



412-C, K. M. Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune − 16. 25676640 Email: msihmctrsoffice@gmail.com, website: msihmctrs.in

6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

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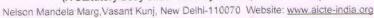




PRINCIPAL (UG -PG) Maharashtra State Institute of Hotel Management & Catering Technology Shivajinagar, Pune – 411 016

### All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)





#### APPROVAL PROCESS 2020-21

#### Extension of Approval (EoA)

F.No. Western/1-7022234196/2020/EOA

Date: 14-Jun-2020

The Secretary, Tech. & Higher Education Deptt. Govt. of Maharashta, Mantralaya, Annexe Building, Mumbai-400032

Sub: Extension of Approval for the Academic Year 2020-21

Ref: Application of the Institution for Extension of Approval for the Academic Year 2020-21

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2020 notified by the Council vide notification number F.No. AB/AICTE/REG/2020 dated 4<sup>th</sup> February 2020 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-1710731	Application Id	1-7022234196
Name of the Institute	MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY	Name of the Society/Trust	MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY PUNE
Institute Address	412- C, K. M. MUNSHI MARG, (NEAR BHARTI VIDYABHAVAN) SCHOOL, BAHIRAT PATIL CHOWK, SHIVAJI NAGAR PUNE-411016, PUNE, PUNE, Maharashtra, 411016	Society/Trust Address	412 C K.M. MUNSHI ROAD SHIVAJINAGAR PUNE,PUNE,PUNE,Maharashtra,4 11016
Institute Type	Government	Region	Western

#### To conduct following Courses with the Intake indicated below for the Academic Year 2020-21

Program	Level	Course	Affiliating Body (University /Body)	Intake Approved for 2019-20	Intake Approved for 2020-21	NRI Approval Status	PIO / FN / Gulf quota/ OCI/ Approval Status
HOTEL MANAGEMENT AND CATERING	UNDER GRADUATE	HOTEL MANAGEMENT AND CATERING TECHNOLOGY	University of Pune, Pune	60	120	NA	NA
HOTEL MANAGEMENT AND CATERING	POST GRADUATE	MASTER IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY( MHMCT)	University of Pune, Pune	24	24	NA	NA

Application No. 7-7022234196
Note: This is a Computer translated REMONOSIDERATION STREET, STRE Dt. 11/06/2009

INSTRUCT AND SAVERING

म. रा. आय. एच.एम.सी.टी (पदवी) शिवाजी नगर, पुणे-४११०१६: आवक क्रमांक ...86

Letter Printed On:17 June 2020

Page 1 of 3

It is mandatory to comply with all the essential requirements as given in APH 2020-21 (Appendix 6)

The Institution/ University is having the following deficiencies as per the online application submitted to AICTE and the same shall be complied within Two years from the date of issue of this EoA.

	Deficiencies Noted based on Self Disc	Closure
	Particulars	Deficiency
The state of the s		Yes

<sup>\*</sup>Please refer Deficiency Report for details

### Important Instructions

- The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation
  for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2020-21 is
  implemented without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the
  case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to
  increase in annual permitted strength over a maximum period of two years beginning with the Academic Year 2020-21
- 2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time now amalgamated as total intake shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process handbook 2020-21 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook. All such Institutions/ Universities shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS to fulfil the norms based on the Affidavit submitted to AICTE.
- In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.
- 4. Strict compliance of Anti-Ragging Regulation: Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 373/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Prof.Rajive Kumar Member Secretary, AICTE

#### Copy to:

- The Director Of Technical Education\*\*, Maharashtra
- The Registrar\*\*,
   University Of Pune, Pune
- The Principal / Director, MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY 412- C, K. M. Munshi Marg, (Near Bharti Vidyabhavan) School,

Bahirat Patil Chowk, Shivaji Nagar Pune-411016, Pune,Pune, Maharashtra,411016

4. The Secretary / Chairman,



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Page 2 of 3

ALL INI
Application No:1-7022234196
Note: This is a Computer generated Report. No signature is required.
Printed By: ae343611

412 C K.M. MUNSHI ROAD SHIVAJINAGAR PUNE PUNE,PUNE Maharashtra,411016

- The Regional Officer, All India Council for Technical Education Industrial Assurance Building 2nd Floor, Nariman Road Mumbai - 400 020, Maharashtra
- 6. Guard File(AICTE)

Note: Validity of the Course details may be verified at http://www.aicte-india.org/

<sup>\*\*</sup> Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.





412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

≊-25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2023/ 7 13

Date: 06.09.2023

To, Dr. Rajendra S. Zunjarrao Principal Modern College of Arts, Science and Commerce (Autonomous) Shivajinagar, Pune 411005.

College Connect

Respected Sir,

Greetings from MSIHMCTRS, Degree, Pune!!

I am writing to introduce our esteemed institution Maharashtra State Institute of Hotel Management and Catering Technology and our BHMCT (Bachelor of Hotel Management and Catering Technology) course to you and your esteemed students.

Established over 50 years ago, MSIHMCT holds a rich legacy and has produced some of the most eminent alumni who have excelled in the hospitality industry. We take pride in offering quality education and nurturing the talents of our students, preparing them for successful careers in the hospitality sector.

I understand the importance of making informed career choices, especially after completing the 12th standard. Therefore I would like to present our BHMCT course established from 2003 as an excellent option for those seeking a career in the hospitality industry. Our course curriculum covers various aspects related to hotel management, catering technology, and other essential areas of the field like event management and sales and marketing.

To facilitate this holistic introduction, I would like to request a convenient time in the month of September when our faculty members representing the various key departments can visit your college. My team will conduct a one-hour session where they will explain the course in detail, present a short PPT, clarify any doubts or queries, and collect data from interested students for further communication regarding the admission process after their 12th standard.

Please suggest the most suitable hour for the session according to your convenience. I hope that this interaction will provide your juniors with valuable guidance in making their career choices and considering hotel management as a fulfilling career.

Thank you.

Warm regards,

Dr. Seema Zagade
PRINCIPAL

(BHMCT)
Maharashtra State Institute ef
Mahagement & Catering Technology
Shivajinagar, Pune-411016

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2023/ 18 6

/10

Date: 12.10.2023

To, The Principal Jain English School Talegaon Dabhade Pune – 410 406

College Connect

Respected Sir / Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

I am writing to introduce our esteemed institution Maharashtra State Institute of Hotel Management and Catering Technology and our BHMCT (Bachelor of Hotel Management and Catering Technology) course to you and your esteemed students.

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Thank you.

Warm regards,

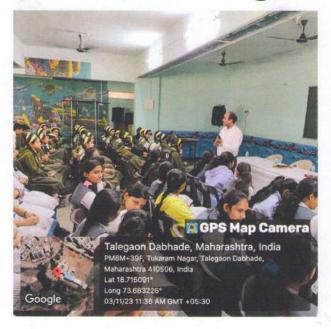
Dr. Seema Zagade

PRINCIPAL

white of chnology

0-411076

# Jain English Medium School, Talegaon Dabhade















# Thank You for the opportunity to visit your esteemed institute.

**Dr. Seema Zagade** <pri>principal@msihmctrs.in>
To: jes1999.talegaon@gmail.com

4 November 2023 at 15:05

Dear Mrs. Shubhangi Bhoir,

College Connect

Greetings from MSIHMCTRS, Degree, Pune!!

On behalf of MSIHMCTRS Degree Pune, I would like to express my deepest gratitude for the opportunity you extended to us to visit your esteemed institute and discuss the Bachelor of Hotel Management and Catering Technology (BHMCT) course offerings.

We would like to extend a special thank you for the warm hospitality that was extended to our faculty members, Mr. Darshan Joshi and Mr. Chintamani Sahasrabudhe during their visit yesterday. Your institute's staff and faculty went above and beyond to ensure that they were provided with all the necessary arrangements to give a successful presentation and have meaningful discussions with the students.

Once again, we would like to express our sincere appresation for this opportunity. We believe that collaborations and education. We look forward to a positive response from your end and the chance to visit your institute again in the

Thank you for your time and consideration.

Thank You, Regards, Dr Seema Zagade





### Thank You for the opportunity to visit your esteemed institute.

**Dr. Seema Zagade** <pri>principal@msihmctrs.in> To: jes1999.talegaon@gmail.com

4 November 2023 at 15:05

### College Connect

Dear Mrs. Vijaya Shinde,

Greetings from MSIHMCTRS, Degree, Pune!!

On behalf of MSIHMCTRS Degree Pune, I would like to express my deepest gratitude for the opportunity you extended to us to visit your esteemed institute and discuss the Bachelor of Hotel Management and Catering Technology (BHMCT) course offerings.

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Thank you for your time and consideration.

Thank You, Regards, Dr Seema Zagade





412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmetrsoffice@gmail.com, web site: msihmetrs.in

REF: MSIHMCT/UG-PG/2023/782

To, The Principal Indrayani Mahavidyalaya Talegaon Dabhade Pune – 410 407

College Connect

Date: 12.10.2023

Respected Sir / Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

I am writing to introduce our esteemed institution Maharashtra State Institute of Hotel Management and Catering Technology and our BHMCT (Bachelor of Hotel Management and Catering Technology) course to you and your esteemed students.

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Thank you.

Warm regards,

Dr. Seema Zagade
PRINCIPAL

Managashtra State Institute of Hotel Managashtra State Institute of Catering Technology

Shin ....... Pune-411016



412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2023/785

To, The Principal Adarsh Vidyalaya Talegaon Dabhade Pune – 410 406

College Connect

Date: 12.10.2023

Respected Sir / Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

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Thank you.

Warm regards,

Dr. Seema Zagade PRINCIPAL

Maharashtra State Institute of Wahagement & Catering Technology Shivajinagar, Pune-411016



412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

**☎** - 25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2023/783

Date: 12.10.2023

To, The Principal Snehwardhak Mandal, Talegaon Dabhade Pune – 410 406

Respected Sir / Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

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Warm regards,

Dr. Seema Zagade PRINCIPAL

(BHMCT)
Maharashtra State Institute of Catering Technology

Shivamayar, Pune-411016.

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmetrsoffice@gmail.com, web site: msihmetrs.in

REF: MSIHMCT/UG-PG/2024/103

Date: 25.01.2024

To,
Mrs. Nutan Kamble
Principal
Snehavardhak Mandal's
Junior College of Science and Commerce,
Talegaon

Respected Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

On behalf of MSIHMCTRS Degree Pune, I would like to express my deepest gratitude for the opportunity you extended to us to visit your esteemed institute and discuss the Bachelor of Hotel Management and Catering Technology (BHMCT) course offerings.

I would like to extend a special thank you for the warm hospitality that was extended to our faculty member Mr. Darshan Joshi during his visit on 25.01.2024. Your institute's staff and faculty went above and beyond to ensure that he was provided with all the necessary arrangements to give a successful presentation and have meaningful discussions with the students.

Once again, I would like to express my sincere appreciation for this opportunity. I believe that collaborations and exchanges between educational institutions play a crucial role in fostering growth and excellence in the field of education. I look forward to a positive response from your end and the chance to visit your institute again in the future.

Thank you for your time and consideration.

Thank You.

Regards,

PRINCIPAL (BHMCT)

Maharashtra State Institute of Management & Catering Technology

Shivajinagar, Pune-411016

VICE - PRINCIPAL DR. A. C. HIGH SCHOOL

S. M.'S Jr. College of Science & Commerce Talegeor Debhade, Meval, Pune - 410506



412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

**2** − 25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2023/784

Date: 12.10.2023

To, The Principal Chatrapati Vidyamandir Kanhe, Maval Pune

Respected Sir / Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

I am writing to introduce our esteemed institution Maharashtra State Institute of Hotel Management and Catering Technology and our BHMCT (Bachelor of Hotel Management and Catering Technology) course to you and your esteemed students.

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Thank you.

Warm regards,

Dr. Seema Zagade
PRINCIPAL

Maharashtra State Institute of
Hotel Management & Carering Technology
Shows again, Pune-411016

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2023/8 12

Date: 22.11.2023

To, Fr. D'Souza, The Principal, Vidya Bhavan, Pune

Respected Sir / Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

I am writing to introduce our esteemed institution Maharashtra State Institute of Hotel Management and Catering Technology and our BHMCT (Bachelor of Hotel Management and Catering Technology) course to you and your esteemed students.

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Thank you.

Warm regards,

Dr. Seema Zagade

Maharashtra State Institute of Hotel Management & Cataring Technology Shivajinagar. Pune-411016



### Thank You for the opportunity to visit your esteemed institute

**Dr. Seema Zagade** <pri>principal@msihmctrs.in> To: jijamataj@gmail.com

15 December 2023 at 16:23

To, Shri. Naandkishor Pandharinath Sagar, Principal, Jijamata High School, Jejuri

Respected Sir,

Greetings from MSIHMCTRS, Degree, Pune!!

On behalf of MSIHMCTRS Degree Pune, I would like to express my deepest gratitude for the opportunity you extended to us to visit your esteemed institute on 14th December 2023 and discuss the Bachelor of Hotel Management and Catering Technology (BHMCT) course offerings.

We would like to extend a special thank you for the warm hospitality that was extended to our faculty members, Mr. Chintamani Sahasrabudhe and Mr. Darshan Joshi during their visit yesterday. Your institute's staff and faculty went above and beyond to ensure that they were provided with all the necessary arrangements to give a successful presentation and have meaningful discussions with the students.

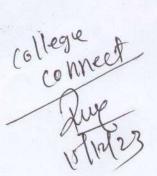
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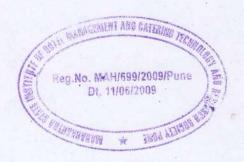
Thank you for your time and consideration.

Thank You,

Regards,

Dr Seema Zagade Principal ISIHMCT Pune



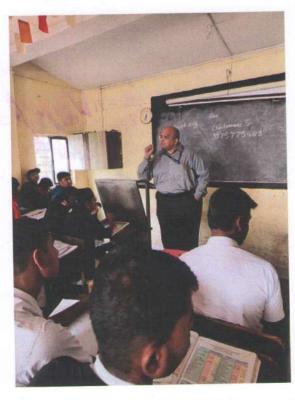


# Jijamata Highschool & Junior College, Jejuri















### Thank You for the opportunity to visit your esteemed institute.

**Dr. Seema Zagade** <pri>principal@msihmctrs.in> To: punyashlokvidyamandir@gmail.com

15 December 2023 at 16:24 .

To, Shri. Popat Jaywant Takawale, Principal Punyashlok Ahilyadevi Vidya Mandir, Jejuri

Respected Sir,

Greetings from MSIHMCTRS, Degree, Pune!!

On behalf of MSIHMCTRS Degree Pune, I would like to express my deepest gratitude for the opportunity you extended to us to visit your esteemed institute on 14th December 2023 and discuss the Bachelor of Hotel Management and Catering Technology (BHMCT) course offerings.

Ve would like to extend a special thank you for the warm hospitality that was extended to our faculty members, Mr. Chintamani Sahasrabudhe and Mr. Darshan Joshi during their visit yesterday. Your institute's staff and faculty went above and beyond to ensure that they were provided with all the necessary arrangements to give a successful presentation and have meaningful discussions with the students.

Once again, we would like to express our sincere appreciation for this opportunity. We believe that collaborations and exchanges between educational institutions play a crucial role in fostering growth and excellence in the field of education. We look forward to a positive response from your end and the chance to visit your institute again in the future.

Thank you for your time and consideration.

Thank You,

Regards,

Dr Seema Zagade Principal MSIHMCT Pune



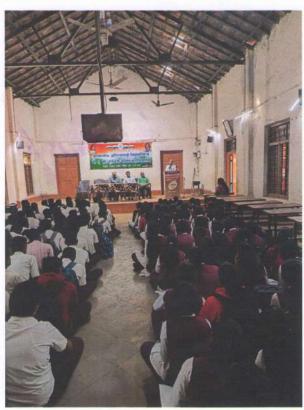


# Punyashlok Ahilyadevi Vidya Mandir, Jejuri













# Bhavani College, Satara











MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/2024/102\_

Date: 25.01.2024

To, Ms. Shubhangi Bendre Director Sunbright School and Junrior College Pune

Respected Madam,

Greetings from MSIHMCTRS, Degree, Pune!!

On behalf of MSIHMCTRS Degree Pune, I would like to express my deepest gratitude for the opportunity you extended to us to visit your esteemed institute and discuss the Bachelor of Hotel Management and Catering Technology (BHMCT) course offerings.

I would like to extend a special thank you for the warm hospitality that was extended to our faculty member Mr. Devesh Janvekar during his visit on 25.01.2024. Your institute's staff and faculty went above and beyond to ensure that he was provided with all the necessary arrangements to give a successful presentation and have meaningful discussions with the students.

Once again, I would like to express my sincere appreciation for this opportunity. I believe that collaborations and exchanges between educational institutions play a crucial role in fostering growth and excellence in the field of education. I look forward to a positive response from your end and the chance to visit your institute again in the future.

Thank you for your time and consideration.

Thank You.

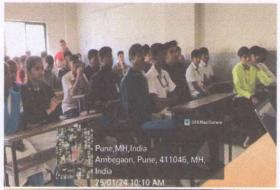
Regards,

Dr Seema Zagade PRINCIPAL

Maharashtra State Institute of otel Management & Catering Technology Shivajinagar, Pune-411016

## Sunbright School and Junior College





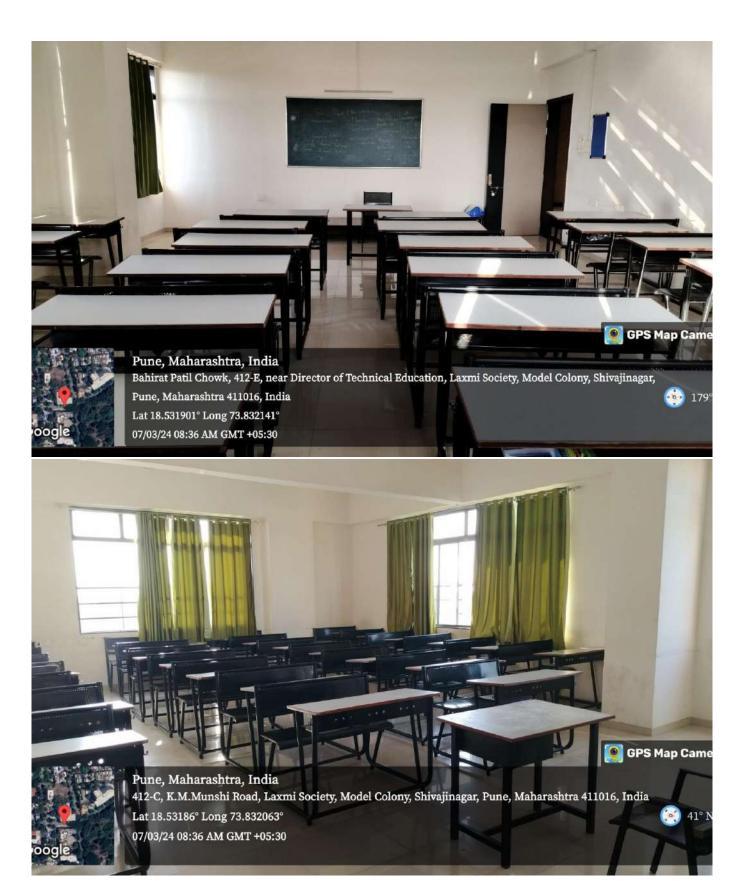




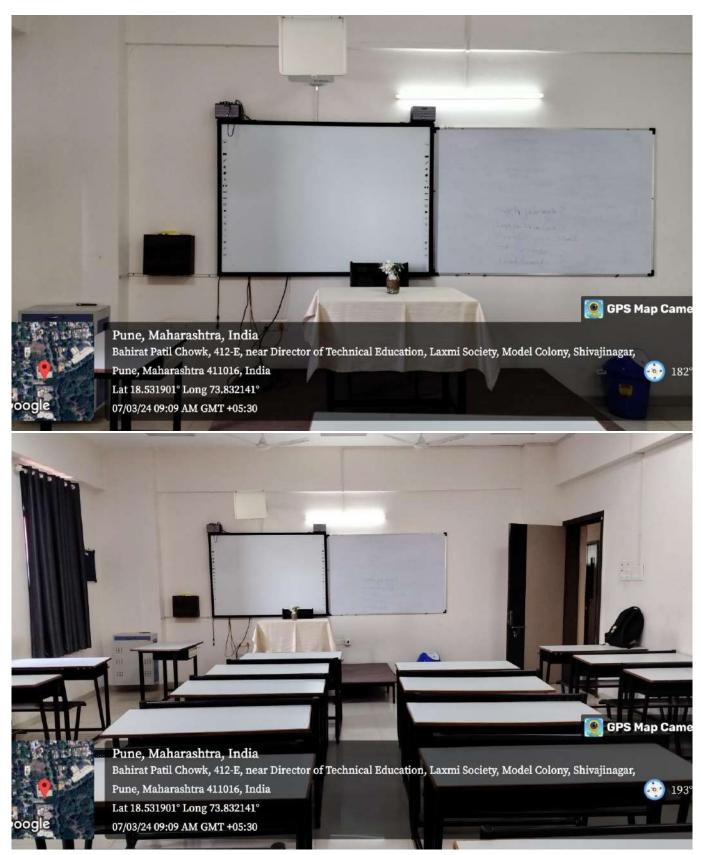




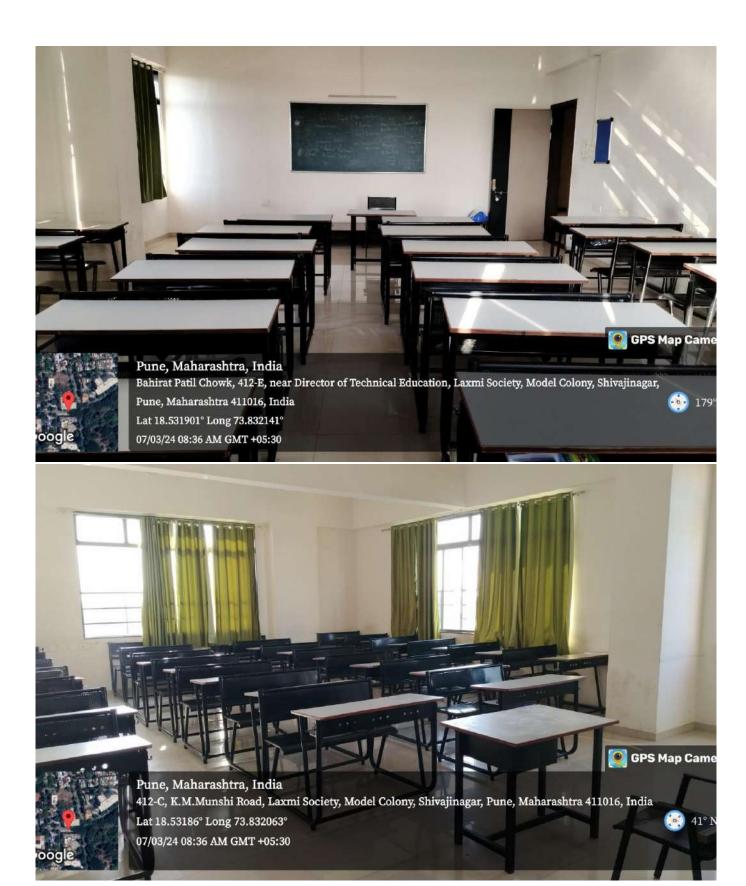




Class Room 601



Class Room 602

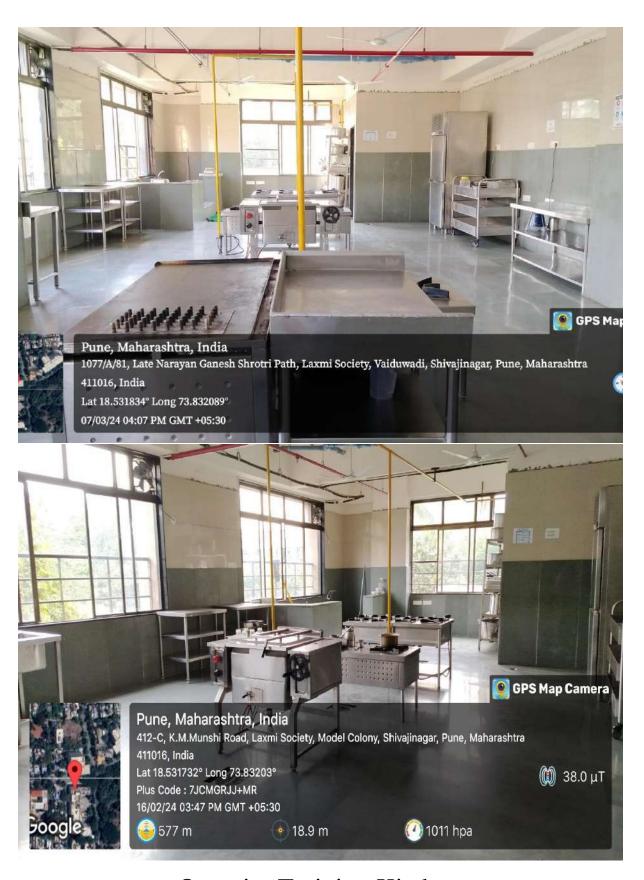


Class Room 604





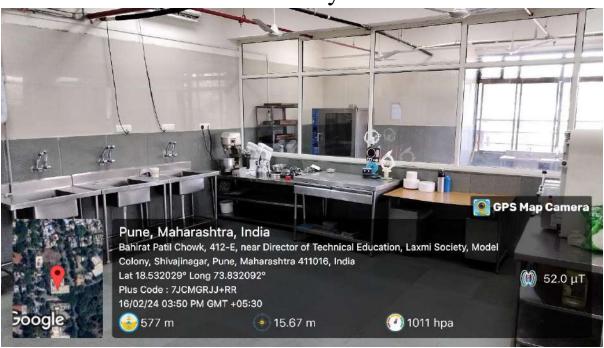
Computer Lab



Quantity Training Kitchen



Bakery



Confectionery

#### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND

CATERING TECHNOLOGY (UG & PG - Degree Programme)

412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmetrsoffice@gmail.com, web site: msihmetrs.in

#### LINKS OF YOUTUBE CHANNELS OF THE FACULTIES

S.No	Name of the faculty	YouTube channel link
01	Dr. Seema Z	http://www.youtube.com/@drseemazagade3975
02	Chintamani S	https://youtube.com/@chintamanisahasrabudhe9633?si=WMXquoN2pH7KW00g
03	Darshan J	https://www.youtube.com/@darshanjoshihousekeepingex4234
04	Abhay M	https://youtube.com/@abhaymanolkar1648?si=YPBVvVrgdcahrHcp
05	Sachin R	https://www.youtube.com/@sachinrayarikar9410/featured

Hotel

PRINCIP

Maharashira State Institute of onvaridge, Fure-411016







## नोंदणी प्रमाणपत्र

याद्वारे प्रमाणपत्र देण्यात येते की, खाली वर्णन केलेली सार्वजनिक विश्वस्तव्यवस्था ही आज, मुंबर गांगा एक
विश्वसंद्यावस्था अधिनियम्, प्रमुक्त (सम १९५० था मुंबई अधिनियम २९) या अन्यवे
विभाग पुर्व येथील सार्वजनिक विश्वस्तव्यवस्था नोंदणी कार्यालयात योग्य रीतीने
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MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT

CATERING TECHNOLOGY & RESEARCH SOCIETY

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412 C, K.M. MUNSHI MARG, दि. 11 / 6 /०९/पुणे SHIVAJI NAGAR, PUNE – 411 016

मधीक्षक 2

**पार्वजनिष्ठ न्यास नोंब**णी कार्बालय **पू**णे विभाग, पूणे

MEMORANDUM OF ASSOCIATION

सहारक संस्ता नित्रंघक पूजे विभाग, पुजे

Name

The name of the Society shall be MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY & RESEARCH SOCIETY.

### 1. Office:

The Registered office of the Society shall be situated at the Institute at 412-C, K.M. Munshi Marg, Shivajinagar, Pune-411 016.

### 2. Aims of the Society:

- The aims of the society shall be to establishment and carry on the administration and management of the "Maharashtra State Institute of Hotel Management & Catering Technology, Pune"
- ii) The society may delegate all or any of the powers to the Board of Governors of the institute. The Board may inturn delegate it to any of the committee or committees constituted by it or to any officer or offices of the societies.
- iii) To frame the First Rules of the institute
- iv) To delegates such powers as are provided in MOA, Rules and Regulations

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)

(Ranjana W Kayerkar)

### 3. Objectives and Function of the Society

- 1) The objectives and functions of the society shall be to establish and carry on the administration and management of the "Maharashtra State Institute Of Hotel Management & Catering Technology, Pune" hereinafter referred to as the "Institute".
- 2) The Society may delegate all or any of its power to the Board of Governors of the Institute. The Board may in turn delegate it to any of the Committee or Committees constituted by it or to any officer or offices of the Society.
- 3) To frame the first Rules of the Institute
- 4) To delegate such powers as are provided in MOA, Rules and Regulations.
- 5) To provide facilities for research in such branches of catering technology, management education, sciences and arts as the Society may think fit and for the advancement of learning and dissemination of the knowledge in such branches
- 6) To undertake research and development work in collaboration with industry and acquire patents through innovations.
- 7) To hold examinations and grant degrees, diploma, certificates and other academic distinctions or titles as may be required in collaboration/affiliation with Pune University or any other University/ies as may be deemed fit and/or its own after autonomous status is decreed or conferred or deemed university status recognized:
- 8) To institute and award fellowships, scholarships, exhibitions, prizes and medals:
  - A) Subject to the Rules of the Society the management supervision and control
    of the affairs of the society shall vest in the First Managing Committee and then
    Board of Governors.
    - B) Power and Function of Management Committee- The Society will be registered by the First Management Committee and after the registration of the Society, First Management Committee will be dissolved.

(Dr. Subhash K. Mahajan)

Gopal P. Chaudhary)

Ranjana . Kayerkar)

 The names, Addresses and the occupation of the First Managing Committee to whom the management of the affairs of the society is entrusted are as follows

Sr. No.	Name & Address of Member of the Board of Governor	Age	Nationality	Occupation	Designation
1	Dr. Subhash Kashinath Mahajan I/C. Directorate of Tech. Education, Maharashtra State Mumbai	44	Indian	Service	Chairman (Ex- officio)
2	Mr. Gopal Pandit Chaudhary I/C. Jt. Director of Technical Education Regional Office Pune	52	Indian	Service	Vice- Chairman (Ex- officio)
3	Ms, Ranjana Vinod Kayerkar I/C. Principal Maharashtra State Institute of Hotel Management & Catering Technology, Pune	56	Indian	Service	Member – Secretary (Ex- officio)
4	Mr Pramod Balkrishna Chikte Training & Placement Officer, Govt. Polytechnic, Thane	54	Indian	Service	Member (Ex- officio)
5	Mr Mukund Sharadchandra Satarkar HOD, Govt Polytechnic Ratnagiri	44	Indian	Indian	Member (Ex- officio)
6	Mr. Rajendra Pandurang Gaikwad Head of the Applied Mechanic Department, Govt. Polytechnic Pune	46	Indian	Service	Member (Ex- officio)
7	Ms. Sunetra Anand Roday I/C. Training & Placement Officer Maharashtra State Institute of Hotel Management & Catering Technology, Pune	53	Indian	Service	Member (Ex- officio)

(6) We the undersigned whose names, addresses are given above are desirous of forming a Society named Maharashtra State Institute of Hotel Management & Catering Technology & Research Society, and to get it registered under Societies Registration Act, 1860, and therefore, we have gathered today i.e. on 15/12/2009 and have signed this Memorandum of Association.

