



স্মারক নং: হাবিপ্রবি/সংস্থা./ ৫২০৫

অফিস আদেশ

এ আদেশ ১৫.০২.২০২০ ইং তারিখ থেকে কার্যকর বলে গণ্য হবে।

রেজিস্ট্রার

তারিখঃ

১. ডীন, কৃষি অনুশদ, হাবিপ্রবি।
২. পরিচালক (আইআরটি), হাবিপ্রবি।
৩. সকল বিভাগীয় চেয়ারম্যান, কৃষি অনুশদ, হাবিপ্রবি।
৪. গ্রহগ্যারিক (ভারপ্রাপ্ত), হাবিপ্রবি।
৫. প্রক্টর, হাবিপ্রবি।
৬. পরিচালক (ছাত্র পরামর্শ ও নির্দেশনা), হাবিপ্রবি।
৭. পরিচালক (হিসাব), হাবিপ্রবি।
৮. পরিচালক (পরিকল্পনা উন্নয়ন ও ওয়ার্কস), হাবিপ্রবি।
৯. পরীক্ষা নিয়ন্ত্রক, হাবিপ্রবি।
১০. পরিচালক (অতিরিক্ত দায়িত্ব), কৃষক সেবা কেন্দ্র, হাবিপ্রবি।
১১. পরিচালক, IQAC, হাবিপ্রবি।
১২. পরিচালক, জনসংযোগ ও প্রকাশনা শাখা, হাবিপ্রবি।
১৩. তত্ত্বাবধায়ক প্রকৌশলী, প্রকৌশল শাখা, হাবিপ্রবি।
১৪. ডেপুটি চীফ মেডিকেল অফিসার, মেডিকেল সেন্টার, হাবিপ্রবি।
১৫. পরিচালক (শরীরচর্চা শিক্ষা), হাবিপ্রবি।
১৬. শাখা প্রধান, সকল শাখা, হাবিপ্রবি।
১৭. ডেপুটি রেজিস্ট্রার, কাউন্সিল শাখা, হাবিপ্রবি (আগামী রিজেন্ট বোর্ডে বিষয়টি অবহিত করার জন্য বলা হলো)।
১৮. উপ-পরিচালক (অডিট), অডিট সেল, হাবিপ্রবি।
১৯. ম্যানেজার, রূপালী ব্যাংক লিমিটেড, হাবিপ্রবি শাখা, দিনাজপুর।
২০. পি.এস. টু ভিসি (ভিসি মহোদয়ের সদয় জ্ঞাতার্থে), হাবিপ্রবি।
২১. পিএ টু ট্রেজারার (ট্রেজারার মহোদয়ের অবগতির জন্য), হাবিপ্রবি।
২২. অফিস নথি।

রেজিস্ট্রার



Discipline and Appeal Rules - 2004

1. Short title, Commencement and application :

These rules may be called - Hajee Mohammad Danesh Science and Technology University Discipline and Appeal Rules - 2004

Technology

- a) These rules shall come into force with effect from 8th April, 2002
- b) These shall apply to every person in whole time employment of the University except --
 - i) Government servants on deputation to the University; and
 - ii) Persons appointed on contract and whose pay, etc. and terms of service are determined according to the terms of the contract.

2. Definitions :

In these rules unless there is anything repugnant in the subject or context--

- (a) "authority" means the Regent Board, Vice-Chancellor or any officer designated to be an authority in Schedule-I to these rules to exercise powers under these rules, and includes the Head of a Department so designated;
- (b) "employee " or " member of the staff" includes every person in the service of the University whether for the time being in actual employ of the University or on deputation to Government or elsewhere or on leave in or out of Bangladesh ;
- (c) "misconduct" means conduct prejudicial to good order or service discipline or unbecoming of an employee of the University or a gentleman and includes ---
 - (i) Disobedience to lawful orders of superior officers,
 - (ii) gross negligence of duty.
 - (iii) flouting of University orders, Circulars and directives without any lawful excuse and
 - (iv) submission of petitions before and authority containing wild vexations, false or frivolous accusation against university teachers or employee.
- (d) "Act" means the Hajee Mohammad Danesh Science & Technology University, Dinajpur Act No. 35 of 2001;
- (e) "Penalty" means a penalty which may be imposed under these rules.
- (f) "Service" means service of the university and
- (g) "University" means Hajee Mohammad Danesh Science & Technology University, Dinajpur.

