

**NATIONAL TEXTILE UNIVERSITY (SERVICE) STATUTES-2017**

**Notification**

No.....In exercise of the powers conferred under Section 19 of the National Textile University Ordinance, 2002 (CXXIV of 2002), the Board of Governors is pleased to make the National Textile University (Service) Statutes, 2017 for Appointment, Promotion and Conditions of Service of Employees, as follows:-

**CHAPTER I  
PRELIMINARY**

**1. Short Title and Commencement.** - (1) These statutes shall be cited as National Textile University (Service) Statutes, 2017.

(2) These statutes shall come into force with immediate effect.

**2. Application.** - (1) Except as otherwise provided, these statutes shall apply to all employees in whole time regular service of the University.

(2) The staff paid from contingencies or serving on work-charge or part time basis or person employed for specific assignment for a definite period or persons employed seasonally shall be governed by the letter of their respective appointments.

(3) The persons on deputation to the University from another organization shall be governed in accordance with their respective terms and conditions of deputation accepted by the University.

**3. Definitions.** - (1) In these statutes unless there is anything contrary to the context:-

(a) "ad-hoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the method of recruitment prescribed under these statutes pending recruitment in accordance with such method;

(b) "appointing authority" means the authority authorized to make appointment to any post as specified in the schedule. The Board shall be the appointing authority for all posts in Level-I whereas the Pro-Chancellor and, in his absence, the Rector, shall be the appointing authority of the auxiliary posts in Level-II, as specified in the schedule;

(c) "basic pay scale" means scales of pay notified by the Federal Government, to the extent adopted by the University;

(d) "Board" means the Board of Governors of the University constituted under section 11 of the National Textile University Ordinance 2002(CXXIV of 2002);

(e) "cadre" means a group of posts in a department or a part of such group sanctioned as a separate unit of service in the University;

(f) "department" means a department of the University, as indicated in the schedule;

(g) "employee" means a person duly appointed by the appointing authority against any of the posts mentioned in the schedule. There shall be two types of University employees ie the employees called BPS- employees appointed against a 'basic pay scale (BPS or BS)' and Non-BPS employees appointed against the NTU- specific pay scales;

- (h) "Faculty Member" means a teaching staff member of the University including Eminent Professors, Dean, Professors, Associate Professors, Assistant Professors, Lecturers engaged in whole time service of the University, and such other persons as may be recognized to be faculty members by the Board;
- (i) "financial year" means a period of one year from July 1st to June 30, both days inclusive, of Gregorian calendar;
- (j) "grade" or "scale" means basic pay scale (BPS) adopted by the University;
- (k) "honorarium" means a non-recurring payment granted to an employee from the University fund as remuneration for special work of an occasional nature or work beyond the call of the duty or an ex-gratia granted as an act of grace with the sanction of authority as determined by the Board;
- (l) "initial recruitment" or "initial appointment" means appointment made other than by promotion or transfer;
- (m) "Level" means a broad category of posts in a cadre of service in the University. There shall be two Levels of the posts in each cadre i.e. Level-I consisting of the posts in BS-17 and above or equivalent and Level-II consisting of the auxiliary posts in BS-16 or equivalent and below to BS-1;
- (n) "month" means a calendar month according to the Gregorian Calendar;
- (o) "NTU-specific pay scale" means pay scale approved by the Board for Non-BPS employees;
- (p) "Ordinance" means the National Textile University Ordinance, 2002 (CXXIV of 2002);
- (q) "pay" means an amount drawn monthly, in lieu of service, by an employee to the University that includes basic pay, special pay, technical pay, personal pay or any other emolument which is declared as a part of pay by the Board excluding house rent, travelling allowance, conveyance allowance or other compensatory allowances;
- (r) "post" or "permanent post" means a post sanctioned on permanent basis without limit of time;
- (s) "prescribed" means, prescribed by Statutes, Regulations or Rules, as the case maybe;
- (t) "probation" means the time during which a person's fitness for a regular appointment is under observation;
- (u) "regular service" means appointment of an incumbent on regular basis through initial recruitment or promotion or transfer of services from an other Department or a University or Federal or Provincial Government or any of the organization under the federal or Provincial Government;
- (v) "Schedule" means the schedule appended with these Statutes;
- (w) "Selection Board" means a Selection Board of the University constituted by the Board for recommendations of regular appointment and promotion to post in Level-I in BPS 17 & above or equivalent in a cadre as specified in the schedule;
- (x) "Selection Committee cum Departmental Promotion Committee" means a Selection Committee/ Departmental Promotion Committee constituted by the