(Dr. Subhash K. Mahajan) (Gopal P. Chaudhary) (Ranjana & Kayerkar

319 319 4m 5 2008 (100) 18/ ATTER -9 18. 492-00 L.

Sr N	No Name	Signature	THIS
1.	Dr. Subhash Kashinath Mahajan	(Station)	
2.	Mr. Gopal Pandit Choudhary	Beauthort	Total A
3	Ms. Ranjana Vinod Kayerkar	Rycica	
4.	Mr. Pramod Balkrishna Chikte	6	
5.	Mr. Mukund Sharadchandra Satarkar	Doblos	
6.	Mr. Rajendra Pandurang Gaikwad	Prailwal	
7.	Ms. Sunetra Anand Roday	I hoday	

The above incumbents have signed in the presence of the applicant and I know the signature of the applicant

Place: Pune

Date: 15.12.2008

(Ranjana V Kayerkar

Applicant<sup>®</sup>

PARAG A ERANDE LADVOCATES

406, Narayan Poth, PUNE-30

### CERTIFICATE

Certified that there is no other Society named MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY & RESEARCH SOCIETY, registered under the Societies Registration Act, 1860, to the best of our knowledge and belief.

(Dr. Subhash K. Mahajan) (Gopal P Chaudhary)

CHAIRMAN

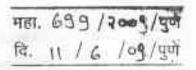
VICE CHAIRMAN

suande

(Ranjana V. Kayerkar)

Rlawnican

MEMBER -SECRETARY





#### **RULES AND REGULATIONS**

OF

सहाज्यक संस्था निर्वाचक पूर्ण विभाग, पूर्ण

## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT

CATERING TECHNOLOGY & RESEARCH SOCIETY

#### 1. Name:

Name of the society shall be "MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY & RESEARCH SOCIETY".

#### 2. Registered office:

The registered office of the Society shall be situated at the Institute at 412-C, K.M. Munshi Marg, Shivajinagar, Pune – 411 016

#### 3. Interpretation:

In these Rules and Regulations the following terms shall have the meanings herein stated unless subject to or contrary to the subject or meaning thereof:

- a The "Society" means the MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY & RESEARCH SOCIETY".
- b. The "State Government" means Government of Maharashtra.
- c. "Authorities", "Officers" and "Head of the Department/ Faculties" respectively means Authorities, Officers and Head of the Department/ Faculties of the Institute.
- d. "Board / Governing Body / Managing Committee / General Body in relation to the society means the Board of Governors".
- e. "Central Government" means Government of India.
- f. "Chairman" means the Chairman of the Board of Governors.
- g. "Vice Chairman" means the Vice Chairman of the Board of Governors.

(Dr. Subhash K-Mahajan)

(Gopal P. Chaudhary)

(Ranjana V. Kayerkar)

- h. "Director" means the Director of Technical Education, Maharashtra State
- "Principal" means the "Head of the Institute".
- j "Institute" means MAHARASHTRA STATE INSTITUTE OF HOPEL MANAGEMENT & CATERING TECHNOLOGY PUNE.
- k. "MOA" means Memorandum of Association of the Maharashtra State Institute of Hotel Management & Catering Technology & Research Society.
- "Registrar" means Registrar of the Society.
- m. "Rules & Regulations" means Rules & Regulations of the Society.
- n. "Society" means Maharashtra State Institute of Hotel Management & Catering Technology & Research Society.
- "UGC" means University Grant Commission set up under UGC Act, 1956.

### Authorities of the Society.

The following shall be the authorities of the society namely.-

- a) First Managing Committee
- b) Board of Governors (Governing Body/Managing Committee)

### 5. A Board of Governors.

The Board of Governors of the society shall consist of the following persons, viz.

- The Chairman Director, Technical Education, Maharashtra State holding post shall be ex-officio Chairman of the Board of Governors.
- The Vice Chairman

   Joint Director of Technical Education Maharashtra

   State ex- officio Vice Chancellor of Board of Governors.
- 3 members (a) An Eminent member equivalent to rank of G.M. of any renowned 5 star Hotel/ Industrialist/Educationists/ CA to be nominated by the State Government.
- 1 member Eminent Person from the related field to be nominated by DTE.
- 1 member Deputy Secretary holding post of (Technical education) Higher
   & Technical Education (Ex-officio Member).

1 member – Eminent Alumnus of the institute to be nominated by the Board,

(Dr. Subhash K. Mahajan)

Supervaluani (Gopal P. Chaudhary)

(Ranjana V. Kayerkar)

- 1 member Eminent Person from the field of Finance to be nominated by the Board.
- 1 member Principal of IHM Dadar, Mumbai or his nominee.

1 member secretary – Principal of the Institute (Ex-officio);

Total membership of Board of Governors shall consist of 11 including Chairman. The term of the nominated members shall be for the period of 5 years.

# 6. The term of office of members of Board of Governors.

- 1) The term of office of members other than ex-officio members of the Board shall be five years from the date of his nomination. However, after five years for special reason to be noted in writing the duration of nominated member can be extended once or twice only for a specified time of three months at a time.
- The term of the office of an ex-officio member shall continue so long as he/she holds the office by virtue of which he/she is member.
- 3) Notwithstanding anything contained in this section an outgoing member in normal circumstances may continue in office until another person is nominated as a member in his/ her place.
- 4) The member of the Board shall Cease to be member on conviction of a crime (or offence) involving moral turpitude.
- 5) No person shall be qualified to be a member of the Board, if he/she is convicted of a criminal offence or is sentenced to imprisonment for an offence involving in the nature of moral turpitude.
- 6) If it is noticed that any member nominated by State Government is getting against the interest of Society / Institute on report from Board of Governors State Government may discontinued nomination at any time. Members nominated by the Board may also be discontinued for the same reasons.
- 7) The member of the Board shall be entitled to allowances, if any, from the Institute/Society as may be provided in Rules but no member other than the person who are full-time faculty of the Institute shall be entitled to any salary by reason of this sub-section

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)

Suavoluo

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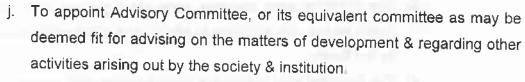
#### 7. Powers of the Board of Governors.

- 1) The Board of the Governors shall be responsible for the general superintendence, direction and control of the affairs of the society and shall exercise all the powers of the Institute not otherwise provided for by this MOA, the rules and the Bye-laws. The Board shall not recommend a change in the MOA without the approval of the State Government.
- 2) Without prejudice to the provisions of sub-section (1), the Board of the Governors shall:
  - a. Take decisions on questions of policy relating to the management, administration and day-to-day functioning of the society, and Institute.
  - b. Make the subsequent rules for governing the society with the prior approval of the State Government.
  - c. Time to time make new or additional rules or amend or repeal any of the rules. (provided that every rule or addition to rules or any amendment of repeal of a rule shall require or) with the prior approval of the State Government.
  - d. Institute and appoint persons to academic as well as other posts of the society/institute.
  - e Recommend for considering and modifying or canceling of bye-laws
  - f. Consider and pass resolutions for the adoption of the annual report, the annual accounts together with auditors report
  - g. Consider and approve Financial Budget of the society/institute for the next financial years with a statement of its development plans as it thinks fit.
  - h. Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MOA or the rules.
  - To take decision or to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the society/institute.

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)

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3) The Board shall have the power to appoint such committees, as it considers necessary for the exercise of its powers and the performance of its duties as defined and imposed under this MOA.

#### Chairman of the Board of Governors

- The Chairman of the Board shall preside over the meetings of the Board and at the Convocations of the Institute.
- 2) It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by this MOA or the Rules.
- 4) Chairman shall have the power to send members of the staff of the institute for training or for a course of instruction outside India subject to such terms and condition as Board may lay down from time to time.
- 5) Contract of Service between the institute and the Principal shall be in writing and be expressed to be made in the name of the institute, and the Chairman shall execute every such contract but the Chairman shall not be personally liable in respect of anything under such contract.
- 6) In the point of occurrence of any vacancy in the office of chairman for what so ever reason, Vice Chairman may for time being discharge the functions of the Chairman.

#### 9. Principal of the Institute

- The Principal of the Institute shall be appointed by a committee constituted by Board of Governors and concerned university headed by its Chairman.
- 2) The Principal shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)

- 3) The Principal shall exercise such other powers and performant other duties as may be assigned to him by this MOA or the Rules or Regulations by the Board.
- 4) The Principal shall submit the annual reports and accounts to the board
- 5) The signature of the Principal shall authenticate all orders and decisions the Board or any other person authorized by the Board in his behalf.

#### 10. Registrar

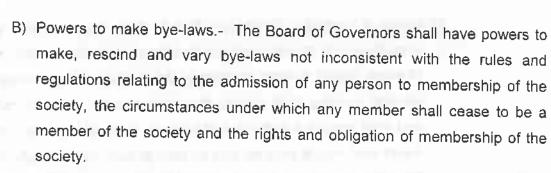
- The Registrar of the institute shall be appointed on such terms and conditions as may be laid down by the rules and shall be the custodian of the records, the common seal of the institute and such other property of the institute as the Board shall commit to his charge.
- The Registrar shall be responsible to the Principal for the proper discharge of his functions as decided from time to time.
- The Registrar shall exercise such other powers and perform such other duties as may by assigned to him by this MOA/the rules/the Principal.

# 11. Meeting of the Board of Governors & proceeding of the Meeting.

- A) Annual General Meeting.- The Chairman of the Board of Governors shall call the Annual General Meeting of the Board of Governors before \_\_\_\_\_ (insert date here) every year after giving at least 14 days notice. The meeting shall transact the following business mainly.
  - (i) Considering and approval of the annual report and the audited statement of accounts for the outgoing year
  - (ii) to appoint an auditor
  - (iii) to select two members of the Board of Governors in every five years one from Eminent Alumnus of the Institute and one member from Field of Finance.
  - (iv) to discuss general work and policy of the society.
  - Adoption of minutes of the proceeding of the previous meeting.
  - (vi) Other business on the agenda given in the notice for the meeting.

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)



The Board of Governors shall also have power to make, rescind and vary bye-laws relating to the constitution of the Board of Governors, including but not limited to reserving certain position to be held ex-officio or by nomination.

The Board of Governors shall have power to make bye-laws for the conduct and governance of the society and for the governance of all sub-committees, officers and agents of the society or for other purposes whatsoever, provided that such bye-laws do not conflict with these rules and regulations and any provisions of the act or rules made thereunder.

These bye-laws shall not be altered, modified or rescinded except by the vote of three-fifth of the members present and voting at the General Meeting convened for that purpose.

C) Extraordinary General Meeting - An extraordinary general meeting may, at any time, be conveyed by the Board of Governors, and shall be so conveyed upon a requisition made in writing and signed by not less than one third of the total number of members. Such requisition shall specify the objects of the meeting and shall be delivered to the Chairman or the secretary of the Society.

If within 30 days from the date of delivery of the requisition, the Board of Governors fail to convey an extraordinary general meeting, the requisitionists shall convey such meeting to be held not later than two months from the date of delivery of the requisition.

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)

D) Notice of meeting - (I) Not less than 21 days' notice shall be given annual general meeting and not less than seven days' notice shall be given of every (other) general meeting of the Society. Every notice of a AGM general meeting shall specify the place and day and hour of the meeting and shall contain a statement of business to be transacted at such meeting. Every such notice shall be sent by post to each member who has registered his address with the Society, provided that the accidental omission to give any such notice to or its non-receipt by any member or other person to whom it should be given, shall not invalidate any resolution passed at or proceedings of the meeting. Any meeting may be held on giving shorter notice than above specified, if more than one-half of the total number of members of the Board agree in writing.

Service of Notice .-

ii) Service of the notice shall be deemed to have been effected on the day following on which it is posted.

Documents to be sent with the notice to each member of the Society.

- i) In case of an annual general meeting, (there shall be sent, alongwith the notice convening such annual general meeting), a copy of the annual report of the Managing Committee, auditor's report and audited accounts of the Society. (to each member of the Society.)
- ii) In case of an extraordinary general meeting called on the requisition of members, a copy of the requisition, with an explanatory statement by the Managing Committee. (shall be sent to each member of the Society)

E) Chairman of General Meeting.- The Chairman of Board of Governors shall be entitled to take the chair at every general meeting of the Society. If the Chairman shall not be present within 15 minutes after the time appointed for holding the meeting, the vice-president shall take the chair and in his absence, the members present shall choose any of the members of the Managing Committee present at the meeting to be the Chairman of the meeting, and in case no member of the Managing Committee be present within the aforesaid

(Dr. Subhash K Mahajan)

(Gopal P. Chaudhary)



time to be willing to take the chair, the members present shall elect one of the members, being a member entitled to vote, to be chairman of the meeting

- F) Power of adjourn general meeting .-
  - (i) The chairman of the general meeting may, with the consent of any meeting at which a quorum is present and shall, if so directed by the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
  - (ii) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
  - (iii) Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting
  - G) Quorum .- No business shall be transacted at any general meeting unless a quorum of one-third of the members on roll or 5 members, whichever is less, is present at the time when the meeting proceeds to business.

When Quorum not present, meeting to be adjourned - If within half an hour from the time appointed for holding a general meeting, a quorum is not present, the meeting, if called upon the requisition of members, shall be dissolved, in any other case it shall stand adjourned to the same day of the following week, at the same time and place or to such other day and at such other time and place as the President may determine. If at the adjourned meeting, a quorum is not present within half-an-hour from the time appointed for the meeting, the members present shall be a quorum.

H) How questions are to be decided at meetings.- At any general meeting, every question shall be decided by a majority of votes of the members

(Or Subhash K. Mahajan)

(Gopal P. Chaudhary)

present and in case of equality of votes, the chairman of the means shall have a casting or second vote.

- 12. The Board of Governors will meet at least twice a year and Ideally 4 times a year. Management to be vested in the Managing Committee. The management of the society and of its affairs shall be vested in the Board of Governors, which shall be the governing body of the society within meaning of the Act. The Board of Governors shall exercise all such powers and do all such acts and things as the society is authorized to exercise or to do provided that the Board of Governors shall not exercise any power to do any act or any thing which is contrary to specific directions or resolution of general body of the society or contrary to or inconsistent with the object and rules and regulations of the society.
- 13. Property vested in Board of Governors All properties of the society whether movable or immovable shall be deemed to be vested in the Board of Governors who shall provide for the safe custody of the same and subject to clause 20 (5) of this MOA shall have the power to invest, sell, lease, mortgage or otherwise deal with the same and also to purchase, take or lease, accept, grants, fees, gifts, donations, beneficiaries bequests and other charges received by the society, and to enter into all contracts and covenants on its behalf. The Managing Committee shall have power to raise and borrow money and to collect, receive, hold, invest funds money and other movable immovable property for all or any of the purpose and object of the society in any lawful manner. The Board of Governors shall cause to be maintained proper books of accounts in respect of properties of society.
- 14. Funds of the society following funds shall be created and maintained by the Managing Committee as per directions of board.-

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(Gopal P. Chaudhary)



- A) Corpus Fund or endowment fund
- B) Replacement and Depreciation Fund
- C) Maintenance & Repairs Fund.
- D) Contributory Provident Fund.

#### 15. Finance of the society.-

- All bank accounts and deposits shall be opened, kept and maintained in the name of the society
- B) The Board of Governors shall have the management of the funds of the society and shall from time to time have power to invest in the name of the society.
- C) A bank account will be opened with any nationalised bank in the name of the society which will be operated by either Principal or Member Secretary and Chairman of the Board with joint signature.
- D) All cheques, bills of exchange, promisory notes and other similar documents shall be drawn, accepted or made on behalf of the society either by Principal or Member Secretary and Chairman of the Board of Governors with joint signature.

#### 16. Accounts & Audit.-

- The Principal shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance sheet and shall get duly approved by the Board of Governors every year.
- 2) The Chartered Accountant shall audit the accounts for easy and smooth financial functioning of the society/institute. This audit will have to be carried out within six months after completion of the financial year. Any expenditure incurred in connection with such audit shall be payable by the society to the concerned.
- 3) The rules for appointment of the auditors will conform to the rules and regulations formulated by the Institute of Chartered Accountant of India from time to time.

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- 4) The accounts of the Institute as certified by the Chartered Accountant the audit report thereon shall be forwarded annually to the DTE and Government.
- 5) The allowances in the form of sitting fees & conveyance allowance to be paid to the Chairman, Vice Chairman and members of the Board for attending the meetings of the authorities and their committees as laid down by the Board from time to time.
- 17. Admissions to the student in the Institute shall be made applicable as per the procedure prescribed for the admissions for the non-aided Institutes.

#### 18. In service.-

The society shall constitute for the benefit of its employees, including the Principal Contributory Provident Fund under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

#### 19. Appointments.-

- a) All appointments of the staff of the Institute, except that of the Principal, shall be made in accordance with the procedure laid down for appointment of staff in non-aided Institute.
- b) By the Principal, in other cases when work load is not to cover full hours or full time employment either on CHB or visiting, contributory or contract basis on fixed or hourly remuneration.

The Board will be empowered to dismiss any employee of the institute, if he/she in the opinion of disciplinary committee is found to be involved in any action detrimental to the interest, prestige of the institute. The disciplinary committee will consist of appropriate members to enquire into the matter and the Board on the basis of report submitted by the committee will take the final decision after giving an opportunity of hearing to the employee.

#### 20. Miscellaneous.-

1) No act of Institute or Board or any other body set up under this MOA or the rules, shall be invalid merely by reason of;

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)



- a. Any vacancy in or defect in the constitution thereof, or
- b. Any defect in the election, nomination or appointment of a person acting as a member thereof, or
- c. Any irregularity in its procedure not affecting the merits of the case.
- 2) The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association.
- 3) No portion of the income and property of the society shall be paid or transferred directly or indirectly by way of profit, to the persons, who at any time or have been members of the society or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the society / institute or for travelling, halting and other similar charges.
- 4) No transfer or sale of the society property shall be allowed without prior approval of Government, except in case of obsolete and or disposable Equipment / Machinery / Instruments etc. which have been recommended by the Board of Governors. In such case items as above may be disposed off with the approval of Board.

#### 21. Power to Review and Hold Enquiries.-

- 1) The State Government may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as it may deems fit.
- 2) Upon receipt of any such report, the State Government may take such action and issue such directions as it considers necessary in respect of any of the matters dealt with the report and the Institute shall be bound to comply with such directions.

22. Amendments.-

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Provided that no such alteration may be passed as which will allow the society to carry on any activity for the purpose of profit in violation of the Societies Regulation Act, 1860 or section 11, 12 & 13 of the Income Tax Act, 1961.

- i) Subject to the provisions of section 12 of the Act, the Society may, by a resolution passed by three-fifths of its members present in person at a special general meeting, convened for the purpose thereof may, alter, extend or abridge its aims and objects or alter its rules and regulations.
- ii) These aims and objects or rules and regulations may be amended by any special general meeting of the society by the votes of at least three-fifth of the members present in person provided that the amendment shall have been proposed in writing and circulated to all members of the society, at least two weeks in advance of such special general meeting. Such amendments may be accepted by the special general meeting, with or without modification.
- iii) A copy of the amendment made to the memorandum of association and/or the rules and regulations should be filed with the Registrar of societies within 30 days of such amendment.

#### 23. Indemnity.-

Every member of the Board and every officer for the time being of the society, shall be indemnified of the funds of the society against all losses and expenses incurred from their own pocket in the discharge of office duties and not due to his own willful neglect or default.

#### 24. Dissolution,-

Subject to the provisions of sections 13 and 14 of the Act, the society in general meeting convened for the purpose, may, at any time by resolution passed by not less than three-fifth of its members present in person resolve on the dissolution of the society which shall take effect from such date as the members at the general meeting may determine by the provisions of sections 13 and 14 of the Act shall apply.

# 25. Upon Dissolution, No distribution of property to members ,-

(Dr. Subhash K. Mahajan)

(Gopal P. Chaudhary)

If upon the dissolution of the society, there remains after the satisfician of its debts and liabilities, any property and assets whatsoever, the same shall not be paid to or distributed among the members of the society or any of them but shall be given or transferred to some other society or societies to be determined on the less than 3/5 of the meeting present personally or by proxy at the time of the dissolution, in terms of section 14 of the Act.

#### 26. Application of the Act.-

All the provisions under all the sections of the Societies Registration Act, 1860 and all statutory amendments therein, as applicable to the State of Maharashtra, shall apply to the society

Certified that, this is the correct copy of the rules and regulations of the society.

(Dr. Subhash K. Mahajan)

CHAIRMAN

(Gopal P. Chaudhary)
VICE CHAIRMAN

(Ranjana V. Kayerkar)

MEMBER SECRETARY

वही जिल्याची होरी नक्छन

अधीक्षक

**धार्वजनिक न्या**स नोंदणी कार्यालय

पूणे विभाग, पूचे

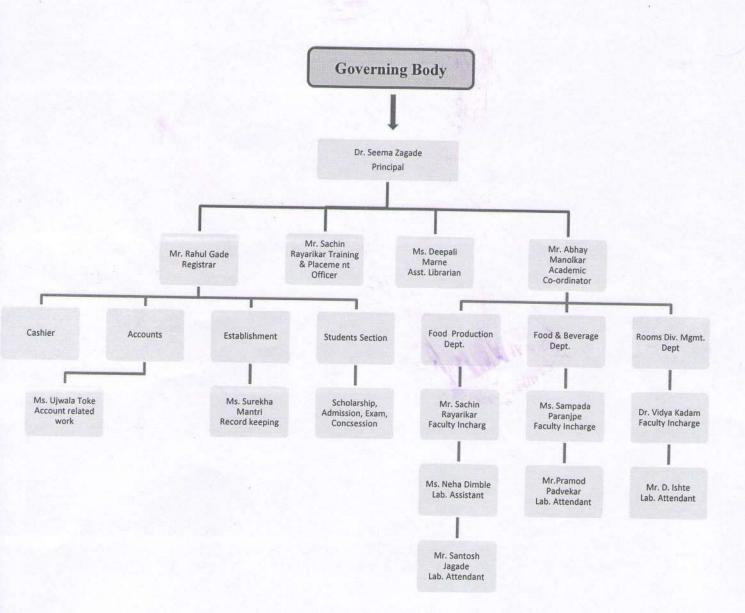


# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG – Degree Programme) 412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16.

**☎-** 25676640, Email: <u>msihmettpo@gmail.com</u>, web site: <u>msihmetrs.in</u>

#### Organizational chart





PRINCIPAL (UG –PG) Maharashtra State Institute of Hotel Management & Catering Technology Shivajinagar, Pune – 411 016



# ॲन्ड केटरिंग टेक्नोलॉजी, ॲंड रिसर्च सोसायटी, पुणे महाराष्ट्र राज्य इन्स्टिटयूट ऑफ हॉटेल मॅनेजमेंट

४१२-सी मॉडेल कॉलनी शिवाजीनगर पुणे १६ (नोदणी क्र. महा. ६९९/२००९/पुणे)

फोन-०२०-२५६७६६४०, २५६७७१८९ इमेल contact@msihmct.org

शुक्रवार दिनांक २७/०४/२०१२ रोजी झालेल्या सोसायटीच्या विश्वस्त मंडळाच्या सातव्या बैठकीचे इतिवृत्त

कक्षात घेण्यात आली. सदर बैठकीस खालील सदस्य उपस्थित होते. टेक्नॉलॉजी ॲंड रिसर्च सोसायटी पुणे या सोसायटीच्या विश्वस्त मंडळाची सातवी बैठक प्राचार्याच्या दिनांक २७/०४/२०१२ रोजी दुपारी ३.०० वाजता महाराष्ट्र स्टेट इंस्टिटयुट ऑफ हॉटेल मॅनेजमेंट अँड

- डॉ. एस. के. महाजन, प्र. संचालक तंत्रशिक्षण महाराष्ट्र राज्य मुंबई अध्यक्ष
- श्री. डी.एन. शिंगाडे, प्र. सहसंचालक तंत्रशिक्षण विभागीय कार्यालय पुणे उपाध्यक्ष
- श्रीमती. अनिता मुदलियार, प्राचार्य एमएसआयएचएमसीटी पदवी पुणे सदस्य सचिव
- श्री. एम.एस सातारकर, प्र. प्राचार्य, शासकीय तंत्रनिकेतन मालवण सदस्य श्री. पी.बी. चिकटे, सेवानिवृत्त प्रशिक्षण व आस्थापना आधिकारी शासकीय तंत्रनिकेतन ठाणे - सदस्य

सदर बैठकीस श्रीमती. सुनेत्रा रोडे व श्री. आर. पी. गायकवाड, सदस्य हे पूर्वपरवानगीने अनुपस्थित होते

अनुमोदन दिले. डॉ. महाजन यांनी अध्यक्षपदाची सुत्रे स्विकारून बैठकीचे कामकाज सुरू करणेसाठी सदस्य सचिव यांना सुचित केले, श्रीमती मुदलियार यांनी अध्यक्षांचे स्वागत केले त्यानंतर बैठकीच्या कामास सुरुवात के. महाजन यांना बैठकीचे अध्यक्षपद स्विकारणेबाबत विनंती केली. सदर सुचनेस श्री. चिकटे सदस्य यांनी सभेच्या सुरुवातीस श्रीमती. मुदलियार प्राचार्य व सदस्य सचिव यांनी उपस्थितांचे स्वागत करून डॉ. एस.

मान्यता देण्यात आली. बैठकीच्या इतिवृत्तास मान्यता देणेबाबत इतिवृत्त सादर केले. सदर इतिवृत्त सर्व सदस्यांनी वाचून त्यास सर्वानुमते <u>उराव क्रमांक ०७/१</u> - श्रीमती मुदलियार यांनी ०३/०९/२०११ रोजी झालेल्या विश्वरत मंडळाच्या सहाव्या

सुचक- श्री. चिकटे

अनुमोदन- श्री. सातारकर

ठराव सर्वानुमते मंजूर

मांडला यास सर्व सभासदांनी स्विकृतीस मान्यता दिली. विद्यापीठ तथा अखिल भारतीय तंत्रशिक्षण परिषद नवी दिल्ली (AICTE) यांचे नियम लागू करण्याचा ठराव MCSR चे नियम सेवा शर्ती व प्रशासकीय बाबी लागू क्रुण्यात यावे तसेच शिक्षकभरती व इतर बाबीकरीता पुणे <u>उराव क्रमांक ०७/२</u> - असे ठरविण्यात आले की संस्थेतील पदवी अभ्यासक्रमातील सर्व अधिकारी / कर्मचारी यांना

सुचक - श्री. डी. एन. शिंगाडे

अनुमोदक - श्री. चिकटे

ठराव सर्वानुमते मंजूर

कर्मचा-याची देखील वेतनवाढीचा ठराव मान्य करण्यात आला. तसेच त्याबाबत मा. सहसंचालक पुणे यांचेकडून आला. परंतू एप्रिल २०१२ पासून प्रत्यक्षात देणेबाबत सुचित केले. संस्थेतील कंत्राटी तत्वावर काम करणा-या टरण्यात आले की, जानेवारी २०१२ पासून ५०% प्रमाणे वेतन आयोग लागू करणेबाबत **टराव मान्य करण्यात** सहाव्या वेतन आयोग लागू करणेबाबतचा लेखी अर्ज नियामक मंडळाकडे मान्यतेसाठी सादर केला असता असे उराव क्रमांक ०७/३ - श्रीमती मुदलियार यांनी संरथेतील सर्व शिक्षक व शिक्षकेतर कर्मचारी यांनी केलेल्या

येथे जमा करणेबाबत श्री. चिकटे यांनी सुचित केले. शुल्क वाढीबाबतचा प्रस्ताव संस्थेच्या लेखपरिक्षकांकडून तयार करून सदर प्रस्ताव शिक्षण शुल्क समिती मुंबई वेतन निश्चिती करणेबाबत श्री. सातारकर यांनी सुचित केले. तसेच पदवी अभ्यासक्रमाच्या विद्यार्थ्यांचे शिक्षण

सुचक - श्रीमती. मुदलियार

अनुमोदक - श्री. शिंगाडे

ठराव सर्वानुमते मंजूर

करणेत आला. तसेच अतिरिक्त प्रवास भता देता येणार नसलेबाबत ठरविण्यात आले. सर्वानुमते मान्यता देणेत केलेबाबतचे निवेदन सादर केले असता समितीने शासकीय नियमांप्रमाणेच प्रवासभत्ता देय राहील असा ठराव ठराव क्रमांक ७/४ - श्रीमती मुदलियार यांनी संस्थेतील अभ्यागत अधिव्याख्याता यांनी प्रवास भत्याची मागणी

सुचक - डॉ. महाजन

अनुमोदक - श्री. शिंगाडे

ठराव सर्वानुमते मंजूर

निर्माण करणेबाबतचा ठराव मंजूर करणेत आला त्यास सर्वानुमते मान्यता देण्यात आली. तसेच पदव्युत्तर पदवी (MHMCT) अभ्यासक्रमाची शासनाकडून मान्यता आत्यास त्याअंतर्गत नवीन दोन पदे नियामक मंडळास सादर केले असता त्यामध्ये ४ शिक्षकीय नवीन पदे निर्माण करणेबाबतचा ठराव करणेत आला. ठराव क्रमांक ७/५ - श्रीमती मुदलियार यांनी सद्या संरथेतील शिक्षक कर्मचा-यांची बिंदू नामावली रजिस्टर

सुचक - श्री. शिंगाडे

अनुमोदक - श्री. सातारकर

ठराव सर्वानुमते मंजूर

सुचिविले की शासनाकडून विशेष बाब म्हणून १०% प्रवेश क्षमतेमध्ये वाढ करून घेणेबाबत प्रक्रीया करणे. त्यांस सर्वानुमते मंजूरी देण्यात आली. विद्यार्थी संस्थेतील प्रवेश रद्द करतात त्यामुळे संस्थेचे अर्थिक नुकसान होते. त्यामुळे श्री. चिकटे यांनी असे पदवी अभ्यासक्रमातील काही मागास प्रवर्गातील विद्यार्थी प्रवेश घेतल्यानंतर जात वैधता पडताळणी प्रमाणपत्र व शिष्यवृत्तीचे अर्ज संस्थेत सादर न करता परस्पर प्रवेश रह करतात त्यामुळे दरवर्षी कमीत कमी चार ते पाच ठराव क्रमांक ७/६/१- आयत्या वेळेच्या विषयामध्ये मुद्दा कं. ३४/३ मधील ठरावाप्रमाणे असे ठरविण्यात आले की

सुचक - श्री . शिंगाडे

अनुमोदक - श्री. चिकटे

ठराव सर्वानुमते मंजूर

प्राचार्यानी मा. डॉ. महाजन यांचेकडे अंतिम मान्यतेसाठी सादर करणेबाबत ठराव करणेत आला. यांनी मुद्दा उपस्थित केला असता त्यांचे गोपनिय अहवाल तपासणेसाठी एक समिती करून त्याचा अहवाल ठराव क्रमांक ७/६/२ -संरथेतील शिक्षक कर्मचा-यांचे परिविक्षा कालावधी बाबत श्रीमती अनिता मुदलियार प्राचार्य

सुचक - श्री. शिंगाडे

अनुमोदक - श्री. चिकटे

ठराव सर्वानुमते मंजूर

आला. त्यास सर्वानुमते मान्यता देणेत आली. ठराव क्रमांक ७/६/३- संस्थेतील पदवी अभ्यासक्रमास शासकीय/अनुदानित दर्जा मिळणेबाबतचा प्रस्ताव सादर करणेबाबत डॉ. महाजन यांनी सुचित केले असता तसा प्रस्ताव विहित मार्गाने सादर करणेबाबत ठराव करणेत

सुचक - डॉ. महाजन

अनुमोदक - श्री. शिंगाडे

ठराव सर्वानुमते मंजूर

ह, पुणे विद्यापीठी ई. व इतर प्रशासकीय व आर्थिक कामासाठी श्रीमती. मुदलियार यांना पुढील ब्ब दवी अभ्यासक्रमाच्या दैनंदीन कामासाठी व प्रस्तावित पदव्युत्तर अभ्यासक्रमाच्या (MHMCT) न दवी अभ्यासक्रमाचा प्राचार्य पदाचा अतिरिक्त कार्यभार तसाच पुढे चालू ठेवणेबाबत ठराव प्रचार्य श्रीमती अनिता मुदलियार यांच्या पदविका अभ्यासक्रमातील दोन वर्ष जालावधी दि. ०५/०५/२०१२ रोजी संपुष्टात येत असल्यामुळे असा ठराव झाला की, सद्या संस्थेत बन्न त्यांच्या धारणाधिकाराच्या प्रक्रीयेत त्यांनी मंत्रालय मुंबई येथे जावून पाठपुरावा करणेबाबत जर त्यांच्या धारणाधिकाराचा कालावधी वाढला तर त्यांचे वेतन निश्चिती संपूर्ण (१००%)

ाप्रमाणे देय राहील असा ठराव झाला.

