

**ENGLISH LANGUAGE TEACHING INSTITUTE:ODISHA
MAITRI VIHAR:CHANDRASEKHARPUR:BHUBANESWAR**

ELTI is under the administrative control of School & Mass Education Department, Govt. of Odisha. It gets academic support and guidance from English & Foreign Languages University, Hyderabad.

ELTI Administrative Staff

1. Sri Pradip Kumar Mohapatra, Sr.Accountant. He is also the Public Information Officer Contact Phone Number : 9439864305
2. Smt. Sabita Satapathy, Librarian
Contact Phone Number : 9437479635
3. Sri Nrushingh Charan Mohapatra, Jr. Clerk-cum-Typist, He is also APIO
Contact Phone Number : 9938170771
4. Smt. Mahima Mohapatra, Jr. Stenographer
Contact Phone Number : 9439617432
5. Sri Pradeep Kumar Mohanty, Jr. Clerk-cum-Typist
Contact Phone Number : 7873222377
6. Sri Bijayananda Pati, Jr. Clerk-cum-Typist
Contact Phone Number : 9438420769
7. Sri Sarat Kumar Behera, Caretaker
Contact Phone Number : 9861038845
8. Sri Pradeep Kumar Amanta, Library Attendant
Contact Phone Number : 8895751546
9. Md. Karamat, Office Peon
Contact Phone Number : 8895892642
10. Sri Lingaraj Behera, Orderly Peon
Contact Phone Number : 9439051123

There are 8,132 (Eight thousand one hundred thirty two) rare books in ELTI Library. There are also many important journals. Research Scholars working in the field of ELTI and allied subjects may use the ELTI Library from **10.30 am to 1.30 pm and 2.00 pm to 5.00 pm** in all working days. ELTI is also exploring the possibilities to have scholars from Odisha who will register under EFLU , Hyderabad and do the research work in the field of ELT in Odisha. The response in this regard is awaited. The ELTI aims and objectives provide to undertake, and, promote and Co-ordinate research in the methodology of teaching English.

Academic Staff

1. Dr. Debahuti Patnaik, ELTI, Bhubaneswar
Phone Number: 9861138962
2. Sri Rabindranath Mohanty, ELTI, Bhubaneswar
Phone Number : 9437051396
3. Sri Lalindra Amat, ELTI, Bhubaneswar
Phone Numbers : 9692377239/9861454167
4. Pratap Kumar Samantasinghar, ELTI, Bhubaneswar
Phone Number: 9938379748

Resource Persons working in District Centres

1. Sri Basanta Kumar Rath, District Centre for ELT, Berhampur
Contact Phone Number : 9437800234 (Under State Budget)
2. Sri Sachindra Patel, District Centre for ELT, Sambalpur
Contact Phone Number : 8457030588 (Under State Budget)
3. Sri Niranjana Sahoo, District Centre for ELT, Puri
Contact Phone Number : 9938483924 (Under MHRD Programme with financial support from EFL University, Hyderabad)
4. Sri Jayanta Kumar Dash, District Centre for ELT, Jajpur
Contact Phone Number : 9124400461 (Under MHRD Programme with financial support from EFL University, Hyderabad)

Shri Akhil Bihari Ota, IAS is presently in charge of the Director, ELTI. He is also the 1st Appellate Authority under the Scheme of RTI Act, 2005 for the Institute.

His Contact Phone Numbers : **0674-2301871 (O)**

He is in addl. Charge apart from State Nodal officer, Mid-Day-Meal Programme and Joint Secretary to Govt., School & Mass Education Department, Government of Odisha and is under the governance of Commissioner-cum-Secretary, School & Mass Education Department, Govt. of Odisha.

ELTI being a Registered Society, the Director is also accountable to Board of Governors. For urgent administrative decisions the Director seeks approval of the Commissioner-cum-Secretary at present. The said appointment has been concurred by the All India Co-ordinator, ELTI Support Scheme (GOI) vide her letter No. EFLU / ELTISS, Ext. SS./2013, dt. 11/1/2013. ELTI is thus under the governance of School & Mass Education Department and Board of Governors as constituted by the State Government.

1. English Language Teaching Institute, Odisha, Bhubaneswar is a Society Registered on 24th March' 1987 under the Society Registration Act 1867. The management of affairs of the Institute is entrusted with the Board of Governor as constituted by the State Government.

2. Object of the Society:

English Language Teaching Institute, Odisha, Bhubaneswar has been established to provide in-service training to high school teachers in the state and to provide programme of advanced training to teachers in universities, colleges and other institutions of higher learning with a view to improving the quality of teaching and research in English Language in the state. The other primary activities of the Institute are reflected in Annexure-“A” .

Annexure-‘A’

The aims and objects for which the ELTI is established are primarily as below:

to provide in-service training to high school teachers in the State and to provide programmes of advanced training to teachers in Universities, Colleges and other institutions of higher learning with a view to improving the quality of teaching and research in English Language Teaching in the State;

to train Resource Persons whose services can be utilized in the District campaign centres for English Language Teaching. These Resource persons in turn will train the teachers of the District so that the necessary multiplier-effect is achieved ;

to produce, revise, edit and adopt teaching materials in English for use in the high schools ;

to produce suitable teacher-training materials, teachers guides, manuals, handbooks etc. for their use in the ELTI and also at the ELTI and also at the District Campaign Centers;

to provide opportunities for non-formals learning of English for school drop-outs, various professional groups and particularly for learners from the disadvantaged sections of society;

to organize Workshops, Seminars, Conferences and short refresher and orientation courses for the middle-level educational administrators in the State;

to bring about desirable changes in the pattern of question papers in English tests and examinations and to set up a question bank;

to devise teacher-training programmes to train teachers through correspondence courses supplemented by contact periods ;

to undertake collaborative projects on English Language Teaching with assistance from the Central Institute of English and foreign Languages, Hyderabad;

to impart instruction for Diploma/ degree, certificate courses for specialization in English Language Teaching ;

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to undertake, and, promote and co-ordinate research in the methodology of teaching English at the school and University levels with special reference to the problems of classroom practice ;

to provide, on request, academic and professional assistance to the schools. Boards of studies in English of the Board of secondary Education; and Universities of Orissa and to the departments and agencies of the Government of Orissa and the Government of India and to agencies, institutions and personnel engaged in research in the areas of English Language teaching or any activity related to the teaching of English;

to act as a clearing-house of ideas and information on research in English Language teaching with special reference to problems of the teaching of English in Orissa and the neighbouring regions to maintain a data bank;

to collaborate with the Board of Secondary Education, council of Higher Secondary Education. The Universities particularly the Universities established in the State of Orissa other academic institutions and organizations in India or abroad in such manner as may be necessary for the promotion of the objectives of the ELTI;

to institute fellowships and award scholarships in furtherance of research in English Languages pedagogy ;

to develop close working relations in teaching and research in ELT with the schools, Universities and colleges, especially with those in the State of Orissa;

to prepare, print and publish papers, news letters, journals, reports, working papers and books in furtherance of the objectives of ELTAI and the promotion of research in ELT;

To undertake all such lawful acts and things as may be auxiliary incidental or ancillary to the furtherance of the aforesaid objectives of the ELTI and generally to undertake all such activities and programmes as may assist in promoting research in ELT in India and in the State of Orissa etc.

Recent Training Programmes & Activities (as on 28-05-2013)

A) Programmes at ELTI

One month Teacher Development Programme from 3-5-2013 to 27-5-2013.

As per the Annual Planner (2013-2014) the 1st Teacher Development Programme for Secondary school teachers was organized at ELTI from 3rd May to 27th May 2013.

44 no. of teacher participants from KBK and other districts were given orientation on different components of ELT. The course was inaugurated by Sri Upendra Nath Behera, IAS, Principal, Secretary, Home Deptt, Govt. of Odisha.

B) Orientation Programmes at different District Centres:

(10-day OP and 5-day OP)

Sl.No. Duration Venue

Number of participants

1 04/04/2013 to 13/04/2013 Govt. Girls' High School, Hinjilikatu 35

2 08/04/2013 to 12/04/2013 M.K.C High School, Baripada **50**

3 08/04/2013 to 17/04/2013 Budharaj High School, Sambalpur **48**

4 23/04/2013 & 24/04/2013 Govt. High School, Jeypore 35

5 05/05/2013 & 06/05/2013 Budharaj High School, Sambalpur 32

6 10/05/2013 & 11/05/2013 Biswambhar Bidyapitha, Puri 18

Total Teachers trained after 18.12.2012 ----- 400 approx.

Administrative Development

1. Regional director at Jeypore appointed.
2. Extension of District Centres at Puri and Jajpur was allowed by EFLU, due to the humble endeavor and initiative taken by ELTI, Odisha.
3. E-Dispatch started from 21.05.2013.
4. SLAC & DLACs were vitalised.
5. Active steps were taken for reconstitution of BOG.
6. Steps are being taken for filling up the vacancy,

State Level Advisor Committee (SLAC) Meeting

A meeting of State Level Advisor Committee was held on 9th April 2013 under the chairmanship of Dr. K.C. Sarangi, Addl. Secretary & Director, ELTI on the request of the esteemed members present as the Commissioner-cum-Secretary was on tour.

Prof. S. Mohanraj : All India Co-ordinator (DCS)
EFL University, Hyderabad

Prof.B.K.Das : Ex-Director, ELTI, Odisha
Prof.NiharRanjanPattanaik : Director, TE & SCERT,
Odisha,Bhubaneswar
Sj. GokulanandaHota : Director, Mass Education, Odisha
Smt.Snehalata Das : Dy. Director, DSE, Odisha
Smt.Manswini Das : Joint Director

Regional Directorate of Education, Odisha

3 District Level Advisory Committee

The District Level Advisory Committee of the different districts were held on all the State-run District Centres.

- District Centre for ELT, Baripada held on (1st) 28-2-2013
(2nd) 30-4-2013

- District Centre for ELT, Sambalpur held on 16-3-2013

- District Centre for ELT, Berhampur held on 19-3-2013

Opening of Regional Centre for ELT at Jeypore, Odisha

A Regional Centre of ELTI, Odisha was inaugurated at Jeypore on 23.4.2013 by Sri Rabinarayan Nanda, Hon'ble Minister, School & Mass Education, Odisha.

The Regional Centre for ELT, Jeypore is now functioning in the campus of Govt. High School, Jeypore. This has been set up to strengthen the teaching and learning of English in KBK districts of Odisha. Dr.Brundaban Mishra Principal, B.Ed College, Jeypore is in additional charge of Regional Director of the Regional center for the time being .(Contact Number-9937945668)

The Resource Person, Sri Jayaprakash Mishra is acting as contact Officer for the Regional center(Ph.No.-9437373633)

Opening of one month Self Financing Spoken English Course at ELTI, Bhubaneswar

A Spoken English Course for college students and others is now going on at ELTI, Bhubaneswar.

