

CHAPTER



SERVICE RULES FOR EMPLOYEES

26. Short Title

1. Each school affiliated / to be affiliated with the Board shall frame Service Rules for its employees which will be as per Education Act of the State/ Union Territory, if the Act makes adoption of the same obligatory, otherwise as per Service Rules given in subsequent sections.
2. Service Contract will be entered with each employee as per the provision in the Education Act of the State/ Union Territory or as given in Appendix III, if not obligatory as per the State Education Act/ Act applicable in the country in which the school is situated.

27. Appointments

- (1) All appointments to all categories of employees except Group 'D' employees (multitasking staff/housekeeping) as per relevant country/Government of India gradation shall be made by Managing Committee either by direct recruitment or by promotion through a Selection Committee constituted by the School Society/ Trust/Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country and in accordance with and upon such conditions as the Managing Committee may decide, which shall be consistent with the norms of the Board/Government if statutory provision exists. Appointment of Group 'D' employees will be made by the Principal through constituted Selection Committee.
- (2) The selection Committee shall include
 - a) In the case of recruitment of the Head of the School:
 - i) the President of the Society;
 - ii) the Chairman of the Managing Committee;
 - iii) an educationist, nominated by the managing committee;
 - iv) a person having experience of administration of schools, nominated by the Managing Committee; and
 - v) an academic officer or representative of the Board.
 - b) In the case of recruitment of teachers and librarian:
 - i) the Chairman of the managing committee;
 - ii) Head of the School;
 - iii) an educationist, nominated by the managing committee; and
 - iv) a subject expert



- c) In the case of recruitment of clerical staff/Laboratory Assistant :
 - i) the Chairman of the managing committee or any member of the managing committee nominated by the Chairman.
 - ii) Head of the School.
 - iii) Manager/Correspondent of the School
- d) In case of recruitment of class IV staff /multitasking staff/housekeeping staff :
 - i) Head of the School;
 - ii) a nominee of School Managing Committee.
- (3) The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the trust/society running the school or Board.
- (4) The appointment letters of every employee of a school shall be issued by its managing committee.
- (5) Where any selection made by the Selection Committee is not acceptable to the managing committee of the school, the managing committee shall record its reason for such nonacceptance and refer the matter to Board and the trust or society or Company Registered under section 25 of the Companies Act, 1956 or under the appropriate Acts of relevant country running the school and the trust or society, as the case may be, shall decide the same.
- (6) Employees shall be appointed subject to the provisions of this agreement and they shall have to comply with all the requirements of the provisions contained herein.

28. Medical Certificate and Character Certificate etc.

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

29. Probation

- 1. Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of her joining the duties. The period of probation may be extended by the Managing Committee by a further period not exceeding one year. Services of an employee during probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary including all allowances.



2. If an employee desires to be relieved during the period of probation, it will be necessary for her to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits, relaxation under special circumstances.

30. Confirmation

1. If the work and conduct of an employee during the period of probation are found to be satisfactory, they will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided they fulfil the other requisite conditions.
2. The employee shall be informed of her confirmation within 3 months of the completion of probation period.

31. Termination of Service Due to Abolition of Posts etc.

1. If an employee at any time after confirmation intends to resign, she shall give three months' notice in writing or three months' salary including all allowances to the Managing Committee.
2. The Managing Committee shall also be competent to terminate the services of a confirmed employee only in case of abolition of a post due to closing down of school a class or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months notice in writing or three months salary including all allowances with prior approval of the Board.
3. The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

32. Retirement

1. Notwithstanding anything contained in these rules or otherwise every employee including Head of the School shall retire from service on attaining the age of 60. However if the age of superannuation falls during the academic session, the concerned employee will retire at the end of the academic session.

Provided further that if such employee is a recipient of National/State/CBSE Teachers Award. She may be considered for a further extension of service for two years from the date of attaining the age of superannuation provided she is medically fit and is prepared to serve the school. The School Managing Committee after considering such case of extension of service, shall forward the details to the Board.

2. The Managing Committee may grant extension as per rule of State/ Union Territory if the employee has no mental or physical disabilities and her services are beneficial to the institution.
3. The School Managing Committee (SMC) will inform the Board of any such extension.

33. Working Days and Working Hours

1. The working days and holidays will be as per related country/ State Government Schools or Kendriya Vidyalayas.
2. The working hours will be such as may be specified from time to time by the Principal. Normally the working hours will conform to the Kendriya Vidyalayas.