सातारकर

नदर्शनास आणून दिली. तसेच भांडाराची कागदपत्रे व्यवस्थित व नियमानुसार करणेबाबत नियामक कर्नत घेण्यात आला होता त्याअनुसार संस्थेत तिस-या मजल्यावरील एटीके-२ या कीचनमध्ये नवीन कत मध्र इंडणी करून त्यासाठी श्री. रेहमान व गायत्री मोहिते यांची नेमणूक करणेत आली ही बाब ७६/५- पदवी अभ्यासक्रमासाठी स्वतंत्र भांडार स्थापन करणेबाबतचा ठराव यापूर्वीच्या नियामक

- इन्ती मुदलियार

नता दिला.

-श्री. चिकटे

- जुनते मंजूर संस्थेतील स्थानिक व्यवस्थापन समिती मधील काही रिक्त पदांसाठी इंडस्टितील

-3/3/e <del>p--</del> नावे अध्यक्षांच्या मान्यतेसाठी कळविणेबाबत ठराव करणेत आला.

- जीमती मुदलियार

-श्री. चिकटे

व्यनुमतं मणूर ा १८ थिथा प्राप्त विश्वक / शिक्षकेतर कर्मचारी यांना प्रशिक्षण देणेबाबत संस्थेतील I.R.G मधून

क्न देणेबाबतचा ठराव करणेत आला

श्रीमती मुदिलयार

- श्री. सातारकर

ाब हवानुमते मंजूर

नुदिलयार यांनी अध्यक्षांचे व सर्व उपस्थित सदस्यांचे आभार मानून बैठकीचे कामकाज संपल्याचे जाहीर

के रिता संसायटी पुण स्टेट इन्स्टियूट ऑप्य ह जंन्ड कटरिंग टेवनोलॉजी, MCASIEIL

> प्राचायं व सदस्य सचिव (अनिता मुदलियार) Mhoodhe

Hotel Management & Catering Technology Shivajinagar, Pune - 411 016 Maharashtra State Institute of (BHMCT)

PRINCIPAL



#### GOVERNMENT OF MAHARASHTRA

#### FINANCE DEPARTMENT

### MAHARASHTRA CIVIL SERVICES

(GENERAL CONDITIONS OF SERVICES)
RULES, 1981

(Updated upto 30th December 2021)

FINANCIAL PUBLICATION OF THE GOVERNMENT OF MAHARASHTRA No. III

PRINTED AT THE GOVERNMENT CENTRAL PRESS, MUMBAI 2021

[ Price : Rs. 159.00]

# MAHARASHTRA CIVIL SERVICES (GENERAL CONDITIONS OF SERVICES) RULES, 1981

(Updated upto 30th December 2021)

FINANCIAL PUBLICATION OF THE GOVERNMENT OF MAHARASHTRA No. III

#### INTRODUCTION

Maharashtra Civil Services (General Conditions of Services) Rules, were first published in 1981. It was indicated at that time that the Marathi version of the said rules would be published separately. Accordingly, Maharashtra Civil Services (General Conditions of Services) Rules, 1981 was published. This Marathi version was updated by incorporating changes made upto 31st December 1984. This Marathi translation was published in the *Gazette* of 28th March 1985. Thereafter, considering the changes made in the rules from time to time, a need was felt to publish an updated version and therefore the Finance Department decided to publish the latest updated edition of the rules.

Shri D. G. More, retired Joint Secretary has made valuable contribution in drafting the book.

Date: 30th December 2021, Finance Department, Mantralaya, Mumbai 400 032. VINAYAK DHOTRE
Deputy Secretary to Government,
Finance Department.

#### **PREFACE**

The First Edition of the Bombay Civil Services Rules, 1959, in Volumes I and II, was published in 1959. Various developments have taken place since reorganisation of the bilingual Bombay State into the two States of Maharashtra and Gujarat in 1960. Also further changes have been made in the Rules through numerous amendments issued from time to time, during the last few decades. As a result, considerable difficulties were being experienced in application of these rules. The need to have the revised and simplified Civil Services Rules was being acutely felt.

The Government, has so far published the following Rules from time to time:—

- (1) Maharashtra Civil Services (General Conditions of Services) Rules.
- (2) Maharashtra Civil Services (Pay) Rules.
- (3) Maharashtra Civil Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules.
  - (4) Maharashtra Civil Services (Leave) Rules.
  - (5) Maharashtra Civil Services (Pension) Rules.
  - (6) Maharashtra Civil Services (Commutation of Pension) Rules.
- 2. The first four sets of Rules [Sr. Nos. (1) to (4)] have been framed by the Governor of Maharashtra under the provision of Article 309 of the Constitution of India. These rules which have been issued under Government Notification, Finance Department, No. MSC 1081/1/ MCSR-Cell, dated the 23rd July 1981, came into force with effect from the 15th August 1981. Sr.No.5, Maharashtra Civil Services (Pension) Rules, 1982, were framed by the Governor of Maharashtra under the provision of Article 309 of the Constitution of India, which have been issued under Government Notification, Finance Department, No.MSC-1082/5/SER-6, dated the 12th August, 1982, and came into force with effect from 15th August, 1982. The Sr. No.6 Maharashtra Civil Services (Commutation of Pension) Rules, 1984 have been framed by the Governor of Maharashtra under the provision of Article 309 of the Constitution of India, which have been issued under Government Notification, Finance Department, No.MCS-1084/9/SER-6, dated the 19th July, 1984 and came into force with effect from 15th August, 1984.

The Government has decided to revise the six sets of Rules mentioned in para 1.

3. This set of rules pertains to General Conditions of Services of employees of the Maharashtra Government.

- 4. To make each set of Rules as self-contained as possible, the relevant delegation of powers, Appendices and the relevant forms pertaining to a particular subject, have also been included therein.
- 5. For easy reference, a comparative table has been appended to this set of rules at the end, indicating the new rule numbers and the corresponding provisions of the Bombay Civil Services Rules, 1959. The table also indicates the provisions of the Bombay Civil Services Rules, 1959, which have been deleted from this set of rules.
- 6. Omissions or inaccuracies, if any, in this set of rules, may please be brought to the notice of the Finance Department.

Date: 30th December 2021 Finance Department, Mantralaya, Mumbai 400 032. NITIN GADRE
Additional Chief Secretary to Government,
(Accounts and Treasuries)
Finance Department.

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#### COMPARATIVE TABLE

Comparative Table showing the rules from the Maharashtra .. 99 Civil Services (General Conditions of Services) Rules, 1981 and corresponding rules in the Bombay Civil Services Rules, 1959.

# GOVERNMENT OF MAHARASHTRA FINANCE DEPARTMENT

Mantralaya, Mumbai 400 032, dated 23rd July 1981

#### **NOTIFICATION**

Constitution of India.

No. MSC 1081/1/MCSR-Cell.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Maharashtra is hereby pleased to make the following Rules, namely:—

#### **CHAPTER I-GENERAL**

#### 1. Short title and commencement

- (1) These Rules may be called the Maharashtra Civil Services (General Conditions of Services) Rules, 1981.
  - (2) They shall come into force on the 15th day of August 1981.

#### 2. Extent of application

Except where it is otherwise expressed or implied, these rules apply to all members of services and holders of posts whose conditions of service the Government of Maharashtra are competent to prescribe. They shall also apply to—

- (a) any person for whose appointment and conditions of employment special provision is made by or under any law for the time being in force,
- (b) any person in respect of whose service, pay and allowances and pension or any of them special provision has been made by an agreement made with him, in respect of any matter not covered by the provisions of such law or agreement, and
- (c) Government servants paid from Local Funds administered by Government, except rules relating to the foreign service.
- Note 1.— As regards the amount of leave and pension, Government servants of the former States of Saurashtra, Kutch, Madhya Pradesh and Hyderabad, allocated to the State of Bombay, who have opted to be governed by the rules of the former States applicable to them before the 1st day of November 1956, in accordance with Government Resolution, Finance Department, No. INT 1056-S-8, dated the 7th January 1957, as modified from time to time will be governed by those rules. Option once exercised is final.

- Note 2.— By virtue of rule 3 of All India Services (Compensatory Allowances)
  Rules, 1954, and Rule 3 of All India Services (Travelling Allowances)
  Rules, 1954, the Compensatory and Travelling Allowances of the All
  India Services Officers, serving in connection with the affairs of the
  Government of Maharashtra, are regulated by the relevant provisions
  of the Maharashtra Civil Services Rules pertaining to Compensatory
  Allowances and Travelling Allowances.
- Note 3.— Persons transferred to Government service from a Local Fund which is not administered by Government will be treated as joining a first post under Government and their previous service shall not count as service performed under Government. Government may, however, allow previous service in such cases to count as service performed on such terms as it thinks fit.

#### 3. Right to interpret

<sup>1</sup>[Finance Department] reserve to themselves the right of interpreting these rules

#### 4. Power of relaxation

Where Government is satisfied that the operation of any of these rules causes or is likely to cause undue hardship in the case of any Government servant or class of Government servants, it may, by an order in writing, exempt any such Government servant or class of Government servants from any provisions of these rules or may direct that such provisions shall apply to such Government servants or class of Government servants with such modifications not affecting the substance thereof as may be specified in such order.

#### 5. Validity of terms of contract

The terms of a specific contract enforceable at law necessarily override the provisions of these rules.

#### 6. Regulation of claims to pay, allowances, leave and pension

A Government servant's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned; to leave by the rules in force at the time the leave is applied for and granted; and to pension by the rules in force at the time when the Government servant retires or is discharged from the service of Government:

The word is substituted vide Government Notification, F. D. No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

Provided that, if during his service, changes disadvantageous to him are introduced in the rules, to which he became subject on entry into the service of Government, his pension shall not be less than that which would have been admissible but for the introduction of such changes.

#### 7. Exercise and delegation of powers under these rules

No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to <sup>1</sup>[Finance Department] to prescribe, by general or special order, cases in which its consent may be presumed to have been given.

Note.—For powers delegated under these rules, see Appendix I.

#### 8. Reasons for concessions to be communicated to Audit Officer

When a competent authority, other than Government, communicates to the Audit Officer an order granting any concessions under these rules to any Government servant in cases in which it is prescribed that the reasons therefor should be recorded, he should at the same time forward to him a copy of his reasons.

The words are substituted vide Government Notification, F. D. No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

#### CHAPTER II-DEFINITIONS

- **9.** Unless the context otherwise requires, the terms defined in this Chapter are used in the various sets of the Maharashtra Civil Services Rules, in the sense here explained:—

  - (2) **Allotment** means grant of a licence to a Government servant to occupy a house owned, leased or requisitioned by Government or a portion thereof for his use as residence.
  - (3) **Apprentice** means a person deputed for training in a trade or business with a view to employment in Government service, who is paid at monthly rates by Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.
  - (4) **Audit Officer** means an Audit Officer, appointed by the Comptroller and Auditor General of India whatever his official designation, in whose circle of audit a public servant is serving or (in respect to verification of service) has served.
  - (5) <sup>2</sup>[ **Cadre** means a group of permanent as well as temporary posts, sanctioned from time to time, of a service or a part of a service sanctioned as a separate unit.]
  - (6) **Camp equipage** means the apparatus for moving a camp. These term excludes camp equipment and means only moving apparatus or carriage which includes baggage- <sup>1</sup>[ ], pack bullocks, carts, drivers of the bullocks, etc. coolies who carry camp equipment and servants employed as tent-pitchers. Any private or extra servants are not included in this term.
  - (7) **Camp equipment** means tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of public service for a Government servant to take with him on tour.

The provision is deleted *vide* Government Notification, F. D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The provision is substituted *vide* Government Notification, F. D., No. GCS-1096/8/SER-6, dated 27th March, 1997.

- (8) **Compensatory allowance** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes different types of travelling allowances.
- (9) **Competent authority,** in relation to the exercise of any power, means Government, or any authority to which the power is delegated by or under these rules.
- (10) **Consolidated Fund of India or the State.** All revenues received by the Government of India, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government in repayment of loans shall form one consolidated fund to be entitled "the Consolidated Fund of India". Similarly all revenues received by the Government of a State, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government in repayment of loans shall form one consolidated fund to be entitled "the Consolidated Fund of the State".
  - (11) **Constitution** means the Constitution of India.
- (12) **Date of first appointment** means the date the Government servant assumes the duties of his first post in Government service, or, if this be earlier, the date of his assumption of any duty which is treated, as service counting for pension.
- (13) **Day** means the period beginning from one midnight and ending with the next midnight.
  - (14) **Duty**.— duty includes,—
    - (a) service as a probationer;
    - (b) joining time;
  - (c) a course of instructions or training authorised by or under the orders of Government;
    - (d) course of instruction or training authorised by—
    - (i) Director of Social Welfare in the case of the members of the staff of the Social Welfare Officer deputed to undergo a course of training in making estimates and plan drawing before their confirmation,
    - (ii) Director of Education in the case of teachers of the educational staff who undergo a course of training or instructions at training colleges or schools, and

- (iii) Director of Agriculture in respect of staff who undergo a course in agriculture or any other training preparatory to appearing for the Sub-service Department Examination.
- Note 1.—The time reasonably required for the journeys between the place of training and the station from which a Government servant proceeds in order to undergo training, is part of the period of training.
- Note 2.—The period spent by candidates (other than candidates not already in Government service admitted after the 15th August,1939) at the Central Police Training College, Nashik, for training and the interval between the satisfactory completion of the course and their assumption of duty should be regarded as duty for the purpose of this rule.

In the case of Military Officers and other ranks, who join the Police Force as Sub-Inspectors and whose period of probation is treated as Vocational Training under section 40 of Army Vocational Training (India), 1933, their services in the Police shall count from the dates they formally leave the Army, since, until that date, the time spent on vocational training is included in the period of their military service and they are borne on the military establishment.

- Note 3.—The period spent by candidates (other than candidates not already in Government service admitted on or after the 22nd April 1962) in the Prohibition and Excise Department for training and interval between the completion of the course and their assumption of duty, should be regarded as duty for the purpose of this rule.
- Note 4.—The period spent by the <sup>1</sup>[State Tax Inspectors] in the <sup>1</sup>[Good and Service Tax Department] for the training and the interval between the completion of training and their asumption of duty as <sup>1</sup>[State Tax Inspector] in the regular time scale of pay should be regarded as duty for the purpose of this rule.
- *Note* 5.—When one or more holidays follow the period of training, the training period may be deemed to have been extended to cover such holidays.
  - (e) the period occupied—
  - (i) in appearing for a language examination prescribed by Government at which a Government servant has been granted permission to appear,
    - (ii) in attending an obligatory departmental examination,
  - (iii) in attending an examination which a Government servant must pass to become eligible for a higher post in any branch of the Public Service,

Substituted as per Government Notification, Finance Department MGST. 1017/C.R. 94 (B)/ Taxation-1, dated 21st June 2017.

including the time reasonably necessary for going to and from the place of examination.

This concession should not be allowed more than twice for each obligatory examination.

- Note 1.—If an examination is taken immediately before leave, the leave shall be held to have commenced from the date following that of the completion of the examination. In cases where an examination is taken in interruption of leave or immediately after leave, the time occupied in appearing for the examination, including the time necessary for going to and from the place of examination, shall be treated not as duty but as leave.
- Note 2.—The period occupied in appearing for the Maharashtra Accounts Clerks' Examination including the time reasonably necessary for going to and from the place of examination on voluntary basis should be treated as duty. This concession should not be allowed more than twice.
  - (f) the period for which a Government servant is required to wait compulsorily until receipt of his posting orders in the cases mentioned below :—
    - (i) whose orders of transfer are held in abeyance, cancelled or modified while in transit, or
    - (ii) who, on return from leave or deputation or on abolition of the post held by him, has to await receipt of posting orders, or
    - (*iii*) who, on arrival at the headquarters of the post to which he is posted is not in a position to take charge of the post from the Government servant to be relieved.

The period availed of to resume duties after the receipt of posting orders shall not exceed the joining time admissible under the rules and shall be treated as a continuation of the period of compulsory waiting.

(g) the period intervening between the date on which a Government servant is engaged temporarily for special or other duty and the date on which he takes over charge, provided the period does not exceed the joining time that would be permissible to a Government servant entitled to joining time;

- (h) the period spent by Government servant on training mentioned below:—
  - (i) training in accordance with the Regulations of the Army in India Reserve of Officers,
- Note.— In the case of civil officers granted Commissions in the Army in India Reserve of Officers the period of training will not include the time spent in journey to and from the station at which the training is carried out. The time spent by these officers in journeying to and from the place of training should be treated as duty and acting arrangements may be made during that time.
  - (ii) training in the Indian Naval Fleet Reserve and on the journey to and from the place of training,
  - (iii) annual training courses of instruction or military service in accordance with the Regulations for the Territorial Army, 1948,
  - (iv) on Home Guard training or Home Guard duties with the permission of the Head of his office,
  - (v) in training or in the camp in accordance with the rules of the National Cadet Corps and also such period of the vacations as are spent by National Cadet Corps Officers (Senior Division) who are Government servants holding officiating charge of units during the absence of regular Commanding Officers,
  - (vi) training and active service in the Army and Air Force Reserves and the Indian Fleet Reserve/Air Defence Reserve and/ on journey to and from the place of training, in case leave in respect of their civil appointment is not availed of during training and transit period,
    - (vii) training at a Boy Scouts' Camp,
- Note.—No travelling or halting allowance is admissible in respect of this duty.
- <sup>1</sup>[(i) additional special leave on full pay may be granted to a Government servant undergoing treatment for dog bite as per the advice of authorised Medical Officer.]
  - (j) the period spent by a Government servant in connection with work on the various University bodies in the Maharashtra State—
    - (a) as representatives of Government or ex-officio.

The provision is substituted *vide* Government Notification, F. D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021 with effect from 11th September 2017.

(b) by virtue of his Official Position such as Principal of a College,

#### and

- (c) for attending the meeting of a Board of Studies.
- (15) **Emoluments** for the purpose of rules in the Maharashtra Civil Services (Occupation of Government Residences) Rules mean—
  - (i) Pay,
  - (ii) payments from the Consolidated Fund of India or of the State and only that portion of the fees received by a Government servant which he is allowed to retain under the rules, if such payments or fees are received in the shape of a fixed addition to monthly pay and allowances as part of the authorised remuneration of a post,
  - (iii) compensatory allowances other than travelling allowance, uniform allowance, clothing allowance, outfit allowance, special outfit allowance, uniform grant and grant for horse and saddlery whether drawn from the Consolidated Fund of India or of the State or from a Local Fund,
  - (iv) pension and pension equivalent of death-cum-retirement gratuity except in the following :—
    - (a) Wound or Injury Pension and Family Pensions drawn under the provisions of Maharashtra Civil Services (Pension) Rules,
    - (b) Compensation received under the Workmen's Compensation Act,1923, as subsequently amended,
  - $\left(v\right)$  in the case of a Government servant under suspension and in receipt of a subsistence allowance, the amount of the subsistence allowance :

Provided that, if such Government servant is subsequently allowed to draw pay for period of suspension, the difference between the licence fee recovered on the basis of the subsistence allowance and the licence fee due on the basis of the emoluments ultimately drawn shall be recovered from him:

Provided further that if such Government servant is subsequently reinstated and the period of suspension is treated as leave, the difference between the licence fee recovered on the basis of the subsistence allowance and the licence fee due on the basis of emoluments defined in Note 1 below shall be recovered from him.

Allowances attached to the President's Police and Fire Services Medal, the Police Medal, or the Indian Order of Merit, Param Vir Chakra, Maha Vir Chakra, Vir Chakra are not included in the emoluments.

- Note 1.—The emoluments of a Government servant on leave mean the emoluments drawn by him for last complete calendar month of duty performed by him prior to his departure on leave.
- Note 2.— The word "Pension" occurring in clause (iv) above means the full sanctioned pension prior to commutation.
- <sup>1</sup>[Note 3.—This provision is applicable to those who joins Government Service on or before 31st October, 2005.]
- (16) **Family** means a Government servant's wife or husband, as the case may be, residing with the Government servant and legitimate children and step-children residing with and wholly dependent upon the Government servant. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon the Government servant.
- *Note 1.* Not more than one wife is included in the term "family" for the purpose of these rules.
- Note 2.— An adopted child shall be considered to be a legitimate child if, under the personal law of the Government servant, adoption is legally recognised as conferring on it the status of a natural child.
- (17) **Fee** means a recurring or non-recurring payment to a Government servant from a source other than the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory, whether made directly to the Government servant or indirectly through the intermediary of Government, but does not include—
  - (i) unearned income such as income from property, dividends, and interest on securities; and
  - (ii) income from literary, cultural, or artistic, scientific or technological efforts if such efforts are not aided by the knowledge acquired by the Government servant in the course of his service.
- Note.— The above definition is not applicable to the fees payable from the Consolidated Fund under the Law Officers (Conditions of Service) Rules.

This note is added vide Government Notification, F. D. No. MCS-2019/CR 19/SER-6, dated 30th December 2021 with effect from 31st October, 2005.

<sup>1</sup>[(18) **First appointment** means the appointment of a person under the Government by recruitment process:

Provided that, if a person is holding a post previously in the Government and he/she is selected by direct recruitment for another post in the Government that new appointment is also a first appointment.

- Note.—"recruitment process" means as per the provisions of Recruitment Rules, the selection by Maharashtra Public Service Commission or Competent Selection Authority or appointed on compassionate ground.]
- <sup>1</sup>[(19) **Foreign service** means where a Government servant is appointed in India or outside of India with the approval of Competent Authority and receives his pay from any sources other than the Consolidated Fund of India or of a State, or of a Union Territory.
- (19A) **Deputation** means, a Government servant transferred from his original cadre to other post, in a State or in India or outside India, with the sanction of Government, and draw his pay from Consolidated Fund of India or of a State, or of a Union Territory.]
- [(19B) **Deputation period** means a period from the date on which a Government Servant relieves from his post in original department and came to an end on a date on which he joins the post in original department]
  - <sup>1</sup>[(20) A Gazetted Government servant means,-
    - (i) All Group "A" Officers of the State Government;
  - (ii) Group "B" Officers of State Government, whose names and appointments are published in the Gazette by the Government.

Provided that,

- (a) the Government servant who is aurthorised for judicial purposes; or
- (b) any Government servant authorized as Drawing and Disbursing Officer,

shall not be considered as Gazetted Officer;

(20A) "Government servant" means a person who,—

(i) is appointed to any Civil Service or post in connection with the affairs of the State, and include such Government servant whose services are temporarily placed at the disposal of any other State Government or Government of India, or a company, or

The provision is substituted *vide* Government Notification, F. D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

corporation owned or controlled by the Government, or a local authority or other authority, notwithstanding that his salary is drawn from sources other than the Consolidated Fund of the State;

- (ii) holds a civil post under any Government in India and whose services are temporarily placed at the disposal of the Government; or
- (iii) is in the service of a local or other authority and whose services are temporarily placed at the disposal of the Government;
- Note.— A person who is not appointed by the Government or who does not receive his pay from the Consolidated Fund of India or of a State, or of a Union Territory and his expenditure on pay met from the Grantin-Aid Fund provided by the Central or State Government or Union Territory is not a Government Servant.]
  - (21) **Government**, unless there is anything repugnant in the subject or context, as respects anything done or to be done after the commencement of the Constitution, shall mean the Governor of Maharashtra.
  - (22) **Heads of Departments.** This term includes the officers mentioned in Appendix II and any others whom Government may from time to time declare to be Heads of Departments.

### (23) Holiday means—

- (a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881; and
- (b) in relation to any particular office, a day on which such office is ordered by Government, or by a duly constituted authority, by notification in the Gazette or otherwise, to be closed for the transaction of Government business without reserve or qualification.
- (24) **Honorarium** means a recurring or non-recurring payment granted to a Government servant from the Consolidated Fund of India or the Consolidated Fund of the State or of a Union Territory as remuneration for special work of an occasional character.

## (25) House-rent allowance is an allowance granted—

- (a) towards defraying house-rent in localities where such rents are high, or
  - (b) in lieu of free quarters.

- <sup>1</sup>[(26) **Group "D" Service** means a post specifically classified as Group D post in post creation order or in Recruitment Rules.]
- (27) **Joining time** means the time allowed to a Government servant to join a new post or to travel to or from a station to which he is posted.
- (28) **Leave** means permission to remain absent from duty granted by a competent authority under the Maharashtra Civil Services (Leave) Rules, 1981.
- (29) **Leave-salary** means the monthly <sup>2</sup>[proportionate] amount paid by Government to a Government servant on leave.
- (30) **Lien** means the title of a Government servant to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent <sup>2</sup>[or temporary] post, including a tenure post, to which he has been appointed substantively.
- (31) **Local allowance** is an allowance granted on account of the expensiveness or unhealthiness of an area. It is admissible to Government servants who have their headquarters within the area for which it is sanctioned, and not to Government servants merely travelling in that area.

#### (32) Local Fund means—

- (a) revenues administered by bodies, which by law or rule having the force of law come under the control of Government whether in regard to proceedings generally or to specified matters, such as the sanctioning of the budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension, or similar rules; and
- (b) the revenues of any body which may be specially notified by Government as such.
- (33) **Ministerial servant** means a Government servant of <sup>1</sup>[Group C] services, whose duties are entirely clerical, and any other class of servants specially defined as such by Government.
- (34) **Month** means a calendar month. In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

<sup>&</sup>lt;sup>1</sup> The provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6. dated 30th December 2021.

The word/s is/are inserted vide Government Notification, F.D., No. MCS-2019/CR-19/SER-6, dated 30th December 2021.

*Instruction*—Calculations of period expressed in terms of months and days should be made as under :—

(a) To calculate 3 months and 20 days on and from the 25th January, the following method should be adopted:—

			y.	m.	d.
25th January to 31st January		 	0	0	7
Februay to April		 	0	3	0
1st May to 13th May		 	0	0	13
			0	3	20

(b) The period commencing on 30th January, and ending with 2nd March should be deemed as 1 month and 4 days, as indicated below:—

			y.	m.	d.
30th January to 31st January		 	0	0	2
Februay	••	 	0	1	0
1st March to 2nd March		 	0	0	2
		_	0	1	4

- (35) **Officiate**.—A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority, may if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.
- (36) **Pay** means the  $^1[proportionate]$  amount drawn monthly by a Government servant as—
  - (i) the pay (including special dearness pay) which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre; and
    - (ii) personal pay  ${}^{2}[$  ]; and

The world is inserted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The words are delted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated the 30th December 2021.

(iii) any other emoluments which may be specially classed as pay by Government. <sup>1</sup>[including Non-Practicing allowance and]

<sup>2</sup>[(iv) the pay drawn in the prescribed pay band plus applicable grade pay as per the Sixth Pay Commission but does not include any other type of pay like special pay, which the Government Servant was receiving immediately before his retirement or on the date of his death.;]

<sup>3</sup>[Provided that, any kind of financial incentive, including difference in pay on account of one-step promotion (other than by way of time bound promotion or assured career progression) as per any policy of the Government, shall not be admissible for calculating pay.;]

<sup>4</sup>[(iv) the pay drawn in the prescribed pay level but does not include any other type of pay like special pay, which the Government Servant was receiving immediately before his retirement or on the date of his death.;]

### (37) **Pension** includes a gratuity.

<sup>5</sup>[Note.-This provision is not applicable to those who joined Government Service on or after 1st November, 2005.]

<sup>1</sup>[(38) Pensionable Pay means the average pay earned by a Government servant during the last ten months' service or the basic pay fixed for the post from which an employee has been retired, which is more beneficial to the Government Servant;]

<sup>6</sup>[Any kind of financial incentive, including difference in pay on account of one-step promotion (other than by way of time bound promotion or Assured career progression) as per any policy of the Government, shall not be admissible for calculating pensionable pay.]

<sup>7</sup>[Note.—The pay drawn by a Government servant while on foreign service shall not count for pension. In such a case, the pay which the Government servant would have drawn under the Government had he

The provision is added with effect from the 1st January 2006 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The proviso is added with effect from the 27th October 2014 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The provision at clause (iv) which is added with effect from 1st January 2006 is substituted with effect from the 1st January 2016 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The note is added with effect from 1st November 2005, *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The provision is added with effect from the 27th October 2014 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The note is added with effect from 1st January 2006 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

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The provision is added with effect from the 1st January 2006 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

not been sent on foreign service, will alone be taken into account while calculating pensionable pay.]

