

RAJASTHAN STATE TEXT BOOK BOARD SERVICE

(Classification, Control and Appeal)

Rules 1997

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Rules 1997

In exercise of powers vested under Rule 29 (ii) (9) of the Rajasthan State Text Book Board Rules, 1973, the Governing Council is pleased to make the following rules governing the classification and control of and the Appeals preferable by its employees.

Chapter- I

Extent of Application

1- Short title and Commencement : - These rules may be called the Rajasthan State Text Book Board Service (Classification, Control and Appeal) Rules, They shall come into force with effect from 1 August, 1997.

2- Extent of Application : - These rules shall apply to all the persons appointed by the Board to the posts under its control in connection with the affairs of the Board to carry out its functions.

Provided further that these Rules shall not apply :-

(a) to persons on deputation who shall be governed by the C.C.A. Rules & terms and conditions of deputation of the lending body.

(b) to persons in casual employment, work charged employees and daily wage workers.

(c) persons subject to discharge from service on less than one month's notice.

3- Power to alter or amend :- The Governing Council shall have powers to frame, amend, relax and regulate these rules in such a manner as may appear to be just and equitable.

4- Power to delegate :- The Governing Council may delegate to any of its member, Committee or officer any power conferred upon or taken under these rules. Subject to any condition which it may think to impose.

Chapter- II

Definitions

5- Unless there be something repugnant in the subject or context the terms in these rules shall carry the sense as explained in this chapter : -

- (a) 'Appointing Authority' - means the authority empowered to make appointments to the service of the Rajasthan State TextBook Board.
- (b) 'Appellate Authority' means an officer or Authority to whom an appeal lies against an order passed imposing any of the penalty under rule 18, as included in Schedule V.
- (c) 'Disciplinary Authority' in relation to the imposition of a penalty on an employee means the officer or Authority competent under these rules to impose on him any of the penalty under rule 18 as included in Schedule V.
- (d) 'Inquiring Officer' means Disciplinary Authority or an Enquiry Officer appointed by the Disciplinary Authority under sub-rule 4 of rule 21 to enquire into the charges levied against the employee.
- (e) 'Service' means Service under the Rajasthan State Textbook Board.

Chapter- III

Classification

- 6- The Services under the Board shall be classified as following :-
- (i) Group 'A' Posts : Officers of the State Service
 - (ii) Group 'B' Posts : The Subordinate and the Technical Services
 - (iii) Group 'C' Posts : The Subordinate Accounts and the Ministerial Services.
 - (iv) Group 'D' Posts : Other posts - The Class IV Services.
- 7- The Group 'A' Service shall consist of the officers included in Schedule I.
- 8- The Group 'B' Service shall consist of the subordinate and technical services included in schedule II.
- 9- The Group 'C' Service shall consist of the subordinate Accounts and Ministerial services included in Schedule III.
- 10- The Group 'D' Service shall consist of other posts included in schedule IV.
- 11- The Chairman may by an order classify any post not included in any Group of Service or created subsequently to the commencement of these rules. The Chairman may amend the classification by inclusion or exclusion from any Group a post or posts.

Chapter - IV

Conduct

12- Employee to promote the Board's interest :-

- (i) Every employee shall serve the Board honestly and faithfully and shall use his utmost endeavour to promote the interest of the Board.
- (ii) Every employee shall at all times maintain absolute integrity, devotion to duty and dignity of office.
- (iii) Every employee shall comply with the rules and instructions of the Board and shall also comply with the orders of Superiors.
- (iv) Every employee shall behave with all politely and properly. No employee shall deal with rudeness with the officers and also with those who come in the office for their work.

13- Acts prohibited - The following acts are prohibited :-

- (i) No Employee shall take an active part in Politics or in any Political demonstration, or stand for election as a member or be a member of any local authority or legislative body.
- (ii) No Employee shall contribute to the press without prior sanction of the Secretary or make public or publish any document, paper, or information which may come into his possession in his official capacity.
- (iii) No employee shall accept, solicit, or seek any outside employment or office, whether stipendary or honorary without the prior sanction of the Competent Authority.
- (iv) Accept fee thereon, without sanction of the Competent Authority.

(v) No employee shall engage in any commercial business or pursue it either on his own account or as an agent for others. He shall not associate himself with the formation or management of a company or a firm, nor he shall speculate in stocks, shares, securities, or commodities of any description.

(vi) No employee while in service shall have another marriage while wife/husband is living or marrying a person who has a wife/husband living.

