

ABOUT FACULTY DEVELOPMENT PROGRAMME

The Faculty Development Programme (FDP) on **Service Rules and Regulations for Teachers in Higher Education** aims to familiarize faculty members with the essential rules, policies, and procedures that govern their professional responsibilities within academic institutions. It provides an overview of important areas such as conduct and leave regulations, pension and travel allowances, and the principles of transparency and accountability in public service. The programme also highlights the significance of compliance in areas like procurement procedures, performance evaluation, and financial audits, helping teachers navigate institutional frameworks more effectively and confidently.

Themes

- ☐ Leave Rules
- ☐ Pay Fixation
- ☐ CCS Pension Rules
- ☐ TA Rules
- ☐ Conduct Rules & CCS (CCA) Rules
- ☐ Procurement procedures & GeM
- ☐ ACR and API
- ☐ File and Record Mgt. in official Functioning
- ☐ RTI Act -2005

Target Participants

- ☐ College and University Faculty members

Certificates

- ☐ 50 % marks in Assignments/Quiz
- ☐ 75 % attendance
- ☐ Hard copy will be provided to all the participants by post

ABOUT COLLEGE

Shaheed Captain Vikram Batra Government College, Palampur, Himachal Pradesh, established in 1995, was later renamed in honour of Capt. Vikram Batra, a Kargil War hero and Param Veer Chakra awardee. The college follows the motto 'Tamso Ma Jyotirgamya,' meaning 'Lead me from darkness to light,' reflecting its commitment to knowledge and enlightenment. A co-educational institution, it is recognized by the UGC under sections 2(f) and 12(B) of the UGC Act, 1956 and accredited by NAAC (B Grade). Affiliated with Himachal Pradesh University, Shimla, and Sardar Patel University, Mandi, the college offers a diverse range of undergraduate programs in Arts, Commerce, Science, BBA, and BCA, along with postgraduate courses in Economics, Hindi, English, Zoology, and PGDCA, fostering academic excellence across multiple disciplines.

CHIEF PATRON
Prof. Pankaj Sood
(Principal)

ORGANIZING SECRETARY
Dr. Ajay Thakur
(Coordinator IQAC)

ADVISORY COMMITTEE

Ms. Kalpna Rishi
Dr. Anupma Sharma
Mr. Mahesh Sood
Dr. Anita Surroch
Dr. Bovinder Chand
Lt. Dr. Deep Kumar
Dr. Meenakshi Thakur
Lt Renu Dogra
Dr Ajay Sharma
Ms Sunita Sirmoria
Mr Naresh
Mr Rajeev Bhorla
Mr Aditya Bhan Ojha

ORGANIZING COMMITTEE

Mr Dhanbir
Dr Shailza Vasudeva
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Ms. Manisha Sharma
Mr. Vipin Kumar
Ms. Kamlesh Kumari Rana
Dr. Sahil Mahajan
Mr.. Atul Choudhary
Dr. Diwaker
Mr. Nem Raj
Dr. Tanbir Singh

REGISTRATION DETAILS

Registration can be done online by filling the Google form

Link of registration form:

<https://forms.gle/TBZJuaxAuHvEtmE19>

Whatsapp Group link:

<https://chat.whatsapp.com/KzFXSaifRLaIGEJb09Ss4d>

Registration Fee: 500 ₹

Last Date for Registration: 30th April, 2025

Fee Payment

Account Details

Bank Name: SBI Bank

Account no : 32662216759

IFSC code: SBIN0003632

Name of account holder :

Principal Shaheed Vikram Batra

Govt College Palampur

Conference Fund

UPI ID: svbgovtcollege@sbi

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Shaheed Captain Vikram Batra
Government College,
Palampur, H.P.