3. Ground for penalty :

Where an employee of the University, in the opinion of the authority--

- (a) is inefficient, or has ceased to be efficient, whether by reason of infirmity of mind or body, or otherwise, and is not likely to recover his efficiency: or
- (b) is indifferent to teaching and research work (is applicable to the members of teaching/Research staff only); or
- (c) is guilty of misconduct; or
- (d) is corrupt, or may reasonably be considered corrupt because --
 - (i) he is, or any of his dependants or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
- (e) is engaged or is reasonably suspected of being engaged in subversive activities or activities detrimental to the interest of the University, or to the state or is reasonably suspected of being associated with others engaged in such activities and whose retention in service is therefore considered prejudicial to the interest of the University or national security; or
- (f) becomes a member of or is associated in any capacity with any outside organisation of any kind other than those organised by the University or its union without obtaining the prior permission of the Vice-Chancellor in writing; or

- (g) engages directly or indirectly in any trade, business or occupation on his own account which may, in the opinion of the Regent Board, interfere with due performance by him of the duties of his office, without the prior expressed permission of the Regent Board in writing; or
- (h) absents or overstays sanctioned leave without sufficient cause.

4. Penalties: 1) The following are the penalties :-

a) **Minor:**
censure;

- b) withholding of increment or promotion including stoppage at efficiency bar for a specified period; and

Major:

- c) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
- d) reduction to a lower post or time scale, or to a lower stage in a time scale;
- e) removal from service; and
- f) dismissal from service.

- 2) Dismissal from service shall disqualify the University employee from future employment but removal from service need not be considered an absolute disqualification.

- 3) For misconduct any penalty in paragraph (1) may be imposed, but the penalties to be ordinarily imposed for in efficiency, indifference in teaching and research work, becoming a member of an outside organisation without permission and engaging directly or indirectly in trade without permission and absenting from duty or overstaying sanctioned leave, shall be those set out in clause (b), (c), (d) or (e) and for corruption or subversion those set out in clause (e) or (f) of paragraph (1).

Explanation: The discharge –

- (a) of a person appointed on probation during the period of probation, or
 - (b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment, or
 - (c) of a person engaged under contract, in accordance with the terms of his contract, does not amount to removal or dismissal within the meaning of these rules.
- Note 1. - Notwithstanding anything contained in this rules:

- (a) the penalty specified in clauses (a) and (b) in paragraph (1) in respect of officers and members of teaching staff, shall not be imposed by an authority lower than the Regent Board. In respect of members of the subordinate staff authority shall not be lower than the Vice-Chancellor. In respect of all other employees the authority shall not be lower than the Head of office or Department concerned.

- (b) no employee of the University shall be removed or dismissed by an authority lower than that by which he was appointed to the post held by him substantively.

Note 2. A statement detailing the powers of the Regent Board and other officers of the University with regard to the imposition of palatinate given at Schedule-1.

**5. Inquiry,
Procedure
in case of
subversion**

- 1) When an employee of the University is to be proceeded against under clause (e) of rule 3, the authority –

- (a) may by an order in writing require the employee concerned to proceed on such leave as may be admissible to him and from such date as may be specified in the order;
- (b) shall, by an order in writing inform him of the action proposed to be taken against him and the grounds of that action; and
- (c) shall give him a reasonable opportunity of showing cause against that action before an inquiry committee to be constituted under paragraph (2) below to inquire into the charges;

Provided that no such opportunity shall be given, where the Chancellor is satisfied that in the interest of the security of Bangladesh, or any part thereof, it is not expedient to give such opportunity.

