

THE DARGAH COMMITTEE EMPLOYEES SERVICES RULES -1977

In exercise of its powers conferred by Section 11(1) of the Dargah Khwaja Saheb Act.,1955 (36 of 1955) and bye-laws 25 of the Dargah Khwaja Saheb, Bye-Laws 1958 framed under Section 20 of the said Act, the Dargah Committee hereby makes the following rules :

1. SHORT TITLE AND COMMENCEMENT :

These Rules may be called "THE DARGAH COMMITTEE EMPLOYEES SERVICES RULES -1977 .

They shall come into force on such date as the Dargah Committee may fix by the issue of a resolution No.9 dt. 21.5.1977.

2. DEFINITION :

In the Rules, unless the context otherwise require :



- "Act" means the Dargah Khwaja Saheb Act.,1955 (36 of 1955)
- (b) "Bye-Laws" means the Dargah Khwaja Saheb Bye-Laws 1958 framed under the Act.
- "Appointing Authority" means the Dargah Committee or any other authority to whom the power of appointment may be dekegated by the Dargah Committee.
- (d) "Committee" means the Dargah Khwaja Saheb Committee constituted under section 5 of the Dargah Khwaja Saheb Act.,1955 (36 of 1955).
- (e) "Employees" means a person in th employment of the Dargah and paid out of the Dargah Endowment, but does not include the Nazim.
- (f) "Nazim" means the Nazim, Dargah Khwaja Saheb Ajmer appointed by the Central Government under section 9 of the Dargah Khwaja Saheb Act.,1955.
- (g) "Direct recruitment" means recruitment made otherwise than by promotion or deputation.
- (h) "President" means the President elected under Section 7 of the Dargah Khwaja Saheb Act 1955.
- (i) "Vice President" means the Vice President elected under section 7 of the Dargah Khwaja Saheb Act., 1955.

3. COMPOSITION AND STRENGTH OF THE SERVICE :

The composition and strength of the service categories shall be fixed by the Dargah Committee. For the present, the following will be the various categories of the staff. :

- (a) Permanent
- (b) Temporary
- (c) Part time
- (d) Hereditary

(a) Permanent Staff :

The employees appointed on a whole time and substantive basis in defined grades of pay against substantive post are include in this category.

(b) Temporary Staff :

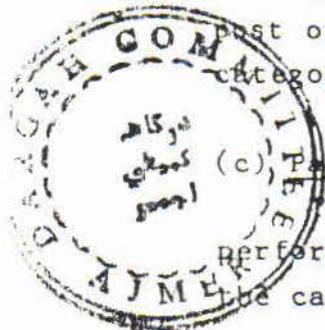
The person appointed temporarily against substantive post or appointed against temporary post are included in this category.

(c) Part Time :

The staff required for a part time job or for performance of duties for a particular period are included in the category.

(d) Hereditary Staff :

Means the staff entertained on fixed pay for performing specific duties with the concossion that in case of a hereditary post falling vacant, preference will be given to the son, grandson, real brother or real brother's son, aged not less than 18 years, of the person who was holding the post immediately before the vacancy had arisen. In case the surviving heir is below 18 years of age a substitute will be appointed for the period upto which the heir has attained the age of 18 years. If there is no heir or the heir be not considered suitable for appointment by the Committee the hereditary post will be converted into a permanent post on such fixed pay as may be determined by the Committee and filled in the manner provided for recruitment to permanent post.



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4. The designation of the staff of various categories are given below :-

Permanent :

The permanent staff fall in the following two categories:

- (a) Staff in scale of pay .
- (b) Staff on fixed pay.

(a) The permanent staff in scale of pay are as following:

1. Assistant Nazim
2. Head Clerk
3. Store-Keeper-Supervisor
4. Kamdar (Rent collector)
5. Accountant
6. P.A. to Nazim
7. Cashier
8. Nazurat Clerk
9. Accountant Clerk cum typist
10. Court Clerk
11. Record Keeper
12. Care taker Guest House
13. Darogha Langar Khana, Intizamia Safal
14. Jamader
15. Peon
16. Watchman
17. Supervisor Power House
18. Line men Power House
19. Imams
20. Hakim
21. Compounder
22. Sadar Mudarris
23. Mudarris
24. Hafiz

(b) The permanent Staff on fixed pay are as follows :

1. Moazzins
2. Dai(Nurse)
3. Sabilies
4. Sweeper
5. Jarooob Kash

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- (c) PART TIME
1. Saqqa (Water Man)
 2. Gharisaz (Watchman)
 3. Gulbardar
 4. Topchi
 5. Qawwals
 6. Huffaz for Khatam-a-Khwajgan
 7. Librarian
 8. Imam Masjid Sarai Chishsty Chaman
 9. Farrash Jarookash for Darul Uloom and Library
 10. Nigran, Tayyari Sherni
 11. Sandalsaz.

