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**OFFICE OF THE
SHRI JAGANNATH TEMPLE MANAGING COMMITTEE, PURI**

NOTIFICATION
The 15th November, 1967

No. 912- In exercise of the powers conferred by section 31 of Shri Jagannath Temple Act, 1955 (Orissa Act 11 of 1955), Shri Jagannath Temple Managing Committee do hereby make the following Regulations, with the approval of the State Government.

1. (1) These Regulations may be called the Shri Jagannath Temple (Employees Conditions of Service) Regulations, 1967.

(2) They shall come into force on the Rasa Purnima day of 1375 V.S. corresponding to the 17th day of November 1967.

(3) These Regulations shall apply to all employees of the Temple other than those who were already in service of the Temple on the date of commencement of the Act.
2. These Regulations shall have effect notwithstanding anything to the contrary contained in any rule or in any usage or custom :

Provided that notwithstanding anything contained in these Regulations the Administrator may, with the prior approval of the Committee, direct that any employee holding service on the date of commencement of these Regulations irrespective of any academical qualifications he possesses and as far as practicable or necessary, be appointed to posts of a grade or class similar to the one he was holding previously.

3. In these Regulations, unless the context otherwise requires:
 - (a) "Act" means Shri Jagannath Temple Act, 1955 (Orissa Act II of 1955)
 - (b) "Appointing authority" means the Administrator;
 - (c) "average pay" means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay. If no pay was earned during the portion of the aforesaid twelve months, such portions shall be excluded from the calculation and the average pay shall be determined by the pay earned during the remaining portion on the basis of calculation for a period of twelve months.
 - (d) "borrowing authority" means the authority at whose disposal the services of a Government servant or a servant of any authority have been placed on loan or deputation basis ;

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(e) "Collector of the district" means the Collector of the district of Puri ;

(f) "compensatory allowance" means an allowance granted in consideration of personal expenditure or loss of amenities by the special circumstances in which the duty is performed and shall include travelling allowance ;

(g) "duty"- Duty includes (a) service as a probationer if such service is followed by confirmation, and (b) joining time ;

(h) "disciplinary authority" in relation to penalties specified in items (d),(e),(f) and (g) of Regulation 9 means the appointing authority and in relation to other penalties means the appointing authority or any other authority subordinate to him who is specially empowered in that behalf by the appointing authority;

(i) "earned leave" means leave earned in respect of periods spent on duty ;

(j) "headquarters" means the station where the records of the office are kept or such other place or places as the Committee may direct ;

(k) "holiday" means holidays prescribed and notified by the Committee ;

(l) "inferior service" means any kind of service which may specially be classed as such by the Committee and any other kind of service the maximum of the scale of pay for which does not exceed rupees fifty per month, exclusive of allowances ;

(m) "lending authority" means the authority competent to place the service of an employee under its control on loan at the disposal of the Administrator ;

(n) "ministerial service" means a servant of a subordinate service whose duty is entirely clerical and any other class of employee declared as such by general or special order of the Committee ;

(o) "pay" means the amount drawn monthly by an employee as pay, other than special pay or personal pay which has been sanctioned for a post held by him substantively or in an officiating capacity or which he is entitled to by reason of his position in a cadre and shall include any other recurring emolument which may be specially classed as pay by the committee ;

(p) "Personal pay" means pay granted to an employee ;

(i) to save him from loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than in a disciplinary manner ; or

(ii) in exceptional circumstances , on other personal considerations ;

(q) "section" means a section of the Act,
 (r) "special pay" means an addition of the nature of pay to the emoluments of a post granted in consideration of –
 (i) the special arduous nature of duties ; or
 (ii) a specific addition to the work or responsibility;
 (s) "superior service" means any kind of service which is not inferior;
 (t) all words and expressions used but not defined herein shall have the same meaning as have been respectively assigned to them under the Act and the rules made thereunder.

4. The cadre of Temple employees shall consist of posts specified in Schedule A and any other post that may be created from time to time.

5. Unless otherwise provided, the whole-time of an employee of the Temple shall be at the disposal of the Committee.

6. An employee of the Temple shall as and when required, furnish such security either in cash or in person or in both as the Administrator may from time to time fix. Failure to furnish such security may be treated as a disqualification to hold such employment. A surety bond in the form specified in Schedule B shall be furnished by an employee and shall be verified at the end of every three years to ascertain the solvency of the surety. The Administrator may at his discretion allow an employee to deposit the cash security in such installments as he deems appropriate not exceeding a period of thirty six months.

7. Any person who has been dismissed from employment by a Department of Government or any local authority by reason of his misconduct or negligence or incompetency shall be disqualified for appointment.

8. (1) Except as otherwise provided in these Regulations the Administrator may suspend an employee for misconduct or incompetence where a disciplinary proceedings against him is contemplated or is pending or where a case against such employee in respect of any criminal offence is under investigation or trial.

(2) An employee of the Temple who is detained in custody whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention by an order of the Administrator and shall remain under suspension until further orders.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or an review under these Regulations and the case is remanded for further enquiry or action or with any other direction the order of suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of the Administration is set aside or declared or rendered void in consequence of or by a decision by a Court of law or competent authority and such Court or authority on a consideration of the circumstances of the case decides to hold a further enquiry against

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him on the allegations on which the penalty of dismissal , removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) An order of suspension made or deemed to have been made under these Regulations may, at any time, be revoked by the authority who made or is deemed to have made the order or by any authority to whom the former is subordinate.

(6) The disciplinary authority while passing the final order of punishment or of exoneration in the disciplinary proceedings against the employee shall give directions about the treatment of the period of suspension which is passed not as a measure of substantive punishment but as suspension pending enquiry and indicate whether the suspension would be punishment or not.

9. The following penalties may for good and sufficient reasons and as hereinafter provided be imposed by the Administrator on an employee namely, (a) Censure (b) withholding of increments or promotion (c) recovery from pay of the whole or part or any pecuniary loss caused to the Temple by negligence or breach of law , (d) reduction to a lower service, grade or post or to a lower time scale or to a lower stage in a time scale, (e) compulsory retirement, (f) removal from service which shall not be disqualification for future employment, (g) dismissal from service which shall ordinarily be a disqualification for future employment, (h) suspension, and (i) fine recoverable from pay when an employee is found remiss or negligent in the discharge of his duty or for misconduct inclusive of disloyalty to the interests of the Temple.

