



Thiagarajar Polytechnic College, Salem

[Govt Aided | Autonomous | AICTE-CII Awards Winner]

Service Conditions and Rules

Preface

Thiagarajar Polytechnic College, Salem was established in June 1958 as a Government Aided Institution with three basic engineering diploma programmes Civil Engineering, Mechanical Engineering and Electrical & Electronics Engineering vide GO No.1425 Health, Education and Local Administration Department, Government of Madras.

Affiliation

Thiagarajar Polytechnic College, Salem is affiliated to the State Board of Technical Education and Training, Directorate of Technical Education, Chennai.

AICTE Approval

The All India Council for Technical Education (AICTE), New Delhi has granted its approval for the diploma programmes offered by this institution vide F.No.2-15/B-III/RC-MB/93 dated May 21, 1994. Subsequently the AICTE is extending its Extension of Approval for the diploma programmes offered in this institution.

Governing Council

The Governing Council of the institution is constituted for the period of three years from 13.12.2017 to 12.12.2020 with reference to the provisions contained in Section 9 (i) of Chapter-II of the Grant-in-aid Code as furnished below:

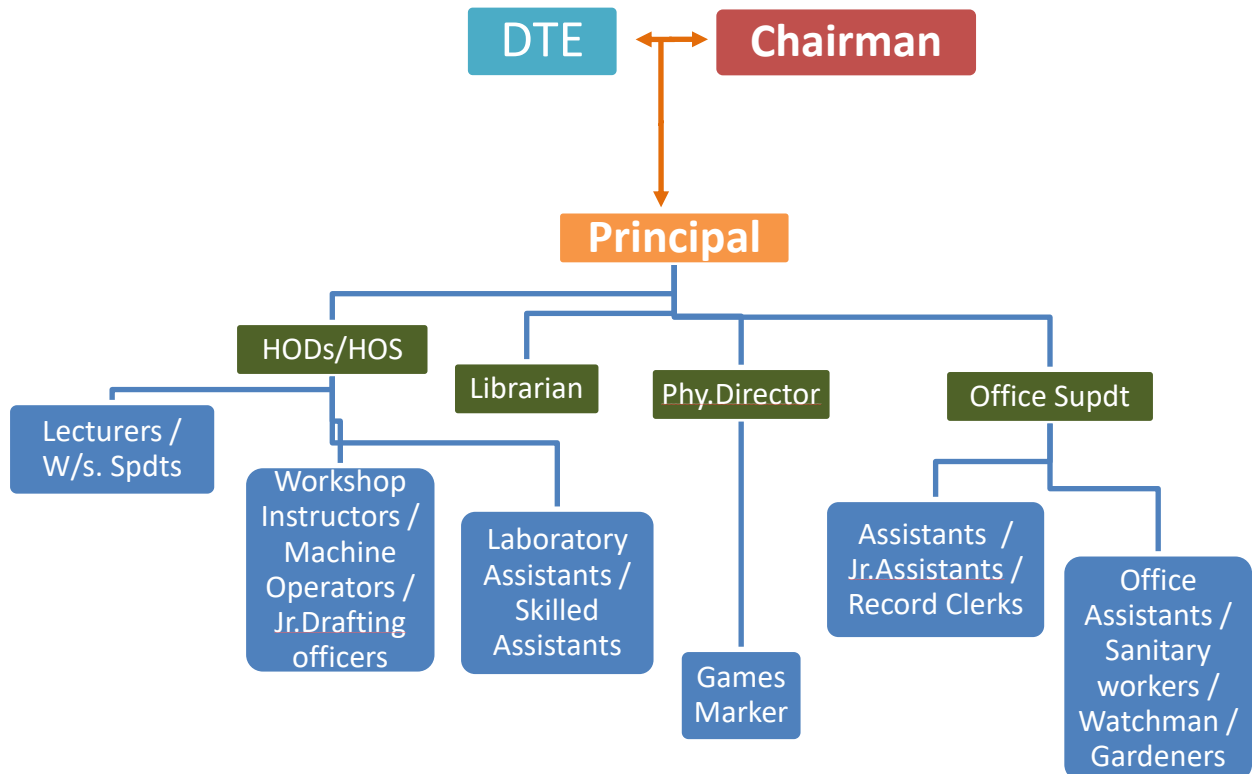
S.No	Name and address of the Individual	Status	Interest specified
1.	C.Valliappa Chairman Thiagarajar Polytechnic College Salem-636005	Chairman	Management
2.	V.Chockalingam Chief Executive Officer Vee Technologies Pvt Ltd., Salem – 636 302	Correspondent	Management
3.	V.Thiagarajan Executive Director SonaValliappa Textile Mills Pvt., Ltd, Sankari TK, Salem – 637 504	Treasurer	Management
4.	The Director of Technical Education Directorate of Technical Education, Guindy, Chennai-600 025	Member	Nominee of Government of Tamilnadu (Ex-officio)
5.	The Southern Regional Officer All India Council for Technical Education, Southern Regional Office, Shastri Bhavan- I Floor 26, Haddows Road Nungambakkam, Chennai-600 006	Member	Nominee of Government of India (Ex-officio Member)
6.	Prof.G.S.Dwrakish Professor and Head, Deptt. of Applied Mechanics & Hydraulics, National Institute of Technology Karnataka, Surathkal, Srinivasanagar PO-575025	Member	Nominated by the SRO as representative of AICTE
7.	The Principal, Government College of Engineering, Salem – 636 011	Member	Nominee of State Board of Technical Education and Training (Nominated by the Commissioner of Technical Education, Chennai)
8.	The Principal, Government Polytechnic College, Perundurai	Member	Nominee of the Department of State Government nominated by the Commissioner of Technical Education, Chennai.