- (2) (a) For the purposes of clause (c) of paragraph 5(1), an Inquiry Committee consisting of three persons shall be constituted by the Chancellor.
- (b) The Inquiry Committee shall inquire into the charges and submit its findings to the Chancellor within the specified period.
- (c) The Chancellor may pass such orders as he thinks fit on the findings of the Inquiry Committee; and the authority shall forthwith give effect to such orders. The Chancellor shall not be required to consult the authority before passing any such orders.
- (d) Notwithstanding anything contained elsewhere in these Rules, no appeal shall lie against an order made by the Chancellor under this rule, provided, however, the Chancellor may, on the application of the aggrieved employee made within one month of the date on which he was informed of the order, review such order.
- (e) Nothing in this rule shall operate to deprive an employee of the University from exercising his right to submit a petition or memorandum to the Chancellor.

6. Inquiry procedure in other cases.

- (1) When an employee of the University is to be proceeded against under clauses (a), (b), (c), (d), (f), (g) and (h) of rule 3 the procedure in the following paragraph shall be followed.
- (2) The authority may, if thinks fit, appoint an officer or a teacher of the office or department to which the employee (hereinafter called the delinquent) belongs or an officer or teacher of any other office or department of the University to examine and submit report on the allegations against him to enable the authority to decide whether a formal inquiry should be held and the officer or the teacher may also informally examine the delinquent.
- (3) If the authority, on perusal of the preliminary inquiry report or on its own motion without holding preliminary inquiry, decides that a formal inquiry should be held, it shall decide further whether the allegations, if established, would call for a minor or a major penalty.

7. Procedure for dismissal.

When an employee of the University is charged with an offence the maximum penalty for which is dismissal, the procedure for holding the inquiry shall be as follows:

- (a) A charge-sheet shall be framed by the authority and be communicated to the delinquent detailing the charge or charges against him along with statement of facts and calling upon him to show cause why he should not be dismissed or removed from service or punished with any of the lesser penalties specified in the Rules. He shall be required to submit a written explanation within 10 working days from the date he receives the charge-sheet.
- (b) The charge-sheet along with the explanation furnished by the delinquent shall be considered by the officer competent under these rules to pass an order of dismissal who, unless he takes steps for holding a departmental inquiry shall there-upon pass such orders as he thinks fit.

8. Procedure to be followed by the Inquiry officer

- (c) If the delinquent desires to be heard in person and the authority or if the officer competent to pass an order of dismissal considers that the delinquent should be examined in person, he shall cause a departmental inquiry to be held and appoint an inquiry Officer or a Board of Inquiry who will hold inquiry into the allegations made in the charge-sheet.

Note: Appointment of the inquiry officer shall be made in the form shown at schedule -6.

- (1) The Inquiry Officer shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing.
- (2) In an Inquiry conducted under this rule, the Inquiry officer shall hold an inquiry at which oral evidence shall be heard and recorded. officer as to such allegations as are not admitted and documentary evidence relevant or material in regard to the charge shall be considered.
- (3) The delinquent shall be entitled to cross-examine the witness against him, to give evidence in person and to have such witness called for the defense as he may wish. The person (to be nominated by the authority) presenting the case in support of the charge sheet shall be entitled to cross examine the delinquent and the witness examined in his defense.
- (4) The Inquiry Officer may, for reasons to be recorded in writing, refuse to call for a particular witness or to summon or admit a particular evidence.
- (5) In an inquiry under these rule, the delinquent may, if he so desires, adduce oral evidence in his defense which shall be subjected to such cross-examination as may be necessary.
- (6) The authority may nominate any person conversant with the facts of the case to present the case in support of the charge sheet before the inquiry officer.
- (7) The inquiry officer shall, within 7 working days of the conclusion of the inquiry proceedings, submit report with his findings and the grounds there of to the authority along with the proceeding file and connected papers including the evidence recorded by him.
- (8) The inquiry officer, shall give his findings stating whether the delinquent is guilty or not guilty on each charge and he shall not give any recommendation regarding punishment or otherwise.
- (9) The authority may, in any case it deems fit, instead of appointing an inquiry officer under these rules, appoint a Board of Inquiry consisting of three persons and, where a Board of Inquiry is appointed, references in this rule to an inquiry officer shall be construed as references to the Board.
- (d) At such an inquiry charges shall be explained to the delinquent in respect of each offence which has not been admitted by him, and the evidence in support of it, as well as his defence, shall be recorded in his presence by the inquiry officer/Board of Inquiry.