- <sup>1</sup>[(38A) Pension shall be paid at fifty per cent of the average basic pay earned by a Government servant during the last ten months' service or at fifty per cent of the basic pay fixed for the post from which an employee has been retired, whichever is more beneficial to him.
- (39) **Pensionable service** means service which qualifies the Government servant performing it to receive a pension from the Consolidated Fund.
- (40) **Permanent post** means a post carrying a definite rate of pay sanctioned without limit of time.
- (41) **Personal** pay means additional pay granted to a Government servant—
  - (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or due to any reduction of such substantive pay otherwise than as a disciplinary measure; or
    - (b) in exceptional circumstances, on other personal considerations.
- (42) **Presumptive pay** of a post, when used with reference to any particular Government servant, means the pay to which be would be entitled if he held the said post and were performing its duties; but it does not include special pay unless the Government servant performs or discharges the work or responsibility, in consideration of which special pay was sanctioned.
- (43) **Probationer** means a Government servant employed on probation in or against a substantive or temporary vacancy in the cadre of a department.
- Note 1.— No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his appointment, such as the condition that he must remain on probation pending the passing of certain examination.
- Note 2.— A Government servant (other than one who holds substantively a permanent post) appointed on promotion to a temporary post will be treated for all purposes as a temporary Government servant.
- *Note 3.* The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.

The provision is added with effect from 1st January 2006 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

- (44) **Public Account of India or the State** means all other public moneys excluding those referred to in sub-rule (10) received by or on behalf of the Government of India or the Government of a State.
- (45) **Public conveyance** means a train, steamer, aircraft or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefrom according to the wishes of the passengers.
- (46) Registered medical practitioner means a medical practitioner registered under the Maharashtra Medical Council Act, LXVI of 1965, or the Maharashtra Medical Practitioners Act, XXVIII of 1961, or a practitioner registered under Part A or Part B of the Register maintained under the Maharashtra Homoeopathic and Biochemic Practitioners Act, XII of 1960, or any other law corresponding thereto and in force in the State of Maharashtra, or the respective Medical Registration Acts of the several State Governments.
- (47) **Selection grade** means a scale of pay which has been sanctioned specifically as a selection grade by an order of Government.
- (48) **Special pay** means an addition, of the nature of pay, to the emoluments of a post or of a Government servant granted in consideration of—
  - (a) the specially arduous nature of the duties;
  - (b) a specific addition to the work or responsibility.
- (49) **Sphere of duty** means the area to which the duties of a Government servant are confined.
- (50) **Subsistence allowance** means a monthly grant made to a Government servant who is not in receipt of pay or leave-salary.
- (51) **Substantive pay** means the pay other than special pay, personal pay or emoluments classed as pay by Government under sub-rule 36(iii) to which a Government servant is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.
- (52) **Superior service** means any kind of service which is not  ${}^{1}[Group D]$

The word and letter is substituted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021. H-1956–4a

- (53) **Temporary post** means a post carrying a definite rate of pay sanctioned for a limited time.
- Note.— Substantive appointments to temporary posts should be made in a limited number of cases only, as for example, when posts are, to all intents and purposes, quasi-permanent or when they have been sanctioned for a period of not less than, or there is reason to believe that they will not terminate within a period of three years. In all other cases, appointments in temporary posts should be made in an officiating capacity only.

Instruction.—The benefit of substantive appointments to temporary posts contemplated in the above note should not be allowed to be enjoyed by more than one person simultaneously. Therefore, where a Government servant has already been appointed substantively to a temporary post and there is a temporary interruption in his tenure of the post, it would not be proper to appoint another Government servant substantively to the post during such temporary interruption. For this purpose, interruptions which are likely to last for less than 3 years may be treated as temporary. It follows, therefore, that where a Government servant is already appointed substantively to temporary post, a second Government servant should not be appointed substantively to it unless the previous holder of the post has been transferred from it permanently or unless he has been transferred temporarily and there is reason to believe that he will remain absent from the post for a period of not less than three years.

(54) Tenure post means a permanent post which an individual Government servant may not hold, for more than a limited period without reappointment.

Note.— The following posts in State and Group A services have been declared by Government to be tenure posts:—

		Period of tenure (Years)
(1)	Under Secretary to Government (when held by persons other than those promoted from the Subordinate Secretariat Service).	
(2)	Deputy Secretary (Criminal Law) in the Law and Judiciary Department.	5
(3)	Solicitor (Mofussil Litigation)	5
(4)	Three posts of Assistant Directors of Social Welfare	3

- (55) (a) **Time-scale pay** means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum.
- (b) Time-scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scale are identical.
- (c) A post is said to be on the same time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments; so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.
- <sup>1</sup>[(56) "Transfer" means posting of a Government servant from one post, office or Department to another post, office or Department, as defined in the Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of Official Duties Act, 2005 (Maharashtra Act XXI of 2006)]
- (57) **Transit time** means the actual time required to reach the destination of tour from the headquarters or from one outstation to another outstation by the ordinary mode of travel.
- (58) **Travelling allowance** means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interest of the public service. It includes allowances granted for the maintenance of conveyances, horses and tents.

The provision is substituted vide Government Notication F.D., MDS-2019/CR 19/SER-6, dated 30th December 2021.

#### CHAPTER III—GENERAL CONDITIONS OF SERVICES

- <sup>1</sup>[10. Age limit for recruitment in Government Service.—Except as provided in the Maharashtra Civil Services Classification and Recruitment Rules, the age limit for recruitment in Government service shall be,—
  - (a) minimum eighteen years for all class of categories; and
- (b) maximum thirty-eight years for General Category and forty-three years for Backward Class Category.
- Note 1.— The Government may by an order increase the minimum age limit and reduce or increase the maximum age limit for specific cadres.
- Note 2.— For physically challenged candidate the upper age limit is forty-five years.
- Note 3.— The Government Resolutions by which upper age limit is enhanced from time to time shall be applicable for the recruitment made in that relevant period.]

# 11. Certificate of physical fitness a prerequisite for substantive appointment or continuance in service

- (1) Every Government servant shall produce a medical certificate of health either before he is appointed substantively to a permanent post or before he completes six months' service from the date of appointment, whichever is earlier.
- (2) The limit of six months prescribed in sub-rule (1) above is the maximum one and the Head of Office should, in the case of Government servants who, on their appointment, are expected to continue in Government service for more than six months, require them to produce medical certificates of fitness for Government service within two months from the dates of joining service. These time limits for producing the medical certificate are also applicable from the date of appointment to the higher post in cases where fresh medical examination is necessary under sub-rule (4) of rule 15.

<sup>2</sup>[Provided that, the provisions of The Rights of person with Disabilities Act, 2016(49 of 2016) shall be applicable to the physically challenged persons.]

Note 1.— Rules for the examination of the candidates as to their physical fitness for Government service have been embodied in Appendix III.

The provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The priviso is added vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

- Note 2.— Part-time Government servants should be required to produce medical certificates of fitness in the same manner and under the same condition as full-time Government servants.
- Note 3.— Normally a person for an appointment under Government should be medically examined before his appointment. In cases, however, where a person is required to join immediately for work or for training, appointment may be made without first obtaining the medical certificate but the appointment should be subject to his being declared medically fit by an appropriate Medical Authority. In all such cases, if a Government servant is declared unfit for service on medical examination and he prefers an appeal under rule 18 in Appendix III, he should be retained in service till the appeal is finally decided. Efforts should be made to obtain the decision early. If the candidate is found responsible for causing delay, his services should be terminated forthwith.
- Note 4.— In the case of a Government servant whose appointment is made on temporary basis without a medical certificate, it is necessary to get a certificate of fitness from the appropriate Medical Authority as required by rule 15(1) and rule 11 in Appendix III. If a Government servant is found unfit for retention in service at all by the appropriate Medical Authority and if an appeal for a second medical examination from him is accepted, he should be allowed to continue in service till the verdict of appropriate Medical Authority is known. In case it is decided not to accede to his request for second medical examination or, if he is found to be responsible for causing delay in obtaining the verdict of the appropriate Medical Authority on his appeal, his services should be terminated forthwith.
- Note 5.— (i) For a proper observance of the procedure in the Notes 3 and 4 above, it is necessary that intimation regarding unfitness should immediately on receipt, be communicated to the person concerned with a note that appeal, if any, must be made by the Government servant concerned, within one month of the communication of the findings of the Medical Officer and that if any medical certificate issued by the Registered Medical Practitioner is produced as piece of evidence about the possibility of an error of judgement in the decision of the Medical Officer who examined him in the first instance, the certificate must contain a note by the medical practitioner concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for Government service by the Medical Officer.

(ii) In case no appeal is preferred by the Government servant within one month of the date of communication to him of the findings of the Medical Officer, his services should be terminated forthwith on expiry of the period of one month and no appeal should be allowed after expiry of that period.

#### 12. Form of medical certificate

A medical certificate of fitness for Government service shall be in the following form :—

1.	Name of candidate
2.	The post to which appointed
3.	Department in which appointed
4.	The age according to candidate's own statement
5.	Age as by appearance to the Medical Officer
6.	Whether vaccinated or not
7.	Left hand thumb impression of the candidate
8.	Marks of identification
discover weaknes	rtify that I have examined the abovementioned candidate and cannot that he/she has any disease (Communicable or otherwise), constitutional is or bodily infirmity, except
	as

#### 13. Who should sign a medical certificate

Such a certificate shall be signed by the Medical Officer prescribed in rule 1 of Appendix III and in the case of females, shall be regarded as confidential.

#### 14. A Government servant with a defect transferred to another office

When a Government servant, in whom a defect has been noticed by the examining officer, is transferred from one office to another, the duties of which are different in character, the authority competent to sign a medical certificate of physical fitness for Government service should report whether the defect will materially interfere with the discharge of his new duties by the Government servant transferred.

# 15. Production of medical certificate within six months in temporary employ

- (1) No person, who has already completed six months' temporary (including officiating) service in the employment of Government, or who having been discharged before completing six months, is re-engaged in such service and completes six months from the date of re-engagement, shall be continued in employment without production of a medical certificate in the form given in rule 12.
- (2) No person, who after completing six months' temporary service (including officiating service) in the employment of Government is discharged before the production of the medical certificate mentioned in sub-rule (1) above, shall be re-engaged without the production of such a medical certificate.

It is the responsibility of the Head of Office to see that no person under him is continued in employment after completing relevant period of service (six months or two months as the case may be) unless that person produces the required medical certificate. To meet the requirement of Audit, a certificate to the effect, that the medical certificate in the prescribed form required under sub-rules (1) and (2) above has been obtained in respect of the Government servant and that he has been declared fit, should be furnished to the <sup>1</sup>[ Head of the Department or Drawing and Disbursing Officer. ] Such certificate should accompany the first bill in which the pay of the Government servant is drawn after the date on which the medical certificate becomes due, or, if this cannot be done for good and sufficient reasons, to the next such bill. The procedure for furnishing this certificate in respect of Gazetted and Non-gazetted officers shall be as under:—

- (a) In respect of Gazetted Government servant, certificate by the competent authority to whom the medical certificate has been submitted, should be attached to the first pay bill;
- (b) In respect of Non-gazetted Government servant, the Drawing and Disbursing Officer should furnish such certificate along with the first pay bill of the Government servant concerned.
- (3) When a person who has produced the medical certificate required under rule 11 is discharged from Government service and is re-engaged, a fresh medical certificate need not be produced by him if the re-engagement takes place within the period of six months from the date of the medical certificate already produced. In such a case, the period between the date of discharge and the date of re-engagement will not be treated as a break for the purposes of rule 11.

The provision is substituted with effect from 1st January 1990 vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.
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(4) If a Government servant is subsequently appointed to any higher post, fresh medical examination, by appropriate medical authority and in accordance with standard prescribed for the post, shall be necessary except in cases where the medical examination already undergone at the time of initial appointment was of the same standard and by the same medical authority as prescribed for the new appointment or where the new appointment is by way of promotion in the same line of promotion and against promotion quota of vacancies.

Exception.—In the case of Government servants in <sup>1</sup>[ *Group C*] Secretariat service, in reckoning the period of six months, broken periods of service of less than six months should be counted.

#### 16. Entry in service book about medical examination

The fact that a Government servant is medically examined and found fit should be recorded in his service book as soon as a certificate is produced and the medical certificate of fitness should be kept in safe custody along with the other documents connected with his service career.

# 17. Invalid pensioner must produce certificate from a Medical Committee before re-employment

No person invalided from Government service should be re-employed except on the strength of a certificate from a Medical Committee. The Committee should invariably include a Specialist of the disease for which the person was invalided.

<sup>2</sup>[(**18**) *deleted*]

#### 19. Condonation of disabilities when permitted and by whom

When a candidate for Government service is rejected by the Medical Officer examining him on account of any disability, except eye defects, the Director of Health Services may, upon the request of the Head of the Office, <sup>3</sup>[as per the advice of expert committee in the concerned field,] condone such disabilities as are not likely to interfere with the efficiency of the candidate. <sup>4</sup>[Director of Health services shall obtain the advice of Medical Board in J. J. Group of Hospital in this regard.]

The word is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is deleted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>3</sup> The provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is added vide Government Notificatin, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

### <sup>1</sup>[20. Acquiring of a lien

A Government servant who is confirmed in the post or cadre of entry or who have been promoted to the higher post, declared as having completed the probation where it is prescribed, shall be considered that he acquired a lien in that post or cadre.

Note.— A person is appointed through valid recruitment procedure may be considered as a permanent employee after getting the certificate of permanency benefit.

#### 20A. Ceasing of a lien

Unless otherwise provided in these rules, a Government servant acquires a lien on the post, any lien previously acquired by him on any other post shall be ceased.

## 21. Restrictions over holding of lien on posts by Government servant at same time

- <sup>1</sup>[(1) Two or more Government servants shall not have lien on the same post, whether a permanent post or a temporary post, at the same time.
- (2) A Government servant shall not hold lien on two or more post, whether a permanent post or a temporary post, at the same time.]
- (3) A Government servant cannot be appointed substantively to a post on which another Government servant holds a lien.

#### 22. Retention of a lien

Unless his lien is suspended under rule 23 or transferred under rule 26, a Government servant holding substantively a permanent <sup>2</sup>[or temporary] post retains a lien on that post—

- (a) while performing the duties of that post;
- <sup>1</sup>[(b) While on foreign service or on deputation or officiating in another post;]
- (c) during joining time on transfer to another post, unless he is transferred substantively <sup>3</sup>[under rule 27] to a post on lower pay, in which case lien is transferred to the new post from the date on which he is relieved of his duties in the old post;

This provision is substituted vide Government Notification, F.D., No. MCS-2019/CR 19/ SER-6, dated 30th December 2021.

These words are inserted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words and number are inserted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021. H-1956–5a

<sup>1</sup>[(d) while on granted leave;]

- (e) While under suspension.
- Note.— A Government servant confirmed in a permanent post, <sup>2</sup>[or temporary] post which is subsequently held in abeyance (because it is not required for active duty) continues to hold a lien on that post during the period the post is held in abeyance.

### 23. Suspension of a lien

- (1) A competent authority shall suspend the lien of a Government servant on a permanent <sup>2</sup>[or temporary] post which he holds substantively if he is appointed <sup>3</sup>[ ]—
  - (a) to a tenure post, or
  - (b) provisionally, to a post on which another Government servant would hold lien had his lien not been suspended under this sub-rule.
- (2) A competent authority may, at its option, suspend the lien of a Government servant on <sup>4</sup>[permanent or temporary post which he holds substantively, if he is appointed on deputation or foreign service and if in any] of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.
- Note.— When it is known that a Government servant on <sup>5</sup>[appointed on deputation or in foreign service] is due to retire on superannuation within three years of his transfer, his lien on his cadre post cannot be suspended.
- (3) Notwithstanding anything contained in sub-rule (1) or (2) of this rule, a Government servant's lien on a tenure post may in no circumstances be suspended. If he is appointed substantively to another permanent post, his lien on the tenure post must be terminated.

This provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words are inserted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

 $<sup>^3</sup>$  The words are deleted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>4</sup> This provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words are substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

(4) If a Government servant's lien on the post is suspended under subrule (1) or (2) of this rule, the post may be filled substantively, and <sup>1</sup>[such appointment shall be called temporary appointment and the Government servant appointed on that post is entitled to provisional lien on that post and that lien shall be suspended under sub-rule (1) and not under sub-rule (2).]

<sup>2</sup>[Provided that, the Government servant whose lien is suspended under subrule (1) or sub-rule (2), returned to the post, the arrangement shall be reversed as soon as the suspended lien revives.]

Note 1.—This sub-rule also applies if the post concerned is a post in a selection grade of a cadre.

<sup>3</sup>[ Note 2 | 1 deleted

4/(5) | deleted

<sup>5</sup>[(6) A Government servant's lien which has been suspended under sub-rule (2) of this rule shall not revive because the Government servant takes leave, if there is reason to believe that he will, on return from leave, continue to be on deputation or on foreign service and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in clause (a) or (b) of sub-rule (1).]

## 24. Suspension of the lien retrospectively and consequential promotion

When suspension of the lien of a Government servant is sanctioned under sub-rule (2) of rule 23, it is permissible retrospectively from the date he is deputed  ${}^{6}[$   ${}^{7}]$  or transferred to foreign service,  ${}^{6}[$   ${}^{7}]$  from any subsequent date; but whether provisional  ${}^{6}[$   ${}^{7}]$  promotions should be given from that date or from any subsequent date is a matter which is entirely at the discretion of the authority whose duty is to fill up the post if permanently vacant.

This provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

This proviso is added *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

This note is deleted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is deleted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>5</sup> This provison is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words/provision are deleted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>1</sup>[25. Period of retention of lien for appointment from one Government Office to another Government Office.—(1) A State Government servant who has acquired lien, is selected in Central Government service or State Government service, is allowed to resume to new post by relieving order, his lien shall continue in original post of State Government for two years:

Provided that, before issuing the relieving order, the undertaking from the concerned Government servant may be taken that he is fully aware that his lien will be retained for two years and after that period his lien will be terminated:

Provided further that, a Government servant shall retain lien for two years of a post he was holding substantively even if he had not requested for retention of lien while submitting his Technical Resignation. The parent Department shall clearly mention in office order that he will retain his lien for two years while relieving such Government servant.

(2) If such Government servant is reappointed to the original post as per the admissible lien period, his seniority shall be fixed in that cadre from the date he joined in the Cadre and the provisions of the Maharashtra Civil Services (Regulation of Seniority) Rules, 2021 shall be applicable to him and he shall not be entitled for benefits of seniority of the original posts:

Provided that, if in the cadre the post is not available, the junior most Government servant in that cadre shall be reverted.

- **25A.** When lien is terminated.—(a) When a Government servant, who has acquired the lien in original post, is joined in other services other than the State Government or Central Government (viz. Private Institute, Local Body, Corporation, Municipality, etc.), he shall not be entitled to retain his lien in the Government service.
- (b) If the Government servant is selected in other services of the State or Central Government and he tenders his resignation to join that post and if his resignation is accepted, in that case, the lien of such Government servant on an original post of the State Government shall be terminated.
- (c) Where a Government servant has absorbed to other service of the Government, from the date of absorption his lien in original post shall be terminated.]

This provision is substituted vide Government Notification, F.D., No. MCS-2019/CR 19/ SER-6, dated 30th December 2021.

### 26. Transfer of the lien to another post

Subject to the provisions of the rule 27, a competent authority may transfer to another permanent post in the same cadre the lien of a Government servant who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

# <sup>1</sup>[27. When a transfer of Government servant who has acquired a lien in a post to other post carrying less pay is permissible]

- (1) A Government servant may be transferred from one post to another, provided that, except—
  - (a) on account of inefficiency or misbehaviour, or
  - (b) on his written request, or
  - (c) in anticipation of the abolition of the post on which he holds a lien, or
  - (d) where the medical certificate granted under Maharashtra Civil Services (Pension) Rules, certifies the person to be fit for service of a less laborious character than that which he has been performing,
- a Government servant shall not be transferred substantively to, or, except in a case covered by rule 56 of Maharashtra Civil Services (Pay) Rules, 1981 appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien, or would hold a lien, had his lien not been suspended under rule 23.
  - (2) Nothing contained in sub-rule (1) of this rule or in sub-rule (30) of rule 9 shall operate to prevent the re-transfer of a Government servant to the post on which he would hold a lien, had it not been suspended in accordance with the provision of sub-rule (1) of rule 23.

### 28. Date from which pay and allowances take effect

Subject to any exceptions specifically made in these rules, a Government servant commences or ceases to be entitled to the pay and allowances of a post with effect from the date on which he assumes or relinquishes charge of the duties of that post, if he assumes or relinquishes charge of those duties in the forenoon of that day; otherwise from the following day.

*Exception*.—For a period of not more than three days spent by a direct recruit to the post of a Deputy Engineer in taking over charge of his post on first appointment, he should be granted his grade pay excluding any special pay or allowance (but including dearness allowance) to which he would be entitled on assumption of complete charge.

The title Note is substituted *vide* Government Notification., F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

# 29. Relieving Government servant to intimate probable date of joining to the Government servant to be relieved

Every relieving Government servant is responsible for informing the Government servant to be relieved, at the earliest possible moment, of the date when he will be in a position to receive charge, and it is the duty of the Government servant to be relieved to be in readiness to deliver charge on that date

### 30. How the date of handing over charge is determined

When more than one day is occupied in making over charge, the last day should be entered in the report, and an explanation should be submitted.

# 31. Charge must be handed over at the headquarters, both relieved and relieving Government servants to be present

Except as otherwise provided below, the charge of a post must be made over at the headquarters, both the relieving and relieved Government servants being present—

- (a) Permission may be granted to a Government servant serving in Vacation Department to make over charge of a post elsewhere than at its headquarters, excepting to a Head of an Institution under the Education Department. In such cases the amount of travelling allowance claimed by Government servant concerned shall not exceed the amount admissible to him while on transfer.
- (b) For special reasons which must be expressed on the face of the order and be of a public nature, a competent authority may permit the charge to be made over elsewhere.
- (c) In exceptional circumstances, which should be recorded, a competent authority may permit the charge of a post to be made over in the absence of the relieved Government servant by letter or by telegram at or outside the headquarters of the post.
- (d) In case of persons who are permitted to combine vacation with leave, the following procedure may be followed:—

Before proceeding on leave to which he has been allowed to prefix vacation, a Government servant should sign a charge report making over charge with effect from the date on which his leave commences and hand over the report to a responsible member of his office staff with instructions to deliver it for signature to his successor on the latter's arrival to take over the duties of the post. Similarly, when

a Government servant is permitted to affix vacation with leave the Government servant, who was officiating during the leave, should at the commencement of the vacation, sign a charge report making over the charge from the beginning of the vacation and hand over the report to a responsible member of his office staff for delivery to his successor on the latter's return at the close of the vacation. <sup>1</sup>[ ] The term "vacation" in this exception includes holidays.

Instruction.—It shall be permissible for a Government servant to take over charge on a public holiday provided the procedure laid down in this rule is followed and the charge is handed over by the relieved officer in person; provided further that taking over of charge does not involve handing over and taking over cash and securities.

Note.— See rule 48 of Maharashtra Civil Services (Pay) Rules, 1981.

#### 32. How the date of promotion is determined

The promotion of a Government servant from a lower to a higher post, his duties remaining the same, takes effect from the date on which the vacancy occurs, unless it is otherwise ordered. But when the promotion involves the assumption of a new post with enlarged responsibilities, the higher pay is admissible only from the date on which the duties of the new post are taken.

<sup>2</sup> [Provided that, if deemed date is given, then that Government servant's pay shall be fixed notionally from the date of deemed date given to him, accordingly pay shall be drawn from the date of actual holding the charge of that post.]

#### **33.** Provident <sup>3</sup>[fund, Insurance scheme] and other funds <sup>3</sup>[or schemes]

A Government servant may be required to subscribe to a Provident <sup>3</sup>[Fund, Insurance scheme] or other similar fund <sup>3</sup>[or schemes] in accordance with such rules as Government may by order prescribe.

<sup>4</sup>[Note: Provision of Provident Fund is not applicable to those who joined in the Government Service on or after 1st November, 2005.]

These words are deleted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021 with effect from 1st January, 1990.

This proviso is added *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words are inserted vide Government Notification, F.D., No. GCS-1080/CR-44/SER-9, dated 15th March, 1982.

This note is added vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

# 34. Whole time of a Government servant to be at the disposal of Government

Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of Government and he may be employed in any manner required by the proper authority, without a claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from the Consolidated Fund of India or of a State or from the revenues of local fund, or from the funds of a body incorporated or not, which is wholly or substantially owned or controlled by the Government.

#### CHAPTER IV—MAINTENANCE OF RECORD OF SERVICE

#### 35. Maintenance of service record of Gazetted Government servant

- <sup>1</sup>[(1) A record of the services and leave of each Gazetted Government servant, whose pay and allowances are drawn by the Head of Office, shall be maintained by the Head of the Office.
- (2) The services and leave record of the Head of Office shall be maintained by Controlling Authority.
- (3) The service record and leave record of Officers of All India Services and Head of the Office shall be maintained by the Administrative Department.]

### 36. Maintenance of service record of Non-gazetted Government servant

A service book in the prescribed Form in Appendix IV should be opened in duplicate for every Non-gazetted Government servant free of charge on his being appointed substantively or in an officiating capacity to a permanent post or appointed to hold a temporary post in Government service for the first time with the following exceptions:—

- (a) Government servants, the particulars of whose service are recorded in a history of services or a service register maintained by an Audit Officer;
- (b) Government servants officiating in posts or holding temporary posts, who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment;
- (c) Housemen, Registrars, Clinical Assistants, Resident Pathologists and Resident Trainee Anaesthetists in the Medical Department;
  - (d) Policemen of rank not higher than that of Head Constable;
  - (e) Prohibition and Excise constabulary staff;
  - (f) Forest Guards:
  - (g)  ${}^{2}[Group\ D]$  servants of all sorts.

One copy should be kept in the custody of the Head of the Office in which the Government servant is serving, and transferred with him from office to office; the other copy should be given to the Government servant concerned. In the case of the copy kept in the custody of Head of the Office, it is his duty to see that all entries are duly made and attested.

This provision is substituted with effect from 1st January 1990 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

The word and letters are substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

Instruction.—While handing over the duplicate copy of the service book to the Government servant it should be impressed on him that he should verify that the entries made therein are correct and attested by the Head of the Office and he should also ensure that all subsequent entries are made in the duplicate service book which should be attested by the officer competent to do so. For this purpose he should submit his copy of the service book when an occasion arises for making a fresh entry and he should carefully see that entries in both the books tally and are up-to-date.

The Head of Office shall also obtain a declaration each year from each Government servant for whom a service book is maintained, to the effect that he has carefully gone through the entries made in his duplicate service book and has satisfied himself that all the relevant entries are made therein and that they are up-to-date. A certificate to the effect that he has obtained declarations as above should be submitted by the Head of Office to his next superior officer by the end of every September.

#### 37. Maintenance of service rolls

A service roll, free of charge, as described in rule 46, must be maintained for every other class of permanent, temporary or officiating Non-gazetted Government servants, for whom no service book is necessary except the Government servants mentioned in exceptions (a) and (b) under rule 36. One copy should be kept in the custody of the head of the office in which the Government servant is serving, and transferred with him from office to office, the other copy should be given to the Government servant concerned. In the case of the copy kept in the custody of the head of office, it is his duty to see that all entries are duly made and attested.

*Instruction*.—The instruction below rule 36 should be followed in respect of service rolls also.

## 38. Procedure for writing the events and recording the date of birth in the service book

(1) In the service book every step in a Government servant's official life, including temporary and officiating promotions of all kinds, increments and transfers and leave availed of should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave account and attested by the Head of the Office. If the Government servant is himself the Head of an Office, the attestation should be made by his immediate superior.

- ¹[(2) After the commencement of the Maharashtra Civil Services (General Conditions of Services) (Amendment ) Rules,2021 while recording the date of birth, the following procedure shall be followed:—
  - (a) Every person newly appointed in the service or a post under Government shall, at the time of the appointment, declare his date of birth according to the Gregorian calendar with confirmatory documentary evidence. Where prescribed qualification for appointment is Matriculation or above in such cases Matriculation Certificate shall be treated as valid document. In other cases, Birth Certificate issued by Local bodies or Certificate from the recognized school last attended shall be treated as a valid document. He shall give undertaking in Appendix-5-A for his date of birth.
- Note.— At the time of appointment of a person in Government service, the undertaking for date of birth shall be obtained from the concerned employee for recording the date of birth in his service book. The undertaking shall be kept in his service book and in personal file. After recording the date of birth on the first page in the service book his signature will be obtained in the column of signature of Government servant with date.
  - (b) After an entry of date of birth is recorded in a service book no alteration of the entry shall be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the person in question or is an obvious clerical error:

Provided that, for the contingencies specified in this clause, the application shall not be entertained after a period of one year commencing from the date of his entry in the Government service.

Instructions.—(1) If the Government servant applies to change the date of birth, the Head of Office shall verify that the date of birth mentioned in the documents submitted as per the clause (a) of sub-rule (2) of this rule, by the concerned Government employee at the time of appointment to the office, for recording date of birth and the actual entry of date of Birth recorded in the service book are different.

(2) If a discrepancy is noticed in record as per the instruction (1), the Head of department shall record the correct date of birth as per the provisions of clause (a) of sub-rule (2) of this rule.

This provision is substituted vide Government Notification, F.D., No. MCS-2019/CR 19/ SER-6, dated 30th December 2021.

- (3) Officers of a rank not lower than the Principal District Officer in the Department concerned may correct errors in the service book <sup>1</sup>[excluding cases of amendment in the date of Birth entry] which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.
- (4) Finger-prints of a Government servant who is not literate enough to sign his name in English, Hindi or Marathi should be recorded in the column headed "Personal marks of identification" in the service book itself. The impressions should not be taken on separate slips of paper and pasted to the service book.

Exemptions.—When a military employee is transferred to a civil department and assumes a civilian status or when a military employee discharged from the army without earning a pension is employed in a post in a civil department in which his military service counts towards pension, the date of birth to be entered in his service book or roll shall be either that entered by the Military Authorities in his form of attestation when he first joined the army or, if at the time of attestation he stated only his approximate age, the date arrived at by deducting the number of years representing his age from his date of appointment.

- Note 1.— The latest discharge certificate (printed as Appendix V) issued to military employees on release of discharge does not provide for the age on the date of attestation or enrolment. It does, however, provide inter alia for (i) age at the time of completion of the certificate and (ii) date of enrolment. In such cases the age at the time of enrolment (attestation) should be worked out as indicated below:—
  - (a) Calculate the difference between (i) the date of Commanding Officer's signature (vide space provided below serial No.8 in the certificate) and (ii) the date of enrolment;
  - (b) Deduct the period calculated as per (a) above from the age at the time of completion of the certificate (the date of the completion of the certificate vide serial No.2 in the certificate).

Once the age at the time of enrolment is calculated the date of birth should be calculated as per the exemptions above.

Note 2.— Cases in which the date of birth has been deduced by any other method, from the age at appointment or attestation, or cases in which Government have passed specific orders accepting a particular date of birth, need not be re-opened.

This provision is inserted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

## 39. Reasons for reduction, removal etc. to be stated in the service book

When a Government servant is reduced to a lower post, removed, or dismissed from service or suspended from employment, the reason for the reduction, removal, dismissal or suspension, as the case may be, should always be briefly stated thus "Reduced for inefficiency" "Reduced owing to revision of establishment", etc. The Head of the Office should make efficient arrangement for these entries being made with regularity. This duty should not be left to the Non-gazetted Government servant concerned.

