

ADMINISTRATIVE MANUAL



INDIAN INSTITUTE OF TECHNOLOGY DELHI
MARCH 2003

Vision

To contribute to India and the World through excellence in scientific and technical education and research; to serve as a valuable resource for industry and society; and to remain a source of pride for all Indians.

Mission

To generate new knowledge by engaging in cutting-edge research and to promote academic growth by offering state-of-the-art undergraduate, postgraduate and doctoral programmes.

To identify, based on an informed perception of Indian, regional and global needs, areas of specialization upon which the Institute can concentrate.

To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.

To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

Values

- ❑ Academic integrity and accountability.
- ❑ Respect and tolerance for the views of every individual.
- ❑ Attention to issues of national relevance as well as of global concern.
- ❑ Breadth of understanding, including knowledge of the human sciences.
- ❑ Appreciation of intellectual excellence and creativity.
- ❑ An unfettered spirit of exploration, rationality and enterprise.

INDIAN INSTITUTE OF TECHNOLOGY DELHI

PREFACE

Although the basic structure of organizational functions and powers of an institute are laid down in its Act and Statutes, a large number of rules and regulations, ordinances, policy decisions are formulated by the Board of Governors, Senate and other authorities of the institute for regulating day-to-day work of the expanding activities of the institute. In order to ensure transparency and help the academic and administrative functionaries of the institute to discharge their responsibility with ease and efficiency, the Institute had in May 1993 prepared an Administrative Manual. An attempt has now been made to update this manual by incorporating changes which have taken place during the last ten years. I do hope that the Administrative Manual will help the academic and administrative functioning of the Institute. Many administrative functionaries of the Institute have put in their efforts in updating the Administrative Manual and I would like to place on record my appreciation for the work done by them. Any suggestions for additions and improvements in the Manual are welcome and users are requested to send the same to the Deputy Director (Admn).

(R.S. Sirohi)
DIRECTOR

New Delhi
25.3.2003

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CHAPTER 1

THE INSTITUTE, ITS HISTORY, ITS AUTHORITIES AND OFFICERS

1.1 PREAMBLE

Since its inception, IIT Delhi has grown steadily both in size as well as in the scope of its activities. Although the basic structure of organisation, functions and powers of the Institute are laid down in the 'Institutes of Technology Act & Statutes' of the Institute, a large number of rules, regulations, ordinances, policy decisions etc. have been formulated by the Board of Governors, Senate and other authorities of the Institute for regulating the day-to-day work of the expanded activities of the Institute. The Institute has also developed and formulated various proformas, forms, formats etc. to be used by its various functionaries and students. The Institute has also developed a number of conventions and practices. Therefore, there is need for a single document in which these rules & regulations, ordinances, policy decisions, conventions etc. are available for reference. This manual is an attempt to compile at one place all these rules, regulations, conventions, proformas, formats etc.

1.2 HISTORY OF THE INSTITUTE

The concept of the IITs was first introduced in a report in the year 1945 by Sh. N. M. Sircar, then member of Education on Viceroy's Executive Council. Following his recommendations, the first Indian Institute of Technology was established in the year 1950 in Kharagpur. In his report, Shri Sircar had suggested that such Institutes should also be started in different parts of the country. The Government having accepted these recommendations of the Sircar Committee decided to establish more Institutes of Technology with the assistance of friendly countries who were prepared to help. The first offer of help came from USSR who agreed to collaborate in the establishment of an Institute through UNESCO at Bombay. This was followed by the Institutes of Technology at Madras, Kanpur and Delhi with collaborations with West Germany, USA and UK respectively. Indian Institute of Technology, Guwahati was established in 1995 and the University of Roorkee was converted into an IIT in 2001.

The Government of India negotiated with the British Government for collaboration in setting up an Institute of Technology at Delhi. The British Government agreed in principle to such a collaboration, but were inclined initially to start in a modest way. It was therefore agreed that a College of Engineering & Technology should be established at Delhi with their assistance. A trust called the Delhi Engineering College Trust was established with the help of the UK Government and the Federation of British Industries in London. Later H.R.H. Prince Philips, Duke of Edinburgh, during his visit to India, laid the foundation stone of the College at Hauz Khas on January 28,1959.

INAUGURATION

The Collage of Engineering & Technology was registered as a Society on 14th June 1960 under the Societies Registration Act No. XXI of 1860 (Registration No.S1663 of 1960-61). The first admissions were made in 1961. The students were asked to report at the College on 16th August 1961 and the College was formally inaugurated on 17th of August 1961 by Prof. Humayun Kabir, Minister of Scientific Research & Cultural Affairs. The College was affiliated to the University of Delhi.

RENAMED IIT DELHI

The College of Engineering & Technology established in 1961 was declared an Institution of National Importance under the "Institute of Technology (Amendment) Act 1963" and was renamed "Indian Institute of Technology Delhi". It was then accorded the status of a University with powers to decide its own academic policy, to conduct its own examinations, and to award its own degrees.

INCORPORATION OF THE INSTITUTES

According to Section 4 of the Act, each of the Institutes shall be a body corporate having perpetual succession and a common seal and shall, by its name, sue and be sued. The body corporate constituting each of the Institutes, shall consist of a Chairman, a Director and other members of the Board for the time being of the Institute. IIT Delhi is an autonomous statutory organisation functioning in terms of the Institutes of Technology Act, 1961 amended vide the Institutes of Technology (Amendment) Act, 1963 and the Statutes framed thereunder. Responsibility for the general superintendence, direction and control of the affairs of the Institute is vested in the Board of Governors. The Board of Governors functions through its Standing Committees - Finance Committee, Building & Works Committee and such other adhoc committees which are constituted by it from time to time to consider specific issues. The control and general regulation for the

maintenance of standards of instruction, education and examination in the Institute vests in the Senate. The Senate is responsible for formulation of the academic policies and to design curricula, the courses of studies and the system of examination. The Senate functions through its Standing Boards/Committees and Sub-committees that may be constituted by it to look into the specific matters arising from time to time.

1.3 OBJECTIVES OF THE INSTITUTE

The aims and objectives of IIT Delhi, as assigned by the IIT Council are:

1. To offer instruction in Applied Science and Engineering of a standard comparable to the best in the world;
2. To provide adequate facilities for postgraduate study and research to meet the needs of specialised research workers and teachers;
3. To provide leadership in curriculum planning, laboratory development and examination systems;
4. To institute programmes for faculty development both for their own staff and for the teachers of other engineering colleges;
5. To establish teaching and research programmes of an interdisciplinary nature;
6. To develop close co-operation with industry through the exchange of personnel, continuing education programmes, and consultancy services to solve live industrial problems;
7. To develop strong collaborative links with other Institutions and organisations including National Laboratories and Government Departments.

In addition to these seven objectives, the following were added in the context of the new education policy:

8. To anticipate the technological needs for India and plan and prepare to cater to them;
9. To develop continuing education programmes for employed engineers and make them available both on campus and by distance learning techniques at off-campus locations;
10. To prepare instructional resource material in the conventional as well as the audio-visual; the video and the computer based modes;

11. To interact with the community at large to inculcate in our country men and women a feel for scientific thought and endeavour;
12. To cater to the development of a culture for maintenance and conservation;
13. To organise our study programmes to prepare manpower also for the unorganised sector and for self-employment.

In addition to these objectives, there is a mandate to the Institute to provide opportunities to the weaker sections of the society by reserving 22.5% of its seats for them.

1.3.1 VISION, MISSION AND CORE VALUES OF IIT DELHI

On the recommendations of the Senate the Board of Governors at its 135th meeting held on 2.3.2001 vide Resolution No. BG/01/2001 approved the statement of Vision, Mission and Core Values of IIT Delhi as given below:-

VISION

To contribute to India and the World through excellence in scientific and technical education and research; to serve as a valuable resource for industry and society; and to remain a source of pride for all Indians.

MISSION

To generate new knowledge by engaging in cutting-edge research and to promote academic growth by offering state-of-the-art undergraduate, postgraduate and doctoral programmes.

To identify, based on an informed perception of Indian, regional and global needs, areas of specialization upon which the Institute can concentrate.

To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.

To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

VALUES

Academic integrity and accountability.

Respect and tolerance for the views of every individual.

Attention to issues of national relevance as well as of global concern.
Breadth of understanding, including knowledge of the human sciences.
Appreciation of intellectual excellence and creativity.
An unfettered spirit of exploration, rationality and enterprise.

1.4 VISITOR

In terms of section 9 of the Institute of Technology Act:

- 1) The President of India shall be the Visitor of the Institute.
- 2) The Visitor may appoint one or more persons to review the work and progress of the Institute and to hold inquiries into the affairs thereof and to report thereon in such manner as the Visitor may direct.
- 3) Upon receipt of any such report, the Visitor may take such action and issue such directions as he considers necessary in respect of any of the matters dealt within the report and the Institute shall be bound to comply with such directions.

Prior approval of the Visitor is also needed in certain cases as provided under the statutes.

1.5 IIT COUNCIL

The IIT Council coordinates the activities of the IITs. The membership, functions and powers of the Council are given under Chapter III of the Institute of Technology Act.

1.6 AUTHORITIES OF THE INSTITUTE

The powers of the Institute are exercised through the various authorities of the Institute. According to Section 10 of the Act, the following shall be the authorities of the Institute:

- (a) A Board of Governors;
- (b) A Senate; and
- (c) Such other authorities as may be declared by the Statutes to be the authorities of the Institute.

Clauses 5 and 6 of the Statutes declare the following as authorities of the Institute within the meaning of Section 10 of the Act:

- (i) Finance Committee.
- (ii) Building & Work Committee.

1.7 BOARD OF GOVERNORS

The membership of the Board of Governors is given in Sections 11 and 12 of the Act. The functions of the Board are given in Section 13 thereof. The procedure for calling meeting of the Board and authentication of its decisions are provided under Clauses 2 and 3 of the statutes.

1.8 CHAIRMAN, BOARD OF GOVERNORS

As stated under Section 11 (a) of the Institutes of Technology Act, Chairman, Board of Governors is nominated by the Visitor. The functions of the Chairman, Board of Governors are described under Section 16 of the IITs Act. His powers are described vide Clause 7 of the Statutes.

1.9 SENATE

Subject to provisions of the IIT Act, the Statutes and Ordinances, the Senate of the Institute shall have the control and general regulation and shall be responsible for the maintenance of standards of instruction, education and examination in the Institute. The membership of the Senate is given in Section 14 of the Act and Clause 4 of the Statues. The powers of the Senate are detailed in Sub-Clause 4(2) of the Statutes. The procedure for calling meetings of the Senate and keeping records of the decision of the Senate are given vide Sub-Clauses 4(2) to 4(10) of the Statutes. The Director is the Chairman of the Senate.

1.10 FINANCE COMMITTEE

The Finance Committee examines and scrutinises the annual budget of the Institute prepared by the Director and makes recommendations to the Board. It also gives its view and makes recommendations to the Board either on its own or on the initiative of the Director or of the Board on any financial question affecting the Institute.

The membership, functions and procedure for calling meetings of the Finance Committee are given in Clause 5 of the Statutes.

1.11 BUILDING & WORKS COMMITTEE

The Building & Works Committee is responsible for construction of the major

capital works, and gives the necessary administrative approval and expenditure sanction for minor works, repairs/ maintenance and related matters of the Institute. The membership, functions & procedure for calling meetings of the Building & Works Committee are given under Clause 6 of the Statutes.

1.12 DIRECTOR

As provided under Section 17(1) of the Institutes of Technology Act, the Director of the Institute is appointed by the IIT Council with the prior approval of the Visitor. The powers and functions of the Director are given under Section 17 of the IITs Act and Clause 9 of the Statutes. The Director is the principal academic and executive officer of the Institute and is responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein. He is assisted in his day to day work by Deputy Director(s), Registrar, Deans and other Officers of the Institute.

1.13 DEPUTY DIRECTOR(S)

As provided under Section 10 of the Institute of Technology Act, the Dy. Director(s) assists the Director in academic and administrative work and in maintaining liaison with other Institutions of higher learning and research and also with industrial undertakings and other employers.

1.14 DEANS

Deans are appointed by the Director in specific areas of academic and general administration to assist the Director, from amongst the Professors in the Institute. The present Deans are in the following areas:

1. Undergraduate Studies.
2. Post-graduate Studies.
3. Industrial Research and Development.
4. Students.
5. Alumni Affairs and International Programmes.

The responsibilities of the Deans are given under para 2.7 of Chapter-II. The Deans may be assisted in their work by Associate Deans.

1.15 REGISTRAR

The appointment, function and powers of the Registrar are given under Section 19 of the Institutes of Technology Act. He is the custodian of records, the common seal and the funds of the institute. He is Secretary of the Board, Senate, Finance Committee and Building & Works Committee.

1.16 HEADS OF THE DEPARTMENTS/ CENTRES

In terms of Statute 20, Heads of the Departments/ Centres are appointed by the Director from amongst the Professors, Associate Professors and Assistant Professors. The responsibilities of the Heads of the Departments/ Centres are given in Statute 20.

CHAPTER 2

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CHAPTER 2

ORGANISATIONAL STRUCTURE OF THE INSTITUTE – AUTHORITIES AND THEIR FUNCTIONS

2.1 ORGANISATIONAL STRUCTURE

The membership and functions of the authorities of the Institute viz. the Board of Governors, Senate, Finance Committee, and Building and Works Committee are given in the Act and Statutes.

The academic functions of the Institute viz. teaching, research, consultancy etc. are carried out by various entities like departments, centres, programmes and facilities or service units. Their functions are described in the concept paper on organizational structure of IIT Delhi (Approved by BOG vide item No.A3, 103rd meeting). There are 13 departments, 11 Centres, 9 Central facilities at present.

Board of Governors is the overall Executive Authority of the Institute. The Senate is the prime academic authority and the Director is the Chief Executive and Administrative Officer of the Institute.

The salient features of the concept paper on organizational structure of IIT Delhi are reproduced in **Annexure 2.1**. The terms of reference and functions of the Board of Departments/ Centres/Interdisciplinary Programmes/Facilities are given in **Annexure 2.2**.

2.2 ADMINISTRATIVE SECTIONS/ENTITIES

In the discharge of their functions, the administrative support to the authorities and officers, is provided by various sections. A list of these sections together with the major items of work being looked after by them, their Branch Officers and the Controlling Officers is given at **Annexure 2.3**.