HEREDITARY STAFF

1. Cooks (Bawarchi)
2. Wazan Kash
3. Distributors of Langer
4. Gharyali
5. Jarook Kash
6. Huffaz
7. Naqqarchi
8. Shehnaj Nawaz
9. Pakabdar
10. Karban
11. Qawwals
12. Farrashan
13. Falitasoz.
14. Roghan-e-Siyah Theeb
15. Mombattisaz
16. Amin Badshahi
17. Chobdaran
18. Sagzan
19. Jhanj-Nawaz
20. Qalandar
21. Qarna nawaz
22. Rawanna

5. GRADES :

The scale of pay of the permanent staff together with the pay fixation formula have been shown in Schedule "A". The pay of permanent staff of fixed pay has been shown in Schedule "B". The staff other than permanent staff will continue to get existing remuneration.

6. APPOINTMENT AND AGE :

- (a) The existing staff will be deemed to have been appointment under these Rules.

Provided that no employee will be placed in an inferior scale or get less pay than what he was getting immediately before the commencement of these Rules.

- (b) The new appointment will be made by the "appointing Authority" as defined in rule 2(c).

- (c) The appointment to the permanent posts will be made :
(i) by direct recruitment.
(ii) by promotion.

Provided that in the exigencies of service. Govt servants may be appointed to such posts on deputation terms. Candidates for direct recruitment to the regular posts must not be less than 21 years and more than 28 years of age on the 1st day of January of the year in which the applications are invited for service.

Provided that the Committee may relax the maximum age limit in specific cases.

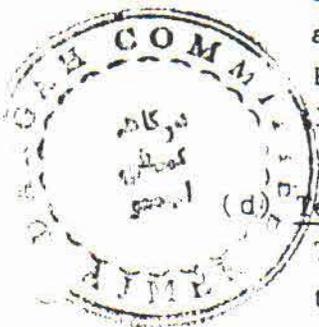
- (d) Temporary appointments :

There is no age limit for the temporary appointments but the person appointed should be physically fit for the job and his appointment will not be for more than one year, subject to re-appointment for subsequent year provided the Committee requires his services and he is physically fit for the same.

- (e) Part-Time appointments:
As in Clause (d) of Rule 6.

- (f) Hereditary:

Subject to the provisions contained in Rule 3(d) appointments to hereditary posts falling vacant for any reason will be made from amongst the heirs. In the category of heir only the son, grandson, real brother and real brother's son will be counted.



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(g) The candidates for appointment to the service must be :

(i) a citizen of India

(ii) He should be of good moral character. He should produce a certificate of good character from the Principal, Academic Officer of the University or College in which he was last educated and of two responsible persons not connected with the University or College and not related to him.

7. QUALIFICATIONS :

Except the temporary, part time and hereditary services for which the Nazim will notify the qualifications at the time of recruitment, the qualification for the regular staff will be the following :

Assistant Nazim : Graduate -Must have at least five years administrative experience in any Govt. Office, local body or a well established firm.

Head Clerk: Normally there will be no direct recruitment to the post. The clerk of the Upper Division having at least five years, experience will be promoted.

Accountant : A clerk of Lower Division having at least five years' service will be promoted. If found suitable. In case of direct recruitment he must be B.Com.with sufficient experience.

Upper Division Clerk :

A clerk of Lower Division having at least five years' service will be promoted if found suitable. In case of direct recruitment he must be graduate with sufficient experience .

lower Division Clerk :

Intermediate or Higher Secondary.

P.A. to Nazim :

Intermediate or Higher Secondary. The speed in shorthand and typewriting will be as notified by the Nazim.

Supervisor : The Darogha or the Clerk of Lower Division (Whoever may be senior with at least 5 years service experience will be promoted.

Darogha : Intermediate or Higher Secondary.

