



Institute of Chemistry Ceylon

ESTABLISHMENT CODE

(Draft)

AN OVERVIEW OF THE INSTITUTE OF CHEMISTRY CEYLON

The Institute of Chemistry Ceylon, incorporated by the Act of Parliament No.15 of 1972, and declared as an approved charity by an Order published in the Government Gazette No. 121 of 1980, is a professional body for the general advancement of Chemical Science and the practice of Chemistry in Sri Lanka. It is the successor to the Chemical Society of Ceylon, founded in 1941. Both the Chemical Society and Institute of Chemistry Ceylon are among the oldest scientific bodies in Sri Lanka. Under Section 25A of the Universities Act No. 16 of 1978, the Institute of Chemistry Ceylon is recognized as a Degree Awarding Institute to develop Higher Education.

An annually elected Council is responsible for the governance of the Institute. For the running of its activities, several statutory committees and sub-committees are appointed at the first meeting of the new Council.

Being a charitable institute, there is no dividend allocation, and the monetary gain is invested in the development of the Institute to popularize chemistry in Sri Lanka. The Institute of Chemistry Ceylon has made great strides in the field of education, particularly in the area of tertiary education and in creating awareness of the importance of Chemistry in day-to-day life and the development of the industry.

The Institute has established close links with professional and learned bodies in Sri Lanka and abroad. The Institute of Chemistry Ceylon is a member of the Organization of Professional Associations of Sri Lanka (OPASL) since 1980. The IChemC maintains very close relations with the Sri Lanka Section of the Royal Society of Chemistry (RSC) founded in 1953 and the Sri Lanka Association for the Advancement of Science (SLAAS). At international level, the Institute is a founder member of the Federation of Asian Chemical Societies (FACS) established in 1979 and a full member of the International Union of Pure and Applied Chemistry (IUPAC) since 2009. The IChemC maintains regular contacts with the Royal Society of Chemistry, UK and Royal Australian Chemical Institute.

The Headquarters of the Institute is at No.341/22, Kotte Road, Welikada Rajagiriya. The Institute is in the process of expanding its educational activities by developing a fully pledged campus at the IT Park, Malabe.

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Chapter I- GENERAL CONDUCT AND DISCIPLINE

1. General Conduct

Loyalty to the Institute

1.1 Every person employed in the IChemC is expected to give his undivided loyalty to the institution at all times and on all occasions when the institution has a claim on his services.

A person employed in the Institute should at all times act in a manner befitting the Institute and the office he holds and safeguarding reputation of office of the Institute.

Perform the duties assigned

1.2 Persons employed in the IChemC are required to discharge any duties with diligence and efficiency.

Familiarization with Act and other appropriate instruments

1.3 All persons employed in the IChemC are required to familiarize themselves with the provisions of the Act of incorporation of the Institute, By-Laws as amended, Rules and Regulations etc. the provisions of this Code and other instructions issued from time to time by the Council of the Institute.

Conflict of interests

1.4 A person employed in the Institute should avoid doing anything which will bring his private interests into direct or apparent conflict with his duties or which compromises his office.

Courtesy

1.5 Persons employed in the Institute should be courteous towards all those who have dealings with them or visit them in their place of work on business and look into their requirements without unnecessary delay. They should be polite in their official acts and correspondence.

They should be temperate and restrained in their language in correspondence and in writing reports and minutes

Supplies

1.6 No person employed in the Institute may make supplies to the Institute without special sanction of the President/Council of the Institute.

Borrowing money of the Institute from Accountants/Cashiers

1.7 Persons employed in the Institute are strictly prohibited from borrowing money belonging to Institute from Accountants /Cashiers or any of their assistants. It is considered as a punishable offence .

Unauthorised advances and encashment of cheques

1.8 Accountants and Cashiers are strictly prohibited from making unauthorized advances and granting loans (other than approved loans) by using funds belonging to the Institute to any person or encashing private cheques out of such funds

Misappropriation of funds

1.9 The appropriation of funds belonging to the Institute for private purposes, for however short a period of time, shall be viewed as a very grave offence and render the person guilty of it and liable for prosecution and disciplinary action.

Furnishing of official information to the public

1.10 No person employed in the Institute other than any other officer authorised by the Council/ President of the Institute may furnish official information to the press, television or radio or to the public on any matter pertaining to affairs of the Institute. Information to the public should normally be released through the print and electronic media.

Information to the public should invariably be confined to facts, statistics etc., and on no account should any expression of opinions be professed.

1.11 No persons other than those who are authorized by the Council/President of the Institute may allow himself to be interviewed by the print and electronic media or communicate with the print and electronic media directly or indirectly on any matter on which he may have gained information in the course of his duties.

Use of Liquor and Narcotic drugs

1.12 A person found drunk or smelling of liquor or to have used narcotic drugs whilst on duty or otherwise within the premises of his place of work would be considered to have committed a serious act of misconduct. In such an event, the relevant Disciplinary Authority is bound to take disciplinary action against such person.

- 1.13 In a disciplinary inquiry into the offence of drunkenness or smelling of liquor, the evidence of two officers of executive grades will be sufficient to establish one's guilt and if he is found guilty by a formal disciplinary inquiry, the Disciplinary Authority may dismiss such person from service or impose on him any other major punishment. Any person found guilty of an offence mentioned above for the second time shall compulsorily be dismissed from service.
- 1.14 Any person suspected of having used narcotic drugs must be confirmed to have committed such offence by a report made by a Government Medical Officer or a Judicial Medical Officer. In the event that the person is found guilty of having committed such offence by a formal disciplinary inquiry, he shall compulsorily be dismissed from service.

Chapter II- DISCIPLINARY PROCEDURE

1. General

The disciplinary authorities of the Institute

- 1.1 The disciplinary authorities of the Institute shall be the Council or its President where so delegated by the Council.
- 1.2 The staff of the Institute except in the case of Executive grade officers and academic/academic support staff, disciplinary powers of others may be delegated to the Registrar of the Institute by the Council/President of the Institute.

Disciplinary Control

- 1.3 “Disciplinary Control” shall mean the power to dismiss or otherwise punish persons employed in the Institute and in respect of “offences calling for disciplinary action” detailed in Section 2 of Chapter 2.

Persons authorized to hold disciplinary inquiries

- 1.4 Person or a tribunal to hold a preliminary investigation or formal disciplinary inquiry may be appointed by the disciplinary authority.
Provided however, if a preliminary investigation is to be conducted immediately after information is received regarding an act of misconduct, the President of the Institute is authorized to appoint a preliminary investigation officer.

Promptness in disciplinary action

- 1.5 All acts of improper conduct or lapses or defaults of persons including persons on probation and persons holding temporary or casual or contract or any other appointment which call for punishment in any form, should be dealt with promptly in accordance with the provisions of this Chapter. Any matter not covered by these provisions should be reported to the appropriate disciplinary authority who will give the necessary directions.
- 1.6 Where any inquiry has been held, the record of inquiry proceedings should be forwarded, arranged in chronological order. Various stages of the proceedings such as relevant material of the preliminary investigation, charges, answers thereto, the inquiry proceedings, findings of the Tribunal/ Inquiry Officer and their suggestions and recommendations should be submitted to the relevant Disciplinary Authority.

2. Offences

Offences calling for disciplinary action

- 2.1 Offences categorized under various headings listed below not be treated as a comprehensive list of such acts. Any act not covered, in the opinion of the Disciplinary Authority calls for disciplinary action, shall also be dealt with .
- 2.2 The offences may be broadly categorized are:
- Inefficiency
 - Incompetence
 - Negligence
 - Lack of Integrity
 - Improper Conduct (whether, connected with the person's official duties or otherwise)
 - Indiscipline, and
 - Plagiarism
 - Corruption

Gravity of an offence

- 2.3 The seriousness of an offence should be judged not only in relation to the nature of the act or omission which constitutes the offence, but also in relation to the office held by the person concerned, his seniority and experience, his level of responsibility and all the circumstances surrounding it. Even a minor offence when committed repeatedly in spite of warning and/ or punishments will assume graver proportions for disciplinary purposes.

Every person employed in the Institute entitled to report

- 2.4 Every person employed in the Institute is duty bound to report to his superiors, any act alleged to have been committed by any person employed in the Institute, which has come to his knowledge, which may be considered as offences calling for disciplinary action under this Chapter. The superior to whom such report is made is bound to transmit it immediately to the appropriate disciplinary authority.
- 2.5 It is the responsibility of supervisory personnel to report to their superiors, cases of inefficiency or incompetence or acts which may be categorized as negligence, lack of integrity, improper conduct, indiscipline, corruption or plagiarism and other offences calling for disciplinary action

3.Punishments

- 3.1 Punishments are classified into minor punishments and major punishments.
- 3.2 Minor punishments include:
Reprimand or severe reprimand; censure; a fine not exceeding a week's pay; stoppage, reduction or deferment of increment for periods not exceeding one year; surcharge after disciplinary inquiry or any other punishment not more severe than those above.
- 3.3 Stoppage, reduction or deferment of one or more increments for a period exceeding one year; deferment of promotion for a specified period; reduction in seniority by a specified number of years in a grade; reduction in rank, i.e. reversion to the next lower class in the same grade or to a lower post; retirement for general inefficiency; termination of services after disciplinary inquiry; dismissal or compulsory retirement as a merciful alternative to dismissal which can be ordered only by the Council.
- 3.4 Major punishments include:
Stoppage, reduction or deferment of one or more increments for a period exceeding one year; disqualifying from sitting/attending any promotional examinations/ interview for a specified period; deferment of promotion for a specified period; reduction in seniority by a specified number of years in a grade; reduction in rank, i.e. reversion to the next lower class in the same grade or to a lower post; retirement for general inefficiency; termination of services after disciplinary inquiry; dismissal or compulsory retirement as a merciful alternative to dismissal which can be ordered only by the Council.
- 3.5 "Warning"
A "Warning" is not a punishment but is administered to caution the person concerned against the repetition of an act or an omission which may lead to disciplinary action. A warning should be administered by the Disciplinary Authority and a copy of the letter conveying the warning should be filed of record in the personal file of the person concerned.

4.Delegation of the exercise of disciplinary power and Persons to conduct preliminary investigations and formal inquiries

The Council by a majority consent may delegate its disciplinary powers over the nominated Council member/s or the President or the Dean of the CCS or the Registrar of the Institute as the case may be.

5. Persons to conduct preliminary investigations and formal inquiries

A person or persons comprising a tribunal, appointed by the Disciplinary Authority may hold a preliminary investigation or a formal disciplinary inquiry.

6. Procedure for summary punishment in minor offences

- 6.1 Where disciplinary action is contemplated against an employee in the non-academic staff in connection with a minor offence which does not warrant a punishment more severe than one of the minor punishments listed herein, the Registrar or the immediate superior of the employee may wherever possible inquire into the matter. He should inform the suspected person in writing the act of misconduct disclosed to have been committed by him and order him to show cause, if any, within an appropriate and reasonable period of time as to why he should not be punished for such misconduct. He shall also be informed by the same letter that, if he fails to submit his explanations within the stipulated period of time, action will be taken presuming that the suspected person has no explanation to offer.
- 6.2 When the explanation submitted by the suspected person is insufficient to acquit him or where he fails to submit his explanations within the stipulated time period, a report should be submitted with their recommendations to the appropriate disciplinary authority for his decision by the officer who called for explanations.
- 6.3 Where the Disciplinary Authority is satisfied that the person is guilty of a minor offence, he will order one of the minor punishments listed herein.