## 40. Personal certificates of character not to be entered in the service book

Personal certificates of character should not, unless the Head of the Department so directs, be entered in a service book.

## 41. Service books to be shown to Government servants by Head of Office

It shall be the duty of every Head of Office to initiate action to show the service books to Government servants under his administrative control every year and to obtain their signature therein in token of their having inspected the service books. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September. The Government servants shall inter alia, ensure before affixing their signature that their services have been duly verified and certified as such. In the case of a Government servant on foreign service, his signature shall be obtained in his service book after the <sup>1</sup>[Head of Office] has made therein necessary entries connected with his foreign service.

# **42.** Completion and movement of service book on <sup>2</sup>[deputation or foreign service or] transfer

When a <sup>3</sup>[ ] Government servant is transferred, from one office to another <sup>2</sup>[on transfer or deputation or foreign service], the necessary entry of the nature and reason of the transfer should be made in his service book in the office from which the Government servant is transferred and the service book after being duly verified to date and attested by the Head of the Office, should

<sup>&</sup>lt;sup>1</sup> This provision is substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021 with effect from 1st January, 1990.

These words are inserted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words are deleted with effect from 1st January 1990 *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

# 43. Events in foreign service <sup>2</sup>[or on deputation] to be entered in the service book of <sup>3</sup>[Government servant by Head of Office.]

When a ¹[ ] Government servant is transferred to foreign service ²[or on deputation], the Head of the Office or Department should ¹[ ] return it after noting therein over his signature the orders sanctioning the transfer and such particulars regarding the effect of the transfer in regard to leave admissible during foreign service ²[or on deputation], as he may consider to be necessary. On the Government servant's proceeding on leave from foreign service ²[or on deputation], or on his retransfer to Government service ³[the Head of Office] will then note in it over his signature, all necessary particulars connected with the leave or retransfer to Government service, including the fact of recovery of leave and pensionary contributions. No entry relating to the time spent in foreign service ²[or on deputation], may be attested by any authority other than the ³[the Head of Office]

## 44. Service book of a Non-gazetted Government servant officiating in a Gazetted post is to be maintained by the Head of Office in which he is working as a Gazetted Officer

When a Non-gazetted Government servant is officiating in a Gazetted post, his service book should be maintained and kept by the Head of the Office in which he is working as a Gazetted Officer. The dates of promotion to and reversion from the Gazetted post, the changes in pay from time to time in the Non-gazetted post should be entered in the service book after ascertaining the same from the parent office, on the establishment of which he holds a lien on a Non-gazetted post. On his confirmation in the Gazetted post, the service book duly completed upto the date of confirmation should be forwarded to the <sup>4</sup>[] Officer who maintains the record of his service under rule 35.

These words are deleted with effect from 1st January 1990 vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These words are inserted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is substituted with effect from 1st January 1990 *vide* Government Notification, F.D., No. MCS-2019/Cr 19/SER-6, dated 30th December 2021.

The word is deleted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

#### 45. Annual verification of service books and service rolls

The service books and service rolls (except in the case of police head constables and constables) in each office should be taken up for verification in May of every year by the Head of the Office. After satisfying himself that the services of the Government servant concerned are correctly recorded in his service book and service roll in conformity with these rules, he would record therein a certificate over his signature to the effect that the services have been verified upto the end of the preceding financial year from pay bills, acquaintance rolls and similar records to be specified. If there is any portion of service that cannot be verified from office records distinctly the Head of the Office should state that for the excepted periods, which should be specified, a statement in writing by the Government servant as well as a record of the evidence of his contemporary employees is attached to the book.

Note.— At the time of forwarding service book to Government to which a person is transferred, it should be certified in the service book what service counts for pension in the light of the facts known then.

#### 46. Maintenance of service rolls in respect of policemen

<sup>1</sup>[ In the cadre of policemen of rank not higher than that of head constable, the service roll shall be maintained for each district by the concerned Police Commissioner, Superintendent of Police and Commandant, State Reserve Police Force or Unit In-charge, as the case may be,]in which the following particulars should be recorded for each man in the constabulary holding substantively a permanent post and for each man in constabulary officiating in a post or holding a temporary post, who is not recruited for a purely temporary or officiating vacancy for a short period and who is eligible for permanent appointment:—

- $\frac{1}{a}$  (a) Name of the Unit:
- (b) Designation, Bakkal Number:
- (c) Name, Father's Name, Surname:
- (d) Native Place and Full Present Address:
- (e) Religion, Caste, Sub-Caste and Caste Validity Certificate-enclosed documentary evidence from which the entry is recorded:
  - (f) (i) Date of Birth with documentary evidence from the entry is recorded. (Enter correct date of retirement and obtain the signature of concerned employee on the record):

This provision is substituted *vide* Government Notification, F.D. No. MCS-2019/CR. 19/SER-6, dated 30th December 2021.
H-1956–7

- (ii) Height, Chest:
- (iii) Marks of Identification:
- (iv) Physical Fitness-New roll No., date:
- (v) Mother Tongue:
- (vi) Educational Qualification:
- (vii) Candidate's Signature/Finger print of left thumb:
- (g) Date of Promotion/Reversion (as per the seniority and service details to the post of Police Naik and Police Hawaldar in the chain of promotion):
- <sup>1</sup>[(h) Awards, Punishment and Confidential remarks (sheet remarks) with the date and number of order. (Instruction given by Office of the Director General of Police may strictly observed):
- (i) Absence with leave or without leave, date of order and number and period :
  - (j) Training in service, performance in Police Training Institute:
  - (k) Break in service, Date and Period:
- (l) Other incident which may adversely affect on the pension amount:]

<sup>2</sup>[ The service roll must be checked as prescribed in rule 473 of the Maharashtra Police Manual, Vol. I, and every entry in it must be signed by the concerned Police Commissioner or Superintendent of Police or Commandant or State Reserve Police Force, as the case may be.

From this roll the necessary statement of service of every personnel for pension shall be prepared. Additional proofs shall be collected in respect of any service, rendered in the Department of State or Central Government before joining Police Department in the constabulary which the personnel has requested to count.]

### 47. Inspection of service books and service rolls

It is the duty of officers inspecting subordinate offices to inspect the service books and service rolls maintained there. They should see that they are maintained up-to-date, that entries are properly made and attested, that verification has been properly carried out, that the necessary statements and

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

evidence secured and verification certificates have been properly recorded by the Heads of the Offices.

## 48. Service book not to be returned to Government servant on cessation of service

The service book or service roll should not be returned to the Government servant on retirement, resignation or discharge from service.

#### 49. Extract to be given to insurance companies from service records

Heads of Departments may at their discretion furnish to Life Insurance Corporation, on request, extracts from service records of a Government servant relating to his date of birth, name, father's name, place of residence, race, place and designation of employment, date of appointment and personal marks of identification.

## CHAPTER V—PATENTS TO GOVERNMENT SERVANTS ENGAGED IN SCIENTIFIC AND TECHNICAL RESEARCH

## 50. Restriction for obtaining the patent for an invention made by Government servant

A Government servant whose duties involve the carrying out of scientific of technical research shall not apply for or obtain, or cause or permit any other person to apply for or obtain, a patent for an invention made by such Government servant save with the permission of Government and in accordance with such conditions as Government may impose.

Note.—The general instructions issued in this connection are contained in Appendix. VI.

#### 51. Decision of Government is final on the application of rule 50

If a question arises whether rule 50 applies to a Governments servant, the decision of Government shall be final.

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### CHAPTER VI—REPEAL AND SAVING

### 52. Repeal and Saving

The corresponding rule in the Bombay Civil Services Rules, 1959, as in force in the State of Maharashtra immediately before the commencement of these rules are hereby repealed in so far as they provide for any of the matters contained in these rules:

Provided that anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

## **APPENDICES**

APPENDIX I
(See rule 7)

# Authorities to whom powers under Maharashtra Civil Services (General Condition of Services) Rules, 1981, have been delegated by Government

H-1956-8

Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
1	*[9(14) (f)				
1	*[9(14) (f)	Power to regularise the full period of Compulsory waiting as duty	Appointing Authority	Full powers	Subject to the observance of following conditions:  (i) The appointing authority shall certify that delay in posting is due to administrative reason. Reasons for such delay shall be mentioned in the order.  (ii) Delay for posting exceeding 15 days due to the reason other than the administrative reason in such cases the amount of pay and allowances shall be recovered from the Government officers responsible for such delay.]

<sup>\*</sup> Vide Government Notification, Finance Department No. MCS-1008/CR-12/SER-6, dated 27th February, 2009 For entry I, the above entry shall be substituted and shall be deemed to have been substituted with effect from the 2nd June, 2003.

Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
1	9(14) (f)	Power to regularise the full period of Compulsory waiting as 'duty'	* ['(a) For Group 'A' and Group 'B'.—The Secretary of the respective Administrative Department.  (b) For Group- 'C' and Group 'D'.— The respective Appointing Authority.]	Full powers	Subject to the observance of following conditions:  (i) The appointing authority shall certify that delay in posting is due to administrative reason. Reasons for such delay shall be mentioned in the order.  (ii) Delay for posting exceeding 15 days due to the reason other than the administrative reason in such cases the amount of pay and allowances shall be recovered from the Government officers responsible for such delay.]
2	9 (35)	Power to appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.	<ul><li>(i) Any authority which has power to make substantive appointment to the post.</li><li>(ii) Regional Deputy Directors of Technical Education.</li></ul>	Full powers Full powers.	

<sup>\*</sup> The words "Appointing Authority" substituted as above vide Government Notification No. SANKIRN-2015/CR 27/Service-6, dated 3rd March 2016.

H-1956–8a	Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
	(1)	(2)	(3)	(4)	(5)	(6)
	3	9 (35)	Power to—  (a) make offciating appointment for four months of *[Group B] Officers and General State Service Officers of equivalent rank; and  (b) to transfer officers of the above category.  (c) power to notify such orders in the Maharashtra Government Gazette.	All Heads of Departments excluding Regional Heads of Department.	Full powers.	Subject to the observance of following condition:—  (i) appointment are made in accordance with Select List approved by Government,  (ii) transfers and appointment are intimated to Government within a fortnight of the issue of the orders,  (iii) the transfers and appointment are approved by Government within a period of six months from the date of issue of orders,  (iv) if the appointments ordered by the Heads of Departments are not approved by Government within a period of six month from the date of issue of the orders, they would be automatically rendered invalid. The transfers would, however, continue to be effective, pending receipt of Government's approval,  (v) except in cases where the transfers do not involve change of headquarters, an officer who has put in less than two years service at the same station should not be tranferred without obtaining the prior approval of Government giving special reasons for such transfer,

<sup>\*</sup> The words in column 3 is substituted vide Government Notification No. F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
					(vi) the apoointments, transfers are duly notified in the <i>Maharashtra Government Gazette by</i> the Heads of Department.
4	*[9 (35)]				
5	13 [Rule 1(i) in Appendix III]	Power to dispense with a certificate or accept a certificate signed by any female medical practitioner in the case of a female candidate for Government service.	Heads of Department	**[Group D posts under their control]	
6	13 [Rule 1(ii) in Appendix III]	Power to accept a certificate signed by any medical officer irrespective of his rank, in the case of a candidate, for appointment ***[to Group-D posts].	Officers of rank not lower than the Collector or District Judge, including the Commissioner of Police, [Mumbai] the Chief Metropolitan Magistrate, [Mumbai], the	All such posts to which appointments can be made by them.	

<sup>\*</sup> The provision is deleted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>\*\*</sup> The column 5 is substituted *vide* Government Notification No. F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>\*\*\*</sup> The words and figure in column 3 is substituted vide Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

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Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
			Chief Judge of the Court of Small Causes, [Mumbai], and the Director of Social Welfare.		
7	23	Power to suspend a lien	(i) All Heads of Departments.	Full powers in respect of Government servants whom they can appoint.	They may redelegate this power to their subordinate Gazetted officers incharge of administration in their own offices subject to the fulfilment or requirements and/or orders in this regard.
			(ii) The Regional Deputy Directors of Technical Education.	Full Powers in respect of Government servants whom they can appoint.	They may redelegate this power to their subordinate Gazetted officers incharge of administration in their own offices subject to the fulfilment or requirements and/or orders in this regard.
			(iii) Director, Government Printing and Stationary, [Mum- bai].	Non-gazetted staff excluding supervisory posts.	
			(iv) Managers of Government Presses.	Non-gazetted staff excluding supervisory posts.	

Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
8	26	Power to transfer a lien from one post to another.	Authorities competent to fill the posts substantively when they fall vacant	Full powers in respect of Government servants whom they can appoint.	
9	31	Power to permit charge being made over elsewhere than at headquarters.	(i) Heads of Departments.	In respect of Government servants subordinate to them whose transfer has been ordered by an authority not higher than that of Government.	
			(ii) Assistant/ Deputy Collectors.	In respect of Non-gazetted Government servant transferred from or to the office of an itinerating officer.	

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Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
¹[(10)	38(2) ( <i>f</i> )	*[	(iii) Deputy Inspector General of Police, C.I.D. and Superintendent of Police.	In respect of Police officers of and below the rank of Inspector, provided the place where the charge is actually transferred is also within their jurisdiction.	
10	38(2) (f)	Power to make correction in date of birth originally entered in the service book, within five years from the entry into service of a Government servants.	(i) In cae of Non-Gazetted Government servant—Head of Department. (ii) In case of Gazetted	Full powers	Subject to the orders issued by Government from time to time.]
			Government servant— Administrative Department of Mantralaya in consultation with the General Administration Department.		

<sup>\*</sup> Vide Government Notification, Finance Department No. MCS-1008/CR-12/SER-6, dated 27th February, 2009 entry 10, shall be substituted.

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Serial No.	No. of rule	Nature of power	Authority to whom the power is delegated	Scope	Remark
(1)	(2)	(3)	(4)	(5)	(6)
10	38(2) (f)	Power to make correction in date or birth originally entered in the service book, within **[one year] from the entry into service of a Government servants.	servant—Head of Department. (ii) In case	Full powers.	** [Head of the Department or Competent Authority, who can ap- point Government servant, subject to the orders issued by Government, from time to time.]

<sup>\*\*</sup> The word in column 3 and the provision in column 6 is substituted vide Government Notification, F.D., No. MCS-2019/CR 19/ SER-6, dated 30th December 2021.

#### APPENDIX II

[ See rule 9(22)]

#### List of Officers who are to be deemed as "Heads of Departments" for the purpose of various sets of the Maharashtra Civil Services Rules

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
<sup>1</sup> [1	Food, Civil Supplies and	1. Secretary to Government.
	Consumer Protection Department	2. All Divisional Commissioners.
		3. All District Collectors.
		4. Chairman, State Consumer Redressal
		Commission, Mumbai.
		5. Controller of Legal Metrology, Mumbai.
		6. Controller of Rationing and Director of Civil
		Supplies, Mumbai.
		7. Financial Advisor and Deputy Secretary,
		Mumbai.
		8. Joint Secretary/Deputy Secretary and Director,
		Civil Supplies (Office of the Supply
		Commissioner), Mumbai.
2	Minority Department	1. Secretary to Government.
		2. Secretary, Maharashtra State Minority
		Commission, Mumbai.
		3. Managing Director, Maulana Azad Minorities
		Financial Development Corporation Limited,
		Mumbai.
3	Tribal Development Department.	1. Secretary to Government.
		2. Commissioner, Tribal Development
		Commissionerate, Nashik.
		3. Commissioner, Tribal Research and Training
		Institute, Pune.
		4. Managing Director, Maharashtra State Co-
		operative Tribal Development Corporation,
		Nashik.
		5. Managing Director, Shabaari Tribal
		Development Corporation, Nashik.
		6. Additional Commissioner, Tribal Development,
		Thane.

Vide Government Notification, F.D., No. MIS-2015/C.R.23/SER-6, Dated 18th April 2017 list is amended.

	AF	FENDIX II—Conta.
Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		<ol> <li>Additional Commissioner, Tribal Development, Nashik.</li> </ol>
		8. Additional Commissioner, Tribal Development, Amravati
		<ol> <li>Additional Commissioner, Tribal Development, Nagpur.</li> </ol>
		10. Joint Commissioner and Vice President, Scheduled Tribe Certificate Scrutiny Committee, Thane.
		<ol> <li>Joint Commissioner and Vice President,</li> <li>Scheduled Tribe Certificate Scrutiny Committee,</li> <li>Pune.</li> </ol>
		<ol> <li>Joint Commissioner and Vice President,</li> <li>Scheduled Tribe Certificate Scrutiny Committee,</li> <li>Nashik.</li> </ol>
		<ol> <li>Joint Commissioner and Vice President,</li> <li>Scheduled Tribe Certificate Scrutiny Committee,</li> <li>Nandurbar.</li> </ol>
		14. Joint Commissioner and Vice President, Scheduled Tribe Certificate Scrutiny Committee, Aurangabad.
		15. Joint Commissioner and Vice President, Scheduled Tribe Certificate Scrutiny Committee, Amravati.
		16. Joint Commissioner and Vice President, Scheduled Tribe Certificate Scrutiny Committee, Nagpur.
		17. Joint Commissioner and Vice President, Scheduled Tribe Certificate Scrutiny Committee, Gadchiroli.
4	Industries, Energy	1. Secretary to Government.
	and Labour Department.	<ol> <li>President, Maharashtra Industrial Court, Mumbai.</li> </ol>
		<ol> <li>Director, Late Narayan Meghaji Lokhande Maharashtra Labour Science Institute, Parel, Mumbai.</li> </ol>

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		4. Commissioner of Labour, Maharashtra State, Mumbai.
		5. Development Commissioner (Industry),
		Directorate of Industry, Mumbai.
		6. Director, Directorate of Government Printing
		Press, Stationery and Publications, Mumbai.
		7. Director, Directorate of Geology and Mining,
		Nagpur.
		8. Chief Electrical Inspector, Mumbai.
		9. Director, Directorate of Industrial Safety and
		Health, Maharashtra State, Mumbai.
		10. Director, Directorate of Boilers, Maharashtra
		State, Mumbai.
5	Higher and Technical	1. Secretary to Government.
	Education Department.	2. Director Library, Directorate of Library,
		Maharashtra State, Mumbai.
		3. Director Art, Directorate of Art, Maharashtra
		State, Mumbai.
		4. Director, Technical Education, Directorate of
		Technical Education, Maharashtra State,
		Mumbai.
		5. Director, Higher Education, Directorate of
		Higher Education, Maharashtra State, Pune.
	Skill Development and	1. Secretary to Government.
	Entrepreneurship Department	2. Commissioner, Directorate of Skill Development
		Employment and Entrepreneurship,
		Kokan Bhavan, Belapur, Navi Mumbai.
		3. Director, Vocational Education and Training,
		Directorate of Vocational Education and
		Training, Maharashtra State, Mumbai.
	Agriculture, Animal	1. Secretary to Government.
	Husbandry, Dairy Development	2. Commissioner (Agriculture), Maharashtra State,
	and Fisheries Department.	Pune.
		<ol> <li>Commissioner (Animal Husbandry), Maharashtra State, Pune.</li> </ol>
		4. Commissioner (Dairy Development), Worli, Mumbai.

Sr.No.	Department	Heads of the Department
(1)	(2)	(3) 5. Commissioner (Fisheries), Charni Road, Mumbai
8	Rural Development and	1. Secretary to Government.
0	Water Conservation	2. State Project Director, Rajiv Gandhi
	Department.	Panchayat Sashaktikaran Abhiyan/Rashtriya
	Department.	Gram Swaraj Abhiyan
		3. Chief Executive Officer, Maharashtra State
		Rural Livelihoods Mission, Navi Mumbai.
		4. Director, State Management Unit, Rural
		Housing.
		5. Chief Executive Officers, Zilla Parishad.
		6. Divisional Commissioners.
9	Home Department	Secretary to Government.
Ü	Tromo Bopar imeni	2. Director General of Police, Maharashtra State,
		Mumbai.
		3. Police Commissioner, Brihanmumbai.
		4. Director General, Anti Corruption Bureau,
		Mumbai.
		5. Commandant General, Home Guards, Mumbai.
		6. Director, Directorate of Civil Defence, Mumbai.
		7. Director, Directorate of Forensic Science
		Laboratories, Mumbai.
		8. Director, Directorate of Prosecution,
		Maharashtra State, Mumbai.
		9. Additional Director General of Police and Prison
		Inspector General, Maharashtra State, Pune.
		10. President, Motor Accident Claim Tribunal,
		Mumbai.
		11. Transport Commissioner, Maharashtra State,
		Mumbai.
		12. Chief Executive Officer (Ports), Maharashtra
		Maritime Board, Mumbai.
		13. Commissioner, State Excise, Maharashtra State,
		Mumbai.
		14. General Manager, Maharashtra State Road
		Transport Corporation, Mumbai.
		15. Director General of Police/Executive Director,
		Maharashtra State Police Housing and Welfare

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		Corporation Ltd., Mumbai.
		16. President, State Transport Appellate Tribunal,
		Maharashtra State, Mumbai.
		<sup>1</sup> [17. Director, Inland Water Transport.
		18. Hydrographer, Mumbai
		19. Costal Engineer.]
10	Housing Department	1. Secretary to Government.
		2. Additional Collector (Encroachment/Removal),
		Mumbai City, Old Custom House, Fort, Mumbai.
		3. Additional Collector (Encroachment/Removal),
		East Suburbans, Industrial Insurance Building,
		Opp. Churchgate, Mumbai.
		4. Controller (Encroachment/Removal), Office of
		Greater Mumbai, Administrative Building, 7th
		Floor, Government Colony, Bandra (East),
		Mumbai.
		5. President, Maharashtra Slum Area
		(Improvement, Clearance and Redevelopment)
		Tribunal, Grihnirman Bhavan, Bandra (East),
		Mumbai.
		6. Appellate Authority, MHADA, Grihnirman
		Bhavan, Bandra (East), Mumbai.
		7. Competent Authority, Greater Mumbai, New
		D.D.Building, 4th Floor, Old Custom House, Shahid Bhagatsingh Marg, Mumbai.
11	Water Resources Department.	1. Secretary to Government.
11	water resources Department.	Executive Director, Godavari Marathwada
		Irrigation Development Corporation,
		Aurangabad.
		3. Director General, Water and Land Management
		Institute (WALMI), Aurangabad.
		4. Executive Director, Maharashtra Krishna Valley
		Development Corporation, Pune.
		5. Director General, Design, Training, Hydrology,
		Research and Safety, Maharashtra Engineering

<sup>&</sup>lt;sup>1.</sup> This provisions are inserted *vide* Government Notification, F.D., No.MCS-2019/CR 19/ SER-6, dated 30th December 2021.

	A	I ENDIX II—Conta.
Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		Research Institute, Nashik.
		6. Executive Director, Tapi Irrigation Development
		Corporation, Jalgaon
		7. Executive Director, Konkan Irrigation
		Development Corporation, Thane
		8. Executive Director, Vidharbha, Irrigation
		Development Corporation, Nagpur.
		9. Chief Engineer, Planning and Hydrology,
		Nashik.
		10. Chief Engineer, Gosikhurd Project, Water
		Resources Department, Nagpur.
		11. Chief Engineer, Water Resources Department,
		Nagpur/Pune/ Aurangabad/Amravati/Konkan
		Region.
		12. Chief Auditor, Water and Irrigation,
		Maharashtra State, Aurangabad.
		13. Chief Engineer, Special Projects (SP), Water
		Resources Department, Amravati.
		14. Chief Engineer, Tapi Irrigation Development
		Corporation, Jalgaon.
		15. Chief Engineer (Civil), Hydroelectric Projects
		and Quality Control, Pune.
		16. Chief Engineer, Central Design Organization,
		Nashik.
		17. Chief Engineer and Chief Administrator, Water
		Resources Department (CADA), Aurangabad.
		18. Chief Engineer, Special Projects (SP), Water
		Resources Department, Pune.
		19. Chief Engineer, North Maharashtra Region,
		Water Resources Department, Nashik.
		20. Chief Engineer (Mechanical), Water Resources
		Department, Nashik.
		21. Chief Engineer (Electrical), Hydroelectric
		Projects, Mumbai.
		22. Superintending Engineer, Krishna Water
		Dispute Tribunal (Special Cell), Pune.

Sr.No. Department Heads of the De (1) (2) (3)	partment
$(1) \qquad (2) \qquad (3)$	
23. Superintending Engineer,	Osmanabad Irrigation
Circle, Osmanabad.	
24. Superintending Engineer,	Vigilance Unit, Thane/
Nagpur/Pune/ Amravati/ A	urangabad.
25. Superintending Engineer,	Aurangabad Irrigation
Circle, Aurangabad.	
26. Superintending Engineer (	(Dam), Design Circle,
Central Design Organizati	on, Nashik.
27. Superintending Engineer,	Nanded Irrigation
Circle, Nanded.	
28. Superintending Engineer, Circle, Pune.	Kukadi Irrigation
29. Superintending Engineer,	State Level Technical
Advisor Committee, Nashi	
30. Superintending Engineer,	
Project Circle, Nanded.	
31. Superintending Engineer,	Koyana Design Circle,
Pune.	
32. Superintending Engineer,	Quality Control Circle,
Pune/Nagpur/ Aurangabad	l.
33. Superintending Engineer,	Irrigation Projects and
Water Resource Investigat	ion Circle, Amravati.
34. Superintending Engineer,	North Konkan
Irrigation Projects Circle,	Thane.
35. Superintending Engineer,	Kolhapur Irrigation
Circle, Kolhapur.	
36. Superintending Engineer a	and Joint Director,
Maharashtra Engineering	Research
Institute, Nashik.	
37. Superintending Engineer,	Bhima Canal Circle,
Solapur.	
38. Superintending Engineer,	= =
Irrigation Circle, Amravat	
39. Superintending Engineer,	
Circle, Kuwarbav, Ratnagi	
40. Superintending Engineer,	Gosikhurd Project
Circle, Nagpur.	

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Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		41. Superintending Engineer, Bhandara Irrigation
		Circle, Bhandara.
		42. Superintending Engineer, Washim Irrigation
		Circle, Washim.
		43. Superintending Engineer, Kharland
		Development Circle, Thane.
		44. Superintending Engineer, Pune Irrigation Circle,
		Pune.
		45. Superintending Engineer, Buldhana Irrigation
		Project Circle, Buldhana.
		46. Superintending Engineer, Sangli Irrigation
		Circle, Sangli.
		47. Superintending Engineer (Lift Irrigation
		Scheme), Central Design Organization, Nashik.
		48. Superintending Engineer, Vidarbha Irrigation
		Development Corporation, Nagpur.
		49. Superintending Engineer, Satara Irrigation
		Project Circle, Satara.
		50. Superintending Engineer, Chandrapur Irrigation
		Project Circle, Chandrapur.
		51. Superintending Engineer, Nagpur Irrigation
		Circle, Nagpur.
		52. Superintending Engineer, Yavatmal Irrigation
		Circle, Yavatmal.
		53. Superintending Engineer (Gates), Central Design
		Organization, Nashik.
		54. Superintending Engineer, Pune Irrigation
		Project Circle, Pune.
		55. Superintending Engineer and Administrator,
		Command Area Development Authority, Jalgaon/
		Nashik/Beed/Ahmednagar/Solapur/Nagpur/
		Aurangabad.
		56. Superintending Engineer, Gosikhurd Lift
		Irrigation Project Circle, Ambadi-Bhandara.
		57. Superintending Engineer, Data Analysis Circle,
		Nashik.

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		58. Superintending Engineer, Water Resources,
		E-Governance Circle, Mumbai.
		59. Superintending Engineer,
		Satara Irrigation Circle, Satara.
		60. Superintending Engineer,
		Irrigation Project Investigation Circle, Nagpur.
		61. Superintending Engineer, Maharashtra
		Krishna Valley Dev. Corporation, Pune.
		62. Superintending Engineer, Godavari Marathwada
		Irrigation Development Corporation Aurangabad
		63. Superintending Engineer,
		Akola Irrigation Circle, Akola.
		64. Superintending Engineer, South Konkan
		Irrigation Project Circle, Oras- Sindhudurg.
		65. Superintending Engineer and Director,
		Directorate of Irrigation Research and
		Development, Pune.
		66. Superintending Engineer,
		Jayakwadi Project Circle, Aurangabad.
		67. Superintending Engineer,
		Yavatmal Irrigation Circle, Yavatmal.
		68. Superintending Engineer,
		Jalgaon Irrigation Project Circle, Jalgaon.
		69. Superintending Engineer,
		Thane Irrigation Circle, Thane.
		70. Superintending Engineer,
		Central Design Organization (Canal), Nashik.
		71. Superintending Engineer,
		Data Compilation Circle, Nashik.
		72. Superintending Engineer and Joint Director
		(Training), Water and Land
		Management Institute (WALMI), Aurangabad.
		73. Superintending Engineer,
		Dam Safety Organisation, Nashik.
		74. Superintending Engineer,
		Beed Irrigation Project Circle, Beed.