EXPLANATION

The following shall not amount to penalty within the meaning of these Regulations-

- (a) stoppage of increment of an employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar ;
- (b) non-promotion to any higher post after consideration of his case on the ground of unsuitability ;
- (c) reversion to a lower service grade or post on the ground that he has been considered, after trial , to be unsuitable for such higher service grade or post or on any other administrative ground unconnected with his conduct ;
- (d) replacing of the service of an employee whose service might have been borrowed from any department of the State Government or Local Body;
- (e) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement ;

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(f) termination of the service:-

- (1) of an employee appointed on probation during the period of his probation in accordance with the terms of his appointment;
- (2) of a temporary employee in accordance with the terms of his appointment ; or
- (3) of an employee employed under an agreement in accordance with the terms of such an agreement ; and

(g) extension of the period of probation.

10. No penalty specified above shall be imposed by any authority other than the disciplinary authority.

11. (1) No. order imposing on an employee any of the penalties specified in Regulation 9 shall be passed except after an enquiry held as far as may be in the manner hereinafter provided.

(2) The disciplinary authority shall frame specific charges on the basis of the allegation on which the enquiry is to be held. Such charges together with a statement of the allegations on which they are framed shall be communicated in writing to the employee and he shall be required to submit , within such time as may be specified by the disciplinary authority , not ordinarily exceeding a period of one month, a written statement of his defence and also to state whether the desires to be heard in person.

(3) The employee for the purpose of preparing his defence shall be supplied with copies of all the records on which the allegations are based. He may also be permitted to inspect and take extracts of such other official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the disciplinary authority, the records are not relevant for the purpose or it is against the public interest or the interest of the Temple to allow him access thereto.

(4) On receipt of the written statement of defence or if no such statement is received within the time specified the disciplinary authority may enquire into such of the charges as are not admitted or may appoint an Enquiring Officer for the purpose.

(5) The disciplinary authority may nominate any person to present the case in support of the charges before the authority enquiring into the charges.

(6) The enquiring authority shall, in course of the enquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charge.

(7) The delinquent employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. In no case any lawyer shall be permitted to be engaged by either side.

(8) The person presenting the case in support of the charges shall be entitled to cross-examine the employee and witnesses examined in his defence. If the enquiring authority declines to examine any witness on the ground that his evidence is not relevant or material, he shall record the reasons in writing.

(9) At the conclusion of the enquiring , the enquiring authority shall prepare a report of the enquiry regarding its findings on each of the charges together with the reason therefor . The enquiring authority may recommend

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the punishment to be inflicted when the charges are established on the finding.

(10) The record of enquiry shall include—

- (a) the charges framed against the employee and the statement of the allegations furnished to him ;
- (b) his written statement of defence, if any ;
- (c) (i) the oral evidence taken in course of the enquiry ; and
(ii) the documentary evidence considered in course of the enquiry ;
- (d) the orders, if any, made by the disciplinary authority and the enquiring authority in regard to the enquiry;
- (e) a report setting out the findings on each charge and the reasons therefor; and
- (f) the recommendations of the enquiring authority, if any, regarding the punishment to be inflicted.

(11) The Disciplinary Authority shall, if it is not the enquiring authority consider the record of enquiry and record its findings on each charge and determine what penalty, if any, should be imposed on the employee and pass such orders as may be deemed proper in the case. The orders to be passed by the Disciplinary Authority may be different from what has been recommended by enquiring authority but in such a case the Disciplinary Authority would state the reason for differing with the recommendation of the enquiring authority.

(12) Orders as passed by the Disciplinary Authority shall be communicated to the employee in writing within seven days from the date of the order.

12. Notwithstanding anything contained in the above regulations, the Disciplinary Authority may pass such orders as it deems fit in cases where a penalty is imposed on the employee on the ground of conduct which has led to his conviction on criminal charge or where the authority is satisfied that for some reason to be recorded by him in writing, it is not reasonable practicably to follow the procedure prescribed in these Regulations or where it is satisfied that in the interest of security of the Temple and its interests it is not expedient to follow such procedure.

13. (1) Where the services of an employee have been borrowed from any department of the State Government or Local authority the borrowing authority shall have the powers of the appointing authority for the purpose

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of placing such servant under suspension for the purpose of taking disciplinary action against him :

Provided that the borrowing authority shall forthwith inform the lending authority the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be :

Provided further that the concurrence of the lending authority shall be taken before such action is taken except that in the event of an employee being implicated in a criminal proceedings such action could be taken by the borrowing authority against him in anticipation of such concurrence.

(2) In the event of disagreement between the borrowing and lending authorities, the services of the employee shall be replaced at the disposal of the lending authority.

14. Where the Administrator takes disciplinary action against the employee borrowed from any department of the State Government he will have to follow the procedure laid down for imposing penalty on such employee by that department of Government and if in his enquiry he finds that the charges against the employee are established he may record such findings in writing and forward the same to the lending authority for imposition of the penalty proposed by him.

Provided that in the event of difference of opinion between the borrowing authority and the lending authority, the services of the employees shall be replaced at the disposal of the lending authority.

15. An employee aggrieved by an order imposing any penalty on him may prefer any appeal before the Committee whose orders thereon shall be final.

16. No appeal under these Regulations shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives the copy of the order appealed against.

Provided that the appellant authority may entertain the appeal after the expiry of the said period if he is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

17. In cases where an appeal has been preferred against the order of the disciplinary authority imposing any penalty the appellate authority shall consider—

(a) whether the procedure prescribed in these Regulations has been complied with and if not, whether such non-compliance has resulted in violation of any provisions of the Regulations or in failure of justice.

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- (b) whether the findings are justified;
- (c) whether the penalty imposed is excessive adequate or inadequate; and may pass orders-
- (a) setting aside, modifying, reducing, enhancing or confirming the penalty ; or
- (b) remanding the case for further enquiry to the authority which imposed the penalty.

18. The Committee may, on its own motion or otherwise, call for the records of the case in a disciplinary proceedings, revise any order passed in such case and pass such orders as it deems fit:

Provided that no action under this Regulation shall be initiated more than six months after the date of the order to be revised.

19. Except as otherwise provided in these Regulations, all persons temporarily employed whose services may be no longer required shall be liable to be discharged with one month's notice or on payment of one month's pay in lieu thereof and likewise no such person shall withdraw from the duties of his office without giving previous notice for a period of at least one month on pain of forfeiture of a month's salary.