7. Preliminary Investigation and Formal Disciplinary Inquiry

- 7.1 Where disciplinary action is contemplated against an employee in connection with any offence warranting one of the major punishments listed herein to the person concerned, the Disciplinary Authority shall order such preliminary investigation as are necessary depending on the circumstances and nature of the matter subject.

Process involved

- 7.2 It may involve the recording of statements of relevant persons, search for and examination of documents and records, obtaining of originals or certified copies thereof, taking over all articles and documents which are considered necessary and making observations and recommendations on matters found out by the person or persons who carried out the investigation regarding the act of misconduct committed.

It would be an act of grave misconduct for an employee to refuse to make a statement with regard to an investigation when he is required to do so by a person or persons duly appointed to conduct a preliminary investigation. When such an incident is reported by a person or persons conducting a preliminary investigation, it shall be the responsibility of the authority concerned to take disciplinary action against the employee concerned.

Continue the inquiry to its end

- 7.3 Although the suspect employee or employees admit that they have committed the particular act of misconduct in the course of the preliminary investigation, it shall be the responsibility of the person or persons conducting the preliminary investigation to continue the investigation to its end and forward his/ their observations and recommendations to the appropriate authority.
- The person or persons conducting the preliminary investigation should also prepare a draft charge sheet and forward it to the relevant authority in the event that sufficient material is disclosed that call for disciplinary action against the suspect employee or employees.

Where no act of misconduct was revealed

- 7.4 If the preliminary investigation report reveals that no act of misconduct had taken place the relevant Disciplinary Authority shall terminate the preliminary proceedings and disciplinary action, and arrange to record such decision.

Where an act of misconduct was revealed

- 7.5 Where in the opinion of the relevant Disciplinary Authority the preliminary investigation report reveals that an employee had committed an act of

misconduct, it shall decide, after a careful study of the preliminary investigation report and documentary evidence etc., whether the draft charge sheet and report of evidence handed over by the preliminary investigation officer could be utilized or whether they should be amended. Where it appears to the Disciplinary Authority that such draft charge sheets and report or evidence need to be amended, it shall take prompt action to duly affect necessary amendments.

8. Procedure to follow in conducting Formal Disciplinary Inquiry

- 8.1 The procedure stipulated in the Establishment Code of the University Grant Commission may be adopted in conducting the Formal Disciplinary Inquiry

9. Decision of the Disciplinary Authority

- 9.1 It shall be the responsibility of the Disciplinary Authority to study the Inquiry Report submitted and arrive at a decision independent of the decision of the Tribunal/Inquiry Officers. Where necessary, it may summon the Tribunal/Inquiry Officer for clarifications.

Determination of the Disciplinary Authority

- 9.2 After studying of the Inquiry Report and connected documents, the Disciplinary Authority may determine that the Accused person is guilty or not guilty of all the charges or guilty of several or one of the charges or quashed the disciplinary inquiry and order a fresh disciplinary inquiry.

10. Contents of the disciplinary order

- 10.1 A disciplinary order made by a Disciplinary Authority should invariably contain the following;
- (a) Whether the person is guilty or not guilty of each charge or the charges preferred against him in the charge sheet
 - (b) Punishment/s and/or conditions imposed in respect of charge/s of which the accused person is found guilty, inclusive of one or more of the following punishments; a) Reprimand; b) Severe reprimand;
 - (c) Censure;
 - (d) Fine not exceeding a week's pay;
 - (e) Stoppage, reduction, deferment of increment for periods not exceeding one year;

- (f) Surcharge after disciplinary inquiry;
- (g) Disciplinary transfer;
- (h) Stoppage, reduction or deferment of one or more increments for periods exceeding one year;
- (i) Disqualifying from sitting/attending any promotional examinations/interview or being considered for any promotions for specified periods;
- (j) Deferment of promotion for a specified period;
- (k) Reduction in seniority (by a specified number of places) in a grade to which he belongs;
- (l) Reduction in rank (reversion to the next lower class in the same grade or reduction to a lower post);
- (m) Retirement for general inefficiency;
- (n) Termination of services after disciplinary inquiry;
- (o) Dismissal.

10.2 The Disciplinary Authority shall forthwith issue the disciplinary order on the accused person. The disciplinary order made by the Disciplinary Authority should contain whether the accused person is guilty or not of each charge in the charge sheet preferred against him, the punishments imposed on charges the accused officer is found guilty and conditions imposed if any.

When the Disciplinary Authority decides to acquit an accused person

10.3 When a Disciplinary Authority decides to acquit an accused person of all the charges against him, such decision should be forthwith communicated to him. The disciplinary order should contain an order for reinstatement if the accused person is under interdiction in connection with the charges and an order to pay or with-hold any emoluments withheld during the period of interdiction.

Nature of the disciplinary order

10.4 The Disciplinary Authority shall forthwith issue the disciplinary order on the accused person. The disciplinary order made by the Disciplinary Authority should contain whether the accused person is guilty or not of each charge in the charge sheet preferred against him, the punishments imposed on charges the accused officer is found guilty and conditions imposed if any.

11. Appeal against Disciplinary Orders

11.1 The Appellate Authority with regard to disciplinary matters of the employees attached to the Institute is the Council of the Institute.

12. Interdiction and Compulsory Leave

When interdiction is appropriate

12.1 Where it is considered undesirable that a person employed in the Institute should continue to exercise the functions of his office, he may forthwith be interdicted from office by the Council provided that:

- (a) disciplinary proceedings or criminal proceedings have been or are about to be instituted on charges which if established are sufficiently serious to warrant his dismissal and as decided by the Council.

Those who are not in the permanent cadre

12.2 Where serious charges are made against employees other than those who are in the permanent cadre warranting interdiction, he should generally not be interdicted pending disciplinary inquiry, but should be discontinued in terms of his employment. He may be reemployed on completion of the inquiry if the circumstances of his case justify re-employment. If special circumstances exist for exercising some control over such employee which would be lost if he is discontinued, the Council of the Institute shall make an appropriate decision.

Resignation Before proceedings are completed

12.3 If a person tenders his resignation while the disciplinary proceedings are in progress or after disciplinary proceedings, but before an order is made at the conclusion of the disciplinary inquiry, his request for resignation shall not be considered and he shall be deemed to have been dismissed and shall be subjected to all actions taken in the dismissal of a person in the service.

CHAPTER III - GENERAL RULES OF ADMINISTRATION

1. Working days

The usual working days of the Institute are all seven days of the week except the specific holidays of the Institute declared by the Council as specified in Section 2 below.

2. Holidays

2.1 Holidays for the Institute in which no activities are taken place at the Institute, are as follows and the staff are not expected to come to work and hence no lieu leave facility or extra payment is applicable.

Thai Pongal Day, Sinhala/Tamil New Year (2 days), Vesak Poya Day, Holy Prophet Birthday, Christmas Day.

The Council may decide any additional holiday combining the declared holidays above.

2.2 The following statutory holidays are considered as holidays for the staff of the Institute but they are required to report for duty if they are needed for the work scheduled during the particular holidays

Poya Days except Vesak Poya, Independence Day, May Day, Deepawali, Mahasivarathri Day, Good Friday, Ramazan Day, Hajji Day.

3. Weekly Off-Days

“Two Weekly Off-Days” of the staff is determined by the Head of the respective Division/Section of the Institute jointly with the staff member concerned. However, any staff member is required to be on duty on his/her off-day if the service of the respective staff member is essential as determined by the Head of the Division/Section of the relevant staff member.

4. Hours of Work

4.1 The general office hours during which all persons employed in the Institute other than teachers, persons employed on shift work and those who are required to attend to duties based on the institutional requirements must

attend office on any working day are from 9.00 a.m. to 5.00 p.m. These hours include a period of 30 minutes as lunch interval.

Provided however, that the Institute may alter these times to suit the requirements of the institution, while ensuring that office employees work for 7½ hours a day exclusive of the lunch interval.

4.2 Working hours of different grades of employees who are employed in the Institute shall be fixed by the Institute, provided that such hours include the general hours of work referred to in sub-paragraph 4.1 above. The working hours so fixed by the Institute shall be binding on the employees of the Institute.

4.3 Although the working hours may be stipulated, the Institute shall not be restricted to employing its employees only within these hours when there is a necessity for their services outside these hours.

4.4 Generally, female employees should not be permitted to work in offices after 9 p.m., unless it is absolutely necessary in terms of provisions stipulated in the Shop and Office Employees Act.

5. Attendance

5.1 A Finger Scanning Machine/ any other electronic device when such arrangement is not in place an Attendance Register must be kept in a central location/ locations of the Institute in which shall be marked the times of arrival and departure of every person employed in the institution.

5.2 Upon arrival for the day's work the person shall mark his time of arrival. Similarly when he leaves the office at the end of the day, he should mark the time of his departure.

5.3 A person leaving the institute during the course of the day on leave, at the time of his departure, mark his time of departure.

5.4 The system of flexible hours of operation is permitted subject to the condition that the maximum flexibility is limited to 30 minutes. If arrival time of an employee (other than academic) is more than 30 minutes from the normal office commencing time of 9 a.m. or departure time is earlier than 30 minutes from the normal office closing time of 5 p.m., the employee concerned is required to cover his delay by applying short leave/leave of the employee as the case may be. However, a further 15 minutes after the permitted flexibility

period of 30 minutes as a grace period on two occasions per month is permitted and delays more than such two occasions per month shall count as ½ day's leave and shall be set off against the person's annual leave entitlement.

6. Short Leave

- 6.1 All employees of the Institute other than academic staff may be allowed the concession of obtaining short leave not exceeding one and half hours on each occasion, subject to the number of occasions being restricted to two per month. A record of short leave allowed to each employee should be maintained by the officer of the Administrative Staff who sanctions such leave.
- 6.2 Short leave granted to an employee is not counted against the annual leave entitlement of the employee.

7. Circulars

- 7.1 Circulars issued by way of a hard copy or a soft copy by the Institute, are sufficient notice to all concerned persons of all information, instructions etc. contained in such circulars. Non issuance of specific instructions in respect of any matter will not be accepted as an excuse for inattention or non-compliance.
- 7.2 Copies of relevant Circulars should be placed in all the General Notice Boards in the Institute, for the information of all concerned. The President/Dean of the CCS/Registrar of the Institute shall decide on the Circulars to be displayed.
- 7.3 Copies of Circulars and Circular Letters should be sent to Heads of Department/Sectional of the Institute for circulation among persons employed in such Departments/Sections etc. to whom such Circulars are applicable.
- 7.4 Upon receipt of a copy of a Circular/ Circular Letter, it is the responsibility of the Head of Department/ Section to ensure that the Circular is seen by all persons in his Department/Section to whom the Circular is applicable. Signatures of such persons should be obtained on the Circular or on a circulation memo in proof of their having seen the Circular and filed of

record for reference at a future date. Such files should be preserved and should not be destroyed.