(vii) No employee shall :-

(1) Give or take or abet the giving or taking of dowry, or Demand directly or indirectly, from the parents or guardians of a bride, any dowry in violation of Dowry Prohibition Act, 1961.

(2) No employee shall accept directly and indirectly on his own behalf or on behalf any other persons or permit any member of his family to accept any gift, gratuity or reward from any Board's Servant and firm or any other person except with the prior permission of the competent authority.

Exception:- An employee may accept or permit any member of his family to accept any gift or present from any person who is a personal friend on the occasion of religious ceremony of a value which should not exceed more than Rs. 200/- .

14- Acts of Misconduct :-

It shall deem to include the following:-

- (i) Habitual late attendance, willful absence or habitual absence from duty without leave.
- (ii) Absenting from Sale Centre/Depot without permission and thus causing loss to the Board.
- (iii) Gambling, drunkenness, intoxication or any act or indecent behaviour or interference with the work of others.
- (iv) Acceptance of gifts from and lending or borrowing money to or from subordinate employees and others.
- (v) Unauthorised use or occupation of the Board's land, Building premises or other property or theft of Board's property and fraud or dishonesty in connection with the Board's business or property either within or outside the Board's premises or any other theft.
- (vi) Giving false information regarding one's particulars for purpose of employment or concealing any material facts about qualification, age and other such particulars or giving false evidence at any Departmental enquiry.
- (vii) Conviction by a Court of law for any criminal offence involving moral turpitude.
- (viii) Breach of any law applicable to the trade or of the Conduct Rules and any other Rules or orders issued by the Board from time to time.
- (ix) Adjudged insolvency not warranting continuance of the Board's trust and confidence which the duties of the employee call for.
- (x) Abetment or attempt to an act of misconduct.
- (xi) Organising demonstrations or meetings during the office hours on any working day within Board's permises.

Provided the employees may form an Association for their welfare and get such Association recognised by the Board.

The President and the General Secretary of such Association may represent before the Secretary/Chairman/President of the Board.

- (xii) Any such conduct within the Boards premises or its precincts which is likely to endanger the life or safety and freedom of any person e.g. gherao or forcibly deterring, restraining and/or confining members of Board, officers and employees.
- (xiii) Willful falsification, defacement or destruction of any records of the Board.
- (xiv) Refusal to work on holidays or on Sundays when notified to do so in the exigencies of Board's work.

Chapter-V
Appointing Authorities

15- All appointments shall be made by an authority specially empowered in this behalf as following :-

- (i) All appointments to the posts in Group 'A' (except the post of the Secretary) and posts in Group 'B' shall be made by the Chairman of the Executive Council.
- (ii) All appointments to the posts in Group 'C' other than that of L.D.C., Typist and posts carrying the similar pay scales shall be made by the Chairman, Executive Council.
- (iii) The appointment to the post of L.D.C., Typists, Drivers and appointments to the posts in Group 'D' also shall be made by the Secretary.

Chapter -VI

Suspension

16- Suspension

- (i) The Appointing Authority or any authority to which it is Subordinate or any other authority empowered in that behalf may place an employee under Suspension,
 - (a) Where a disciplinary proceedings against him is contemplated or is pending, or
 - (b) Where a case against him in respect of any criminal offence is under investigation or trial :

Provided that when the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority the circumstances in which the order was made and shall get the action confirmed.
- (ii) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight 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 till further orders.
- (iii) An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.
- (iv) The Chairman/Secretary shall review the suspension cases periodically and may decide the further action.

Chapter-VII

Discipline

- 17- Without prejudice to the provisions of other Rules and Regulations, an employee who commits a breach of the Rules or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest or prestige of the Board or is in conflict with its instructions, or who commits a breach of discipline or is found guilty of any act of misconduct, or Criminal offence, and for such other sufficient reasons, shall be liable to disciplinary action.
- 18- The following penalties may for good and sufficient reasons to be recorded and hereinafter provided be imposed on an employee, namely :
- (i) Censure
 - (ii) Withholding of increments or promotion
 - (iii) Recovery from pay of the whole or part of any pecuniary loss including loss of interest caused to the Board.
 - (iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in the time scale or in the case of pension to an amount lower than that due under the rules.
 - (v) Compulsory retirement
 - (vi) Removal from service which shall not be a disqualification for further employment
 - (vii) Dismissal from service.