20. The permanent employees of the Temple may be divided into 3 categories, namely :-

- (i) those borrowed from pensionable service under Government or from the establishment of any local authority;
- (ii) those whose entire service has been or will be spent under the Temple Administration ; and
- (iii) those who have been appointed for a fixed period on contract basis either from the retired personnel or the establishment of any local body or from the pensionable service of the Government.

21. The Administrator may with the prior approval of the Committee grant advance increments to any employee on grounds of meritorious service or special qualifications.

22. A time-scale or grade of pay may, subject to the prior approval of Government be revised by the Committee from time to time.

23. (1) In the case of all officers transferred permanently or for a specified period from pensionable service under any Department of Government or from any local authority where their services have been declared as pensionable, the Committee shall pay contribution for pension in addition to their pay. The amount of contribution may be as prescribed in the rules of the lending authority. The amount of contribution shall be paid monthly into the fund of the local authority or the

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treasury to the credit of Government on a detailed statement showing the name or names of the employees, their sanctioned pay and the month for which the payment is made in such manner as may be prescribed by Government.

(2) Except for this contribution, the Temple will have no further liability for the payment of the pension or gratuity of such employees.

24. The Administrator may, subject to prior approval of the Committee, by special or general order in this behalf grant a fixed amount or a proportionate amount as deputation allowance to such employees whose services are borrowed from any of the Departments of Government or from any local authority which in no case shall exceed twenty percent of the basic pay of such employee.

25. No person shall be eligible for appointment or continue to hold any employment under the Temple unless he professes the Hindu religion.

26. None shall eligible for appointment or continuance under the Temple who has more one wife living subject however to the provisions under the Hindu Marriage Act, 1955 (25 of 1955).

Explanation – A concubine shall be treated as a wife for purposes of this regulation.

27. All categories of employees entering into the service under the Temple shall, at the time of reporting themselves for the first time to duty, take oath as in Schedule C in the presence of the Administrator or his nominee not being below the rank of an Assistant Administrator and inside the Temple within the visibility of the Dhwaja of the Temple.

28 (1) The terms and conditions of the services of such persons who would be appointed for a fixed period on contract basis from the retired personnel from any department of Government or local authority shall be governed by such terms as would be agreed upon at the time of such appointment.

(2) In case of deputationists the Leave Rules as were applicable to them under their parent Department shall apply except in matters of holidays in which respect the Temple holidays shall be applicable.

29. Recruitment of the employees of the Temple shall be made in the manner hereinafter appearing :-

(a) in respect of Lower Division Clerks or employees of similar rank and in respect of inferior services, by selection of candidates invited through public notices or advertisements or through such other means as may be deemed adequate;

(b) in respect of posts higher than Lower Division Clerks by promotion from among the existing Lower Division Clerks or employees of similar rank or

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by securing transfer of suitable candidate on normal or foreign service conditions or on such other conditions as may be agreed upon from the pensionable services under the Government or from any local authority;

Provided that the Administrator may fill up the posts higher than Lower Division Clerks from among candidates from retired personnel of Government Service or Local authority service if no suitable candidates will be found for promotion from among the existing staff or from the active Government service or from the establishment of any local authority on deputation basis.

30. (1) A Candidate to be eligible for ministerial service under the temple shall have passed at least the Matriculation or an equivalent examination of a recognised Board of Secondary Education or University or the Revised Madhyama in Sanskrit.

(2) In case of recruitment to other posts, except the inferior posts, the minimum qualification should not be less than the Middle Vernacular Certificate Examination or M.E. Examination or such qualification as may be determined by the Committee.

(3) In case of recruitment to the inferior posts, the minimum qualification should not be less than passing in the Upper Primary Examination or Sanskrit equivalent thereof.

Explanation- Duly authenticated institutional certificate shall be the conclusive proof about the educational qualification prescribed.

* 31. A candidate to be eligible for the recruitment to a particular ministerial service or post under the Temple shall not be less than 18 years of his age and shall not be more than 32 year of his age.

32. Such candidates shall also be of good character, sound health, good physique, free from organic defects or bodily infirmity.

33. All appointments to the permanent posts in the Temple Administration shall be made on probation for a period of one year from the date of appointment.:.

Provided that if during the period of probation a candidate's work or conduct is found unsatisfactory or shows that he is unlikely to become efficient, the Administrator may either terminate his service without notice or may extend his period of probation for such further period not exceeding one year;

*Substituted vide Regulation 2 of Sri Jagannath Temple Employees conditions of Service Amendent Regulation,1996 vide Notification No. 3988, Dated 23rd may,1996, Published in Orissa Gazettee, Ext.26-06-1996 .

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Provided further that no person shall be confirmed in the permanent post unless he has satisfactorily completed the probationary period as aforesaid.

34. The seniority of the Lower Division Clerks or employees of similar rank inter se shall be determined according to the point of time of joining the post for the first time.

35. The seniority inter se of the Upper Division Clerks shall be determined with reference to the date of issue of the order of their promotion to the higher posts;

Provided that if the date of the issue of the order of promotion is the same in respect of two or more of such Clerks, their seniority inter se shall be determined according to their respective seniority position in the cadre from which the promotion is made.

36. Any Clerk in the Lower Division or Upper Division post may be transferred by the Administrator from one station to another.

37. Any Clerk in the Lower Division or Upper Division on completion of a period of two years in any particular seat may be transferred to any other seat in the Head Office or to any other station:

Provided that any Clerk as aforesaid may be transferred by the Administrator before such Clerk completes the period of two years in any particular seat, if in the opinion of the Administrator such transfer is necessary in the interest of the Administration.

*38. (1) An Employee of the Temple shall be required to retire on the date on which he or she attains the age of 58 years subject to the condition that a review shall be conducted in respect of such employee at the 55 years of his age in order to determine whether he or she should be allowed to remain in service upto the date of the completion of the age of 58 years or retire on completing the age of 55 years in the interest of the Temple:

Provided that such employee may retire from service at any time after completing thirty years qualifying service or on attaining the age of fifty years, by giving a notice in writing to the appointing authority at least three months before the date on which he or she wishes to retire or by giving the said notice to the appointing authority before such shorter period as the Managing Committee may allow in any case. It shall be open to the appointing authority to withhold permission to an employee who seeks to retire under this regulation, if he or she is under suspension or if enquiries against him or her are in progress. The appointing authority may also require any employee to retire in the interest of the Temple at any time after he or she has completed thirty years qualifying service or attained the age of fifty years, by giving a

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notice in ANNEXURE-I in writing to the employee at least three months before the date on which he or she is required to retire or by giving three months pay and allowances in lieu of such notice subject to approval of the Managing Committee.

