishes to appeal against the order of the Disciplinary Authority, the Appeal shall be referred to a disciplinary committee. The disciplinary committee shall consist of the following :-

[Signature]
Principal
Buds Garden School
Daludih Raigarj (Bhanbad)
Jharkhand-828113

Rama Suman Yadav

Secretary
Buds Garden Education Society
Raigarj, Bhanbad

- (a) The Chairman of the School Managing Committee or in his absence any member of the Committee nominated by him.
- (b) The Manager of the school and where the disciplinary proceeding is against him/her any other person of the committee nominated to the advisor.
- (c) The Head of the School except where the disciplinary is against him/her the Director/Chairman of Committee.
- (d) One teacher who is a member of the School Management Committee Nominated by the Chairman of Committee.
- (e) The disciplinary committee shall carefully examine the findings of the inquiry officer reasons for imposing for imposing recorded by the disciplinary authority and the representation by the employee and pass orders as it may see fit.

SUPPLEMENTARY RULES

Classification I

69. Teachers are classified as given below :-

<u>Appointment</u>	<u>Classes For Employment</u>	<u>Minimum Qualifications</u>
(a) Pre Primary (PPT)	Pre Nursery to UKG	Montessori or Equivalent
(b) Primary (PT)	I to V	Graduate & B. Ed. or Equivalent
(c) Trained Graduate Teacher (TGT)	VI to VIII	Graduate & B. Ed. or Equivalent
(d) Post Graduate Teacher (PGT)	Classes IX upwards	Post Graduate B.Ed./M.Ed. higher/equivalent

70. The Management may appoint a person with higher qualification on a lower appointment at its discretion.

71. Only Trained teachers can be appointed on permanent basis, any appointment contrary to this, will be void abinitio.

72. As per the requirement of the school, teachers may also be appointed on contractual basis. However, no contractual period should exceed two years.

73. If suitable trained teachers are not available, adhoc/temporary teachers may be appointed. However such teachers will be relieved once trained teachers become available. In no case such teachers will have a lien to a permanent vacancy.

[Signature]
Principal
Buds Garden School
Daludih Raigarh (Dhanbad)
Jharkhand-826113

Rama Shankar Yadav
Secretary
Buds Garden School
Daludih Raigarh (Dhanbad)
Jharkhand-826113

74. Unless intimated in writing to the above effect, a teacher will continue to be on probation.
75. Salaries of teachers will be fixed at the beginning of an academic session by the management committee.

SECURITY DEPOSIT

76. All teachers on appointment will be committed to work minimum of one academic session. On appointment, the teachers will deposit their first salary as Security with the school. In case a teacher leaves before completion of one year, for whatever reason, school will forfeit the Security Deposit. No representations of any kind will be entertained to waive the clause. This condition applies, irrevocably and in addition to any other condition.

TERMINATION / LEAVING OF SERVICE

77. A teacher on Probation / contract / temporary appointment is required to give one month notice in case she/he wishes to leave. In case she is unable to give such notice. She will be required to pay one month salary in lieu. In case the management wishes to terminate the services, it shall also give one month notice, or pay one month salary in lieu.
78. All resignations should be in writing. A teacher who absents herself for over 10 days, without any reason / prior intimation, will be deemed to have abandoned his / her appointment. The Management may reappoint such a person afresh, at its discretion.

DISCIPLINE

79. All teachers will work under the directions of the Principal, whose instructions will be final in all matters.
80. However, for all terminations, the authority vests with the Chairman who will be guided by the recommendations of the Principal/Inquiry Officer – as relevant.

[Signature]
Principal
Buds Garden School
Daludh Raigari (Unad)
Phakham-820113.