Explanation: The following shall not amount to a penalty within the meaning of this rule :

- (i) Withholding increments for failure to pass a departmental examination/test
- (ii) Stoppage at the efficiency bar in the time scale on the ground of unfitness to cross the bar
- (iii) Non-promotion after consideration of the case
- (iv) Reversion of an officiating employee or on demotion to the lower post on the ground that he is considered after trial to be unsuitable for such higher post
- (v) Compulsory retirement of an employee in accordance with the provisions relating to his Superannuation or retirement
- (vi) Termination of services :-
 - (a) of a person appointed on probation at the end of the probation period for unsatisfactory work and progress;
 - (b) of a temporary employee appointed for a limited period.

19- Disciplinary Authority :-

- (i) The authority specially empowered to make appointment to a post shall have power to inflict any of the penalties specified in rule 18.
- (ii) The penalties specified in clause (i), (ii) and (iii) of rule 18 can be inflicted by an authority subordinate to the Appointing Authority.

20- Preliminary Enquiry :

- (i) Whenever any complaint is received against an employee of the Board about delinquencies or misconduct or any such thing is brought to the notice of the higher authority in which disciplinary action is necessary, he should either without any delay himself start preliminary enquiry or

he should get the preliminary enquiry done by any other officer who is superior to the delinquent.

- (ii) Matters relating to corruption should immediately be referred to the Anti-corruption Department through the Appointing Authority for investigation.
- (iii) In small matters where the Disciplinary Authority is satisfied regarding the facts of the case there is no need to conduct a preliminary enquiry.
- (iv) The Enquiry officer shall submit the report of enquiry along-with the records collected during the enquiry. He should also draw a draft chargesheet and statement of allegations.

21- Procedure for imposing major penalties :-

- (i) No order imposing on an employee any of the penalties specified in clause (iv) to (vii) of rule 18 shall be passed except after an enquiry held as far as may be in the manner hereinafter provided.
- (ii) The Disciplinary Authority shall communicate to the employee the definite charges and the statement of allegations on which such charges are based and he shall be required to submit within a time specified a written statement indicating whether he admits all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

- (iii) The employee shall for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he may specify, provided they are considered relevant for the purpose.
- (iv) On receipt of the written statement of defence or if no such statement is received within the time specified, the disciplinary authority may itself enquire into the charges, as are not admitted, or appoint an inquiring officer, and where all the charges have been admitted by the employee, the Disciplinary Authority will record its findings on each charge.
- (v) If an employee who has not submitted the written statement or has not admitted the charges appears before the Inquiring officer, such officer shall ask him whether he pleads guilty. He shall then record his plea and obtain the signatures of the employee. If the employee pleads guilty the Inquiring officer shall record & return his findings of guilt in respect of those charges which the employee pleads guilty to the disciplinary authority.
- (vi) The disciplinary authority may nominate any person to present the case in support of the charges. The employee may engage any officer/employee of the Board or Government whether serving or retired to assist him, with the approval of the disciplinary authority but not a legal practitioner.
- (vii) Where an employee has pleaded not guilty to the charges, at the commencement of the enquiry, the Inquiring officer shall ask the presenting officer to submit the list of witnesses and documents within 10 days. The employee charged, on receipt of the list

submitted by the presenting officer, shall submit the list of documents required by him for his defence. The Inquiring officer shall then summon the documents required by both the parties. The Inquiring officer shall then summon the relevant witnesses giving opportunity to the Presenting officer for examination-in-chief and the employee or his assisting officer for cross examination. When the evidence in support of the charges is over, the employee shall be asked to submit the list of his witnesses within 10 days. The Inquiring officer shall then summon the relevant witnesses and allow the employee or his assisting officer for examination - in- chief and the presenting officer for cross examination. An opportunity for hearing the arguments shall be given to the parties. The parties shall be entitled to obtain the copies of the statement of witnesses for preparing the arguments.

- (viii) At the conclusion of the inquiry the inquiring officer shall record his findings on each charge with reasons.
- (ix) The record of the inquiry shall include :-
 - (a) the charges and the statement of allegation
 - (b) his written statement
 - (c) the oral evidence taken in the course of enquiry
 - (d) the documentary evidence considered in the enquiry
 - (e) the orders of the Disciplinary Authority or the Inquiring officer made in regard to enquiry
 - (f) the report setting out the findings on each charge and the reasons thereof
 - (g) the record presented during the course of enquiry

- (x) The Disciplinary Authority shall, if it is not the Inquiring officer, consider the record of the Inquiry and record its finding on each charge.
- (xi) If the Disciplinary Authority having regard to its findings on the charges is of opinion that any of the penalties specified in rule 18 should be imposed on the employee, it shall make an order imposing such penalty.
- (xii) Order passed by the Disciplinary Authority shall be communicated to the employee alongwith the report of the Inquiring officer and where the Disciplinary Authority is not the Inquiring officer, a statement of its findings. However, it shall not be necessary to furnish the copy of the report of the Enquiry officer in the case where any of the penalties specified in clause (i) to (iii) of rule 18 is imposed on the employee.