(2) An employee who is governed by sub-regulation (1), subject to other conditions, shall retire in the afternoon of the last day of the month on which he or she completes the age of 58 years.

(3) An employee whose date of birth is the first day of the month shall retire from the service in the afternoon of the last day of the preceding month on attaining the age of 58 years.

(4) The notice allowing the Temple employee to retire on attaining the age of 58 years shall be issued on due date and in case of premature retirement of an employee required notice may be issued as per sub-regulation(1).

(5) In case of a premature retirement of an employee, review should be conducted by the authorities empowered and issue order retiring an employee prematurely either on his or her attaining 55 years of age or on his or her completing 30 years of qualifying service or attaining 50 years of age.

(6) The composition of review committee shall be the head of the office as Chairman , one Officer and a member of the Managing Committee nominated by the head of the office as members. The Committee shall ordinarily meet once in the month of August of the year but if the meeting cannot be held either because of non-availability of records or any other administrative difficulty , the Chairman may fix meeting to an other date. If there are difficulties in completing in review by this date, every effort should be made to ensure that the review is completed before the 31st December of the said year.

(7) Once an employee's case has been reviewed and he or she has been found by the competent authority deserving to be continued in employment after attaining 50 years of age, there shall be no further review of his or her case till she attains 55 years of age. Similarly the case of an employee who was not prematurely retired in pursuance of the review conducted on his or her attaining 55 year of age shall not be reviewed thereafter. If, however, review was deferred in any case, it may be reviewed in the meeting held after records are available.

(8) Premature retirement in pursuance of sub-regulation(1) can be ordered and issued in ANNEXURE-II in the interest of the Temple only and not as a penalty to the employee concerned. Compulsory retirement is one of the major penalties and before it is imposed on any employee due procedure must be followed in accordance with regulation 11. In other words where it appears that any employee is guilty of misconduct or negligence in duty and that he or she

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would probably have been compulsorily retired had disciplinary proceedings been initiated against him, the proper course would be to initiate such proceedings instead of trying to circumvent the prescribed procedure and thereby extinguished the employee's right of defending himself against allegation of misconduct or negligence. Premature retirement can only be ordered where it is obvious that the retention of the employee in service will not be in the interest of the Temple.

(9) It will not be in the interest of the temple to retain an employee in service, if-

- (i) he or she clearly lacking in integrity; or

- (ii) although his or her integrity is not in doubt, his or her physical or mental condition is such a to make him or her inefficient or incapable for further service; or

- (iii) even though his or her work is in a lower grade was satisfactory, he or she clearly lacks in the, standard of efficiency required to discharge the duties of the post he or she presently holds; or

- (iv) his or her services are found detrimental to the cause of Lord Jagannath.

(10) No decision for premature retirement shall be taken arbitrarily or without very careful appraisal of facts. The Review Committee shall however recommend premature retirement of an employee with the reasons of its findings in adequate detail. The Review Committee shall consider such case in the light of entries in the employees character role and such other authentic reports as may be available.

(11) There may be instances where, on promotion from class IV to a post in class III, an employee completes 50 years of age or 30 years of qualifying service and is subject to review. Since the character rolls are not maintained for class IV employees, it will not be possible to refer his or her character roll for the period of his or her service in class IV. The Review Committee should in such cases, recommend his or her premature retirement on the strength of reports earned by him in the post of class III.

(12) Where it is decided to retire an employee prematurely, he or she has either to be given a notice in writing at least three months before the date on which he or she is required to retire or paid three months pay and allowances (no allowance other than D.A.) in lieu of such notice.

(13) An employee may also seek premature retirement after completing thirty years of qualifying service or attaining fifty years of age by giving a notice in writing to the appointing authority at least three months before the date of which he or she wishes to retire. The authority may also subject to approval of the Managing Committee in any case, entertain a notice received within less than three months preceding the date of the intended retirement. The appointing

authority may also refuse the permission to retire prematurely to an employee who is under suspension or against whom enquiries are in progress.

(14) The services of the employee retired prematurely, should be certified as satisfactory for the purposes of pension.

(15)(i) Where an employee is served with a notice he or she will be deemed to have retired on the date following the date on which the period of three months from the date of service of the notice expire.

(ii) Where three months pay and allowances is paid, the date specified in the order shall be deemed to be the date on which the employee has retired.

(iii) The employee will be entitled to pension from the date specified in the order in addition to the pay and allowances paid to him.

(iv) The pay and allowances payable in lieu of the notice will be calculated at rates at which the employee drew pay and allowances immediately before retirement.

(v) Earned Leave not exceeding 240 days at the credit of the employee on the date of premature retirement shall be encashed.

(16) The employee may be paid cash equivalent of leave salary in respect of the period of earned leave at his credit shall be limited to 240 days at the time of retirement on superannuation.

(17) In case of death of an employee while in service, the family members of the deceased are entitled to the benefit of encashment of unutilised earned leave available at the credit of the deceased employee subject to the maximum of 240 days.

(18) The employee who retires from service is entitled to the enhanced amount of leave salary and D.A./A.D.A. thereon which becomes due on accounts of subsequent revision in PAY/D.A./A.D.A. sanction by the Government with retrospective effect.

*38-A. The grant of leave extending beyond the date of superannuation or beyond the date of re-employment shall not be treated as a sanction to an extension of service and the employee shall not be permitted to retain a lien on his or her permanent post or any other post during the period of such leave.

* 38-A Inserted vide Regulation 4 ibid, 1996

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*38-B. At any time after an employee has completed 20 years of qualifying service, he or she may retire voluntarily from service by giving notice of not less than 3 months in writing to the appointing authority. The notice of voluntary retirement given by the employee may be accepted in all cases except where an official or judicial proceedings is continued or initiate.

NOTE- The period of notice given by the employee seeking voluntary retirement is not inclusive of the period of his 20 years qualifying service.

39. An increment shall ordinarily be drawn as a matter of course, unless it is withheld.

40. Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to the employee without the specific sanction of the Administrator.

41. The following provisions prescribe the condition on which the service counts for increments in a time scale:-

- (a) all duty in a post on the time-scale;
- (b) service in another post equivalent in rank whether in a substantive or officiating capacity ;
- (c) officiating service in a post on a higher scale of pay ;
- (d) service in a temporary post on higher pay ;
- (e) leave other than extraordinary.

42. The Administrator who orders the transfer of an employee from a higher to a lower grade of post as a penalty for misconduct or inefficiency may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which he may think proper, subject to no pecuniary benefit thereby accruing to such an employee.

