

STEWART SCHOOL EMPLOYEES SERVICE RULES, 2024

AMENDMENTS

AS PER THE DECISION OF THE EXECUTIVE COMMITTEE MEETING

DATED 23RD FEBRUARY 2026



1. Short Title And Commencement:

- a) These rules may be called Stewart School Employees' Service Rules **2026**.
- b) These rules shall come into force with effect from the 1st of April **2026**.

2. *Stewart School, Sukinda*

6. Confirmation of Service:-Every employee under probation will be deemed to be under probation, unless and until he / she is given the confirmation order in written. On completion of the probation period, mentioned in the appointment letter, each employee shall have to apply in written to the Secretary of the Managing Committee of the School for confirmation of his / her service *subjected to qualified CTET as required under law*. The Secretary shall present the said application before the Managing Committee. The Managing Committee may forward the same to the selection committee for assessment / interview (both Written and Practical/Classroom Teaching).

7. Promotion: Reasonable opportunity shall be given to all the employees with requisite qualification and training from recognized institutions for promotion from one grade or post to next higher grade or post. Paramount importance shall be given to providing quality education in the school. Though seniority in service should be one of the important factors, the main responsibility required in connection with the vacancy in the upper grade or post For the purpose of promotion, the principle of "Merit cum seniority" shall be followed with due care and consideration. The managing committee shall set detailed criteria for promotion taking into account the following points.

- a. The candidate shall have the requisite qualification and training *and must have qualified CTET as required under law*.

12. Redress of grievances:

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An employee desirous of the redress of a grievance relating to unfair treatment or wrongful exaction on the part of the Principal or a superior shall submit a complaint in writing to the Secretary and in case of grievances against the Secretary, then to the Managing Committee through the Chairman.

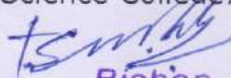
The Secretary or the Chairman or any person appointed by the Managing Committee as soon as possible investigate the complaint at such time or place as he may fix. The employee shall have the right to be present at the time of investigation. The report of the investigation needs to be placed before the Managing Committee and the decision of the Managing Committee shall be final. A copy of the decision of the Managing Committee shall be communicated to the aggrieved employee for his/her information.

If not satisfied with the decision of the Managing Committee, the employee shall apply to the Appellate Authority. The Appellate Authority of the Diocese of Cuttack, CNI duly constituted by the Diocesan Council having office at Bishop's House, Mission Road, Cuttack- 753001, Odisha will hear all appeals arising out of the decision of the Managing Committee of the Stewart Schools. An employee aggrieved by the decision of the Managing Committee shall prefer an appeal to the Appellate Authority within ninety days from the date of decision of the Managing Committee. The Appellant is required to file Rs.3000/- (Rupees three thousand only) towards appeal fees in shape of Demand Draft in favour of the Diocese of Cuttack, CNI along with the Appeal Memo.

13. Disciplinary action and procedure thereof: -

- I. The Secretary of the managing committee shall be the disciplinary authority for taking disciplinary action against all categories of employees. The action taken by the Secretary needs to be ratified in the meeting of the managing committee whose decision in the matter shall be final. If the employee, against whom the disciplinary action is taken, is not satisfied with the decision of the managing committee may appeal to the Appellate Authority (The Diocese of Cuttack, CNI) and such appeal should be filed within three months from the date of receipt of the orders from the Secretary of the managing committee.

13. Appeal:-The Appellate Authority of the Diocese of Cuttack, CNI duly constituted by the Diocesan Council having office at Bishop's House, Mission Road, Cuttack-753001, Odisha will hear all appeals arising out of the decision of the Managing Committee of the Stewart Schools/Governing Body of the Stewart Science College, Cuttack. An employee aggrieved by the decision of the Managing


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Committee shall prefer an appeal to the Appellate Authority within ninety days from the date of order of the Managing Committee. The Appellant is required to file Rs.3000/- (Rupees three thousand only) towards appeal fees in shape of Demand Draft in favour of the Diocese of Cuttack, CNI along with the Appeal Memo.

MISCONDUCT:

XL. Being involved in gossip, spreading rumors, assassinating character of any employee or member of the Management or Member of the Managing Committee without substantial evidence.

Minor Penalties

Recovery from pay of the whole or part of any pecuniary loss caused to the Institution for negligence on breach of orders/rules.