Faculty Development Programme
(FDP) on

“Service Rules and
Regulations
for Teachers in
Higher Education ”



01st May – 07th May, 2025

(HYBRID MODE)



Organized by
Internal Quality Assurance Cell (IQAC)
S.C.V.B. Government College Palampur

One week Faculty Development Programme (FDP)

on

“Service Rules and Regulations for Teachers in Higher Education”

01st May – 07th May, 2025



Session 1 : 02:00 – 03:15 pm

Inaugural: 01:30 – 02:00 pm (1st May)

Session 2 : 03:30 – 04:45 pm

Valedictory and feedback: 03:30 onwards (7th May)



Date / Day	Session	Topic	Speaker
01-05-2025 Thursday	Session 1	Leave Rules	Mr. Dinesh Sharma, HPFAS, Joint Controller
	Session 2	Pay Fixation	Mr. Shammi Raj, HPFAS, Asstt. Controller
02-05-2025 Friday	Session 1	Pension Rules	Mr O P Dhiman, HPFAS, Joint Controller
	Session 2	TA Rules	Mr Vipin Kumar, HPFAS, Deputy Controller
03-05-2025 Saturday	Session 1	Conduct Rules	Mr Amit Bhardwaj, HPFAS, Deputy Controller
	Session 2	CCS (CCA) Rules	Mr Amit Bhardwaj, HPFAS, Deputy Controller
04-05-2025 Sunday	Break		
05-05-2025 Monday	Session 1	Procurement procedures	Mr. Shammi Raj, HPF AS, Asstt. Controller
	Session 2	GeM purchases	Mr. Sanjay Sankhyan, HPF AS, Planning Officer, DC Office Una
06-05-2025 Tuesday	Session 1	ACR and API	Dr Ajay Thakur, Associate Professor, SCVB GC Palampur
	Session 2	File and Record management in Official Functioning	Dr Rajeev Bansal, Joint Director (Retd.), HIPA
07-05-2025 Wednesday	Session 1	RTI Act - 2005	Dr Rakesh Sharma, Associate Professor, GC Chaura Maidan (Kotshera)
	Session 2	Valedictory and feedback	Chief Guest : Prof. Pankaj Sood, Principal, SCVB GC Palampur

REPORT

One week Faculty Development Programme (FDP) on “Service Rules and Regulations for Teachers in Higher Education” 01st May – 07th May, 2025

Day 1 (01st May 2025)

Session1: Leave Rules (Mr. Dinesh Sharma, HPFAS, Joint Controller)

Session 2: Pay Fixation (Mr. Shammi Raj, HPFAS, Assistant Controller)

Session 1: In the opening lecture of this Faculty Development Programme, **Sh. Dinesh Kumar Sharma** delivered an informative talk on **CCS Leave Rules, covering various types of leave such as earned leave, casual leave, half pay leave, maternity/paternity leave, and extraordinary leave.** He explained leave entitlements, conditions for availing leave in special circumstances and calculation of leave encashment. The concept of "sandwiched" leave was also clarified. The session was well-received for its practical relevance and clarity. The session was chaired and moderated by Prof. Kalpna Rishi, Associate Professor of Economics.

Session 2: The second session of Day 1 highlighted the **Pay Fixation Rules**, which hold significant importance for faculty members in understanding their entitlements and career progression. The session was chaired by Dr. Anuradha Sharma, Assistant Professor in the Department of Zoology and the resource person for the session was **Mr. Shammi Raj**, who delivered a highly informative and engaging lecture that covered the **foundational principles of the pay structure, the procedures related to upgradation, promotions, and common anomalies encountered in pay fixation.** His presentation was well-supported with references to official orders, practical insights, and real-life examples that made complex rules easy to understand. The participants greatly appreciated his clarity and depth of knowledge. Towards the end, Mr. Raj addressed the queries raised by faculty members, providing precise and satisfactory responses.



Day 2 (02nd May 2025)

Session 1: Pension Rules (Mr O P Dhiman, HPFAS, Joint Controller)

Session 2: File and Record management in Official Functioning (Dr Rajeev Bansal, Joint Director (Retd.), HIPA)

Session 1: The first session of Day 2 was conducted on the topic “**Pension Rules**”. The resource person for the session was **Mr. O.P. Dhiman**, Joint Controller Finance, a senior officer of the Himachal Pradesh Finance and Accounts Services (HPFAS). Mr. Dhiman brought his extensive experience and subject expertise to the session, offering deep insights into pension-related regulations and financial entitlements of government employees. His presentation focused on the **Central Civil Services (CCS) Pension Rules, 1972**, using practical examples to clarify doubts related to pension processing and retirement benefits.