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		<ol> <li>75. Superintending Engineer,         Dhule Irrigation Project Circle, Dhule.     </li> <li>76. Superintending Engineer, Vidarbha Hydroelectric and Lift Irrigation Circle, Nagpur.</li> <li>77. Superintending Engineer, Construction Circle, Kolhapur.</li> <li>78. Superintending Engineer, Ghatghar (Electrical and Mechanical) Circle, Kalwa-Thane.</li> <li>79. Superintending Engineer, Koyna (Electrical and Mechanical) Design Circle, Pune.</li> <li>80. Superintending Engineer, Mechanical Circle, Nanded/Nagpur/Kolhapur/Nashik/Pune.</li> </ol>
12	Urban Development Department.	
		<ol> <li>Director, Directorate of Town Planning and Valuation, Maharashtra State, Pune.</li> <li>Director, Directorate of Municipal Administration, Maharashtra State, Worli, Mumbai.</li> <li>Director, Directorate of Maharashtra Fire Services, Maharashtra State, Santacruz, Mumbai.</li> </ol>
13.	Planning Department.	<ol> <li>Secretary to Government.</li> <li>Director, Directorate of Economics and Statistics, Mumbai.</li> <li>Deputy Commissioner (EGS), Konkan.</li> <li>Deputy Commissioner (EGS), Pune.</li> <li>Deputy Commissioner (EGS), Nashik.</li> <li>Deputy Commissioner (EGS), Aurangabad.</li> <li>Deputy Commissioner (EGS), Amravati.</li> <li>Deputy Commissioner (EGS), Nagpur.</li> </ol>
14.	Tourism and Cultural Affairs Department.	<ol> <li>Secretary to Government.</li> <li>Director, Directorate of Archaeology and Museum, Maharashtra State, Mumbai.</li> <li>Director, Directorate of Cultural Affairs, Maharashtra State, Mumbai.</li> </ol>

Sr.No.	Department	Heads of the Department	_
(1)	(2)	(3)	
		4. Director, Directorate of Archives, Mumbai.	
		5. Project Director, P. L. Deshpande	
		Maharashtra Art Academy, Mumbai.	
		6. Executive Editor and Secretary,	
		Gazetteers Department, Mumbai.	
		7. Secretary, Stage Performances Scrutiny Board,	
		Mumbai.	
		8. Joint Director, Hindi Sindhi Literature Academy	y,
		Maharashtra State, Mumbai.	
15	Environment Department.	1. Secretary to Government.	
		2. Chairman, Maharashtra Pollution Control Board	d,
		Mumbai.	
16	Water Supply and	1. Secretary to Government.	
	Sanitation Department.	2. Director, Groundwater Survey and	
		Development Agency, Maharashtra State, Pune.	
		3. Member Secretary,	
		Maharashtra Jeevan Pradhikaran, Mumbai.	
17	Revenue and Forest Department.	z. 1. Secretary to Government.	
		2. Inspector General Of Registration and	
		Controller of Stamps, Maharashtra State, Pune.	
		3. Settlement Commissioner and Director of Land	
		Records, Maharashtra State, Pune.	
		4. All Divisional Commissioners.	
		5. All Collectors.	
		6. President, Maharashtra Revenue Tribunal,	
		Mumbai.	
		7. Superintendent of Stamps, Mumbai.	
		<sup>2</sup> [8. Principal Chief Conservator of Forests,	
		(Head of Forest Force), M.S., Nagpur.	
		9. Principal Chief Conservator of Forests, (All).	
		10. Additional Principal Chief Conservator of	
		Forests, (Personnel).	
		11. Additional Principal Chief Conservator of	
		Forests, (Administration - Subordinate cadre).	
		12. Additional Principal Chief Conservator of	
		Forests, (Independent Office).	_

Sr.No.	Department	Heads of the Department
(1)	(2)	(3) 13. Chief Conservator of Forests,
		<ul> <li>(Independent Office).</li> <li>14. Conservator of Forests , (Independent Office) .</li> <li>15. Director General , Kundal Academy of     Development, Administration and     Management (Forests), Kundal.</li> <li>16. Director, Chandrapur Forest Academy of     Administration, Development and Management,     Chadrapur.];</li> </ul>
18	Women and Child Development Department.	<ol> <li>Secretary to Government.</li> <li>Commissioner, Commissionerate of Women and Child Development, Maharashtra State, Pune.</li> <li>Commissioner, Integrated Child Development Scheme (ICDS), Raigad Bhavan, C.B.D. Belapur, Navi Mumbai.</li> <li>Member Secretary, Maharashtra State Women Commission, Grihanirman Bhavan, Bandra, Mumbai.</li> <li>Managing Director, Mahila Aarthik Vikas Mahamandal, Mumbai.</li> <li>Secretary, Maharashtra State, Social Welfare Board, New Administrative Building, R. C. Road, Chembur, Mumbai.</li> <li>Secretary, Child Right Protection Commission, Worli, Mumbai.</li> </ol>
19	Marathi Language Department.	<ol> <li>Secretary to Government.</li> <li>Director, Directorate of Languages, Mumbai.</li> <li>Secretary, Maharashtra State Board of Literature and Culture, Mumbai.</li> <li>Secretary, Maharashtra State Board of Production of Marathi Vishwakosh, Mumbai.</li> </ol>
20	Maharashtra Legislature Secretariat.	<ol> <li>Secretary, Maharashtra Legislature Secretariat.</li> </ol>
21	Finance Department.	<ol> <li>Secretary to Government.</li> <li>Commissioner of <sup>3</sup>[Goods and Services Tax], Maharashtra State, Mumbai.</li> </ol>

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		<ol> <li>Special Commissioner of <sup>3</sup>[Goods and Services Tax], Maharashtra State, Mumbai.</li> <li>Additional Director General of Police and Chief Vigilance Officer, Maharashtra State, Mumbai.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], (VAT)-1, Mumbai.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax] (VAT) 2, Mumbai.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], (VAT)-3, Mumbai.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], (Professional Tax), Mumbai.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], Thane Division, Thane.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], Pune.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], Nalphik Division, Kolhapur.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], Nashik Division, Nashik.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], Nashik Division, Nashik.</li> <li>Additional Commissioner of <sup>3</sup>[Goods and Services Tax], Naspur Division, Nagpur.</li> <li>Director, Directorate of Insurance, Mumbai.</li> <li>Director, Directorate of Accounts and Treasury, Mumbai.</li> <li>Director, Directorate of Local Fund Accounts</li> </ol>
		Audit, Navi Mumbai.  17. Commissioner, Small Savings and State Lottery, Mumbai.
22 Law	and Judiciary Department.	<ol> <li>Secretary to Government.</li> <li>Joint Secretary, Law and Judiciary Department, Nagpur.</li> <li>Joint Secretary, Law and Judiciary Department, Aurangabad.</li> <li>Charity Commissioner, Maharashtra State, Mumbai.</li> </ol>

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		5. Registrar of Partnership Firms,
		Maharashtra State, Mumbai
		6. Sheriff of Mumbai.
		7. Director, Judicial Officers Training Institute,
		Nagpur.
		8. Director, Maharashtra Judicial Academy and
		Indian Mediation Centre and
		Training Institute, Uttan, Thane.
		9. Principal Judge District and
		Session Court (Concerned District).
		10. Principal Judge, Family Court
		(Concerned District).
		11. Chief Judge, Small Cause Court.
		12. Principal Judge, Mumbai City Civil and
		Session Court.
		13. Chief Metropolitan Magistrate,
		Metropolitan Magistrate Court, Mumbai.
		<sup>2</sup> [14. Administrator General and
		Official Trustee, Mumbai.
		15. Advocate General, Maharashtra, Mumbai.]
23	Medical Education Department.	1. Secretary to Government.
		2. Commissioner Food and Drugs Administration,
		Maharashtra State, Mumbai.
		3. Director, Medical Education and
		Research, Mumbai.
		4. Director, Ayush Directorate, Mumbai.
		<ol> <li>Registrar, Maharashtra Medical Council, Mumbai.</li> </ol>
		6. Registrar, Maharashtra Dental Council, Mumba
		7. Registrar, Maharashtra Council of Indian
		Medicine, Mumbai
		8. Registrar, Maharashtra State Homoepathy
		Council, Mumbai.
		9. Registrar, Maharashtra Council for Occupationa
		Therapy and Physio Therapy, Mumbai.
		10. Registrar, Maharashtra State Pharmacy Council
		Mumbai.

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		<ul> <li>11. Registrar, Maharashtra Nursing Council, Mumbai.</li> <li><sup>2</sup>[12. Commissioner, Medical Education and Research, Mumbai.</li> <li>13. Director-Professor, Maharashtra Mental Health Institute, Pune].</li> </ul>
24	School Education and Sports Department.	<ol> <li>Secretary to Government.</li> <li>Commissioner, Education, Maharashtra State, Pune.</li> <li>Commissioner, Sports and Youth Services, Maharashtra State, Pune.</li> </ol>
25	Co-operation, Marketing and Textile Department.	<ol> <li>Secretary to Government.</li> <li>Marketing Director, Directorate of Marketing,         Maharashtra State, Pune.</li> <li>Director, Textile, Maharashtra State, Nagpur.</li> <li>Sugar Commissioner, Sugar Commissionerate,         Maharashtra State, Pune.</li> <li>Commissioner for Co-operation and Registrar,         Co-operative Societies, Maharashtra State, Pune.</li> <li>Director, Sericulture, Directorate of Sericulture,         Maharashtra State, Nagpur.</li> </ol>
26	Parliamentary Affairs Department.	1. Secretary to Government.
27	General Administration Department.	<ol> <li>Secretary to Government.</li> <li>Secretary, State Election Commission, Mumbai.</li> <li>Director General, Directorate of Information and Public Relations, Mumbai.</li> <li>Director General, Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune.</li> <li>Director, Sainik Welfare Department, Pune.</li> <li>Registrar, Office of the Lok-Aayukta and Up Lok-Aayukta, Mumbai.</li> <li>Secretary, Maharashtra Public Service Commission, Mumbai.</li> </ol>

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		8. Residential Commissioner, Maharashtra Sadan, New Delhi. 9. Secretary to Governor. 10. President, Maharashtra Administrative Tribunal. 11. Additional Chief Secretary and Chief Protocol Officer, Sahyadri/Nandgiri State Guest House, Mumbai. 12. Joint/Deputy Secretary (Protocol) cum Director, Government Transport Service, Mumbai. 13. Deputy Secretary, Mantralaya Canteen/ Square Meal Canteen/Vidanbhavan Canteen, General Administration Department, Mantralaya, Mumbai. 14. Deputy Secretary, Konkan Bhavan Canteen, General Administration Department, Mantralaya, Mumbai. 15. Director, Services Preparatory Institute, Aurangabad. 16. Director, Directorate of Information Technology, Mumbai. 17. Director, Directorate of Aviation, Mumbai. 18. State Chief Information Commissioner, State Information Commission. 2[19. Commissioner, State Right to Services, Commission.]
28	Social Justice and Special Assistance Department.	<ol> <li>Secretary to Government.</li> <li>Commissioner, Social Welfare,         Maharashtra State, Pune.</li> <li>Commissioner, Disability Welfare,         Maharashtra State, Pune.</li> <li>Director, Directorate of Vimukta Jati,         Nomadic Tribes, Other Backward Class and         Special Backward Class Welfare, Pune.</li> </ol>
29	Public Health Department.	<ol> <li>Secretary to Government.</li> <li>Commissioner, Health Services and Mission Director, National Health Mission, Mumbai.</li> <li>Commissioner, State Labour Insurance Scheme, Mumbai.</li> <li>Chief Executive Officer, Rajiv Gandhi Jeevandayi Arogya Yojana Society, Mumbai.</li> </ol>

Sr.No.	Department	Heads of the Department
(1)	(2)	(3)
		<ol> <li>Director, Directorate of Health Services, Mumbai.</li> <li>Project Director, Maharashtra Aids Control Society, Mumbai.</li> <li>Director, Health Services-1.</li> <li>Director, Health Services-2.</li> </ol>
30	Public Works Department.	<ol> <li>Secretary to Government.</li> <li>Chief Engineer, Public Works Region, Mumbai Pune/Nashik/Aurangabad/Amravati/Nagpur.</li> <li>Chief Engineer, National Highway, Public Works Department, Mumbai.</li> <li>Chief Engineer, Special Project, Public Works Department, Mumbai.</li> <li>Chief Engineer (Electrical), Public Works Department, Mumbai.</li> <li>Chief Architect, Office of the Chief Architect, Maharashtra State, Mumbai.</li> <li>Superintending Engineer (Mechanical), Public Works Department, Navi Mumbai.</li> <li>Superintending Engineer, Design Circle, Navi Mumbai.</li> <li>Superintending Engineer, Vigilance and Quality Control Circle, Navi Mumbai/Pune Nashik/Aurangabad/Amravati/Nagpur.</li> <li>Superintending Engineer, All Public Work Circles.</li> <li>Director, Parks and Gardens, Public Works Department, Mumbai.</li> </ol>
2 m		13. Director, B.D.D. Chawls,  Public Works Department, Mumbai.

This provisions are inserted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

These provisions are substituted *vide* Government Notification, F.D., No. MCS-2019/CR 19/SER-6, dated 30th December 2021.

#### APPENDIX III

(See rule 11)

#### Rules for the examination of candidates as to their physical fitness

1. Candidates will be examined and certified in <sup>1</sup>[Mumbai] City by the Superintendents of Government Hospitals and in the mofussil by the Civil Surgeon of the district or Superintendent, Sassoon General Hospital, Pune, as the case may be, in which they are employed or reside for the time being or by a Medical Officer duly appointed for the purpose (vide Schedule "A" below):—

#### Provided that—

- (i) In the case of a female candidate, a competent authority may <sup>2</sup>[ ] accept a certificate signed by <sup>1</sup>[any Government female medical officer, Group-A.]
  - Note.—Once a female Government servant is asked to produce a medical certificate of fitness for entry into Government service whether in permanent or temporary capacity, and has actually been examined and declared unfit, it is not open to the authorities exercising the powers to use their discretion to ignore the certificate that has been produced.
- (ii) In the case of a candidate who is appointed <sup>1</sup>[ in Group-D cadre] a competent authority may accept a certificate signed by any Medical Officer irrespective of his rank.

The certificate should be in the form prescribed by rule 12 in Chapter III.

- (iii) Maharashtra Medical and Health Service <sup>1</sup>[Group A] Resident Medical Officers should issue physical fitness certificates of <sup>3</sup>[Group C and Group-D] Government servants of this State.
- 2. In the case of female candidates, the examination will be confined to the general condition of health and Constitution only.
- 3. Medical Officers in-charge of civil stations should, when required to do so, examine successful candidates as to their physical fitness both before admission into the Training Colleges and before they are appointed to Government service.

<sup>&</sup>lt;sup>1</sup> This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is deleted vide Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

Students of the Training Colleges for men and women at Pune should on admission be examined by the Maharashtra Medical Service Officer in medical charge of these institutions instead of by the Superintendent, Sassoon General Hospital, Pune, and on leaving the Colleges they should be examined as to their physical fitness by the Civil Surgeons of the districts or the Superintendent Sassoon Hospital, Pune, as the case may be, to which they are appointed.

- 4. Heads of Offices will furnish the candidate with a letter of cognizance stating the department and the appointment to which the candidate will be appointed and also briefly summarising the nature of the work he or she will have to perform, and making mention of any special hardships of climate, whether fatigue and the like which the candidate will have to endure. The declaration mentioned in rule 5 should be attached to the letter of cognizance, which is printed as Schedule "C" below. In cases of examination by a Medical Board, the authority furnishing the letter of cognizance may be the Head of Department, if it is not possible to get the letter signed by a Head of Office.
- 5. The utmost care should be exercised in furnishing certificates of physical fitness to candidates for public services, and applicants will be required by the appointing authority to declare in writing, when possible, whether they have at any time been pronounced unfit for Government employment by a duly constituted medical authority.
- 6. (1) The examination as to the physical fitness of candidates, except in the case of those seeking admission to departments for which special standards of physical fitness are laid down, will comprise routine examination into the health and bodily condition of candidates for the public service, with special reference to the points noted below:—
  - (i) General conformation.
  - (ii) The presence or otherwise of haemorrhoids or fistula.
  - (iii) The presence or otherwise of hernia or weakness of the inguinal rings and canals.
  - (iv) The presence of varicocele, hydrocele, or other affections of the testicle.
    - (v) The presence of pyorrhoea alveolaris.
    - (vi) Any evidence of venereal disease.
    - (vii) The presence of Trachoma.
    - (viii) Any inveterate skin disease.
    - (ix) Any Tubercular disease.
    - (x) A neurotic temperament.

- (2) Every candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note below:—
  - (i) State your name in full (in block letters). .....
  - (ii) State your age and place of birth .....
  - (iii) (a) Have you ever had small-pox, intermittent ....
    or any other fever, enlargement or
    suppuration of glands, spitting of blood,
    asthma, heart disease, lung disease, fainting
    attacks, rheumatism appendicitis;

Or

- (b) Any other disease or accident requiring .......

  Confinement to bed and medical or surgical treatment?
- (iv) When were you last vaccinated?.....
- (v) Have you or any of your near relations been ...... affected with consumption, scrofula, gout, asthma, fits epilepsy or insanity?
- (vi) Have you suffered from any form of nervousness .. due to overwork or any other cause?
- (vii) Have you been examined and declared unfit ... for Government service by a Medical Officer/
  Medical Board, within the last three years?

(viii) Furnish the following particulars concerning your family:—

Father's age, if living and state of health	Father's age at death and cause of death	living, their ages and state	No. of brothers dead, their ages at death and
1	2	of health 3	cause of death

Mother's age, if	Mother's age at	No. of sisters	No. of sisters
living and state	death and cause	living, their	dead, their ages
of health	of death	ages and state	at death and
		of health	cause of death
5	6	7	8

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other condition.

Candidate's signature
Signed in my presence
Signature of Medical Officer

- Note.—The candidate shall be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and if appointed, of forfeiting all claim to superannuation pension or gratuity.
- 7. Candidates will be required to pass the visual test laid down in the regulations as to the standards of vision, *vide* Schedule "B" below. A candidate whose standard of vision does not come up to the requirement of services specified in Annexure "A" to Schedule "B" shall be referred to the Board of Referees for assessment of their visual standard in relation to the nature of work the candidate is expected to do. The candidates declared unfit by the Board of Referees will not be eligible for appointment in Government service.
  - <sup>1</sup> [8. ]
- 10. Candidates for the Central Police Training School must be certified by the Civil Surgeon or Superintendent, Sassoon General Hospital, Pune, <sup>2</sup>[or District Civil Surgeon or Medical Superintendent, Government Medical College of the District of candidate's native place] as the case may be, to be thoroughly fit for out-door employment and free of any disease likely to interfere with their efficiency as <sup>3</sup>[ Police Authority.] <sup>4</sup> [ ]
- 11. Candidates for the State Services should be sent for medical examination by a Medical Board, only after they are selected for appointment.

<sup>&</sup>lt;sup>1</sup> This provision is deleted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is inserted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>4</sup> This provision is deleted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

- Note.—In case of medical examination of female candidates for gazetted appointments under Government, one of the members of the Medical Board examining such candidates should be a lady Medical Officer, possessing medical qualifications included in the Schedule to the Indian Medical Council Act, 1956.
- 12. Selected candidates for the posts of Maharashtra Forest Service and Maharashtra Forest Engineering Service should be examined by the Medical Board in <sup>1</sup>[Mumbai] City <sup>2</sup>[or District Civil Surgeon or Medical Superintendent, Government Medical College of the District of the candidate] in accordance with the <sup>3</sup>[] rules:—
  - (i) The examination as to the physical fitness of these candidates shall be such as would be required by a reputable life assurance company if the candidates wish to insure at normal rates for the full terms of their lives.
  - (ii) It will comprise the routine examination into the health and bodily condition of candidates for the public service as laid down in rule 6 above. (A table below is for the guidance of the medical examiners showing the minimum relative heights, weights and chest measurements, which should, as a general rule, be regarded as sufficient.)

Table showing the lowest relative heights, weights and chest measurements

		Weight	Chest measure- ment		Height	Weight	Chest measure- ment
	Cm.	Kg.	Cm.		Cm.	Kg.	Cm.
(1)	152.40	44.45	81.28	(9)	172.72	56.24	87.63
(2)	154.94	45.36	81.28	(10)	175.26	58.97	88.90
(3)	157.48	46.27	82.55	(11)	177.80	61.69	90.17
(4)	160.02	47.17	83.82	(12)	180.34	63.50	91.44
(5)	162.56	48.99	83.82	(13)	182.88	67.13	93.98
(6)	165.10	50.80	85.09	(14)	185.42	69.85	96.52
(7)	167.64	52.62	86.36	(15)	187.96	73.94	101.60
(8)	170.18	54.43	86.36	(16)	190.50	79.38	101.60

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>2</sup> This provision is inserted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is deleted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

- Note.—The Medical Board should certify in cases of candidates for the Maharashtra Forest Service and <sup>1</sup>[Forest Engineering] Service that they are fit for rough out-door work in the Forest Department. <sup>2</sup>[However, the concerned department has to give information of the nature of work and duties of the post while obtaing the certificate.]
- <sup>1</sup>[ (iii) Medical Board may certify the candidate unfit, with any deformity or who may tend to incapacity.]

<sup>3</sup>[ (iv) (v)

- (vi) Candidates must pass the visual test prescribed in Schedule "B" to these rules
- (vii) Cases of candidates rejected for defects or ailments, which are possibly remediable, will be reported to Government, who will decide whether re-examination shall be permitted and the date thereof.
- 13. Candidates for appointments to the Upper Subordinate Forest Service or ranger class will be required to produce a health certificate in the following from signed by a Commissioned Medical Officer or by a Medical Officer in charge of a civil station:—

Examination free.

Dated 20

His age is according to his own statement ....... years, and by appearance about.....vears. <sup>4</sup>[

Civil Surgeon/ Superintendent, Sassoon General Hospital, Pune.

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>2</sup> This provision is inserted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is deleted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

<sup>&</sup>lt;sup>4</sup> This provision is deleted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

- Note 1.—The medical examination of a candidate for selection to the Forest Service will be conducted free of charge, if he is armed with a letter from a forest officer not lower in rank than Divisional Forest Officer. Care should be taken by that officer that letters are given only to likely applicants.—
- Note 2.—Any candidate is liable to further medical examination, if the Chief Conservator so directs.
- 14. Candidate for all Government scholarships tenable in England or on the Continent <sup>1</sup>[or in any foreign countries] are required to submit with their application a certificate of physical capacity to undergo the course of life and study, which they will have to follow in England, signed or countersigned by the Superintendent of one of the Government Hospitals in <sup>2</sup>[Mumbai] or a Civil Surgeon of a district or Superintendent, Sassoon General Hospital, Pune as the case may be. Such candidates should, therefore, be subject to a careful medical examination by the Superintendent of a Government Hospital, <sup>2</sup>[Mumbai], or the Civil Surgeon or Superintendent, Sassoon General Hospital, Pune as the case may be, and special attention should be paid to the probability of their being able to stand the English climate. A candidate for a Government scholarship should pay the usual fee for a certificate unless he is provided with a letter of authority requesting the Civil Surgeon or Superintendent, Sassoon General Hospital, Pune as the case may be, to examine him.
- 15. Candidates for any special department of Government service, having special standards of physical fitness, must be provided with, and present a copy of any such special standards to the examining officer.
- 16. Medical Officers who are in doubt about the fitness of a candidate should refer the whole case to the Director of Health Services, <sup>2</sup>[Mumbai], who will decide whether the candidate should be examined by another Medical Officer or by Medical Board.
- 17. If in the opinion of the Medical Officer/Medical Board, a candidate is unfit he/they shall issue to such candidate a certificate in the following form:—

"I/We consider	(name of the candidate) to be
temporarily/permanently unfit for emp	loyment as on account
of	

This provision is inserted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

- \* In my/our opinion, the candidate should be fit to appear for re-examination by ...... (date) and he should appear with a fresh letter of cognizance for re-examination."
  - Note.— <sup>1</sup>[ Except Honourable Court and the concerned candidate, no other person/body is entitled to a copy of the report or the detail findings of a Medical Board.]
- 18. Candidates pronounced unfit, except on grounds of visual test, shall with the permission of the Head of the Office concerned, be entitled to appeal to the Director of Health Services, <sup>1</sup>[Mumbai], together with medical certificate, if any, produced as a piece of evidence as provided in note 5 of rule 11 of Maharashtra Civil Services (General Conditions of Services) Rules, 1981, within one month from the date of issue of the communication in which the findings of the Medical Officer are communicated to them. <sup>2</sup>[Director Health Services as per his discretion may forward the certificate to the Medical Board for re-examination.]
- 19. The examining Medical Officer is held responsible for the measurements of height, weight, chest and abdomen in cases where these are specifically laid down. He is also responsible for noting on the certificate the marks of identification.
- 20. Detailed accounts of the examinations held in India by individual medical examiners, or by Medical Boards, of candidates, who may subsequently have to present themselves for final examination before the Medical Board of the office of the High Commissioner for India should be forwarded to the Medical Board of the office of the High Commissioner for India for record. It is of great importance that the Board should have before it, when proceeding to the final examination of such candidates, full particulars of the information obtained and the conclusions reached by the examiners by whom the candidate was first passed as physically fit for Government service.

<sup>\*</sup> To be added in case of temporary unfitness.

This provision is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This provision is added vide Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

#### SCHEDULE "A"

(See rule 1)

The following Medical Officers are appointed to examine candidates stated against their names :-

(i)	Police Surgeon, <sup>1</sup> [ Mumbai]	City and Railway Police Forces stationed in <sup>1</sup> [ <i>Mumbai</i> ]
(ii)	Maharashtra Medical Service, <sup>2</sup> [Group B] Officer, incharge Subsidiary Police Hospital, Naigaum.	Recruits for the posts of constables in the City Police Force stationed in <sup>1</sup> [ <i>Mumbai</i> ].
(iii)	Medical Officers of prisons and jails.	Prison and jail establishments.

(iv) Superintendents of Mental Hospitals. Mental Hospital establishments.

(v) Superintendents, Cama and Albless Hospitals <sup>1</sup> [ Mumbai]

Female candidates in <sup>1</sup> [Mumbai]

#### SCHEDULE "B"

#### Regulation as to the standard of vision

[See rules 7 and 12 (vi)]

- 1. When a candidate for admission into the Civil Services of Government, appears before the medical authority for visual test, the medical authority shall be guided by the different minimum standards as prescribed in Annexure "A" to this schedule. This is the "Sorting Out" stage, where the obviously suited are certified fit without further trouble.
- The doubtful and unsuitable cases shall be referred to a "Board of Referees", comprising of at least three ophthalmologists who shall get the cases examined on the following points:-
  - (i) Previous record of glasses worn.
  - (ii) Determination of refractive error under homatropine.
  - (iii) Fundus changes, particularly in the anterior part of choriaretina.
  - (iv) Vitreous changes.

This provision is substituted vide Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

This word is substituted vide Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

- (v) Absolute visual acuity.
- (vi) Radius of curvature of cornea.
- (vii) Ascertainment of the nature of his work, particularly in relation to subjective and objective hazards.

And shall assess the visual capacity against the visual task expected in which they shall be guided by certain classic standards according to the work to be assigned to the candidate.

- 3. The Board shall have the right to order the re-examination of a candidate annually for three years to determine the stability or unstability of a refractive error before he is finally confirmed.
  - 4. The "Board of Referees" decision shall be final and irrevocable.
- 5. When a candidate is referred to a Medical Board, the Board shall be guided by the standards laid down in Annexure "A" (Preliminary standards) and those who fall short of the standard shall be referred to the "Board of Referees".

#### ANNEXURE 'A'

(See rule 7)

#### Preliminary Visual Standard for all Services

Group 'A'

For posts requiring very high degree of visual acuity with unaided eye-

Visual acuity—unaided vision is not less than 6/6 in one eye and not less than 6/9 in the other.

Posts for which such a high standard is required—

Armed and unarmed Police, etc .....

#### Group 'B'

For post requiring very high degree of vision acuity with glasses and moderate degree without glasses---

Visual acuity---

6/24 each eye without glasses.

6/6 each eye with  $\pm 2.5$  after correction

Normal colour vision as tested with the Ishihara test. No evident signs of infective condition of the external eye e.g. Trachoma.

No squint.

Posts for which such a high standard is required---

All <sup>1</sup>[*Group A*] and certain <sup>1</sup>[*Group B*] posts, *viz*. Medical and Engineering Services; <sup>1</sup>[*Group B*], Superintendents and Sub-Inspectors of Police.

#### Group 'C'

For posts requiring a high degree of visual acuity with visual aids (Glasses)

Visual acuity—

6/6 each eye with  $\pm$  4.0D after correction.

No infective condition of the external eye.

No Squint.

Post for which such a high standard with glasses is required—

This word is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

- 1.  ${}^{1}[Group \ B]$  posts.
- 2. Certain <sup>1</sup>[Group C] posts, viz. MMS, <sup>1</sup>[Group C] compounders.
- 3. Skilled workmen and artificers and machine workers.
- 4. Bus conductors in Transport Service.

#### Group 'D'

For posts which can do with a moderate degree of visual acuity

Visual acuity—

Better eye 6/6 with  $\pm 4.0$  D worse eye 6/24 with glasses.

No infective condition of the external eye.

Posts that can do with such a moderate degree of visual acuity.

 $^{1}[Group\ C]$  posts and all types of desk-work, e.g. clerks, accountants, organising officers, store-keepers.

#### Group 'E'

For posts which do not require acute central visual acuity—

Visual acuity—

Better eye 6/12 with correction.

Worse eye 6/24 with correction.

No ineffective condition of the external eye.

Posts that can do with such visual acuity.

Ward boys in hospitals, menials, sweepers, peons, messengers, and all those belonging to  ${}^{1}[Group\ D]$  in whom a moderate visual acuity is enough to enable them to perform their duties.

*Note.*—All those who fall short of the above standard are not necessarily failed but shall be referred to the "Board of Referees" for expert opinion.

This word is substituted *vide* Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

#### ANNEXURE 'B'

#### Rules for the guidance of the Board of Referees

- 1. Visual acuity.— An eye that cannot be brought to 6/6 after correction calls for a detailed examination.
- 2. Pupil reaction.— A sluggishly reacting pupil is an eye for detailed examination.
- 3. Fundus changes in Myopia.— A general rarified appearance of the fundus, particularly in the centrocoecal and anterior parts: a temporal crescent with its points almost meeting to form an annual ring round the disc and pigment degeneration are signs of grave import and ground for failing a candidate.

In a high degree of myopia a narrow temporal crescent in itself must not be a criterion for failing a candidate.

*Fundus diseases.*— In other fundus diseases all lesions of a progressive nature are grounds for failing.

- 4. Refractive error.— But for posts under Group "A" under the preliminary visual standards, the standards may be considerably relaxed. More attention is to be paid to the type of refractive error than the degree. In this measurement of the radius of curvature of the cornea and its refractive power and the condition of the eye-grounds and vitreous will determine a physiological or a pathological error. Thus a myopia of 10D with a corneal refraction of 45D or 46D (normal 44D) and healthy eye-grounds and no vitreous opacities is no risk myopia whereas a myopia of 4D with a corneal refractive power of 44D or less with a rarified anterior choroid is a full-risk myopia and may be disqualified. Thus no limit is set for the degree of myopia for the board of expert referees.
- 5. Amblyopia.— If one eye vision is defective from whatever cause (Squint, opacity, macular trouble) it matters little then whether the eye has vision finger counting at 6 meters or 6/12. That eye is useless for central vision, in the presence of the better eye. The only concern there is: (a) whether the eye has good peripheral vision. (b) does the condition in that eye constitute a danger by itself? If the eye has good peripheral vision, the person can do any duty that does not require binocular vision. All causes giving rise to defective vision in one eye from an opacity, fundus disease or squint, paralytic or non-paralytic or external disease should be investigated in every case and the capacity of that person to fit for the duty he is expected to do, is assessed by the expert Board. In that direction special attention should be given to whether such an eye condition suggests a possibility of similar condition developing in the other eye.

6. In the event of any doubts as to the progressibility or otherwise of any case the Board reserves the right of examining the case once in every year and to defer its final decision until three years, have passed.

#### SCHEDULE 'C'

(See rule 4)

### Letter of cognizance to be taken by a candidate undergoing physical fitness examination

physical fitne	ss examination	
	No.	20
	Place	
	Date	
From		
The		
То		
The Civil Surgeon/Superintendo Sassoon General Hospital, Pund	,	
<b>Subject</b> .— Medical Examinat service.	ion for physical fi	tness for Government
Sir,		
I am directed to request that candidate for employment in the position	st of nay kindly be exan nished with your in the prescribed ervices (General G	in the cadre of nined by you/a Medical opinion/opinion of the form as recommended Conditions of Services
(1) Height.		
(2) Figure.		
(3) Personal marks—		
(1)		
(2)		
(3)		

This candidate is expected to do .......[rule 4, Appendix III, Maharashtra Civil Services (General Conditions of Services) Rules, 1981.