Kamdar : Intermediate or Higher Secondary.

Imam : Good Qari, having passed "Darse Nizami" or equivalent.

Moazzin: Should be able to call Azan correctly and with good Arabic tone.

Sadar Mudarris of Darul Uloom: Intermediate or Higher Secondary with knowledge of Arabic, persian and "Diniyat".

Hafiz of Darul Uloom: A "Hatiz" of Quran Sharif with correct pronunciation.

Hakim of Unani Shafakhana:

Should have a certificate of a Recognised Tibbia College.

Compounder of Unani ShafaKhana:

Should have experience of "Dawa Sazi".

8. RETIREMENT:

The age of retirement will be 58 years provided that :

(i) The Committe may in its discrection allow the Imams, Moazzins, Hakim and teaching staff of Darul Uloom to continue in service upto the age of 65 years and may allow further extension if the incumbent continues to be physically fit and efficient.

(ii) (a) The Committee has a right to retire an employee at the age of 55 years for which a notice will be given to him one month before such retirement.

(b) Hereditary staff will also retires at the age of 58 years, but the suitability and fitness of the hereditary staff will be judged at the age of 58 years and extension of service may be granted to him, if in the opinion of the Committee he is considered to be fit.

9. PROMATION:

The member of the regular staff newly appointed will be on probation for a period of one year and his service may be tereminated without any notice if he is found unfit for the Job, provided that the appointing may extend the period of probation for another six months.



10. METHOD OF RECRUITMENT:

- (i) The vacancy will be notified by the Nazim by affixing a notice in the Dargah Office giving at least fifteen days for filing the application.
- (ii) All the applicants will be called before the Committee or the Nazim as the case may be for interview and written test as may be considered necessary. The candidate obtaining the highest marks and being otherwise suitable will be appointed on probation. The same procedure will be applied in filling temporary post and such hereditary post of which the incumbent has been dismissed from the services or has left no son, grandson, real brother or real brother's son of the age of 18 years or above.
- (iii) The persons appointed will produce a medical certificate within fifteen days of the order of appointment and will not be allowed to join the service without such a certificate.

11. The allocation of work between the employees will be done by the Nazim.

12. SCALE OF PAY INCREMENTS:

The scale of pay will be as shown in Schedule "A"

- (a) The employees will get the annual increments admissible to him except when he is on probation or has reached the stage of efficiency bar in the scale.
- (b) In case of probation he will get no increment unless he is subsequently absorbed. In the stage of efficiency bar, increment will be allowed only after the competent authority has passed orders of crossing the efficiency bar.
- (c) In special cases the Committee may allow advance increments.

13. When an employee is appointed to another post which involves assumption of duties or responsibilities of greater importance than those attaching to the post held by him at the time of appointment, his initial pay shall be fixed.

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- (i) at the minimum of the scale pay of the new post, if his pay in the previous post is less than the minimum of the new post.
- (ii) at the stage of the scale of pay of the new post next, above his pay in the appointment to the post, if his pay in the previous post is equal or more than the minimum of the scale of pay of the new post.

14. The holder of a post, the pay scale of which is revised shall be treated as if he was appointed to the new post on the new pay, and unless the Committee lays down special pay fixation formula for regulating such case, his pay will be fixed in accordance with Rule 12.

15. HONORARIUM:

Normally all the regular and the temporary staff, having been in one year's service will be paid honorarium equal to half of the pay in Urs Sharif provided that the Nazim is satisfied that the members of the staff had rendered good service during Urs Sharif. The Committee may award honorarium to the person recommended by the Nazim on any other occasions requiring extra labour of the staff.

16. PROMOTION:

Promotion from one post to another post will be made under the orders of the Committee.

CONDUCT AND DISCIPLINE:

- (a) Every employee shall discharge his duty and assignment with integrity, loyalty and promptness.
- (b) Every employee shall be obedient to his superiors and shall behave courteously with the members of the public and also with the colleagues and subordinates.
- (c) Every employee shall observe the rules, regulations and orders, that may be prescribed by the Committee.
- (d) The whole time of an employee is at the disposal of Dargah Endowment and he shall be at work punctually at the time fixed and/or notified to him. An employee who is absent without permission from his place of work shall be subject to such disciplinary action as the appointing authority may deem fit.