7. Official correspondence

7.1 The following rules should be observed in all official correspondence; Rules of Correspondence

- (a) Each letter should, as far as possible relate to a single subject
- (b) The number and date of the letter must be placed on the top right hand corner of the letter
- (c) The subject with which the letter deals should be briefly stated as the heading of the letter.
- (d) In correspondence with members of the public, the form of address should be; *Dear Sir/Madam*,
.....
Yours faithfully,

Signature
Designation of Sender

- (e) If the letter relates to a matter which has formed the subject of pervious correspondence with the same party, the reference number and date of that correspondence or the last correspondence on the subject should be quoted.
- (f) Paragraphs of letters and reports where necessary and annexes should be numbered (e.g. Annex 1, Annex 2, Annex 3 etc.)
- (g) Original papers should not be sent as annexes, if a copy should serve the purpose.
- (h) Annexes should be securely fastened to letters.
- (i) If several letters on different subjects are forwarded under one cover, they should not be fastened together.
- (j) Protocol official positions should be maintained at all times when addressing and copying the letter.

7.2 Rubber stamping of signatures on official correspondence is not permitted, except on copies of letters addressed to one party being sent to another party for information etc.

7.3 The signatory to an official letter will be held responsible for the contents of the letter. Where an officer signs a letter on behalf of another officer under a delegation of authority, the officer who delegates his power will also be held responsible for the contents of such letter.

7.4 Confidential correspondence and documents should bear the word “confidential” on the top left hand corner. Such correspondence and documents should be enclosed in two covers one inside the other. The inner cover should be marked “confidential”, but the outer cover should not be so marked. Covers marked confidential should be opened personally by the officer to whom the outer cover is addressed or by an officer of the administrative staff who is specially authorised by him to do so.

7.4.1 Care must be exercised to ensure that confidential correspondence does not pass about the office or between one office and another in such a manner that its contents would become known to persons other than the officer for whom they are intended.

7.5 All packages and covers containing important documents such as question papers, answer scripts, personal files, confidential reports, deeds of property etc., which are sent by post should be under registered cover.

7.6 Where a reply is awaited to a letter, a period of about 07 to 14 days or a shorter period in urgent letters may be given for the receipt of a reply. The officer handling the subject file should enter this date in the bottom left hand corner of the office copy and calendar the letter in his call-up diary or the Register maintained for this purpose by entering the reference number of the letter under the appropriate date.

7.6.1 Officers should not sign any letter to which a reply is expected unless the calendared date appears in the office copy of the letter.

7.6.2 Officers handling the subject files should examine their call up diaries or the Register maintained for that purpose daily and invite attention or take such action as may be necessary if replies had not been received in respect of letters calendared for that day

7.7 Replies to letters should be sent within one week of the receipt of such letters, where this is not possible, an interim reply should be sent explaining why it

is not possible to send a reply immediately and indicating the time by which a reply may be expected.

8. Copying of official correspondence or documents

- 8.1 No person employed in the Institute may take for his own purpose, copies of official correspondence or documents, whether such correspondence or documents relate to himself or otherwise.
- 8.2 Letters received in the Institute should not be copied and reissued to any outside party. If the contents of such letter are intended for communication, they should be embodied in a separate letter addressed to the appropriate party.
- 8.3 A certified copy of a letter or a reply to a letter should not be issued to any person other than to the author of the letter except on an order of a Court of Law.

9. Channeling of Communications

- 9.1 The President of the Council communicate with Council members on any matter coming within the purview of the Council and with Dean of the College of Chemical Sciences (CCS) on matters pertaining to the operation of the CCS.
- 9.2 The Joint Secretaries of the Council record meetings and maintain the meeting minutes of the Council and communicate decisions made by the Council to the relevant Divisional Heads of the Institute.
- 9.3 Secretaries of the Committees appointed by the Council submit briefs of minutes of the meetings of the respective Committees, to the Council.
- 9.4 The staff shall communicate with the President, Dean/CCS, and the Registrar on official matters through their respective Heads of Divisions.
- 9.5 Where a communication is channeled through several parties, a sufficient number of signed copies of such communication should be sent out so that each party through whom it is channeled may retain a copy and the final recipient may have the number of copies required for his purpose.

10. Representations and Appeals from persons employed

- 10.1 Any person employed in the Institute may address a representation or appeal to a duly constituted authority on matters directly affecting his personal interests. His superior officers are bound to forward all such representations or appeals if the person addressed to is the proper authority to deal with the matter, subject to sub-paragraph 10.2 below.
- 10.2 Such representations or appeals will not be forwarded if they are couched in impolite, improper or insulting language. In the case of appeals, they shall not be forwarded if they are time-barred or if they are made against decisions which are declared to be final by the Act or any Ordinance or Regulation made thereunder or The Council decisions. Appeals regarding disciplinary matters shall not be forwarded if they do not conform to the disciplinary rules of this Code.
- 10.3 When representations or appeals are received, they should be acknowledged at once and the writers informed whether or not they shall be forwarded to the proper destination. If it cannot be forwarded the reasons thereof should be given.
- 10.4 Subject to the rules of this section, all representations and appeals should be forwarded promptly to the appropriate authority having regard to the urgency of each case.

11. Reporting

- 11.1 A reporting officer is required to state his own opinions and recommendations when forwarding communications from his subordinates or others to his superiors or to the appropriate authority to whom they are addressed.
- 11.2 The recommendations of reporting officers should be treated as confidential and should not be disclosed to the parties concerned.
- 11.3 Such reports should indicate as briefly as possible what the material requests or allegations made in the representation are, what redress is asked for and what the actual official position is in regard to the matter as ascertained by the reporting officer. The reporting officer should make such observations or remarks as he thinks necessary or relevant to the

issues and he must conclude with suggestions as to the course of action to be taken or answer which should be given to the writer.

12. Addresses of employees

12.1 Every employee should furnish to the Institute with an address at which any communication to him, whether he is on leave or otherwise, will reach him. Any change in such address should be promptly notified. Any plea that a communication has not reached him because he was on leave or had left the station or because of any unreported change of address will not be accepted.

Institute should maintain a register of such addresses in respect of persons working therein.

13. Custody and preservation of records

13.1 The Registrar of the Institute shall be responsible for the custody of the records of the institute.

13.1.1 "Records" for the purpose of this paragraph shall mean officially authenticated statements of acts and proceedings in the affairs of the Institute, which are preserved or intended to be preserved and shall include;

- (a) Documents of historical interest including those relating to the history, institutional memory, constitution and administration of the institute.
- (b) Official minutes of the proceedings of meetings of the Authorities of the institute.
- (c) Documents relating to lands belonging to the institution and claims thereto, and the value of such lands and buildings belonging to the property;
- (d) Records of moveable property of the institution such as a Register of Assets (Fixed Assets Register prepared and maintained by the Senior Accountant)
- (e) Documents relating to appointments and promotions of all employees of the institution.

- (f) Financial and accounting records,
- (g) Records of marks earned by candidates at examinations conducted by the CCS and the results of such examinations; and
- (h) documents required to be preserved as determined by the Council of the Institute.

13.2 While the Registrar is mainly responsible for the custody of the records of Institute, he may delegate this responsibility to the most senior officer of the administrative staff, in so far as records of the Institute are concerned. The Registrar shall annually inspect such records and satisfy himself of their proper storage and safety.

13.3 It shall be the responsibility of the officer referred to in sub-paragraph 13.2 above to ensure the safety of records against losses and from damage or destruction, by whatsoever reason caused.

13.4 No person shall remove permanently or temporarily any records from any premises of the Institute without the written permission of the Registrar of the Institute to which such records belong.

13.5 No person shall damage or destroy any records of the Institute.

13.6 Any person employed in the Institute who contravenes sub-paragraphs 13.4 and 13.5 above shall be liable to disciplinary action for misconduct.

14. Periodical destruction of valueless documents

14.1 A person, nominated by the respective Head of the Division should be detailed periodically (at least once in five years) to prepare a list of documents which have become valueless to the institution concerned and may be destroyed on the recommendation of the Board of Survey as appointed by the Council. The list should be scrutinized by the appropriate officers appointed by the Council or in their absence by the most senior officer of the administrative staff in the Institute. The custodian of the records referred to in subparagraph 13.1 above should place his signature in the body of the list indicating his agreement in regard to the destruction of the documents listed.

- 14.2 The custodian may consult the President of the Institute/Dean of the CCS as the case may be, he may deem necessary before he grants approval for destruction.
- 14.3 Documents approved for destruction should be destroyed only on the orders and on the responsibility of the custodian in the presence of a senior officer in the non-academic, non-administrative staff. Such officer should certify on the body of the approved list that they were destroyed in his presence.
- 14.4 A descriptive record authenticated by the custodian giving the following information in respect of all documents so destroyed should be kept in a suitable register, which should be preserved as a permanent record;
Register of documents destroyed
- (a) Number and date of origin of documents of file
 - (b) Subject
 - (c) Period covered
 - (d) Short precis if document or file does not deal with routine matters
 - (e) Reference to the custodian's authority for destruction.
- 14.5 No person shall destroy any documents belonging to the Institute otherwise than as prescribed above. Any person employed in the Institute who contravenes this paragraph shall be liable to disciplinary action for misconduct.

CHAPTER IV

RECRUITMENT PROCEDURES AND APPOINTMENTS

1. General

- 1.1 "Appointing Authority" means the Council of the Institute of Chemistry Ceylon
 - 1.2 "Selection Committee" means the committee/panel appointed by the Salary & Cadre Committee of the Institute of Chemistry Ceylon.
 - 1.3 "Appointment" is the conferment of any paid office to a cadre position in the service of the Institute or whether subject to or not subject to subsequent confirmation, either as a first appointment of a person not already in the service of the Institute or a subsequent appointment or promotion; or any change of status (i.e. the grant of temporary or permanent status to a casual employee, or permanent status to a temporary employee) in respect of a person in the service of the Institute in accordance with the Scheme of Recruitment and the Procedure for Appointment or recruitment on temporary basis not to a cadre position but for a specific job due to an urgent requirement/for a specific time period.
 - 1.4 "Promotion" means an appointment made in accordance with the Scheme of Recruitment and Procedure for Appointment, of an employee of the Institute to a post, class or grade which is superior to the post he holds, or to the class or grade he belongs.
 - 1.5 "Scheme of Recruitment" means a scheme to recruit staff to the Institute as made and approved by the Council.
 - 1.6 "Procedure for Appointment" means the procedure to be followed including composition of the Selection Committee, in making appointments to a post as made and approved by the Council.
 - 1.7 "Status in respect of an employee" means whether he is casual, temporary or permanent or on a contract of employment depending on the nature and terms and conditions of appointment.
 - 1.8 "Superior post" means a post carrying higher responsibilities and a salary scale with the same or higher initial step and a higher maximum and an annual incremental rate or rates not less than that of the post to which it is compared.
2. Creation of a new post or an increase in the existing cadre of a post in the Institute should have the approval of the Council on the recommendation of the Salary and Cadre Committee of the Institute, appointed by the Council.