Board for recommendations of regular appointment and promotion to auxiliary posts in Level-II from BS 1-16 or equivalent in a cadre as specified in the Schedule;

(y) "temporary post" means a post other than a permanent post;

(aa) "tenure post" means a post against which appointment for a specific tenure or period of time is made; and

(bb) "University" means the National Textile University established under the Ordinance, 2002 (CXXIV of 2002).

(2) All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under section 2 of the National Textile University Ordinance, 2002 (CXXIV of 2002).

## CHAPTER II APPOINTMENTS

**4. Appointments.** - (1) All appointments in the University shall be made in accordance with the provisions of these statutes.

(2) Two or more employees shall not be appointed substantively to the same post or temporary or tenure post at the same time.

(3) An employee shall not be appointed to two or more posts or temporary or tenure posts at the same time.

(4) An employee shall not be appointed substantively to a post on which another employee holds a lien.

(5) No appointment shall be made with retrospective effect.

(6) Federal quota for appointment regarding domicile, minorities, gender etc. shall be observed as per Federal Government notified policy.

**5. Method of Appointment.**-(1) Regular appointment to a post shall be made through initial recruitment or promotion or transfer of services.

(2) The method of appointment to the posts under various cadres in the University shall be such as specified in the schedule

(3) The nomenclature of posts, the minimum qualifications and age limit for appointment of various cadres of the posts shall be such as given in the schedule.

(4) The Board shall make appointment to the posts in Level-I of a cadre on the recommendation of the Selection Board and the Pro- Chancellor and, in his absence, Rector shall make appointment to the posts in Level-II of the cadre on the recommendation of a Selection / Promotion Committee.

**6. Initial Recruitment.**-(1) When a post is to be filled through initial recruitment, the Registrar shall, with the prior approval of the Pro-Chancellor or Rector, as the case may be, publish an advertisement on the website of the University and, in case of post in Level-I of the cadre, in at least two national dailies, one English and one Urdu and, in case of post in Level-II of the cadre, in at least one national Urdu daily, stating the number of vacancies, basic scale or other scale of pay, the minimum qualifications prescribed for the post and the date by which the applications may be received which shall not be less than fifteen days from the date of publication.

(2) The Registrar shall prepare the merit list of the eligible candidates based on qualifications and experience of the candidates.

(3) After short listing, the Registrar shall send the list of the short listed candidates along with their applications to the Selection Board and Selection Committee/DPC, as the case may be.

(4) The Selection Board and Selection Committee/DPC, as the case may be, may recommend to the appointing authority, names of suitable candidates for appointment to teaching or non-teaching posts, as the case may be.

(5) In case of posts of Professors, Associate Professors, Assistant Professors, Lecturers, the eligibility of the candidates shall be determined as per latest Higher Education Commission (HEC) criteria. The Registrar shall prepare a list of eligible candidates and place that list before the Selection Board for interview and recommendations thereof for the appointing authority.

(6) Faculty Members/officers sent by the University for higher education/training abroad may be considered for appointment to higher scale of pay in absentia, provided they apply for the advertised post and compete in absentia through electronic media in the Selection Board, as per prescribed procedure.

**7. Promotion.**-(1) An employee shall be eligible to be considered for appointment through promotion to a higher post in the cadre to which he belongs, as specified in the schedule, subject to availability of vacancy and fulfillment of the prescribed requirements; provided that the eligibility and the availability of vacancy shall not confer any right on an employee for promotion.

(2) Promotion to various posts in Level-I and Level-II shall be on the basis of seniority cum fitness.

(3) Promotion to a post shall be made on the recommendations of the Selection Board and Selection Committee/DPC, as the case may be, with the approval of the authority to make appointment against that post.

(4) There shall be no promotion with retrospective effect.

(5) If no suitable person is available for promotion, the post shall be filled by direct recruitment.