Provided that for special reasons to be recorded in writing, the Inquiry officer or the Board of Inquiry may refuse to call any witness suggested by the delinquent and may decide whether the evidence of any witness should be taken and recorded otherwise than in the presence of the delinquent.

9. Inquiry report

- (a) The report of the departmental inquiry with the findings of the Inquiry Officer holding the inquiry, shall be placed before the authority competent to pass an order of dismissal, who shall thereupon pass such orders as he thinks fit. No lawyer or counsel shall be allowed to appear in any proceeding or appeal.
- (b) Notwithstanding anything contained in the foregoing clauses, formal inquiry may be dispensed with when the order of dismissal is passed on the basis of a judgement and order of conviction passed by a competent court of law or when the delinquent is absconding or adopting means to prolong or delay the process of the inquiry with a view to gaining undue advantage.

Note 1. When, as a result of an inquiry into alleged misconduct of an employee it is proposed to dismiss, remove him from service or reduce to lower post or time scale or a lower stage of time scale of such an employee, he should be afforded a further opportunity to show cause second time within a reasonable time, not exceeding two weeks, why the proposed penalty should not be inflicted. For this purpose any representation submitted by him shall be duly taken into consideration before final orders of dismissal or removal from service or reduction are given effect to.

Note: 2. The charge sheet to be communicated to an employee of the University shall be in the form at Schedule-2. The delinquent shall be given seven-day time to submit his defense.

Note: 3. If the reply to the charge sheet is not received in the time prescribed, it will be assumed that the delinquent has no grounds to submit in his defense against the disciplinary action proposed to be taken.

Note: 4. There is no necessity for the issue of the charge-sheet when a University employee is to be dismissed as the result of his conviction by a criminal court, as the employee concerned was earlier given an opportunity of defending himself in the court.

**10. Procedure
for removal**

- (1) When an employee of the university is charged with an offence meriting removal from service, the procedure as described rule 7 shall be applied:

Provided that the officer competent to pass the order of discharge may dispense with the departmental inquiry in any manner deemed proper by him, recording his considered opinion before passing the order of discharge. When a departmental inquiry is dispensed with and if therefore, the employee desires to be heard in person, the officer competent to pass order of discharge shall grant him a personal interview.

- (2) When an employee absents himself from duty for more than a week or when an employee does not return to work within one week after the expiry of sanctioned leave, he shall be written to under registered cover (with acknowledgement due) and asked to explain the reasons for his absence specifying reasonable time, which should not be less than 10 days in any case. He should be told that failure on his part to reply within the specified time will result in his removal from service. If the reply is not satisfactory or if no reply is received within the specified time, he shall be removed from the service by issue of a notice of discharge under registered cover (acknowledgement due) in the notice forms at schedule 3 and 4.

Note 1. - When it is intended that removal from service should operate as a bar to employment in the University, this should be stated in the order of removal.

Note 2. Absconder: An employee of the University can be treated as an absconder only when he has left his station without permission and his whereabouts are not known. An employee who has left his station with due intimation in writing to his immediate superior of his doing so, who acknowledges the receipt of the charge-sheet served on him, or who presents himself before this controlling officer before the final orders in his case have been passed should not be treated as an absconder.