This candidate had made a declaration before me to the effect that he was not declared unfit for Government service previously by any duly constituted medical authority [rule 5, Appendix III, Maharashtra Civil Services (General Conditions of Services) Rules, 1981. This declaration is attached.

Yours faithfully,

(Head of Office/Department)

#### APPENDIX IV

(See rule 36)

#### A form of service book

Space should be provided on the reverse of the title page of the service book to record thumb and finger impressions of (Non-gazetted) Government servants under the following headings:--

Thumb and finger impressions of (Non-gazetted) Government servant who is not literate enough to sign his name in English, Hindi or Marathi. The opening page of the service book should contain the following entries:—

- (1) Name
- (2) Race
- (3) Residence
- (4) Father's name and residence
- (5) Date of birth by the Christian era as nearly as can be ascertained.
- (6) Exact height by measurement.
- (7) Personal marks for identification.
- (8) Educational Qualifications
- (9) Signature of (Non-gazetted) Government servant.
- (10) Signature and designation of the head of the office or other attesting officer.
  - Note.— The entries in this page should be renewed or re-attested at least every five years, and the signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every five years under this rule.

The remaining folios of the service book should be divided into fifteen columns, *viz*. :—

- (1) Name of appointment.
- (2) Whether substantive or officiating and whether permanent or temporary,
  - (3) If officiating, state substantive appointment,
  - (4) Pay in substantive appointment,
  - (5) Additional pay for officiating,
  - (6) Other emoluments falling under the term "Pay",
  - (7) Date of appointment,
  - (8) Signature of Non-gazetted Government servant,

- (9) Signature and designation of the Head of the Office or other attesting officer in attestation of columns 1-8,
  - (10) Date of termination of appointment,
- (11) Reasons of termination (such as promotion, transfer, dismissal, etc.),
  - (12) Signature of the Head of Office or other attesting officer,
  - (13) Nature and duration of leave taken,
  - (14) Signature of the Head of the Office or other attesting officer,
- (15) Reference to any recorded punishment or censure, or reward or praise of the Government servant.

#### APPENDIX V

(See rule 38)

#### **Certificate of Service**

1.	No Rank
	Name
	Unit
	Father's Name
	Class Sub-Class
	Village P.O
	TahsilThana
	Tel. office Rly. Station
	District
	Date of enrolment
	Date of transfer to Reserve
	Date of discharge
	Non-qualifying service
2.	Description at the time of completion of this form:
	Age
	Distinctive mark
3.	*Transfer to the Reserve on
	*Discharge by order of
	Dismissed
	In consequence of
	+Under Item/Section I.A.A.Rule 13/I.A.A.
	After servingyearsmonths
	dayswith
	the colours andyearsmonths
	days in the Reserve.
	(Non-Qualifying service to be included)
4.	Character is assessed, vide R. A. I. Instruction No. 203
5.	(a) Medals, decorations or mentions in despatches

<sup>\*</sup> Strike out item not applicable.

<sup>+</sup> Insert the condition from which a person discharged on medical ground is suffering, as entered in the proceedings of the Medical Board I.A.F.

(b) War Services, showing theatres of operations with dates
(c) Wounds (Details of disability)
6. Certificate (a) Highest military educational certificate (R.U.)
Highest military educational certificate (Eng.)
Highest education (Civil)
Degree of proficiency in reading and/or writing (i) English, (ii) Roman Urdu.
(b) Any other Language
Any other qualification such as Mathematics
(c) Employment before enlistment
(d) Army trade and qualifications
7. The holder of this certificate must understand that, if he wishes to submit a petition, he must do so to the officer i/c Records* or to the Deputy Commissioner/Collector
Application for assistance in finding employment should be made to Sub-Regional Employment Exchange at +
His nearest D.S.S.A.B. is at +
8. The contents of paragraph 7 above have been fully explained to me.
Date :
(Cignature of Coldien)
(Signature of Soldier) Station:
Signature and Rank
Date: Commanding
Note.—The signature of the soldier will not be affixed to this page until all entries are completed and will then be regarded as a certificate that he understands the use of the form and accepts
the correctness of the entries therein.

<sup>\*</sup> Enter training Centre, depot, unit etc. + Enter Station

#### <sup>1</sup> [ APPENDIX-V(A)

[See Rule 38(2) (A)]

#### **UNDERTAKING**

For recording my	date of Birth in Government record, I have submitted
(this) do	cuments and as per my information the date mentioned
i.e (in	words) is recorded in service book is
correct and I am also d	aware that after recording my date of Birth, the request
for change in date of B	irth will not be accepted later on.
Place:	
Date:	Sign. of the Government servant.]

This provision is added *vide* Government Notification, F.D., No. MCS-2019/CR 19/ SER-6, dated 30th December 2021.

#### APPENDIX VI

(See rule 50)

### Instructions for regulating the Patenting of Inventions made by Government Servants under rule 50

- 1. (1) In these Instructions—
  - (a) "Committee" means the Patents Advisory Committee.
- (b) "Inventor" means any Government servant whose duties involve carrying out of Scientific or Technical Research.
- (c) "Department" means Department of Government in charge of any Research Organisation.
- (d) "Research Organisation" means any technical or scientific establishment under Government where research work is carried out, and includes also an establishment where research work is carried out in addition to any other routine work.
  - (e) "Secretary" means Secretary of the Patents Advisory Committee.
- (2) The Patent Advisory Committee will consist of the officials mentioned below :—

#### Chairman

Industries Commissioner, <sup>1</sup>[Mumbai.]

#### Members

The Director of Technical Education, <sup>1</sup>[Mumbai.]

The Director of Agriculture, Pune.

The Director, Haffkine Institute, <sup>1</sup>[Mumbai.]

The Director, Department of Chemical Technology, University of  ${}^{1}[Mumbai.]$ ,  ${}^{1}[Mumbai.]$ 

#### Member-Secretary

The Joint Director of Industries (Technical Development-II), <sup>1</sup>[Mumbai.]

The said Committee will have powers to co-opt not more than two members.

2. An inventor should not, without the previous permission of Government, employ a Patent Agent or disclose the invention to any person otherwise than as provided in instruction 4 or publish or join any person not connected with

This provision is substituted vide Government Notification, F.D., No.MCS-2019/CR 19/SER-6, dated 30th December 2021.

the invention in his application for a patent, or file a Complete Specification, or make any application for a patent in any other country.

Until the Patents Advisory Committee makes a decision under instruction 19, the particulars about any invention disclosed by an inventor should be treated as confidential and deemed to belong to and held in trust for the Government.

- 3. Every inventor should, if so ordered, do everything necessary for obtaining a patent whether in India, or any other country under such conditions as may be prescribed by the Government.
- 4. Every inventor who evolves an invention should promptly disclose it to the Head of the Research Organisation where he is working.
- 5. Where an inventor discloses his invention to the Head of his Research Organisation with or without a request for permission to file an application for a patent accompanied by a Provisional Specification, the Head of the Research Organisation should, through a secret communication, forward the information to the Department concerned together with his remarks on—
  - (i) the connection, if any, between the invention and the inventor's official duties;
  - (ii) the extent to which the inventor has used the facilities provided at Government expense;
  - (iii) whether the results are of such a nature that they should be published instead of being patented;
    - (iv) patenting the invention in foreign countries;
  - (v) the estimated needs of the Department concerned and the Government as a whole;
    - (vi) the probable contribution to public welfare; and
  - (vii) his recommendations, if any, as to further action deemed appropriate.
- 6. An inventor may file an application for a patent accompanied by a Provisional Specification after obtaining the permission of the Head of the Research Organisation where he is working:

Provided that, in case the inventor is himself the Head of a Research Organisation, he may file such application without obtaining previous permission of Government.

7. Government hereby authorises the Head of every Research Organisation to grant, in his discretion, to any inventor working under him, permission

under rule 50 to file an application for a patent accompanied by a Provisional Specification :

Provided that, where the Head of a Research Organisation does not deem it fit to grant the permission for instance, where the invention is likely to have utility for Defence purposes or for the Department concerned, he should forward the papers to the Department concerned, together with his remarks.

- 8. Where an inventor desires to obtain permission in accordance with instruction 6, his request to the Head of his Organisation should be made on the prescribed form, shown in Annexure "A" which should be filed in quadruplicate.
- 9. If the Head of a Research Organisation decides to grant the permission, he should sign all the four copies of the forms, return one copy to the inventor, retain one copy and forward the remaining two copies alongwith copies of the Provisional Specification to the Department concerned.
- 10. If the request for permission is accompanied by a Complete Specification (which should be in duplicate) the Head of the Research Organisation should, through a secret communication, forward the papers to the Department concerned, together with his remarks on points referred to under sub-paragraphs (i) to (vii) in instruction 5.
- 11. Upon receipt of a communication of an invention from the Head of the Research Organisation the Department concerned should examine the case. If they consider that the results proposed to be patented are of such a nature that they should be published instead of being patented, they will refuse the inventor's request for permission to take out a patent. The Department may take such steps as they consider expedient for publishing the invention, or for otherwise disposing of the invention. On receipt of intimation of such refusal, the inventor shall abandon his application for patent, if any, filed on the basis of a Provisional Specification. In all other cases the Department concerned should, within 15 days of their receipt of the communication from the Research Organisation, forward the papers to the Secretary with their recommendations. While forwarding the papers to the Secretary the following documents should be supplied through a secret communication:—
  - (i) If the invention was disclosed unaccompanied by a request for permission to take out a patent, full particulars of the invention so disclosed;
  - (ii) If an application has been made on the basis of a Provisional Specification, a copy each of the application and the Provisional Specification filed at the Patent Office; and

- (*iii*) If a request for permission has been made to take out a patent on the basis of a Complete Specification, a copy of the Complete Specification.
- 12. Upon receipt of the foregoing communication from the Department concerned the Secretary will submit the information for the consideration of the Committee who will consider whether the permission asked for (under rule 50) should be granted, with or without conditions.
- 13. If the Committee is satisfied that the invention has no connection whatsoever with the inventor's official duties, or does not fall within a technical field or activity of the Department concerned, it will, if the inventor has applied for permission to take out a patent, grant him the permission without any restriction.
- 14. If the Committee considers that the invention has been made in the course of the inventor's official duties or that the invention has resulted from facilities provided at Government expense, it will decide whether an application for a patent should be made to the Controller of Patents and Designs on the basis of a Complete Specification.
- 15. If the Committee decided that an application for a patent should be made on the basis of a Complete Specification, the Secretary will, if necessary, obtain from the inventor further particulars required for the drafting of the Complete Specification and take the within necessary steps to prepare and file the Complete Specification, within 9 months from the date of the Provisional Specification, if any. The application will be made in the name of the inventor, on the understanding that he will hold the patent in trust for the Government and will, in due course, assign his rights to the Government.
- 16. The Complete Specification and the drawing, if any, requited for filing and prosecuting the applications for patents will be prepared by the Research Organisation when facilities exist for such purposes, and in other cases, by the Secretary, or by such agency as may be appointed by the Committee.
- 17. All fees up to the stage of acceptance, in respect of every application prosecuted by the Secretary, will be borne by the Committee.
  - 18. On filing a Complete Specification the Committee will consider—
  - (i) whether the invention should be published for free use by the public; or
  - (ii) whether a patent should be taken out for exploitation by Government; or
  - (iii) whether the inventor should be allowed to take out a patent for his own benefit.

- 19. If the Department or the Committee decides that the invention should be published for free use by the public, it will refuse the inventor's request, if any, for permission and the Secretary will not prosecute the application for patent beyond the stage of its acceptance. In all such cases the Committee on the advice of the Department concerned, will determine the *ex-gratia* payment, if any, and will advise the Department concerned accordingly.
- 20. If the Committee decides to take out a patent for exploitation, the Secretary will proceed with the application, and on obtaining a patent, take the necessary steps to get the inventor's under the patent assigned to the Government.
- 21. In all cases where the Committee decides to take out patents for exploitation, it will decide also the manner in which the patents should be exploited.
- 22. Inventions which the Committee considers are of no interest to Government either for commercial exploitation or publication for free use to the public, will be returned to the inventors, if they so desire, and they will be allowed to take out patents for their own benefit subject to—
  - (i) the reservation of the right of Government to the use of the invention either without payment/or on such terms as the Government may consider reasonable;
  - (ii) the condition that the inventor will not assign or deal with or grant licence to any person without obtaining the prior permission of the Government.

#### ANNEXURE "A"

(See Instruction 8)

#### SECRET

# Request for permission to file an application for a Patent accompanied by a Provisional Specification direct to the Patent Office

(To be filed in quadruplicate)

	I/We	here	by re	equest	per	mis	ssion	to	file	an	app	licatio	on fo	r	an
Indi	an pa	tent	accom	panied	by	a	Provi	isiona	al S	pecific	catio	n in	reque	est	of
				• • • • • • • • • • • • •		• • • •		(here	giv	e tit	le o	f inv	entior	ı).	In
cons	siderati	ion of	grant	of such	per	mi	ssion	I/we	agre	e and	decl	are as	s follo	w :-	—

- 2. I/We declare that this invention has not been evolved in the course of my/our official duties and as a result of the research and facilities provided at Government expense.
- 3. Four copies of the Provisional Specification which it is proposed to forward to the Controller of Patents and Designs, Calcutta (or an equivalent description of the inventor) accompany this request. Immediately after despatching the application, I/we will submit two exact copies of the documents forwarded to the Controller of Patents and Designs.
- 4. I/We wish to apply for a patent, in my/our name(s) on the understanding that I/we would hold the patent when granted, in trust for the Governor of Maharashtra (hereinafter called Government) and will assign the same to Government, whenever, called upon to do so.
  - 5. I/We will, if so ordered, withdraw my/our application for a patent.
- 6. I/We will not file the Complete Specification in respect of this invention without the prior permission of the Government or in the manner as may be directed in the matter.
- 7. I/We will not apply for a patent in any other country in respect of this invention without the prior permission of the Government.

Inventor's Signature
Designation
Date

My/Our address for service in India is	•••••					
Permission granted.						
Signature of the Head of the Research Organisation						
Designation						
Date	Received one copy.					
Signature of the inventor (or inventors)						
-						
Dated						

By order and in the name of the Governor of Maharashtra,

NITIN GADRE, Additional Chief Secretary to Government.

#### **COMPARATIVE TABLE**

 $\it Note.$ —This comparative table has been prepared solely for the purposes of facilitating reference

Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959	Remark	Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981 (1)	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959	Remark
	Chapter I-General	(0)	9(8)	9 (12)	(0)
1(1)(2)	1		9 (9)	9 (13)	
2 (a), 2 (b)	2 (a), 2 (b)		9 (10)	9 (13-A)	
2 (c)	146		9 (11)	9 (13-B)	
Note 1	Note 5 below 2		9 (12)	9 (14)	
Note 2	·· Note 2 below 2		9 (13)	9 (15)	
Note 3	148		9 (14) (a)	9 (16) (a)	
3	3		9 (14) (b)	9 (16) (b)	
4	3-A		9 (14) (c)	9 (16) (c)-part	
5	4		9 (14) (d)	9 (16) (c)-part	
6	5		Note 1	Note 2	
7	6		Note 2	Note 3	
Note	Note		Note 3	Note 4	
8	8		Note 4	Note 5	
Cha	apter II—Definition	ns	Note 5	Note 6	
9	9		9 (14) (e)	9 (16) (f)	
9 (1)	9 (2)		Note 1	Note 1 below	
9 (2)		New	Note 2	9 (16) (f) Note 2 below	
9 (3)	9 (4)		NOTE 7	9 (16) (f)	
9 (4)	9 (5)		9 (14) (f)	Note below	
9 (5)	9 (8)		0 (14) ( )	9 (16) (h)	
9 (6)	9 (9) and Note thereunder		9 (14) (g)	9 (16) (i)	
9 (7)	9 (10)		9 (14) (h) (i)	9 (16) (j1)	
	15 (600, 9, 9099)		Note	Note	

(G.C.P.) H-1956–15 (600–2-2022)

Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981	Ri fr C	orresponding ule Numbers com Bombay livil Services Rules, 1959	Remark	Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981		Corresponding Rule Numbers from Bombay Civil Services Rules, 1959	Remark
(1)		(2)	(3)	(1)		(2)	(3)
9 (14) (h) (ii)	9	9 (16) (j2)		9 (29)		9 (30)	
9 (14) (h) (iii)	9	9 (16) (j3)		9 (30)		9 (31)	
9 (14) (h) (iv)		9 (16) (j4)		9 (31)		9 (32)	
9 (14) (h) (v)		0 (16) (j5) &		9 (32)		9 (33)	
J (14) (11) (V)		j7)		9 (33)		9 (35)	
9 (14) (h) (vi)	9	9 (16) (j6)		9 (34)		9 (36)	
9 (14) (h) (vii)	9	9 (16) (k)		Instruction		Instruction	
Note		Note		9 (35)		9 (37)	
9 (14) (i)		0 (16) (1)		9 (36)		9 (39) (a)	
9 (14) (j)		0 (16) (n) 0 (16) (m)		9 (37)		9 (40)	
9 (15)		) (10) (III) ) (17)		9 (38)		9 (41)	
Note 1		Note 2		Note 1			New
Note 2		Note 3		Note 2			New
9 (16)		9 (18)		9 (39)		9 (42)	
Note 1		Note 1		9 (40)		9 (43)	
Note 2		Note 2		9 (41)		9 (44)	
9 (17)		9 (18) (A)		9 (42)		9 (46)	
Note 1		Note 2		9 (43)		9 (47)	
9 (18)		9 (19)		Note 1		Note 2 below 9 (16) (a)	
9 (19)	9	9 (20)		Note 2		Note 2 below	
9 (20)	9	9 (21)				9 (47)	
Exception	I	Exception 2		Note 3	••	Note 5 below	
9 (21)		9 (22-A)		0 (44)		9 (16) (a)	
9 (22)	9	9 (23)		9 (44)		9 (47-A)	
9 (23)		9 (24)		9 (45)	••	9 (48)	
9 (24)		9 (25)		9 (46)		9 (48-A)	
9 (25)		9 (26)		9 (47)	••	9 (49)	
9 (26)		9 (27)		9 (48)	••	9 (49-A)	
9 (27)	9	9 (28)		9 (49)	••	9 (50)	
9 (28)			New	9 (50)	••	9 (52)	

Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959	Remark	Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959	Remark
(1)	(2)	(3)	(1)	(2)	(3)
9 (51)	9 (53)		15 (4)	14 (e)	
9 (52) 9 (53)	9 (54) 9 (56)		Exception	Exception below 14 (a)	
Note Instruction	<ul><li> Note</li><li> Instruction</li></ul>		16	Part of Rule 14(a)	
9 (54)	9 (56-A)		17	14-A	
Note	Note		18	14-B	
9 (55)	9 (57)		19	15	
9 (56)	9 (58)		20	18-A	
9 (57)	9 (59)		21 (1)	18 (a)	
9 (58)	9 (60)		21(2)	18 (b)	
Chapter III—C	General Conditions	of Services	21(3)	18 (c)	
10	32		22	18-B	
Note	Note		Note		
11 (1)	10		23 (1)	19 (a)	
11 (2)	Note 1 below		23 (2)	19 (b)	
<_/	14 (a)		Note	Note	
Note 1	Note 1 below		23 (3)	19 (c)	
N O	10		23 (4)	19 (d)	
Note 2	Note 5 below (14) (a)		Note 1	Note 1	
Note 3	Note 2, 14 (a)		Note 2	Note 2	
Note 4	Note 3, 14 (a)		23 (5)	19 (e)	
Note 5	Note 4, 14 (a)		23 (6)	19 (f)	
12	11		Instruction	Instruction	
13	12		24	20	
14	13		25 (1)	20-A (a)	
15 (1)	14 (a)		25(2)	20-A (b)	
15 (2)	14 (b) and Note below it		26 27 (1)	21 22 (a)	
15 (3)	14 (d)	1	27 (2)	22 (a) Note 1	

Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959	Remark	Rule No. from Maharashtra Civil Services (General Conditions of Services) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959
(1)	(2)	(3)	(1)	$(2) \qquad (3)$
28	24		38 (3)	171
Exception	Exception		38 (4)	171
29	27		Exemptions	Exemptions
30	28		Note 1	Note 1
31 (a)	Exceptin 2 below 29		Note 2	Note 2
91 (b)	20		39	170
31 (b) 31 (c)			40	169
31 (d)			41	168
31 (d)	Exception 1 below 29		42	172
Instruction	Instruction		43	173
Note			44	174
32	31	New	45	177
33	23		Note	Note 2
34	17		46	175
Chant	er IV—Maintenan	00 o <b>f</b>	47	178
	er IV—Maintenan Record of Service	ce oi	48	179 and Note
35	166		49	179-A
36	167		Chapter V	—Patents to Government engaged in Scientific and
Instruction	Instruction			chnical Research
37	176		50	862
Instruction	Instruction		Note	Note
38 (1)	171		51	863
38 (2)	171		Chapter	VI—Repeal and Saving
Instruction		New	52	_
Instruction	•• •••	New	52	864

Π

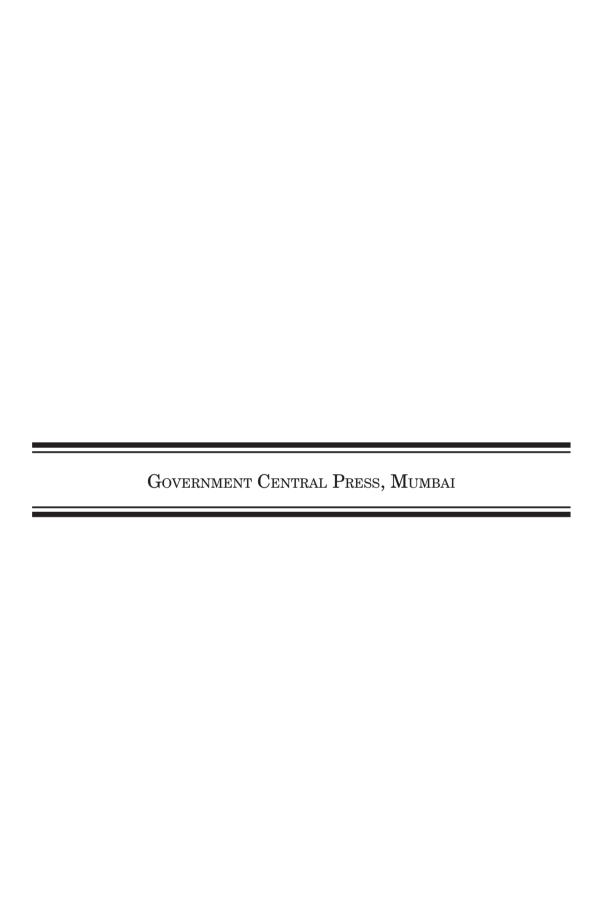
The following Rules/Notes/Instructions/Exceptions etc. from the Bombay Civil Services Rules, 1959, stand deleted:—

Rule Number	Rule Number
Note 1, 4 and 6 below Rule 2	9 (34)
9 (1)	Note below Rule 9 (35)
9 (6)	9 ( (38)
9 (10-A)	9 (39) (b) and Note thereunder
Note 1, 3 and 4 below Rule 9 (16) (a)	Note 1 below Rule 9 (47)
Note below Rule 9 (16) (b)	Note below Rule 9 (48)
Note 1 below Rule 9 (16) (c)	9 (51) and Note below it
9 (16) (e) and (g) and Note below it	Note below 9 (53)
9 (16) (h)	9 (55)
Note 1 below Rule 9 (17)	Instruction below Rule 15
Note 1 below Rule 9 (18-A)	Instruction below Rule 22
Exception 1 below Rule 9 (21)	Rule 25 and Note below it
Exception 1 and 2 and	Note 2 below Rule 22 (b)
Notes below Rule 9 (27)	Notes 1 and 3 below Rule 177
9 (29)	

#### III

The following Rules/Notes/Instructions/Exceptions etc. from the Bombay Civil Services Rules, 1959, stand transferred to other parts of rules as shown below:—

- (1) Note below rules 9 (25) transferred to Maharashtra Civil Services (Honoraria, Fees, Compensatory Local and House Rent Allowances) Rules.
- (2) Rule 9 (41), clauses and all notes thereunder and rule 9 (41-A) and all notes thereunder transferred to appropriate place in the Maharashtra Civil Services (Pension) Rules.
- (3) Rule 33 transferred to Maharashtra Civil Services (Leave) Rules, 1981.



	N. B.— The entries in this page should be renewed or re-attested at least every five years and the signature in lines (9) should be dated. Finger prints need not be taken attesh every five years under this rule. डीम :— या पुष्ठावदील नोदी निदान प्रत्येक पाच वर्षांतर पुन्हा नव्याने करण्यात याव्यात क्षांता याव्यात वाव्यात प्राचात क्षांत करण्यात याव्यात वाव्यात वाव्यात व्याव्यात वाव्यात वाव	
	कांन्डी व कांमक ह्याणमूर (क्ष) -मान्ड्य ह्याल ह्याला क्ष्याला ह्याला हा ह्याला ह्याला ह्याला	
Æ	(ii) Issuing Authority and mis designation Standing (1801284 Dune)	(88)
ouno	Report of medical check up- Fit	(11)
	कायोलय-प्रमुखाचा अथवा इतर काणत्याहा वाजाकन- आयकान्याची सही व पदनाम- अधिकान्याची सही व पदनाम- Shivsjinsger, Pune न्या 1016	(08)
	Signature and designation of the Head of the Office or other Attesting Officer— कार्यालय-प्रमुखाची अथवा इतर कोणत्याही साक्षांकन-	(01)
ФПР	Signature or (non-gazetted) Government servant-	(8)
punoj	Educational qualifications - of magnet of the string plats with second Division in May 2001.  Educational qualifications - of magnet of many 2001 affect of many 2001	(5)
	Personal marks for identification— scar on मंदीतर side of neck. अञ्चलपामाठी अंगावरील खुणा—	(V)
	Exact height by measurement— 5 8½"	(9)
णारु 1	प्रमित्राचे तक्की करून कि कि स्ताप्रमाण । । । । । । । । । । । । । । । । । । ।	(h)
bnuoì t	Date of Birth by the Christain Era as nearly as can be ascertained—  19. 64. 1980 [Nineteenth April 19. 64. 1980 [Nineteenth	(g)
	Father's Name and Residence— Paranipe Madhav S.  — ज्यान न राहणाने ठिकाण— ज्यान व अध्यान विकाण—	(x) (t)
	Residence F-6, Shringth Hermitage, 2013, Someshwar Wadi,	(E) (F)
ं भाषि	7ace- Non - B.c.	(5)
bunol b	Name Ustanjpe Sampada Madhav	

्रिडा।: १ .क डाम

### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG - Degree Programme)

412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16. 2-25676640 Email: msihmcttpo@gmail.com, web site: msihmctrs.in

REF: MSIHMCTRS/BHMCT/2021/ 04

Date: 27 01 2021

#### Faculty workload for the EVEN Semester 2020-2021 (NEW)

Sr.	Name of			W	orkload					
No.	Faculty	Subject Taught	Th	Pr	Total	Net Total	Other Duties	Sign		
		Sp. In Housekeeping Mgmt. CEC - 801 Sp. In Front Office Mgmt.	04	08	16		BHMCT and Research Centre coordinator, NBA Coordinator, DTE, AICTE,SPPU-website related correspondence, RTI officer,			
\ <sup>1</sup> .	Dr. Seema Zagade	CED - 801	04			20	Women Grievance cell, Purchase Committee, Internal Complaint	n ad		
	5-791	Project Report - CP 802	01	-	01		Committee In-charge, NBA Criteria	NO P		
		Accommodation Op. – MH 106 C	03		03		3 & 8, New Building 2 <sup>nd</sup> Floor Incharge, IQAC member	80°		
		SP. In Food Prod, Mgmt CEA 801	04	08	12		BHMCT & MHMCT Training & Placement Coordinator, New Bldg.,	0		
	Mr .Sachin	Project Report - CP 802		01	01		purchase, Sodexo, New Bldg. documentation, SY MHMCT Internal	30g		
2.	Rayarikar	Food Prod, Mgt. – MH 106 A	03		03	17	Monitoring, IQAC member, QIP Committee, NBA Criteria 6 & 7,			
		PDBC – MH 107 - II	01	-	01		AMC & Maintenance In-charge, Final year Class counselor, New Building 5 <sup>th</sup> Floor In-charge			
		Food & Beverage Service C 402	02	08	10		ODC In charge, SCA, Library Committee, , New Bldg. purchase,	K		
3.	Mr. Vikas Sarup	Marketing for hospitality and tourism – MH 102	03		03	19	IQAC member, QIP Committee, NBA Criteria 6 & 7, New Building	4		
		Field Work - MH 108	-	04	04		1st Floor In-charge, FY BHMCT			
		P D - IV Sec I & II- MH 409	-	02	02		(Batch – I) Internal Monitoring			
		Basic Room Division - C 103 (batch -I)	02	08	10		Anti-ragging committee & Anti Ragging Squad In-charge, Faculty development programme			
		Project Report - CP 802	02		02	20	20		coordinator, DSR in-charge, Women Grievance committee, Third year	1
4.	Dr. Vidya Kadam	Tourism - a Global Perspective- MH 101	04	-	04			BHMCT Internal Monitoring, IQAC coordinator, NBA Criteria 1 & 5,	11	
9-	Radam	PDBC – MH 107 - II	01	-	01	- 1	New Building 6 <sup>th</sup> floor In-charge & Vermi-pit, Library Committee, Stores Committee, DeAsra	V		
		Yield Mgt MH 401	03	-	03			Coordinator, Time Table Committee, FY BHMCT (Batch – I) Class Counselor		
5. Dar		Sp. Housekeeping Mgmt. – I – CEC 601	04	08	-16			SCA In-charge, Stud. Grievance, Computer department in-charge, ,		
	Mr.	Sp. In Front office MgmtI – CED 601	04	.00	-10			New Bldg. purchase & security, QIP committee, BHMCT & MHMCT COE, IQAC member, New Building	280	
	Darshan Joshi	Event Mgmt – SE 605	93	1027	रंट अर्डेड	21	Terrace, Public & Periphery Area,	JI.		
		(5)			रिज नं		Maritoring	Š.		