3. Working hours may be different for teaching and non-teaching staff as may be specified by the Principal/Board.
4. As and when required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the school.
5. An employee is also required to conduct and organize co-curricular programmes and perform other duties even beyond the normal working hours.

34. Number of Teaching periods

1. Normally a teacher should be engaged as a full-time employee except in special cases because of the nature of a subject where the workload does not justify a full time teacher.
2. According to Right to Free and Compulsory Education Act 2009 (RTE Act) the minimum number of working days/instructional hours in an academic year are as under:

200 (two hundred) working days for first to fifth class

220 (two hundred and twenty) working days for sixth to eighth class

800 (eight hundred) instructional hours per academic year for first to fifth class

1000 (one thousand) instructional hours per academic year for sixth to eighth class

For Secondary and above also it should be a minimum of 220 (two hundred and twenty) working days and 1200 (twelve hundred) instructional hours per academic year. The Minimum number of working hours per week for the teacher should be 45 (forty-five). This includes both teaching and preparation time.

At least two hours per week must essentially be dedicated to research work and for formulating assignments, projects, nature walks and for preparation of teaching engagement in the CORE COMPONENTS. Out of these not more than 200 hours may be required to be devoted for the coaching in the school premises, for remediation and enrichment programme for students, whether before or after the school hours.

3. Provided that if any teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to her at such rate as may be determined, by the managing committee, for every hour in excess of 1200 hours devoted by her to the teaching of students. Teachers may be rewarded through other incentives also such as awards and scholarship for further learning and professional development.
4. In the case of an aided school, the extra remuneration referred to in sub-rule 32(3) shall be subject to the previous approval of the grant-in-aid authority to qualify for aid of 95 per cent of such extra remuneration, and in the case of an unaided recognised school, such extra remuneration may be recovered from the students at such proportionate rate as may be determined by the managing committee.

35. Maintenance of Record by the Teachers

1. A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.
 - a) Attendance Register of the class for which she is the Class Teacher.



- b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.
- c) Continuous and Comprehensive Evaluation (CCE) records of her class
- d) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.
- e) Stock Register of properties held by her.
- f) CRB (Cumulative Record Book) of the class for which she is a class teacher.
- g) Anecdotal record.

36. Attendance of Employees

- 1. Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.
- 2. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

37. Contributory Provident Fund - Pension Scheme

- 1. Employees except those employed in temporary vacancies and on part time service, will be required to become members of the Contributory Provident Fund Scheme as required under the employees' Provident Fund and Miscellaneous Provisions Act, 1952 or shall be eligible for pension and gratuity, if adopted by the school or as per the law of land for schools abroad.
- 2. Those eligible for pension shall contribute to GPF as per Government Rules.

38. Representations

- 1. Representation to the Managing Committee, Chairman of the Society or Manager may be made only through Principal in case of teachers/other employees.
- 2. The Principal may submit her representation to Managing Committee/Chairman of the Society through her next higher up- Manager/Correspondent of the School.

39. Permission to add Qualifications

- 1. No teacher shall be permitted to apply for enhancing qualifications before completing two years service.
- 2. Individual cases duly recommended by the Principal may be considered when due by the Managing Committee as also under special circumstances before completion of 2 years

40. Application for another Post

- 1. No member of the staff shall apply for employment elsewhere without notifying through the Principal in writing to the School Managing Committee, which may grant such permission.
- 2. At the time of appointment each candidate will be required to declare particulars about all other applications she might have put in for jobs.

41. Private and Other Tuitions

- 1. No staff member shall undertake private or any other tuition.
- 2. Group tuitions in the school shall not be allowed.



42. *Leave

1. Every employee shall be entitled to such leave as are admissible to the employee of a corresponding status in Government schools/KVS.
2. Encashment/accumulation of leave shall also be allowed as per Government rules.

43. Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/Manager.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

44. Code of Conduct for employees

1. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:
 - i) Habitual late coming and negligence of duty.
 - ii) Use of abusive language, quarrelsome and riotous behavior.
 - iii) Insubordination and defiance of lawful order.
 - iv) Disrespectful behaviour, rumour mongering and character assassination.
 - v) Making false accusations or assault either provoked or otherwise.
 - vi) Use of liquor or narcotics on the school premises.
 - vii) Embezzlement of funds or misappropriation of school property or theft or fraud.
 - viii) Mutilation/destruction of school records and property.
 - ix) Conviction by a court of law for criminal offence.
 - x) Possession in school premises of weapons, explosives, and other objectionable materials.
 - xi) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
 - xii) Divulging confidential matters relating to school.
 - xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.