He comprehensively covered the following key topics:

- Applicability and scope of CCS Pension Rules, 1972
- Types of retirement: superannuation, voluntary retirement, compulsory retirement, premature retirement, and provisional retirement
- Age of retirement and related provisions
- Definition, eligibility, and calculation of qualifying service
- Conditions for availing full pension and quantum of pension and its calculation
- Counting of previous civil or military service after re-employment in government service
- Norms for qualifying service and rounding off qualifying service for pension eligibility
- Overview of gratuity eligibility and calculation
- Other post-retirement benefits, including leave encashment

He explained the **various types of pensions under CCS Rules, such as superannuation, voluntary, compensation, invalid, and compulsory retirement pensions, along with family and extraordinary pensions granted under specific conditions**. These categories were explained with reference to their eligibility, purpose, and applicability in different service scenarios. Mr. Dhiman also resolved different queries of the participants during the Question & Answer session. The session was chaired by Dr. Bovinder Chand, Associate professor, Department of Zoology.

Session 2: The second session of Day 2 was chaired by Prof. Kamlesh Rana, and the speaker for the session was **Dr. Rajeev Bansal**, an expert in **administrative procedures and public records**.

Dr. Rajeev Bansal conducted a two-part informative session to update participants on **E-File Management and Record Management, with reference to the Himachal Pradesh Public Records Act, 2006, and Rules, 2008**. In the first part, he explained the features and workflow of the **e-Office system, highlighting file noting, drafting, movement, and digital signatures used in government file handling**. He emphasized how electronic file systems help to improve efficiency and transparency in administration.

In the second part, he focused on the **procedures for managing physical records** in accordance with the Himachal Pradesh Public Records Act, 2006 and Rules,

2008. He explained **record classification, periods of retention, weeding, storage, and the proper handling of documents in Record Rooms.** The session was informative, practical, and helpful in improving understanding of both digital and manual systems of file and record management in academic institutions.



Day 3 (03rd May 2025)

Session 1: Procurement procedures (Mr. Shammi Raj, HPF AS, Asstt. Controller)

Session 2: Conduct Rules (Mr Amit Bhardwaj, HPFAS, Deputy Controller)

Session 1: The session was chaired by Dr. Diwaker from Department of Physics and the distinguished speaker was **Mr. Shammi Raj**, Asstt. Controller Officer presently posted at temple commissioner Shri Jawalji temple (HP). Mr Shammi Raj enlightened the participants with the purchase rules in government offices and took a brief discussion on store purchasing rules applicable in government offices. During his interaction with the participants he also explained terms like DDO, HOD, HOO, PSU, PASTE and many more commonly used acronyms in government offices. He explained various rules related to store purchase contained in HPFR 1971. He also described in brief delegation of financial powers. Further, in his lecture he also explained different type of purchases which can be done with and without quotations. He also highlighted the importance of departmental purchase committees and advertised tender system. During his interaction he also explained terms like what are the mandatory technical requirement in bids. Apart from this he also beautifully explained **different type of tender system, different type of rate contract and earnest money.** The session ended with question from the participants and vote of thanks by the chairperson.

Session 2: The second session of Day 3 was chaired and moderated by Lt. Renu Dogra, Department of Chemistry, SCVB GC Palampur. The session focused on the theme of **ethical governance and discipline in public service, with a special**

emphasis on the Central Civil Services (Conduct) Rules), 1964. The session's resource person was **Mr. Amit Bhardwaj**, a distinguished officer of the Himachal Pradesh Finance and Accounts Services (HPFAS). His lecture provided a comprehensive and insightful understanding of the framework that governs the conduct of public servants in India. Mr. Bhardwaj began by contextualizing the need for conduct rules, explaining how ethical guidelines are crucial for maintaining the integrity, impartiality, and efficiency of public administration. He emphasized that public servants must uphold basic principles of public life such as accountability, honesty, objectivity, transparency, and service to the public.