The course started on 16th May 2013 with 35 no. of participants. The course will be over on 10th June 2013, may be extended for few days if necessary.

4 Future Road Map

4-year ELT & Integrated B.Ed Course

As part of future plan the ELTI is planning to launch a 4-year Integrated B.Ed Course with Hon's in English at ELTI, Bhubaneswar. The objective of the course is to prepare the required number of specialized teachers of English for the secondary as well as primary schools of Odisha.

English Language Learning Project for Tribal Learners

ELTI, Odisha is planning to launch an English teaching programme for the benefit of the learners of the tribal areas of Odisha through EDUSAT. The model to be adopted is IESS. Where 'I' stands for identity 'E' stands for ELT. 'S' stands for strengthening identity. The other 'S' stands for sustainable Development. ELTI seeks support Universities, Colleges, Educational Administrators, in its humble endeavour.

ELTI is grateful to its governance for its untiring inspiration, guidance and moral support.

BYE-LAW

ENGLISH LANGUAGE TEACHING INSTITUTE

**Memorandum of the English Language Teaching Institute,
Odisha, Bhubaneswar**

1. The name of the Society shall be English Language Teaching Institute (herein after referred to briefly as the ELTI).
2. The registered office of the ELTI shall be situated at Bhubaneswar in the State of Odisha.
3. The aims and objects for which the ELTI is established are:
 - a. to provide in-service training to high school teachers in the State and to provide programmes of advanced training to teachers in Universities, Colleges and other institutions of higher learning with a view to improving the quality of teaching and research in English Language Teaching in the State;
 - b. to train Resource Persons whose services can be utilized in the District campaign centers for English Language Teaching. These Resource persons in turn will train the teachers of the District such that the necessary multiplier-effect is achieved ;
 - c. to produce, revise, edit and adapt teaching materials in English for use in the high schools ;
 - d. to produce suitable teacher-training materials, teachers guides, manuals, handbooks etc. for their use in the ELTI and also at the District Campaign Centers;
 - e. to provide opportunities for non-formals learning of English for school drop-outs, various professional groups and particularly for learners from the disadvantaged sections of society;
 - f. to organize Workshops, Seminars, Conferences and short refresher and orientation courses for the middle-level educational administrators in the State;
 - g. to bring about desirable changes in the pattern of question papers in English tests and examinations and to set up a question bank;
 - h. to devise teacher-training programmes to train teachers through correspondence courses supplemented by contact periods ;
 - i. to undertake collaborative projects on English Language Teaching with assistance from the Central Institute of English and foreign Languages, Hyderabad;
 - j. to impart instruction for Diploma/ degree, certificate courses for specialization in English Language Teaching ;
 - k. to undertake, aid, promote and co-ordinate research in the methodology of teaching English at the school and University levels with special reference to the problems of classroom practice ; - : 2 :
 - l. to provide, on request, academic and professional assistance to the schools. Boards of studies in English of the Board of Secondary Education; and Universities of Orissa and to the departments and agencies of the Government of Orissa and the Government of India and to agencies, institutions and personnel engaged in research in the area of English Language

- teaching or any activity related to the teaching of English.
- m. to provide, on request, advisory and consultancy services to the Government of Orissa, the Government of India, other State Governments and Union Territory Administrations or any of their agencies. Universities and other educational institutions and organization in business, trade or industry by providing need based courses and courses on English for specific purposes;
 - n. to act as a clearing-house of ideas and information on research in English Language teaching with special reference to problems of the teaching of English in Orissa and the neighboring regions to maintain a data bank;
 - o. to collaborate with the Board of Secondary Education, Council of Higher Secondary Education. The Universities particularly the Universities established in the State of Orissa other academic institutions and organizations in India or abroad in such manner as may be necessary for the promotion of the objectives of the ELTI;
 - p. to institute fellowships and award scholarships in furtherance of research in English Languages pedagogy ;
 - q. to develop close working relations in teaching and research in ELT with the schools, Universities and colleges, especially with those in the State of Orissa;
 - r. to prepare, print and publish papers, news letters, journals, reports, working papers and books in furtherance of the objectives of ELTI and the promotion of research in ELT;
 - s. to secure and accept endowments. Grant-in-aid, donations or gifts on mutually agreed terms and conditions :
 - t. to acquire by gift purchase, lease or otherwise any property movable or immovable, which may be necessary or convenient for the purposes of the ELTI and to construct alter and maintain any building or buildings for the purposes of the ELTI ;
 - u. to draws, make, accept, endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques and other negotiable instruments;
 - v. to invest the funds of the ELTI in such securities or in such manner as may be expedient and to sell on transfer such investments ;
 - w. to take over and acquire by purchase, gift or otherwise from the Government of India, State Government or any other public or private bodies or private individuals, movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the ELTI;
 - x. to borrow funds with or without security, for the purposes of the ELTI the Government of Orissa, banks and other financial institutions or persons on such terms and conditions as may be mutually agreed upon.
 - y. to transfer the movable and immovable properties of the ELTI by sale, mortgage, gift etc. for furthering the objectives of the ELTI.
 - z. to undertake all such lawful acts and things as may be auxiliary incidental or ancillary to the furtherance of the aforesaid objectives of the ELTI and generally to undertake all such activities and programmes as may assist in promoting research in ELT in India and in the State of Orissa.
4. The Management of the affairs of the ELTI shall be entrusted to a Board of Governors notified by the Government of Orissa and constituted as follows :
- i) Chairman to be nominated by the Govt. of Orissa
 - ii) Secretary, Education Deptt., Govt. of Orissa - Member
 - iii) Secretary, Finance Deptt., Govt. of Orissa - Member
 - iv) Two Vice-Chancellors of Universities situated in the State of Orissa to be nominated by the Members State Government

- v) Two eminent educationists to be nominated by the State Government - Members
- vi) Director, Central Institute of English and Foreign Languages , Hyderabad or his nominee - Member
- vii) Joint Educational Adviser (Languages) to the Government of India, Ministry of Human Resource - Member Development, Deptt. of Education or his nominee
- viii) President, Board of Secondary Education, Orissa - Member
- ix) Director, Secondary Education, Orissa - Member
- x) Director, English Language Teaching Institute, Orissa. - Member Secretary

5. We, the several persons, whose names and addresses are given below having associated ourselves for the purposes described in the Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands unto and from ourselves into a Society under Societies Registration Act, 1860, this 23rd day of March' 1987 at Bhubaneswar.

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Name Address & Designation Signature.

1. ShriJadunath Das Mahapatra Minister, Education, Sports & Youth Services
2. Miss FridaTapno Minister of State, Education, Sports & Youth Services
3. Shri A. K. Ray, I.A.S. Principal Secretary to the Government of Orissa
4. ShriRamakantRath, I.A.S. Addl. Development Commissioner to the Govt. of Orissa
5. ShriPyari Mohan Mohapatra, IAS Secretary to the Govt. of Orissa, Education & Y.S. Department
6. Shri R.N. Das, I.A.S. Secretary to the Govt. of Orissa, Finance Department
7. ShriSitakantaMahapatra, IAS Secretary to the Govt. of Orissa H. & T.W. Deptt.
8. Maj. P. K. Das. Vice-Chancellor, Utkal University
9. ShriA.K.Samantaray, I.A.S. Addl. Secretary to the Govt. of Orissa, Education & Y.S. Department
10. Shri B. Mohapatra, O.A.S. (I). Deputy Secretary to the Govt. of Orissa, Education & Y. S. Department
11. Shri S.C. Das Director, Secondary Education, Orissa
12. Shri G.B. Kanungo Principal, Regional College of Education, Bhubaneswar
13. ShriMahajiteswar Das Director, English Language Teaching Institute, Orissa

Witnessed by :-

- 1) Any responsible Govt. Officer
 - 2) Any responsible Govt. Officer
- With address to be signed. With address to be signed.
Signature attested.
Signature of a Gazetted Officer.

Rules of the English Language Teaching Institute, Orissa, Bhubaneswar

1. These Rules may be called "The Rules of the English Language Teaching Institute, Orissa, Bhubaneswar".

2. Definitions :

In these Rules, unless there is any thing repugnant to the context or the subject

(a) "Board of Governors" means the Board of Governors constituted in accordance with clause-4 of the Memorandum of Association and notified by the Government of Orissa.

(b) "Chairman" means the Chairman of the Board of Governors :

(c) "Director" means the Director of the ELTI appointed under Rule 9;

(d) " Regulations" means the Regulations formed under Rule 18.

3.(a) The term of office of the Chairman and members of the Board other than ex-officio members and the Member-Secretary shall be three years but they may be reappointed or re-nominated as the case may be for a further period not exceeding three years.

(b) Where a person becomes a member of the Board by reason of office or appointment he holds, his membership of the Board shall terminate when he ceases to hold that office or appointment and his successor to that office shall be deemed to have become a member.

(c) A member of the Board other than an ex-officio member may resign his office by giving notice to the authority appointing or nominating him with intimation to the Chairman of the Board and his resignation shall take effect from the date intimation of acceptance of resignation by the authority appointing or nominating him is received by the Chairman of the Board.

(d) Vacancies in the Board occurring on account of resignation or for any reason other than expiry of the term of appointment shall be filled up as soon as possible in the manner provided in Clause 4 of the Memorandum of Association.

4. Subject to the provision of the Memorandum of Association, these rules and such Regulations as may framed under Rule 18, the Board shall have all executive and financial powers to conduct the affairs of the ELTI with a view to fulfilling its aims and objectives. In particular and without prejudice to the generality of the above, the Board shall have powers;

(i) to create and maintain such academic, research, administrative and other posts in the ELTI as may be deemed necessary ;

6.(ii) to appoint all categories of (faculty) researchers, administrative and other staff required for the ELTI to determine their qualifications and procedure of recruitment, conditions of service including matters relating to provision, confirmation, lien , seniority, superannuation, admissibility of various kinds of leave rules of promotion retirement benefits, their remuneration and to define their powers duties, responsibilities and discipline, conduct penalties.

(iii) to secure and accept endowments grants-in-aid donations or gift on mutually agreed terms and conditions.

(iv) to acquire by gift, purchase, lease or otherwise any property, movable or immovable for the purpose of the ELTI and to construct alter and maintain any building or buildings for the purpose of the ELTI.