2.3 ALLOCATION OF DUTIES BETWEEN DY. DIRECTORS/DEANS/REGISTRAR

In order to assist the Director in the performance of academic as well as administrative functions, responsibilities have been allocated between the Dy. Director(s)/Registrar, Deans and Associate Deans (**Annexure 2.4**).

2.4 POWERS OF THE DIRECTOR AND VARIOUS OFFICERS

The Board has been authorising the Director from time to time to take certain decisions. A list of such authorisations is given in **Annexure 2.5**. The Officers of the

Institute function within the authorisation made by the Board of Governors or the Director, as the case may be, in the discharge of their duties. The latest delegation of financial and administrative powers to various officers of the Institute are given in **Annexure 2.6**. The powers delegated to Heads of Departments are also shown separately in the same annexure. The powers delegated to the Institute Engineer, Executive Engineers, and Assistant Executive Engineers are given in **Annexure 2.7**.

2.5 COMMITTEES

A considerable amount of work of the authorities is organised through the Committees. A committee may consist of one or more persons.

There are several types of committees such as Standing Committees and Adhoc Committees. Some of the Committees are advisory in nature whereas others may be constituted for a special purpose to deal with a particular matter on behalf of the Director. Some committees may be required to carry out a detailed scrutiny and examination of a proposal and formulate and bring up concrete issues for consideration. Sometimes the main committee may appoint a sub-committee for such scrutiny and report on the issues involved.

2.5.1 Standing Committees

These Committees are meant to deal with a particular type of business which is either continuous or recurring in nature. Their actions may require confirmation or they may act on behalf of the authorities and keep the authorities informed of their activities through periodical reports. Appointment of a Standing Committee is invariably accompanied by a clear statement of its terms of reference laid down by the authority which appoints it.

A list of standing committees of the Senate is given below. Their composition and terms of reference are given in the Senate Manual.

Boards and Standing Committees of the Senate

- Board of Undergraduate Studies (BUGS).
- Board of Postgraduate Studies and Research (BPGS&R).
- Advisory Committee for the Library (ACL).
- Computer Users Committee (CUC).
- Board of Educational Research and Planning (BERP).
- Board of Industrial Research and Development (BIRD).
- Executive Committee of the Senate (ECS).
- Student Affairs Council (SAC).

Standing Committees of the Board of Governors

A list of standing committees of the Board of Governors is given below. Their composition and terms of reference are given in **Annexure 2.8**.

Grievance Committee.

Finance Committee.

Building and Works Committee.

Standing Committees of the Director

Committees have been constituted by the Director to deal with specific matters. The names of the present Committees, their constitution and terms of reference are given in **Annexure 2.9**.

Except where specified, the Standing Committees have tenure from 1st September to 31st August.

2.6 DEANS/ADMINISTRATIVE OFFICER'S MEETINGS

The meeting of Deans Committee takes place twice every month, under the Chairmanship of the Director. The other participants to the meeting are the Dy. Director(A); Dy. Director (F), all Deans and Registrar.

The meeting of the Administrative Officers normally takes place once in three months under the Chairmanship of the Director. The other participants to the meeting consist of the DD(A), DD(F), all Deans, Registrar, Head T&P, Institute Engineer, EEs, AEEs, CMO, all Doctors, Security Officer, Sports Officer, PS to Director, Dy. Registrars and Assistant Registrars. In the meeting, common issues concerning the Administration of the Institute are discussed. The main objective of the meeting is to have a greater interaction and communication amongst the officers and take stock/review the work being done by them.

2.7 ORGANISATIONAL STRUCTURE OF WORKS SECTION

The works section works under the overall supervision of Institute Engineer. This section has three wings i.e. Civil, Electrical and Horticulture.

Institute Engineer decides the distribution of Major and Minor works and in consultation with E.E.s decides the posting of J.E.s and other staff and allocation of duties/responsibilities amongst E.E.s, A.E.E.s, J.E.s and other staff members.

2.8 PLANNING UNIT

Planning Unit of the Institute mainly looks after the work relating to :

- (i) Board of Educational Research and Planning.
- (ii) Budget and Allocation of Funds.
- (iii) Replies to the academic queries raised by Ministries/Universities/Institutions etc.

2.9 PUBLICATION CELL

All publications of the Institute including Prospectus, Courses of Study, Information Brochures, Convocation Brochure, Annual Reports, Schedule of Faculty Events etc. are published by Publication Cell. Publication Cell also brings out "This Fortnight in IIT".

The Planning Unit and the Publication Cell work under Professor-in-Charge of Planning and Publications.

2.10 FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER (FITT)

The Foundation for Innovation and Technology Transfer (FITT) was established by the Indian Institute of Technology Delhi in 1992 and envisioned to be an effective interface with the industry to foster, promote and sustain commercialization of science and technology in the institute for mutual benefits'.

The broad objective of FITT is to market the intellectual ware of IIT to industry on competitive terms and at the same time inject industrial relevance to IIT's teaching and research activities.

FITT utilizes the resources of Indian Institute of Technology Delhi and draws upon the expertise of its many departments, centers, programmes and facilities. The faculty members, scientists and design engineers are the main contributors of research and development in the institute, and all of them are potential consultants of FITT. FITT also makes referrals of additional services and sources of assistance in both private and public institutions outside IITD, wherever necessary.

The following are the principal activities of FITT:

1. Technology development and technology transfer.
2. Technology addressed problem-solving projects with industry.
3. Administration of technology business incubation unit in IIT Delhi
4. Facilitating the protection of intellectual property in the Institute
5. Industry specific/customized HRD packages/knowledge dissemination.
6. Information support service.
7. International/consortium projects.

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CHAPTER 2

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ANNEXURE 2.1
(Refers 2.1)

**SALIENT FEATURES OF THE CONCEPT PAPER ON ORGANISATIONAL STRUCTURE OF
IITDELHI**
(Item No. A3, 103rd Meeting of BOG)

(The serial numbers are the ones corresponding to those of the concept paper).

3.1 DEPARTMENT

3.1.1 Creation

1. When teaching is required to be initiated in an area of engineering/technology, leading to a first level degree via JEE; or support teaching such as in basic sciences, management, engineering sciences, humanities & social sciences is required for a first level degree programme; OR

Work in interdisciplinary teaching or research programmes has evolved sufficiently and when there is an established industry with sustained demand for B.Tech. graduates in the discipline; AND

2. Sustained funding is assured.

3.1.2 Main Functions

1. Teaching at B.Tech., MSc., M.Tech., P.G. Diploma and pre-Ph.D. levels.
2. Academic research including guiding of Ph.D and M.Tech. students.
3. Curriculum and laboratory development and support to other engineering colleges in curricula, teaching laboratories and teacher training.
4. Development of continuing education programme and distance learning resource material.
5. Contribution to interdisciplinary teaching and research programmes.
6. Sponsored R&D and consultancy.

3.1.3 Winding Up

Only in very rare cases, when the need for teaching in that discipline ceases.

3.1.4 Composition

1. Faculty positions (15 to 50)
2. Administrative staff; technical staff and technical officers for facilities within the Department.

3.1.5 Infrastructure

Space for classrooms and laboratories; faculty rooms; library; seminar room; secretarial facilities and stores. A separate budget under the control of the Head.

3.1.6 Activities

1. Primary activities : Teaching and Academic Research : Major faculty time spent on teaching, academic research, curriculum development, and continuing education activities. Research mainly open-ended. Emphasis on high quality research publications, generation of instructional resources material and development of courses incorporating latest technological developments.
2. Secondary Activities : Sponsored R&D and Consultancy : Mostly on individual initiative. Taking of large projects, possibly through FITT, to be examined in the context of time available from academic activities (maximum 30%) and the need to be on campus during the academic session.

3.1.7 Administration

Head (by rotation), Group Co-ordinators, Laboratory incharges.

3.1.8 Committee Structure

1. Faculty Board ; Professsorial Committee; Departmental Research Committee (DRC) for Ph.D., M.Tech. and Departmental Research Programmes. DRC to have specified representation from other Departments/Centres of the Institute.
2. An Advisory Committee, with participation from industry and appropriate faculty from other Institute Departments/Centres, for monitoring activities for long term planning.

3.1.9 Miscellaneous

1. Adjunct faculty from outside.
2. Curriculum Monitoring and Development Cell with industry participation.
3. Faculty evaluation according to the stated functions of the Department.
4. Each Ph.D. student to have an Advisory Committee nominated by his Supervisor(s) and drawn from the parent Department and other relevant Departments/Centres. This Committee would regularly monitor the progress of the student and appropriately advise the DRC.

3.2 CENTRE

3.2.1 Creation

1. When a particular interdisciplinary, Departmental or Centre's research programme acquires sufficient maturity and long term independent industrial importance, OR Where a technology forecast indicates immediate national need for development of selected technological areas over a long term period (10 years or more), AND
2. The proposed areas of work are in tune with present technical activity at the Institute so that there is a clear possibility of significant participation by existing Institute faculty, AND
3. Sufficient large initial funding (for five years) is available, with a very high probability of continued long term funding, AND
4. It can be justified that the activity cannot be carried out in existing Departments and Centres or as Programmes (such as the requirement of extensive laboratories, faculty and (other manpower and frequent off-campus travel).

3.2.2 Main Functions

1. Development and transfer of technology, products and processes in well defined areas through group effort.
2. Mission oriented time bound projects sponsored by user agencies, industry or Science & Technology (S&T) funding agencies.
3. Continuing education programmes to disseminate modern technical know-how.
4. Participation in M.Tech. and Research Programmes; running specialised pre-Ph.D. courses; and guiding of Ph.D. scholars registered in the Centre and other Departments/ Centres on developmental topics.
5. Industrial consultancy and close interaction with FITT.

3.2.2 Winding Up

Outside funds from user agencies or industry drying out or no significant impact over a reasonable period of time. In case of winding up, the core Centre faculty may be absorbed in appropriate research programmes located in the Departments or other Centres.

3.2.4 Composition

Core research faculty with a size depending on scale of activity (in the range of 5 – 15) with teaching as well as scientific designations as under :

- (a) Professor/Assoc. Professor/Asstt. Professor/ Lecturer ;
- (b) Research Scientist or Engineer (with Senior, Principal and Chief added for higher designations). Designations of either “Scientist” or “Engineer” may be applied uniformly within a Centre. Grades and other perquisites and responsibilities (including sabbatical leave, industry secondment and senate membership) corresponding to Departmental faculty.
 - (i) Centres will have option to make recruitment to the academic positions with teaching as well as scientific designations at all levels.
 - (ii) Every academic member with teaching designations in the Centre will be associated with a cognate Department for the purpose of academic interaction/synergy.
 - (iii) Before the recruitment/selection of the persons with teaching designations (Lecturers/Asstt. Professors/Assoc. Professors), the Centre concerned will identify a Department to be a Cognate Department for the faculty member(s) recruited by the Centre.
 - (iv) Centres will be independent of the Departments in the matter of specifying their requirements for the faculty positions as also advertisement thereof.
 - (v) In Selection Committee meetings for making selections for the faculty positions for the Centres, the Head of the Cognate Deptt. will also be invited.
 - (vi) The person(s) selected with teaching designations in a Centre(s) will be required to share teaching load equivalent to one course per semester of his/her Cognate Department but he/she will be responsible to the Centre by which he/she has been recruited/appointed.

3.2.5 Infrastructure

Space for laboratories; research faculty rooms; library; seminar room; secretarial facilities and stores. A separate budget under the control of the Head.

3.2.6 Activities

1. Primary Activities : Sponsored, Industrial R&D & technology transfer : Major research

faculty time spent on sponsored R&D and development work of industrial relevance, including technology transfer. Research mainly goal-oriented and supported by group activity and extensive interaction, within and outside IIT. Emphasis on high quality technical documentation, generation of design manuals and engineering handbooks.

2. Secondary Activities : Teaching, academic research & consultancy : Participation in the Institute's teaching programmes and guiding of Ph.D. research; teaching of Pre-Ph.D. and other courses under interdisciplinary M.Tech. programmes or Continuing Education Programme. Total time spent on these secondary activities may not exceed about 30%.

3.2.7 Administration

Head (by rotation), Group Co-ordinators, Project Co-ordinators (for sponsored projects).

3.2.8 Committee Structure

1. Faculty Board; Professional Committee (comprising of all faculty members with Professor or Chief research scientist/engineer rank); Centre Research Committee (CRC) for Ph.D. and Centre's research programmes. CRC to have specified representation from other Departments/Centres of the Institute.
2. An Advisory Committee, with participation from industry and appropriate faculty from other Institute Departments/Centres, for monitoring activities and for long term planning.

3.2.9 Miscellaneous

1. Emphasis of linkages with Foundation for Innovation and Technology Transfer (FITT) and collaborative industrial R&D programmes.
2. For effective functioning as Centres of excellence, should have flexibility in recruitment to be able to attract promising manpower and to develop outstanding research faculty - for example, no restriction of experience for B.Tech. graduates at minimum entry level. A contractual position with designation of Associate Research Scientist/Engineer is suggested. Also should be able to offer challenging assignments with incentives for Department faculty.
3. If, in some cases, the area becomes an accepted discipline with growing need of

graduates in industry, then a Department may be separately created drawing on the experience of the Centre, but without affecting the main functions or the existence of the Centre.

4. While guiding of Ph.D. research is not a primary activity envisaged for Centres, it is recognised that such activity is essential both for the professional development of the Centre's faculty and to provide an effective interaction medium with engineering manpower in related industries. An appropriate guideline for the maximum research scholars permitted per faculty member, also taking into account the number of faculty members that may themselves be registered for Ph.D. needs to be worked out from time to time.
5. Each Ph.D. student to have an Advisory Committee nominated by his supervisor (s) and drawn from the parent Centre and other relevant Departments/Centres. This Committee would regularly monitor the progress of the student and appropriately advise the CRC.
6. Faculty evaluation according to the stated functions of the Centre.

3.3 INTERDISCIPLINARY M.TECH. PROGRAMME

3.3.1 Creation

1. When an appropriate survey indicates sufficient immediate national need, AND
2. The programme can be operated via Department and Centre faculty already in position.