**8. Promotion Policy.**-(1) Promotion to a post in Level-I shall be made by the appointing authority on the recommendations of the Selection Board.

(2) Promotion to a post in Level-II shall be made by the appointing authority on the recommendations of Selection Committee/Departmental Promotion Committee.

(3) The Selection Board or the Selection Committee/Departmental Promotion Committee, as the case may be, shall consider the cases of eligible employees in order of seniority and make recommendations on the basis of merit and seniority cum fitness basis, as the case may be. The meeting of the Selection Board and Selection Committee/Departmental Promotion Committee shall be held at least once in a year in the month of March to finalize the promotion cases of the employees.

(4) The promotion of an officer or official shall be effective from the date of approval of the appointing authority.



**9. Promotion Procedure.**-(1) In case of the posts in Level-I to be filled by promotion, the Registrar shall draw up a list of eligible candidates to be placed before the Selection Board for recommendation of suitable candidates to the Board.

(2) In case of posts in Level-II to be filled by promotion, the Registrar shall draw up a list of eligible candidates and place it before the Selection Committee/Departmental Promotion Committee for recommendation of suitable candidates to the appointing authority.

(3) In all the cases of promotion, the Registrar shall draw up a list of eligible candidates along with their character rolls containing annual performance evaluation reports and synopsis stating, amongst other things, the number of punishments awarded and pending inquiry or inquiries against the employee eligible for promotion, if any, and place the matter before the Selection Board or Selection Committee / Departmental Promotion Committee, as the case may be, for consideration.

(4) Promotion including Performa promotion is not a right of an employee and the University may, in addition to other qualifications and standards of conduct, make successful completion of any training or examination as a pre-requisite to consider an employee for promotion.

(5) Promotion of employees from lower to higher posts in a cadre shall be made in accordance with the minimum qualifications and experience prescribed for a higher post reserved for departmental promotions, as given in the schedule.

**10. Appointment by Transfer.** - The appointment by transfer of services of suitable persons may be made on the recommendations of the Selection Board and Selection Committee/Departmental Promotion Committee, as the case may be, in accordance with the procedure prescribed for initial recruitment under these statutes.

**11. Ad-hoc Appointment.**-(1) When the Pro-Chancellor and, in his absence Rector, considers it to be in the interest of the University to fill a post urgently, within the purview of the Selection Board, pending nomination of a candidate by a Selection Board, he may proceed to fill it on adhoc basis for a period not exceeding six months. The post shall be advertised as soon as possible and the same procedure as laid down for initial appointment shall be followed.

(2) In case of non-advertisement of the post, the ad-hoc appointment may be extended for another period of six months after recording reasons. However, the overall period of ad-hoc appointment shall not exceed one year.

**12. Current Charge Appointment .**-(1) Where a Level-I post is vacant or becomes vacant and it is not expedient to make arrangements for day to day work of that post to be carried on otherwise, the appointing authority may make appointment of any officer on current charge basis.

(2) Current charge appointments shall not ordinarily be made for a period of less than one month and more than 3 months which may be extended by another 3 months.

(3) A person officiating in a post on current charge basis shall cease to hold the post upon availability of a person appointed to the post on recommendation of the

Selection Board or Selection Committee/Departmental Promotion Committee and shall be reverted to his former post.

**13. Contract Appointment.**-(1) Contractual appointment shall be made in accordance with the procedure and policy approved by the Board from time to time.

(2) The Pro Chancellor and in his absence Rector may appoint, subject to approval of the Board, teachers, officers and members of the staff of University and such other persons as may be necessary, on contract basis for a period not exceeding two years.

(3) The service of an employee on contract shall be governed by the terms and conditions mentioned in his/her appointment letter in regard to salary, leave and other benefits as well as expiry or termination or removal from contract service.

(4) The Pro- Chancellor and in his absence Rector may make appointment of persons on contract basis under the budget head "contract appointments", charged to the Projects.

(5) Contractual appointment against project funded posts will be made by the authority initially for a period up to one year or less, which could be extended for a period as deemed appropriate up to the life of the project.

**14. Deputation.**-(1) The Board may appoint a person to a post in Level-I on deputation for an initial period up to three years extendable to five years, who is serving in the Federal Government or any other public sector university or department to an equivalent or a higher post in the University.