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(e) Save when required by law, an employee shall not be without sanction of the Committee or such officer as may be authorised by it communicate directly or indirectly to any person any document or any particulars contained therein or any information which has come into his possession as an employee of the Dargah Endowment, except where such communication is necessary in the discharge of his duties as an employee of the Dargah Endowment.

18. Offences are classified in two categories, viz,
(i) Minor lapses
(ii) act of misconduct

19. Minor lapses are as follows :

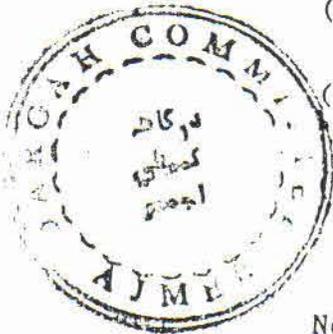
- (1) Late and irregular attendance on more than three occasions in a month.
- (ii) Absence without prior permission.
- (iii) Asking for extension of leave without sufficient cause.
- (iv) Untidiness and solvenliness.
- (v) Minor negligence in the discharge of duties.
- (vi) Laxity and lack of promptness in attending to assignments.
- (vii) Instances of lack of normal courtesy towards colleagues and subordinates.
- (viii) Discourtesy and undignified behaviour with the members of the public (Not amounting to insolence or insult)

Note : 1. Any of the above instances of lapses may at the discretion of the competent authority be regarded as an act of misconduct according to the circumstances and gravity of the situation.

Note : 2. The list is only indicative of what could be deemed as minor lapse. The list is not complete or exhaustive and the Committee may make such modifications in the list as may be deemed necessary.

20. The following are regarded as act of misconduct

- (1) Abuse or misuse of materials and properties of Dargah Endowment.



- (2) Causing loss of materials and properties of Dargah Endowment.
- (3) Collusion with any person with a view to deprive the Dargah Endowment of its revenues and other dues.
- (4) Negligence resulting in or likely to result in loss to the Dargah Endowment.
- (5) Causing damage to the property of the Dargah Endowment or failure to prevent damage to or loss of Dargah Endowment's property when prevention was reasonable necessary and possible.
- (6) Indiscipline.
- (7) Insubordination, insolence, impertinence, rude and uncivil behaviour.
- (8) Disobedience of any order of the Nazim, Vice President or President.
- (9) Theft, embezzlement, fraud, falsificating of account, tampering with official documents, breach of trust, misappropriation or dishonesty in connection with the affairs of property of the Dargah Endowment.
- (10) Act of disloyalty to the Dargah Endowment or Dargah Administration.
- (11) Unauthorised disclosure of any official document or information acquired in the course of duty.
- (12) Gross negligence of duty.
- (13) Absence from duty exceeding one week without the grant of leave.
- (14) Making a false statement or a false complaint.

Note :- The list is only indicative of what could be deemed as an act of misconduct. The list is not complete or exhaustive, and the Committee may make such notification in the list as may be deemed necessary. Act of moral turpitude or such of the irregularities or offences committed by an employee not included in the list but commonly or generally known or understood to be against the canons of good behaviour and discipline may be deemed to have been included in this list.

21. Procedure for dealing with minor lapses :-

Without prejudice to the provision of Bye-Laws 13(k)

cases of minor lapses may be dealt with summarily by the Nazim, who may inflict the following punishment :-

- (a) Warning
- (b) Reprimand
- (c) Censure
- (d) withholding of increment for a period not exceeding six month without cumulative effect. An employee on whom any of the punishment may be inflicted by the Nazim may appeal to the Committee through the Nazim within 30 days of the communication of orders.

22. Procedure for dealing with act of misconduct :-

Without prejudice to the provision of Bye-Law 7(b) & 13(k) an employee charged for an act & misconduct shall be supplied with a copy of the charge sheet and called upon to show cause, before the Nazim by a specified date. Apart from showing cause in writing the employee may with the permission of Nazim be permitted to adduce oral evidence of defence witness, if any, the Nazim will prepare a report giving his opinion on each charge. If in the opinion of the Nazim the charge is proved, he will also suggest punishment that may be imposed. The entire records of the proceedings together with the Nazim's report and recommendations shall be placed before the Committee for orders.