9.	R.Chellappan Managing Director, M/s. SWELECT Energy Systems, Numeric House, 3 rd Floor No.5, Sir.P.S.Sivasamy Salai Mylapore, Chennai 600 004	Member	Nominated by the Management representing the Industry and Alumni
10.	Dr.K.Selvaraj Secretary General The Southern India Mills' Association 41, Race Course, Coimbatore – 641 018	Member	Nominated by the Management representing the Industry and Alumni
11.	Dr.V.Karthikeyan Principal Thiagarajar Polytechnic College, Salem – 636 005	Member- Secretary	Principal (Ex-officio) Member Secretary
12.	Industry Personnel	Special Invitees	Invited by the institution representing each department.



Administrative set up

The administrative set-up of Thiagarajar Polytechnic College, Salem is as furnished below:



Required Qualification and Scales of Pay for Principal and Faculty

Sl. No.	Name of the Post	Qualification	Scales of Pay
1.	Principal	<p>(i) (a) Bachelor's and Master's Degree of appropriate branch in Engineering /Technology / Architecture with First Class not less than sixty percent of marks or its equivalent either Bachelor's or Master's degree;</p> <p style="text-align: center;">and</p> <p>(b) Ph.D., from the appropriate discipline and Engineering/Technology /Architecture;/ or must have published five International Journal papers in the relevant areas of specialization, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all the five publications being in the authors' area of specialization.</p> <p>(ii) Experience for a period of not less than ten years in the relevant field of research / industry / teaching, out of which, not less than three years shall be in a position not below the rank of Head of Department in a Polytechnic or in a equivalent grade in other Institutions.</p>	Rs.37400-67000 +AGP 10000 + Special Allowances Rs.2000/-