22- Procedure for imposing minor penalties :-

- (i) No order imposing any of the penalties specified in clause (i) to (iii) of rule 15 shall be passed except after :
 - (a) The employee is informed in writing of the action proposed to be taken against him and of the allegation on which it is proposed to be taken and given an opportunity to make any representation in writing he may wish to make.
 - (b) Holding an enquiry, in the manner laid down in rule 21, in every case, in which it is proposed to withhold increments of pay for a

period exceeding three years or with cumulative effect for any period.

(c) Such representation if any submitted by the employee under clause (a), and the record of enquiry, if any, held under clause (b) is taken into consideration by the Disciplinary Authority.

(ii) The record of proceedings in such case shall include :

(a) a copy of the intimation of the proposed action to be taken.

(b) a copy of the statement of allegation

(c) the representation of the employee

(d) the evidence and arguments produced during the enquiry

(e) the orders together with the reasons thereof.

23- Joint Enquiry :-

(i) Where two or more employees are concerned in any case, the competent authority to impose penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in common proceedings.

(ii) Any such order shall specify :

(a) the authority which may function as the Disciplinary Authority for the purpose of common proceedings

(b) the penalties specified in rule 18 which such Disciplinary Authority shall be competent to impose

(c) Whether the procedure in rule 21 or 22 may be followed

24- Special procedure in certain cases :- Not-with-standing anything contained in rule 21,22 and 23 where a penalty is imposed on an employee on the ground of conduct which has caused pecuniary loss to the Board or breach of trust

in relation to the Board or conviction of Criminal charges and the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, the Disciplinary Authority may consider the circumstances of the case and pass such orders as it deems fit.

25- Recovery of Pecuniary Loss :-

(i) Where a penalty in clause (iii) of rule 18 has been imposed by a disciplinary authority, the Secretary shall set out by an order a mode in which the recovery will be effected without causing hardship to the family of the employee.

(ii) The recovery can be effected in case of an employee attaining the age of superannuation out of his post-retirement benefits such as gratuity and others.

26- Time Schedule for enquiry -

(i)	For Preliminary Enquiry	30 days
(ii)	For serving charge sheet	30 days
(iii)	For written statement & inspection of record	15 days
(iv)	For appointment of Inquiring Officer/Presenting Officer	15 days
(v)	For Completion of Enquiry	90 days
(vi)	For decision of Enquiry	30 days

27- The Enquiring officer shall intimate in writing to the Disciplinary Authority the progress of the enquiry from time to time.

राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर

ज्ञापन

संख्या

दिनांक

श्री ----- को, एतद द्वारा सूचित किया जाता है कि राजस्थान राज्य पाठ्यपुस्तक मण्डल सेवा (वर्गीकरण, नियंत्रण एवं अपील) नियम-1997 के नियम-21 सपटित नियम-23 के अधीन उनके विरुद्ध संयुक्त जांच किया जाना प्रस्तावित है। वे अभिकथन जिनके आधार पर जांच किया जाना प्रस्तावित है, संलग्न अभिकथन विवरण में दिये गये हैं और जो आरोप उक्त अभिकथन के आधार पर तैयार किये गये हैं उन्हें संलग्न आरोप विवरण में विनिर्दिष्ट किया गया है।

2. श्री से इस सूचना के प्राप्त होने की तारीख से 15 दिन की कालावधि के भीतर अधोहस्ताक्षरकर्ता को अपने बचाव के लिये एक लिखित कथन प्रस्तुत करने तथा निम्नलिखित के बारे में सूचना देने की अपेक्षा की जाती है:-

(क) कि वह व्यक्तिगत रूप से अपनी सुनवाई चाहता है।

(ख) उन साक्षियों के, यदि कोई हो, नाम व पते जिन्हें वह अपने बचाव के समर्थन में बुलाना चाहता है, तथा

(ग) उन दस्तावेजों की सूची, यदि कोई हो, जिन्हें वह अपने बचाव के समर्थन में प्रस्तुत करना चाहता है।