3.3.2 Main Functions

1. To meet industrial manpower requirements in specific fields. At the time of creation, it may be determined whether a minimum quota of sponsored candidates need to be specified; which may be reviewed from time to time. Such a quota may be necessary in the initial stages of a specialised programme where need for graduates is limited to a specific industry sector.

3.3.3 Winding Up

1. In case the number of candidates completing the programme falls below a specified number in two successive years.

3.3.4 Composition

1. Existing faculty from Departments/Centres to be involved on a part time basis.

3.3.5 Infrastructure

1. Existing laboratories of Departments/Centres with additions wherever necessary.
2. Separate budget under the control of the co-ordinator; to be allocated to the participating Departments & Centres for running or augmenting the laboratories needed by the programme.
3. Suitable space and secretarial staff for co-ordinator, along with designated classroom space for the programme.

3.3.6 Activities

1. M.Tech. teaching and research : Teaching of M.Tech. courses and the supervision of project work.

3.3.7 Administration

1. Programme Co-ordinator, appointed on rotation basis from the faculty of participating departments/centres, and having full executive powers including financial.

3.3.8 Committee Structure

1. A Programme Execution Committee (PEC) with co-ordinator as Chairman and as members all the participating faculty. This Committee will be responsible for admissions, running of courses, moderation of grades and all day to day academic matters.
2. Programme Advisory Committee (PAC) consisting of the co-ordinator and Heads of participating Departments/Centres. Chairman could be by rotation from among the Heads and should also be member of the Executive Committee of the Senate. This Committee will be responsible for ensuring infrastructural inputs to the programme and also for monitoring the status of the programme. An yearly review may be conducted and appropriate feedback conveyed to the Institute administration and the PEC for implementation.

3.4 INTERDISCIPLINARY R&D PROGRAMME

3.4.1 Creation

1. To be created, initially for specific durations, when a group of existing faculty from Departments or Centres evolve a programme of research on a specific problem, AND
2. If adequate funding is available.

The programme may continue beyond the period of its initial creation if it meets the specified criteria or may evolve into a Department or Centre.

3.4.2 Main Functions

1. Research & Development on specific problems through group effort.

3.4.3 Winding Up

1. In case funding ceases, no significant progress is made, or faculty interest gets reduced.

3.4.4 Composition

1. Faculty from Departments/Centres on secondment (numbering 3 to 15).
2. Additional research and other staff, if required, to be appointed on contract for the duration of the programme.

3.4.5 Infrastructure

1. Existing laboratories of Departments/Centres with additions wherever necessary and distributed as decided by the Programme Advisory Committee (PAC).
2. Separate budget under the control of the co-ordinator.
3. If specifically required, separate contiguous space may be provided for the duration of the programme.

3.4.6 Activities

1. Sponsored and academic research : To focus primarily on R&D activity for which the programme is created. M.Tech. and Ph.D. students may participate under the

control of the respective supervisors if the programme has adequate academic content as decided by the DRC/CRC of the appropriate Department or Centre where the student is registered.

3.4.7 Administration

1. Programme co-ordinator, appointed on rotation basis from the faculty of participating Departments/Centres, and having full executive powers including financial.

3.4.8 Committee Structure

1. A Programme Execution Committee (PEC) with co-ordinator as Chairman and all the participating faculty as members. This Committee will be responsible for ensuring infrastructural inputs to the programme and also for monitoring the status of the programme. An yearly review may be conducted and appropriate feedback conveyed to the Institute administration and to the PEC for appropriate action. If felt necessary, representatives of the funding agency/industry may be co-opted onto this Committee.

3.5 INTERDISCIPLINARY R&D AND TEACHING PROGRAMME

In special cases it may be desirable to operate both an interdisciplinary R&D programme and an M.Tech. teaching programme under one management structure. In such a case an "Interdisciplinary R&D and Teaching Programme" may be created with a single co-ordinator and PEC and PAC Committees as outlined under Sections 3.3.8 and 3.4.8. Other organisational aspects of such a programme could be parallel to the proposals in Sections 3.3 and 3.4.

3.6 FACILITIES OR SERVICE UNITS

3.6.1 Creation

1. When need exist to centralise a service or a facility to better serve the needs of faculty and students, AND
2. Adequate budget provisions on a long term basis can be assured by the Institute.
3. A facility may be part of a Department or Centre or may be independent.

3.6.2 Main Functions

1. To provide specific services to the Institute community.

3.6.3 Winding UP

1. Only if there is no further need of the facility.

3.6.4 Composition

1. To be managed by a Scientist/Engineer cadre along with technical and administrative staff as required. The facility will be under the control of a Head, if independent; and an in-charge, if part of a Department or Centre.

3.6.5 Infrastructure

1. Appropriate laboratory and administrative space.
2. Separate budget under the control of the Head.

3.6.6 Activities

1. To provide specified services to the Institute community.
2. Limited participation by technical officers in teaching/research in Departments and Centres.

3.6.7 Administration

1. By Head of the facility if independent or by an in-charge if the facility is part of a Department or Centre.
2. Under overall control of a Deputy Director (Faculty) if independent; and the corresponding Head if, part of a Department or Centre.

3.6.8 Committee Structure

1. An Advisory Committee with adequate representation from the user community and the Institute administration; with atleast one member from each user Department or Centre. This Committee would be responsible for:
 - (a) Defining operating norms and schedules;

- (b) Bringing out regular brochures for informing the user community on the type of services available and the procedures for obtaining service.
- (c) Planning for upgradation and modernisation of the facility to keep it responsive to user's needs.

ANNEXURE 2.2

(Refers 2.1)

COMPOSITION, TERMS OF REFERENCE & FUNCTIONS OF THE BOARDS OF DEPARTMENTS/CENTRES/INTER-DISCIPLINARY PROGRAMMES/FACILITIES

(BG/138/92)

A. The Committee Structure for the Departments/Centres shall be as under:

1. Faculty Boards.
2. Professorial Committees.
3. Departmental Research Committees.
4. Standing Review Committees.

The membership, mode of selection for membership, tenure and functions of each of these Boards/Committees should be as given below:-

Faculty Boards

- (i) Each Department/Centre shall have a Faculty Board comprising of all full-time faculty members & Joint Faculty of the Department/Centre concerned, except those appointed under Sponsored Research Projects and Visiting Faculty. The Chairman of the Faculty Board may invite the Visiting Faculty to attend the Board meetings as Special Invitees.
- (ii) The Head of Department/Centre, shall be the ex-officio Chairman of the Board.
- (iii) One of members of the Faculty Board of the Department/Centre nominated by the Board shall act as Member Secretary. His tenure shall be at the discretion of the concerned Board.
- (iv) The Board shall meet as and when necessary but atleast twice in a semester with 50% of its members in station forming quorum.
- (v) The duties & responsibilities of the Board shall be Overall Policy Formulation, Co-ordination and Review of all activities of the Department/Centre in addition to the matters which are referred to it by the Head of the Department/Dy. Director(s)/ Dean(s)/Director.
- (vi) Minutes of the meeting of the Faculty Board will be recorded and circulated to the members & confirmed in the subsequent meeting.

Professorial Committee

- (i) Each Department/Centre shall have a Professorial Committee comprising of all Professors and Scientific/Design staff of the equivalent rank.

If the number of Professors/equivalent Scientific/Design Staff in a Department/Centre is less than four, the Director/Dy. Director (Faculty) will in consultation with the Head of Department/Centre, constitute an Executive Committee (in place of Professorial Committee) for the Department/Centre.

- (ii) The Head of the Department/Centre (Ex-officio) shall be the Chairman of the Professorial Committee.
- (iii) The tenure of the Executive Committee will be two years.
- (iv) The Committee will meet as and when considered necessary but atleast twice in a semester with 50% of the members in station forming the quorum.
- (v) Apart from matters which may be referred to it by the Director, Dy. Directors, Deans and Head of Department/Centre concerned, the Professorial Committee will assist the Head of Department/Centre in execution of the policies/programmes formulated by the authorities of the Institute and Faculty Board of the Department/Centre such as recommending the areas and levels for faculty advertisement, short listing of application for faculty positions, secondment of faculty to any outside Organisation, grant of leave (long & medium) to faculty, visiting faculty appointments, budget allocation, space/resource allocation, preparation of plan document and other proposals for future developmental activities of the Department/Centre.
- (vi) Minutes of the Professorial Committee will be circulated to all the members of the Committee. Minutes of all meetings of the Committee (except on confidential matter) will be kept in a file in the Departmental Library for reference by the faculty of the Department/Centre.

Department/Centre Research Committees (DRC/CRC)

The Rules for constitution of Research Committee for Departments/Centres as approved by the Executive Committee of the Senate and later ratified by the Senate provide that the membership of the DRCs/CRCs will be as under:-

1. The Committee shall consist of a minimum of seven members including Chairperson but not exceeding $1/3^{\text{rd}}$ of the sanctioned faculty strength of the Department/Centre. Atleast four members shall be Professors.

2. The Chairperson of the Committee will be nominated by the Department/Centre Faculty Board. Normally he/she will be a Professor. In case of any difficulty in nominating a unanimous Chairperson, due to one reason or other, the same will be decided by the Dean, Post Graduate Studies & Research (PGS&R).
3. Where the Head of Department is not the Chairperson of the Committee, he/she shall be a member of the Committee.
4. Department's/Centre's representative to the Board of Post Graduate Studies (BPGS) will be a member of the Committee.
5. Post Graduate Programme Co-ordinators will also be Members of the Committee.
6. The Faculty Board of the Department/Centre will nominate the Committee members. As far as possible while nominating the members, the Board will ensure that various prominent research areas of the Department/Centre are represented.
7. The names of the proposed committee members will be sent to the BPGS by the Head of Department/Centre for approval.
8. The tenure of the Chairperson as well as members of the Committee will be one year (1st September to 31st August).
9. In case any member resigns or leaves the Institute for a period longer than three months, a new member may be nominated in his/her place by the Faculty Board in consultation with the Dean, PGS&R.
10. A faculty member registered for Ph.D degree will not be a member of the Committee.

Standing Review Committee (SRC)

- (i) The Standing Review Committee for each Department/Centre Programme will be constituted by the Director to make a review of the academic activities (Teaching, Research & Development etc.) of the Department/Centre and to advise on its future academic activities.
- (ii) This SRC will comprise of Head of the Department/Centre/Co-ordinator of the Programme and experts from outside, including those from Industry /educational/ research institutions and user organisations.
- (iii) The membership of the Standing Review Committee (SRC) will be chosen to cover as many areas of the Department/Centre/Programme as possible.
- (iv) The Committee will review the activities (Teaching, Research and Development) of the Department/Centre/Programme every alternate year.

(v) The Composition & strength of the SRC will be at the discretion of the Director.

(B) Boards/Committees for Inter-disciplinary Teaching and Research Programmes.

Regulation of Boards/Committees for Interdisciplinary Teaching & Research Programmes will be in terms of provisions in the Concept Paper on Organisational Structure of the Institute approved by the Board of Governors.

Boards/Committees for Facilities

The Central Facilities at the Institute can be classified into two categories as under:

- (1) Central Facilities which are attached to some Departments/Centres.
- (2) Central Facilities which work independently and are not placed in any Department/Centre.

Some of the Central Facilities which come under Category (1) above are the following:

- (i) Fabrication facility in Instrument Design & Development Centre (IDDC).
- (ii) Central facilities for educational technology in the Educational Technology Services Centre (ETSC).
- (iii) Demonstration Pilot Plant facility in the Department of Biochemical Engineering and Bio-technology.
- (iv) Other Central facilities such as SEM (Textile Technology Department), NMR & Glass Blowing. (Department of Chemistry), Liquid Nitrogen (Department of Mechanical Engineering) etc.

Some of the Central Facilities which come under Category (2) above are:

- (i) Computer Services Centre
- (ii) Central Library
- (iii) Central Workshop

The Central Facilities which exist within some Department/Centre should be under the administrative control of the Head of the Department/Centre within which they are located. The Head, may, if he so desires, assign the supervisory charge of the Central Facility to one of the faculty of the Department/Centre with prior approval of the Director. However, Users' Committee with the following membership may be formed for each of these Facilities:

1. Chairman - Head of the Department/Centre within which the Central Facility is located.
2. Member - (i) 12 members nominated by the remaining Departments/Centres by rotation for one year each.
(ii) Three Students representatives nominated by the Dean of Students, in consultation with Students Advisory Committee (SAC) for one year each.
3. Member Secretary - To be nominated by the Chairman.

The Users' Committee should meet atleast once in a semester. 50% of the members will form quorum for the Meeting of the User's Committee. The functions of the Users' Committee will be as under:

- (a) Defining operating norms and schedules;
- (b) Bringing out regular brochures for informing the user community on the type of service available and the procedures for obtaining service.
- (c) Planning for upgradation and modernisation of the facilities to keep them responsive to the Users' needs.

As far as Central Facilities falling under Category (2) above are concerned, the Senate has already constituted Standing Committees for advising on the functions & performance of the Computer Service Centre (Computer Users' Committee), and Central Library (Advisory Committee for Library) with representations from Senate, Departments/Centres and Students.

The other Committees are as follows:

Training Committee and Placement Committee

(a) Training Committee

- | | | |
|-------|---------------------------|----------|
| (i) | Dy. Director (Faculty) | Chairman |
| (ii) | Dean, UGS | Member |
| (iii) | Dean, PGS&R | Member |
| (iv) | Professor-in-Charge (T&P) | Member |
| (v) | Gen. Secy., SAC | Member |
| (vi) | Gen. Secy., AIC | Member |

- | | | |
|--------|--|------------------|
| (vii) | One III year Class Convener from B.Tech./Dual Degree/ Integrated M.Tech. Programme of each Department. | Members |
| (viii) | Head, T&P | Member-Secretary |

The Committee shall be responsible for making recommendations on all matters concerning training of students. The Committee shall meet atleast once a semester.

(b) Placement Committee

- | | | |
|--------|--|------------------|
| (i) | Dy. Director (Faculty) | Chairman |
| (ii) | Dean, UGS | Member |
| (iii) | Dean, PGS&R | Member |
| (iv) | Professor-in-Charge (T&P) | Member |
| (v) | Gen. Secy., SAC | Member |
| (vi) | Gen. Secy., AIC | Member |
| (vii) | One 4 th year Class Convener from B.Tech./Dual Degree/ Integrated M.Tech. Programme of each Department. | Members |
| (viii) | One final semester M.Tech. student from representative Departments of Civil Engg./ Mech. Engg./ Physics/ Chemistry/ Text.Tech.Dept. (to be nominated by the HoD) | Members |
| (ix) | Head, T&P | Member/Secretary |

The Committee shall be responsible for making all recommendations concerning placement of Undergraduate and Post-graduate students. The Committee shall meet atleast once a semester.

