

## Chapter-4 (Manual-3)

### 4.1 Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Sl. No.	Name/Title of the Document	Type of Document	Brief Write-up of the Document	From where one can get a copy of rules, regulations, instructions, manual and records	Address, Telephone No., Fax, E-mail & others	Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)
1	2	3	4	5	6	7
1	Orissa Education Service (Higher Secondary Branch) Method of Recruitment & Conditions of Service Rules, 1991.	Printed copy published in the Orissa Gazette	These rules prescribe the method and procedure of recruitment of OES (HS) Class-II Officers i.e. Jr. Lecturers and their promotion to the post of Principals, Higher Secondary Schools.	These rules can be made available from the Department of Higher Education by applying under RTI Act.	Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori.nic.in	Fees have been prescribed in the ORTI Rules, 2005.
2	Orissa Education Service (College Branch) Recruitment Rules, 1990	Printed copy published in the Orissa Gazette	Service under these Rules comprise of the posts of Lecturer, Lecturer (SS), Asst. Directors in the Directorate of Higher Education, Reader/ Lecturer (Selection Grade) Principal of Degree Colleges other than lead college or an Autonomous College, Vice-Principal of Colleges, Dy. Directors of Directorate of Education and Secretary, Selection Board. These rules prescribe recruitment of Lecturer, Selection method, probation, sanction of Senior Scale to Lecturers, appointment in the grade of Reader/Lecturer in selection grade etc.	These rules can be made available from the Department of Higher Education by applying under RTI Act.	Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori.nic.in	Fees have been prescribed in the ORTI Rules, 2005.

3	Orissa Education Service (Senior Administrative Grade) Recruitment Rules, 1990	Printed copy	These rules prescribe procedure and eligibility criteria for recruitment of Principal Grade-I (Professors Grade) and Principals (Readers Grade). This rule also prescribes procedure for appointment of Director, Higher Education.		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori. nic.in	Fees have been prescribed in the ORTI Rules, 2005.
4.	Orissa Education Service (Professor Grade) Recruitment Rules, 1990	Printed copy published in the Orissa Gazette	These rules prescribe the procedure and eligibility criteria for recruitment of Professors in different disciplines in the colleges of the State.		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori. nic.in	Fees have been prescribed in the ORTI Rules, 2005.
5.	Orissa Aided Educational Institution (Appointment of Lecturers Validation) Act, 1998	Printed copy published in the Orissa Gazette	As per this Act the services of the Lecturers of Aided colleges and Aided Junior colleges, who have been appointed on temporary basis against approved or admissible posts by the concerned Governing Bodies during the period between 01.01.1985 and 31.12.1992 and are continuing as such and are in pay roll of the concerned college against the said approved on admissible post, are validated and regularised.		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori. nic.in	Fees have been prescribed in the ORTI Rules, 2005.
6.	Orissa (Non-Government Colleges, Jr. Colleges and Higher Secondary Schools) Grant-in-Aid Order, 2004	Printed copy published in the Orissa Gazette	This order regulates the payment of grant-in-aid to private educational institutions being Non-Government Colleges, Jr. Colleges or Higher Secondary Schools.		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori. nic.in	Fees have been prescribed in the ORTI Rules, 2005.
7.	The Orissa Education (Establishment, Recognition and Management of Private Jr. Colleges, Higher Secondary Schools) Rules, 1991	Printed copy	These rules have been framed under Sub-Section (1) of Section 27 read with Sub-Section (1) of Section-7 of The Orissa Education Act, 1969. The procedure for		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail:	Fees have been prescribed in the ORTI Rules, 2005.

			establishment of Private Jr. Colleges/Higher Secondary Schools, grant of permission and recognition, opening of new stream or subject, increase of seats, management of these institutions, constitution of Governing Bodies etc have been laid down under these rules.		hedsec@ori.nic.in	
8.	The Orissa Aided Educational Institutions' Employees' Retirement Benefit Rules, 1981	Printed copy	These rules apply to teaching and non-teaching staff of all recognized Non-Government Colleges, High Schools, Senior Basic Schools and M.E. Schools which comes under the direct payment system and all Non-Government Primary Schools including Sanskrit Tolls and Jr. Basic Schools fully aided by Government in the Education and Youth Services Department directly or through Panchayat Samitis. These rules prescribe the conditions and eligibility criteria for sanction of pension, gratuity and death-cum-retirement gratuity to the teaching and non-teaching staff of Non-Government educational institutions.		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori.nic.in	Fees have been prescribed in the ORTI Rules, 2005.
9.	The Orissa Loan Stipend Fund Rules	Printed copy	Government has created a separate fund known as "Orissa Loan Stipend Fund" which is administered by the Government in the Higher Education Department. The purpose of creation of this fund is to extend loans to the deserving and needy youngmen of Orissa to enable them to prosecute higher studies in foreign countries as well as in India. Subject, criteria and procedure for grant of loans and mode of their recovery have been laid down under		Deptt. of H.E. Tel.No. 2322440 Fax: 2394275 E-mail: hedsec@ori.nic.in	Fees have been prescribed in the ORTI Rules, 2005.

			The Orissa Loan Stipend Fund Rules.			
10.	The Orissa Universities Act, 1989	Printed copy published in the Orissa Gazette	<p>This Act extends to the whole State of Orissa. It has come into force with effect from 15.11.1988. The provisions laid down under this Act contain establishment and incorporation of Universities, Officers, Teachers and authorities of University, the Chancellor's right, appointment of Vice-Chancellor, Registrar, Comptroller of Finance, constitution of Senate, Syndicate, Academic Council and its powers, Registration of college teacher and graduates.</p> <p>Admission of educational institutions and colleges, exclusion of colleges from privileges of University, Termination of Privileges granted by other Universities to educational institutions, Audit of accounts, Statutes and Regulation, constitution of General fund of University and other funds, removal from membership and withholding of degrees, disqualification of member of the different authorities of a University. Supersession of authorities and taking over management etc.</p>	Law Department		Fees have been prescribed in the ORTI Rules, 2005
11.	The Orissa Universities First Statutes, 1990	Printed copy	The Orissa Universities First Statutes, 1990 have been framed by the Government in pursuance of sub-section 2 of Section 24 of Orissa Universities Act, 1989. These Statutes contain procedure for appointment of officer, teachers and other staff of the Universities,	Department of Higher Education		

			<p>powers and duties of the Vice-Chancellor, powers and functions of Syndicate, Senate and Academic Council, constitution of faculties and Board of Studies, constitution of Governing Bodies of the colleges other than Government colleges etc. Besides, procedure for Registration of Universities Post-Graduate Teachers, College Teachers and Graduates and University Non-Teaching employees, election and nomination to Senate, Syndicate and Academic Council, conferring Honourary Degrees, Convocation and Academic Robes, Examine, Examiners, conduct of Examination and Fees, Admission, Transfer and Attendance of Certificates, Admission of Institution as colleges, Finance of the University etc. have been laid down under these Statutes.</p>			
12.	<p>Nabakrushna Choudhury Centre for Development Studies Employees Recruitment Conditions of Services Retirement Benefit Rules, 1997</p>	Printed copy	<p>These rules have been framed on recruitment and condition of services of the employees of the N.K.C.D.S. which includes authorities of the Centre, their constitution and power, Administrative and Academic Staff of the Centre, their recruitment, powers, functions, General condition of services, CPF Rules, Pension Fund Rules, Accounting procedure etc.</p>			