23. PENALTIES:

After the proceedings have been conducted in the a manner provided in Rule 21 and the Committee is satisfied that the charge/charges is/are proved, the following penalties may be imposed :

- (i) Withholding of increments with cumulative effect.
- (ii) Reduction to a lower post or time scale, or to a lower stage in a time scale.
- (iii) Imposition of fine.
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the Dargah Endowment by negligence or breach of orders.
- (v) Suspension
- (vi) Removal from service
- (vii) Dismissal from service.

Provided that in case in which the charges prima facie grave, the Committee may place an employee under suspension before the proceedings have been formally initiated or

concluded.

24. During the period of suspension the employees will get subsistence grant equal to half pay and the allowance, if any admissible on that amount.

25. In case in which an employee is placed under suspension pending final disposal of the proceedings by the Committee, but after such disposal he is held to be innocent, he would get fully pay and allowance to which he would be entitled, had he not been placed under suspension. In all other cases he would get the amount specified in Rule 23.

26. ADVANCE:

An employee who has rendered not less than 5 years service, may be granted loan equal to one month's pay to be refunded in eight equal monthly instalments. * Ten.

In case of employees, who have rendered service qualifying for gratuity, the loan may be advanced, upto the extent of three fourth of the gratuity. The loan will be realised in twenty equal monthly instalments.

In both the types of cases Nazim will be the competent authority sanctioning the loan.

In case of sudden retirement, death or disability of the person having obtained loan, the recovery may be made from his estate including gratuity etc due to him and any amount remaining due even after the deduction will be realised under the normal laws relating to the recovery of loan.

Provided that in a genuine case the Committee may grant loan to an employee who has not completed five years service, if two permanent employees stand as surety.

27. GRATUITY:

An employee who retires or dies after having rendered satisfactory service for a period of not less than ten years will be granted gratuity. The gratuity will be equal to six months' pay for the first ten years and for every subsequent year he will be given additional half month's pay, subject to a maximum of fourteen months pay. The gratuity will be sanctioned by the Committee.

Head of
Branch

* Eight in Ten - 42/10/21

28. SECURITY FROM CERTAIN EMPLOYEES OF THE COMMITTEE:

This will be governed by Bye-Law 26 of Dargah Khwaja Saheb Bye-Laws 1958.

29. SENIORITY:

The seniority will be determined by the date of appointment, and in case of two or more persons having been appointed on the same date seniority will be determined on the basis of age, educational qualification and previous experience if any.

30. RESIGNATION:

An employee may resign his post by tendering his resignation before the Nazim and attesting the same in his presence. He will be responsible to continue to work until his resignation is accepted and he makes over charge of all records to the Nazim or any person authorised by him in this behalf.

31. SPECIAL PAY AND ALLOWANCE:

The Committee may grant special pay for performing arduous nature of duties or for specific addition to duties. This special pay will not be more than 20% of the actual pay.

32. LEAVE RULES:

Leave cannot be claimed as of right. Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

33. (1) leaves to which an employee may be eligible is classified as under :-

- (a) Leave on average pay.
- (b) Leave on half average pay.
- (c) Commuted leave.
- (d) Extraordinary leave.
- (e) Casual leave.

(2) Save in the case of casual leave, one kind of leave may be granted in combination with any other kind of leave.

34. LEAVE ON AVERAGE PAY:

(1) The leave on average pay admissible to an employee in permanent employment will be one eleventh of the period

spent on duty.

(2) An employee will cease to earn such leave when the leave on average pay avail as to 120 days.

Leave on average pay may be allowed upto a maximum of 90 days at any time, provided that leave on average pay may be allowed upto a maximum of 120 days at any one time on medical ground.

(3) The leave on average pay admissible to an employee not in permanent employ will be at half the rates specified in sub Rules (1 and (2).

Provided that an employee not in permanent employment will be entitled to leave on average pay after he has been continuously in service for a period of not less than one year.

35. Leave on half average pay will be earned by a permanent employee at the rate of 20 days for each year of completed service, subject to a maximum of accumulation of 60 days. Such leave may be allowed upto a maximum of 30 days at any one time on private affairs and 60 days at any one time on medical grounds.

Explanation: The term "completed year of service means continuous service under the Dargah Administration excluding the period spent on leave other than casual leave.

36. Commuted leave : At his option a permanent employee can leave the half average pay leave due to him converted into half the amount of full average pay leave. Such converted leave will be termed "converted leave". It will be granted only on medical certificate subject to a maximum of 60 days during the entire service.