Note 3. The same procedure as laid down in Rule 7(a) should be followed and the charge sheet be sent to the address given in the office record/Service Book of the employee. If however, no address whatsoever, is traceable he may be removed from service after two weeks.

**11. Procedure
for imposing
other
penalties.**

Before an order imposing a penalty specified in clauses (a) to (d) of paragraph 1 of Rule 4 is passed against an employee of the University, he shall be informed of the definite allegations for which it is proposed to impose the penalty and called upon to show cause why that or any other penalty should not be imposed. He should also be given seven days time to submit his explanation. Form at schedule- 2 shall be used for this purpose. If no explanation is received within the prescribed time, it will be assumed that the delinquent concerned has no grounds to submit in his defense.

**12. Power to
order
medical
examination
as to mental
or bodily
infirmity.**

- (1) Where it is proposed to proceed against an employee of the University on the ground of inefficiency by reason of infirmity of mind or body the authority may at any stage require the employee to undergo a medical examination by a Medical Board, as the authority may direct, and the report of the Medical Board shall form part of the proceedings.
- (2) If the delinquent refuses to undergo such examination his refusal may, subject to the consideration of any grounds he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavorable to him.

13. Withholding of increment

In imposing the penalty of withholding an increment, the authority passing the order shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

14.Reduction to a lower post, etc.

Note 1. Withholding of increment shall never be for a period of less than one year.

When an employee of the University is reduced to a lower post or time scale, or to a lower grade or to a lower stage in a time scale, for inefficiency or misconduct, the authority ordering the reduction shall state the period for which it is effective and whether on the expiry of that period it shall operate to postpone future increments. When an employee's increment is withheld his own substantive grade is not affected unless the authority passing the order states that it will have the effect of postponing future increments.

Note: – The reduction shall not be for a period of less than one year months.

15. Orders to be communicated in writing.

Every order imposing a penalty on an employee of the University shall be communicated to him in writing.

Note 1. An order of dismissal/removal shall be issued in the form at schedule- 4. These orders shall be passed by the appointing authority and may be communicated by an authorized officer.

Note 2. The above procedure will not however, be applicable in the cases of discharge on completion of work or period or contract or probation or on reduction of establishment.

16. Maintenance of Records.

The authority imposing any penalty under these rules shall maintain a record showing-

- (a)the offence with which the employee of the University was charged; and
- (b)the penalty imposed.

17. Suspension.

- 1) An employee of the University shall be placed under suspension when he is arrested or committed to prison pending trial by a court of law, and he shall remain under suspension until judgement is delivered by the court. In the event of his release on bail, the authority competent to suspend him may withdraw the suspension order and allow him to resume duty pending decision of the court.
- 2) An employee of the University against whom action is proposed to be taken on the charges of offences the maximum penalty for which is dismissal or removal from service may be placed under suspension, if in the opinion of the authority such suspension is necessary or expedient. The period of suspension should not normally exceed six months.
- 3) When an employee of the University is convicted on a criminal charge he shall, according to the merits of the case be removed from service or dismissed from the date of conviction. If it is considered that no penalty should be imposed the case should be referred to the Regent Board, and in the case of M.L.S.S. it shall be referred to the Vice Chancellor.

18. Emoluments during suspension.

An employee of the University is entitled to the following emoluments during a period of suspension.:

- a) The subsistence grant may be made at such rates as the suspending authority may direct, but not exceeding half of the pay of the suspended employee.
- b) Grant of dearness allowance to University employee under suspension -When in any case, the officer passing the order for suspension considers that having regard to the present high cost of living, the amount admissible is not sufficient for the subsistence of the suspended employee and his family, he may allow him to draw the dearness allowance at the rate at which he drew it prior to his being placed under suspension.

