

**ORDINANCE ON**  
**EMPLOYEES FOREIGN SERVICE RULES**

**(Under Section 22 (a) & (J) of SVSU Act.)**

1. These Rules shall be called the Shri Vishwakarma Skill University Employees foreign service Rules.
2. They shall apply to the employees who accept employment on foreign service.
3. In these rules, unless the context otherwise requires:
  - (i) **Foreign Service'** means service on deputation with Central or State Government departments, other Universities and autonomous organizations within India and abroad.
  - (ii) **University'** means Shri Vishwakarma Skill University.
  - (iii) **Employee'** means a permanent employee of Shri Vishwakarma Skill University
  - (iv) **Competent Authority'** means the appointing authority of an employee.
4. No employee shall be sent on foreign service against his/her will.
5. Only the confirmed employees of the University will be permitted for applying on foreign service
6. The employees of the University will be permitted for applying on foreign service within the state only for the higher posts.
7. The employees will be permitted for applying on foreign service on similar posts/higher posts to National level institutes/outside state institutes.
8. The competent authority may sanction employment on foreign service of an employee on such terms and conditions, if any, in accordance with these Rules as it may like to specify.
9. Applications on foreign service to be submitted through proper channel and No Objection Certificate to be taken from the University before applying.

10. Employment on foreign service shall initially be sanctioned for a period of one year, which may be further extended by not more than one year at a time. Provided that the total period of deputation will not exceed three years.
11. Provided further that in the case of tenure appointments, deputation may be allowed for the prescribed tenure of the post.
12. An employee going on deputation will be deemed to have joined foreign service from the time relinquishes charge of his/her post in the University. His/her foreign service will be deemed to have ended when he resumes charge of his/her post in the University.
13. An employee joining foreign service while on leave of any kind will cease to be on such leave when he/she relinquishes charge of his/her post at the University.
14. An employee on foreign service shall not accept any assignment other than the one for which he/she has been allowed to join foreign service except with the prior sanction of the competent authority.
15. If an employee wants to return from foreign service before completion of his/her term, he/she will generally give advance notice of at least fifteen days to the University. However, in exceptional cases, the condition of advance notice may be waved off by the competent authority.
  - (i) Where employment on foreign service involves a change of station, the employee shall be entitled to joining time of six days, plus actual days of journey.
  - (ii) When holiday (s) falls on joining time, the normal joining time may be deemed to have been extended to cover such holiday (s)
  - (iii) The competent authority may, in special circumstances, reduce the joining time admissible under this rule.
16. An employee joining foreign service will have the option to get his/her pay fixed in the pay scale of the post in foreign service under its normal rules, or will continue to draw the same pay and allowances as in the University plus a deputation allowance at the following rates or as per the Government's instructions issued from time to time:
  - (i) 5% of his/her basic pay subject to a maximum of Rs. 2000/- when the deputation is in the same station.
  - (ii) 10% of his/her basic pay subject to a maximum of Rs. 4000/-, in other cases.

17. The employee shall be entitled to dearness allowance as admissible in foreign service or in the University in accordance with the pay scale for which he/she opts. Provided that the Local other allowances like City Compensatory Allowance, Hill Allowance, House Rent Allowance and Leave Travel Concession etc. shall be paid to him as admissible under the rules of the foreign employer.
18. The employee will be entitled to medical allowance or medical reimbursement as admissible under the rules of the foreign employer. Provided that it will not be less than that admissible to him under the University Rules.
19. The employee will be entitled to claim from his/her foreign employer pay for the joining time prior to joining and after relinquishment of the assignment in foreign service and traveling allowance for journey to his/her place of posting in foreign service and for return journey to the University on completion of his/her deputation as admissible under the rules of the foreign employer.
20. While an employee is in foreign service, contributions towards his/her Pension/New Pension/Contributory Provident Fund, Gratuity and Leave Salary, shall be paid to the University by the foreign employer, failing which the same shall be paid by the employee himself.
  - (i) The contribution on account of leave salary in respect of an employee in foreign service shall be payable to the University at the following rates as amended from time to time:
    - (ii) Teaching Staff: 5.5% of pay drawn in foreign service with benefit of vacation  
11% of such pay without benefit of vacation.
    - (iii) Non-Teaching Staff: 11% of pay drawn in Foreign Service.
21. The contribution may be paid annually within fifteen days from the end of the financial year or at the end of foreign service, if it expires or is terminated earlier failing which interest on unpaid amount of contribution shall be payable to the University at the rate of three paise per day per Rs.100/- from the due date up to the date on which the amount is finally paid by the employee or the foreign employer as the case may be.
  - (i) The contribution towards Contributory Provident Fund and Gratuity in respect of an employee shall be payable to the University at the rate of 10% and 1/24 respectively of pay drawn in foreign service.
22. An employee on foreign service out of India may be granted leave by his/her foreign employer on such conditions as the foreign employer may determine. The leave salary

in respect of such leave will be paid by the foreign employer and the leave not be debited against the leave account of the employee maintained by the University. Provided that if leave is granted to the employee in accordance with the rules applicable to him under the University the foreign employer shall pay to the University the leave salary contribution at the rate prescribed under Rule 16.

23. An employee on foreign service shall not, without permission of the competent authority, accept from his/her foreign employer any contribution to Provident Fund or Gratuity on rates other than those prescribed in Rule 16 above.
24. The Competent authority may subject to the approval of the Executive Council, relax any provision in these Rules for reasons to be recorded in writing.
25. The Foreign Employer shall deduct the employee's contribution towards the 'Employees Welfare Fund' or other fund to which the employee is scribe as per rules of the University as in force from time to time, and remit the same to the University.
26. In case a teacher or an officer of the University is selected as Vice-Chancellor, Chairman or Head of any organizations, the Executive Council in relaxation of these rules may grant him/her permission to accept the same and his/her lien to the post in the University shall be retained till the tenure of the foreign service.
27. Anything not specified under the above Rules shall be decided as per the Rules of the State Government of Haryana in this behalf.