ANNEXURE 2.3

(Refers 2.2)

ADMINISTRATIVE SECTIONS, THEIR FUNCTIONS, BRANCH AND CONTROLLING OFFICERS

S.No.	Name of the Section	Major functions	Branch/Controlling Officer
1.	Accounts Section	Treasury functions retirement benefits.	Dy. Registrar/ Registrar
2.	Audit Section	Audit and Budget preparation.	Asstt. Registrar/ Dy. Director(A)/Director
3.	Conference Section	Membership and meetings of all Statutory bodies, Grievance Committee of the Board, Committee of HODs/HOCs, Appointment of Head of Departments/Deans, constitution of Senate Committees.	Asstt. Registrar/ Registrar
4.	Coordination, Human Resource Development, Receipt & Issue and Central Records Sections.	Coordination, HBA, Conveyance Advance, GSLI, Mediclaim scheme to retired Employees, Medical facility, General matters, Notification of non-statutory Committees, Conducting of Administrative officers meetings. Receipt & Issue of Mail, Organising Training Programmes.	Asstt. Registrar/ Registrar
5.	Establishment-I	Personnel matters relating to academic staff.	Asstt. Registrar/ Dy. Director (F)
6.	Establishment-II	Group A, B&C Staff	Asstt. Registrar/Registrar/ DD(A)

7. Establishment-III	Group D employees	Asstt. Registrar/Registrar/ DD(A)
8. IIT Hospital	Patient Care	Chief Medical Officer/ Dy. Director (A)
9. IRD Unit	Administrative support to Deptt./Centres for R&D activities, consultancy, registration of patents, Know-how, collaboration with outside organisations both in India and abroad.	Asstt. Registrar/ Dean ,IRD
10. Legal Cell	Legal Matters	Asstt. Registrar/ Registrar/DD(A).
11. Planning and Publications Unit	Academic planning, review of Deptts/ Centres, Work related to BERP, Budget preparation, Allocation of funds and their monitoring (along with Audit Section), Publication of the Institute Publications.	A.R. (Plg.)/Prof. i/c Plg./ Dy. Director(F)
12. Postgraduate Studies Section	Admissions and examination, Scholarships of PG students Convocation (by rotation).	Asstt. Registrar/ Dean, PGS&R
13. Students Affairs Section	Hostel matters, Student Affairs, Hostel dues, etc.	Asstt. Registrar/ Dean of students
14. Stores Purchase Section	Purchase of stores, Stock Verification, Import of equipment.	Asstt. Registrar/ Registrar/DD(A)
15. Security Office	Security matters of the Campus	Security Officer/Registrar/ DD(A)
16. Training & Placement Section	Practical Training to undergraduates and	Head (T&P)/Prof.-i/c-(T&P)/ Dy. Director (F)

	placement of UG/PG students.	
17. Undergraduate Studies Section	Admissions and examinations, scholarships of UG students, Convocation (by rotation).	Deputy/Asstt. Registrar/ Dean, UGS.
18. Works and Estate Section	Matters related to construction of buildings, municipal services like water, electricity, maintenance of buildings and workcharged establishment.	Institute Engineer/ Ch. E&W/Director
	Estate office-allotment of residence/recovery of rent, commercial establishments.	Estate Officer/ Ch.E&W/ Director
19. Telephone Services	Telephone installation & Maintenance	AEE (Telephones)/ Institute Engineer
20. Guest Houses & Halls	Guest House Bookings,	Prof. i/c Guest Houses & Halls/ DD(F)
21. Transport	Operation and Maintenance of Transport	Prof. i/c Transport/ DD(F)

ANNEXURE 2.4
(Refers 2.3)

**ALLOCATION OF RESPONSIBILITIES BETWEEN DEPUTY
DIRECTOR(S)/REGISTRAR/DEANS/ASSOCIATE DEANS.**

Dy. Director (Faculty)

1. Budget – preparation, allocation and monitoring.
2. Planning 5-year and annual plans; BERP.
3. Faculty-recruitment, leave, conferences, welfare, training, industry secondment, and faculty forum.
4. Foreign Collaboration and MoUs.
5. Interdisciplinary Research and Teaching Programmes.
6. QIP/CEP.
7. JEE/GATE.
8. FAX/Telex/Air-conditioning.
9. Guest Houses/Publications/Seminar Hall and Convocation Hall.
10. Allocation of academic posts.
11. Library
12. Training and Placement
13. Central facilities
14. Transport

Deputy Director (Administration)

1. Group-A (Non.Academic), B, C and D Staff – Recruitment, Staffing, Leave, Training, Disciplinary cases, Welfare, etc.
2. Audit
3. IIT Hospital
4. ACSS
5. Security & Safety

6. Hindi Cell
7. Adhoc appointments.
8. Allocation of posts other than academic.
9. Payment of Honorarium.

Registrar

1. Statutory Bodies – agenda, minutes, follow-up
2. Accounts.
3. Group B,C&D staff – Recruitment, leave, training, disciplinary cases, welfare
4. HRD/R&I
5. Coordination, Legal Cell, HBA Unit
6. Store-Purchase & Import

Dean Alumni Affairs and International Programmes

1. Interaction with Alumni
2. Identify and establish alumni supported programmes
3. Interact with foreign universities, research institutes and companies
4. Identify and establish collaborative programmes
5. Facilitate student/faculty exchange

Dean, Industrial Research & Development

1. Sponsored Research
2. Consultancy & Testing
3. Coordination with FITT
4. Patents, Technology Transfer including Software.

Associate Dean (IRD)

1. Contract appointments under Research / Consultancy Projects.

2. Payments of honorarium to the students whose services are hired under the sponsored Research /Consultancy Projects.
3. Signing of Agreements/MoUs on behalf of the Institute after seeking approval of the Competent Authority.
4. Sanction of EOL to IRD staff within rules.
5. Miscellaneous activities relating to SURA, Mission Projects etc.
6. Assisting the Dean,IRD in day to day activities of the IRD Unit.

Dean, U.G.Studies

1. U.G. Admissions, time-table, examinations, results, scholarships, terminations; BUGS.
2. Training and Placement (UG).
3. Academic Interaction Committee.
4. Institute Disciplinary Committee (UG).
5. Student Exchange Programmes (UG).
6. Semester Schedule (jointly with Dean PG and DOS).

Dean, P.G Studies & Research

1. P.G Admissions, time-table, examinations, results, awards, scholarships, terminations; BPGS.
2. Placement (PG).
3. Student Exchange Programme (PG).
4. Institute Disciplinary Committee (PG).
5. Semester Schedule (jointly with Dean UG and DOS).

Dean of Students

1. Student activities – sports, games and cultural activities.
2. Hostel administration
3. Student counselling, STIC, foreign students.

4. Semester schedule.
5. NCC/NSS.
6. Semester Schedule (jointly with DPGS & DUGS).

Associate Dean (Students)

1. Coordinating Warden.
2. Warden, Nalanda.
3. Implementation of decisions on student affairs.
4. Computerisation, data-base on students.
5. Assisting Dean of Students in day to day work.

ANNEXURE 2.5

(Refers 2.4)

LIST OF AUTHORIZATIONS GIVEN TO THE DIRECTOR BY THE BOARD OF GOVERNORS

The Director has been authorized to :

1. POSTS/PERSONNEL MATTERS

- 1.1 Approve, proposals for appointment of Professors of the Institute as Joint Professors in other Departments/Centres.
- 1.2 Appoint Visiting Professor/Visiting Faculty up to a period of one year as per the existing norms and report it to the Board at its next meeting.
- 1.3 Act as appointing authority for the posts carrying a scale maximum of which does not exceed Rs. 12,000/- and get such decisions ratified by the Board of Governors.
- 1.4 Act as appointing authority for the non-academic posts, for Superintendent and Senior Technical Assistant or other posts of equivalent pay scale and report such appointments to the Board for ratification at its next meeting.
- 1.5 Create temporary posts for the duration of research/consultancy projects and approve the minutes of the selection committee for the posts of research and consultancy projects.
- 1.6 (a) Appoint persons from one project to another in the same posts for a period upto five years or the duration of the project/scheme whichever is less.
(b) Accept resignation from the project staff for which the Board of Governors is the appointing authority.
- 1.7 Adopt suitable procedure for filling temporary vacancies in non-teaching posts for a period not exceeding 12 months in terms of Statute 12(7) keeping in view the circumstances of each case.
- 1.8 Interchange technical supporting posts in various categories without exceeding number of posts already sanctioned by the Board of Governors.
- 1.9 (a) Allow staff members who are appointed in outside organisations to the posts involving probation period, to retain lien on the Institute post.
(b) Allow staff members to join other organisation on deputation terms.
- 1.10 Accept resignation from staff members whose appointing authority is the Board of Governors in accordance to the following procedure :
 - (a) Where the staff concerned has given three months notice as prescribed in the Statutes and where the Head of Department feels that there is no need to ask the concerned staff member to continue till the end of academic session, the resignation be accepted at the discretion of the Director from the date on which the notice period of three months expires.

- (b) Where the staff member has not given the prescribed prior notice of three months and the Head of Department/Centre recommends that the acceptance of the resignation by relaxing/waiving the notice period will not adversely affect the work of the Department/Centre, the resignation be accepted from the date recommended by the Head of the Department by relaxing/waiving the notice period, at the discretion of the Director.
- 1.11 Take decision regarding fixation of pay of re-employed persons on behalf of Board of Governors.
 - 1.12 Adjudge the individual cases as hard cases on merit of each case and decide the cases of the change of option to any of the retirement schemes provided in the Statute.
 - 1.13 Act as Disciplinary Authority in the case of Superintendents, STA's and other equivalent non-academic posts.
 - 1.14 Grant special increment in special cases and report such cases to the Board for information.
 - 1.15 Make appointments of spouse/children of the institute employees :
 - (a) who die in harness during the service of the Institute and
 - (b) whose services are terminated on medical grounds under Statute 13(6), before attaining the age of 57 years where the age of superannuation is 60 years.

Such appointments will be made on temporary basis against vacant posts belonging to Group C and D only, where the Institute is satisfied that the condition of the family is indigent and is in great distress in terms of the guidelines approved by the Board of Governors from time to time.

2. LEAVE

- 2.1 In terms of para 4 of Schedule 'D' of the Institute Statutes, the Director shall be the "Competent Authority" to sanction leave of all kinds including sabbatical leave and that for accepting outside assignments in India or abroad during the period of the leave provided in the Statutes to the staff.
- 2.2 Director is authorized to sanction leave ex-India to the employees of the institute for private visit abroad on the merits of each case.
- 2.3 The powers of the Chairman as contained in Statutes 7(2) are delegated to the Director in cases where the visit of staff member abroad is upto 12 months subject to the condition laid down by the Board from time to time. The permission granted under these delegated powers are to be reported to the Board in its next meeting.
- 2.4 Director is empowered to grant terminal leave to temporary employees including re-employed persons on the merit of each case in accordance with the Govt. of India Rules (in cases where no rules have been framed by the Institute). All such cases are to be placed before the Board in subsequent meetings for confirmation/ratification.

3. FINANCES

The following financial powers have been delegated to the Director :

- 3.1 To sanction honorarium up to the specified amount from the Institute/IRD/ JEE funds, as approved by the BoG from time to time.
- 3.2 To approve expenditure upto Rs. 50,000/- per item for the repair of instruments without going to the normal purchase procedure provided the repair is got done from the manufacturer, concerned Govt. Department or the Public Undertaking.
- 3.3 To pay honorarium per lecture hour as approved by the board from time to time in the case of eminent persons including honorary Visiting Professors.
- 3.4 To revise the rates for translation of technical papers from foreign languages in accordance with any revision(s) that may be made by the INSDOC from time to time.
- 3.5 To review the rates of payment to students for summer/winter jobs in consultation with the Deans.

4. MEDICAL

- 4.1 Director is authorised to include in the list of approved hospitals, the Medicare Centres/Hospitals run by the Voluntary Organisation/Charitable Trusts as per the guidelines laid by the Board of Governors.
- 4.2 Director is authorised to take decision on medical claims (not normally allowed) on the recommendations of an Institute level committee, within the overall framework of the Medical Attendance Rules.

5. HALLS OF RESIDENCE

While The Board was of the opinion that the powers of the Institute specified in Clauses 1(e) and 1(f) of Section 6 of the IIT Act were already vested in the Director of the Institute by virtue of his being the responsibility for the maintenance of discipline in the Institute under Section 17(2) of the Act, to remove any doubt and by way of abundant caution, it delegates all the said powers specified in Clauses 1(e) and 1(f) of Section 6 of the IIT Act to the Director of the Institute under Clause 3 of Section 13 of the Act.

The section of the Act quoted above reads as under :

Section 6(1) : Subject to the provision of this Act, every Institute shall exercise the following powers and perform the following duties namely :

- (e) to establish, maintain and manage halls and hostels for the residence of students.
- (f) to supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life.

Section 13(3) : The Board shall have the power to appoint such committees it considers necessary for the exercise of its powers and the performance of its duties under this Act.

