

CHAPTER XIV

UNIFORMS AND PROTECTIVE CLOTHING

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CHAPTER XIV

UNIFORMS AND PROTECTIVE CLOTHING

1. **Principles governing the issue of Uniforms and Protective Clothing**

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| 1.1 | Uniforms may be issued to employees whose duties are such that they need be readily identified with the performance of those duties. | Ready identification |
| 1.2 | Protective clothing may be issued to employees whose duties are such that: | |
| 1.2.1 | they are performed essentially outdoors and cannot be interrupted even under adverse weather conditions; | Protection against adverse weather |
| 1.2.2 | protective clothing is required in order to prevent their own clothes being soiled or damaged; | Soiling of own clothes |
| 1.2.3 | they are injurious to health or are otherwise physically harmful unless performed under the protection of special clothing or other devices such as masks, eye shields, gum-boots etc. | Physically dangerous duties |

2. **Eligibility for uniforms and protective clothing**

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| 2.1 | The Commission in consultation with the Governing Authority of each Higher Educational Institution/ Institute shall decide on the posts which qualify for uniforms and the description, quantity and frequency of issue of uniforms and protective clothing (other than protective shoes) to employees attached to their respective institutions. | Posts which qualify for Uniforms, etc. |
| 2.2 | In respect of certain types of duties, suitable uniforms/ uniform materials may be issued to the employees eligible for such uniforms in the same frequencies applicable to such uniforms, as decided by the Commission or the Governing Authority of the Higher Educational Institution / Institute as enumerated in Appendix XVI. | Issue of cloth for making certain types of uniforms: Appendix XVI |

- 2.3 Stitching charges may be reimbursed to eligible employees for making the uniforms in accordance with provisions introduced by the Government from time to time. Reimbursement of stitching charges
3. **Regular use of Uniforms, Protective Clothes and Shoes**
- Relevant Heads of Departments of Study / Divisions/ Centres/ Units, should ensure that uniforms are regularly worn during working hours by those who are required to wear such uniforms and that protective clothing is used in the course of their duties. Employees who do not use them regularly should be reported by their immediate superiors, with a view to disciplinary action being taken. Regular wearing of uniforms
- An employee who has met with an accident due to not wearing protective clothing and/or protective shoes will not be eligible for any compensation.
4. **Uniforms to be clean and tidy**
- Uniforms and/or protective clothing shall be kept clean and tidy at all times. Clean and tidy
5. **Issues at the commencement of each Financial Year**
- Accountant of the Commission or Bursars/ Treasurers of Higher Educational Institutions/a financial officer of the administrative staff of the Institutes/Centre for Higher Learning should ensure that items of uniforms/ protective clothing or material for making them are indented and stocks obtained well in time for issue not later than six weeks of the commencement of the Financial Year. Stocks of Uniforms and Cloth
6. **Issue of Official Bags**
- 6.1 Employees in the posts carrying the salary code denoted by U-MN 4(I): Eligibility: U-MN 4(I)
- The Commission in consultation with the Governing Authority of the Higher Educational Institution/ Institute shall decide the categories of employees who are eligible for receiving official bags.
- Such employees may be paid or reimbursed the

amount, on submission of receipt after purchasing the official bag, which amount shall be determined by the Commission from time to time.

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| 6.2 | <p>Employees in posts carrying salary code denoted by U-EX 1(II) and above: All posts carrying the salary code of U-EX 1 (II) and above are provided with a briefcase/official bag within the approved budget determined by the Commission from time to time.</p> <p>Such employees may be paid or reimbursed the amount, on submission of receipt after purchasing the briefcase/official bag, which amount shall be determined by the Commission from time to time.</p> | <p>Eligibility: U-EX 1(II) and above</p> |
| 6.3 | <p>The facility mentioned above in sub-paragraphs 6.1 and 6.2 above will be available to employees only once in five (5) years.</p> | <p>Once in five (5) years</p> |
| 6.4 | <p>There is no need to return the briefcase/official bag after the expiry of the five year period. However, those who terminate their service on grounds other than the retirement prior to expiring of the five (5) year period should return such briefcases/official bags to the institution concerned.</p> | <p>No need to return after five years</p> |

7. Providing protective shoes

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| 7.1 | <p>(a) The Commission in consultation with the Governing Authority of the Higher Educational Institution/ Institute shall decide the categories of employees who are eligible for receiving protective shoes, considering the nature of duties handled by them, as given below:</p> | <p>Eligible employees</p> |
| | <p>(i) Employees who work in laboratories and experimental fields using chemicals: A pair of protective shoes with soles resistant to acid and oxidative agents</p> | <p>Type of protective shoes</p> |
| | <p>(ii) Employees who work with high power electrical equipment: A pair of shoes with soles having good electrical insulation properties</p> | |

(iii) Employees who are involved in field work:
A pair of water proof shoes which would also protect them from attack by serpents

(b) This facility will be available to employees only once in 18 Months. It is not necessary to return the used pair of protective shoes to obtain a new pair.

Frequency of supply

7.2 Laboratory Attendants of Higher Educational Institutions/ Institutes should be provided with an overcoat on the recommendation of the Head of Department of Study and the Dean of the Faculty concerned.

Overcoats for Laboratory Attendants