3. श्री को यह भी सूचित किया जाता है कि वह अपने बचाव की तैयारी करने के प्रयोजनार्थ किन्ही भी अभिलेखों का निरीक्षण करना सरकारी तथा उनमें से उद्धरण लेना चाहता है तो उसे निम्न अधोहस्ताक्षरकर्ता के पास ऐसे अभिलेखों की एक सूची भेजनी चाहिये ताकि तत्प्रयोजनार्थ उचित सुविधाएं उपलब्ध कराने की व्यवस्था की जा सके तथापि, उसे यह ध्यान रखना चाहिये कि यदि निम्न अधोहस्ताक्षरकर्ता की राय में उक्त अभिलेख तत्प्रयोजनार्थ सुसंगत नहीं है तथा ऐसे अभिलेखों को दिलवाने की अनुज्ञा देना लोकहित के विरुद्ध है तो उसे ऐसे अभिलेखों का निरीक्षण करने या उनमें से उद्धरण लेने की अनुज्ञा नहीं दी जायेगी।

4. श्री को यह भी सूचित किया जाता है कि यदि बचाव हेतु उनका लिखित कथन उपर्युक्त विनिर्दिष्ट तारीख को या इससे पूर्व प्राप्त नहीं हुआ तो जांच एक पक्षीय की जा सकेगी।

5. इस ज्ञापन के प्राप्त होने की भिजवायें।

संलग्न:- आरोप पत्र मय
अभिकथनों का विवरण

1. श्री

अनुशासनिक प्राधिकारी के
हस्ताक्षर एवं पदनाम

राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर

श्री(सरकारी कर्मचारी का नाम व पदनाम)

के विरुद्ध विरचित आरोपों का विवरण।

आरोप संख्या-1

यह कि उक्त श्री ----- (नाम) ----- ने
----- तक की कालावधि के दौरान जब कि वह पर कार्य कर
रहा था (आरोप) जैसा कि अभिकथनों के विवरण-पत्र के
पैरा/पैराओंमें बताया गया है।

आरोप संख्या-2

यह कि उपर्युक्त कालावधि के दौरान तथा उपर्युक्त कार्यालय में कार्य करते समय
उक्त श्री (नाम) ने (आरोप)
..... जैसा कि अभिकथनों के विवरण के पैरा/पैराओं
में बताया गया है।

अनुशासनिक प्राधिकारी के
हस्ताक्षर एवं पदनाम

राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर
..... विभाग

अभिकथनों का विवरण जिनके आधार पर श्री (सरकारी कर्मचारी का नाम व पदनाम) के विरुद्ध आरोप तैयार किए गए हैं।

आरोप संख्या-1 से सम्बन्धित अभिकथन

आरोप संख्या-2 से सम्बन्धित अभिकथन

आरोप संख्या-3 से सम्बन्धित अभिकथन

अनुशासनिक प्राधिकारी के
हस्ताक्षर एवं पदनाम

टिप्पणी : अभिकथन में स्पष्ट रूप से बताया जाना चाहिए कि सम्बन्धित सरकारी कर्मचारी किस तरह अपराधी है अर्थात् किसी विशिष्ट मामले में निश्चित रूप से उसका उत्तरदायित्व क्या था एवं उसके निर्वहन में वह कहां तक असफल रहा।

Chapter -VIII
Appeals, Revision and Review

- 28- Notwithstanding anything contained in this part, no appeal shall lie against an order made by the Governing Council imposing any of the penalties specified in rule 18.
- 29- Appeals against orders of suspension : An employee may appeal against an order of suspension to the next higher authority to which the suspending authority is subordinate.
- 30- Appeals against orders imposing penalties : The employee may appeal against an order imposing upon him any of the penalties specified in rule 18 to the Appellant Authority as shown in Schedule V.
- 31- Limitation Period :- An appeal may be preferred within 3 months from the date the certified copy of the order imposing penalty was given to the employee. This period may be extended by the Appellate Authority if he has grounds to believe that delay has been caused for sufficient reasons.
- 32- Form and contents of Appeal : An appeal shall
- (i) be signed by the person on whom penalty has been imposed
 - (ii) be addressed to the authority to which appeal lies
 - (iii) contain all material statements and arguments on which appellant relies
 - (iv) not contain any disrespectful or improper language
 - (v) be complete in itself

33- Submission of Appeal :- Every appeal shall be submitted through the proper channel of the authority who made the order appealed against.

34- Withholding of Appeal :-

- (i) An appeal may be withheld if
 - (a) it is an appeal against an order for which no appeal lies , or
 - (b) it does not comply with any of the provisions of rule 32 or
 - (c) it is not submitted within the period of limitation prescribed under rule 31 or
 - (d) it is a repetition of an appeal already decided.
- (ii) An appeal withheld for the reasons of non-compliance of provisions of Rule 32 shall be returned to the appellant and if received within one month after necessary compliance shall not be withheld.
- (iii) Where an appeal is withheld, the appellant shall be informed about the facts and reasons thereof.
- (iv) The Authority withholding the appeals shall inform the Appellate authority about the appeals withheld with reasons by sending a quarterly statement of the appeals withheld.
- (v) The Appellate Authority may direct transmission to it any appeal withheld together with the comments of the authority withholding the appeal.