- (v) to draw make accept endorse discount and negotiate Government of India and other promissory notes bills of exchange, cheques and other negotiable instruments.
- (vi) to invest all funds of the ELTI in such securities or in such manner as may be expedient and to sell or transfer such investments in the interest of the ELTI.
- (vii) to take over and acquire by purchase, gift or otherwise from the Government of India, State Government, Municipalities or any public or private bodies or private individuals, movable, and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the ELTI.
- (viii) to receive, sell, charge hire mortgage or manage properties movable or immovable in furtherance of the objects of the ELTI.
- (ix) to borrow money for the purposes of the ELTI.
- (x) to consider and approve the annual report on the working of the ELTI.
- (xi) to consider and approve the annual budget estimates of the ELTI and to authorize and sanction expenditure out of the funds of the ELTI.
- (xii) to consider and pass the audited accounts of the ELTI and to direct such action as might be considered necessary or appropriate on the basis of the audited accounts and the report of the auditors.
- (xiii) to approve the various courses of the studies which may be conducted by the ELTI and diploma/ degree certificates etc. to be awarded by the ELTI to approve the results of all examinations, tests etc. for the award of diploma degree, certificates.
- (xiv) to do all other things that are incidental or conducive to the attainment or furtherance of the aims and object of the ELTI.

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Provided that the powers vested in the Board under these Rules shall be exercised subject to the condition that prior approval of the Government of Orissa shall be obtained for accepting any gift or assistance in any form from foreign Governments or organizations and international agencies or for entering into any negotiations or contractual agreements with them.

Provided further that no immovable property of the ELTI shall be sold leased mortgaged or transferred and no loan shall be incurred without the prior approval of the Government of Orissa.

5. The Board may delegate by a resolution to the Director any committee or sub-committee of its members or officer of the ELTI such administrative and financial powers as it may deem proper and may impose such duties upon them as it may consider necessary and also prescribe the limitations within which such powers shall be exercised or such duties shall be performed. The Board may by a resolution modify amend or withdraw any of the powers so delegated and the conditions for exercise of such delegated powers.

6. The Board may by a resolution appoint committees or sub-committees consisting of its members for such purposes and with such powers as it may deem necessary. It may also by a resolution appoint advisory committees, expert panels or study groups consisting of persons who are members of the Board and /or of persons who are not members of the Board with such advisory function as it may deem proper. The Board may also dissolve any of the committees or sub-committees or advisory committees or expert panels set up by it.

7. (a) The Board shall meet as often as necessary but not less than three times a year.
- (b) All meetings of the Board shall be convened by the Director under orders of the Chairman, Ordinarily a notice of twenty days shall be given but the period of notice may be reduced to seven days with the approval of the Chairman if it is urgently necessary to convene a meeting of the Board.
- (c) The Chairman when present shall preside over the meeting of the Board . In his absence the members present shall elect one person from among themselves to preside over the meeting.
- (d) The quorum for the meeting of the Board shall be three.
- (e) Voting if necessary shall be by show of hands or any such manner as the Chairman may decide. Each member of the Board shall have one vote and in case of equality of votes the Chairman or the member elected to preside in that meeting, as the case may be shall have a casting vote.

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(f) The proceedings of the meeting of the Board shall be maintained by the Director and shall be open during office hours for inspection by the members of the Board.

8. In cases of urgent nature where it is not possible to convene a meeting of the Board , a resolution may be adopted or a decision taken by the Board by circulation with the assent of the majority of the members of the Board. All such resolutions and decisions shall be reported to the Board at its next meeting.

Provided that where the procedure outlined in this rule is not reasonably practicable and the matter requires urgent decision, the Chairman shall have authority to act on behalf of the Board and to exercise any or all its powers; Provided further that where any action is taken under the first proviso it shall immediately be reported to all members of the Board and shall also be placed at the next meeting of the Board for confirmation.

9. (a) The Director shall be appointed by the State Govt. in consultation with the Central Institute of English and foreign Languages, Hyderabad on deputation from the Orissa Education service (College Branch) and the appointment shall be reported to the Board for confirmation.

(b) Temporary vacancy in the post of the Director on account of leave, deputation and such other reasons may be filled by the Board from among the senior faculty members of the ELTI.

10. (a). The Director shall be a whole-time officer of the ELTI and shall be the Chief Executive and academic officer of the ELTI. His power, duties and responsibilities shall be assigned to him under these Rules or Regulations framed under Rule 18 or by the Board from time to time.

(b) It shall be the duty of the Director to promote, coordinate and exercise general supervision and control over all research, training, teaching publication and other academic activities under taken by the ELTI . He shall also be responsible for the general superintendence. Direction and control of the affairs of the ELTI.

(c) The Director shall be a recognized scholar with specialization in the area of English Language Teaching at the doctoral level. He shall be acquainted with local conditions and shall be in a position to guide research scholars in ELTI and shall be of the rank of a Professor.

(d) The Director shall function under the general direction and guidance of the Board and shall be answerable to the Board. It shall be his duty to ensure the faithful observance of the decisions of the Board and of the Rules and Regulations.

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(e) The Director shall submit to the Board at least one month prior to the close of each financial year the budget estimates for the ensuing financial year together with a memorandum on the annual Plan of the ELTI. The Director may also submit revised budget estimates when necessary.

11. The Director shall be responsible for :

(i) Planning and implementing the research, training teaching, publication and other academic programmes of the ELTI;

(ii) reviewing the progress of research activities at the ELTI;

(iii) recommending to the Board names of academicians to be invited as Honorary Professors and Honorary fellow to the ELTI;

(iv) making arrangements for conduct of examinations and publication of results as may be necessary;

(v) ensuring maintenance of proper accounts;

(vi) recruiting and appointing staff as may be authorized by the Board;

(vii) publishing annual report of the working of the ELTI including a statement of audited accounts and the report of the auditors;

(viii) taking such action as may be necessary for the purpose of implementing the decisions of the Board;

(ix) ensuring sound and beneficial management of the proportion and funds of the ELTI;

12. The ELTI shall sue and shall be sued in the names of its Director. The Director shall represent the ELTI in all business and legal transactions shall receive on behalf of the ELTI and disburse all funds of the ELTI and shall sign all necessary documents on behalf of the ELTI subject to Regularizations and directions, if any of the Board.

13. The funds of the ELTI shall consist of ;

(i) grants made by the Government of Orissa;

(ii) grants made by the Government of India, Ministry of Human Resource Development, Department of education, through the Central Institute of English and Foreign Language, Hyderabad;

(iii) contributions, gifts and /or donations from institutions, trusts and other sources;

(iv) income from the assets of the ELTI ;

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(v) receipts of the ELTI from other sources;

(vi) borrowing and loans ;

14. The funds of the ELTI shall be deposited in any nationalized bank. All funds shall be paid into the account of the ELTI with the bank and shall not be withdrawn except upon a cheque signed by the director and disbursing officer of the ELTI or any other officer of the ELTI as may be duly empowered in this behalf by the Board.

15.(i) The income and property of the ELTI howsoever derived shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association.

(ii) No portion of the income and property of the ELTI shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the persons who are or at any time have been members of the Board of

Governors or members of the society or to any person claiming through them: Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member or any other person in return for any services rendered to the ELTI or any traveling allowance halting or other similar charges.

16. (a) The ELTI shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipt and payment accounts statement of assets and liabilities etc. in such form as may be prescribed in the Regulations to be framed by the Board in pursuance of rule 18.

(b) The accounts of the ELTI shall be audited annually by the auditors appointed by the Board. The accounts of the ELTI along with report of the auditors shall be submitted at the next meeting of the Board and also to the Government of Orissa and the Central Institute of English and Foreign Languages, Hyderabad.

(c) The Central Institute of English and Foreign Languages, Hyderabad and the Government of Orissa shall have the right to order auditor or special audit of the accounts of the ELTI through any agency or person appointed by them in this behalf and such agency or person shall have the right to demand the production of books, accounts connected vouchers and other documents and papers and to inspect any of the offices or institutions or properties of the ELTI.

(d) The ELTI shall publish an annual report of its working which shall also include a statement of audited accounts and the report of the auditors.

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17. The Central Institute of English and Foreign Languages, Hyderabad and the Government of Orissa may after mutual consultation appoint one or more persons to review the functioning work and progress of the ELTI from time to time and also to held enquiries into the affairs thereof and to report therein as may be considered necessary. The Central Institute of English and Foreign Language and the Government of Orissa may upon receipt of such reviews and reports take such action and offer such advice and guidance as they may consider necessary on expedient in respect of any matter dealt with in the reviews and reports . Such recommendations shall be placed before the Board of Governors for consideration.

18. The Board shall have the power to frame Regulations, not inconsistent with the Memorandum of Association and these Rules. The Board may also **amend add** to alter or delete any of these Regulations. In particular and without prejudice to the generality of the above the Board may frame Regulations in respect of the following matters namely ;

(i) the qualification and procedure for recruitment to various academic administrative and other posts in the ELTI.

(ii) Conditions of service including matters relating to probation, confirmation, lien, seniority, superannuation and admissibility of various kinds of leave.

(iii) retirement benefits.

(iv) discipline conduct and penalties.

19. Subject to the provisions of the Societies Registration Act, 1860, the Board may amend add to alter delete any of these Rules by a resolution adopted at a meeting of the Board duly convened for the purpose and supported by two-thirds of the members present and voting or by more than half of the total number of members of the Board,

whichever is more.

20. If at any time a difficulty arises in the functioning of the ELTI because of any lacunae in the Memorandum of Association or in the Rules or the failure of any of the provisions to operate, the Board of Governors shall have authority to give directives to resolve the difficulty and such directives shall be binding on the ELTI and the officers of the ELTI.

21. Subject to the provisions of the Societies Registration Act, 1860 the ELTI may be dissolved with a resolution adopted at supported by not less than two-thirds of the total number of members of the Board . In the event of the dissolution of the ELTI all assets and liabilities of the Society shall vest in the Government of Orissa.

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Certified to be the correct copy of the rules of the English Language Teaching Institute, Orissa, Bhubaneswar.

Certified that this is true and correct copy of the Rules and Regulations of the Society.

1. To be signed. Sd/-

Secretary-cum-Commissioner to
Govt. of Orissa of Education &
Youth Services Department.

2. To be signed. Sd/-

Director, Secondary Education,
Orissa, Bhubaneswar.

3. To be signed. Sd/-

Director, English Language
Teaching Institute , Orissa,
Bhubaneswar.

BYE-LAWS

(Under rule 18 of the rules of English Language Teaching Institute, Orissa, Bhubaneswar.)

I. Short title:

These by-laws as may be called "Bye-laws of the English Language Teaching Institute, Orissa, Bhubaneswar." These Bye-laws shall come into effect after being approved by the Board of Governors. The option by the persons in service on the date of introduction of these bye-law should reach within 3 months from the date of introduction, failing which they will be deemed to have opted for these bye-laws.