37. (a) Extraordinary leave without pay may be granted only to a permanent employee in special circumstances:-

(i) When no other leave is due under these Rules, or

(ii) When other leaves being admissible, the employee concerned applies in writing for the grant of extraordinary leave.

(b) For every completed year of service a permanent employee will be entitle to 30 days extraordinary leave, but such a leave may allowed upto 90 days on any one occasion. In

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special circumstances extraordinary leave may be granted by the Committee in relaxation of the Rule Extraordinary leave may be allowed in combination with any other kind of leave other than casual leave.

38. (a) Casual leave is not recognised as leave due or earned, and the pay for the days of absence of an employee on casual leave shall be drawn as if he was on duty. Casual leave may not be combined with any other kind of leave and should not extend to more than fourteen days during one Calendar year.

Note: Person appointed during the course of a year should be granted casual leave in proportion to the number of months (part of a month to be treated as full month) they are employed in that year.

(b) Holidays may be both prefixed and affixed to casual leave, and the intermediate holidays, falling within a period of casual leave, may not be counted as part of leave but the total period of absence including all such holidays should not exceed ten days at a time.

(c) Casual leave cannot be claimed as of right, and an employee must apply, for and obtain prior sanction of the competent authority, unless exempted from such prior sanction in extraordinary circumstances.

39. Staff of Darul Uloom, who avail of long vacation, will only be entitled to casual leave and extraordinary leave.

Provided that leave on average pay may be allowed to a permanent staff of Darul Uloom upto ten days in a year on medical ground.

40. Except commuted leave and extraordinary leave, which require the sanction of the Committee, all other kind of leave will be sanctioned by the Nazim at his discretion.

41. TRAVELLING ALLOWANCE:

Travelling allowance will be admissible to an employee if he performs journey outside a radius of five miles of the Dargah. Provided that an employee who has to move about frequently within a radius of five miles of the Dargah for the performance of his duties, may be given actual conveyance

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allowance subject to a maximum of Rs.20/- in a month.

42. The employees travelling outside Ajmer on duty will get second class railway fare both ways or when travelling by Bus, the actual Bus fare of the lowest class. They will also be entitled to halting allowance at the rate indicated below for each day spent on the work of the Dargah including the days spent on travelling.

<u>Pay</u>	<u>Halting allowance per day</u>
upto Rs.150/-	Rs. 2/-
Exceeding 150/-	Rs. 4/-

For halt in cities with population exceeding 8 lacs the rate of halting allowance will be double of the above amount.

Rules for the re-imbursment of medical claims of Dargah Employees:

1. These rules will apply to Dargah Employnees, their families and depentant parents (excluding Mauroosi Staff).

In case of emergency, the private authorised doctors may be consulted but their treatment will be only for 3 days, which will be reimbursed.

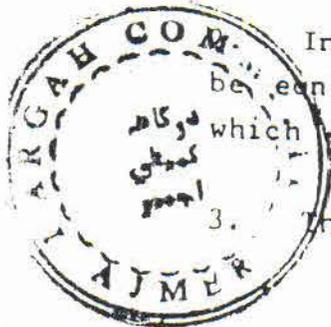
3. The Penal of authorised doctors is as under :

- (i) Dr. Mehra
- (ii) Dr. Nand Lal
- (iii) Dargah Unani Shafa Khana
- (iv) Dr. Vats, Dargah Homeopethic, Dispensary.
- (v) Ayurvedic Hospital, Laungia.
- (vi) Dr. Dhandra Prakash Ojha.

4. The Medicines prescribed by the Govt.Hospital/Dispensary will be reimpursed.

5. Limit of reimbursement of medical bills will be 5% of the basic salary of all the employees except for peons and Safaiwalas in whose case it will be 10% of their salary.

6. Bills exceeding the limit will require the sanction of Dargah Committee.



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7. Re-imburement will be from within the sanctioned budget of the Dargah Committee.

Resolution No.15 dt.3/11/1974 leave of this Amendments in DSER-1977.

Resolution No.15 dt. 28/11/1977 Rule 41

Resolution No.9 dt. 20/3/1979 Rules No.7,9,26

Resolution No.- dt. 11,12/8/1985 Rules 16,27

Resolution No.7 dt. 29/12/1986 Rules


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