(2) The deputationist shall be entitled for payment of such deputation allowance and other benefits, in addition to his pay which may be admissible to him in his parent department, as may be mutually agreed between the University and the lending authority.

**15. Short Term Appointments.** - Under the budget head "contingency paid staff" appointment may be made with approval of the Rector in the following manner:

(1) Such appointments shall be made on rates as approved by the Board.

(2) Such appointments shall be on daily paid basis subject to maximum of 89 days.

**16. Appointment of Consultant.** - The appointment of consultants in the University may be made in accordance with the Public Procurement Rules, 2004.

**17. Assigning Additional Charge.** - (1) Where a post is vacant or becomes vacant and it is not possible to fill the post immediately, additional charge of the duties of that post may be given to an officer in addition to his own duties by authority competent to make appointment to that post:

(2) Additional charge appointments shall not ordinarily be made for a period of less than one month and more than 3 months which may be extended by another 3 months.

(3) An employee shall cease to hold the additional charge of a post upon availability of the person appointed on regular basis in the prescribed manner.

(4) Remuneration for additional duty will be @ 20% of the basic pay subject to maximum of Rs. 12000/ per month.

**18. Appointment of Visiting Faculty.** - (1) The Pro Chancellor and in his absence Rector may appoint visiting faculty or officer, as and when required at rates approved by the Board.

(2) Persons for appointment as visiting professors shall be identified and contacted well in time by the Rector or a person so advised by him and the detailed terms of reference in line with the requirements of the University and expertise of the persons so identified.

**19. Appointment on Kinship basis.** - Notwithstanding anything contained in these statutes, if an employee dies during service, the Pro Chancellor and in his absence Rector may appoint one son or daughter or a widow of the deceased employee in basic scale 1 to basic scale 15 without competitive process on contract basis for a period of 02 years provided the son or the daughter or the widow of such employee possesses minimum qualification for the post against which he is to be appointed and fulfill other requirements specified in the schedule.

**20. Medical Fitness.** - Every appointment in the University shall be subject to medical fitness certificate, of the appointee to hold and perform functions of that post against which he is to be appointed, issued by a District Headquarters Hospital.

**21. Age Relaxation.** - (1) The appointing authority may, by general or special order, grant age relaxation for initial recruitment, as per Federal Government policy.

(2) In case of a person who has served in the Government/public sector universities or any of the armed forces of Pakistan, the period of such service shall, for the purpose of upper age limit, be excluded from his age subject to relevant conditions given in the schedule.

### **CHAPTER III TERMS AND CONDITIONS OF SERVICE**

**22. Terms and Conditions of Service.** - The terms and condition of service of an employee shall be as provided under these Statutes and the Rules already approved or subsequently approved to regulate the service of employee. These terms and conditions of service of an employee to whom these statutes apply shall not be revised to his/her disadvantage.

**23. Assumption of Charge.** - An employee shall begin to draw the pay and other emoluments attached to the post, against which he is appointed, with effect from the date on which he/she assumes the charge of the post, if the charge is assumed before noon on that day; otherwise from the following day, and he/she shall cease to draw them as soon as he/she is relieved of his/her duties of that post.

**24. Probation.** - (1) The persons appointed by initial appointments, promotion or transfer shall be on probation as specified in the letter of their respective appointments. After successful completion of the probationary period, the appointment shall become regular.

(2) Probation, in the case of an initial appointment, promotion or transfer, to a regular post shall be for a period of two years, extendable for further one year.

(3) If, in the opinion of appointing authority, the work or conduct of an employee, during the period of probation has been unsatisfactory, the appointing authority, during the period of probation, revert him/her to his/her former post, or in case of initial recruitment dispense with his/her service without assigning any reason.

(4) The period of probation may, however, be extended for one year or deemed to have been so extended if no orders have been passed.

(5) If no orders are made by the day on which the extended period of probation expires, the probationer shall be deemed to have been confirmed in his/her appointment from the next day of the expiry of extended period.

(6) The Board may curtail the period of probation for good conduct and sufficient reasons to be recorded, however, the period of probation shall not be curtailed altogether.