35- Consideration of appeals :-

- (i) In the case of an appeal against an order of suspension the Appellate Authority shall consider whether the suspension was justified looking to the facts of the case and either confirm or set aside the order.

(ii) In case of an appeal against the penalties specified in rule 18 the appellate authority shall consider :

(a) Whether the procedure laid down in the rules has been followed

(b) Whether the charges have even established and proved and

(c) The quantum of the penalty imposed and after giving an opportunity of personal hearing pass order :-

(i) Setting aside, reducing, confirming or enhancing the penalty
or

(ii) remand the case to the authority which passed the order or to any other authority with such directions as it may deem fit.

Provided that no order of imposing an enhanced penalty shall be passed unless the appellant is given an opportunity to represent.

36- Revision :- The Appellate Authority, may, even if no appeal has been preferred, of its own motion or otherwise call for and examine the record of the case and after making further investigations if necessary, revise the order and pass orders of nature contained in clause (i) & (ii) of Sub-Rule (2) (c) of rule 35. Provided no action under this rule shall be initiated after more than 6 months of the date of the order to be revised.

37- Governing Council's Power to review :-The Governing Council may on his own motion or otherwise call for records of a case and review any order within six months or in the next meeting which ever is earliest after passing of the order which is to be reviewed and pass orders of the nature contained in clause (i) and (ii) of sub-rule (c) of rule 35.

38- Implementation of the order :- The Disciplinary Authority shall give effects to the orders passed in appeal revision or review.

Chapter -IX

Repeal, Saving and Removal of Doubts

39- Repeal and Saving :- All rules and orders in relation to the matters covered by these rules and in force immediately before the commencement of these rules are hereby repealed.

Provided any action taken under the rule or orders so superseded shall be deemed to have been taken under the provisions of these rules. Provided further that any proceedings pending at the commencement of these rules shall be continued and disposed of as far as may be, in accordance with the provisions of these rules.

40- Removal of doubts :- Where a doubt arises as to who is the Disciplinary Authority or as to the interpretation of the provisions of the rules as their applicability the matter shall be referred to the Chairman of the Executive Council whose decision thereof shall be final.

Schedule -I
Group 'A' Posts

Officers of the State Services

- 1- Secretary
- 2- Deputy Secretary
- 3- Accounts Officer
- 4- Administrative Officer
- 5- Academic Officer
- 6- Research Officer
- 7- Technical Officer
- 8- Assistant Secretary
- 9- Assistant Academic Officer
- 10- Bhasha Sampadak
- 11- Kalavid

Schedule -II
Group 'B' Posts

Subordinate State Service

- 1- Assistant Accounts Officer.
- 2- Assistant Technical Officer.
- 3- Regional Manager *
- 4- Assistant Kalavid.
- 5- Legal Assistant.

* आदेश क्रमांक एफ-2/संस्था-1/रारापामं/2001/21486 दिनांक 28.11.2001 से संभागीय प्रबन्धक को प्रतिस्थापित किया गया। पृष्ठ संख्या 36 पर देखें।

Schedule -III
Group 'C' Posts

Subordinate Accounts & Ministerial Service

- 1- Office Superintendent/Accountant/Depot Manager Grade-I/Personal Assistant
- 2- Office Assistant/Jr. Account/Depot Manager Grade-II
- 3- Upper Division Clerk/Depot Manager Grade III
- 4- Stenographer
- 5- Lower Division Clerk/Typist
- 6- Driver

Schedule -IV
Group 'D' Posts

The Class IV Services

- 1- Jamadar
- 2- Daftary
- 3- Book Lifter
- 4- Binder
- 5- Peon
- 6- Cycle Sawar
- 7- Sweeper
- 8- Chowkidar
- 9- Electrician Cum Pump man
- 10- Gardener
- 11- Khallasi

Schedule -V

Disciplinary and Appellate Authority

S.No.	Posts	Disciplinary Extent of Powers		Appellate Authority in respect of col. no. 3	Appellate Authority in respect of col. no. 4
		Major Penalty	Minor Penalty		
1	2	3	4	5	6
1	Group 'A' (If not working on deputation)	Executive Council	Chairman	Governing Council	President, Governing Council *
2	Group 'B'	Chairman	Secretary	President, Governing Council *	Chairman
3	Group 'C' (other than L.D.C. and Typists)	Chairman	Secretary	President, Governing Council *	Chairman
4	Lower Dv. Clerk and Typist	Secretary	Sr. Accounts Officer**	Chairman	Secretary
5	Group 'D' Posts	Secretary	Sr. Accounts Officer**	Chairman	Secretary