Authorities competent to suspend an employee of the University are shown in schedule 1.

Note 1. No subscription to Provident Fund shall be realized from the suspension allowance but if he is subsequently reinstated, subscription shall be realized at one-tenth of the pay allowed for the period of suspension.

Note 2. Leave shall not be granted to an employee during the period of his suspension.

Note 3. When the employee who has been dismissed, removed or suspended, is reinstated, the appellate authority may grant him, for the period of his absence from duty-

a) if he is honourably acquitted from the charge or charges the full pay to which he would have been entitled, if he had not been punished.

c) If otherwise, such proportion of such pay and allowance as the revising or appellate authority, may prescribe. In a case falling under paragraph (1) of Rule 17 the period of absence from duty will be treated as a period spent on duty. In a case falling under paragraph (2) of Rule 17, it will not be treated as a period spent on duty unless the revising or appellate authority prescribes that the period of absence be treated as leave and allows leave salary. In either case the subsistence grant is to be adjusted against pay and allowance granted on final orders.

19. Appeals.

- 1) When any of the penalties specified in the Rule- 4 is imposed upon an employee of the University an appeal shall lie to the authority next above the authority imposing the penalty or to such other higher authority as the Regent Board may prescribe in respect of employees under its control, An appeal shall lie to the Chancellor only on original orders passed by the Regent Board.
- 2) When an appellate authority imposes a higher penalty than the one appealed against a second appeal shall lie to the next authority above such appellate authority.

20. Procedure for submission of appeals.

- 1) Every employee preferring an appeal shall do so separately and in his own name. No appeal shall be entertained unless it is submitted within sixty days from the date on which the appellant was informed of the order appealed against
- 2) Every appeal shall contain all material statements and grounds relied on by the appellant and shall contain no disrespectful, vexations or improper language and shall be complete in it self.
- 3) Every such appeal shall be addressed to the authority to whom the appeal lies through proper channel, and no action shall be taken on an appeal submitted otherwise.

21. Disposal of appeals

- 1) The appellate authority shall consider -
 - (a) whether the facts on which the order was based have been established;
 - (b) whether the facts established afford sufficient ground for taking action; and
 - (c) whether the penalty is adequate, inadequate or excessive.
- 2) The authority to whom an appeal lies under these Rules shall decide it himself and shall pass such orders on the appeal as he thinks fit.

Rule -22

An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if -

- (i) it is an appeal in a case in which under these Rules no appeal lies; or
- (ii) it is not preferred within 60 days of the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay; or
- (iii) it is a repetition of a previous appeal and no new facts or circumstances are adduced which afford grounds for consideration of the case;
- (iv) it does not comply with the procedure laid down in Rule - 20.

Provided that when an appeal is withheld the appellant shall be informed of the fact and the reasons for it. Provided also that an appeal withheld only on account of failure to comply with the procedure laid down in Rule 20 may be resubmitted at any time within 30 days of the date on which the appellant has been informed of the withholding of an appeal.

No appeal shall lie against the withholding of an appeal by a competent authority.

Rule -23

Rule -24

Rule -25

No lawyer or counsel will be allowed to appear in the proceeding of an appeal.

(1) The Regent Board shall have the power on its own motion or otherwise, to revise any order passed by an authority subordinate to it:

Provided that when an appellate authority has considered and passed order on an appeal, such appellate authority shall not be entitled to initiate further action in respect of the same offence under these Rules.

(2) When the authority referred to in paragraph (1), proposes to enhance the penalty imposed on an employee of the University, otherwise than as appeal preferred to it, it shall communicate its intention to the University employee concerned with the reasons thereof, and call upon him to show cause as to why the enhanced penalty shall not be imposed. After considering the reply of the employee to this communication, it shall pass orders as it thinks fit.

Rule -26

Nothing in these Rules -

- (a) shall be deemed to preclude the Chancellor from revising whether on his own motion or otherwise any order passed under these rules by any authority of the University, or
- (b) shall operate to deprive an employee of the University from exercising his right to submitting a petition or memorandum to the Chancellor.