* Note : An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave, or has been absent from the school without leave for ten school days, the employee may be deemed to have deserted her post.



- xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
 - xv) Taking active part in politics.
 - xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
 - xvii) Making sustained neglect in correcting class work or homework.
 - xviii) Taking private tuitions without permission of school authorities.
 - xix) Organising or attending any meeting during school hours except when she is required or permitted by the Head of the School to do so.
 - xx) Absenting from work even though present in the school premises or absent without leave.
 - xxi) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
 - xxii) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate herself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
2. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the young people under their care. The teacher shall attend to her duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to her by the Head of the School or the Board. She shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.
3. The following shall not be deemed as a breach of the Code of Conduct.
- i) to appear at an examination to improve her qualifications with the permission of the employer.
 - ii) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society.
 - iii) to organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.
 - iv) to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

45. Service Books and APAR (Annual Performance Appraisal Report)

1. Service Book containing factual record of the employee, salary scale, increments, promotion, leave record, any disciplinary action or reward etc. shall be maintained for each employee on the



form prescribed by the Education Directorate of the State/ Union Territory concerned. The signature of the employee shall be obtained for entries in the Service Book. Service Book should be duly attested by the Head of the School in the case of employees and by the person authorized / Manager / Secretary / Correspondent in the case of Head of the School.

2. The school shall maintain the APAR for every employee including the Head of the School. The confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the Head of the School and for the Head of the School by the Manager/ Secretary/Correspondent.
3. Confidential rolls should be maintained in the form prescribed by the Education Department of the State/Union Territory concerned and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The next higher authority will consider the representation and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the Annual Performance Appraisal Report (APAR).
4. The school shall maintain the personal files for each employee. The original certificate /degrees shall be returned to the employees after verification and attested photostat copies be kept in the personal files. School Authorities should not keep the original certificate with them.

46. Disciplinary Procedure

Suspension

1. The School Managing Committee may place an employee under suspension where:
 - a) The disciplinary proceedings against her are contemplated or pending.
Or
 - b) A case against her in respect of any criminal offence is under investigation or trial:
Or
 - c) She is charged with embezzlement;
Or
 - d) She is charged with cruelty/physical punishment or mental harassment towards any student or any employee of the school.
Or
 - e) She is charged with misbehavior towards any parent, guardian student or employee of the school;
Or
 - f) She is charged with a breach of any other Code of Conduct.
2. No order for suspension shall remain in force for more than six months unless the Committee, for reasons to be recorded by it in writing directs the continuation of the suspension beyond the period of six months.



3. Where the Principal/Manager intends to suspend any of the employee such intention shall be communicated to the Chairman of the School, Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal/Manager may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee if she is satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the Code of Conduct or involves moral turpitude.

Provided further no such immediate suspension or the suspension made with the approval of the Chairman of the Committee shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the committee and approved by it before the expiry of the said period. Where the intention to suspend or the immediate suspension of an employee is communicated to the committee, it may if it is satisfied that there are adequate and reasonable grounds for such suspension accord its approval to such suspension.

4. An employee shall be deemed to have been placed under suspension by an order of the School Managing Committee:
 - a) with effect from the date of the detention, if she is detained in custody for a period exceeding forty eight hours on a charge of an offence which in the opinion of the committee involves moral turpitude;
 - b) *with effect from the date of her conviction, if in the event of a conviction for an offence involving in the opinion of the Committee moral turpitude she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.
5. Where penalty or dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or, by a decision of a court of law, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed such an employee shall be deemed to have been placed under suspension by the committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders; Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.
6. An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Committee.
7. Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against her during the continuance of that suspension, the Committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

* **Explanation:** The period of forty eight hours referred to in this rule shall be computed from the commencement of detention or conviction as the case may be add for this purpose intermittent periods of detention shall be taken into account.



8. An order of suspension made deemed to have been made under these rules may, at any time be modified or revoked by the Committee.
9. Subsistence allowance: An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:

- a) A subsistence allowance at an amount equal to one half of the pay last drawn by her and in addition to such pay, dearness allowance at an appropriate to be paid in the same manner as the salary;
- b) Any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension.

Provided that the employee shall not be entitled to the compensatory allowance unless the Committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible.