3. Requests for increase in the cadre of an existing post should state the volume of additional work which necessitates an increase in cadre, the circumstances in which the work increased, and whether the additional work cannot be distributed among the existing staff either by increasing the work and functions. A statement giving the distribution of existing work among the staff should also be furnished. Salary and Cadre Committee shall make its recommendation to the Council for final decision on the request concerned.
4. Requests for new posts of teacher or increase in existing cadre of teachers should be made by the Dean who will forward it to the Salary and Cadre Committee along with necessary justifications. The Salary and Cadre Committee shall place such request with relevant recommendations with modifications if any, before the Council of the Institute for its consideration.
5. Requests for new posts other than for teachers or increase in their existing cadre, should be made by the Registrar of the Institute to the Salary and Cadre Committee who shall place it with relevant recommendations before the Council to take a decision in favour of the request or approving with any modifications or turning down.
6. The designation of a post should be as shown in the approved scheme of recruitment or as approved by the Council in case-by-case basis and should appear as such in the estimates, advertisement, and the letter of appointment. The designation should not be changed without the approval of the Council.
7. Promotions must be earned by ensuring a satisfactory record of service and by the fulfilment of all the conditions stipulated in the scheme of recruitment.
8. The effective date of an appointment or promotion will be the date specified in the letter of appointment or the date on which the person first assumes the duties of his new post, whichever occurs later.
9. All appointments should be in accordance with the Scheme of Recruitment approved by the Council.
10. If due to urgency, a stop-gap casual appointment has to be made to a temporary post or a substitute appointment to cover the duties of a post in the absence of its substantive holder, only persons eligible for that post under the approved scheme of recruitment should be considered. Any deviation from the approved Scheme of Recruitment becomes necessary in any exceptional circumstances in making a stop-gap casual appointment shall be subject to specific approval of the Salary and Cadre Committee.

11. Scheme of Recruitment

11.1 For every post in the Institute there should be a Scheme of Recruitment drawn up and approved by the Council. All such schemes shall be published in a document titled "Approved Schemes of Recruitment". New schemes that would be introduced and or revisions made to existing ones would be incorporated at the time of revision of such document. However, on urgent requirements, the Council may decide on the recommendation of the Salary & Cadre Committee to recruit required personnel on contract basis for a period as may be determined by the Council.

11.1.1 If draft Scheme of Recruitment in respect of a post in the academic support staff is required, such scheme should be drawn up first by the Dean in consultation with the relevant Departments of Study and submit to the Salary and Cadre Committee for consideration.

11.1.2 If draft scheme in respect of a post in the non-academic staff is required, such scheme should be drawn up first by the Registrar and submit to the Salary and Cadre Committee for consideration.

11.1.3 Where it is considered necessary to amend an approved Scheme of Recruitment, it should be accompanied by a statement of the reason for the proposed amendment and an amended draft scheme and submit to the Salary and Cadre Committee for consideration.

11.2 The approved Scheme of Recruitment should not be changed to meet transitory problems such as temporary shortage of persons with the qualifications stipulated therein.

12. Advertisements for Vacant Posts

12.1 All vacancies in the Institute should be advertised except as otherwise prescribed in the Scheme of Recruitment or as approved by the Salary and Cadre Committee.

12.1.1 Advertisements may be; (a) Internal advertisements (i.e. among the staff of the Institutes); or (b) Public advertisements in print/digital media or Institute web site.

12.1.2 Advertisements should be under the designation of the Registrar of the Institute.

13. Procedure for Recruitment and Promotion

As soon as it is known that a vacancy in the cadre of the Institute has arisen or will arise as a result of the creation of a new post or resignation/vacation of post/dismissal, the Registrar shall make necessary recommendation to the Salary and Cadre Committee for appropriate decision to fill the vacancy.

13.1 Method of recruitment - Approved Schemes of Recruitment should indicate clearly the method of recruitment to be followed in respect of each post; and in the case of temporary Teaching Assistants, Dean is empowered to adopt a method of recruitment which they consider suitable in each case. Appointing Authorities should adhere strictly to the approved schemes in recruiting their staff.

Receiving Application, Short Listing, Conducting Interview and Selection, Appointment, Probation Period

13.1.1 Applications in response to advertisements whether internal or public should have been received not later than the last date and time stipulated in the advertisement for the receipt of applications. The applications should be date-stamped as they are received and should be in the custody of a senior officer. When in doubt about the date of receipt of application, the date on which the application was sent under registered cover should be considered as the date of receipt of such application.

13.1.2 Applications received after the stipulated last date and time should also be date stamped on receipt, but should be kept physically separate as they shall not be taken up for consideration.

13.1.3 The Registrar of the Institute/ Assistant Registrar in the administration should cause a schedule of eligible applicants (i.e. those who satisfy all the requirements set out in the advertisement) to be prepared, which should be checked by him personally or by a senior officer of the administrative staff.

- 13.1.4 Late applications and applications which do not satisfy all the requirements set out in the advertisement shall be rejected. Such applications should be scrutinized carefully to ensure that an eligible applicant is not by any inadvertence rejected.
- 13.1.5 Selection /Interview Panel, appointed by the Salary & Cadre Committee should be provided with copies of advertisements and schedules containing names and information furnished by candidates in their application forms.
- 13.1.6 Eligible candidates should be informed by registered post and by any other accepted communication method well in advance of the interview, the place, date and time of the interview, and of the documents they should produce at the interview. A clause to the effect that, no travelling or other expenses incurred by the applicant when attending the interview should also be included in the letter calling an applicant for the interview.
- 13.1.7 A knowledgeable senior officer of the administrative staff should be in attendance at meetings of Selection Committees for advice and production of any documents required by the Selection Committee.
- 13.1.8 The personal files of internal candidates appearing before a Selection Committee should be made available to the Committee for reference where necessary.
- 13.1.9 Where a written examination of a general nature and/ or a practical test/ trade test/ an aptitude test is considered desirable by the Selection Committee or is prescribed in the Scheme of Recruitment for any post, the Dean/ President appoint a person or a panel of persons competent in the field of knowledge applicable to the post, drawn either from within or outside the institution, or both, to test the applicants, prior to the interviews are held. Only the candidates who have scored above the threshold mark shall be called for the interview. The detailed results of such tests should be made available to the Selection Committee at the time of the interview. The

Selection Committee will thereafter interview the candidates for the post.

13.1.10 The Selection Committee /Interview Panel shall use mark sheets based on duly designed marking schemes prepared by the Registrar in consultation with the Dean/ President as applicable for recruitment/promotion to every post in the Institute.

13.1.11 On receipt of the recommendations of the Selection Committee based on the results of the test and/or the interview as the case may be, the Registrar shall submit the recommendations to the Salary & Cadre Committee for its decision

13.1.12 Based on the decision of the Salary & Cadre Committee / Council, the letter of appointment is prepared along with the list of duties of the position concerned. The list of duties is prepared by the respective Sectional Head/ Registrar (based on the input from the relevant Sectional Head).

13.1.13 Appointment letters of the academic staff and senior staff members are signed by the President. Other letters of appointment are signed by either the President or the Registrar. The acceptance of the appointee to the terms and conditions of the letter of appointment is required at the assumption of duties by the appointee.

13.1.14 In the event any identified person is recommended by the Salary & Cadre Committee for recruitment to a post based on specific reasons/justifications, such a recommendation may be approved by the Council subject to relevant terms and conditions as may be determined by the Council/ recommended by the Salary & Cadre Committee.

13.1.15 The appointments as approved by the Council are either on permanent basis or contract basis. The contract period is recommended by the Salary & Cadre Committee for the approval of the Council.

- 13.1.16 A letter of appointment issued by the appointing authority to a person appointed to a post and a declaration by him on a copy of the letter of appointment accepting the appointment on the terms and conditions set out therein will together constitute a contract of employment. The declaration of acceptance of the appointment should be made before assuming the duties of the post.
- 13.1.17 Appointment on probation implies that a person appointed to a post may before confirmation count on being admitted to the permanent establishment if he carries out the obligations imposed by his appointment and proves by conduct and service his suitability for retention in the permanent service of the Institute. This enables the person who is found unsuitable for a post for any reason whatsoever to discontinue his service before it is too late for him to find other employment. Alternatively, the Council may decide to extend the probation period.
- 13.1.18 Every appointment to a permanent post in the Institute shall in the first instance be for a period of probation of three years. However, in the case of Lecturer (Probationary) such period may be extended by the Council by one year at a time for a further period not exceeding five years. Such appointments shall be subject to such requirements or conditions as to confirmation as may be provided in the appropriate Scheme of Recruitment.
- 13.1.19 The Council shall confirm any Lecturer(Probationary) in his post on obtaining an appropriate recommendation from the Salary & Cadre Committee which is based on the report from the Dean provided that he has also satisfied relevant conditions as are required, as precedent to his confirmation.
- 13.1.20 Confirmation of Non Academic staff who has completed his probation period shall be subject to the recommendation of the immediate superior of the staff concerned and the recommendation of the Registrar submitted to the Salary & Cadre Committee.

- 13.1.21 On the basis of reports/recommendations at the end of the probationary period or extended period of probation, confirm the probationer in his appointment.
- 13.1.22 When a person appointed on probation is confirmed in his appointment, his confirmation in the appointment shall be dated as from the date of his appointment or the date on which he actually assumed duties in his new post whichever is later.
- 13.1.23 Where a person fails to qualify for confirmation at the proper time, that is, within the initial period of probation, for reasons beyond his control, but has qualified within any extended period of probation which may have been allowed to him for this purpose, his confirmation in the appointment shall be dated as from the date of appointment on probation. He will not lose in salary or seniority on account of his extended period of probation.
- 13.1.24 If a person fails to qualify for confirmation at the proper time, that is, within the initial period of probation for reasons within his control, but qualifies within any extended period of probation:
- a) He shall be confirmed in his appointment with effect from the date of his probationary appointment;
 - (b) The increment to his salary falling due after the expiry of his initial period of probation shall be deferred by that length of time taken in excess of the initial period of probation;
 - (c) His seniority in his post or grade shall be determined by the date on which he qualified for confirmation;
 - (d) Where a person's incremental date is not the same as the date of his appointment, the effect of an extension of the period of probation will be to defer the next increment by the period taken in excess of the initial period of probation, even though that increment may fall due after he has qualified for confirmation.
- 13.1.25 During the period of probation, the Council may, may by resolution or otherwise terminate the appointment on probation without assigning reasons.

13.1.26 An Academic Staff member who wishes to relinquish his appointment should give at least three months' notice in writing or pay three months' salary in lieu of such notice. Similarly the Institute should give at least three months' notice or pay three months' salary in lieu of such notice if it decides to terminate the appointment of a teacher without giving him the required notice.

13.1.27 Any person other than an Academic Staff member holding a monthly paid appointment whether permanent or temporary, who wishes to relinquish his appointment should give at least one months' notice or pay one months' salary in lieu of such notice. Similarly, the Institute should give one months' notice or pay one months' salary in lieu of such notice if it decides to terminate the appointment of such person without giving him the required notice.

13.1.28 In the case of employees appointed on contract, notice of termination of appointment shall be in terms of the conditions in the contract.