II. Vacancy in the Board.

When a vacancy occurs in the office of a member of the Board through death, resignation or any other cause , the Director shall as soon as possible notify the vacancy to the authority concerned requesting it to nominate a member to fill the vacancy. A vacancy shall not affect the proceedings of the Board.

III. Sessions of the Institute:

1. The E.L.T.I. shall function throughout the year.

2. As far as teaching work in the ELTI is concerned the Academic year or the Sessions of the ELTI shall be for such period and terms as may be fixed by the Director from time to time.

3. The holidays including Sundays and Second Saturdays will be the same as those for the offices under the Government of Orissa. In addition the employees may avail themselves of four days of optional holidays. The list of holidays and of allowable optional holidays shall be notified by the Director at the beginning of the calendar year.

IV. Finance and Accounts:

1 Accounts

The Director or any officer of the ELTI authorized by the Director shall be responsible for the accounts of the Institute.

2. Creation of Posts :

The Board shall have the authority to create any post or posts as it may deem necessary subject to availability of funds.

V. Terms and Conditions of Service of the Staff of the ELTI:

Categorizations of employees:

1. The employees of the ELTI other than the Director are divided into three categories:
(a) Teaching staff includes Director, Professors, Readers, Lecturers, Research Fellows, Research associates and other members doing academic work.

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(b) Non-teaching staff includes Office Assistants, Accountant, Stenographers, Typists, Librarian, Technicians, Electrician, Artist, and other members of the staff doing non-teaching work.

(c) Auxiliary staff includes Drivers, Dufftries, Helpers, Attendants, Cleaners, Gardeners, Peons, Watchman and other members of the staff doing general work.

The decision of the Board regarding categorization of the staff shall be final.

2. Appointments:

2.1. Appointment to the post of Professor, Reader, Lecturer at comparable salary levels shall be made by the Board on the recommendations of the Selection Committee appointed by the Board for the purpose. The Selection Committee shall furnish its report to the Director who shall place the same before the Board with his recommendations if any.

Provided that appointment of Professor and Reader may also be made by promotion of deserving persons from among the existing personnel by the Board on the recommendation of an Expert Committee to be appointed for the purpose. Guidelines for recruitment and promotion will be framed by Board from time to time.

2.2 For all non-teaching posts recruitment will be made by the Director either by advertisement and open selection or on deputation from state Government or local bodies on the basis of the recommendation of a duly constituted selection committee. Qualified and experienced personnel already on the staff of the Institute shall also be eligible for consideration for appointment to such posts.

2.3. In case of direct recruitment the age at the time of entry into service shall not be less than 18 years and not more than 28 years except for teaching staff and senior members of staff in other categories, where the age condition may be relaxed in appropriate cases at the discretion of the Director.

2.4. **Certificate of Physical Fitness:** Every employee shall prior to taking up his appointment

be medically examined and be certified fit for service by a Medical Officer not below the rank of an Assistant Surgeon of the Government of Orissa.

2.5. Every employee of the ELTI shall accept in writing the terms and conditions of his appointment before joining the Institute or deemed to have accepted them upon his joining the Institute.

2.6. After acceptance of the terms and conditions of the appointment a formal appointment order shall be issued and the incumbent shall be put on probation for a period of one year. The appointing authority may extend/reduce or waive the period of probation for special reasons ; provided that it may not be extended for more than a total probationary period of two years. During the period of probation the service of an employee may be terminated by the appointing authority without assigning any reason and without notice unless otherwise provided in the letter of appointment.

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2.7. **Tenure** : A member of academic staff shall in the first instance be appointed for a period normally not exceeding 5 years which may include a probationary period of one year. On the satisfactory completion of a period of five years he may be offered continuing appointment. Save as otherwise provided each employee may after completion of the probationary period be continued in the appointment in a temporary capacity till such time he is confirmed in his appointment and on such confirmation he shall be continued in that post up to the date of his superannuation which shall be the month of his completing 60 years of age in case of teaching staff and 58 years in case of non-teaching staff and auxiliary staff.

2.8. **Emoluments** : The Board shall fix the scale of pay, allowances and other benefits for the employees of the ELTI from time to time in accordance with the guidelines laid down by the Govt. of Orissa and subject to the provision of funds in the budget estimate. Provided that the DA and ADA and interim Relief shall always be at par with that declared by Government of Orissa from time to time and shall be paid to the staff soon after the resolutions of Government of Orissa in this respect are received.

2.9. **Salary** : Every employee shall be paid the salary fixed for his post every month so long as he remains in the service of the ELTI and satisfactorily performs his duties. Each employee will earn annual increments in the post he holds unless such increment is specifically withheld by the appointing authority for reasons to be recorded in writing. Appointing authority may stop an employee at an efficiency bar in the pay scale for any period of time, if he is not considered fit to cross the efficiency bar.

2.10. **Obedience to Rules, Bye-laws and Regulations** : During the period of service every employee shall observe and obey and abide by the rules of the ELTI and the byelaws made from time to time by the Board and all standing orders passed by the Director.

2.11. **Provident Fund** : During the continuance in his service an employee shall contribute to the P.F. in accordance with the rules as framed from time to time by the Govt. of Orissa.

2.12. **Whole time Service** : An employee shall devote his whole time to the service of the Institute. He/she shall not take active part in politics, trade union activities, canvassing in support of the business of insurance agency commissions etc. owned or managed by his wife or any other member of his family, or without previous permission of the Board in the case of Director and of the Director in the case of other staff. He/she shall not engage directly or indirectly in any trade, business or occupation or enter on any remunerative commitment and absent himself/herself from duties.

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2.13. Members of the staff shall not stand for election to Parliament, State Assembly or any elective body or accept nomination to any local body or university authority without previous permission of the Board in the case of Director and of the Director in case of others.

2.14. No member of the staff shall engage himself or participate in any demonstration which is prejudicial to the interest of the ELTI in the opinion of the Director or the Board, resort to or in any way abet any form of strike in connection with any matter pertaining to his service or to the service of any other employee of the ELTI. No employee can join or continue to be a member of an association or organization the activities of which are in the opinion of the Board, prejudicial to the interest of the ELTI and communicate directly and indirectly and document or information relating to the Institute to any other person to whom he has not been authorized to communicate such document or information. Submitting an application or petition to the Board or to any member thereof without going through proper channel shall be construed as misconduct.

2.15. **Detention on Sundays and Institute Holidays** : The Director or a member of the staff to whom power has been delegated by the Director may for urgent work detain any of the staff on Sundays and Institute Holidays.

2.16. **Leave** : Employees will be granted leave in accordance with the leave rules framed from time to time by the Government of Orissa.

3. Discipline :

3.1. The authority which appoints a member of the staff of the ELTI may suspend, discharge, dismiss or otherwise punish him for the misconduct or for breach of the conditions of his appointment or for breach of any of the provision laid down in the rules and bye-laws of the ELTI . Such authority can also warn, censure and otherwise punish the staff or impose fine on staff to maintain discipline on evidence of dereliction of duties.

3.2. **Order of discharge or dismissal** : Orders of discharge or dismissal, compulsory retirement and reduction in rank to the lower time scale shall be based upon the specific charges proved and established in accordance with the Orissa Classification (Appeal & Control) Rules as amended from time to time by the Government of Orissa. When such action is contemplated against an employee of the ELTI specific charges on which such order is to be based will be framed against the person in writing and given to the said person so that he shall have reasonable opportunity of showing cause why the proposed action should not be taken against him and submitting an explanation in writing within such time as may be prescribed by the appointing authority ; provided that the requirement of this bye-law may be waived if the facts on the basis of which action is to be taken have been established in court of law or where the person has absconded or where it is for any other reason

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impracticable to communicate with him. In every case where all or any of the requirements of this bye-law are waived, the reasons for so doing shall be recorded in writing . After receipt of explanation if any the charges shall be enquired into by the appointing authority or any other officer appointed by him. The enquiring officer shall furnish a report duly embodying there in his recommendation as to the punishment to be inflicted or the manner in which the case is to be dealt with provided that the appointing authority is not bound to accept the recommendations of

the enquiring officer for reasons to be recorded in writing . If the appointing authority decides to award any punishment he shall give an opportunity to the delinquent to be heard in person.

3.3. Appeals : An employee who has been discharged or dismissed or who has been awarded a major punishment shall have a right of appeal against the order passed by the appointing authority to the authority to which the appointing authority is immediately subordinate. Every appeal shall comply with the following requirements:

- a) It will be written in English or if not written in English it shall be accompanied by a translation in English and shall be signed.
- b) It shall be couched in concise, polite and respectful language and be free from irrelevant matter.
- c) It will contain all material statement and arguments relied on and shall be complete in itself.
- d) It shall specify the relief desired.
- e) It shall be submitted to the authority which made order appealed against within a specified period of 3 months from the date on which appellant received a copy of the order appealed against . Provided further that a copy of the appeal memo may be submitted direct to the appellate authority under intimation to the appointing authority.
- f) It shall not be addressed to the Director or to any member of the Board by name and any such action shall be deemed to be a breach of discipline.

3.4. Consideration of appeal : In the case of an appeal against the order of discharge or dismissal, the appellate authority shall consider :

- a) Whether the procedure prescribed in the preceding bye-laws has been complied with and if not whether such noncompliance has resulted in a miscarriage of justice,
- b) whether the findings are justified; and
- c) Whether the penalty imposed is excessive adequate or in adequate and pass orders:

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- i) setting aside, reducing confirming or enhancing the penalty , or
- ii) remitting the case of the appointing authority or to any other authority with direction as it may be deemed fit in the circumstance of the case provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity or making any representation which he may wish to make against such enhanced penalty.

3.5. Implementation of orders in appeal : The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

3.6. Orders made by the Board not appealable : Notwithstanding any thing contained in these bye-laws no appeal shall lie against any order made by the Board.

3.7. Review of orders in disciplinary cases : The authority before which an appeal against an order imposing any of the penalties specified in the bye-laws lies may of its own motion or otherwise call for the records of the case in a disciplinary proceedings, review and order passed in such a case and pass such orders as it

deems fit as if the employee had preferred an appeal against such an order provided that no action under this bye-law shall be initiated more than six months after the date of the order to be reviewed.

3.8: Pay and allowances on Acquittal : If a member of the staff of the Institute had been discharged or dismissed and the charges are not proved against him the appellate authority may grant to him for the period of absence from duties:

a) If he is fully exonerated, the full pay to which he would have been entitled if he had not been discharged or dismissed and by an order to be separately recorded any allowance of which he was in receipt prior to his discharge or dismissal ;

b) if not fully or such proportion of such pay and allowances as the appellate authority may prescribe.

The period of absence from duties will be treated as period spent on duties in case (a) It will not be treated as period spent on duties in case (b) unless the appellate authority directs to the contrary.