Ram Shankar Yadav
Secretary
Buds Garden School
Raigari, Phakham

81. Teachers may be counselled by the Principal or any member of the Management committee.
82. Annual increment in salaries will not be a right, but will be based on performance and decision of the management in this regard will be final.
83. In addition to class responsibilities, the Principal may assign a teacher any other academic or administrative tasks or change their assignment/class – at any time at his/her sole discretion. Except on weekly holidays, teachers may be called for duty on any festival/national holidays/summer/other vacations. If called on a weekly holiday, teachers will be compensated by giving an alternative holiday. However, the span between such adjustment should not be more than 10 days.

SCHOOL WORKING HOURS

84. The management may change / increase the working hours at its discretion, at any time.

LEAVE

85. The following leave is authorised to only permanent teachers -
- (a) Casual Leave : Nine Days in a year.
 - (b) Medical Leave : 10 days in a year.
 - (c) Maternity Leave : As per the Maternity Benefit Act – 1961.
86. Teachers will be paid for the summer vacation only if they have completed one full academic year. Such payment will be made to those eligible, after the summer vacation, only if they join the school on the first day or reopening. Any teacher who fails to do this, will not be paid for the summer vacation.
87. Being late or leaving early for more than three times in a month will constitute one absence.

PRIVATE TUITIONS

88. Teachers will not undertake tuitions of any kind without the written permission of the Principal. If this rule is violated, services of a teacher are likely to be terminated without notice or compensation of any kind.

[Signature]
Principal
Buds Garden School
Deludih Rajganj (Dhanbad)
Jharkhand-828113

[Signature]
Secretary
Buds Garden Education Society
Rajganj, Dhanbad

CONDUCT

89. Abusing or awarding physical punishment to the children is forbidden.
90. All teachers will observe due courtsey towards the parents. The shall meet the parents only after taking permission from the Principal / Coordinator (Once appointed)
91. During the school hours teachers are expected to be with the children in their charge all the time. They will be responsible for their safety and care.
92. Teachers will not leave the school without ensuring that each child in her/his charge has safety boarded his respective bus.
93. For any issue not given in these rules, service conditions as laid down in the Bihar State Education Act' will be strictly followed.

TRANSPORT

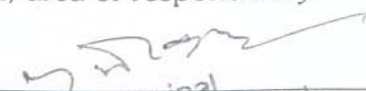
94. Depending on the vacant seats available, teachers may be permitted to travel in the School Transport on payment. However, if the buses get crowded, such facility will be withdrawn, without notice. The decision of the Management in this regard will be final and no representations of any kind will be accepted.

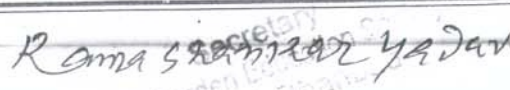
DRESS CODE

95. Teachers will observe the laid down dress code. The dress code is as under :-
 - (a) Female will teachers will attend school either in Salwar Suit or in Sarees. No transparent cloth is permitted.
 - (b) Heavy jewellery & make up is not permitted.
 - (c) Suitable dress may be worn for all physical activities like sports & yoga. Prior permission of the Principal for this is necessary.
 - (d) Male teachers will attend school in full pant / trousers and shirts only.

HOUSE KEEPING

96. Teachers will endeavour to ensure the highest standard of 'house keeping' in their class/area of responsibility.


Principal
Buds Garden School
Daludih Raigarh (Dhanbad)
Jharkhand-826113



Secretary
Buds Garden School
Raigarh, Dhanbad

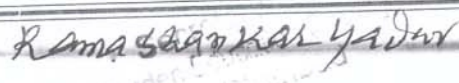
FREE EDUCATION FOR CHILDREN

- 97.. The school provides free education (exemption of 'Academic' fee only) for one child of all staff actually serving in the school.

CONCLUSION

98. Finally, the teachers bear the onerous responsibility of setting an example in all fields & specially 'character' for the young children.
99. The 'Service Conditions' may be revised, in the interests of the school / students / teachers, at any time, by the management.


Principal
Buds Garden School
Daludih Raiganj (Dhanbad)
Jharkhand-828113


Ramasankar Yadav
Buds Garden
Raiganj, Dhanbad