13.1.29 In the case of daily paid employees, notice of termination of appointment will not be required unless the letter of appointment lays down such a condition.

13.2 Promotions

13.2.1 Where an Academic Staff member is to be promoted either by way of merit or by normal promotion in terms of the Scheme of Recruitment, the teacher shall make an application to the Dean for promotion as soon as he qualifies for promotion in every respect in terms of the Scheme of Recruitment. The application should furnish the date on which each requirement for promotion was satisfied by him, supported by documentary evidence, where necessary.

13.2.2 In the case of Academic Support Staff the application for promotion should be made subject to the availability of provision in the Scheme of

Recruitment and if so, having fulfilled all the requirements for promotion to through the respective Head of Department to the Dean.

13.2.3 The Dean shall take action as required in respect of promotion of Academic/Academic Support Staff.

13.2.4 The application for promotion of Administrative/Non Academic staff should be made in accordance with the Scheme of Recruitment having fulfilled all the requirements for promotion through the Registrar to the Dean.

13.2.5 Registrar shall call for applications by internal advertisement as applicable, from those who are eligible for promotions of the nonacademic staff, in terms of the relevant Schemes of Recruitment.

13.2.6 The Registrar shall make arrangements for the Salary and Cadre Committee to setting up of a selection committee and place the applications together with the recommendations of the supervisory officers and the before such selection committee.

13.2.7 Recommendations of the Selection Committee shall be placed before the Salary and Cadre Committee for a decision and accordingly, letters of appointment for the promotion shall be issued subject to the approval of the Council.

14. Transfers

14.1 If and when the Institute establishes campus/other operational units outside the current premises at Rajagiriya, the Council has the right to transfer the holder of any post to the new premises and vice versa.

14.2 Transfers shall include the staff transfers within the Rajagiriya premises as well.

14.3 Transfers are determined by the Council either on disciplinary grounds or transfers necessitated by the exigencies of the service.

14.4 Effective Date of Transfer

Transfers will be made by the appropriate authority with effect from the date specified in the transfer order. In the case of transfer which involve a change of station, at least one months' notice should be given to enable transferred person to make necessary arrangements for handing over of his duties etc. to his successor.

Internal Transfers which do not involve a change of station will take effect from the date specified in the transfer order.

14.5 Mutual Transfers

A mutual transfer may be considered between persons of the same post/ grade or service working in the Institute who wish to exchange places. An application for a mutual transfer accompanied by a letter of consent from the person who agrees to exchange places with the applicant, should be sent through the Registrar or Dean of the CCS (in respect of academic staff) as the case may be to the Council with the recommendation of the Registrar/Dean as the case may be. Employees on probation may also apply for mutual transfers subject to the conditions that completion of one year of service in their probation period in a permanent post.

At least one month notice should be given to a mutual transfer. A transfer at shorter notice may be ordered if both parties to the mutual transfer make a request to expedite the transfer.

14.6 Failure to comply with Transfer Orders

If any employee of the Institute who is transferred under provisions of this Chapter and refuses to comply with such order, such employee shall be deemed to have been vacated the post on the date of such refusal.

Where a person on whom a transfer order has been served in accordance with the provisions of this Chapter fails to take up duties at the place and time appointed by the order without prior satisfactory explanation being tendered for his failure to do so, he should be reported to the Council for a decision on the nature of action to be taken against the employee.

CHAPTER V

CESATION OF EMPLOYMENT AND TERMINAL BENEFITS

1. Resignation

Academic Staff

1.1 An Academic staff member of the Institute may resign from his post upon giving three months' notice in writing to the President of the Council through the Dean of the CCS of the institute.

1.2 Where it is not possible to give the required three months' notice the academic staff member shall pay the institute three months' basic salary in lieu of such notice. If notice so given falls short of three months, the teacher should pay the full amount covering the period of three months' notice.

1.3 Once notice of resignation is given he is not entitled for any type of leave.

Academic Support Staff

1.4 A person holding an appointment in the Institute such as a Temporary Assistant Lecturer, Temporary Demonstrator, Temporary Instructor or Temporary Research Assistant etc. may resign from his post upon giving one month's notice in writing or one month's basic salary in lieu thereof. However, this requirement may be waived off by the President on the recommendation of the Dean of the CCS with the reasons given for his inability to give one month's notice.

Non-Academic Staff

1.5 A Non-Academic staff member of the Institute may resign from his post upon giving one month's notice in writing to the Registrar of the Institute. Where it is not possible to give the required one month's notice, or if taken any type of leave during the period of notice, the employee shall pay the institute one month's basic salary in lieu of such notice.

1.6 Notice of resignation should not be accepted unless the respective employee has settled all outstanding dues if any, to the Institute.

1.7 The acceptance of resignation by the appropriate appointing authority should be notified in writing to the person concerned.

1.8 A person who resigns from his post forfeits all claims to any benefits arising from his service prior to his resignation.

1.9 If an appointing authority refuses to accept a resignation for reasons which it may adduce, but the person ceases to report for duty, he shall be treated as having vacated his post as from the date of such cessation.

1.10 An Academic staff /officer who tenders his resignation while on study leave/approved special leave should be considered as having violated his bond and agreement with the Institute.

An Academic staff /officer who requests that, he be permitted to settle his bond, may be allowed to do so.

If a full settlement is made, the letter of resignation which may have been received shall be considered for acceptance of his resignation.

2.Termination of Appointment

2.1 The services of a person on probation or a person holding a temporary/casual/ daily paid appointment may be terminated by the Council without reasons being assigned.

3.Vacation of Post

3.1 A person employed Institute who absents himself from duty without prior approval will be deemed to have vacated his post from the date of such absence and he should be immediately informed in writing by registered post or by any appropriate means by the appointing authority.

3.2 A person employed in the Institute who does not resume duties of his office at the expiry of his study /special leave either locally or abroad or when he leaves the services of the Institute in the circumstances where his resignation cannot be accepted, he should be deemed to have vacated his

post and he should be immediately informed accordingly by registered post or by any appropriate means.

The above provision will apply mutatis mutandis to any other type of leave availed by a person locally or abroad and have failed to resume duties after approved leave.

3.3 If the person is under a bond he should be requested in writing within a period of three months to settle in full all dues to the Institute under the terms of the bond from the date of such request with copies to his sureties. If no reply is received within the period of three months from the principal debtor, letters should be sent to the sureties of the bond for settlement within a period of one month.

3.4 Where no settlement is made by the principal debtor/sureties within the stipulated time period, necessary legal action should be taken to recover the amount as early as possible.

3.5 Payment of terminal benefits should not be sanctioned until a letter of acceptance of resignation/ retirement is issued by the Institute or unless otherwise directed.

4. Dismissal

The dismissal of a person may be on the ground of incapacity of conduct which renders him unfit to be an employee of the Commission/ Higher Educational Institution/ Institute.

4.1 The power of dismissal of any of its employees shall be in the Council of the Institute

4.2 The date of dismissal of an employee shall be the date on which the Council of the Institute resolved accordingly the administrative order of dismissal.

5. Cessation of Employment by Death

When a person ceased to be an employee of the Institute by reason of his death, the payment of the salary which is due to him in respect of the month in which he died will be paid to his/her legal heirs.

6. Retirement

6.1 An academic staff who is in the permanent cadre and has been confirmed in his post, shall continue in that post until he has completed his sixty fifth year of age or if he completes his sixty fifth year of age in the course of an academic year, until the last day of that academic year, which falls immediately after his 65th birthday and shall thereafter be deemed to have retired from the service. However, if the academic year which is in operation at the time of his 65th birthday goes beyond the immediately following the last day of that academic year, the respective staff member may continue to serve till the end of that academic year. In all circumstances the staff member must be retired prior to his 66th birthday. However, the staff member may continue on contract basis in the service beyond his retirement provided the Council of the Institute grants a service contract on the conditions as approved by the Council.

6.2 A non-academic staff member in the permanent cadre and has been confirmed in his post, shall continue in that post until he has completed his sixtieth year of age and shall thereafter be deemed to have retired from the service.

However, the staff member may continue on contract basis in the service beyond his retirement provided the Council of the Institute grants a service contract on the conditions as approved by the Council.

7. Terminal Benefits

7.1 Payment of Gratuity

Eligible employees of the Institute should be paid a gratuity in accordance with the provisions of the "Payment of Gratuity Act No.12 of 1983".

7.2 Every employee will on termination of his services (whether by the employer or employee or on retirement or by the death of the employee, or by operation of law, or otherwise) be eligible to receive a gratuity provided that he has rendered a period of service of not less than five (5) completed years to the Institute.

- 7.3 Any employee to whom a gratuity is payable and whose services had been terminated for reasons of fraud, misappropriation of funds of the employer, willful damage to property of the employer or causing the loss of goods, articles of property of the employer, shall forfeit such gratuity to the extent of the damage or loss caused by such employee. The amount to be forfeited should be determined after conducting a formal inquiry.
- 7.4 Any payment of a gratuity due to an employee in the event of the death of that employee before receiving that payment shall be paid to his legal heirs.
- 7.5 A gratuity shall be paid to an eligible employee or in the event of his death before receiving that payment, to his legal heirs, within a period of thirty (30) days from the cessation of his services.
- 7.6 Employee Provident Fund (EPF) and Employee Trust Fund (ETF) benefits.

EPF and ETF benefits are subject to the laws applicable to EPF and ETF

CHAPTER VI - OVERTIME AND HOLIDAY PAY

1. Eligibility for Overtime

- 1.1 Employees attached to the Institute, excluding those who have been assigned Executive Grades as not being eligible for overtime, are eligible for overtime payment on the conditions and at the rates as approved by the Labour Department of the Government.
- 1.2 Employees in Junior Executive grade are allowed to take the total number of hours worked beyond the normal working hours and off-days /holidays and divide the total number of hours by 8 to determine the number of days for which 1/20th of the salary is paid. The remaining number of hours after dividing the total number of hours by 8 is 4 or more than 4, it is considered as a full day.

2. Circumstances in which overtime may be allowed

- 2.1 Overtime may be authorized only in exceptional circumstances where no other means of getting the work done are available.
- 2.2 Overtime may be authorized only for work which has been specifically ordered, falls quite outside the normal work, is urgent and cannot possibly be done within the normal hours.
- 2.3 Overtime cannot be authorized for work, which constitutes part of the normal work of the Institute and for work which has accumulated as a result of failure to carry it out at the proper time through negligence or through lack of method or disregard of procedures.
- 2.4 Overtime should not be authorized when an employee is called upon to perform a few extra hours of work in an emergency, but only when an appreciable quantum of work is necessary over a period of time to complete some special work which has to be done expeditiously.
Unless the supervising officer concerned is personally satisfied that overtime has been actually and fairly earned, he should not approve any payment of overtime.
- 2.5 It is the responsibility of the supervising officer concerned to decide whether overtime should be assigned to his staff where necessary and to obtain prior approval from the appropriate authority before assigning such overtime.

- 2.6 If a person who is eligible to claim overtime, is called upon to work for any period in excess of his normal hours of work, he shall be entitled to overtime payment in respect of such excess hours.