2.	Head of Department	<p>1. (i) A Bachelor's and Master's Degree in the appropriate branch of Engineering / Technology / Architecture with First Class or equivalent either at Bachelor's or Master's Level; and (ii) Experience for a period of not less than 10 years in the relevant field of teaching / research / industry, in a position not below the rank of Lecturer in Engineering Subjects, Workshop Superintendent and Superintendent (Sandwich) in a Polytechnic or equivalent grades in other Institutions:</p> <p>Provided that in the case of Architecture branch, Professional practice of not less than 10 years as certified by the Council of Architecture shall also be considered valid.</p> <p>II) (i) A Bachelor's and Master's Degree in the appropriate branch of Engineering / Technology / Architecture with First Class or equivalent either at Bachelor's or Master's Degree Level and (ii) Ph.D., or equivalent obtained from a recognized University in the appropriate discipline in engineering / Technology Architecture; and (iii) Experience for a period of not less than 5 Years in the relevant field of teaching / research / industry, in a position not below the rank of Lecturer in Engineering Subjects, Workshop Superintendent and Superintendent (Sandwich) in a Polytechnic or equivalent grades in other Institutions:</p> <p>Provided that in the case of Architecture branch, Professional practice of not less than 5 years as certified by the Council of Architecture shall also be considered as Valid.</p>	Rs. 37400-67000 +AGP 9000
3.	Lecturer (Selection Grade)	Lecturers with Completed service of 5 Years with the AGP of Rs.7000/- Shall be eligible subject to the other requirements paid drawn by the AICTE/State Govt. to move up to the AGP of Rs.8000	Rs.15600-39100 +AGP 8000
4.	Lecturer (Senior Grade)	Lecturers with Completed service of 5 Years in the AGP of Rs.6000/- shall be eligible subject to the other requirements paid drawn the AICTE/State Govt to move up to the AGP of Rs.7000	Rs.15600-39100 +AGP7000
5.	Lecturer/Workshop Superintendent	<p>A Bachelor's degree in the appropriate branch of Engineering / Technology / Architecture with not less than sixty percent of marks of equivalent:</p> <p>Provided that if the candidate has a Master's Degree in the appropriate branch of Engineering / Technology / Architecture, the candidate should possess a first class or equivalent in the appropriate Branch either at Bachelor's or Master's degree level.";</p>	Rs.15600-39100 +AGP5400
6.	Physical Director	A Master's Degree in Physical Education (High Second Class) and Pass to NET/SLET or other equivalent examination shall be Compulsory.	Rs.15600-39100 +AGP 6000
7.	Librarian	<p>A Master's Degree in Library Science with at least 55% of Marks in aggregated and</p> <p>A Pass in National Eligibility Test (NET) State Eligibility Test (SLET) Conducted for the purpose by the university grants commission or any other agency approved by the university Grants Commission</p>	Rs.15600-39100 +AGP 6000

Required Qualification and Scale of pay of Non-Teaching staff

S.No.	Name of the Posts	Qualification	Scale of Pay
1.	Junior Draughting Officer	1.A Diploma in relevant Branch (or) 2(a) An Industrial Training Institute certificate/National Trade Certificate/ National Apprenticeship Training Certificate in relevant Branch (b) Practical experience in the Preparation of drawing for a period of not less than three years	Pay Rs.35400 + Allowances
2.	Workshop Instructor	1.A Diploma in relevant branch 2(a) An Industrial Training Institute Certificate/National Trade Certificate/National Apprenticeship Training Certificate in relevant branch (b) Practical Experience for a period of not less than three years	Pay Rs.20000 + Allowances
3.	Machine Operator	1.An Industrial Training Institute certificate/National Trade Certificate/National Apprenticeship Training certificate in the appropriate trade (or) 2(a) Pass in SSLC and (b)Certificate awarded by a recognized Institute and Practical Experience for a period of not less than one Year	Pay Rs.19500 + Allowances
4.	Lab Assistant/ Skilled Assistant	An Industrial Training Institute Certificate National Trade Certificate/National Apprenticeship Training Certificate in the appropriate Trade	Pay Rs. 19500 + Allowances

Required Qualification and Scale of pay for the Administrative Staff

Sl. No.	Name of the Posts	Qualification	Scale of Pay
1.	Office Superintendent	Graduate with not less than 2 years experience as Assistant in a Technical Educational Institute. An approved or probationer in the category of Assistant with not less than 5 years experience as Assistant and a good record of service with ability to control and supervise the Ministerial staff in the office and Must have passed the Account Test for subordinate officers Part – I	Pay Rs.36900 + Allowances
2.	Assistant	An Approved Probationer in the category of Junior Assistant (LDC) or three years experience as junior Assistant (LDC) with a good record of Service in a Educational Institution and Must have passed the Account test for subordinate officer Part-I	Pay Rs.20600 + Allowances
3.	Junior Assistant / Store Keeper	Should passes minimum general educational qualification with eligibility for TNPSC recruitment	Pay Rs.19500 + Allowances
4.	Record Clerk	Must Possess a completed S.S.L.C	Rs. 15900(Pay) + Allowances
5.	Office Assistant / Watchman / Gardener / Sweeper & Sanitary Worker	Must have passed VIII Standard	Rs. 15700(pay) + Allowances

Detailed Recruiting Policies (Government Aided Programmes)

The faculty are recruited by a Staff Selection Committee constituted by the Governing Council with the approval of the Director of Technical Education, Chennai

The faculty and staff are appointed in Government Aided programmes in fulfilling the AICTE Staff:Students ratio are based on the Tamil Nadu Government norms, guidelines and procedures laid down from time to time and in vogue.