Sr.	Name of			W	orkload		524 St. 1984 St. 19	100	
No.	Faculty	Subject Taught	Th	Pr	Total	Net Total	Other Duties	Sign	
		Sp. In Food Production Mgmt I - CEA 601	04	08	12		Coordinator for Short Course & Rich Graviss, Anti ragging Committee & Anti Ragging Squad, Stores		
6.	Mr. Abhay Manolkar	BPS MGT- MH 402	03		03	18	Committee, New Bldg. purchase, New Building 3 <sup>rd</sup> Floor In-charge,	Quall	
		H. R. D. – MH 404	03	-	03		NBA Criteria 2 & 4, Library Committee, TY BHMCT Class Counselor, Final year Internal monitoring		
7.	Mr. Chintamani	Food Production – I - C 101 (Batch – II)	02	16	18	21	Rational, SC & ST committee and Internal complaint committee, Stores, QIP committee, Website In-charge, FY BHMCT (Batch – II) Class Counsellor, FY MHMCT Internal	M	
)	Sahasrabud he	Principles of Management – C 104 (Batch – I)	03		03		Monitoring, New Bldg. purchase, New Building 4 <sup>th</sup> Floor In-charge ,NBA Criteria 3 & 8, Stores Committee, AMC & Maintenance In-charge, Timetable committee		
		Sp. In F & B Service Mgmt. – III – CEB 801	04	08	12		MHMCT Coordinator, Monthly Performance & Annual Report		
	Ms.	Project Report - CP 802	01	-	01		Incharge, Internal Complaint committee, Students Development Officer, website Incharge, AV aids Incharge, New Bldg. purchase, Hostel Wing In-charge, NBA Criteria 1 & 5, Maintenance		
8.	Sampada Paranjpe	F & B Service Mgt. – MH 106		03	03	17			
		PDBC – MH 107 - I & II		01	01		Committee, Stud. Grievance, SY BHMCT Internal Monitoring		
9.	Ms. Neeta Khivansara	French – I – C 105 (Batch – I&II)	04	-	04	04			
10.	Ms. Alka	F & B Service – C 102 (Batch – II)	02	08	10	14			
10.	Bhagwat	Communication Skills – I & II -C 106 (Batch – I&II)	04	-	04	14	14		
		F & B Service – I – C 102 (Batch – I)	02	08	10		Alumni activities, SY BHMCT Class counselor, NBA Criteria formatting,		
11.	Mr. Devesh Janvekar	Principles of Management – C 104 (Batch – II)	03	-	03	20	Time table committee , SCA Committee Member		
	Janvekai	Event Mgmt. – C 404 Hotel Information System - SE 606	02	03	02				
12.	Ms. Pooja Pawar	Food Production - I - C 101 (Batch – I)	02	16	18	18	NBA Criteria 6 & 7, Stores Committee , Website committee	Proplement	
12	Mr.	Quantity Food Production – C 401	02	16	18	20	NBA Criteria 3 & 8		
13.	Devendra Kelkar	Food Safety Mgmt. Systems - C 405	02	-	02	20	ADA CHICILI J & U		
		Human Resource Mgmt – AE 603	04	-	04				
14.	Mr. Nitin Kshirsagar	Organization Behavior – AE 803	04	-	04	11			
		Organization Development and Leadership – MH 104	03	2	03	STORT THE	नमेंट ॲन्ड केटिंग टेक्निक्र		

रजि.नं: महा/६९९/२००९/पूर्ण

38

Sr.	Name of		Workload				Other Duties	Sign
No.	. Faculty Subject laught		Th	Pr	Total	Net Total	Other Duties	Sigii
		Basic Rooms Division -C 103 (Batch – II)	02	08	10			
15.	Ms. Anushree	Customer Relationship Mgmt.  – GE 406 A	03	į.	03	18	NBA Criteria 1 & 5, Institute	
	Dixit	Customer Relationship Mgt MH 103	03	æ	03	5.0	Housekeeping	
		Green Practices – MH 407	02	-	02			
1/	Ms.	Accommodation Operations - II - C 403	02	08	10	15		
16.	Mugdha Satalkar	Disaster Mgt – MH 403	03	-	03	13		İ
		Psychology – MH 408	02		02			
17.	Ms. Pranita	Intro. of Cyber Sec. & Info. Sec. – C 602	04	-	04	06		
	Dugane Dugane	Cyber Security – I & IV	02	-	02			
		Corporate Sust MH 405	03		03			
	Mr. Raviraj	Facility Planning - GE 406 B	03	J-5.	03			1
18.	Phatak	Sp. In F & B Service Mgmt. – 1 – CEB 601	04	08	12	20	NBA Criteria 2 & 4	
		Selling Skills – MH	02	-	02			
		Services Mktg. – AE 604	04	-	04			
19.	Ms. Rekha Kumar	Managerial Economics - AE 804	04	-	04	11	-	
		Service Marketing – MH 406	03	=	03			
20.	Ms Prajkta Warale	Statistics & Quantitative Techniques – MH 105	02	-	02	02	-	
21.	Mr. Rajesh Hukre	Statistics & Quantitative Techniques – MH 105	02	-	02	02	122	

Principal M.S.I.H.M.C.T., Pune









## CERTIFICATE OF COMPLETION

**Presented To:** 

# DEVESH JANVEKAR

MSIHMCT, PUNE

For completing OJT at CONRAD PUNE From 26<sup>TH</sup> JUNE 2023 to 4<sup>TH</sup> AUGUST 2023

In Front Office & Housekeeping Department.

His Attendance Percentage is 100%

Reg.No. MAH/699/2009/Pune
Dt. 11/06/2009

During his tenure, his performance was Very Good.

HARITA N WADKE (LEARNING & DEVELOPMENT MANAGER)

CONRAD

DATE

31st August 2023

NEVER JUST STAY. STAY INSPIRED.



### ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

Certificate of Participation

This is to certify that Ms. Sampada Paranjpe from Maharashtra State Institute of Hotel Management and

Catering Technology, Pune has participated and successfully completed the online workshop on Universal

Human Value on the theme "Inculcating Universal Human Values in Technical Education" during 14-18

December, 2020 as organized by All India Council for Technical Education (AICTE).

J. W337

Dr. Rajneesh Arora

Chairman

National Coordination Committee for Induction Program

Prof. Rajive Kumar

Member Secretary, AICTE



NITTH CHANGE ABO

Certificate No: 4204/21-22

### National Institute of Technical Teachers Training and Research Chandigach

MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVERNMENT OF INDIA

Certificate

This is to certify that

#### SAMPADA PARANJPE

MAHARASHTRA INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, PUNE MAHARASHTRA

Participated in the Online AICTE Recognized Faculty Development Programme

on

Accreditation and Outcome Based Curriculum Design from

08/03/2021 to 12/03/2021 (one Week)

Conducted by

**Curriculum Development Centre** 

NITTTR, Chandigarh

Reg.No. MAH/699/2009/Pune
Dt. 11/06/2009



Co-ordinator

Head of the Department

Director

### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE



#### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16. 2 - 25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

Report on "Workshop on Learner-Centered Teaching by Mahrukh Bharucha"

Title: Workshop on Learner- Centered Teaching by Mahrukh Bharucha

Date: June 27, 2018

Time: 2:30 to 5:30 pm

Speaker: Mr. Mahrukh Bharucha

**Objective**: The workshop offered valuable insights into learner-centered teaching methodologies, enhancing the skills of our dedicated faculty.

Report: A workshop on learner-centered teaching, led by Mahrukh Bharucha, was conducted on June 27, 2018. Mahrukh Bharucha, trained at The Poona Arts Theatre and holding merits and distinction from Trinity College London, serves as the Western India representative of LAMDA (London Academy of Music & Dramatic Arts) since 2008. She is actively involved in training teachers and students for various LAMDA examinations, including Drama, Speech, and Public Speaking.

The workshop offered valuable insights into learner-centered teaching methodologies, enhancing the skills of our dedicated faculty. Mahrukh Bharucha's extensive background in drama and speech training, along with her role as a representative of LAMDA, contributed to a comprehensive and insightful session. The active participation of our esteemed faculty reaffirms our commitment to continuous improvement in teaching practices

FDP In- charge

Reg.No. MAH/699/2009/Pune Dt. 11/06/2009

(BHMCT)
Maharashira State institute of
Hotel Manada room a Catering Technology
Shivemagar, Pune-411016

#### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG –DegreeProgramme)

412 - C, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune - 16.

**2**-25676640 Email: msihmcttpo@gmail.com, web site:msihmctrs.in

REF: MSIHMCTRS/BHMCT/2018/ 1/23

Date: 27.06.2018

To, Ms. Mahrukh Bharucha Facilitator Pune

Dear Mahrukh,

Greetings from M.S.I.H.M.CT.!!

This is to express our sincere thanks for conducting a workshop on 'Learner Centered Teaching' on 27<sup>th</sup> June 2018.

The workshop was immensely appreciated by all our faculty members.

We are sure that this workshop has helped our faculty to enhance the knowledge about different methods of teaching and will help in their academics.

Thank you for the support extended towards our institute. It is a proud moment for us, when our alumni contribute to the Institute in particular.

Warm regards,

Dr. Anita Moodliar

RINCIPAL narashtra State Institute of

Management & Catering Technology ivajinegar, Pune - 411 0/%.

Thanks! was all mine!
The pleasure was all mine!

#### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG -DegreeProgramme)

412 - C, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune - 16.

25676640 Email: msihmcttpo@gmail.com, web site:msihmctrs.in

REF: MSIHMCT/UG-PG/SS/2018/418

Date: 26 | 06 | 18

#### **FUNCTION PROSPECTUS CUM OFFICE ORDER**

•				
Name of the Event : Lew	iner-Centric	Teaching	Date of Event	<u>= 27/06/18</u>
F 0 0			)	
Programme: BHMCT/MI	HMCT Year: 1st	/ 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final	Year <u>Day</u> : Wed.	Time: 2 : 30 +
				5:30
Types of Function:	Meeting • Interv	view • Gues	t lecture Worksl	hop
	Seminar • Visit	<ul> <li>Other</li> </ul>	's (Please Specify) -	
Guest Profile / Name: MS	Haruk Ba	Aucha		
Faculty Coordinating:	n. Victya Herd	um		
Venue: • Classroom		Conference	Banquet	
Auditorium	Principal room		1	re To a second
Sr. No. of SCA Registrar	118.	1	A STATE OF THE STA	
FOOD & BEVERAGE DEPA	RTMENT:		8 2 1 1 X	

				1922			
Meal	Time	Pax	Venue	Kitchen	Food Prod.	Service	Staff
Breakfast	1 1 /						
Tea							
Lunch -		7-5			aur	- Nort	Pramod:
РМТ	3:30	15	conference		14. Chintam		Sandosh
Takeaways			0	AND THE WATERING	100		Drygnest

Pag.No. MARIS93/2009/Prina Dt. 11/04/2009

#### ROOM DIVISION MANAGEMENT ARRANGEMENT:

Type of Linen:

Nos.

Faculty In-charge. Dr. Vidya hadan M

Flower Arrangement: 01

A. V. Aids:

Camera:

Mr. Darshan Joshi

**Special Instruction:** 

#### STUDENT IN CHARGE:

**Food Production:** 

Food & Beverage Service:

Accommodation:

Any other instruction (For Students)

#### CIRCULATED TO THE CONCERNED DEPARTMENT (SIGN)

S. N.	Name	Sign	S. N.	Name	Sign
1.	Dr. S. Zagade	M	13.	Ms. S. Mantri	
2.	Mr. S. Rayarikar	100	14.	Ms. U. Toke	
3.	Mr. V. Sarup	Just.	15.	Ms. D. Ghavate	
4.	Dr. P. Navare		16.	Mr. L. Rehaman	- 127 Januar
5.	Dr. V. Kadam	W	17.	Ms. G. Mohite	
6.	Mr. D. Joshi	188	18.	Ms. S. Jadhav	200
7.	Mr. A. Manolkar	1	19.	Mr. Sopan J.	1
8.	Mr. C. Sahasrabudhe	ar	20.	Mr. S. Jagade	
9.	Ms. S. Paranjpe	. CPAS	21.	Mr. D. Ishte	21100
10.	Mr. R. Gade		22.	Mr. P. Padvekar	Radielos
11.	Ms. D. Marne	My	23.	Mr. S. Deshmukh	11000
12.	Ms. N. Dimble	V	24.	Mr. V. Kaware	Kurde



Attendance sheet for a workshop on "Learner Centric Teaching" on 27<sup>th</sup> June 2018 under Faculty Development Programme.

Sr. No.	Staff Name	Sign
1.	Dr. Anita Moodliar	
2.	Dr. Seema Zagade	98
3.	Mr. Sachin Rayarikar	TAR
4.	Mr. Vikas Sarup	Your
5.	Dr. Prachi Navare	Puach
6.	Dr. Vidya Kadam	(9)
7.	Mr. Darshan Joshi	08
8. Mr. Chintamani S.		gor
9.	Mr. Abhay Manolkar	Donall
10.	Ms. Sampada Paranjpe	2003



# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY,

(UG & PG - HMCT)

412 - C, K.M.Munshi Marg, Shivajinagar, Pune - 16.

25676640 Email: msihmcttpo@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/EST/2018/431

Date: 26.06.2018

#### OFFICE ORDER

All faculty members are hereby informed that they have to attend a workshop 'Learner – Centred Teaching' under Faculty Development Programe by Ms. Mahrukh Bharucha organized on 27<sup>th</sup> June 2018 in Conference Room at 2.30 p.m. to 5.30 p.m.

Sr. No	Faculty Name	Sign
1.	Dr. S. Zagade	
2.	Mr. S. Rayarikar	-3m?
3.	Mr. V. Sarup	Var.
4.	Dr. P. Navare	Punch
5.	Dr. V. Kadam	1200
6.	Mr. D. Joshi	V NS
7. Mr. A. Manolkar		Danell
8.	Mr. C. Sahasrabudhe	cor.
9.	Ms. S. Paranjape	909

Principal C PR(NGI&APG – HMCT) (UMSIPMCT, Pune. Maharashtra State Institute of Hotel Management & Catering Technology Shivajinagar, Pune – 411 016



# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY,

(UG & PG - HMCT)

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25676640 Email: msihmcttpo@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/EST/2018/432

Date: 28.06.2018

### OFFICE ORDER

All faculty member are require to identify any two games based on the training session conducted on 27<sup>th</sup> June 2018 by Ms. Mahrukh Barucha and assemble in Principal Room on Saturday 30<sup>th</sup> June 2018 after lunch. The format of the game will be as follows –

- 1) Title Name of the game
- 2) Game Cateories \* Ice Breaker / Introductory / Opener
  - \* Topical / Content
  - \* Review
  - \* Team building
- 3) Purpose / Objective -
- Time required –
- 5) Size of Group -
- 6) Material required -
- 7) Procedure to conduct -

Note: Submit a hard copy and need to conduct the game for staff.

Principal 27 6 (UG & PG - HMCT) MSIHMCT Pune Metering Technology A-9. No. MAIA/699/2009/Pune Ot. 11/08/2009



### MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16. ■- 25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

## Report on "Budget & Budgetary Control"

Title: A guest lecture Budget & Budgetary Control was organised for the final year students.

Date: 7 May 2022

Time: 9:30-11:30am

Speaker: Mr. Chetan Konde, Executive Housekeeper, Taj Hotel.

**Objective:** To understand the significance of budgeting and budgetary control in organizational financial management.

### Report:

There was a seminar about Budget & Budgetary led by Mr. Chetan Konde Executive Housekeeper and organized by Prof. Dr. Vidya Kadam on 7<sup>th</sup> May 2022.

Budgeting and budgetary control are the seasoned sailors steering our organization through turbulent financial waters. They're our guiding lights, helping us chart a course, adjust sails, and weather unforeseen storms.

Budgeting acts as our map, outlining revenue and expenses, while budgetary control serves as our compass, keeping us on track. Together, they motivate our team, giving us purpose and direction as we navigate towards success, ensuring smooth sailing even amidst challenges.

In- charge

Maharashtra State Institute of
Hotel Manager France - 411016



## MAHARASHTRA STATE INSTITUTE OF MANAGEMENT AND CATERING TECHNOLOGY (UG & PG – Degree Programme)

412 - C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune - 16.

25676640 Email: msihmettpo@gmail.com, web site: msihmetrs.in

REF: MSIHMCT/UG-PG/SS/2022/ 305

Date: 2 | 5 | 2022

### **FUNCTION PROSPECTUS CUM OFFICE ORDER**

Name of the Event :	Budget and	Budgetary	Control.	Date of Event:	07/05/22
Name of the Event:		<u>ar</u> : 1 <sup>st</sup> / 2 <sup>nd</sup> / 3	3rd / Final	Day: Sat	
				Time: 9:30	
Types of Function:	Meeting     Seminar	• Visit •	Others (Pleas	se Specify) -	
Guest Profile / Name:	Mr. Chelar	Konde.	Exc. Hour	seluper -	Taj B'D.
Faculty Coordinating:	Dr. Vidya	Kadam			<b>U</b> .
Venue: • Classroo	om • Iris	Zaffra	an • Conf	ference	

**Board Room** 

Principal Office

## FOOD & BEVERAGE DEPARTMENT:

Sr. No. of SCA Registrar 87

Assembly Hall

	ndwen-Eugeo	and the		Va. E.	Faculty		742
Meal	Time	Pax	Venue	Kitchen	Food Prod.	Service Sta	Staff
Breakfast	11:30	02	Prinipal.	Bakery			Ramdon
Tea				\			
Lunch				V			
PMT				100			
Takeaways		ere de M	As Section 1 and 1 and 1 and 1				



### **ROOM DIVISION MANAGEMENT ARRANGEMENT:**

(2. 하나, 이 전 경우, 12일 기업을 받는 것이 되었다. 이 경우 이 경우 하는 것이 되었다. 그는 것이 되었다. 그 것이 되었다면 되었다면 되었다. 그 것이 되었다면 되었다면 되었다면 되었다면 되었다면 되었다면 되었다면 되었다면	
Type of Linen: Nos.	Faculty In-charge:

Flower Arrangement:

Camera:

**Special Instruction:** 

## STUDENT IN CHARGE:

Food Production:

Food & Beverage Service:

Accommodation:

Any other instruction (For Students)

## CIRCULATED TO ALL FACULTY AND STAFF

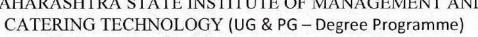
S. N.	Name	Sign	S. N.	Name	Sign
1.	Dr. S. Zagade	AR	15.	Ms. S. Mantri	7m
2.	Mr. S. Rayarikar	- sm2	16.	Ms. U. Toke	(John
3.	Mr. V. Sarup	-	17.	Mr. S. Jagade	high
4.	Dr. V. Kadam	14/5	18.	Mr. D. Ishte	Sloder
5.	Mr. D. Joshi	VIII)	19.	Mr. P. Padvekar	Ralle
6.	Mr. A. Manolkar	Gillia	20.	Mr. S. Deshmukh	Donuel
7.	Mr. C. Sahasrabudhe	WW	21.	Mr. V. Kaware	Huwort
8.	Ms. S. Paranjpe	and a	22.	Ms. R. Jadhav	23/10/1
9.	Mr. D. Janvekar	CONS	23.	Mr. R. Khilare	Park
10.	Ms. P. Pawar	(See)	24.	Mr. A. Adsule	Alexan
11.	Ms. A. Manna	hold.	25.	Ms. S. Deokar	श्राचिता
12.	Mr. R. Gade	2	- 26.	Ms. J. Kamble	Lample
13.	Ms. D. Marne	Am	27.	Mr. S. Rathod	SR
14.	Ms. N. Dimble	MP			

Principal

Dutto



## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF MANAGEMENT AND



Date: 27.04.2022

412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16. ☎ - 25676640 Email: msihmetrsoffice@gmail.com, web site: msihmetrs.in

REF: MSIHMCT/UG-PG/2022/

To,
Mr. Chetan Konde
Executive Housekeeper
Taj Blue Diamond Selection
Pune

Dear Mr. Chetan

Greetings from M.S.I.H.M.CT.!!

We sincerely thank you for accepting our invitation to share your knowledge on 'Budget and Budgetary Control' with our students.

The session was immensely appreciated by the students which will help them in the future.

ASSEMBLY AND CATERING THE

Look forward to your continued support.

Thank you once again.

Warm regards,

Principal



## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG - Degree Programme)

412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16. ☎ - 25676640 Email: msihmettpo@gmail.com, web site: msihmetrs.in

### FINAL YEAR - 2022-23 Even Sem

EVENT: Budget & Budgetary Control

Date: - 07 05 2022

Sr. No.	Roll No.	Student Name	
1.	201902	Baghel Sachin D.	P
2.	201903	Barkade Ritika S.	P
3.	201910	Borse Shruti M.	P
4.	201911	Chavan Rajeshwari U.	P
5.	201912	Chavan Sakshi G.	P
<b>3</b> .	201915	Choudhari Kasturi P.	P
7.	201917	Deshpande Madhav S.	A
8.	201918	Deshpande Sakshi V.	ρ
9.	201919	Dimbar Aditya S.	P
10.	201920	Gaikwad Joel R.	P
11.	201925	Hadke Shlok	A
12.	201931	Jog Nandini N.	P
13.	201932	Kadam Manaswini M.	P
14.	201933	Kadam Mrunalini M.	P
15.	201934	Kadam Shivratna S.	P
16.	201936	Karandikar Shrinidhi K.	P
17.	201940	Kopulwar Tanvi N.	P
18.	201948	Naik Purnima S.	2
19.	201951	Nandgude Akshat R.	P
20.	201952	Pardeshi Atharv J.	P
21.	201954	Pawar Shripad D.	P
22.	201956	Phadtare Vedant S.	P
23.	201963	Shete Ritika D.	P
24.	201965	Thikekar Vighnesh S.	P
25.	201966	Timande Dinesh P.	P
26.	201967	Ware Rutuja D.	P
27.	201970	Dhavale Vinit	P MANAGEMENT AND CATERING TERMS
28.	201971	Khirid Abhishekkumar	Rag.No. MAHI699/2009/Pune
29.	201964	Shewadkar Atharva S.	Reg.No. MAH/899/2009/Pune Dt. 1/08/2009

पंजी. क्र. Regd. No. MH-23/ 18-19/ 07



आई.डी. क्र. ID No. 16823

## राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान, भोपाल

(भारत सरकार, मानव संसाधन विकास मंत्रालय)

National Institute of Technical Teachers' Training and Research, Bhopal

(Ministry of Human Resource Development, Govt. of India)

Gertificate

25 GHIUIGN

को इस संस्थान द्वारा आयोजित लघु अवधि प्रशिक्षण कार्यक्रम सफलता पूर्वक पूर्ण करने पर प्रदान किया जाता है।

This certificate is awarded to Mr.Chintamani R. Sahasrabudhe, Assistant Professor, MSIHMCT Pune

for successfully completing the short term training programme conducted by this institute.

प्रशिक्षण विषय : Programme Title : NBA and Performance Based Appraisal System

अवधि/Duration : /

03/09/18 to 07/09/18

स्थान / Venue

NITTTR, Regional Centre Pune

समन्तर्यक Co-ordinator

निद्शक Director

दिनांक /Date: 07/09/18

(आई.एस.ओ. 9001:2008 प्रमाणित संस्थान) (An ISO 9001:2008 Certified Institute)

DE: 11/06/2009

UNHIGODZIGGOUNGW ON GOV



## National Institute of Technical Teachers' Training and Research Bhopal EXTENSION CENTRE PUNE.

(Under Ministry of Human Resource Development, Govt. of India)

1<sup>st</sup> Floor, Govt. Polytechnic for Distance Learning,
412/D, Shivajinagar, Pune 16.

Tele fax nos. 020-25655521 & 25679151

e-mail – extnpune@nittrbpl.ac.in

No. NITTTR/RCP/2018/B1-8349

Dated: 07/09/2018

### RELIEVING CERTIFICATE

This is to certify that *Mr.Chintamani R. Sahasrabudhe*, *Assistant Professor*, *MSIHMCT Pune*, has reported to this Institute on 03/09/2018 for attending Programme on "NBA and Performance Based Appraisal System (MH- 23 /18-19)" held from 03/09/2018 to 07/09/2018 at NITTTR, Regional Centre Pune.

He has not been paid TA/DA.

He has been relieved today i.e. 07/09/2018 in the afternoon.

(Dr.B.L.Gupta)
Programme Coordinator

To:-The Principal, MSIHMCT Pune.

((





# Bharati Vidyapeeth (Deemed to be University) Institute of Hotel Management and Catering Technology, Pune.



Reaccredited Grade 'A+' by NAAC

# Certificate

This is to certify that Mr/Ns Chincamani. Sahas wabodh ha

participated as a Delegate at Dr. Patangrao Kadam National Hospitality Seminar

"Indian Food: At the Crossroads of Culture and Fusion"

held at Bharati Vidyapeeth (Deemed to be University)

Institute of Hotel Management and Catering Technology, Pune

on Monday, 02nd March 2020.

Dr. S. A. Sangle



Dr. L. S. Chirmulay
Principal



## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

Certificate of Participation

This is to certify that Prof./Dr./Ms. Darshan Sudhir Joshi from Maharashtra State Institute of Hotel Management and Catering Technology, Pune has participated in the One-Day Online Workshop on "How to Conduct the Student Induction (SIP) Program" on 21 September, 2021 organized by All India Council

for Technical Education (AICTE).

J. W33/

Dr. Rajneesh Arora Chairman

National Coordination Committee for Induction Program

him

MANAGENTENT AND CATE

Dt. 11/08/2809

\*

THE ATA

RESERVEN

Prof. Rajive Kumar Member Secretary, AICTE



## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG - Degree Programme)

412 – C, K.M.Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16.

2 - 25676640 Email: msihmctrsoffice@gmail.com, web site: msihmctrs.in

Report on "In-House Training in F&B Service – Basic Level 1 Report"

Title: In-House Training in F&B Service - Basic Level 1

Date: 28/06/2018, 29/06/2018, 30/06/2018

Time: 2.30 to 5 pm

Speaker: Mr. Vikas Sarup & Ms. Sampada Paranjape.

Objective: Faculty Development Programme (FDP) for F &B serivice.

### Report:

This report outlines the details of the In-House Training in F&B Service – Basic Level 1, conducted on June 29, 2018, as part of the Faculty Development Programme. Dr. Vidya Kadam coordinated the event, and the lecturers were Mr. Vikas Sarup and Ms. Sampada Paranjape. The training took place in the restaurant, and In house staff gain knowledge of F and B department.

- Enhancing knowledge of F&B service techniques and trends.
- Developing practical skills in F&B service operations.
- 3. Exploring innovations and technologies in F&B service.

For In-house F and B staff

FOP In- charge



PAHIMEDAPAL

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Innolog

## MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(UG & PG -DegreeProgramme)

412 - C, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune - 16.

25676640 Email: msihmcttpo@gmail.com, web site:msihmctrs.in

REF: MSIHMCT/UG-PG/SS/2018/ 421 Date: 26 06 2018

## FUNCTION PROSPECTUS CUM OFFICE ORDER

Name of the Event: Training in FARS  FOP.  Programme: BHMCT/MHMCT Year: 1st/	Service _ Date of Event: 28/06/2018.
Programme: BHMCT / MHMCT Year: 1st /	2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year <u>Day</u> : <u>Time</u> : 2:30 to
Types of Function:  • Meeting • Interview of Seminar • Visit  Guest Profile / Name:  H. Vi Kas S. Can  Faculty Coordinating:  On Profile / Name:  Paculty Coordinating:  Restaurant	
Auditorium    Principal room	
Sr. No. of SCA Registrar	
J'ay	

### **FOOD & BEVERAGE DEPARTMENT:**

1272	T		Vanna	16:1-1	Faculty		
Meal	Time	Pax	Venue	Kitchen	Food Prod.	Service	Staff
Breakfast	111	1 -					
Tea					u/13		
Lunch			8		0		
PMT	3:30	10	Rest. TIL Pla	-0.5 v v -	Abhay n.		Pramod
Takeaways			_0.	nA pg		de ac	Sandup

## **ROOM DIVISION MANAGEMENT ARRANGEMENT:**

Type	of	Linen:
------	----	--------

Faculty In-charge:

Flower Arrangement: \_\_

A. V. Aids:

- Hr. Darshan Joshi.

Special Instruction:

### STUDENT IN CHARGE:

Food Production:

Food & Beverage Service:

Accommodation:

Any other instruction (For Students)

## CIRCULATED TO THE CONCERNED DEPARTMENT (SIGN)

S. N.	Name	Sign	S. N.	Name	Sign
1.	Dr. S. Zagade	(A)	13.	Ms. S. Mantri	, i
2.	Mr. S. Rayarikar	2m2	14.	Ms. U. Toke	
3.	Mr. V. Sarup	A mint	15.	Ms. D. Ghavate	
4.	Dr. P. Navare	Puachi	16.	Mr. L. Rehaman	Clean
5.	Dr. V. Kadam	- Att	17.	Ms. G. Mohite	
6.	Mr. D. Joshi	MS_	18.	Ms. S. Jadhav	8
7.	Mr. A. Manolkar	atmoth	19.	Mr. Sopan J.	7
8.	Mr. C. Sahasrabudhe	CHI	20.	Mr. S. Jagade	Mayd
9.	Ms. S. Paranjpe	ars.	21.	Mr. D. Ishte	Siet
10.	Mr. R. Gade		22.	Mr. P. Padvekar	Bolls
11.	Ms. D. Marne	Ru	23.	Mr. S. Deshmukh	100
12.	Ms. N. Dimble	(ND)	24.	Mr. V. Kaware	Kiwas
	12		25.	Ms. Swali P	Telle

Principal
UG & PG - HMCT
M.S. H. M.C.T., Pune

# MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY,

(UG & PG - HMCT)

412 – C, K.M.Munshi Marg, Shivajinagar, Pune – 16. **2**-25676640 Email: msihmcttpo@gmail.com, web site: msihmctrs.in

REF: MSIHMCT/UG-PG/EST/2018/ 4 33

Date: 27.06.2018

## OFFICE ORDER

This is to inform all Lab attendants to attend a workshop "Training in Food & Beverage Service" basic level - I by Ms. Sampada Paranjpe organized on 28<sup>th</sup> June 2018 in 3<sup>rd</sup> floor restaurant at 2.30 p.m. to 5.00 p.m.

Sr. No.	Name of the attendant	Sign
1.	Mr. Santosh Jagade	Bigh
2.	Mr. Dnyandeo Ishte	Tode
3.	Mr. Pramod Padvekar	Bahrekor
4.	Mr. Shekhar Deshmukh	AR
5.	Mr. Vishnu Kaware	House

Principal OF PRINCE PRI



## ATTENDANCE SHEET FOR WORKSHOP ON 28<sup>TH</sup> JUNE 2018 FOR ALL ATTENDANT

## Training for Food & Beverage Service - Basic Level I

Sr. No.	Name of the attendant	Sign
1.	Mr. Santosh Jagade	Magd
2.	Mr. Dnyandeo Ishte	Story
3.	Mr. Pramod Padvekar	Gadveleo &
4.	Mr. Shekhar Deshmukh	(AB).
5.	Mr. Vishnu Kaware	Mawo EC
6.	Mr. Shahkar Pandit	शिवार किल
7.	Ms. Snati Pate	Sate.
8.	Santosh S. Bharati	Sharati
9.		
10.		



## ATTENDANCE SHEET FOR WORKSHOP ON 29<sup>TH</sup> JUNE 2018 FOR ALL ATTENDANT

## Training for Food & Beverage Service - Basic Level I

Sr. No.	Name of the attendant	Sign ∧
1.	Mr. Santosh Jagade	Magde
2.	Mr. Dnyandeo Ishte	Silver
3.	Mr. Pramod Padvekar	Radveko &
4.	Mr. Shekhar Deshmukh	Monules
5.	Mr. Vishnu Kaware	MawaER
6.		
7.		
8.		
9.		
10.		