43. If an employee is, on account of misconduct or inefficiency , reduced to a lower grade or posted to a lower stage in his time-scale, the Administrator ordering such reduction shall state the period for which it shall be effective and whether , on restriction it shall affect the future increments and if so, to what extent.

44. A person appointed to a temporary post will draw the pay of that post.

45. An employee under suspension shall be entitled to the payment of a subsistence allowance at a monthly rate of one half of his basic pay during the period the order of suspension remains in force.

46. An employee who is committed to prison on a criminal charge shall be considered as under suspension from the date of his arrest.

* 38-B Inserted vide Regulation 5 ibid,1996

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47(1) If on the conclusion of the proceedings against the employee under suspension, the employee is honourably acquitted of all the charges the Administrator or the Appellate Authority shall grant him for the period of his absence from duty such pay and allowances to the extent of the full pay to which he would have been entitled to had he not been suspended.

(2) In a case where the employee is honourably acquitted the period of absence from duty may be treated as a period spent on duty unless the Administrator for reasons to be recorded, proceeds against him departmentally.

48. (1) Unless in any case it be otherwise separately provided in these regulations, an employee shall not claim any honorarium or extra remuneration for any work done by him in connection with the Temple Administration:

Provided that the Administrator may grant an honorarium or extra remuneration of an amount not exceeding rupees *one hundred on one occasion , if he is satisfied that an employee had performed some important and strenuous work of special or extraordinary nature by devoting his time and energy outside the sphere of normal duty:

Provided further that the total extent of honorarium granted to any individual employee shall not exceed rupees *four hundred during a year.

(2) No honorarium or extra remuneration exceeding rupees *one hundred shall be granted to any one employee without the prior approval of the Committee.

49. Joining time may be granted to an employee to enable him to join a new post to which he is appointed while on duty his old post.

50 (1) The joining time of an employee in cases involving a transfer from one station to another shall be regulated in following manner:-

- (a) three days for preparation and in addition a period to cover actual journey as admissible to Government servants;
- (b) a Sunday or any holiday would count for the purpose of such calculation.

(2) The Administrator may in his discretion extend the joining time for a period not exceeding ten days in all.

51. Not more than one day would be allowed to an employee to enable him to join his new post when the appointment to such posts does not involve a change of station. A holiday or a Sunday shall count as a day for the purpose of this Regulation.

52. Any leave admissible under these Regulations may be granted by the Administrator.

*Vide Law Department order No 5151 dated 21-3-87

(c)

53. Leave cannot be claimed as a matter of right if the exigencies of the Temple Administration so require. Discretion to refuse or revoke leave of any description shall rest with the Administrator.

54. Leave may not be granted to an employee under suspension.

55. An employee who shall remain absent after the expiry of his leave shall not be entitled to any leave salary for the period of such absence unless the leave is extended by the Administrator, wilful absence from duty after the expiry of leave may be treated as a misconduct or the period of such absence may be treated as extraordinary leave.

56. A Service book shall be maintained in respect of each employee in the form as in Schedule 'D'. Leave account shall be maintained for each employee in the said service book.

57. Leave granted to an employee shall not ordinarily extend beyond the date of compulsory retirement.

Provided that if in sufficient time before the date of compulsory retirement an employee of the establishment has been denied in full or in part, in the exigencies of the Temple Administration, any leave applied for and due as preparatory to retirement, he may be granted after the date of compulsory retirement the amount of Earned Leave which was due to him on the said date of compulsory retirement subject to a maximum limit of 90 days or the amount of Earned Leave which was denied to him prior to retirement, which ever would be less;

Provided further that an employee whose service has been extended in the interest of the Temple beyond the date of his superannuation, may be granted Earned Leave as hereinafter provided –

- (a) during the period of extension, any Earned Leave accruing in respect of such period of extension and the Earned Leave which was due to him by the date of superannuation, subject to the limit of ninety days;
- (b) after the expiry of the period of extension, the Earned Leave which could have been granted to him under the preceding proviso had he retired on the date of superannuation reduced by the period of such leave availed of during the period of extension; and
- (c) any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension refused to him on account of the exigencies of the Temple Administration; and

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(d) in determining the amount of Earned Leave due in respect of the extension , the Earned Leave, if any, admissible under the existing proviso shall be taken into account.

Explanation- For the purpose of this Regulation, an employee may be deemed to have been denied leave only if, in sufficient time before the date on which he should have superannuated or the date on which his duties finally cease , he had either formally applied for leave as leave preparatory to retirement and had been refused it on the ground of exigencies of Temple Administration or had ascertained in writing from the sanctioning authority that such leave , if applied for would not be granted on the aforesaid ground.

58. The earned leave admissible to a permanent employee shall be one eleventh of the period spent on duty:

Provided that there shall be no accumulation of earned leave beyond 120 days in all.

The maximum period of earned leave that may be granted at a time to an employee shall not exceed 90 days.

59. A non-permanent employee shall be entitled to earned leave at the same rate as a permanent employee after putting in three years of continuous service.

60. Earned leave admissible to a non-permanent employee shall be 1/22 of the period spent on duty.

61. All non-permanent employees who have rendered continuous service for more than three years will earn earned leave at the rate of 1/11 of the period spent on duty commencing from their date of appointment.

62. A permanent employee on earned leave will be entitled to leave salary equal to average monthly pay earned during the twelve complete months immediately preceding the month in which the leave commences whereas a non-permanent employee would be entitled to leave salary equal to the average of his pay drawn during the preceding 36 completed months or the period of service rendered, whichever is less,

63.(1) A permanent or non-permanent employee may take leave on medical grounds or on medical certificate from out of the earned leave to his credit. In case leave on medical certificate or on such personal grounds considered adequate by the Administrator, exceeds the period of leave to the credit of an employee , the Administrator in his discretion may grant him leave up to a period of 60 days more during which period the leave salary be limited to

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half the average pay calculated for the period. Any leave beyond this period shall be on loss of pay.

(2) On return from leave on medical certificate an employee shall have to furnish a medical certificate of fitness from a Registered Medical practitioner at the time of reporting back to duty:

64. Extraordinary leave may be granted to an employee in the following special circumstances:

- (i) where no other leave is admissible; or
- (ii) when other leave is admissible but the employee applies in writing for the grant of extraordinary leave; or
- (iii) When the Administrator thinks that the leave applied for was not on just grounds and passes orders in writing for sanction of such extraordinary leave.