3.9. Order of suspension : (i) a member of the staff of the Institute may be placed under suspension (a) when a disciplinary proceedings against him is contemplated or is pending or (b) when a case against him in respect of any criminal offence is under investigation or (c) when the alleged offence is so grave in nature that it is desirable to place him under suspension for the sake of maintaining discipline before formal charges are framed.

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(ii) A Member of staff of the Institute who is detained in custody in a criminal charge or otherwise for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention by an order of the appointing authority and shall remain under suspension until further orders.

(iii) When a penalty of discharge or dismissal is imposed on a member of staff under suspension is set aside in appeal or review under these bye-laws and the case is remitted for further enquiry or action, the order of his suspension shall be deemed to have continued to be in force on and from the date of the original orders of discharge or dismissal and shall remain in force until further orders.

(iv) An order of suspension made or deemed to have been made under this bye-law may be revoked at any time by the authority which made or deemed to have made the order.

(v) The disciplinary authority, while passing the final order of punishment or of release in the disciplinary proceedings against the ELTI employee shall give direction about the treatment of the period of suspension.

(vi) When an Institute employee is reinstated on revocation of suspension order pay and allowances for the period of suspension will be paid unless the suspension period is treated as such.

3.10. Payment during the suspension period : A subsistence allowance of an amount equal to half of his pay and in addition DA based on such half pay shall be paid to the person from the date of his being placed under suspension. In case the suspension period exceeds 12 months the allowance will be three quarters of pay if it is not on account of fault of the employees.

3.11. Termination of Contract : (a) Teaching - The agreement to service of any

member of the academic staff shall be terminated by either party giving to the other not less than three months notice in writing except during the probation period when the period of notice shall be as specified in the letter of appointment.

(b) **Non-teaching staff:** The service of any member of the non-teaching staff shall be terminated by either party giving to the other a period of notice of not less than that specified in the letter of appointment. If no such period of notice has been specified it shall be taken as one month except during the period of probation when no notice be given if work is not satisfactory.

(c) **Others :-** Notice as may be required under the agreement shall be given while terminating a contract.

3.12. **Leave :-** The employees of the ELTI shall be governed by the Orissa Leave Rules as framed by the Govt. of Orissa from time to time.

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3.13. **Payment against leave on termination of service :** Full payment against all earned leave up to maximum 240 days accrued till the date of termination of service may be paid to the staff when service is terminated. No payment will be made against HPL and other kinds of leave.

3.14. In absence of specific provision regarding different stages of disciplinary proceedings, Government of Orissa C.C.A. Rules will be followed.

4. Retirement Benefits :

4.1. **Provident Fund :** Employees of the Institute shall contribute to the Contributory Provident Fund in accordance with the Provident Fund rules of the Government of Orissa in force from time to time.

4.2. **Gratuity :** Employees of the Institute shall also be eligible to get gratuity in accordance with the gratuity rules of the Government of Orissa in force from time to time.

4.3. **Pension :** Employees of the ELTI shall be eligible to get pension in accordance with the Orissa Pension Rules of the Government of Orissa in force from time to time.

4.4. **Other benefits :** The Board may formulate as it may deem fit necessary regulations regarding other benefits subject to funds being made available by Government of Orissa.

4.5. **Payment of leave salary on retirement :** The staff members of the Institute may be paid cash equivalent of salary constituting Pay, D.A. and A.D.A., if any, in respect of the period of earned leave at their credit which should not exceed 240 days in any case at the time of retirement on superannuation.

VI. Duties and functions of the Officers of the Institute :

6.1. Duties of the Director:

1.1. **Business of the Institute:** It shall be the duty of the Director to carry the work of the Institute under the control of the Council in accordance with the rules and byelaws for the administration and management of the Institute. In case of an emergency he may take such action as may be necessary and report it to be Board.

1.2. **Direction and Control of the Staff :** All members of the staff of the Institute shall be under the direct control of the director who may issue standing orders from time to time on any matter for the smooth management of the affairs of the Institute.

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1.3. **Sanction of Expenditure** : All expenditure within the budget grant shall be approved and sanctioned by the Director or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make re-appropriation within the sub-heads for which budget provision has been approved by the Board. Re-appropriation can not be extended to new capital project for which there is no budget provision. Expenditure on new capital projects will require the approval of the Board.

1.4. **Supervision of works** : The Director shall exercise general supervision over the programme of work and the research projects of the Institute.

1.5. **Coordination of work** : The Director may call for the general plan of work of each member of the teaching staff at the beginning of each year or at any other time he consider necessary and coordinate the work of his colleagues in the Institute so as to formulate and evolve a policy of research and teaching.

1.6. **Annual Report and Statement of Accounts** : The Director shall every year submit the annual Report and the audited statement of accounts of the Institute to the Board (for the period April to March). After approval by the Board, the Director will submit the necessary number of copies of these to the Government of Orissa.

1.7. **Execution of Contracts** : All contracts by or on behalf of the Institute shall be signed by the Director or by an officer of the Institute empowered by him. Contract with the Director shall be signed by the Chairman of the Board.

2.1. **Duties of Teaching staff** Professors, Readers and Lecturers shall themselves take up research work and shall supervise and guide the work of doctoral fellows. They will also carry out such teaching work assigned to them by the Academic Council and perform such administrative work as may be assigned to them by the Director.

2.2. **Research and Teaching Programmes** : Every Professor, Reader and Lecturer shall

submit to the Director from time to time or when called upon to do so his research programme and that of scholars working with him. He shall also participate in the teaching and training programme in the Institute and shall perform such duties and functions in this behalf as may be assigned to him by the Director.

2.3. **Seminars, Conferences and Lectures**: Every Professor, Reader and Lecturer shall

actively take part in colloquia and group seminars at the Institute. They may also deliver lectures to popularize ELT when ever possible in addition to participating in conferences symposia and workshops.

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2.4. **Periodical Reports** : Every member of a academic staff as also every research scholar shall submit complete report of his work in the first week of January each year comprising teaching work and progress achieved in research work pursued by them individually or in collaboration with others and listing publication in journals and research reports during the previous year.

2.5. **Publication** : All Academic Staff should strive hard and pursue their research work and publish their findings in journals of international standard and issue research reports for circulation to outside institutions prior to publication.

2.6. **Sanction of Works** : All new schemes of research and courses to be conducted at the Institute which may involve any expenditure shall be submitted to the Director

for sanction.

3. Library:

3.1 Responsibility of Custody of Library : The Librarian shall be responsible for the custody and maintenance of books, manuscripts, periodicals etc. belonging to the library and shall maintain complete register and index.

3.2. Purchase of Books and Journals : Purchase of books, journals and magazines etc.

for the library shall be approved by the Director preferably on the advice of the library Committee. The Librarian shall be responsible for purchase of books and journals etc. approved by the Director and also for realization of any dues remaining outstanding against any supplier.

3.3. Library Committee : The Director shall form a Library Committee to be headed by a faculty member to formulate and recommend general policies for the proper organization and functioning of the Library, the Librarian shall act as Secretary to this Committee.

3.4. Library Rules : Rules for management of the library shall be framed from time to time as may be found necessary by the Library Committee. Such rules shall have to be approved by the Director with such modification as he may think necessary.

3.5. Correspondence: The Librarian shall be responsible for purchase of books approved by the Director on the recommendation of the Library Committee copies of the correspondence being sent to the office of the Director for information. Rules for purchase of books are to be prescribed by the Director by a Standing Order and Librarian should function under the control of the Director.

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3.6. Stock taking : The Librarian shall take stock every year of all the books and journals in the library. The Library Committee shall assign personnel with the approval of the Director to check the report.

3.7. Power to write off : The Director shall submit any write of proposals to the Board for approval.

4. Duties of other Employees : Other employees of the Institute shall perform such duties and function as may be assigned them by the Director.

VII. Training , Research and Teaching :

1. The Institute will devote itself to teaching training and research in the area of ELTI. The Institute shall keep close liaison with universities in Orissa in particular and organize teaching and training programme in different branches of ELT.

VIII. Honorary Fellows, Professors Emeritus and Associate Members:

1. Honorary Fellows : The Board may on the recommendation of the Director appoint Honorary Fellows. The Director may get the view of Academic Council while making the recommendation Honorary fellowship may be conferred on eminent scholars in recognition of their distinguished contribution to the knowledge in subjects in which the Institute is interested or on persons who have rendered outstanding service to the Institute or on persons who have made a noteworthy and lasting contribution to the cause of ELT research in India. Honorary Fellows may be paid such honoraria and shall enjoy such privileges as may be decided by the Board from time to time.

2. **Professor Emeritus :** The Board may on the recommendation of the Director

designate a Professor who has retired from the Institute after an unbroken period of at least twenty years of service as Emeritus Professor. Emeritus Professors shall enjoy such privileges as may be decided by the Board from time to time.

3. **Visiting Scholars:** Scholars may be invited to the Institute for participating in research and teaching of the Institute. They may be paid such honoraria as may be decided by the Director from time to time.

IX. Admissions to the Institute : In service Courses:

Admission to the various in service courses offer by the ELTI will be made on the basis of the recommendations of the Inspectors of Schools.

1. **Application :** Applications for admission to the Pre-doctoral Course or any other course offered by the Institute shall be made to the Director on a prescribed form signed by the applicant. This form is to be prescribed by the Director. Each application shall accompany a bank draft of an amount fixed by the Director without which the application may be rejected at the discretion of the Director.

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2. **Admission :** A student can be admitted only after approval of his candidature by the Director on recommendation of the Academic Council.

2.1. A scholar after admission either to the pre-doctoral Course or to the Doctoral research programme shall devote himself entirely to studies and research and shall abide by the rules, bye-laws of the Institute and standing orders of the Director and shall conduct himself most politely and in an orderly manner during his stay in the Institute. The Director may on the advice of the academic Council stop the fellowship of a scholar or in extreme case debar him from pursuing his research work in the Institute if the scholar is found not to be pursuing his research activities diligently or if he conducts himself in a disorderly manner.

2.2. The Scholars shall be paid fellowship at a rate that will be fixed by the Board from time to time.

X. Other Matters for the Administration and Management of the Institute:

1. Academic Council :

1.1. **Constitution of the Academic Council :** The Academic Council shall consist of Professors, Readers and Lecturers from each branch of ELT as may nominated by the Director. The members of the Academic Council shall co-operate with one another so as to further the objective of the Institute as a whole.

1.2. **Duties of the Academic Council :** It shall be the duty of the Academic Council to advise the Director on all academic matters. In particular it will advise the Director with regard to appointment of Pre-doctoral, Doctoral and Post-doctoral fellows, attendance at national and international symposia/conferences etc. The Director may nominate a member of the Academic Council as Secretary to the Council for carrying out under his control, orderly transaction of business pertaining to the Academic Council Faculty may have Committees with regard to facilities such as Library, Workshop, Purchase & Stores etc.