13 (B) 1. Procedure of initiating disciplinary action

I A show cause notice shall be sent to an employee for seeking his / her response / reply to the alleged allegation labeled against him / her. If the disciplinary authority feels, he / she can appoint IO to conduct preliminary inquiry to find out the prima-facie case. If prima-face case is found the disciplinary action can be proposed against the employee. *If the disciplinary authority finds a prima facie case of misconduct against any employee then the disciplinary authority shall himself/herself can issue a show cause notice directly to such employee.*

II An employee against whom disciplinary action is proposed or is likely to be taken, shall be informed in writing *by the Secretary* of the particulars of the charges against him/her and he/she shall be required to submit his/her explanation if any within such time as may be specified by the disciplinary authority.

XII. The Inquiry Committee shall complete the Inquiry within three months. If due to inevitable reason, the Inquiry Committee can not complete the Inquiry, then they can apply for extension of time with reason to the Competent Authority of School which can be extended for maximum a period of three months. In the event, the Inquiry is not complete within six months, *and if the employee is under suspension, then the employee will receive 75% of the salary as the subsistence allowance.* The Managing Committee shall prepare a panel of Inquiry Committee member, who shall be trained, how to conduct the Inquiry, following natural justice.

18. Leave General:

I. The rules shall apply to all employees except the employees re-appointed after retirement and those appointed in a leave vacancy. The entitlement of all types of leave excluding C.L. and Vacation Leave shall be applicable to the permanent employees only.

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All Employees of the Stewart Schools must apply for their available ML, EL and CL as per rules. In the event an employee remaining on leave without applying the ML/EL/CL is available to their credit, then the Managing Committee shall not approve the period of absence as LWP. In this kind of absence without exhausting ML/EL/CL it will be treated as Absent and **Break of Service** and must be recorded in their Service Book.

B. Casual Leave:

III. An employee shall earn casual Leave during the first calendar year of his service on a pro-rata basis at the rate of one day for each completed month or part thereof.

C. Earned Leave:

I A teaching staff shall be entitled to six days of earned leave on full substantive pay for each completed year of service, *subjected that he/she has worked in the school for more than 150 days in a year.* A confirmed non-teaching staff shall be entitled to twelve days of earned leave on full substantive pay for each completed year of service. The Principal and the Vice-Principal shall be entitled to twelve days of earned leave.


II *An employee during his/her entire service shall be granted earned leave for a maximum period of six months. However, the senior employees will be allowed to avail Earned Leave for the current year if they are entitled to make it 180 days during the year 2026 as a special case.*

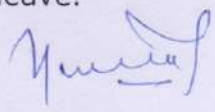
III. An employee shall be entitled to encash the accumulated leave at the time of retirement. If the employee dies in service, his/her heirs will be paid the amount of encashment for the earned leave accrued to him/her at the time of the death.

IV An employee shall not be allowed to take earned leave more than twice in a calendar year and a watchman shall not be allowed earned leave during vacation.

V Earned Leave shall be granted by the Secretary of the School. The Secretary shall pass appropriate Office Order separately for each employee to that effect which shall be entered in the school software Management System for getting entry into the digital Service Book and Leave Management System. However, all such Office Order of the Secretary needs to be ratified in the next Managing Committee meeting.

VI An employee shall be eligible for availing Earned Leave less than four days in a particular calendar year after exhaustion of his/her casual leave.


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D. Medical Leave:

I An employee shall be entitled to twelve days of Medical leave for each completed year of service, subjected that he/she has worked in the school for more than 150 days in a year. However, the Managing Committee has right to condone the Medical Leave in case of hospitalization and complete bed rest. An employee during his/her entire service shall be granted medical leave for a maximum period of 180 days at the rate of twelve days for each completed year of service.

II An employee shall be granted medical leave up to eligible limit on production of a medical certificate either from a Government doctor or a Regd. Medical practitioner authorized by the Managing Committee.

III An employee, applying for leave on medical ground when no leave is due to his/her credit, shall be granted leave without pay for a maximum period of one year subject to the satisfaction of the authority. During that period of one year she will not be entitled for any kind of Earned Leave or Medical Leave as per the norms.



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Diocesan Board of Education
Diocese of Cuttack, CNI