* आदेश क्रमांक एफ-2/संस्था-1/रारापामं/2004/9885 दिनांक 26.10.2004 के द्वारा ग्रुप-ए के पदों हेतु कॉलम संख्या-6 में निष्पादक परिषद् के स्थान पर अध्यक्ष शासी परिषद्, ग्रुप-बी के पदों हेतु कॉलम संख्या-5 में निष्पादक परिषद् के स्थान पर अध्यक्ष शासी परिषद् एवं ग्रुप सी के पदों हेतु कॉलम संख्या-5 में निष्पादक परिषद् के स्थान पर अध्यक्ष शासी परिषद् प्रतिस्थापित किया गया,

** आदेश क्रमांक एफ-2 (135)/संस्था-1/रारापामं/2008/5649-53 दिनांक 15.09.2008 के द्वारा कनिष्ठ लिपिक वर्ग में कॉलम संख्या-4 में उप सचिव के स्थान पर वरिष्ठ लेखाधिकारी एवं ग्रुप-डी के पदों के लिए कॉलम संख्या-4 में उप सचिव के स्थान पर वरिष्ठ लेखाधिकारी प्रतिस्थापित किया गया।

राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर

कार्यालय आदेश

शासी परिषद् की 78वीं बैठक दिनांक 28.08.2004 में बिन्दु संख्या 78.10 (1) में लिए गए निर्णयानुसार मण्डल के अनुशासनिक सेवा नियम, 1997 [राजस्थान राज्य पाठ्यपुस्तक मण्डल सेवा (वर्गीकरण, नियंत्रण एवं अपील) नियम 1997] की अनुसूची-1A में अपीलीय अधिकारों में निम्नानुसार संशोधन की स्वीकृति एतद् द्वारा प्रदान की जाती है :

1	ग्रुप 'ए' के पदों हेतु	कॉलम संख्या 6 में निष्पादक परिषद् के स्थान पर	अध्यक्ष शासी परिषद्
2	ग्रुप 'बी' के पदों हेतु	कॉलम संख्या-5 के निष्पादक परिषद् के स्थान पर	अध्यक्ष शासी परिषद्
3	ग्रुप 'सी' के पदों हेतु	कॉलम संख्या-5 में निष्पादक परिषद् के स्थान पर	अध्यक्ष शासी परिषद्

उक्त आदेश तत्काल प्रभावी से प्रभावी होंगे।

सचिव

राजस्थान राज्य पाठ्यपुस्तक मण्डल
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क्रमांक एफ-2(संस्था-1)/रारापामं/2004/9885 दिनांक 26.10.2004

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :

1. निजी सचिव, अध्यक्ष, शासी परिषद्/सभापति-निष्पादक परिषद्।
2. निजी सहायक, सचिव/उप सचिव/वरिष्ठ लेखाधिकारी।
3. समस्त अधिकारी -----।
4. समस्त प्रबन्धक वितरण केन्द्र।
5. समस्त शाखा प्रभारी।
6. नोटिस बोर्ड।

सचिव

राजस्थान राज्य पाठ्यपुस्तक मण्डल
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राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर

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शासी परिषद् की 82वीं बैठक दिनांक 12.08.2008 में बिन्दु संख्या 82.7 पर लिए गए निर्णयानुसार राजस्थान राज्य पाठ्यपुस्तक मण्डल के अनुशासनिक सेवा नियम 1997 की अनुसूची-II के शिड्यूल 5 के क्रम संख्या 4 में तत्काल प्रभाव से निम्नानुसार संशोधन किया जाता है :

क्र.सं.	पद/वर्ग	वर्तमान में लघु शास्ती देने हेतु सक्षम अधिकारी	शासी परिषद् द्वारा संशोधित प्रावधानानुसार लघु शास्ती देने हेतु सक्षम अधिकारी
1	कनिष्ठ लिपिक	उप सचिव	वरिष्ठ लेखाधिकारी
2	ग्रुप-डी के पदों के लिए	उप सचिव	वरिष्ठ लेखाधिकारी

सचिव

राजस्थान राज्य पाठ्यपुस्तक मण्डल
जयपुर

क्रमांक एफ-2(संस्था-1)/रारापामं/2008/5649-53 दिनांक 15.09.2008

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :

1. निजी सचिव, सभापति निष्पादक परिषद्, राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर।
2. वरिष्ठ लेखाधिकारी, राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर।
3. निजी सहायक सचिव, राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर।
4. संस्थापन शाखा।
5. मीटिंग शाखा।

सचिव

राजस्थान राज्य पाठ्यपुस्तक मण्डल
जयपुर

राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर

कार्यालय आदेश

राजस्थान राज्य पाठ्यपुस्तक मण्डल कर्मचारी सेवा (वर्गीकरण, नियंत्रण एवं अपील) नियम-1997 के नियम-11 के अन्तर्गत प्रदत्त शक्तियों का प्रयोग करते हुए सभापति, निष्पादक परिषद् द्वारा पत्रावली के अनुच्छेद 172 दिनांक 22.11.2001 पर अनुमोदित के आधार पर 'संभागीय प्रबन्धक' का पद नाम इन नियमों के संलग्नक परिशिष्ट-1A में ग्रुप-बी में सम्मिलित करने की स्वीकृति प्रदान की जाती है।

सचिव

राजस्थान राज्य पाठ्यपुस्तक मण्डल
जयपुर

क्रमांक एफ-2(संस्था-1)/रारापामं/2001/21486 दिनांक 28.11.2001

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :

1. निजी सचिव, शासन सचिव शिक्षा एवं सभापति निष्पादक परिषद्, राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर।
2. समस्त अधिकारी, राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर।
3. निजी सहायक सचिव, राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर।
4. संस्थापन शाखा।
5. समस्त प्रबन्धक वितरण केन्द्र -----।
5. नोटिस बोर्ड शाखा।

सचिव

राजस्थान राज्य पाठ्यपुस्तक मण्डल
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राजस्थान राज्य पाठ्यपुस्तक मण्डल, जयपुर

निर्देशानुसार मण्डल द्वारा मुद्रण कराई जा रही पुस्तकों का गुणवत्ता की दृष्टि से अवलोकन किया गया। अतः पाया गया कि मण्डल द्वारा वर्तमान में पुस्तकों के कवर मुद्रण हेतु पल्प बोर्ड (एम.जी.) 220 जी.एस.एम. कवर कागज़ प्रयुक्त किया जा रहा है। पुस्तक कवर की गुणवत्ता की दृष्टि से नमूने के रूप में बाजार में उपलब्ध पुस्तको की एवं मण्डल द्वारा मुद्रण कराई जा रही पुस्तके जिसमें पल्प बोर्ड (एम.जी.) 220 जी.एस.एम. कवर कागज़ प्रयुक्त किया गया है, का तुलनात्मक अवलोकन किया गया।

बाजार में उपलब्ध पुस्तको के कवर में इण्डियन आर्ट कार्ड कवर पेपर प्रयुक्त किया गया है एवं पाया गया कि पल्प बोर्ड एम.जी. कवर पेपर की तुलना में इण्डियन आर्ट कार्ड कवर पेपर पर पुस्तक का मुद्रण अधिक उत्कृष्ट पाया गया, क्योंकि इण्डियन आर्ट कार्ड का कागज़ एम.जी. पल्प बोर्ड की तुलना में अधिक Smooth, Glossy and durable है, क्योंकि एम.जी. कवर कागज़ पर कोटिंग नहीं होती है, जिससे पुस्तक के कवर का मुद्रण आकर्षक नहीं लगता है। साथ ही एम.जी. कवर कागज़ एक साईड में रफ होता है, जिससे पुस्तक के कवर के मुद्रण में Sharpness दृष्टिगत नहीं होती है तथा पुस्तक भी अधिक Durable नहीं होती है।

अधिकांशतया बाजार में भी बहुरंगी कवर पृष्ठ मुद्रण हेतु इण्डियन आर्टकार्ड कवर कागज़ प्रयुक्त किया जाता है अतः मण्डल की पुस्तकों के कवर की गुणवत्ता में वृद्धि को दृष्टिगत रखते हुए एम.जी. पल्प बोर्ड कवर कागज़ के स्थान पर इण्डियन आर्टकार्ड कवर कागज़ 220 जी.एस.एम. का उपयोग में लिया जाता है तो पुस्तक की गुणवत्ता में वृद्धि होगी। प्रकरण अवलोकनार्थ एवं विचारार्थ प्रस्तुत है।

प्र.ग्रेड-1(उत्पादन)

सहायक सचिव

तकनीकी अधिकारी

शैक्षिक अधिकारी

सचिव महोदय