1. Permission for appointment of faculty/staff will be obtained from the Directorate of Technical Education, Chennai, indicating the Communal rotation.
2. The List of suitable candidates for faculty/staff will be obtained from the Employment exchanges and also through News Papers advertisements indicating the communal rotations, age and qualifications.
3. The Expert Members including SC/ST Nominee for staff selection committee will be obtained from DOTE/AICTE

4. The candidates sponsored by the Employment Exchanges and the candidates responded the news paper advertisements will be called for written / oral interview before the Staff Selection Committee.
5. The candidates selected by the Staff Selection Committee will be appointed on obtaining necessary approval from Directorate of Technical Education, Chennai.

Service conditions and Establishment Rules

Since ours is a Government Aided Polytechnic College, the Service conditions are being followed scrupulously as stipulated by the Government of Tamilnadu from time to time.

The gist of certain procedures for staff selection, service conditions are furnished hereunder with relevant Rules and regulations circulated / published in the Government of Tamil Nadu Web site.

The staff members are free to browse those Rules and Regulations from the web in addition to Government Order being circulated through Institution Staff / General Notice Board and through e-mails.

THE TAMIL NADU STATE AND SUBORDINATE SERVICE RULES

[tn gov sssrules.pdf]

- The probation of a person appointed temporarily under rule 10(a)(i) and possess all the qualifications prescribed for the appointment shall commence from the date of appointment or from subsequent date, as the appointing authority determine [Rule 23 (a) (i)]
- A Probationer, who is to pass any prescribed test within two years period of probation, is eligible for sanction of second increment only after passing the test [Rule 23 (a)]
- The maximum period upto which the period of probation will be extended so as enable to acquire the test qualification is 5 years. If the test qualification is not acquired within the maximum period of 5 years, the probation will be terminated [Rule 26]
- At the end of the period of probation, if suitable for full membership of the Service/ Class/ Category, an order declaring that the probation has been satisfactorily completed will be issued [Rule 27]
- A Government Servant, who wants to resign the appointment, shall give notice of not less than 3 months in writing direct to the Appointing Authority with a copy marked to immediate superior officer [Rule 41-A]

THE FUNDAMENTAL RULES OF THE TAMIL NADU GOVERNMENT

[[Http://www.tnpsc.gov.in/departamental/tngovfr.pdf](http://www.tnpsc.gov.in/departamental/tngovfr.pdf)]

[[HTTP://WWW.TNPSC.GOV.IN/T_NADU%20GOVT%20SERVANTS%20CONDUCT%20RULES.PDF](http://www.tnpsc.gov.in/T_NADU%20GOVT%20SERVANTS%20CONDUCT%20RULES.PDF)]

Classification of Government employees

Group A :	Employees drawing Grade Pay of Rs.6600 and above
Group B:	Employees drawing Grade Pay of Rs.4400 and above but below Rs.6600
Group C:	Employees drawing Grade Pay of Rs.1400 and above but below Rs.4400
Group D:	Employees drawing Grade Pay of Rs.1300

PAY FIXATION

- Pay Fixation is to be done as per FR 22, 22A and 22B and the Rulings thereunder

INCREMENT

- The increment is given at the rate of 3% of the Pay and Grade Pay, rounded off to the next multiple of 10 and advanced as to fall due on the commencement of the quarters concerned
- All duty and leave period [Except Leave on Loss of Pay without Medical Certificate] count for annual increment [FR 26]

ADDITIONAL CHARGE ALLOWANCE

- Government Servants holding full additional charge of one or more independent posts are eligible for the grant of Additional Charge Allowance for all the posts for which additional charge is held at a time and for the entire period of Additional Charge of each post, subject to the condition that Additional Charge of the post shall be more than 39 days