ANNEXURE 2.6
(Refers 2.4)

DELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS
TO VARIOUS OFFICERS OF THE INSTITUTE

Nature of delegation	Powers delegated		Extent of powers delegated
FINANCIAL			
Petty Purchases/ services on contingencies	HOD/Registrar		Upto a ceiling of Rs.10,000/- per item and Rs.20,000/- at one time.
	Branch Officer	Each occasion Yearly	Rs.2,000/- Rs.10,000/-
Purchase of General Stores/ Equipment and Central Purchase Items (Recurring and non-recurring)	HOD/Registrar	As per revised purchase approved by BOG/Director from time to time,i.e. purchase committee upto a maximum of Rs.1,00,000/-.	Above Rs.1,00,000/- and upto 5.00 lakhs with the approval of DD(A)/Dean(IRD). Above 5.00 lakhs approval of Director.
	Branch Officer	Upto Rs.1000/- per item subject to a maximum of Rs.5000/-.	—
	Chairman, ACL	Upto Rs.50000/- for Purchase of Books for Institute Library	—

ADVANCES

Festival Advance Conveyance (Cycle/ Scooter/Car House, Bldg. adv.) P.F. Advance	Registrar	Within budget allocation full powers	—
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Conveyance Advance	Registrar (Motor car)	Full Powers	
	Designated Branch Officer (Motor Cycle/ scooter /cycle)		

SANCTION OF TA

(a) Sanction to Journeys abroad attend Seminar, Conference Workshop & Symposia	Director	Full Powers (in respect of all staff)	
---	----------	--	--

	Dy. Director(F)	Rs.2000/- as seed money	—
--	-----------------	----------------------------	---

(b) SANCTION TO JOURNEY WITHIN INDIA	Director (in respect of Dy.Directors/Deans/ Registrar/HOD/Centre/ Chairman/Vice – Chairman & Secretary/ JEE/GATE)	Full Powers	—
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	DD(F) (in respect of Prof.I/C (Plg.)/ Librarian/ Head, T&P	Full Powers	—
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	DD(A) (in respect of all Gp 'A' Non-academic Officers)	Full Powers	—
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	HOD (in respect of their faculty and staff subject to the condition that the expenditure can be met out of the sanctioned allocation of the Deptt./Centre concerned)	Full Powers	—
--	---	-------------	---

SANCTION OF LOCAL JOURNEY Verification/Counter Sig. of Journey/ Passing of Bills.	Head of Dept./Centre	Full Powers for departmental work chargeable to the recurring grant of the Deptt./Centre	
	Registrar	Full Powers	
REIMBURSEMENT OF MEDICAL EXPENSES Where Relaxation of rules is involved.	Dy. Director (A) Director	Rs. 1,00,000/- Above Rs. 1,00,000/-	
PERMISSION OF GRANT OF OTA			
(a) Group `B', `C' & `D' staff working in Departments/Centres.	Respective HoD/ Centre	Full Powers within rules.	—
(b) All staff working in Central Administration including Hospital, Security, Transport.	Registrar	Full Powers within rules.	
(c) All staff working in Estate and Works	Chairman, E&W	Full Powers within rules.	
(d) All staff working in Hostel Organization	Dean of Students	Full Powers within rules.	
PERMISSION TO GRANT HONORARIUM			
Group `A', `B', `C', & `D' (Non-academic)	Dy. Director (A)	Full Powers	
Sanction to Accept Outside Work and to serve on Outside Committees and Fee for such Work (Examinations, Paper Setting, Evaluation, Superintendence, Invigilation etc. Report Writing and Publications), Delivering of Lectures and any Other Academic Work.	Dy. Director (F) (in respect of all HOD)	Full Powers	—
	Registrar/DD(A) (in respect of all non-academic staff)	Full Powers within the laid down policy.	—
Invitation to Guest Lectures for seminars from within India and payment of Honorarium as per rules.	HOD	Full powers upto a maximum of 3 lectures per semester as a part of regular work from any individual outside the Institute (except free hospitality)	Respective DD/Deans for more than 3 lectures.

<p>To Pay upto BOG approved amount per lecture in the case of Eminent Person Including Visiting Professors.</p>		<p>Deans, PGS&R Dean, UGS (for- respective courses)</p>	<p>—</p>
<p>SIGNING OF CHEQUES</p>		<p>D.R. (A/Cs) Registrar and D.R. (A/Cs.) Dean, IRD and AR,(IRD A/Cs.) AR IRD(A/Cs)</p>	<p>upto Rs.10,000/- Above Rs.10,000/- Above Rs.10,000/- Upto Rs.10,000/-</p>
<p>ENTERTAINMENT</p>	<p>HOD PS to Director Branch Officer</p>	<p>Each Occasion : Rs.500/- Yearly: Rs.10,000/- Full Powers for Director's pantry Each occasion : Rs.200/- Yearly : Rs.3,000/-</p>	<p>Deans/DDs full powers beyond these limits. Registrar : Full powers</p>
<p>OFFICIAL LUNCHES & DINNERS</p>	<p>HOD/Registrar</p>	<p>Each occasion : within laid down norms/limits</p>	<p>Dy. Director (s) : full powers beyond these limits.</p>

ADMINISTRATIVE**(1) Grant of Leave to Staff**

(i) Casual Leave	Director (in respect of Dy. Directors/Deans/ Registrar/ Chairman E&W)	Full Powers	—
	Dy. Directors/ Deans/Registrar for Branch Officers & other Officers working under them.	Full Powers —	—
(ii) Special Casual Leave (in respect of all staff)	Dy. Director (F) (in respect of HODs)	Full Powers	—
	HOD (in respect of faculty in their respective Dept./ Centres)	Full Powers	—
	DD(A)/Registrar (in respect of all non-academic staff)	Full Powers	—
Other than Casual Leave			
(i) Earned Leave, Half Pay Leave, Commuted Leave Maternity Leave EOL (not involving taking up of outside Assignment)	Director (in respect of Dy. Directors/ Deans/Registrar/ Chairman E&W)	Full Powers	—
	(ii) -do-		
	Deans/Registrar (in respect of A.Rs. & D.Rs.)	Full Powers	—
	Dy. Director (F) (in respect of HOD's/Head, T&P/ Librarian.)	—	—
	Dy. Director (A) (in respect of A.R.(Audit), CMO and Medical Officers.)	Full Powers	—

(iii) –do-	HOD/Branch Officer (their respective staff)	Full Powers	—
(iv) Leave (any type involving taking up outside assign- ment (except- sabbatical)	Dy. Director (A) (in respect of all supporting staff)	Full Powers	—
(v) Leave Not Due/ Quarantine Leave	Dy. Director(F) (in respect of all Academic staff)	Full Powers	—
	Dy. Director (A) (in respect of all non-academic)	—	—
2. (a) GRANT OF ANNUAL INCREMENT	DR/AR of concerned Estt. Section	Full Powers except special increment cases	—
	Registrar	Full Powers (in respect of special increment cases within approved guidelines)	—
	Dy. Director(A)	Full Powers on recommendation of the Committee	—
	Dy. Director (F)	Grant of special increment. (to all academic staff.)	—
3. Lump Sum Grant For Attaining Higher Quali- fications as per BOG Rules.	Dy. Director (A)	Full Powers	—
4. (A) Permission For Pursuance For Higher Course	Registrar/ Dy. Director(A)	Full Powers as per policy guidelines laid down from time to time.	—

	(B) Forwarding of applications for outside appointments	DD(F)/Director DD(A)/Director	Academic Staff Non-academic Staff	
5.	TRANSFER/ POSTING AGAINST SANCTIONED BUDGET PROVISION			
	Inter-departmental Posting & Transfers			
	i) Posts of Supdt.& above and Group 'A' Non-academic Staff.	Director	Full Powers	—
	(ii) Post below level of Supdt.	DD(A)	Full Powers	—
6	(a) PERMISSION FOR REGISTRATION IN INSTITUTE COURSES			
	i) Group A	Dy. Director(F) Group 'A' (Academic) Dy. Director (A) Gp.'A'(Non-academic)	Full Powers within the laid down guidelines	—
	ii) Group BC&D	Registrar/DD(A) Gp 'B' 'C&D'	Full Powers within the laid down from time to time.	—
7.	APPOINTMENT OF DAILY WAGED STAFF	Registrar/DD(A)/ Director		
8.	RETIREMENT BENEFITS PAYMENTS AFTER CHECKING BY AUDIT	Registrar		
9.	ALL MATTERS RELATED TO INDISCIPLINE WITH REGARD TO UG/PG STUDENTS			
	ACADEMIC	Respective Academic Deans		
	NON-ACADEMIC	Dean of Students		

ANNEXURE 2.7

(Refers 2.4)

SCHEDULE SHOWING FINANCIAL POWERS IN RESPECT OF WORKS DELEGATED TO VARIOUS OFFICES OF I.I.T. DELHI (BOG Resolution Nos.:8/80,51/81,75/82,17/83, 64/87,7/94,34/97, 54/97 and 35/01)

Resolution No.BG/64/87: Resolved that Institute Engineer be delegated the powers at par with those given to a Superintending Engineer in CPWD as amended by the Govt. of India from time to time.

Nature of Power	Designation of Officer	Powers
Local Purchases	I.E.	a) Full powers upto Rs.1,00,000/- per item at a time.
a) Through normal Purchase Procedure		b) For all purchases above Rs.1,00,000/- per item, approval of the Board consisting of the following will be necessary. <ul style="list-style-type: none"> i) I.E. ii) Faculty member to be nominated by the Director. iii) D.R. (Accounts) and iv) E E. v) AR (Audit).
	E.E.	Rs.25,000/- per item subject to a ceiling of Rs.3.00 lakhs p.a.
	A.E.E.	Rs.2,000/- per item subject to a ceiling of Rs.50,000/- p.a.
b) Through Purchase Committee in urgent cases	I.E.	a) Spot purchases upto Rs.1,00,000/- (one lakh) per purchase through a Purchase Committee consisting of the following: <ul style="list-style-type: none"> i) E.E. ii) A.E.E. concerned & iii) Asst. Registrar (Accounts)

		<p>b) For all purchase above Rs. One Lakh per purchase, Director may approve spot purchase in individual cases through a Committee consisting of the : (i) I.E. (ii) Faculty member to be nominated by the Director (iii) D.R.(Accounts) and (iv) EE (concerned)</p> <p>Note : urgency to be certified by the I.E.</p>
Through Purchase Committees in urgent cases	R.E.	<p>Upto Rs.50,000/- per item through purchase committee consisting of the following :</p> <p>(i) A.R.E. concerned.</p> <p>(ii) Any other A.R.E.</p> <p>(iii) A.R.(Accounts) or A.R.E. in case of Non-availability of D.R. (Accounts). (Urgency to be certified by R.E.)</p>
Local purchase on cash or payment by cheque	A.E.E.	Upto Rs.1000/- per item subject to a ceiling of Rs.40,000/- per annum.
	E.E.	Upto to Rs.10,000/- per item subject to a ceiling of Rs. 1,00,000/- per annum beyond which the purchase be made through proper store purchase committee.
Local purchases of store borne on the DGS &D/Rates Running Contracts	I.E.	Rs.25,000/- per item at a time subject to a ceiling of Rs.1.00 lakh per annum
	E.E.	Rs.15,000/- per item at a time subject to a ceiling of Rs.75,000/- per annum.
	A.E.E.	NIL
Accord of sanction to extra/ substituted items.	I.E.	Rs.13.00 lakhs in respect of both scheduled & Non-scheduled items.

	E.E.	Rs.1.5 lakhs in respect of Scheduled items. In respect of other items 25% of contract value subject to ceiling of Rs.10,000/-. Beyond this, sanction of I.E. is necessary.
	A.E.E.	Items of the value of Rs.2000/- or 5% of the contract amount whichever is less. Where rates cannot be derived either from the Agreement or the standard schedule of rates, approval of EE to the fixation of rates of such items should be obtained. No powers in respect of extra items in contracts accepted by a higher authority.
Accord of Technical	I.E.	Rs.70.00 Lakhs
Sanction to Detailed Estimate.	E.E.	Rs.7.00 Lakhs
	A.E.E.	Rs.50,000/-
Acceptance of lowest tender	I.E.	Rs.70.00 Lakhs
OR	E.E.	Rs.7.00 Lakhs
Award of work by negotiations with the lowest tender.	A.E.E.	Rs.50,000/-
Acceptance of single tender.	I.E.	i) 30.00 Lakhs. ii) Rs.70.00 lakhs with the prior approval of the next higher authority.
	E.E.	i) Rs.75,000/-. ii) Rs.40.00 lakhs with prior approval of next higher authority.
	A.E.E.	Rs.10,000/- only. <i>Note.: Full reasons should be recorded by the Approving Authority who should also guard against the contractor holding out unjustifiably higher rates.</i>

Award of work by acceptance of a tender other than the lowest.	I.E.	Rs.7.00 lakhs
OR		
by negotiations with a tenderer other than the lowest.	E.E.	Rs.50,000/-
Award of work (i) without call of tenders and (ii) by negotiations with a firm which has not quoted.	I.E. E.E. A.E.E.	Rs.3.00 Lakhs Rs.75,000/- Rs.10,000/-
	Note:	Annual limit for Civil and Electrical Division. i) Maintenance division : Rs.10 lakhs ii) Construction division : Rs.5 lakhs
Award of additional quantities against abnormally high rates items (variations in rates being more than 25% as compared to the estimated rates duly corrected by cost index.	I.E. E.E. A.E.E.	Rs.2.50 lakhs Rs.40,000/- Rs.6,000/- The officers are allowed to award such quantities upto 25% of the quantities stipulated in the agreement in respect of work below plinth level and upto 5% in the case of work above plinth level. Beyond these limits, these powers shall be restricted to the monetary limits mentioned above. In the case of low rate items, the quantity decreased beyond 5%/25% shall be taken as quantity awarded for the purpose of enhanced powers as mentioned.
Write off T& P and other articles of which part value has been recovered	I.E. E.E. A.E.E.	Rs.20,000/- Rs.10,000/- NIL
To pass excess over estimates.		With in 10% of the amount, the officer is the competent authority to sanction.

An officer of IITD may pass excess over estimate, provided the excess cases, where the excess is not more than 10% of the amount sanctioned and that all such cases, where the excess so sanctioned makes the total estimate exceed the amount upto which he is empowered to sanction, should be reported every month to his next higher authority which has to satisfy itself about the propriety of excess sanctioned.

Grant of extension of time for completion of work (with reasons to be recorded)	I.E. E.E.	i) Full powers. i) Full powers in respect of contract amounting to Rs.1.00 lakhs (ii) Full powers in respect of individual contract and amounting to more than Rs.1.00 lakh and upto Rs.10 lakhs, provided delay is not more than 1/3 rd of stipulated period.
	A.E.E.	Upto 1/3 rd of the stipulated period in respect of individual contract amounting upto Rs.15,000/-.
		Note : Each time an extension of time is granted in respect of works costing between Rs.1.00 lakh and Rs.10 lakh. The R.E. should review the reason and send a copy of the order to the I.E.
To make advance payment to Delhi Vidyut Board under the Indian Electricity Act.1910 for execution of work.	I.E. A.E.E.	Full Powers. NIL
Incurring expenditure on insurance for booking of	E.E. A.E.E.	Rs.500/- in each case. NIL

goods at the Railways risk where an alternative Railway risk is provided.