**25. Confirmation.-** An employee initially appointed to a post, on probation including an employee promoted or appointed to a post on transfer, shall on satisfactory completion of his probation, be eligible for confirmation in that post;

- (i) Provided that confirmation shall be made only against a permanent post;
- (ii) Provided further that two or more employees shall not be confirmed in the same post at the same time or in a post on which another employee holds a lien;
- (iii) Provided also that an employee shall not be confirmed on two or more posts at the same time.

**26. Seniority. -** (1) The seniority inter-se of employees shall be determined on cadre to cadre basis.

(2) The inter se seniority in each cadre of University service shall be determined:-

- (a) In case of the employees appointed by initial recruitment, in accordance with the order of merit assigned by the appointing authority on the recommendations of the Selection Board or Selection Committee/Departmental Promotion Committee.
- (b) In the case of the employees appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in respect of two or more employees is the same, the older employee, if not junior to the younger employee or employee in the next grade, shall rank senior to the younger employee or employees;..
- (c) If a junior employee, in the lower post is promoted to a higher grade temporarily in the interest of the university even though continuing later permanently in the higher scale, it would not adversely affect the interest of his/her seniors in the fixation of his/her seniority in the higher grade; and
- (d) If a junior employee in a lower grade is promoted to a higher grade by superseding his/her senior employee and subsequently the senior employee so superseded is also promoted, the employee promoted first shall rank senior to the employee promoted subsequently.



**27. Termination of Service.** - (1) The service of an employee may be terminated without notice:

- (a) During the initial or extended period of his/her probation;
- (b) On the expiry of initial or extended period of his/her employment
- (c) On abolition of post or reduction in the number of posts; and
- (d) On disciplinary grounds.

(2) Appointment of a confirmed employee in the University shall be terminable on a three months' notice in the case of faculty employee in BS- 17 & above, and one month's notice in the case of non-faculty employee in BS- 1-20. Such a notice may be given by the University only in the following cases:-

- (a) the work or the conduct of the employee is found to be unsatisfactory, in which case the employee shall be given a chance of explaining his position as per University Efficiency and Discipline Statutes;
- (b) serious illness or disability about which the appointing authority is satisfied that it is not curable within a reasonable time and is affecting the efficient execution of the University work;
- (c) the appointing authority may terminate service as per prescribed notice or on payment of remuneration in lieu thereof, by either side, without assigning any reason;
- (d) no regular employee of the University may be reduced in rank or removed from service, without following the prescribed procedure contained in the Efficiency and Discipline Statutes; and
- (e) in case of contract appointee to a post, the appointing authority may terminate the service of an employee without assigning any reason for his removal from service.

(3) An aggrieved employee may, within the period from the date of communication of the decision as specified in the Efficiency & Discipline Statutes, prefer a representation to the competent authority against any decision of the appointing authority.

**28. Resignation From Service.** - (1) An employee may resign from his service by serving a notice to the Pro Chancellor and in his absence Rector on depositing pay for the period in lieu thereof, as per terms and conditions mentioned in his order of appointment.

(2) Notwithstanding the provision of statutes 27 and 28 (1), an employee who tenders resignation and whose conduct is under inquiry or any disciplinary action is standing against him, shall continue in service unless his resignation is accepted by the authority:

Provided that an inquiry or disciplinary action standing against an employee who tenders resignation shall be closed in the event of acceptance of his resignation by the authority.

**29. Withdrawal of Resignation.** - (1) A resignation tendered may be withdrawn by an employee at any time before its acceptance.

(2) For the purpose of sub-rule (1) above, a resignation tendered by an employee shall not be deemed to have been accepted unless notified in writing.

**30. Reversion.** - An employee may be reverted, subject to availability of a vacancy, to his/her former post:

- (i) In case of reduction in the number of posts or scale in a cadre.
- (ii) In case of abolition of a post as a result of retrenchment or otherwise.
- (iii) During the initial or extended period of probation.
- (iv) As a result of penalty imposed under E & D Statutes.
- (v) In case of current charge appointment upon availability of a person appointed in the prescribed manner.