- Additional Charge Allowance is at the rate of one fifth of the Pay drawn in the regular post or half the minimum Pay of Additional Charge post, whichever is less + Dearness Allowance [FR 49]

LEAVE RULES, 1933

EARNED LEAVE

- Temporary Government Servants and Probationers are eligible for the credit of 2 ½ days of Earned Leave for every two completed calendar months of service till the completion of Probation period, subject to a maximum of 30 days [TNL 20]
- Approved Probationers are eligible for the credit of 15 days of Earned Leave on the first day of January and July every year, subject to a maximum of 240 days [TNL 8]. Earned Leave can be availed for a maximum of 180 days at a time [TNL 11]
- Earned Leave, 15 days annually or 30 days biennially, can be surrendered for cash benefit

UNEARNED LEAVE ON MEDICAL CERTIFICATE

- Approved Probationers are eligible to avail Unearned Leave on Medical Certificate for 540 days during their service period subject to the restriction of the period of leave as per period of service [TNL 15]

UNEARNED LEAVE ON PRIVATE AFFAIRS

- Approved Probationers are eligible to avail Unearned Leave on Private Affairs for 180 days during their service period, subject to the restriction of 90 days for the first 10 years of service [TNL 13]

CASUAL LEAVE

- Government Servants can avail Casual Leave for 12 days in a calendar year
- Temporary Government Servants are eligible for the grant of one day Casual Leave for every completed calendar month

MATERNITY LEAVE

- The married women Government Servants (Approved Probationers), if they had less than two surviving children, are eligible for the grant of Maternity Leave for confinement for 180 days
- The Temporary Government Servants and Probationers are not eligible for the grant of this leave till the completion of one year of service. They, after completing one year of service, are eligible for the grant of Maternity Leave subject to the condition that Earned Leave at credit on the day of entering on leave and Maternity Leave for the remaining period that falls short of 180 days of will be granted
- The married women Government Servants (Approved Probationers) are eligible for the grant of Maternity Leave for 42 days for Miscarriage/ Abortion or Medical Termination of Pregnancy
- The temporary Government Servants and Probationers are not eligible for the grant of this leave till the completion of one year of service. They, after completing the one year of service, are eligible for the grant of this leave, subject to the condition that Earned Leave at credit and Maternity Leave for the remaining period that falls short of 42 days will be granted [Instructions under FR 101 (a)]

GENERAL

- Government Servant, who has gone on Leave on Medical Certificate, shall return to duty, only by producing a Medical Certificate of Fitness [FR 71]
- Approved Probationers, who have not completed five years of service, can not avail any leave exceeding six months at a time, except Leave on Medical Certificate [FR 18 (1)]
- Approved Probationers, who have completed five years of service, can not avail any leave exceeding one year at a time, except on Medical Certificate [FR 18 (2)]
- Temporary Government Servants and Approved Probationers can avail Leave on Medical Certificate for 180 days subject to the restriction of 90 days for the first five years of Service [TNL 23 (a)(i)]
- Temporary Government Servants and Probationers can not avail Extraordinary Leave exceeding 6 months at a time [TNL 23 (a) (ii)]
- Those who are appointed through TNPSC can avail Extraordinary Leave / Earned Leave with Medical Certificate upto six months, at any one time
- Any kind of leave can be taken in combination of with any other kind of leave except Casual Leave [Part-II under Appendix-II of FR]

TAMIL NADU TRAVELLING ALLOWANCE RULES

- TOUR TRAVELLING ALLOWANCE will be given to a Government Servant to cover the cost of journey performed in the discharge of official duties
- FIXED TRAVELLING ALLOWANCE will be given to a Government Servant who is required to undertake tour for a specified period in a month within a specified area
- TRANSFER TRAVELLING ALLOWANCE will be given to cover the cost of journey performed on transfer from one station to another
- LEAVE TRAVEL CONCESSION can be availed for a journey performed by the Government Servants (Permanent or Approved Probationers) and their families from Head Quarters to any place in Tamil Nadu or to a place outside the state within a distance of 800 km from the place of their work
- A Government Servant is entitled to draw TA for the journey performed to attend departmental examination (two times only), to give evidence in a criminal case and in a departmental enquiry and to undergo training