Hajee Mohammad Danesh Science and Technology University, Dinajpur

SCHEDULE - 1

See Rule 2(a)

Authorities and their powers

Authorities with their respective powers to the extent to which they can impose penalties detailed in column : I

| 1 | 2 | 3 | 4 |
|---|--|--|--|
| Penalties | Regent Board | Vice-Chancellor | Chairman of the Department. |
| i) Censure | Full powers in respect of all officers | Full powers in respect of members of subordinate administrative staff, Ministerial /Technical staff and MLSS. | Full powers in respect of members of the Ministerial/ Technical staff and MLSS working under them. with the approval of Vice-Chancellor. |
| ii) Withholding of increment or promotion, including stoppage of efficiency bar for a specified period. | Ditto | Ditto | Ditto |
| iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders. | Ditto | Full powers in respect of Ministerial/Technical staff and MLSS. | Full powers in respect of MLSS working under them. with the approval of Vice-Chancellor. |
| iv) Reduction to a lower post or time scale or to a lower stage in a time scale. | Ditto | Ditto | Ditto |
| v) Removal from service | Ditto | Ditto, except that in cases of Ministerial/Technical staff it is subject to confirmation by the Regent Board. | Ditto |
| vi) Dismissal from service. | Ditto | Ditto | Full powers subject to confirmation by the Vice-Chancellor. |
| vii) Suspension | Ditto | Full powers in respect of members of subordinate administrative staff, Ministerial / Technical staff and MLSS. | Full powers in respect of MLSS working under them. |



Hajee Mohammad Danesh Science and Technology University, Dinajpur.

**SCHEDULE - 2
(See rules 7 and 11)
Charge sheet.**

To..... Designation

You are hereby charged with the following offences as described in Rule -3 of the University Discipline and Appeal Rules – 2004 and you are called upon to show cause why you should not be punished with the penalty specified in

item*.....of the list below or punished with any of the lesser penalties specified in the said list.

**** (a) inefficiency; (specified)**

(b) indifference towards teaching and research work (in respect of members of teaching staff only);

(c) misconduct; (specify the facts)

(d) (i) corrupt practices; (do)

(ii) assuming style of living beyond ostensible means; (do)

(e) engaged in subversive activities or activities detrimental to the interest of the University;

(f) becomes a member of, or is associated with any outside organisation without obtaining prior permission of the Vice- Chancellor in writing : (specify the facts)

(g) engages directly or indirectly in any trade, business or occupation without permission of the Regent Board in writing; (do)

(h) absents and over stays sanctioned leave without sufficient cause, reasons for the charges are that on you.

Your defense (written explanations) to the charges are required to be submitted to the office of the under signed through.....within seven days from the date of receipt of this letter. You are also asked to state whether your desire to be heard in person [If the employee has left the station, the charge sheet should be sent direct under post/GEP with acknowledgement due.]

**** Strike out item or items which are irrelevant.**

[The statement under these headings should be started here and continued, if necessary, to the reverse of this form or to a separate sheet by enclosure.]

**** Here insert the penalty/penalties of the following list proposed to be imposed in the particular case under Rule-4 of the Discipline and Appeal Rules-2004.**

Proposed penalty/penalties

**** (a) censure;**

(b) Withholding of increment or promotion including stoppage at efficiency bar for a specified period;

(c) recovery from pay of the whole or part of any pecuniary loss caused to University by negligence or breach of orders;

(d) reduction to a lower post or time scale, or to a lower stage in a time scale;

(e) removal from service;

(f) dismissal from service.

***** Strike out the entry which is not applicable.**

***** Three clear days for giving written explanation for items (a) and (b) above and in other cases seven clear days should be allowed.**

.....
Appointing Authority

N.B. Statements of facts is to be sent along with this charge sheet (See rule – 7(a))



Hajee Mohammad Danesh Science and Technology University, Dinajpur

SCHEDULE - 3

(See rule 7)

Communication of notice. to show cause in reply to change-shut.