1.3. **Meeting of the Faculty Council :** Members of the Academic Council shall meet at any time and placed fixed by the Secretary in consultation with the Director. It shall formulate its own rules and procedure for conducting its meetings and business.

2.1. **Travel Allowances :** Travelling allowances for the non-official members of the Board and of the staff of the Institute shall be paid in accordance with the T.A. rules

framed by the Govt. of Orissa for that purpose from time to time.

2.2. Attendance at Conference : Members of the academic staff may be allowed to attend Conferences and Congresses at any place inside or outside India, if such conference or symposium has a direct bearing on the programmes pursued by the Institute and if such attendance will serve the academic interest of the Institute.

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2.3. Members of the staff when deputed by the Institute for specialized training or for conferences or Symposia, subject to availability of the funds may be eligible for deputation terms and travelling allowances and laid down by the Govt. of Orissa from time to time. In addition the members so deputed shall be entitled to draw salary and dearness allowances. Notwithstanding anything contained in the leave rules the staff deputed for specialized training or for attending symposia or conferences may be considered to be on duty for the period of the conference plus the days spent on journey.

2.4. Contribution to periodicals : Contributions to journals relating to work carried on the Institute by members of the staff of the Institute shall contain the Institute's name and address. A copy of every such contribution shall be sent to the Director for information. No contribution which may relate to classified or confidential matter shall be made without the prior approval of the Director.

2.5. Examiner ship : Members of the academic staff may accept examiner ship of universities for post-graduate examinations only.

2.6. Thesis : Copies of all thesis, after they have been duly examined must be submitted to the Director for reference and record.

2.7. Delegation of Powers by the Director : The Director may delegate any of his powers, functions and duties to any member of the staff of the Institute with previous approval of the Board.

Accounts Rules and Procedures

1. The Accounts of the ELTI shall be maintained on the "Double Entry Principles" and the final accounts viz. Income and expenditure Accounts and Balance sheet shall be drawn up annually in accordance with the principles adopted in respect of non-trading concern.

2. The accounting period of the Institute shall be from 1st April to 31st March.

3. The following books and registers shall be maintained in the Accounts Section of the Institute under the direct supervision of the Accountant :

- i) Cash Book (s)
- ii) Petty Cash Book
- iii) Register of un-disbursed cheques
- iv) General Ledgers including Grants-in-aid recurring and non recurring
- v) Subsidiary advance/Suspense Ledger
- vi) Journals
- vii) Budget Control Register
- viii) Assets/ Equipment Registers (Priced)
- ix) Stores Ledger
- x) Bill Register

xi) Recovery/Deduction Registers

xii) Any other Registers as may be required from time to time

4. (a) The classification of expenditure will follow the budget heads, Under them the expenditure shall be booked against different sub-heads.

(b) The receipts of the Institute shall be booked under the heads of accounts. The recoveries of over payments shall be taken as reduction of expenditure under the relevant expenditure head.

(c) Besides the receipts and the expenditure heads stated in Para 4(a) and 4(b) there are transactions relating to deposits, advances, remittances and Suspense. They shall be classified under the different sub-head.

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5. Maintenance of Cash Book : (a) The cash book shall be maintained in forms with columns for bank and cash. Columns shall also be provided in the cash book for showing the classification and Ledger Folio numbers.

(b) **Receipts** : Receipts of cash /Cheque etc. on account of the Institute shall be immediately entered in the Cash Book and acknowledged in the prescribed numbered receipt forms after check of classification by the accountant over the signature of the Director or any officer authorized in this respect. The receipts cash and cheques shall be remitted to the bank through the Bank's pay-in-slip on the date of receipt or on the next working day. The receipts shall not be appropriated for payments.

(c) **Payments** : Payments shall be made by the cashier only on proper pay orders signed by the officer duly authorized in this respect and after obtaining valid receipts from the payees.

Payments to suppliers and other parties as well as payments of salary to staff are ordinarily made by cheques drawn on the Bank. Cash required for contingent expenses and other charges are drawn from the bank by cheques . Cheques shall be drawn over the signature of the Director or any officer authorized in this respect.

(d) **Closing** : Receipts and payments shall be incorporated in the cash book immediately after the transaction. At the close of the day the Cash Book shall be balanced and closed. All the receipt and payment entries as well as the arithmetical accuracy shall be checked by the accountant. The entries in the payment side shall be verified with the vouchers and the list of un-disbursed cheques. When an

undisbursed cheque of the previous day is disbursed the acknowledgement shall be verified and the relevant entry in the cash book checked and ticked off. The Cash Book shall be submitted to the Accountant who will check the cash in hand and satisfy himself as to the accuracy of the entries by checking certain percentage thereof as considered sufficient and necessary by him. Thereafter the Cash Book shall be put up to the Director for final approval and signature.

6. (a) **Custody of Cash.**: Daily cash balance shall be kept in a locker provided with the double locking system in the Institute premises. One of the keys shall be kept by the accountant and the other shall be with the cashier. A duplicate set of keys duly sealed shall be kept with the Director and an index of the keys shall be kept in a key Register. The seal of the keys shall be removed when necessary in the presence of the Director and another officer of the Institute.

(b) **Physical verification of cash** : Physical verification of cash in hand and of the un-disbursed cheques shall be done at least once a month by some officer who is not connected with the cash group. Time barred cheques noticed in course of such physical verification shall immediately be canceled and corresponding entries made in the cash Book.

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7. Stock Accounts of Receipts books and cheques books :

(a) The receipt books and the cheque books shall be kept in the custody of the Accountant who shall issue them to the cashier as and when necessary. The accounts of the Receipt Books and the cheque books shall be kept in separate register with suitable columns for opening balance, receipt, issue balance etc.

(b) all the counterfoils of cheque books and the Receipt Books when used up shall be returned to the Accountant who will get the returns noted in the respective registers and keep them under safe custody for future reference.

8. Bank Reconciliation : Immediately after receipt of the bank statement from the Bankers. "Bank Reconciliation" Statement shall be drawn up monthly and discrepancies if any shall immediately be taken up with the Bankers for early settlement. The reconciliation statement shall be checked by the Accountant who after noting all the actions taken thereon shall submit the same to the Director for approval.

9. Salary Bill : (a) The salary section shall exercise strict vigilance while preparing the salary bill in respect of the employees /fellows of the Institute to avoid any overpayment.

Appointment letters promotion orders and /or any other written administrative authority shall carefully be scrutinized before drawing or including the names in the salary bill.

(b) Leave, absence etc. shown in the absentee statement shall be properly taken into account and the salary bill adjusted accordingly. Allowances etc. when subjected to condition shall be drawn only after checking that the conditions attached thereto have been duly fulfilled. Allowances etc. authorized at rates corresponding to the Orissa Government rates shall be subjected to conditions as in the Orissa Government rules unless otherwise directed by the Board.

(c) Statutory deductions and other miscellaneous recoveries such as income tax provident fund deduction, co-operative dues etc. recovery of house building loans etc. shall invariably be made and the corresponding entries noted in the deduction register and /or other registers.

(d) After completion, the salary bill shall be submitted to the Accountant who shall check the bill and submit to the Director for pay order.

(e) It should be seen that the recoveries made are promptly credited/paid to the proper heads of accounts/or authorities. All such payments/adjustments shall be completed within 7th of the following month.

(f) To ensure correctness of the salary bill Memorandum of differences in comparison to the previous month's bill shall be prepared and submitted by the 1st week of the following month to the Accountant for approval.

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10. Other personal claims : All personal claims of the staff of the Institute on account

of T.A., L.T.C., Medical reimbursement such other expenses shall be checked and scrutinized in terms of the provisions contained in the Govt. of Orissa rules,. Proper registers where necessary need be maintained in Accounts Section in order to avoid any double payment.

11. **Contingency advances :**

a) **Permanent Advances:-** An amount of Rs.300/- towards permanent advances be kept with the Accountant under orders of the Director for the purpose of meeting petty expenses and urgent needs according to the instructions issued by the Director. These permanent advances are periodically recouped on submission of accounts supported by vouchers in the prescribed proforma. These advances are required to be fully refunded at the end of the financial year and advances where necessary are granted afresh in the next financial year the accounts of expenditure out of the permanent advance shall be maintained in a contingent register in the prescribed proforma.

(b) **T.A. Advances** – Advances for traveling allowances are granted by the Director on requisitions showing estimated traveling expenses. Those advances are to be adjusted immediately after the journey is completed. In cases, where the journeys are not under taken or cancelled the advances shall be immediately refunded.

(c) **Salary advances** – Salary advances not exceeding one month's pay less usual deduction and recoveries may be granted by the Director to an employee proceeding on leave for a period not less than 30 days. The advance shall be adjusted against the leave salary for the period.

12. **Check of Bills :**

(a) **Contingency Bills** : Contingency bills of different departments be noted in different register folios and then sent to the Accounts Section for check in terms of the provisions contained in the instructions given by the Director. Each of the contingent sub-vouchers and the arithmetical accuracy shall carefully be checked. Before payment all the sub-vouchers shall be cancelled over the initial of the Accountant/Cashier with paid stamp affixed on them.

(b) **Supplier's Bills** – The Supplier's bills for supplies made and the contractor's bills for work done are sent to the Accounts Section by the receipt section of the Institute after noting them in the bill Receipts Register.

The Accountant after checking the quantity and quality of the supplies or the work done shall record a "Entered in stock Register" or "Work done satisfactory certificate" on the bills and send them to the purchase section after keeping a note in the Stock Ledger or Work Register to avoid double payment.

30 The purchase section in its turn shall compare the bills with the purchase orders issued and keep a note of the bill against the relevant item in the purchase register to prevent double payment. The bills are then sent to the stores section where they are noted in general stock register and given over to the Accounts Section. The bills are then noted in the bill Register finally checked against the purchase order and scrutinized with reference to the different rules and order in the matter. After check a pay order is recorded on the bills by the Accountant / the bill clerk and submitted to the Accountant along with top sheets duly filled in and the Accounts Section's copies of the purchase order duly embossed with "Paid" Stamp.

The Accountant shall check the bills and after satisfying himself as to the

correctness of the payments and the safeguards against double payment shall submit them to the Director for pay orders.

After pay orders by the Director the bills shall be sent to the Cashier who shall prepare cheques get them signed by proper authorities and disburse them to the payees on proper receipt.