**31. Retirement/Superannuation.** - (1) The date of retirement of an employee shall be the date on which he attains the age of 60 years provided that:

(a) an employee shall have the option of retiring on or after rendering the net qualifying service of 25 years; and

(b) The appointing authority may retire an employee:-

- (i) if declared medically unfit by the Medical Board; or
- (ii) on disciplinary grounds; or
- (iii) on retrenchment of the posts in the cadre; or
- (iv) on such date after he has completed twenty years of service qualifying for pension with or without other retirement benefits, as the appointing authority may direct.

(2) The age of superannuation of an employee shall be determined by reference to his/her Matriculation Certificate or Computerized National Identity Card (for illiterate only), or if such a certificate/CNIC is not available, on the recommendations of a Medical Board to be appointed by the Rector, as the case may be. The date of birth once recorded in the service record shall not be modified or altered.

**32. Re-employment after Retirement.** - (1) Re-employment beyond superannuation shall be an exception and not the rule. It may be recommended only in cases where University considers that the experience gained by the retiring /retired person is of vital importance and can be gainfully utilized, particularly in fields where suitably qualified experienced persons are not available.

(2) For achievement of the objective mentioned above, the case for re-employment may be considered in accordance with the following criteria:-

- (a) the re-employment does not cause a promotion block;
- (b) re-employment beyond the superannuation in all cases shall be subject to approval of the Board ;

- (c) non -availability of suitably qualified or experienced person to replace the retiring officer;
- (d) the retaining of retiring /retired officer for a specified period is in the interest of the University;
- (e) the official is a highly competent person with distinction in his professional field and physically & mentally fit;
- (f) the period of re-employment shall not exceed two years at a time and shall not exceed beyond the age of 65 years;
- (g) the incumbent shall cease to earn increments in the grade previously held by him;
- (h) the incumbent shall not be entitled to any gratuity or contribution from the University towards his provident fund for the period of his re-employment; and
- (i) the Board may in special circumstances relax any of the above provisions.

**33. Retention of lien.** – A confirmed employee holding a post retains a lien on that post while working on tenure in the University or in any other university or institution or on foreign service subject to the maximum period of five years.

#### **CHAPTER IV**

#### **PAY AND ALLOWANCES**

**34. Pay and Allowances.**-(1) An employee appointed to a post or scale, excluding current charge appointment, additional charge appointment and a visiting faculty, shall be entitled to such pay, allowances, and other benefits as approved by the Board from time to time for such post.

(2) The employees of the University in Basic Pay Scales (BPS) shall be entitled to basic scales along with admissible allowances as prescribed by the Federal Government to the extent adopted by the Board.

(3) The non – Basic Pay Scales employees of the University shall be entitled to NTU Pay Scales along with admissible allowances approved by the Board.

(4) The Board may fix pay of an employee, on the recommendations of the Selection Board, at the higher than the initial stage in the same basic scale of the persons directly recruited to the posts in the service of the University or grant advance increments or qualification allowance in accordance with the criteria to be laid down by the Board.

(5) The pay of a Faculty Member, on his appointment to the higher post, may be fixed by taking into account his pay in his lower post in the manner of pay fixation in case of promotion.

(6) The pay of the employees, on his promotion or otherwise, may be fixed in accordance with the principle and formula approved by the Federal Government.

(7) The Board, from time to time, may also grant additional allowances for the welfare of the employees e.g. overtime allowance, dearness allowance, ad-hoc allowance, wardenship allowance, deanship allowance, qualification allowance,

headship allowance, etc. However, the employees shall not be entitled for double allowance of identical nature, at the same time.

**35. Honorarium.** - The Board or its nominee may grant honorarium, as determined by the Board, to an employee from the University fund as remuneration for special work of an occasional nature or for a work of such nature as justifies a special reward, or work beyond the call of duty.

**36. Increments.** - (1) The annual increment will accrue only on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale and will be allowed as a matter of course unless withheld under a specific order.

(2) Leave without pay shall not count towards annual increment in the pay of employee.

**37. Leave.** - An employee shall be allowed leave in accordance with the University's Leave Statutes, 2014 provided that the grant of leave will depend on the exigencies of service and be at the discretion of the appointing authority.