3. Authorization of Overtime

- 3.1 The most senior officer of the respective Division/Section of the Institute may authorize overtime work to be performed, such that the overtime payment earned by the employee does not exceed a maximum of 35% of his salary for the month.
- 3.2 Registrar of the Institute, may in very exceptional cases authorize overtime work to be performed such that the overtime payment earned by the employee does not exceed a maximum of 75% of his salary for the month.
- 3.3 The maximum of 35% and 75% referred to in the previous two paragraphs are over-riding limits. Every effort should be taken to ensure that the work is completed within the minimum possible time and expense.
- 3.4 However, where due to exigency and the urgent nature of work, the President of the Institute may approve overtime in excess of the 75% of the salary for the month of an employee.
- 3.5 Registrar of the Institute / the most senior officer in the respective Division/Section should personally satisfy himself that overtime has been actually and fairly earned. For this purpose, he should devise and maintain a system of checks and records of work done on overtime to ensure a proper output of work as well as to avoid payment for any idle time.
- 3.6 An employee should give full particulars of the work he proposes to do when he makes his application for authorization of overtime. The Head of the Division/Section should examine the work which the employee proposes to do and should not recommend the application unless he considers it to be fully justified.
- 3.7 Whenever overtime is continuous, the Head of Division/Section should review all such cases with a view to a rearrangement of work internally so as to avoid incurring expenditure on overtime. Where possible, hours of work especially of primary level grades may be staggered to avoid overtime. As the last resort a case should be made out for employment of additional staff temporarily or for the payment of commuted overtime.

4. Period to be counted for Overtime

- 4.1 Overtime may be paid for work done outside the normal hours of duty, subject to the following sub-paragraphs.
- 4.2 In cases of late attendance or leave of any nature e.g. short leave, half day's leave, duty leave for religious observances etc., the time lost by such late attendance or leave should be set off against the overtime performed for the day and only the balance time should be regarded as overtime for which payment is to be made.
- 4.3 No payment should be made for less than half an hour's work at a stretch or for less than an aggregate of one hour's overtime work for a day. No fraction of an hour less than a quarter of an hour shall count in the aggregate of overtime work done at any one stretch.

5. Rate of Payment

- 5.1 The hourly rate of payment of overtime should be considered as one-and-a-half ($1\frac{1}{2}$) times the consolidated (basic) salary per hour of the employee concerned.
- 5.2 An employee's normal salary per hour will be determined by dividing the employee's monthly consolidated (basic) salary by 240.
- 5.3 A daily paid employee's normal salary per hour will be one-eighth ($1/8$ th) of his daily wage.

6. Work on Holidays/ off-days

- 6.1 Prior approval of Head of the Division/Section or the most senior officer in the administrative staff of the Institute should be obtained to employ any person employed in the Institute on a holiday/ off-day of the respective employee. Such authority shall be granted only if such staff is to be employed on any special assignment and not in connection with any day to day work.
- 6.2 A person of the non-academic staff other than a casual / temporary / daily paid employee, who is authorized to work on a holiday/off-day, will be eligible at his option for lieu leave or overtime or $1/20^{\text{th}}$ of the monthly basic pay (only for executive grade employees) in accordance with the overtime and other relevant rules.

7. Accommodation of lieu leave

Any lieu leave accruing should be availed of before the lapse of one year.

8. Payment to officers in executive grades working on holidays/off-days

8.1 The conditions of payment to officers in Executive Grades of the Institute working on holidays/off-days, for attending to any urgent duties are as follows:

8.1.1 Prior written approval of the Sectional/Divisional In-Charge is required to attend work on a holiday/off-day of the particular employee.

8.1.2 1/20 of the officer's consolidated (basic) monthly salary for a minimum of 8 hours of work.

8.1.3 No leave availed by the particular employee during the previous **Standard Week** to qualify for a monetary claim

Standard Week – *Monday* to the next *Sunday*

Deviation from the above, the employee is entitled only for lieu leave and not for monetary claim. If the relevant Sectional/Divisional In-Charge insisted that the work of the respective employee is required on a holiday/off day even under the said deviation, the employee shall attend the work and he/she is compensated by lieu leave.

8.1.4 If the work of any employee who has availed leave during the last Standard Week, is required on a holiday/off day of the respective employee as determined by one of the following officials as applicable, the said employee shall attend the work and he/she is entitled for monetary claim or lieu leave even deviating the prerequisite No.8.1.3 above.

Registrar - all Admin (including DLT office)/ Accounts/ Library Staff
(on the recommendation of Director- DLT/Snr Accountant or AMF / Librarian)

HODs of CCS - all Laboratory Staff

CHAPTER VII - LEAVE TO INSTITUTE STAFF

1. General

- 1.1 Leave is a privilege and not a right. It is granted subject to the exigencies of service and may be curtailed or cancelled at any time by the authority granting leave.
- 1.2 No person employed in the Institute may absent himself from his work without leave of absence having been previously obtained in accordance with these Rules.
- 1.3 The grant of leave of absence is subject to the needs of the Institute and exigencies of the service.
- 1.4 Leave once granted may be withheld, curtailed or recalled if it is necessary to do so in the interests of the Institute as the case may be.
- 1.5 In respect of leave to be spent out of the island the rule is that, all such leave shall be allowed by the Council of the Institute for its respective staff whether such leave is paid or No-pay leave.
- 1.6 Leave applications of academic and other academic support staff should be submitted through the relevant Head of the Department of Study and the Dean of the CCS as the case may be. Leave application for leave to be spent out of the island shall be submitted through the above channel to the President of the Institute.
- 1.7 Leave applications of non-academic staff should be submitted through the relevant Head of the Division/Section approved by the Registrar on the recommendation of respective Head of the Division/Section as appropriate. Leave application for leave to be spent out of the island shall be submitted through the above channel to the President of the Institute.
- 1.8 If an employee to whom leave out of the island has been granted is unable to commence the leave as from the date approved by the granting authority, the President of the Institute may in his discretion vary the date of commencement of the leave without affecting the quantum and conditions of the leave allowed for the purpose, within a period of three months from the original date of granting leave.
- 1.9 If in any unavoidable or exceptional circumstances, an employee to whom leave out of the island had been granted is unable to return on the due date, the President of the Institute may grant extension of leave in his discretion for periods not exceeding fourteen days in all.

- 1.10 Applications for leave to be spent in the island should be made in the prescribed form and should be submitted well in time to ensure that satisfactory acting arrangements are made in regard to attending to the duties of the employee concerned.
- 1.11 The Head of the Department / Dean of the CCS F or the Head of the Division/ Section as the case may be should satisfy himself that suitable arrangements have been made for the performance of the applicant's work during the period of the leave applied for.
- 1.12 The applicant should furnish in his leave application the address at which he may be contacted while on leave. Any change in the address already furnished should be notified immediately to the authority who granted his leave.
- 1.13 In cases of urgency, where it is not possible for a person to obtain prior approval of leave, he may apply for leave by email/ tele-mail/ telephone message/ Short Message Services (SMS). The telephone message/ email/ tele-mail/ SMS should be sent to reach the applicant's immediate superior officer before 12 noon of the first day of such absence. Such message will be submitted to the officer granting leave. If a reply has to be sent to the applicant, the cost of any of such reply may be recovered from the applicant.
- 1.14 In case of extreme urgency where it is not possible to obtain prior approval of leave and the leave does not exceed one day, a request for leave may be made by telephone to the immediate supervisory officer before 12 noon of the day of absence. Any other person receiving the message on his behalf should record the message and submit it to the officer granting leave.
- 1.15 All permanent employees of the Institute other than the employees defined as Academic staff are entitled for 07 days casual leave, 14 days of annual leave and 21 days of medical leave in any one year.
- During the first nine months of the probation period of an employee in the permanent cadre, is having only the earn leave at the rate of half a day per every completed one month of work.
- 1.16 The staff on full-time contract are entitle to two paid leave per month.
- 1.17 The staff on part-time contract are entitle proportionate value of number of leave entitlement of full-time contract employees.
- 1.18 Employees defined as Academic staff are entitled to 21 days of casual leave during a year and shall be eligible to receive medical leave with pay up to 14 days in any year

- 1.19 A register should be maintained in the Institute in which should be recorded all leave granted to the staff employed therein.

2. Short Leave

All employees of the Institute other than Academic staff may be allowed the concession of obtaining short leave not exceeding one and a half hours on each occasion, subject to the number of occasions being restricted to two per month. A record of short leave allowed to each employee should be maintained by the officer of the administrative staff who sanctions such leave. Short leave granted to an employee is not counted against the annual leave entitlement of the employee.

- 2.1 When leave is granted under any of the provisions specified in this Chapter, an employee is not allowed to avail of other types of leave within that period of leave except in the case of maternity leave. If an employee wishes to avail of other types of leave at the end of leave already granted, such employee should fulfil pre-conditions associated with granting of such leave.

3. Leave on submission of a sick note or a medical certificate

Leave on submission of a sick note or a medical certificate will be granted by the Registrar/ Dean-CCS (Academic & Academic support staff) as the case may be of the Institute or an officer authorized by them in that behalf.

- 3.1 The medical certificate shall be from the nearest Government Medical Officer or a registered and qualified medical practitioner. Any request for extension of such leave shall be on the production of a further medical certificate from the same medical officer/practitioner, unless there are valid reasons why it is not possible to obtain it from the same medical officer/practitioner.

“Registered and Qualified Medical Practitioner” for this purpose will also include a medical practitioner registered under the Ayurveda Act, provided that medical certificates issued by such a medical practitioner will be accepted for the grant of sick leave for a period not exceeding fourteen days. Any extension of leave beyond this period shall be on the production of a medical certificate from a Government Medical Officer.

4. Maternity Leave

- 4.1 Female employees whether permanent, temporary, casual or trainee of the Institute will be granted maternity leave by the Council of the Institute.

4.2 At the end of the 5th month of pregnancy a female employee is allowed to report for work half an hour late and to leave the place of work half an hour before the normal time of departure. This concession is given until the employee avails herself of Maternity Leave only. This concession may be granted from the beginning of the sixth month of pregnancy on submission of a request from the employee concerned together with a certificate from a Medical Officer to the effect that she has completed the 5th month of pregnancy.

4.3 A Female employee is entitled to 84 working days full pay leave in respect of every live child birth and they shall not be allowed to resume duties before the expiry of four weeks from the date of the birth of the child. A Medical Certificate of a registered and qualified medical practitioner or a copy of the Birth Certificate of the child should be produced to obtain leave.

4.4 In calculating Maternity Leave, designated off-days of the employee, public holidays and holidays specifically declared by the Institute falling within such period should not be included. This period of leave should not be set off against the balance leave available to the employee and should be treated as special leave with full pay.

3.5 Still birth or death of the child

In the case of a still birth or the death of the child before the expiry of 6 weeks from the date of childbirth, 06 weeks leave from the child birth should be granted as special full pay leave on the submission of Death Certificate of the child or a medical certificate.

4.6 Remaining period of leave where necessary

Any female employee, who has received an employment in the Institute after a child birth and still within the maternity leave period, is entitled for remaining number of days after deducting the number of days between the child birth and the date of assumption of duties. Provisions specified above under 1.22.4 the Section of 'Maternity Leave' shall apply to such appointees as well.