To issue orders declaring Stores (including spare parts of vehicles) other than those involving losses as surplus or unserviceable value of articles being estimated if not known.

I.E.
E.E.
A.E.E.

Full Powers
Rs.10,000/-
NIL

Passing of first and final bills and running account bill.

E.E.
A.E.E.

Full Powers.
NIL

Passing of bills of work-charged staff.

E.E.
A.E.E.

Full Powers.
NIL

Sanction of payment under Workmen's Compensation Act.

E.E.
A.E.E.

Full Powers
NIL

To accord administrative approval for the minor works residential and non-residential buildings.

Director
I.E.

Non-Residential Buildings	Residential Buildings
Rs.5,00,000/-	Rs.50,000/-
Rs.50,000/-	Rs.5000/-

Powers of Institute Engineer

At par with those given to a Superintending Engineer in CPWD.

Award of the contracts against split-up-sub-head of work.

Where sub-heads of projects are split up by the competent authority officer may exercise their normal powers by value for award of contracts for split up portions. The competent authority will be B&W Committee.

Write-off of infructuous expenditure on construction

I.E.

a) 1% of the contract value subject to a ceiling of Rs.7,500/-

b) 1% of the contract value subject to ceiling of Rs.30,000/- with the approval of the Director.

Powers to fix standard rates	I.E.	Full Powers
To fix annual limit of reserve stocks.	I.E.	Full Powers, within sanctioned funds.

To write off losses:

i) On stores due to theft, frauds or negligence of individuals	I.E.	Rs.2000/-
ii) To write off losses of stores not due to theft, fraud or negligence of individuals.		Rs.2000/-

To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of public building. etc.	Director	Full Powers.
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Acceptance of arbitration award	Director B.O.G.	Upto Rs.7.00 lakhs. Beyond Rs. 7.00 lakhs.
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ANNEXURE 2.8
(Refers 2.5.1)

STANDING COMMITTEES OF THE BOARD OF GOVERNORS

Standing Committee of the Board of Governors

1. Grievance Committee

Membership

The membership of the Committee is decided by the Board of Governors for specific period of its tenure.

Terms of Reference

To consider grievances of staff members made by them to the Board and make recommendations to the Board.

2. Finance Committee

Membership

- | | | |
|----|--|-----------|
| 1. | Chairman, Board of Governors
(Ex- officio) | Chairman |
| 2. | Two persons nominated by the
Central Government | Members |
| 3. | Two persons nominated by the Board | Members |
| 4. | Director | Member |
| 5. | Registrar | Secretary |

Terms of Reference

- a) to examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board.
- b) to give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative on any financial question affecting the Institute.

3. Building and Works Committee

Membership

The Committee consists of not less than 5 and not more than 7 members as may be appointed by the Board. The existing constitution is as under:

1.	Director (Ex-officio)	Chairman
2.	Director General of Works, CPWD (Ex-officio)	Member
3.	Representative from the Ministry of HRD	Member
4.	Financial Adviser to the Ministry of Urban Development (Ex-officio)	Member
5.	One outside expert	Member
6.	Institute Engineer (Ex-officio)	Member
7.	Registrar (Ex-officio)	Secretary
8.	Chairman, Estate & Works IIT, Delhi (Ex-officio)	Permanent Invitee
9.	One outside Expert	Special Invitee

Terms & Reference

- (a) It shall be responsible, under the direction of the Board, for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
- (b) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs within the grant placed at the disposal of the Institute for the purpose.
- (c) It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- (d) It shall be responsible for making technical scrutiny as may be considered necessary by it.

- (e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- (f) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.

ANNEXURE 2.9

(Refers 2.5.1)

COMMITTEES CONSTITUTED BY THE DIRECTOR, THEIR CONSTITUTION AND TERMS OF REFERENCE

Air Conditioning Committee

- | | | | |
|----|---------------------------------|---|------------------|
| 1. | Chairman, E&W (Ex-officio) | - | Chairman |
| 2. | Two nominees of the Director | - | Members |
| 3. | Institute Engineer (Ex-officio) | - | Member Secretary |

Terms of Reference

1. To identify the areas where energy is being misused and to make recommendations to save energy.
2. Any other matter referred to it by Director.

Campus Greening Committee

- | | | | |
|----|---------------------------------------|---|------------------|
| 1. | A Professor (Nominee of the Director) | - | Chairman |
| 2. | Nominee of the Director | - | Member |
| 3. | Coordinator, NSS (Ex-officio) | - | Member |
| 4. | Two nominees of the IITEU | - | Members |
| 5. | Three nominees of SAC | - | Members |
| 6. | Nominee of the Director | - | Member Secretary |

Terms of Reference

1. To advise/monitor the work of greening of IIT Campus
2. Any other matter referred to it by the Director

The committee should meet as often as possible but atleast once in three months.

Commercial Establishment Licencing Committee

- | | | | |
|----|---------------------------------------|---|------------------|
| 1. | Chairman, E&W (Ex-officio) | - | Chairman |
| 2. | Vice Chairman, E&W (Ex-officio) | - | Member |
| 3. | Dean of Students (Ex-officio) | - | Member |
| 4. | Security Officer (Ex-officio) | - | Member |
| 5. | Nominee of the Director | - | Member |
| 6. | Estate Officer (Ex-officio) | - | Member |
| 7. | Asst. Exec. Engr, Estate (Ex-officio) | - | Member Secretary |

Terms of Reference

1. To process the licencing of Shops and Commercial Establishments including Vendors in the Institute.
2. Any other matter referred to it by the Directors.

Commercial Establishment Marketing Committee

- | | | | |
|----|--|---|------------------|
| 1. | Chairman, E&W (Ex-officio) | - | Chairman |
| 2. | Nominee of the Director | - | Member |
| 3. | Dean of Students (Ex-officio) | - | Member |
| 4. | Nominee of the Faculty Forum (East Campus) | - | Member |
| 5. | Nominee of the Faculty Forum (West Campus) | - | Member |
| 6. | Security Officer (Ex-officio) | - | Member |
| 7. | Two Nominees of the IIT Employee Union | - | Members |
| 8. | Institute Engineer (Ex-officio) | - | Member Secretary |

Terms of Reference

1. To monitor the working of Vendors and shops including checking of rates of commodities sold, quality of material sold, observance of shopping hours and other matters of concern to the residents.
2. Projecting the needs of campus residents in respect of shops etc.
3. Any other matter referred to it by the Director.

Committee for N.M.R. Central Facility

- | | | | |
|----|--|---|-----------------|
| 1. | Head, Chemistry Department (Ex-officio) | - | Chairman |
| 2. | Nominee of the Head, Textiles | - | Member |
| 3. | Nominee of the Head, CPSE | - | Member |
| 4. | Nominee of the Head, CBME | - | Member |
| 5. | Incharge, NMR Central facility(Ex-officio) | - | Member/Convener |

Note: The User's Committee should meet at least once in a semester.

50% of the members will form quorum for the meeting of the User's Committee.

Terms of Reference

- (a) Defining operating norms and schedules.
- (b) Bringing out regular brochures for informing the user community on the type of service available and the procedures for obtaining service.
- (c) Planning of up-gradation and modernization of the facilities to keep them responsive to user's needs.
- (d) Any other matter referred to it by the Director.

Communication Advisory Committee

- | | | | |
|----|---|---|------------------|
| 1. | Chairman, E&W (Ex-officio) | - | Chairman |
| 2. | Three/Four Nominees of the Director (from Academic Staff) | - | Members |
| 3. | One Nominee of Director (from Group A Non-academic Staff) | - | Member |
| 4. | Institute Engineer(Ex-officio) | - | Member |
| 5. | Genl. Secy. IITEU (Ex-officio) | - | Member |
| 6. | Asst. Executive Engr.(Telephones) (Ex-officio) | - | Member/Secretary |

Terms of Reference

1. To advise regarding the future communication, requirements/telephone services of the Institute.
2. Any other matter referred to it by the Director.

Employees Welfare Committee

- | | | | |
|----|---|---|-----------------|
| 1. | A senior Professor
(nominee of the Director) | - | Chairman |
| 2. | Two Representatives of the Institute
(to be nominated by the Director) | - | Members |
| 3. | Registrar (Ex-officio) | - | Member |
| 4. | President IETU (Ex-officio) | - | Member |
| 5. | Genl. Secy. IITEU (Ex-officio) | - | Member |
| 6. | Nominee of the IITEU | - | Member |
| 7. | Asst. Registrar (E-II or E-III) (Ex-officio)- | | Member/Convenor |

Terms of Reference

1. To consider Employee's demands/problems and make recommendations to the Director.
2. Any other matter referred to it by the Director.

Frequency of meetings : Minimum once in two months.

Executive Committee Of IITD Staff Welfare Scheme

- | | | | |
|----|--|---|---------------|
| 1. | Director / DD(F) (Ex-officio) | - | Chairman |
| 2. | A Senior member of the staff nominated by
the Director | - | Vice-Chairman |
| 3. | A member of the staff to be nominated by
the Director | - | Secretary |
| 4. | One of the Administrative Officer/Accounts
Officer /Audit Officer to be nominated by
the Director | - | Treasurer |
| 5. | 7 members to be nominated by the
Director from amongst the staff. The
nomination shall be arranged so that all
categories get representation. | - | Members |

Terms of Reference

1. Administration of funds.
2. Grant of loans/assistance to the members in accordance with the provisions of the constitution of the scheme.
3. Any other matter referred to it by the Director.

Holistic Health Committee

- | | | | |
|----|--|---|------------------|
| 1. | Nominee of the Director | - | Chairman |
| 2. | Two Faculty & one Group 'A' Officer who are actively participating and have sufficient experience in the Holistic Activities | - | Members |
| 3. | Nominee of the Director | - | Member/Secretary |

Terms of Reference

1. Proper monitoring and coordination of the Holistic Health Activities.
2. Any other matter referred to it by the Director.

Hospital Advisory Committee

- | | | | |
|-----|---|---|-----------------|
| 1. | A Professor
(nominee of the Director) | - | Chairman |
| 2. | Nominee of the Director | - | Member |
| 3. | A Faculty Member
(Nominee of the Faculty Forum) | - | Member |
| 4. | Two nominees of the Doctors | - | Members |
| 5. | Nominee of Hospital Staff | - | Member |
| 6. | President, Board of Hostel Management
(Ex-officio) | - | Member |
| 7. | Dy. Registrar (Accounts) (Ex-officio) | - | Member |
| 8. | Genl.Secy. IITEU (Ex-officio) | - | Member |
| 9. | Two nominees of SAC | - | Members |
| 10. | Chief Medical Officer (Ex-officio) | - | Member/Convenor |

Terms of Reference

1. To monitor the working of the Hospital and suggest remedial measures, if any, for improvement in its operational and financial efficiency.
2. To consider policy matters concerning the Hospital and make recommendations to the Director.
3. To consider administrative reforms/innovation concerning purchase of medicines etc., and make suitable recommendations to the Director.
4. Any other matter referred to it by the Director.

Frequency of Meetings : Minimum once in three months.

House Allotment Committee

- | | | | |
|-----|---|---|------------------|
| 1. | Chairman, E&W
(Director's nominee) | - | Chairman |
| 2. | Vice Chairman, E&W
(Nominee of the Director) | - | Member |
| 3. | Nominee of the Faculty Forum
(Representing Professor) | - | Member |
| 4. | Nominee of the Faculty Forum
(Representing Assoc. Professors) | - | Member |
| 5. | Nominee of the Faculty Forum
(Representing Asst. Professors) | - | Member |
| 6. | Nominee of the Faculty Forum
(Rep. Other than Assoc. Prof. & Asst. Prof.) | - | Member |
| 7. | Nominee of the Director
(Representing Gp.'A' Officers-Non-Academic) | - | Member |
| 8. | Nominee of the Director | - | Member |
| 9. | Nominee of the IITEU
(Representing employees pay range
Rs.8000-13500) | - | Member |
| 10. | Nominee of the IITEU
(Representing employees pay range
Rs.4590-7999) | - | Member |
| 11. | Nominee of the IITEU
(Representing employees pay range
below Rs.4590/-) | - | Member |
| 12. | Estate Officer (Ex-officio) | - | Member Secretary |

Terms of Reference

1. To formulate the policy and guidelines for allotment of houses and interpretation of rules.
2. Any other matter referred to it by the Director.

House Building Advance Committee

- | | | | |
|----|-------------------------------------|---|------------------|
| 1. | Professor (Nominee of the Director) | - | Chairman |
| 2. | Nominee of the Director | - | Member |
| 3. | Nominee of the Faculty Forum | - | Member |
| 4. | Nominee of the IITEU | - | Member |
| 5. | Registrar (Ex-officio) | - | Member Secretary |

Terms of Reference

1. To consider and recommend grant of House Building Advance to the Institute employees.
2. Any other matter referred to it by the Director.

Institute Grievance Committee

- | | | | |
|----|---|---|------------------|
| 1. | Director's Nominee | - | Chairman |
| 2. | Three Professors to be nominated by The Director. | - | Members |
| 3. | Registrar (Ex-officio) | - | Member |
| 4. | Asst. Registrar (E-II)/(E-III)* (Ex-officio) | - | Member Secretary |

* Depending upon the section to which the case pertains to.

Purpose:

1. To instil confidence in the employees that their representations are not being reviewed by the same person(s) who made the decision in the first place.
2. To bring in a fresh point of view
3. To reduce and to make easier the work for Grievance committee of the BOG.

Terms of Reference

1. To consider and formulate recommendations on the representations made by Group 'B','C' & 'D' employees referred to the Committee with the prior approval of the Director.
2. Any other matter referred to it by the Director.

Frequency of meetings : The committee shall meet as often as necessary. The recommendations of the Committee will be sent to the Director by the Member/Secretary of the Committee.

Institute Lecture Series Committee

- | | | | |
|----|------------------------------|---|----------|
| 1. | Dean, PGS&R (Ex-officio) | - | Chairman |
| 2. | Dean, IRD (Ex-officio) | - | Member |
| 3. | President BRCA(Ex-officio) | - | Member |
| 4. | Two Nominees of the Director | - | Members |

Terms of Reference

1. To Plan and Organize lectures under the Institute Lectures Series
2. Any other matter referred to it by the Director.

Institute Level Committee to provide incentives to Group 'B' 'C' & 'D' Employees who perform exceedingly well.