Provided that where the period of suspension is extended beyond three months, the Committee shall be competent to vary the amount of subsistence allowance for the period subsequent to the period of first three months as follows:

- i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible for the period of the first three months if in the opinion of the Committee to be recorded in writing, the period of suspension has been prolonged due to reasons not directly attributable to the employee.
- ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence admissible during the period of first three months, if in the opinion of the Appointing Authority, the period of suspension has been prolonged, due to reasons to be recorded in writing, directly attributable to the suspended employee.
- iii) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that she is not engaged in any other employment, business, profession or vocation.

Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which she is deemed to be placed or continue to be under suspension, she shall be entitled to the subsistence allowance and other allowances equal to the amount by which her earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to her. Where the subsistence and other allowances admissible to her are equal to or less than the amount earned by her nothing in this proviso shall apply to her.

10. Where suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salaries and allowances of such employees minus the subsistence allowance received by her shall be paid to her from the date on which she was suspended.



47. Penalties

- 1) The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee.
 - a) **Minor penalties:**
 - i) censure;
 - ii) recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;
 - iii) withholding of increment of pay
 - b) ***Major Penalties;**
 - i) reduction in rank;
 - ii) compulsory retirement;
 - iii) removal from service, which shall not be a disqualification for future employment in any school run by the Society.

48. Procedure of Imposing Minor Penalty

No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against her and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

49. Procedure for Imposing Major Penalty

1. No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below:
 - a) The disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of her defence and also to state whether she desires to be heard in person;
 - b) On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry in to such of the charges as are not admitted or if it considers it necessary to do so, appoint an inquiry officer for the purpose;
 - c) At the conclusion of the enquiry, the enquiry officer shall prepare a report of the enquiry recording her findings on each of the charges together with the reasons thereof:

*** Explanation:** The following shall not amount to a penalty within the meaning of this rule, namely

- a) Retirement of the employee in accordance with the provisions relating to superannuation, retirement;
- b) Replacement of a teacher who has not qualified on the date of his appointment by a qualified one;
- c) Discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave, suspension or the like.



- d) The disciplinary authority shall consider the report of the enquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall:
- furnish to the employee a copy of the report of the enquiry officer, where an enquiry has been made by such officer;
 - give her notice in writing stating the action proposed to be taken in regard to her and calling upon her to submit within the specified time, not exceeding two weeks, such representation as she may wish to make against the proposed action,
 - on receipt of the representation if any, made by the employee, the disciplinary authority shall determine what penalty, if any should be imposed on the employee and communicate its tentative decision to impose the penalty to the Committee for its prior approval;
 - after considering the representation, made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the Committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the enquiry report, where such enquiry was made and the proceedings of the disciplinary authority.
- 2) No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Committee.

50. PAYMENT OF PAY AND ALLOWANCES ON REINSTATEMENT

- When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for her retirement on superannuation while under suspension preceeding the dismissal, removal or compulsory retirement as the case may be, the Committee shall consider and make a specific order:
 - with regard to the salary and allowances to be paid to the employee for the period of her absence from duty including the period of suspension proceeding her dismissal, removal or compulsory retirement as the case may be; and
 - whether or not the said period shall be treated as the period spent on duty.
- Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which she would have been entitled had she not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, removal or compulsory retirement from service, as the case may be. Provided that where the Committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for

reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.

- 3) The payment of allowance shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined under the proviso to sub-rule 48(2) shall not be less than the subsistence allowance and other admissible allowances.

51. DISCIPLINARY COMMITTEE

- 1) In case the employee wishes to appeal against the order of the Disciplinary Authority, the appeal shall be referred to a Disciplinary Committee. The Disciplinary Committee shall consist of the following:
 - a) The Chairman of the School Managing Committee or in her absence any member of the Committee, nominated by her.
 - b) The Manager of the School, and where the disciplinary proceeding is against her any other person of the Committee nominated by the Chairman.
 - c) A nominee of the Board appropriate authority. She shall act as an adviser.
 - d) The Head of the School, except where the disciplinary proceeding is against her, the Head of any other school nominated by the CBSE or Director of Education in case the Act so provides.
 - e) One teacher who is a member of School Managing Committee of the school nominated by the Chairman of the Committee.
- 2) The Disciplinary Committee shall carefully examine the findings of the enquiry officer reasons for imposing penalty recorded by the Disciplinary Authority and the representation by the employee and pass orders as it may deem fit.