He provided a constitutional perspective by referencing Article 309 of the Constitution of India, which empowers the legislature to regulate the recruitment and conditions of service of persons serving the Union or a State. He traced the evolution of the conduct rules, explaining how they emerged from post-independence reforms and were formalized in 1964 to maintain discipline and moral standards in the civil services.

The core of the session was a detailed explanation of the CCS (Conduct) Rules, 1964, covering each rule from Rule 1 to Rule 25. Mr. Bhardwaj explained the provisions related to integrity, devotion to duty, neutrality, financial propriety, public demonstrations, communication with the press, acceptance of gifts, and prohibition of dowry. Special emphasis was placed on rules dealing with property transactions, political activities, and the declaration of assets and liabilities. The session concluded with a discussion on the concept of misconduct, clearly distinguishing between minor and major breaches, and the disciplinary procedures involved. Mr. Bhardwaj highlighted how misconduct under these rules can lead to various penalties, including suspension or dismissal, underlining the need for all public servants to be well-informed and compliant.

Day 4 (04th May 2025): Break

Day 5

Session 1: CCS (CCA) Rules (Mr Amit Bhardwaj, HPFAS, Deputy Controller)

Session 2: GeM purchases (Mr. Sanjay Sankhyan, HPF AS, Planning Officer, DC OfficeUna)

Session 1: Our profound speaker **Mr Amit Bhardwaj** shared his intellectual views on the topic **CCS & CCA Rules**. As the CCS (CCA) Rules are crucial for maintaining discipline and accountability among Central Government employees, ensuring they adhere to the highest standards of conduct and integrity. He shared that both All India Services (Conduct) Rules, 1964 and the Central Civil Services (Conduct) Rules, 1965 lay down inter alia that Government servants should, at all times, maintain absolute integrity and devotion to duty. Further, he also depicted that Disciplinary Proceedings – CCS(CCA) RULES 1965 also states that in every organisation, whether government or private, should have a well-established reward and punishment system to ensure that the people are made to work towards the fulfilment of the organizational goals. Thus, in nutshell they provide a framework for classification, control, and appeal processes, ensuring employees adhere to the highest standards of conduct. First session was quite fruitful, knowledgeable and

applauded by the participants. The session was chaired and moderated by Dr. Sahil Mahajan.

Session 2: In session 2 of Day 5, **Mr. Sanjay Sankhyan** delivered wonderful and informative lecture on **GeM Purchase**. He started with service matter of employee, GFR-2017, HPFR-2009 and procurement. He focused on fundamental of public buying and purchase of goods. He gave his stress on **Earnest money deposits (EMD) and types of procurement mode like Direct, L1, Bid/RA, terms and conditions for GeM**. He briefly explained, what are the document required for primary and secondary users and Role of consignee in GeM. Lastly, he explained how to handle Gem portal while placing order. The session was chaired by Prof. Vipin Kumar.

Day 6

Session 1: RTI Act - 2005 (Dr. Rakesh Sharma, Associate Professor, GC Chaura Maidan, Kotshera)

Session 2: TA Rules (Mr. Sanjay Sankhyan, HPFAS, Planning Officer, DC OfficeUna)

Session 1: The sixth day of the Faculty Development Programme commenced with an insightful session on the **Right to Information (RTI) Act**, led by **Dr. Rakesh Sharma**, Associate Professor of Economics at GC Chaura Maidan, Shimla. The session began with a formal welcome note by the chairperson, Mr. Atul Choudhary. Dr. Sharma initiated the session by providing a background and historical context of the RTI Act, emphasizing its significance in promoting transparency and accountability within public institutions. His structured approach helped participants to gain a comprehensive understanding of the legislation.