- | | | | |
|----|--|---|------------------|
| 1. | A Professor (Nominee of the Director) | - | Chairman |
| 2. | Two Faculty Members
(Nominee of the Director) | - | Members |
| 3. | President IITE Union (Ex-officio) | - | Member |
| 4. | Assistant Registrar (Estt.-II) (Ex-officio) | - | Member Secretary |

Terms of Reference

1. To look after all the work relating to the Incentive Scheme.
2. To process the nominations.
3. Any other matter referred to it by the Director.

(Authority – BOG Resolution No. BG/32/97)

Kendriya Vidyalaya Management Committee

- | | | | |
|----|-----------------------|---|----------|
| 1. | Dean, UGS(Ex-officio) | - | Chairman |
| 2. | Nominee of JNU | - | Member |
| 3. | Nominee of NCERT | - | Member |

Terms of Reference

1. To advise on educational issues of Kendriya Vidyalaya.
2. Any other matter referred to it by the Director.

Managing Committee of the Benevolent Fund Scheme

- | | | | |
|----|---------------------------------------|---|-----------------|
| 1. | Dy. Director (Faculty) (Ex-officio) | - | Chairman |
| 2. | Dean of Students (Ex-officio) | - | Member |
| 3. | Two Nominees of Faculty Forum | - | Members |
| 4. | Genl. Secy. SAC (Ex-officio) | - | Member |
| 5. | Nominee of SAC | - | Member |
| 6. | Two Nominees of the IITE Union | - | Members |
| 7. | Dy. Registrar (Accounts) (Ex-officio) | - | Member |
| 8. | Asst. Registrar (CDN) (Ex-officio) | - | Member/Convener |

Terms of Reference

1. The management of funds of the Benevolent Fund Scheme shall vest with the above Committee in accordance with the Benevolent Fund Scheme Rules.
2. Any other matter referred to it by the Director.

Managing Committee of Cafeteria

- | | | | |
|----|--|---|-----------------|
| 1. | Dean of Students (Ex-officio) | - | Chairman |
| 2. | Assoc. Dean of Students (Ex-officio) | - | Member |
| 3. | One Warden (nominated by Dean of Students) | - | Member |
| 4. | Three Student Nominees of Dean of Students (Gen. Secys of BHM & SAC and one representative of BHM/SAC) | - | Members |
| 5. | Institute Engineer (Ex-officio) | - | Member |
| 6. | Nominee of Dy. Director (F) | - | Member |
| 7. | Asst. Registrar (SA) (Ex-officio) | - | Member/Convener |

Terms of Reference

1. To deal with the various aspects of managing the cafeteria with the students and faculty requirements, cleanliness, control of rates, quality of food, services and coordination with Institute functionaries.
2. Any other matter referred to it by the Director.

Managing Committee of IIT Staff Canteen

- | | | | |
|----|--|---|--------------------|
| 1. | Dean of Students (Ex-officio) | - | Chairman |
| 2. | Nominee of the Director | - | Vice Chairman |
| 3. | One Faculty Member (Nominee of the Director) | - | Member |
| 4. | Exec. Engr.(Academic Area)(ex-officio) | - | Member |
| 5. | Three Elected Members of the staff canteen | - | Members |
| 6. | Asst. Registrar (CDN) (Ex-officio) | - | Member / Secretary |

Terms of Reference

1. The Committee shall be fully responsible for efficient running of the Canteen and also for the losses.
2. Any other matter referred to it by the Director.

Frequency of meetings : Minimum once in two months.

Nursery & K.G. School Advisory Committee

- | | | | |
|----|--|---|-----------------|
| 1. | Dean, UGS(Ex-officio) | - | Chairman |
| 2. | Nominee of NCERT | - | Member |
| 3. | Headmistress (Ex-officio)
(Nursery & KG School) | - | Member |
| 4. | Nominee of Faculty Forum | - | Member |
| 5. | Nominee of IITE Union | - | Member |
| 6. | Assistant Registrar (CDN) (Ex-officio) | - | Member/Convener |

Terms of Reference

1. To advise on admission and functioning of the school.
2. Any other matter referred to it by the Director.

Security Advisory Committee

- | | | | |
|-----|---|---|-----------------|
| 1. | Dy. Director (Admn.) (Ex-officio) | - | Chairman |
| 2. | Registrar (Ex-officio) | - | Member |
| 3. | Dean of Students (Ex-Officio) | - | Member |
| 4. | Institute Engineer (Ex-Officio) | - | Member |
| 5. | Nominee of Faculty Forum | - | Member |
| 6. | Chairman (Ex-Officio)
Area Committee (East Side) | - | Member |
| 7. | Chairman (Ex-Officio)
Area Committee (West Side) | - | Member |
| 8. | Nominee of IITE Union | - | Member |
| 9. | General Secy. SAC (Ex-officio) | - | Member |
| 10. | Security Officer (Ex-officio) | - | Member/Convener |

Terms of Reference

1. To advice on the security matters of the Institute/Campus
2. Any other matter referred to it by the Director.

Frequency of meetings : Minimum once in a four months or as and when required.

Space Allocation Committee

- | | | | |
|----|------------------------|---|------------------|
| 1. | Director | - | Chairman |
| 2. | Dy. Director (Faculty) | - | Member |
| 3. | Dy. Director (Admin.) | - | Member |
| 4. | Chairman, E&W | - | Member |
| 5. | Registrar | - | Member |
| 6. | Estate Officer | - | Member Secretary |

Terms of Reference : To consider the requirement of space of the various Departments/ Centres/Sections of the Institute.

Standing Consultative Committee on Community Issues

- | | | | |
|-----|--|---|------------------|
| 1. | Director | - | Chairman |
| 2. | Dy. Director (Faculty) | - | Member |
| 3. | Dy. Director (Admin) | - | Member |
| 4. | Dean of Students | - | Member |
| 5. | Assoc. Dean of Students | - | Member |
| 6. | Chairman, E&W | - | Member |
| 7. | Registrar | - | Member |
| 8. | C.M.O. | - | Member |
| 9. | Security Officer | - | Member |
| 10. | General Secretary, Faculty Forum | - | Member |
| 11. | General Secretary, IITE Union | - | Member |
| 12. | General Secretary, Sr. Staff Club | - | Member |
| 13. | General Secretary, SAC | - | Member |
| 14. | General Secretary, Staff Club | - | Member |
| 15. | Chairman, Hospital Advisory Committee- | - | Member |
| 16. | Secy. Ladies Club | - | Member |
| 17. | Institute Engineer | - | Member Secretary |

Terms of Reference

1. Community Welfare and non-academic service facilities.
2. Any other matter referred to it by the Director.

Standing Committee for Purchase of Medicines for IIT Hospital

- | | | | |
|----|--|---|------------------|
| 1. | Professor (Nominee of the Director) | - | Chairman |
| 2. | Doctor, (Ex-officio)
Store Incharge, (Hospital) | - | Member |
| 3. | Nominee of the Chairman HAC
(on rotation basis) | - | Member |
| 4. | Registrar (Ex-officio) | - | Member |
| 5. | D.R.(Accounts) | - | Member |
| 6. | Chief Medical Officer (Ex-officio) | - | Member/Secretary |

Terms of Reference

1. List of Medicines required will be prepared by the Doctors and the quotations will be invited with stipulated conditions and will be processed by the Committee of Doctors. Doctors will recommend about three companies for each medicines as expert advice.
2. The Standing Purchase Committee will then decide on the quantity and the company from among short-listed ones. In this process the Committee may invite any distributor/company for discussion. Chairman will place orders and Hospital will receive medicines as per orders placed and condition of agreement/quotations. D.R. (A/cs.) will look after the payment as per terms.
3. Any other matter referred to it by the Director.

Standing Committee for Convocation

- | | | | |
|-----|--|---|------------------|
| 1. | Dean, UGS/ PGS&R (Ex-officio) | - | Chairman |
| 2. | Dy. Director (Faculty) (Ex-officio) | - | Member |
| 3. | Dy. Director (Admin.) (Ex-officio) | - | Member |
| 4. | Dean, UGS/PGS&R (Ex-officio) | - | Member |
| 5. | Dean of Students (Ex-officio) | - | Member |
| 6. | Registrar (Ex-officio) | - | Member |
| 7. | Institute Engineer (Ex-officio) | - | Member |
| 8. | Exec. Engr. (SS)(C-I) (Ex-officio) | - | Member |
| 9. | Two Nominees of the Director | - | Members |
| 10. | D.R.(UGS)/A.R.(PGS&R)
(nominee of the Director) | - | Member/Secretary |

Terms of Reference : To consider all issues related to the annual convocation.

Sub-letting Committee

- | | | | |
|----|--|---|------------------|
| 1. | Chairman, E&W (Ex-officio) | - | Chairman |
| 2. | Vice Chairman, E&W (Ex-officio) | - | Member |
| 3. | Nominee of the Faculty Forum (East Campus) | - | Member |
| 4. | Nominee of the Faculty Forum (West Campus) | - | Member |
| 5. | Estate Officer (Ex-officio) | - | Member |
| 6. | Two Nominee of the IITEU | - | Members |
| 7. | Security Officer (Ex-officio) | - | Member/Secretary |

Terms of Reference

1. To suggest ways and means to prevent sub-letting of premises on the Campus.
2. To investigate any violation and record the follow up action.
3. Any other matter referred to it by the Director.

User's Committee for the Central Facility of Glass Blowing attached to Chemistry Department

- | | | | |
|----|--|---|-----------------|
| 1. | Head, Chemistry Department (Ex-officio) | - | Chairman |
| 2. | Nominee of Head, CPSE (Ex-officio) | - | Member |
| 3. | Nominee of Head, Textile Tech. Dept. | - | Member |
| 4. | Nominee of Head, Chem. Engg. Dept. | - | Member |
| 5. | Nominee of Head, CRDT | - | Member |
| 6. | Incharge, (Ex-officio)
(Glass Blowing facility) | - | Member/Convener |

Terms of Reference:

1. Defining operating norms and schedules.
2. Bringing out regular brochures for informing the user community on the type of service available and the procedures for obtaining service.
3. Planning of up-gradation and modernization of the facilities to keep them responsive to user's needs.
4. Any other matter referred to it by the Director.

IITD Hospital User's Committee

- | | | |
|-----|---|------------------|
| 1. | Director's Nominee | Chairman |
| 2. | Representatives Faculty Forum (FF)
One Male & One Female
(to be nominated by Secy. FF) | Members |
| 3. | Representatives IIT Employees Union
One Male & One Female
(to be nominated by Gen. Secy., IITEU) | -Members |
| 4. | Representatives Student Affairs Council (SAC)
One Male & One Female
(to be nominated by the Gen. Secy. SAC) | -Members |
| 5. | Representative Ladies Club
(to be nominated by the President of the Club) | -Member |
| 6. | Representative Senior Staff Club
(to be nominated by Secy. of the Club) | -Member |
| 7. | Representative of the Staff Club
(to be nominated by Secy. of the Club) | -Member |
| 8. | Representative of the Institute Engineer
(to be nominated by the IE) | -Member |
| 9. | Representative of the Security Unit
(to be nominated by SO) | -Member |
| 10. | Representative of the Retired Employees
(to be co-opted by HAC) | -Member |
| 11. | Medical Officer
(to be nominated by Director) | -Member-Convener |

The Committee shall meet every two months to advise on all matters relating to improvement of services at the IIT Hospital.

Institute Space Planning Committee for the Campus

- | | | |
|----|---|-------------------|
| 1. | Deputy Director (Faculty)
(ex-officio) | -Chairman |
| 2. | Chairman, Estate & Works
(ex-officio) | -Member |
| 3. | Prof. Chander Shakher
IDDC | -Member |
| 4. | Prof. Ashok Gupta
Civil Engg. Deptt. | -Member |
| 5. | Institute Engineer | -Member-Secretary |

Terms of Reference:

1. To plan the efficient utilization of the vacant areas available in the campus.
2. To ensure optimum utilization of the existing space available.

CHAPTER 3

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CHAPTER 3

STAFF, CREATION OF POSTS, RECRUITMENT, TERMS AND CONDITIONS OF SERVICE AND OTHER PERSONNEL MATTERS

3.1 CREATION OF POSTS

According to Section 13(2)(d) of the Act, the Board is empowered to institute and appoint persons to academic as well as other posts in the Institute. Statute 4 provides that the Senate shall have the power to make recommendations to the Board with regard to (i) the creation of posts on the Academic Staff and the abolition thereof and (ii) the emoluments and duties attached to such posts.

In its meeting held on 9.12.1978, the Board of Governors noted the above mentioned provisions in the Act and the Statutes and also noted the following resolution of the Council adopted in its meeting held on 9.11.1978 :

“All important proposals having financial implications and cases involving deviation from the normal financial rules or limits may first be placed before the Finance Committee and then before the Board of Governors.”

In consideration of the above, the Board decided that all proposals for creation of additional posts, in whatever category they may be, should first be placed before the Finance Committee which is an Advisory Committee of the Board before they are referred to the Board for final approval, irrespective of the fact that provision for such posts exists in the Institute budget.

In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the Chairman, Board of Governors, of not more than two years' duration on approved scales of pay, provided that no such post of which the Director is not the appointing authority, shall be so created (Statute 9 (10)).

In this context the following decisions of the Board are also to be kept in view :

- (i) Appointment to faculty posts vacated through promotions in open selections can be filled on permanent basis without waiting for the promoted staff members to be confirmed.

- (ii) The Institute is allowed to exercise flexibility in making faculty appointments in relaxation of any ratios. In exercising this flexibility the Institute shall maintain higher standards and the total sanctioned strength shall not be exceeded.

Departments/Centres are allowed to recruit faculty against vacancies due to arise in the next 3 years in the respective Departments/Centres subject to the condition that the total sanctioned faculty strength is not exceeded.

- (iii) As per the orders of the Visitor, no expansion of administrative staff should be made in the Institute. The emphasis should be laid on reorientation of the staff for new functional requirements.