65. Any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave.

66. During the period an employee is on leave other than casual the Administrator shall be competent to make substitute arrangement to carry on the work on such terms and conditions as he may deem appropriate provided that he shall not pay remuneration to the substitute exceeding the basic pay of the employee on leave.

67. Any employee newly joining the Temple Administration after putting in continuous service of three months, will be entitled to casual leave which shall not exceed ten during a calendar year.

68. Casual leave may be affixed or suffixed to holidays but the number of days thus availed of shall not exceed eight days inclusive of the holidays and in case of such excess the period in excess shall be treated as any other type of leave admissible to him.

69. During the period an employee takes casual leave, he shall be entitled to full pay.

70. In the case of an employee coming on deputation, the casual leave already availed of by him during the calendar year shall be debited to his casual leave account.

71. A casual leave account in respect of each employee shall be maintained by the Administration.

72.(1) The Charcha staff shall have no right to avail any holidays or weekly off days unless expressly permitted by the Administrator.

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(2) In case of the Temple Charcha staff casual leave however may be granted to the extent of twenty days a year.

*73. The employees of the Temple those whose entire service has been or will be spent under the Temple Administration shall be entitled to the grant of pension and gratuity in accordance with regulations framed for the purpose.

✓ *74. The employees under the Temple shall mutatis mutandis be governed by the conduct rules as applicable to Government servants of the State Government.

✓ 75. Notwithstanding anything contained in these Regulations an employee under the Temple Administration shall have the right to submit representation or memorial to the State Government through the proper channel and it shall be competent of the State Government after considering all facts of the case, to direct any relief being afforded to such an employee as may be deemed appropriate in the circumstances provided that till all available remedies are exhausted such right shall not accrue to the employee.

* Substituted for regulations 73 to 84 vide regulation 6 ibid,1996
* Renumbered vide regulation 7 ibid,1996

ANNEXURE I

SHRI JAGANNATH TEMPLE OFFICE, PURI

No..... Office Order Date.....

In pursuance of sub-regulation(1) of regulation 38 of Shri Jagannath Temple (Employees' Conditions of Service)Regulations,1967, Shri/Shrimati is retired from service under the temple administration on expiry of three months from the date of service of this order on him/her.

Administrator
Shri Jagannath Temple,Puri

ANNEXURE II

SHRI JAGANNATH TEMPLE OFFICE, PURI

No..... Office Order Date.....

In pursuance of sub-regulation(8) of regulation 38 of Shri Jagannath Temple (Employees' Conditions of Service) Regulation, 1967, Shri/Shrimati who has completed 30 years of qualifying service/already attained the age of 50 years is retired from service under the temple administration w.e.f..... and is hereby paid three months' pay and allowances in lieu of three months notice.

Administrator
Shri Jagannath Temple,Puri

SCHEDULE A

(40)

Statement showing the particulars of posts under
Shri Jagannath Temple Administration

<u>Sl.No.</u>	<u>Designation</u>	<u>Scale of Pay</u> <u>Rs.</u>
✓1.	Office Superintendent	5900-200-9700
2.	Asst. Law Officer	5500-175-9000
3.	Senior Steno	4750-125-7500
4.	Head Clerk	5000-150-8000
5.	Accountant	4750-125-7500
6.	U.D. Clerk	4000-100-6000
7.	Cashier	3200-85-4900
8.	L.D. Clerk (Grade I)	3050-75-3950-80-4590
9.	Data-Entry-Operator	3050-75-3950-80-4590
10.	Caretaker	3050-75-3950-80-4590
11.	Law Agent	3050-75-3950-80-4590
12.	Driver	3050-75-3950-80-4590
13.	Electrician (Grade-I)	3200-85-4900
14.	Electrician (Grade-II)	2610-60-3150-65-3540
15.	Dafty	2610-60-3150-65-3540
16.	Work Sarkar	2650-65-3300-70-4000
17.	Peon	2550-55-2660-60-3200
18.	Choukidar	2550-55-2660-60-3200
19.	PA to Chairman	3050-75-3950-80-4590
20.	Public Relation Officer	6500-175-9900
21.	Asst. Information Officer	4750-125-7500
22.	Announcer	4000-100-6000
23.	Publicity Clerk	3050-75-3950-80-4590
✓24.	Temple Supervisor	4750-125-7500
25.	Asst. Temple Supervisor	4000-100-6000
26.	Fees Collector	3050-75-3950-80-4590

27.	Parimanika Assitant	3050-75-3950-80-4590
28.	Sanitary Jamadar	2750-70-3800-75-4400
29	Asst. Sanitary Zamadar	2610-60-3150-65-3540
30.	Sweeper	2550-55-2660-60-3200
31.	Mali	2610-60-3150-65-3540
32.	Revenue Supervisor	4750-125-7500
33.	Naib-Tahasildar	3050-75-3950-80-4590
34.	Revenue Moharir	2650-65-3300-70-4000
35.	Khamari	2550-55-2660-60-3200
36.	Temple Commander	4750-125-7500
37.	Deputy Commander	4000-100-6000
38.	Assistant Commander	3200-85-4900
39.	Charcha Amin (Temple)	3200-85-4900
40.	Asst. Charcha Amin	3050-75-3950-80-4590
41.	Writer	3050-75-3950-80-4590
42.	Dafadar	3050-75-3950-80-4590
43.	Barkandaz	2750-70-3800-75-4400
44.	Kotha Bhoga Zogania	2550-55-2660-60-3200
45.	Mahunta	2550-55-2660-60-3200
46.	Amin	2650-65-3200-70-4000

SCHEDULE B**BOND**

Whereas, I,

son of

aged

resident of

P.S.

P.O.

District

(hereinafter described as the employee) have been appointed to the office of under

on condition inter alia that I do furnish proper security in the sum of Rs. (in words) only

for the due and faithful discharge of my duties while employed in the said office or in any office attached or incidental to the same (hereinafter described as the said office) and for the due accounting for all property by me at any time held or received by virtue of the said office;

And, whereas, I,

son of

aged

resident of

P.S.

P.O.

District

(hereinafter on his own behalf and on behalf also of his heirs, legal representatives, administrators, executors, and assigns called the Surety) have agreed to stand surety for the due performance as aforesaid of the duties of the said office by the said employee;

Now, therefore, this security bond witnesseth as follows- that is to say :-

I. In this security bond and for the purpose of each and all of the provisions thereof the expression –

1. “Managing Committee” means the Committee.