CONTRIBUTORY PENSION SCHEME

- Data Centre will maintain the accounts for Contributory Pension Scheme
- Recovery will be made only after obtaining Index Numbers from the Data Centre
- Head of office shall send the application to get the Index Numbers to the employees or shall obtain by online registration
- The Index Numbers shall be entered in the first page of Service Register
- Nomination has to be filed at the time of admission and revised upon marriage of the subscriber and thereafter once in 5 years.
- Each employee shall pay a monthly contribution of 10% of Basic Pay (Pay in the Pay Band + Grade Pay) and Dearness Allowance.
- After the allotment of Index Number, arrears of subscription shall be deducted with current month's subscription (i.e. one subscription for current month and one additional subscription for arrears)
- For the period of Extra Ordinary Leave with Medical Certificate, the contribution shall be recovered from future salary
- [G.O.(Ms) No.430, Finance (Pension) Department., dated 06.08.2004 and Finance Department Letter No.92399/Pension/2005-01, dated 13.04.2006 and 57663/Pay Cell/ 2009-1, dated 30.09.2009]

THE TAMIL NADU GOVERNMENT SERVANTS' CONDUCT RULES, 1973

www.tnpsc.gov.in/t_nadu%20govt%20servants%20conduct%20rules.pdf

- Govt. Servants, except with the previous sanction of the Government, shall not accept or permit his family members, to accept from any person any gift of value exceeding Rs.5000/- [Rule 3]
- Govt. Servants shall not give or take abet the giving or taking of dowry or demand dowry [Rule 3A (1)]
- Government Servants shall not collect contributions [Rule 5 (1)]
- Government Servants shall not speculate in any stock, share or other investment [Rule 6 (1)]
- Government Servants shall not lend or borrow any amount exceeding the total monthly emoluments from a relative or a personal friend [First Proviso under Rule 6 (4) (a)]
- Government Servants belonging to Groups 'B', 'C' and 'D', with the previous sanction of the prescribed authority, may accept from a relative or a friend, a purely temporary loan of an amount not exceeding Rs.3,00,000/- free of interest, for the purchase of flat or ready built house or plot for the construction of house [Second Proviso under Rule 6 (4)(a)]
- Govt. Servants shall not acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange in their names or in the names of their family members, without informing such transaction to the prescribed authority [Rule 7 (1) (a)]
- Govt. Servants, before starting the construction or extension or entering into transaction for acquisition of a house, shall obtain the previous sanction of the prescribed authority [Rule7 (b)]
- Govt. Servants, who purchase or sale any movable property exceeding Rs. 80,000 ('A' Group Officers) / Rs. 60,000 ('B' Group Officers) / Rs. 40,000 ('C' Group Officers) / Rs. 20,000 ('D' Group Officers), shall report to the prescribed authority within one month from the date of every such transaction [Rule 7 (2)]

- Government Servants shall submit the Return of Assets and Liabilities in Form-I to V within three months of appointment, thereafter as on 31st December of that year and thereafter at an interval of five years on or before 31st day of March of the year immediately following the year ending 31st day of December to which the return relates [Rule 7(3)]
- Government Servants, except with the previous sanction of the Government, shall not engage directly or indirectly in any trade or business or undertake any employment [Rule 8(1)]
- Government Servants shall not, in any broadcast or in any document published or in any communication to the press or in any public utterance, criticize the State Government or Central Government [Rule 12(1)]
- Government Servant shall not be a member of / associated with any Political Party or Political/ Communal Organization [Rule 14 and 14A]
- Government Servants shall not bring any political or outside influence in respect of matters pertaining to his service [Rule 18]
- Government Servants shall not enter into a marriage with a person having a spouse living [Rule 19 (1) (i)]
- Government Servant having a spouse shall not enter into a marriage with any other person [Rule 19(1)(ii)]
- Government Servants shall at all time, maintain absolute integrity and devotion to duty and shall not do anything which is unbecoming of a member of service [Rule 20]
- Government Servants shall not employ a child below the age of 14 years to do any work including domestic work [Rule 20 – A]
- Govt. servants shall not to be found drunk while attending office or appearing in a public place [Rule 21]
- Govt. Servants shall not undertake trip to a foreign country without obtaining No Objection Certificate [Rule 24-A]