(c) **Other bills** : Telephone bills, electricity bills, Municipal bills, Insurance bills, Computation bills etc. shall be first checked in the concerned section where the bills will be entered in separate Registers /folios according to classification with details as to the telephone numbers periods divisions etc. so as to facilitate check against double payment future reference and collection of statistical data when necessary. These bills shall then be finally checked in the Accounts Section in terms of the rules, orders and Bye-laws etc. and payments made in the usual way.

13. The Budget estimates for the ensuring year as also the Revised Budget for the current year duly approved by the Board are required to be submitted to the Government of Orissa in September. The Budget shall show under the various prescribed heads.

1) The actual expenditure of the preceding year

2) The budget estimates of the current year

3) The actual expenditure up to the end of August or any month in the current year prescribed by the Government of Orissa

4) The revised budget estimates for the current year

5) The budget estimates for the ensuring year

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14. In forming the Annual Budget the Director shall obtain necessary information in respect of the following :

(i) **Plan Expenditure** : This shall include anticipated expenditure on new research/training programmes which are intended to be taken up in the ensuing financial year as specified by the Director.

(ii) **Non Plan Expenditure** : This shall include anticipated expenditure to the level of activity already reached in relation to pay and allowances of existing staff, purchase of consumable stores and other revenue expenses for carrying on the existing programmes. The following points need be considered.

a) Provisions for pay and allowances of existing staff engaged in the programme or work envisaged for the year within the existing facilities.

b) Provisions for promotion/ and increments in respect of staff in position as on the last working day of the previous financial year.

c) Provisions for vacant posts existing as on the last working day of the previous financial year still vacant and expected to be filled up.

d) Provisions for consumable stores for existing projects research programmes.

e) Provisions for other operational costs required for the existing projects / research programmes.

f) Provisions for the maintenance of buildings, installations, machines equipments etc. completed during the previous financials year and

g) Any other items of expenditure committed during the previous financial year.

h) Plan expenditure shall be incorporated only with the prior approval of the Director.

15. Capital and Revenue Expenditure : The budget shall be prepared into parts one for the Revenue expenses and the other for the capital expenditure. All new schemes, projects, new construction machinery equipment etc. shall be classified under 'Capital' while expenses for maintenance of the Institute at the existing level of efficiency shall be grouped under "Revenue".

These estimates shall be analyzed and tabulated and the budget so prepared shall be finalized in consultation with the Director and submitted to the Board.

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The Budget estimates as approved by the Board shall be sent to the Department of Education, Government of Orissa and CIEFL for consideration and sanction of grants-in-aid to the Institute.

16. Budget Control :

(i) All expenditure of the Institute shall be restricted to the budget estimates as accepted by the Department of Education, Govt. of Orissa and approved by the Board. The accountant shall arrange for the maintenance of proper books and records in order to exercise necessary control on all expenditure.

(ii) At the end of each month a Receipt and payment account showing the expenditure under the budgeted heads during the month and also the progressive expenditure shall be prepared by the account section and submitted to the Director for watching the progress of expenditure against the budget estimates.

Like wise, the purchase section shall in respect of consumable stores and capital goods, prepare statement showing the commitments during the month as also the progressive total and submit the same to the Director for regulating the commitments according to the budget.

(iii) All requisitions issued from the members of the staff , librarian etc. shall be routed through the Accounts Section with a view to achieving centralized control over the budget estimates of the Institute.

17. Re-appropriation : The annual expenditure under different heads shall be kept within the budget. The Director may however make re-appropriation between different heads of accounts subject to the following conditions :

i) Re-appropriation to the head "Salaries, Allowances etc. shall require the prior consent of the Board.

ii) No re-appropriation shall be made from the head of capital expenditure to the head "Revenue Expenditure".

18. Audit of the Accounts :

a) The accounts of the Institute are audited by the auditor appointed by the Board. The accounts are also audited by the Comptroller and the Auditor General of India. The audit report along with the reply shall be submitted to the Board and also to the Govt. of Orissa.

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(b) After approval by the Board are Audit Report with the reply and the certified accounts shall be sent to the Central Institute of English and Foreign Languages, Hyderabad in reference to the Grants-in-Aid received from them . The reply to the audit report as approved by the Board shall be sent to the Government Auditors.

19. Miscellaneous :

i) The annual accounts shall be fully completed and the balance sheet and the

income and expenditure accounts prepared within 30th June, every year.

ii) The Sundry Creditors list in the annual account shall be fully supported by bills and other documents. Where an estimated amount is to be provided the estimate shall be supported by details and approved by the Director and Accountant before any provision is made.

iii) While preparing the debtors list, the balance shall be got confirmed by the parties concerned and the confirmation letters produced before the auditors when required.

iv) The cash balance at the end of the year shall be fully analyzed with the grants received and opening balance brought forward and other receipts.

v) The different ledgers shall be balanced at the end of each month and trial balance prepared. In the monthly receipt and payment accounts also a full analysis of the cash balance shall be made and kept on record.

v) The custom deposit account and other deposit accounts if any shall be monthly reconciled with the Pass Books and or statement of accountings as the case may be.

Purchase rules :

This may be called the purchase rules of the ELTI , Bhubaneswar.

After approved in the Board meeting it will come to force with immediate effect.

I. Mode of purchase.

On receipt of an indent the Director shall decide the mode of purchase taking into account estimated cost sources of supply the urgency of requirement budget allocation stock position etc. and decide the mode of purchase.

2.1. Cash purchase.

2.1.1(a) Where the total value of an item or items of similar nature is to be purchased at a time does not exceed Rs.300/- purchase shall be made in cash.

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1.2. In the following types of cases, even though the value does not exceed Rs.250/- regular purchase order may be placed (a) Foreign purchases (b) Cash purchase is not possible.

2.2. Telephone quotations

2.2.1. (a) Where the value of an item or items of similar nature to be purchased at a time

does not exceed Rs.500/- quotations shall be obtained at least from two firms on telephone or contact who shall be asked in writing to confirm that the quotation has been correctly recorded.

(b) When the value of an item or items of a similar nature to be purchased at a time exceed Rs.500/- but does not exceed Rs.2500/- quotation shall be obtained from at least three firms who shall be asked in writing to confirm that the quotation has been correctly recorded.

2.2.2. In case of emergency, where value of an item or items of similar nature to be purchased at a time exceed Rs.500/- but does not exceed Rs.2500/- with prior approvals of the Director quotations by telephone shall be obtained from at least five firms who shall be asked in writing to confirm that the quotation has been correctly recorded.

2.3. Limited Tender

2.3.1. Purchase shall normally be made by inviting on a limited basis from at least five firms in the time in respect of the following cases :

a) When the value of an item of capital equipment including spares and accessories / furniture and fixtures to be purchased at a time does not exceed Rs.5000/-.

b) When the value of an item of consumable, stores or item of similar nature to be purchased at a time does not exceed Rs.10,000/-.

3.2. The purchase officer shall ensure that the field is covered adequately by inviting tenders from as many firms in the line as possible depending upon the value of items tendered and by maintaining a up-to-date list of supplier.

2.4. Open Tender:

2.4.1. Purchase shall normally be made by inviting open tenders in respect of the following cases.

a) when the value of an item of capital equipment including spares and accessories/ furniture and fixtures to be purchased at a time exceeds Rs.5000/-

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b) When the value of an site of consumable stores or items of similar nature to be purchased at a time exceeds Rs.10,000/-.

2.5. Rate / Running Contracts.

5.1. In all cases of tender or quotation or tender a comparative statement should be prepared and

order placed with the lowest quoted price as approved by the competent authority.

5.2. Director may enter into suitable rate/running contract, at rates comparable to corresponding DGS & D rate, where available for such of those items for which there is a regular demand for an appropriate period depending upon the nature of the item or by following normal procedures based on the estimated rate of the requirements to be tendered on each occasion.

2.6. Negotiated purchase Items :

6.1. The system of "Ab-initio" negotiation is to be adopted only in exceptional circumstances.

Ab-initio negotiation may be under taken with the prior approval of the Director, only where there is no competition or where the stores required are manufactured by only two or three firms or of a specific brands.

3. Repeat Order:

3.1. If the requirement of an item of stores can be covered by repeat order fresh tendering action

may be dispensed with subject to the following conditions :

a) The original purchase order was placed on the basis of lowest acceptable offer and was no on delivery preference.

b) an order is replaced within ninety days from the date of original base order.

c) the requirement is for stores of identical description.

d) the supplier concerned is willing to accept an order on identical terms and conditions:

e) if there is no downward trend in the market price of the commodity and this is certified by the officer concerned.

f) the quality to be ordered on 'repeat' basis should not in any case exceed Rs.100/- of the quantity as per the original order.

4. Deviations

4.1. In cases where a deviation from the normal procedure for making payment is considered essential or where it is proposed to dispense with open tender prior approval of the Director should be taken.

Deviations sought for will be considered provided justification for such deviations and

reasons thereof are clearly recorded.

Tenders and quotations for all purchase exceeding Rs.10,000/- in value will be opened by the Director who in consultation with the purchase committee will decide the purchase if necessary.

LEAVE RULES (Under Rule -18)

1. Leave can not be claimed as a matter of right. When the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

2. Authority empowered to grant leave :

Application for leave shall be addressed to the Secretary, Education Department of the Government of Orissa by Director and to the Director by other members of the staff. Leave may be sanctioned by the Director or by as member of the staff to whom the power has been delegated by the Director. The Secretary, Education Department of the Government of Orissa may sanction leave to the Director including casual leave.

3. Casual leave admissible to members of the staff shall be 12 days in a calendar year subject to the condition that not more than 8 days may be allowed at any one time the Director or any member of the staff to whom the power has been delegated by the Director may waive this condition in exceptional circumstances. Sundays and Institute holidays which are prefixed or suffixed or intervene in a period of casual leave will not be treated as part of the casual leave. Casual leave can not be added to leave of any other description.

4. In addition to Casual Leave the following types of leave are also admissible:

- a) Earned Leave on full pay
- b) Extraordinary Leave without pay
- c) Half-pay leave
- d) Commuted Leave
- e) Maternity Leave
- f) Quarantine Leave
- g) Special Casual Leave
- h) Leave not Due
- i) Academic Study Leave
- j) Special Disability Leave

A leave account shall be maintained for each employee exhibiting all kinds of leave taken and balance left at credit. The employees shall become entitled to these leave only on completion of one year of service. However, during the first year they shall be entitled to earned leave @ 1/22 of the period on duty.

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5. Earned Leave :

a) Each employee's account of leave should be credited with 30 days earned leave in each calendar year. This will be done in two instalments. 15 days on the first of January and 15 days on the first of July every year.

