

# **Rules and Guidelines for Office employee**

(Rule 1.2a w.e.f :3.10.2016)

(Office employee must read & accept the rules before joining the institute)

**Following rules must be strictly followed by Office employees:**

- i. Decision on any aspect is final by the institute and office employee have to accept the decision without any legal approaches.
- ii. No any extra payment will be made except already officially declared at the time of appointment.
- iii. No special treatment or facility to any one of any case, except already officially declared.
- iv. Appointment will be cancelled any time, if he/she is found indulge in any kind of following matters:
  - a. breach of any discipline.
  - b. disturbance of other students.
  - c. any kind of misbehavior case with anyone.
  - d. any other unwanted activities.
- v. Employee who are not serious for carrier, are strictly suggested to do not join the office. Office is not for fun.
- vi. Employee are also suggested to move on cooperative and friendly motion.

Authorized signatory

Director-incharge

ACD, New Delhi