2. “Administrator” means the Administrator as defined in the Shri Jagannath Temple Act, 1955.

3. “Property” includes cash, Coin, Currency Notes, Stock Notes, Cheques, Postal Money Orders, Hundi, Promissory Notes, Bills of

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Exchange, Government and other security, Scrip,shares, Bullion, jewellery, precious stones; crops, cattle, documents, records, accounts, vouchers, books, papers and all other property whatsoever both movable and immovable.

4. "Security" means the sum of money by this security bond secured and assured to the Shri Jagannath Temple Managing Committee for the due and faithful discharge of his duties by the said employee and for the due accounting of all property by him at any time held or received by virtue of his said office,

II. The Employee and the surety are held and firmly bound to the Managing Committee in the sum of Rs. (

only) as security for the due and faithful discharge of the duties of the said office that is the said employee shall from time to time and at all times during the continuance of his said office work and sufficiently perform and execute all and singular the duties of his said office or belonging to him as such officer or belonging to or in any way imposed upon him by reason of his being the said officer and conduct himself with fidelity, integrity and punctuality in and concerning the matters and things which shall be entrusted to him as such officer or in respect of such duties as aforesaid and do and shall well and truly pay and apply all property whatsoever as shall from time to time come to his hands by virtue of such office or duties as aforesaid or to the hands of his deputies, assistants, agents or other persons acting under his authority or on his behalf or any of them respectively and shall also well and truly pay which he shall become liable to pay for any negligence or misbehavior in his said office or in respect of his said duties and do and shall at all times when duly required produce and render true and correct accounts of the receipt, payment and application of all properties whatsoever as shall come to his hands or to the hands of his assistants or other person under his authority or on his behalf with proper and sufficient vouchers for the due application thereof and shall not in any way take to his own use, I lend or embezzle, away with, neglect to account for, lose or hazard any such property as aforesaid or any part thereof and do and shall at the expiration or other termination of his said office or duties deliver up to the person duly authorised to receive the same all books, papers, documents and accounts relating to his said office or duties and do and shall pay and deliver to the person or persons duly authorised, to receive the same the balance (if any) of the property as aforesaid remaining in the hands of and due from him, the said employee.

III. The employee shall during the continuance of his said office indemnify and save harmless the Managing Committee from and against all losses, costs, damages and expenses which shall or may at any time or times hereafter be sustained by the Managing Committee

from or through the negligence, failure, misconduct, disobedience, omission or insolvency of the said employee or any person acting under his authority or on his behalf or from or through the consuming, wasting, embezzling, stealing, misspending, losing, misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with any property or part or parts thereof by any person or persons whomsoever while the employee shall continue to act in the said office.

IV. The Managing Committee or any person having its authority or any other succeeding legally constituted body shall hold and retain this security and shall be free to make such use of it as is warranted under law and under the conditions stipulated in this deed.

V. In the event of any breach of or default in all or any of the terms and conditions of this deed the Managing Committee may realise, take and forfeit to itself the whole amount of the security or such part thereof as may be deemed adequate.

VI. The forfeiture of the security shall not in any way affect, limit, or extinguish any other remedy or relief to what the Managing Committee may at any time be lawfully entitled against the said employee in respect or anything done or omitted to be done by him as the said employee either before or after such forfeiture and nothing in this security bond contain shall be deemed to relieve the employee from any suit, prosecution or proceeding to which he may be liable under any law for the time being in force in respect of anything by him at any time done or omitted.

It witness whereof the said employee and the surety have hereunto subscribed their name at
on

Witness

Employee

1.

Surety

2.

SCHEDULE C

ଶପଥ

ଆମେ ଶୀ

ପତ୍ରୀ

91

ଆଜାନ

କବି

ଅକ୍ଷୀ ପୁ.....ପାଳ

ମାୟ

११

ଶ୍ରୀମଦ୍ଭରତେ ଶପଥ ଗ୍ରହଣ କରି କହୁଥିଲୁ ଯେ, ଜନେକ ଭରତୀୟ ଦେହାବରେ
ହିନ୍ଦୁ ଜଗତର ଆଶ୍ରମ ଦେବତା ଶ୍ରୀ ଜଗନ୍ନାଥଙ୍କ ଠାରେ ଆମ୍ଭର ଅଟଳ ବିଶ୍ୱାସ ଆର
ପ୍ରତିକଳ ଆରନାନ୍ତମୋଦତ ବୋ ବିଧ୍ୟମ୍ଭାତ ଶିମନ୍ଦର ପରିଶୂଳନା ସମ୍ପୂର୍ଣ୍ଣ ପ୍ରତି ଆମ୍ଭେ
ସବ୍ବଦା ଏକାନ୍ତ ଅନୁଗତ ରହୁଛୁ । ଶ୍ରୀମଦ୍ଭର ପରିଶୂଳନା ସମ୍ପୂର୍ଣ୍ଣ ଜନେକ କର୍ମପୂର୍ଣ୍ଣ
ଦେହାବରେ ଆମ୍ଭଠାରେ ନ୍ୟୋତ ହୋଇଥିବା ସମସ୍ତ ଦାସ୍ତୁଦି ଆମ୍ଭେ ସାଧୁତା ସହିତରେ,
ଜଣ୍ମପର ତୁ ନିରପେକ୍ଷ ସବରେ ଆନ୍ତରିକତା ସହିତ ପାଳନ କରିବୁ ତୁ ଶ୍ରୀମଦ୍ଭର ବା
ପରିଶୂଳନା ସମ୍ପୂର୍ଣ୍ଣ ଜୀବିତକାରକ ହେବା ଭଲ କୌଣସି କାର୍ଯ୍ୟ ଆମ୍ଭ ଜୀଜୀବାରରେ ଆମ୍ଭେ
କହାପି କରି ନାହିଁ । ଏଥରେ ଶ୍ରୀ ଜଗନ୍ନାଥ ଆମ୍ଭର ସହାୟ ହୁଅଛନ୍ତି ।

ପାତା ୧୦

କାରିକ୍ଷା...

କର୍ମବୁଦ୍ଧିକ ସ୍ଥାନର

SCHEDULE D

SERVICE BOOK

First Page (ପ୍ରଥମ ପୃଷ୍ଠା)

1. Name ...
2. Residence ...
3. Date of birth by Saka era with corresponding Christian era as nearly as can be ascertained, ...
4. Educational qualification ...
5. Exact height by measurement ...
6. Personal mark for identification ...
7. Father's name and Residence ...
8. Left and finger impressions of Temple employee] ...