He meticulously covered all six chapters of the RTI Act, breaking down each component with clarity and relevant examples. The key areas of discussion included:

- **Proactive Disclosure:** Dr. Sharma stressed the importance of proactive disclosure of information by public authorities, including details like salary statements of public servants, which must be made available under RTI provisions.
- **Designation of Public Information Officers (PIOs):** He elaborated on the criteria and procedural guidelines for appointing PIOs at various administrative levels, both in state and central institutions.
- **Penalties under Section 20:** A detailed explanation was provided on the penalties applicable under Section 20 of the RTI Act. Dr. Sharma discussed that how state and central governments enforce compliance through financial penalties and disciplinary actions.
- **Filing RTI Applications:** Participants were guided step-by-step on how to file RTI applications, both in physical and online modes. He also touched upon the process of submitting appeals and complaints if information is denied or inadequately addressed.
- **Monitoring and Reporting Mechanisms:** The session included a critical discussion on how RTI implementation is monitored across institutions, and the role of Information Commissions in ensuring adherence.

The session was highly interactive, with participants engaging in a Q & A segment where practical scenarios and challenges in the implementation of RTI were

discussed. Dr. Sharma patiently addressed all queries, making the session both informative and thought-provoking. The participants acknowledged the depth and relevance of the topic, considering it highly beneficial for their academic and administrative responsibilities.

Session 2: The focus of the session was on **Travel Allowance (TA) Rules**, a crucial aspect of service regulations for government employees and faculty members. The resource person for this session was **Mr. Sanjay Sankhyan**, an expert from the Deputy Commissioner's Office, Una, Himachal Pradesh. Mr. Sankhyan provided a comprehensive understanding of the Travel Allowance Rules and Supplementary Rules that govern the travel entitlements of employees in government and semi-government organizations.

Mr. Sankhyan began the session by explaining the basic framework of TA rules, their importance in facilitating official travel, and the financial provisions available under different circumstances. He elaborated on how TA rules are applicable to different categories of employees, including teaching and non-teaching staff. He stressed the significance of understanding one's entitlement as per grade pay or pay level, as per the latest government norms. **A major part of the session was devoted to the detailed explanation of various types of TA entitlements, including Daily Allowance (DA), Mileage Allowance, Conveyance Allowance, Transfer TA, LTC (Leave Travel Concession).** Mr. Sankhyan also discussed relevant supplementary rules that supplement or clarify the main TA regulations, especially in special cases such as deputation, training, or tours undertaken with prior approval. The speaker highlighted some of the common mistakes made in TA claims and offered suggestions for proper documentation and timely submission.

At the end of his presentation, Mr. Sankhyan provided insights into the recent changes in TA rules and the increasing use of online platforms and digital claim submissions in the government system. The session concluded with a vote of thanks delivered by the Session Chair, Mr. Nem Raj, Assistant Professor of Geography.

Day 7

Session 1: ACR and API by Dr Ajay Thakur, Associate Professor, SCVB GC Palampur

The seventh day of the Faculty Development Programme (FDP) on "Rules and Regulations for Teachers in Higher Education", featured an insightful session from **Dr. Ajay Thakur** as the speaker. Dr. Thakur delivered an effective and informative lecture focused on the **Academic Performance Indicator (API) and Annual Confidential Report (ACR)**. He thoroughly explained the key aspects of ACR and provided clear guidance on how teachers can accurately complete it to secure maximum points under various criteria. His talk addressed all relevant categories, offering practical tips and clarifications. The session proved to be highly beneficial, enhancing the participants' understanding of regulatory procedures and emphasizing the importance of administrative compliance in higher education. It contributed significantly to equipping faculty members with tools for better academic documentation and career progression. Prof. Manisha Sharma chaired the session.

Valedictory and feedback Chief Guest: Prof. Pankaj Sood, Principal, SCVB GC Palampur

The FDP concluded with a valedictory session, where several participants shared positive feedback. Dr Ajay Thakur, Organizing Secretary of the FDP presented the detailed report of all six days of FDP. Prof. Pankaj Sood appreciated the efforts of the organizers and emphasized the relevance of the programme in enhancing awareness of service rules among faculty members.