4.7 Nursing intervals

Female employees of the Institute are entitled to two nursing intervals each one of one hour's duration for breast feeding in the morning and in the

afternoon or other arrangement in agreement with the management from the date of resumption of duties after maternity leave for a period of six (06) months or until the child is one year old whichever occurs earlier.

4.8 Maternity (special) leave without pay

The female employee can be granted a maximum of 06 months of maternity (special) leave without pay in respect of a child birth provided she has satisfied the conditions stated in sub-paragraphs (A) and (B) below and when leave granted in terms of 'Maternity Leave with Full Pay' above has exhausted.

(A). Certification of Government Obstetrician and Gynaecologist

Where a Government Obstetrician and Gynaecologist certifies that the child was in an abnormal condition at the time of birth and in circumstances where the normal maternity leave obtained in respect of such child is exhausted and a Government Pediatrician certifies that the child is still in that abnormal condition, and therefore mother's special personal care and attention is still essential for the child.

In circumstances where a Government Obstetrician & Gynaecologist certifies that on account of complications arising out of child birth, the mother needs further rest.

(B) Only if the child is living

Except in circumstances mentioned in second paragraph of (A) above, such leave shall be approved only if the child is living. As such leave was obtained for the purpose of looking after the child, in the event of the death of the child such leave will be treated as cancelled after seven days from the date of the death of the child.

4.9 Leave granted in terms of the above rules should not be a constraint for salary increments. Such leave should also not be an obstacle for consideration in connection with promotions due to vacancies occurring and promotions during the period of leave without pay.

4.10 When a female employee wishes to get a portion of such special leave cancelled and to report for duty, she can do so after informing the Registrar/ Dean of the CCS of the Institute as applicable.

- 4.11 If it appears that the female employee is utilizing such special leave for purposes not contemplated in paragraph 3.8 above, such leave will be subject to cancellation and she will be required to report for duty immediately.
- 4.12 In calculating leave granted under the provision of paragraph 3.8, public holidays, Saturdays, Sundays and special university holidays falling within the period of leave should be included.
- 4.13 Before granting leave under these provisions, the Registrar/Dean-CCS as the case may be should make satisfactory arrangements for the regular recovery of any monthly installments in respect of loans and or advances given to the employee.
- 4.14 Permanent female employees in the Institute, who are needed to obtain treatment for sub-fertility on the recommendation of a consultant Obstetrician and Gynecologist may be granted leave without pay to be spent in or out of the island for a maximum period of one (01) year by the Council of the Institute.

5. Paternal Leave

- 5.1 A permanent, temporary, casual or trainee employee is entitled to a period of 03 working days leave in the occasion of the birth of a child to his wife.
- 5.2 The leave available under this provision should be made use of within a period of 03 months from the date of birth of the child.
- 5.3 Applications for paternal leave shall be supported by the Marriage Certificate of the employee, the Medical Certificate of a registered qualified medical practitioner relating to the birth of the child or a copy of the Birth Certificate of the child by the employee concerned in proof of the birth of the child.

6. Lieu Leave

- 6.1 Where an employee is called upon to work on a public holiday/holiday declared by the Institute/ weekly off day to which he is entitled, the Registrar/ Dean- CCS as the case may be, shall allow him leave in lieu of the holiday or weekly off-day on which he has so worked, if he has not claimed overtime/holiday pay etc. Such leave should be accommodated

within one year of the occurrence of the Institute holiday or weekly off day on which he has worked and shall lapse thereafter.

- 6.2 Lieu leave will not form part of the leave to which the person is normally eligible.

7. Accident Leave and Special Leave for an illness contracted while on duty

- 7.1 Accident leave will be allowed only if the impairment or the loss of earning capacity in relation to the job of the person concerned or the permanent disfiguration of the body of the person following an injury arises under the following circumstances;

Conditions for the grant of accident leave

- (a) during the performance of his duty;
- (b) while not on duty but in the performance of an act which is within the scope of his ordinary duties, or
- (c) in consequence of any act performed in the execution of his duties ;
- (d) while on a journey: from his place of residence to his place of work to report for duty or from his place of work to his place of residence after duty; or
- (e) while on a journey from his place of work to attend to official work or while on the return journey to his place of work.

Provided that where the officer ; (i) has not met with the injury acting in violation of any law or institutional rule or regulation; and/ or (ii) there is no contributory negligence on the part of the employee (a reduction should be made of the compensation otherwise payable).

- 7.2 If the employee was under the influence of liquor at the time of an accident occurred he should not be paid any compensation.

- 7.3 Payment of compensation in this regard should be as per existing government regulations on a recommendation of a Payment of compensation Medical Board appointed by the Council of the Institute.

- 7.4 The Council of the Institute may allow accident leave on full pay up to one year and thereafter on half pay up to six months to persons employed in the Institute, other than casual, daily paid employees, provided the application is supported by a medical certificate from the District Medical Officer to the effect that;

7.4.1 The person is unfit for duty as a consequence of the accident for the period specified therein; and

7.4.2 the person is undergoing proper medical treatment having regard to the injuries sustained by him

7.3 Accident leave will not be counted against the normal leave entitlement of the person.

7.4 Accident leave may not be granted in conjunction with leave of any other type.

7.5 The Council of the Institute may allow special leave to a person employed in the Institute other than a casual daily paid employee who contracts an illness in the actual discharge of his duties, provided he is satisfied on a certificate issued by the Government Medical Officer that the illness was contracted in the actual discharge of his duties without his own default, and in circumstances specially attributable to the nature of his official duties.

8. Special Leave for contracting quarantinable diseases

8.1 The Council of the Institute or an officer authorized in that behalf will allow special leave on full pay to a person employed in the Institute other than a casual daily paid employee who has contracted a quarantinable disease any illness termed as quarantinable by the Director General of Health Services during the period of segregation. The period of segregation should be supported by a certificate from District Medical Officer (DMO) or Medical Officer in charge of a Local Government body

8.2 Special leave for other medical purposes

The Council of the Institute or an officer authorized in that behalf shall allow special leave on full pay to a person employed in the Institute, other than a casual/ daily paid employee who has undergone major surgery such as heart surgery, kidney or liver transplant, Cancer treatment etc

9. Special leave for voting at elections

The Council of the Institute or an officer authorized in that behalf should grant special leave without loss of pay to all persons employed in the Institute including casual employees to enable them to cast their votes at Presidential, Parliamentary, Provincial Council, Local Government Elections and Referendum etc. held by the Government. Leave granted should be for such continuous periods as may be deemed necessary in each case subject to

a minimum period of four hours for Presidential, Parliamentary Elections and Referenda and two hours for Provincial Council and Local Government Elections. Where the employee is registered as a voter in a constituency/district other than the one in which he is working, duty leave up to four days as is actually required to travel for this purpose should be granted.

10. Special leave to attend annual sessions of certain Professional Bodies

The Council of the Institute or an officer authorized in that behalf may allow special leave to persons employed in the Institute, who are members of the associations or bodies as may from time to time be approved by the Council, to attend the annual sessions of such professional bodies. Such leave will not be counted against their normal leave entitlement.

11. Leave without pay for Illnesses or Urgent Personal Reasons

11.1 The Council of the Commission or the Institute, other than to casual daily paid employees, leave without pay to be spent in the island for such periods as determined by and at the discretion of the Council, but not exceeding three months, on grounds of illnesses as medically certified, or for very urgent personal reasons.

11.2 Such leave may also be spent out of the island with the approval of the Council of the Institute on medical or personal reasons.

11.3 Leave without pay under this paragraph is not intended to be used for study or training.

Chapter VIII - SPECIAL CONCESSIONS AND CONDITIONS REGARDING PERSONS SUFFERING FROM CERTAIN TYPES OF ILLNESSES

1. Persons in the permanent employment in the Institute and contract employees who have completed one year of service, who are suffering from Tuberculosis, Leprosy, Cancer or Chronic Kidney Disease (CKD) and who are considered by a government medical officer in-charge of level of a District Hospital or above to have a reasonable chance of recovery, may be granted special leave with pay as follows;
 - 1.1 Tuberculosis: Special leave with pay for two interrupted periods of nine months each, that is, nine months in the first instance and after such person has served for not less than four years after resumption of duties, a second period of nine months.
 - 1.2 Leprosy: Special leave with pay for a total period not exceeding twenty two months.
 - 1.3 Cancer: Special leave with pay for a total period not exceeding six months.
 - 1.4 CKD: Special leave with pay for a total period not exceeding six months.
 - 1.5 For any other illness which is similar to subparagraphs 1.1, 1.2, 1.3 and 1.4 above which is certified by a government medical officer in-charge of level of a District Hospital or above and for recovery period after major surgeries certified by a government medical officer in-charge of level of a District Hospital or above may be given special leave with pay for a total period not exceeding 6 months.
 - 1.5.1 When leave is granted under this provision, all other conditions stated in this Chapter should be adhered to.
2. Special leave with pay under the above provisions may be granted only after the person has exhausted all the leave with pay to which he is ordinarily entitled under the normal leave regulations, and provided that the requirements of sub-paragraphs 2.1 to 2.4 are satisfied.
 - 2.1 On receipt of the first medical certificate indicating that the person is suffering either from Tuberculosis, Leprosy, Cancer or CKD the Institute should make suitable arrangements to determine whether or not he has a reasonable chance of recovery.
 - 2.2 The person shall take the course of treatment recommended by the relevant medical specialist acceptable to the Institute.
 - 2.2.1 In the case of Tuberculosis the treatment shall, as far as possible, be at a Sanatorium or the T.B. Ward of a local hospital or at home

(“domiciliary treatment”) under the guidance of a Tuberculosis specialist or if such specialist is not available, under a qualified Medical Officer.

- 2.3 Every period of special leave with pay granted should be covered by a proper medical certificate.
- 2.4 Shortly before a person completes the full period of leave with pay granted under these provisions, a report should be obtained from a relevant medical specialist/ a government medical officer in-charge of level of a District Hospital or above stating whether or not the person has a reasonable chance of recovery and whether he is fit for further service.
- 2.5 When the leave with pay available under these provisions has been exhausted, the person may be allowed half-pay leave. The Council of the Institute, may in its discretion allow further leave without pay if the relevant medical specialist recommends further leave and makes the pronouncement that the grant of further leave will give the person reasonable chance of recovery. When the relevant medical specialist pronounces a person as fit to resume duties but on certain conditions such as being assigned light duties, he should be given light duties and assisted in every way to rehabilitate himself as far as his official life is concerned.

3. Infectious Diseases

- 3.1 A person employed in the Institute who is suffering from or living in a house in which there is a person who is suffering from any infectious disease referred to in the following lists of quarantinable or nonquarantinable diseases must immediately notify the fact to the Institute in which he is employed.

Quarantinable diseases: Cholera Plague Relapsing Fever (louse-borne) Smallpox, Typhus Fever (louse-borne), Yellow Fever ,Any other disease termed as quarantinable by the Director General of the Health Services

Non-quarantinable diseases: Chickenpox, Dysentery, Enteric Fever, Simple Continued Fever, Acute Anterior Poliomyelitis, Cerebro-spinal Fever , Diptheria, Infectious Hepatitis, Typhus Fever not louse-borne.