P.T.O.

(130)

(a)

Little finger (130) ...

Ring finger

Middle finger (130) ...

Fore finger

Thumb

...

9. Signature of Temple Employee...

10. Signature and designation of
the Head of the office, or
other Attesting Officer.

NOTE -- The entries in this page should be renewed or
reattested at least every five years, and the signa-
tures in lines 9 and 10 should be dated.

Finger-prints need not be taken after every five
years under this regulation

1	Name of the post and scale of pay ଦର୍ଶକ ପଦ ଓ ବେତନର ସ୍ଥାନ	
2	Whether substantive or officiating and whether permanent or temporary ବାହେନୀ କି ଆବଶ୍ୟକ ଓ ସ୍ଥାବୀ କି ଅସ୍ଥାବୀ	
3	Pay in substantive post ବାହେନୀ କର୍ମରେ ବେତନ	
4	Additional pay for officiating ଆବଶ୍ୟକ ନିମନ୍ତେ ଅବେଳା ବେତନ	
5	Other emolument falling under personal pay ବେତନ ଅନ୍ତର୍ଭକ୍ତ ଅନ୍ୟାନ୍ୟ ଭାବେ	
6	Date of appointment ନୟୁତ୍ତର ତାରିଖ	
7	Signature of Temple employee ଗ୍ରାମଦିଵ କର୍ମଚାରୀ ସ୍ଥାଷ୍ଟର	
8	Signature and designation of the head of office or other attesting officer in attestation of columns 1 to 7 ଏକଠାରୁ ସାତ ପର୍ଯ୍ୟନ୍ତ ସ୍ଥାନକର୍ତ୍ତା ପ୍ରମାଣ ନାମିର ଅପିତ୍ର ପ୍ରଧାନ କର୍ମଚାରୀ ବା ପ୍ରମାଣ କରୁଥିବା ଅବ୍ୟାୟ ଅଭିରକ୍ତ ସ୍ଥାଷ୍ଟର ଓ ଉପାୟ	
9	Date of termination of appointment ନୟୁତ୍ତ ଶେଷ ତାରିଖ	
10	Reasons of termination (such as promotion, transfer, dismissal, discharge, etc. ନୟୁତ୍ତ ଶେଷ କାରଣ (ଶର୍ତ୍ତାରୁ ପଦୋନ୍ତ କିମ୍ବା ବଦଳି କିମ୍ବା ବରଖାତ୍ ବା ଅନ୍ତିର୍ଦ୍ଦିନ, ଚାର୍ଯ୍ୟାଦି)	
11	Signature of the head of office or other attesting officer ଅପିତ୍ର ପ୍ରଧାନ କର୍ମଚାରୀ କର୍ମଚାରୀ ସ୍ଥାଷ୍ଟର	
12	Leave (ଛାତ୍ର) Nature and duration of leave to credit କେନ୍ଦ୍ରସ୍ଥୀ ଲବ୍ଧ ଛୁଟି	
13	Allocation of period of average pay for which leave salary is debitable ଛିପଦେଇ ହୋଇଥିବା ଛୁଟିର ପରିମାଣ ଓ ବିବରଣ	
14	Signature of the head of office or attesting officer ଅପିତ୍ର ପ୍ରଧାନ କର୍ମଚାରୀ ବା ଅନ୍ୟ ପ୍ରମାଣକର୍ତ୍ତା ଦୟାଗୁଡ଼ି	
	Reference to any recorded punishment or censure or reward or praise of the Temple employee ଗ୍ରାମଦିଵ କର୍ମଚାରୀ କୌଣସି ଲିପିବଳ ଦଣ୍ଡ ବା ଅପମାନ ବା ସୁରମ୍ଭାର କିମ୍ବା ପ୍ରଶଂସା ବିଷୟରେ ଦଲେଖ	

(132)
FORM OF LEAVE ACCOUNT
(କୁଟି ବିବରଣୀ ଫର୍ମ)
(SHRI JAGANNATH TEMPLE ADMINISTRATION REGULATIONS)
(ଶ୍ରୀଜଗନ୍ନାଥ ମନ୍ଦିର ପରିଧ୍ୱଳନ ବେବୁଲେସନ୍ସ)

Name of the employee _____ Designation _____
 (କର୍ମସ୍ଵଦର ନାମ) (ପଦବୀ)

Date of commencement of continuous service _____ Date of birth _____ Date of Compulsory retirement _____
 (ବାର୍ଷିକେ ଧାରାବାହକ ନିଯୁ କ୍ରି ତାରିଖ) (ଜନ୍ମ ତାରିଖ) (କାନ୍ଧିମାଳକ ଅବସର ପରିବର୍ତ୍ତନ ତାରିଖ)

Earned Leave ଉପାର୍ଜିତ କୁଟି			Duty କାର୍ଯ୍ୟର ସମୟ			Leave earned [in days] ଉପାର୍ଜିତ କୁଟି (ଦିନ ଦ୍ୱାରା)			Leave at credit [in days] columns 9+4 subject to the appropriate limit. ଦିନ ଦ୍ୱାରା କୁଟି ପରିବର୍ତ୍ତନ କୁଟି ପରିବର୍ତ୍ତନ ପରିବର୍ତ୍ତନ ପକ୍ଷର କୁଟି କୁଟି ପରିବର୍ତ୍ତନ			Leave taken ନେବାକୁଟି			Leave on return from leave columns 5-8 କୁଟି ପରିବର୍ତ୍ତନ କୁଟି ପରିବର୍ତ୍ତନ କୁଟି			Extraordinary Leave taken		
From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days			
୧୦୦	ପର୍ଯ୍ୟନ୍ତ	କାର୍ଯ୍ୟର ସମୟ ଦିନ ଦ୍ୱାରା	୧୦୦	ପର୍ଯ୍ୟନ୍ତ	କେତେ ଦିନ	୧୦୦	ପର୍ଯ୍ୟନ୍ତ	କେତେ ଦିନ	୧୦୦	ପର୍ଯ୍ୟନ୍ତ	କେତେ ଦିନ	୧୦୦	ପର୍ଯ୍ୟନ୍ତ	କେତେ ଦିନ	୧୦୦	ପର୍ଯ୍ୟନ୍ତ	କେତେ ଦିନ			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17				

Remarks with authentication of the
Head of Office.
ଅଧିକାରୀ ପରିବର୍ତ୍ତନ ମନ୍ତ୍ରବାହୀ ଦ୍ୱାରା