No.....

Date

From.....

To.....

Your explanations/replies to the charge sheet are not considered satisfactorily and as such not accepted by the authority. Now the authority has decided to appoint Mr..... as inquiry officer who will hold formal inquiry into the allegations made against you in the charge sheet dated.....

Authorized Officer

Signature



SCHEDULE - 4
(See Rule 9, Note: 1 and Rule – 15, Note: 1)

No.....

Dated.....

From.....

To.....

Subject: Notice of imposition of Penalty of Removal/Dismissal from service (2nd show cause notice)

As proceedings has been drawn up by framing charges you under this University Discipline and Appeal Rules – 2004.

and

As formal inquiry into the charges brought against you was held by the inquiry officer Mr.

and

As the inquiry officer submitted his inquiry report finding you guilty of charge nos.....

and

As the authority, on perusal of the said inquiry report has taken preliminary decision to punish you under the University Discipline and Appeal Rules –2004.

Now you are asked to show cause second time as to why you will not be removed or dismissed from the service or suitably punished.

Your explanations in reply to this notice is required to be submitted to the authority within seven days from the receipt of this notice.

You are also required to mention in your explanations whether you desire to be heard by the authority in person.

A copy of the inquiry report submitted by the inquiry officer

Mr is furnished herewith for your perusal.

Enclosure

i) Inquiry report pages.

Signature

Appointing Authority



SCHEDULE - 5

Order of imposition of the Penalty of Dismissal/Removal from Service.
(see rule – 4(e)(f))

No.....

Dated

To

.....
.....
.....

WHEREAS, proceeding was drawn up against you Mr..... and the following charges of under rule..... of the University Discipline and Appeal Rules –2004 were framed against you :

[State the charges]

- (1)
- (2)
- (3)

and

WHEREAS, you were asked to show cause and submit your written explanations in reply to the above charges

and

WHEREAS, you submitted your written explanations onto the authority

and

WHEREAS, your written explanations were not found satisfactory, authority decided to hold formal inquiry and appointed Mr. Designation..... as inquiry officer

and

WHEREAS, the Inquiry Officer held inquiry in to the charges as per rules and submitted report dated..... finding you guilty of charge nos..... under rule(s).....

and

WHEREAS, authority on examination of the inquiry report accepted the findings of the Inquiry officer and took decision to award major penalty of

and

WHEREAS, the authority gave you further opportunity to show cause second time and allowed personal hearing

and

WHEREAS, the authority finally finds you guilty of misconductunder university rules-3 (....) of the University Discipline and Appeal Rules –2004 and accordingly award you the following penalty under rule-4 (...):

That you Mr.....and hereby dismissed/removed from service/.....

This order will have immediate effect.



Hajee Mohammad Danesh Science and Technology University, Dinajpur

**SCHEDULE – 6
(See Rule – 7 & 8)**

No.....

Dated.....

To
Name

&
Designation of the Inquiry
Officer.....

Subject : Appointment of Inquiry Officer.

This is to inform you that you have been appointed an Inquiry Officer by the authority for holding inquiry of the preceding case no.....(if any) brought against

Mr./Ms.....

Full designation.....now
under suspension (if so).

You are requested to hold inquiry into the allegations brought against the delinquent in the charge-sheet as per rule-8 of the University Discipline and Appeal Rule – 2004 and submit inquiry report with your findings on each charge within.....days.

A copy of the charge-sheet along with statement of facts and other connected papers (if any) is sent herewith in this regard.

Enclosures:-

1. Charge-sheet.....page(s)
2. Statement of facts.....Page(s)

Registrar/Authorised officer

3.
Copy to the delinquent
Mr./Ms.....
for information and necessary action.