

DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE &
FORESTRY, SOLAN-173 230
"GENERAL ADMINISTRATION BRANCH"

NO.5-1/38(GAD)/Vol-VII/- 8201-50 Dated: 21.5.1988

NOTIFICATION

The Board of Management vide item No. 13 of the proceedings of its Seventh meeting held on 3.5.1988 has been pleased to approve the rules/regulations for forwarding of applications of employees of the University for posts outside the University, as per annexure attached.



Registrar

Endst.No.Even/- 8201-50

Dated: 21.5.1988

A copy of the above is forwarded to the following for their information and necessary action:-

1. All the Statutory Officers, Dr. Y.S. Parmar Univ. of Horticulture & Forestry, Solan with 3 spare copies each.
2. All the Prof. & Heads of Depts/Offices, Dr. Y.S. Parmar Univ. of Hort. & Forestry, Solan, with 3 spare copies each.
3. All the Chief Scientists/Scientist Incharges of Res. Stations with 3 spare copies each.
4. The Resident Asstt. Examiner with 3 spare copies.
5. The Secretary to the Vice-Chancellor for kind information of the Vice-Chancellor.
6. All the Asstt. Registrars/Supdts (Hqrs)
7. Asstt. Registrar (Estt) with 10 Spare copies.
8. PA to the Statutory Officers.
9. File No.5-21/87(GAD)
10. 10 spare copies.


Registrar

RULES REGARDING FORWARDING OF APPLICATIONS FOR POSTS
OUTSIDE THE UNIVERSITY/

No application shall be forwarded unless:

1. (a) An employee including teacher and officer has completed two years' service on his appointment in the University.
(b) The Head of the Department/Office/Dean/Director concerned is satisfied that alternate arrangements to carry on the University work can be made till the post is filled in the regular manner.
2. No employee of the University shall apply for posts outside the University direct except through the competent authority. Such an employee may, however, send an advance copy of his application to avoid delay etc.
3. Only two applications of an employee for posts outside the University shall be allowed to be forwarded during a calendar year.
4. No application of an employee who is under bond to serve the University for a certain period, will be forwarded for posts outside the University till the bond period is over.
5. No teacher, in the event of his selection, will be relieved before the end of the academic session.
6. The application of an employee can be withheld by the competent authority in the overall interest of the University.
7. No application of an employee against whom disciplinary proceedings are contemplated, shall be forwarded for any post outside the University.
8. The above rules shall, however, not apply in case of those employees who are employed on a purely temporary basis for a fixed period, on contingent basis or on leave vacancies etc. Their applications shall continue to be forwarded without any limit, but such

employees shall ordinarily be relieved only when they complete their full period of appointment with the University.

9. An employee may resign for taking up assignment elsewhere, on his selection, by giving requisite notice of resignation or salary in lieu thereof under the rules. However, an employee may be granted "Extra Ordinary Leave" for a period of two years in one spell, extendable upto one more year, if otherwise admissible under the rules. Thereafter, the employee concerned shall have to join back the University or resign or get absorption in the new department. Failing to rejoin the post after expiry of period of Extra Ordinary Leave shall be considered as 'Misconduct' on the part of an employee, who will be proceeded against under "disciplinary and appeal" rules for termination of his services.

10. No employee, in the event of his selection, shall join the post elsewhere, without proper relieving orders from the competent authority. If such an employee joins the post elsewhere without proper permission of the competent authority, he shall be proceeded against under the rules.

Note: 1: The Vice-Chancellor shall be competent to forward application of an employee in relaxation of any of provisions of the above rules in exceptional and genuine cases of extreme hardship.

2. The applications for registration for foreign assignment and for any competitive examination by UPSC/HP PSC shall not be counted towards the limit of two applications which will ordinarily be forwarded during a calendar year.