- 3.2 As soon as a notification under sub-paragraph 3.1 is received, the matter should be reported to the District Medical Officer of the District or the Medical Officer of the Local Authority in which the disease is reported.

- 3.3 Contacts of quarantinable infectious diseases who are required to be segregated shall be granted special leave with pay for the period they are required to be under segregation.
- 3.4 It is not necessary for a person in contact with persons suffering from any of the non-quarantinable diseases to keep away from his place of work.

Chapter IX - PROPERTY FOR THE USE OF THE INSTITUTES

1. General

The Institute shall have full power and authority to acquire by way of purchase or otherwise, both movable and immovable property and to hold, take or give on lease or hire, mortgage, pledge and sell or otherwise dispose of property both movable and immovable in terms of the Act No.15 of 1972.

2. Maintenance of Buildings, Infrastructure, etc.

The Institute should have a maintenance plan, which should cover all assets including lands, buildings, installations, equipment, fixtures etc.

3. Depreciation

Provisions should be made for depreciation of all movable and immovable assets. This provision should be made in proportion to the number of completed months/years the asset has been in use based on the historical cost as per existing Sri Lankan Accounting Standards. Depreciation should be provided on the straight line method annually at the following rates;

Buildings (including structures) 05%

Furniture and fittings 10%

Electricity distribution 10%

Water supply scheme 10%

Plant and machinery 10%

Office equipment 10%

Library books and periodicals 20%

Laboratory and teaching equipment 20%

Cloaks 20%

4. Fixed Assets Registers and Inventory Registers

4.1 Fixed Assets Registers and Inventory Registers are important accounting records. Therefore, the Institute should ensure that those registers are prepared and maintained properly.

4.2 The inventory articles are those articles which do not fall within the category of fixed assets and consumable articles. They include laboratory and teaching equipment, furniture and fittings, office equipment, books, tools, and other

similar articles which will remain use for a period of time and are not of a consumable nature. Inventory Register should provide the information necessary for location, identification and ascertaining the value of each article and disposal of articles where necessary.

- 4.3 The Dean of CCS shall appoint one of the Heads of Department to be responsible for the preparation and maintenance of the Inventory Registers in respect of all laboratories.
- 4.4 The Registrar shall appoint the Assistant Registrar in-charge of administration to be responsible for the preparation and maintenance of the Inventory Registers in respect of all sections except laboratories.
- 4.5 The list of all inventory articles compiled according to the Inventory Register along with the respective values of such articles should be forwarded to the Senior Accountant of the Institute.
- 4.6 All documents including deeds, vesting orders and connected files relevant to fixed assets shall remain in the custody of the Registrar Institute.
- 4.7 All completed Fixed Assets Registers should be maintained by the Senior Accountant or an officer appointed by him.
- 4.8 Fixed assets shall among other things (subject to existing accounting standards), include lands and buildings, plant and machinery and motor vehicles. The lands will include roads, parks, farms, play grounds and cultivated lands as well as bare lands while the buildings include permanent constructions, parapet walls, retaining walls and other permanent structures, etc.

5. Maintenance of Office Machines, Air-Conditioners, Electrical and Electronic Appliances etc.

Periodical maintenance of office machines, air conditioners, electrical and electronic appliances, etc. is carried out mostly by private companies based on Maintenance Agreements wherein the number of times each equipment should be serviced during the year are stipulated. In order to ascertain whether these companies carry out their obligations in the agreed manner, the following procedure shall be implemented.

- 5.1 A copy of the agreement or the renewal document should be obtained by the relevant operator responsible for the machine/equipment indicating the nature and number of services provided by the company.

- 5.2 Each operator should maintain a register for this purpose and every visit for maintenance should be recorded in the register indicating the name of person, date, time, etc., and initialed by the officer in-charge of such item.
- 5.3 The employee concerned should ensure that the frequency of service agreed by the company are provided by them and in case of irregularity, it should be reported to the superior officer concerned.
- 5.4 Renewal of service agreements should be done after ascertaining that they have provided the services as agreed. The Head of the Department/ Divisional or Sectional Head should certify to this effect.

Chapter X - CUSTODY OF PROPERTY

1. Responsibility for custody of property

The Registrar of the Institute shall be responsible for the custody of the property of the Institute.

2. In regard to immovable property, the responsibility of persons mentioned in paragraph 1 above includes;

- (a) Security of boundaries;
- (b) Protection against entry of unauthorized persons, vehicles or animals;
- (c) Landscaping and up-keeping;
- (d) Efficient functioning of the Security Service;
- (e) Security and maintenance of buildings; and
- (f) Provision of proper fire-fighting equipment and the training of persons in the use of such equipment.

3. A Technical Officer is charged with the duties relating to receipt, custody and issue of laboratory items under direct supervision and Laboratory Stores control of the Head of the Department of Study.

4. A suitable person nominated by the Registrar of the Institute, shall maintain inventories of furniture in class-rooms, common rooms and other common areas; all electrical, bath room and other fittings in such areas; and keep them under his surveillance, reporting loss or damage immediately.

Chapter XI - LOSSES OF PROPERTY

1. General

1.1 “Loss” means physical loss of or damage to property belonging to the Institute or to property not belonging to them but held in their custody. It includes loss by damage, shrinkage or deterioration, but does not include loss caused by natural catastrophes to property normally installed or kept in the open.

1.2 Every person employed in the Institute shall at all times be personally responsible for the safe custody, proper use and due disposal of any property, whether belonging to the Institute, but held in its custody, which is issued to him or placed in his permanent or temporary custody by the Institute.

1.2.1 In case of any loss or damage to such property, or in case of failure of a person to account for the property whenever called upon to do so, such person shall be liable to a surcharge of the value of the loss or damage as determined by the most senior financial officer of the Institute.

1.2.2 Disciplinary action shall, in addition be taken against such person if the loss or damage is due to any carelessness, neglect, default or fraud and /or noncompliance with any instructions in regard to safe custody.

2. Action in regard to loss or damage to Property

2.1 All persons having custody of or responsibility for property should immediately report to the officer responsible for custody of property of the Institute of any loss to property in their custody or responsibility. The matter should also be reported to the to the President/Registrar of the Institute.

2.2 The officer responsible for the custody of property of the Institute, should follow the procedure given below in connection with any report of loss or damage to property:

- (a) Make adequate security arrangements regarding the books and records in respect of the property involved in the loss or damage.
- (b) Institute immediate inquiry to ascertain the extent and cause of the loss or damage and to fix the responsibility for such loss or damage. This

should be held internally by a suitable officer or a member of an academic staff. The inquiry should be directed towards eliciting all available information for the full report; vide (f) below.

- (c) Make a preliminary report to the President/Registrar of the Institute if a delay of over seven (07) days is envisaged in making a full report; vide (f) below.
- (d) In the case of loss or damage assessed above an amount to be determined by the Council, commence preliminary inquiry immediately, pending appointment of an Inquiring Officer/ Board of Inquiry by the Council/President of the Institute as the case may be. The Chairman of the Board should be an officer holding a senior position or an Academic staff member not below the rank of a Senior Lecturer Grade II.
- (e) Report immediately to the Police in case of losses of certain types, e.g. theft, fraud, accidents, etc.
- (f) As soon as the report of the inquiry under (b) above is received and in any case not later than three (3) months of the occurrence of the loss or its discovery, make a full report to the President/ Registrar of the Institute:
 - i. quantity or number of each category of article;
 - ii. the maximum recoverable value: the cost of the replacement of the article by a new one plus customs duty and turnover tax if any, at current rates and departmental charges of 25 % of the cost of replacement;
 - iii. causes which led to the loss or damage;
 - iv. name and designation of the person or persons directly or indirectly responsible for the loss or damage;
 - v. whether fraud, negligence, delay, omission or other fault is involved;
 - vi. recommendations regarding the recovery of the loss;
 - vii. whether any disciplinary action is proposed;
 - viii. was this loss the subject of a Court case? If so, what is the result;
 - ix. is the loss covered by insurance? If so what is the amount;
 - x. action already taken or proposed to be taken to prevent similar losses or damages in the future; and,
 - xi. recommendations regarding "writeoff" if any, following the accepted procedures.

2.3 The following losses need not be reported if no negligence, fraud or other fault is involved:

Losses which need not be reported

- i. Loss of consumable stores not exceeding Rs.500/- and no write-off is involved; and
- ii. Loss not exceeding Rs.500/- and full recovery has been made.

2.4 The following action should be taken on receipt of the decision of the President of the Institute.

- (a) Institute disciplinary proceedings where the inquiry revealed negligence, fraud or other fault; (Disciplinary inquiry should be instituted whether or not any recovery is ordered in respect of the loss or damage from the person or persons concerned)
- (b) Communicate with the Senior Accountant / the most senior financial officer of the Institute, of the recovery if any, to be made from the person or persons concerned and the order to “write off” if made by any of the above officers.
- (c) Carry out any other instruction of the President of the Institute.

3. Damages caused to properties of the Institute by students

3.1 When it is evident that damages are caused to properties of the Institute by students, they should be made accountable for such damages and recover the cost of damages from responsible individuals or reduce the cost of damages from the allocations made to student councils after a proper inquiry.

3.2 When an identified student/ group of students are responsible for damages the cost of such damages should be recovered from such student/group of students.

Chapter XII - VERIFICATION OF STORES AND FIXED ASSETS

1. Test Verification of Stores

Supervisory Officers and Heads of Departments of Study should check or cause to be checked at irregular intervals, but not less than once in three months, the stores of the laboratory with the book balances in respect of stored chemicals and glassware. The report of the test check should be filed of record for reference of the ABICChemC.

2. Annual Verification of Stores and Fixed Assets

- 2.1 All fixed assets and stores of the Institute as at the last date of Calendar Year i.e. 31st of December, should be physically verified by Board of Survey which will be appointed for the purpose.
- 2.2 A Board of Survey should consist of a minimum of two responsible persons, other than and not immediately subordinate to the persons in physical charge of stores, inventory articles etc. to be verified. At least one of the members should be acquainted with the type of materials to be verified.
- 2.3 The Institute may appoint several separate Boards as may be required to facilitate, expedite and complete the survey within the stipulated period.
- 2.4 The Council in consultation with the President shall appoint Boards of Survey
- 2.5 A senior officer of the administrative staff as appointed by the Council on the recommendation of the President/Registrar shall function as the coordinating officer and supervise and co-ordinate the work of the annual verification of stores, assist and guide the members of the Boards and assist in the successful completion of the annual verification.
- 2.6 The Board of Survey shall verify all machinery, tools and equipment including electrical and electronic items, furniture and fittings, books and periodicals, stationery and materials in stores, offices, libraries, laboratories, the printing unit or in any other premises belonging to the institution with or in the charge of officers and other employees of the institution and in all lands and buildings.
- 2.7 The process of verification means that the Boards of Survey must satisfy themselves by physical inspection or by suitable documentary evidence that
; (a) the assets actually exist;

- (b) they are owned by the institution;
- (c) all assets purchased or received as gifts and donations are recorded;
- (d) they are properly valued;
- (e) originality of the item; and
- (f) they are in the custody of the proper party.