**38. Transfer.**- The appointing authority may transfer a University employee temporarily from one post to another for which he is qualified provided that a University employee shall not be transferred substantively to or appointed by transfer on a post carrying lesser pay than the pay of the permanent post previously held by him except:-

- (i) As a penalty for inefficiency or indiscipline or misconduct imposed under Efficiency and Discipline Statutes.
- (ii) At his own request.

**39. Consultancy.** - The Pro Chancellor and in his absence Rector may sanction undertaking of such consultancy by an employee for which a consultancy fee is offered, subject to the conditions that;

(1) The consultancy fee shall be divided in the ratio of 30:70 between the University and the employee, respectively after deduction of direct expenses etc.

(2) Written sanction of the Pro Chancellor and in his absence Rector shall have to be obtained by the employee, prior to commencement of a consultancy engagement.

(3) The employee shall furnish a written undertaking regarding compliance to the above conditions to the University, prior to commencement of consultancy. He/she shall further undertake that his/her, as well as any other employee's office work, will not suffer on account of the consultancy engagement.

(4) Non-compliance of the above stipulations shall be construed as "misconduct" as defined in the relevant Statutes.



**40. Invention and Patents.** - An employee, whose duties involve conducting scientific and technical research, shall not apply for or obtain, or cause or permit any person to obtain, a patent for an invention made by such an employee, without prior permission of the appointing authority and in accordance with such conditions as may be prescribed.

**41. Pension, Contributory Provident Fund, Benevolent Fund and Group Insurance.**- Employees and their family shall be entitled to the benefits admissible under the Pension, Contributory Provident Fund, Benevolent Fund and Group Insurance as per approved Statutes or policy of the University. Any change or revision to these statutes by the Board shall be effective from the date of approval.

**42. Appeal of Employees.** - Appeals of the employees of the University shall be regulated under the E & D Statutes of the University.

**43. Indemnity.**- No suit, prosecution or other legal proceedings shall lie against an employee for anything done in his official capacity which is done in good faith or intended to be done under these statutes, instructions or directions made or issued their under.

**44. Removal of Difficulties.**- (1) Where these statutes do not contain provisions relating to any matter affecting the service of an employee, the Board may pass such orders as deemed appropriate.

(2) If any difficulty arises in giving effect to any of the provisions of these statutes, the Board, in individual cases, may make such decision as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the provisions of the National Textile University Ordinance, 2002 (CXXIV of 2002).

**45. Interpretation.** - Whenever a dispute arises in the application or interpretation of these statutes, it shall be referred to an Anomaly Committee constituted by the Board. The decision of the Board in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

**46. Addition and Alteration to the Schedule.** - The Board may, from time to time, create a new post, re-designate an existing post, or make other additions/alterations in the schedule, with such conditions as it may deem fit, in accordance with the provisions of the Statutes, provided these are not ultra vires of the provisions of the Ordinance ibid.

**47. Procedure for creation of Post/Cadre.** - (1) Whenever any necessity arises, for creation of a post/cadre, in level-I or level-II, the respective Head of the Department shall initiate the proposal for creation of post/cadre by giving a justification whereof, with basic scale, job description, qualification, experience required and method of appointment. The proposal shall be submitted to the Pro-Chancellor and in his absence to the Rector.

(2) The Pro-Chancellor or Rector as the case may be, may refer the proposal to the Registrar for examination of the proposal.

(3) The Registrar shall examine the proposal in the light of statutes & schedules with objective appreciation and propriety and resubmit the same to the Pro-Chancellor or Rector as the case may be.

(4) In case the Pro-Chancellor or Rector as the case may be, decides the proposal to be processed, he may forward the proposal to the Director Finance for placing it before the Finance and Planning Committee, as a Statement of New Item(SNI).

(5) The SNI alongwith the recommendation of the Finance and Planning Committee made on the basis of financial implications viz a viz ways and means of the University, shall be placed before the BoG for consideration, approval or otherwise under section 11(6)(g) of the NTU Ordinance 2002.

**48.** On approval of the Board, such new creation shall become part of the Schedule of Establishment/Schedule of NTU Service Statutes 2017.

**49. Relaxation.** - In case where the operations of these Statutes involve undue hardship for an employee, the Board may, for reasons to be recorded in writing, relax any of these Statutes in his favour.