- b) The leave at the credit of an employee at the close of previous half year shall be carried forward to the next half year subject to the condition that the maximum earned leave that can be at the credit of an employee shall not exceed 180 days.
- c) The credit for the half year in which a staff member is due to retire or resigns from the service shall be afforded only @ 2 ½ days per completed month in that half year up to date of retirement / resignation. If in the case of a staff member who resigns from the service the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary over drawn, if any.

6. Extraordinary Leave with pay :

A member of staff who has not sufficient leave to his credit may be granted extraordinary leave (without pay) at the discretion of the Director or the officer empowered by the Director. Extraordinary leave shall not count towards increment.

7. Leave Salary :

- a) Equal to leave salary while on earned leave for the first 120 days.
- b) Equal to leave salary during half-pay leave, for the remaining period.

8. Half Pay Leave :

- a) The half pay leave admissible shall not ordinarily exceed 20 days for every completed year of service.
- b) The half pay leave due may be granted on medical certificate or for private affairs for a total period not exceeding 90 days at a time.
- c) A member of the staff who has been granted leave on medical certificate shall not return to duty unless he is certified fit by a medical officer nominated or approved by the Director.
- d) Total accumulation of half-pay leave shall not be more than 180 days at a time.
- e) Within a total service period of 30 years or more, half pay leave shall not be taken for more than two years. Persons having rendered service for less than 30 years shall be granted half pay leave proportionately to the period of service rendered.

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9. Commuted Leave

Commutated leave not exceeding half the amount of half pay leave due may be granted by the Director or by a member of the staff to whom the power has been delegated by the Director on medical certificate only, to a member of the staff subject to the following conditions :

- i) In the opinion of the leave sanctioning authority there is reason to believe that the member of staff would return to duty.
- ii) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- iii) Such commuted leave shall not be granted for a period of less than 7 days at a time.
- iv) When commuted leave is granted twice the amount of half pay leave shall be debited against such leave .
- v) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.
- vi) Half pay leave up to maximum of 180 days may be allowed to be commuted during the entire service (without the production of a medical certificate) where such

a leave is utilized for approved course of study/ research certified to be in the interest of the Institute.

10. Maternity Leave.

Maternity leave may be granted to a female member of the staff on full pay for a period which may be extended up to the end of three months from the date of its commencement or up to the end of six weeks from the date of confinement which ever is earlier. Such leave for a period not exceeding six weeks may also be granted in cases of miscarriage including abortion provided that application for leave is surrendered.

Supported by medical certificate. Maternity leave may be combined with leave of any other kinds ; but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate from the authorized medical attendant. Commuted leave for 60 days can in particular be granted in conjunction with maternity leave without the production of a medical certificate. Maternity leave should not be taken more than three times during the entire period of service in the Institute. Maternity leave shall not be debited to earned leave account and would count towards increment.

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11. Quarantine Leave.

Quarantine leave on full pay on medical certificate up to 21 days at a time, extendable to 30 days in exceptional circumstances, may be granted to an employee who is required not to attend office in consequence of the presence of an infectious disease in his family on house-hold. Such leave is not admissible to an employee if he himself is the victim of an infectious disease. This leave shall not be debited to the leave account.

12. Special Casual Leave.

Special casual leave may be granted to members of the staff by the Director, or by a member of the staff to whom the power has been delegated by the Director for the following reasons:

- i) Training as a member of the St. John's Ambulance Brigade to the extent not covered by ordinary casual leave due. Can be combined with ordinary casual leave.
- ii) Stay in campus of urban units of the Territorial Army. Can be combined with regular leave.
- iii) Participation in Republic Day parades and rehearsals connected there with as member of the St. John's Ambulance Brigade:
- iv) Attending Court of Law ad Jurors or Assessors. Can be combined with ordinary casual leave.
- v) Inability to come to work due to civil disturbances, curfew of strikes. Can be combined with ordinary casual leave.
- vi) Under going sterilization operation under the Family Planning scheme. Admissible for a period not exceeding six working days.
- vii) For donating blood on the day of donation.

Special casual leave may also be granted by the Director at his discretion for reasons to be recorded in writing but these powers shall not be delegated.

13. Leave Not Dues :

Leave not due may be granted by the Director, or by a member of the staff to whom

the power has been delegated by the Director, to a member of the staff for a period not exceeding 360 days during his entire service counted at minimum 30 years. Out of this not more than 90 days at a time and 180 days in all may be taken without production of medical certificate. Such leave will be debited against the half-pay leave the member of the staff may earn subsequently.

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Note .

- i) Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the member of the staff returning to work on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.
- ii) Where a member of the staff, who has been granted leave not due under this Rule applies for permission to resign, permission may be granted if (a) leave not due remaining to his credit is cancelled and (b) salary for the period of leave not due which has been granted other wise than on medical certificate, already enjoyed by the member shall become refundable to the Institute and may be deducted by the Institute while arriving at the final settlement of his account.

14. Academic Leave

Members of the academic staff may avail themselves of

- a) Special Study Leave
- b) Extraordinary study Leave
- c) Sabbatical

for prosecuting study / research away from the Institute

14.1. Special study Leave.

Members of academic staff below the rank of a Reader can avail themselves of special study leave as specified below;

Where a member of the academic staff applies for study leave to persecute further study in an institution abroad, which is not considered to serve any interest of the Institute the leave applied for shall be refused;

Where a member of the academic staff so applies and it is considered that the study or training has a direct bearing on subjects with which the Institute is concerned and the study or training will as a consequence, serve the interest of the Institute, although not to the extent of placing him on deputation, the member can be granted special leave under the following terms and conditions ;

- i) The member will ordinarily have to pay for his own travel
- ii) Special leave will not be debited to the leave account of the member and will count as service for increments
- iii) The leave salary during special leave will be equal to half pay

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In addition, the member will be entitled to draw dearness pay and be eligible for house rent and city compensatory allowances provided his dependents continue to stay in Bhubaneswar.

- iv) The total period of the leave so sanctioned should not normally exceed twelve months and in no case two years in the entire period of service. Special leave in excess of twelve months may be granted only, if the member has rendered more than three year's continuous service. This condition may be relaxed in special

circumstances and a shorter period in no case less than two year may be accepted as minimum qualifying service.

v) Special leave can be taken in combination with earned leave.

vi) A bond shall be taken from the employee, binding him to serve the Institute after the completion of the study or training abroad for a period equal to four times the period of his absence abroad subject to a minimum of two years and a maximum of five years.

14.2. Extraordinary Study Leave :

When a member of the academic staff applies for leave to persecute further study or take up a assignment, in an institution abroad, and it is considered that such study or assignment will serve the interests if the Institute, although not to the extent of granting him special study leave or sabbatical, he may be granted extra ordinary study leave without pay for periods of a year at a time subject to a maximum of three years in his entire career. The leave so availed of may be allowed to count for increments at the discretion of the Director or an authority to whom the power has been delegated by the Director, provided that the member has put in at least three years service in the Institute at the time of proceeding on such leave.

14.3. Sabbatical leave

Members of academic staff at the level of a Reader and the above may avail themselves of sabbatical leave as specified below:

a) On the average a senior member of the Institute may be granted long leave of absence of any kind to work at a suitable place, for no more than one year in 6 years. The counting for this purpose starts from the date member becomes reader.

b) While going on long leave a member will avail of it only one year at a time. Extension for the second year will be considered only for exceptional reasons by the Director. In this case only the first year can be taken on sabbatical terms. The second year being e.g. extraordinary study leave without pay and / or part earned leave. In such a case the total period of stay abroad will be counted for obtaining the average, under the condition (a) (i.e. maximum 2 years at a time in 12 years).

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c) In no case a senior member can go on long term leave (for more than 3 months in an academic year) unless his/ her stay at the ELTI between 2 such leaves is at least 3 years and unless conditions (a) and (b) are satisfied.

d) Short term visits to other institutions (for less than 3 months in a given academic year) on part sabbatical, earned leave, or extraordinary leave without pay, etc. will not count for satisfying the Conditions (a), (b) & (c).

14.4. The total period of continuous absence on academic leave under all categories availed

by a member, may not exceed two years.

14.5. The absence of a member from the Institute on academic leave would be arranged so

as not to affect adversely the research guidance and teaching training activities of the Institute.

14.6. If a member of the academic staff on academic staff on academic leave abroad wants

to get his leave extended during his stay abroad, he should get the extension order

before expiry of the leave already sanctioned to him. If he continues to stay abroad without proper extension / sanction of leave, it will be treated as unauthorized absence.

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ENGLISH LANGUAGE TEACHING INSTITUTE, ODISHA, BHUBANESWAR

The State Level Advisory Committee approved by the Hon'ble Chief Minister of

Odisha vide UOR No. 2939/CM., dt. 13/06/2002 with the following members in order to supervise the activities of the District Centre for English Language Teaching in Odisha.

1. Commissioner-cum-Secretary to Govt., School & Mass Education Department
Odisha, Bhubaneswar
2. Director, Secondary Education, Odisha, Bhubaneswar
3. Director, T.E & S.C.E.R.T, Odisha, Bhubaneswar
4. Director, E.L.T.I., Odisha, Bhubaneswar ----- **Convener**
5. Director, All India Radio
6. All India Co-ordinator, District Centre Scheme, EFL University, Hyderabad
7. Director, Mass Education , Odisha, Bhubaneswar
8. English Expert, Board of Secondary Education, Odisha, Cuttack
9. Joint Director, Non Formal Education, Odisha, Bhubaneswar
10. Prof. BikramKeshari Das as ELT expert (nominated by the State and approved by EFLU, Hyderabad , the approval was confirmed over phone by Additional Secretary to Govt. Sri Vinod Kumar, IAS, School & Mass Education Department, Odisha, Bhubaneswar and Prof. Annie David, All India Coordinator, District Centre Scheme, EFL University, Hyderabad)
11. Director, T.E & S.C.E.R.T may be authorized by the state to exercise administrative control over the ELT activities going on at the state level.

2

The District Level Advisory Committee approved by the Hon'ble Chief Minister of Odisha vide UOR No. 2939/CM dt. 13/06/2002 with the following members in order to supervise the activities of the District Centre for English Language Teaching in District.

1. District Education Officer
2. District Inspector of schools
3. Secretary, Board of Secondary Education, Odisha (or Deputy Secretary, Regional Office , Board of Secondary Education, Odisha as his nominee)

4. Principal, D.I.E.T/ Govt. Training College (in case of Berhampur Centre as DIET for Ganjam is in Khalikote)

5. Chief Tutor of the Centre ----- **Convener**

6. District Adult Education Officer

7. Social Welfare Officer

Principal, DIET and in case of Berhampur District Centre, Principal, Govt. Training College, Berhampur may be authorized to exercise administrative control over the District Centre.

ENGLISH LANGUAGE TEACHING INSTITUTE (ELTI)

Information on Pro-active disclose under
RTI Act.