3.2 CLASSIFICATION OF POSTS

All the members of the staff of the Institute, except those paid from contingencies, are classified into three groups as under :

(a) ACADEMIC

Director, Deputy Director(s), Professor, Associate Professor, Assistant Professor, Lecturer, Chief Scientific Officer, Principal Scientific Officer, Senior Scientific Officer, Chief Design Engineer, Senior Design Engineer, Design Engineer, Senior System Programmer, System Programmer, System Operator, Senior Programmer, Junior Programmer, Librarian, Deputy Librarian, Assistant Librarian, Senior Workshop Superintendent, Work-shop Superintendent, Assistant Work-shop Superintendent, Senior Research Assistant, Senior Scientific Assistant.

(b) TECHNICAL

Foreman, Supervisor (Workshop), Mechanic, Horticulture Assistant, Technical Assistant, Draftsman, Physical Training Instructor, Software Librarian, Sr. Technical Officer, Sports Officer, Institute Engineer, Resident Engineer, Industrial Liaison Officer (Consultancy), Industrial Liaison Officer (Trg. & Placement), Chief Planning Officer.

(c) ADMINISTRATIVE AND OTHERS

Registrar, Deputy Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Chief Storekeeper, Steward, Office Superintendent, Manager : Guest House, Security Officer, Public Relations Officer, Asstt. Editor Chief Medical Officer, Sr. Medical Officer, Medical Officer, House Surgeon and other Medical Staff, Clinical Pathologist, Student Counsellor.

The Board can make additions and alterations in the above classification.

3.3 APPOINTING AUTHORITIES

Clause 25 of the Act provides that all appointments on the staff of any Institute, except that of the Director, shall be made in accordance with procedure laid down in the Statutes by-

- (a) the Board, if the appointment is made on the academic staff in the post of Lecturer/Asstt. Prof. or above or if the appointment is made on the non-academic staff in any cadre the minimum of the pay scale of which is or exceeds Rs.8000/- per month;
- (b) the Director, in other cases.

3.4 RECRUITMENT

3.4.1 Appointment of Director

The post of Director is not advertised through an open announcement in newspapers. Appointment to this post is made through invitation by the Council. The Council has to obtain the prior approval of the Visitor before extending its invitation to the person selected.

3.4.2 Appointment of Deputy Director (s)

The Act (Section 18) and the Statute 12 provide for the post of Deputy Director and constitution of Selection Committee for filling up this post. The IIT Council has recommended the following procedure for making appointment to this post :

1. The appointment be made for a period not exceeding three years.
2. The appointment be not on whole time basis and one or more Dy. Directors be appointed by the Board of Governors on the recommendations of the Director.

The Board of Governors accepted the above recommendations and decided that appointment to the post of Dy. Director be made for a period not exceeding three years on contractual basis from amongst the Professors of the Institute in accordance with Sections 12 (1), 12 (6) of the Institute Statutes.

3.4.3 Appointment to other posts

In terms of Statutes 12(1), all other posts at the Institute shall normally be filled by advertisement, but the Board shall have the power to decide, on the recommendations of the Director, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute. In all these cases, appointments are made by the Board on the recommendations of the Selection Committee constituted for the purpose. In the case of appointments to reserved posts, the relevant reservation rules shall apply.

3.4.4 Drafting of Advertisement

The advertisement shall be drafted to include the following :-

- Designation of the post sought to be filled.
- Area in which recruitment is contemplated.
- Pay scale attached to the post and allowances.
- Minimum qualifications expected of the candidates.
- Additional/desirable qualifications, if any
- Previous experience required, with the type of experience, duration etc.
- Prescribed age.
- Relaxation of age, qualifications and experience if any.

In the case of Group BC&D posts, the Board decided that the age of the candidate shall not be more than 35 years relaxable as per Govt. rules for SC/ST/OBC/PH and ex-Servicemen candidates and for highly experienced deserving cases.

Before issuing the advertisement to the newspapers, among other things, the following information is added to the advertisement.

- Mode of collecting forms of application from the Institute by the intending candidates.
- Last date for receiving requests for application forms from intending candidates.
- Last date for the receipt at the Institute, of filled and completed applications from candidates.
- The prescribed application fee and the mode of its remittance.

When any post is reserved for candidates belonging to the Scheduled Castes/ Scheduled Tribes/OBC/Ex.Servicemen/PH, this fact should be specifically mentioned in the advertisement.

When posts, which are likely to continue on temporary basis for longer time are advertised, a mention be made that "the post is temporary but likely to continue.

When more than one post is advertised, a joint advertisement should be issued covering all such posts.

3.4.5 Application Fee

The application fee chargeable from the candidates applying for various posts at the Institute is as :-

– Post belonging to Gp."D"	-	Rs.10/-
– Post belonging to Gp. "B" & "C"	-	Rs.50/-
– Post belonging to Gp. "A" (Non-Academic	-	Rs.100/
– Post belonging to Faculty	-	Nil

Note 1 : No. application fee is to be charged from candidates applying for Faculty positions and candidates belonging to Scheduled Castes and Scheduled Tribes and from internal candidates, applying against Group `A' (Non-academic, B, C &D posts).

Note 2 : Candidates in the service of Government or Quasi-Government or Govt. aided Institutions including Universities, are expected to send their applications through proper channel or furnish a certificate from employer that they have no objection to their applications being considered.

3.4.6 Release of advertisement

The advertisement is released in such a way that all the regions of the country are covered. A panel of such newspapers is approved by the Director from time to time. In special cases, the Director may decide that additional coverage be provided by advertising the posts abroad and/or in scientific journals. This is normally the case when Academic posts are to be advertised.

The Institute also has rolling advertisement for the post of Assistant Professor in its various academic Departments/Centres. Prospective candidates can apply any time throughout the year. Based on the need of the Department/Centre concerned, efforts will be made to take a decision at the earliest. All correspondence should be addressed to:

Assistant Registrar (E-I),
Indian Institute of Technology Delhi
Hauz Khas, New Delhi - 110 016, India.
Tel. : 26591716-17
FAX : 26862037/26862153
e-mail : ddf@admin.iitd.ernet.in

(Candidates can also contact the Heads of various Departments/Centres through e-mail and their address can be found on the Institute website www.iitd.ac.in)

3.4.7 Notification of Vacancies to Employment Exchange and other bodies concerning Scheduled Castes/Scheduled Tribes/OBCs/Ex.Servicemen and Handicapped persons:

When advertisements are released, copies thereof are simultaneously sent to the Employment Exchange and the recognised organisations of the Scheduled Castes/Scheduled Tribes/OBCs/Ex.Servicemen and of Handicapped persons, requesting them to sponsor suitable candidates for the vacant positions.

3.4.8 Reservation for Handicapped Persons

The following reservation of posts are to be made in Group "C" and "D" services for the physically-handicapped (Blind- 1%, Deaf-1% orthopaedically handicapped-1%) in terms of Persons with Disability (Equal Opportunities, Protection of Right & Full Participation) Act 1995.

3.4.9 Processing of Applications

The processing of applications is done in accordance with Statutes 12 {(9), (10)}

- (a) Applications received in the Section concerned by the due date prescribed, are registered in a register kept for the purpose and entered in the ACSS System. All the applications received are then forwarded to the Head of the Department concerned for his preliminary scrutiny and advice to the Chairman Selection Committee regarding the candidates who are shortlisted and could be invited for test/interview by the Selection Committee for the post.
- (b) For teaching posts, the Head of the Department will normally have the applications discussed by the Professorial Committee of the Department before sending his advice to the Chairman Selection Committee.
- (c) For other posts, any names recommended or suggested by the Employment Exchange etc. are also included and forwarded to the Head of Department concerned, along with applications received for processing as at (a) above.

Arranging Technical/Trade/Written Test for the Candidates :

The responsibility for fixing the type and contents of a technical/trade/written test is that of the Selection Committee. The Chairman, Selection Committee may request the Head of the Department concerned or the Registrar who may normally be the members of the selection committees to conduct the above tests. The report of the performance of candidates in the tests is made available to Selection Committee. For an internal advertisement, the test should normally be conducted through an outside agency (Govt./

Autonomous).

The Board of Governors had desired that the following measures relating to recruitment could be implemented at the Institute :

- a. While issuing the first advertisement for filling up of vacancies, no relaxation of educational qualifications should be inserted as a matter of routine. If, however, the response to the first advertisement is poor, only then there would be justification for relaxation or modification of the essential qualifications prescribed for the various posts. This too should be done after obtaining the prior approval from the Board of Governors. Further relaxation/modification should be made only in respect of cadres and not for individuals.
- b. The applicant should be required to file attested copies of their certificates and testimonials and originals could be produced at the time of interview.
- c. Records of the written test, practical test or interviews held by the Selection Committee, along with the recommendations of the Committees should be preserved in the office of Registrar for at least a period of one years or till the recruitment file is retained, whichever is later.

3.4.10 Recruitment from amongst internal candidates and absorption of persons holding supernumerary posts against vacancies.

1. The following instructions contained in letter No. F.5-11/87.T-6/TD.1 dated 23rd March,1990 from the Ministry of Education & Culture for future appointment to the posts of Registrar, Deputy Registrar and Asstt. Registrar, be adopted :
 - (a) "While the appointments to the post of Registrar should be made through open advertisement selection, in the case of Deputy Registrar, the posts should be filled to the extent of 75% by direct recruitment and 25% by promotion and in the case of Asstt. Registrar, the posts should be filled to the extent 50% by direct recruitment and 50% by promotion."

"In the case of promotion to the posts of Asstt. Registrar and Dy. Registrar, the educational qualifications prescribed in the above letter from MHRD for direct recruitment need not be insisted upon but only those who are atleast graduates should be eligible for promotion."
 - (b) Till such time that a promotion policy is framed for Administrative/Technical Officers, the posts of Deputy Registrar and Assistant Registrar, which are to be filled through promotion, be filled through internal advertisement.

3.4.11 Formation of Selection Committees

The compositions of various Selection Committees are prescribed in Statute 12.

NOTE 1 : The Selection Committee is required, inter alia, to consist of two nominees of the Board, one being an expert but other than a member of the Board. This provision does not stipulate that there must be a member of the Board on the Selection Committee and even both the nominees of the Board could be experts. The Board accepted this interpretation and decided that the Institute may have one member of the Board and one expert from the approved list against two nominees of the Board on the Selection Committees or both the experts as nominees of the Board from the approved list in case local member of the Board is not available. The nominees of the Board are approved by BOG from time to time, normally for a period of two years.

NOTE II : The Selection Committee for some posts include experts drawn from a panel approved by the Board and/or Senate. In such cases, the expert(s) will be chosen by the Director.

NOTE III: SC/ST/OBC representative will also be included as a member of the Selection Committee if the post is reserved for SC/ST/OBC etc.

3.4.12 Meetings of the Selection Committees

The meeting of the Selection Committees are fixed by the Chairman of the Committee. A copy of the advertisement and particulars of all the candidates called for interview are forwarded to each member of the Selection Committee.

The Selection Committee interviews the candidates called therefor. It considers the credentials of all the persons who have applied and also considers names if any suggested by members or otherwise brought to its notice. The Selection Committee thereafter makes its recommendations, the names of selected candidates being arranged in the order of merit. The Selection Committee also suggests the starting salary in the grade in each case.

3.4.13 Fixation of the Salary to be offered

The starting pay of the employees on their appointment at the Institute is fixed in accordance with the Statutes 7(1),9(5). The Chairman and the Director respectively have the power to fix on recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of a scale in respect of the incumbents in which they respectively are the appointing authority. Whereas, in the case of Chairman,

BOG, there is no limit to the number of advance increments that can be granted but the posts for which the Director is the appointing authority, the maximum number of advance increments that can be given is five. In all such cases the reasons/justifications for giving/ recommending advance increments should be clearly stated by the Selection Committee. The fixation of the pay in a scale of pay for the selected candidates will be in accordance with the Fundamental & Supplementary Rules.

INTERNAL CANDIDATES

The Government rules shall be applicable to all such cases where an internal candidate has been promoted to a higher post through an open selection or promotion. However, cases may arise when due to outstanding work of a candidate, the Selection Committee may deviate from the norms laid down by the Government and offer higher starting salary in the promoted post. In all such cases the reasons for recommending higher salary should be fully stated by the Selection Committee and these reasons may be specifically brought to the notice of the appointing authority while getting approval of the minutes of the Selection Committee.

OUTSIDE CANDIDATES

When a candidate is being selected for any post from outside through open competition by advertisement, the following points may be taken into consideration while fixing his initial salary/pay :

- 1) Where the Selection Committee considers that the starting pay of a candidate selected in an open competition should be fixed at a stage higher than the minimum, it shall take into consideration the following factors and shall record detailed reasons for recommending such higher pay, which shall be specifically brought to the notice of the Appointing Authority while seeking approval to the minutes of the Selection:
 - i) The qualifications possessed by the candidate in the relevant field over and above those prescribed for the post or those adopted for short-listing the candidates ;
 - ii) Any specialised knowledge/experience of which the candidate has a documentary evidence and which would be relevant to the duties and responsibilities attached to the post;
 - iii) Years of experience in a similar or higher category of work;
 - iv) Salary last drawn in the case of those coming from Government or Semi-

Government Departments/Institutions etc.

- v) Comparison with the pay drawn by the incumbents in the same grade/post.
- 2) While all the above points should be considered together as a whole, maximum weightage should be given to Item (v) so that the new appointments do not create imbalance in the salary structure of the existing incumbents in the same post and in the same grade.
- 3) In exceptional cases, where the Selection Committee recommends starting pay at a stage beyond five increments in the scale, detailed reasons for making such a recommendation should be recorded in the minutes.

As regards appointments through other channels, such as, departmental promotion, promotions under any promotion scheme which limits competition amongst internal candidates; the starting pay may continue to be fixed as per the instructions in the relevant scheme/rules and if no such provision exists in the relevant scheme/rules, it should be fixed as per Fundamental/Supplementary Rules.

3.4.14 Minutes of Selection Committees

The minutes of the Selection Committee are signed by all the members present.

3.4.15 Approval of recommendations of Selection Committee

Recommendations of Selection Committee for the posts of which Director is the appointing authority are approved by the Director. As regards such recommendations for the posts of which Board is the appointing authority, the Board has authorised its Chairman of the BOG to approve the recommendations of the Selection Committees and obtain ratification by the Board subsequently. Cases where the recommendations of Selection Committee are not unanimous are to be referred to the Board for decision. For any other case, the Chairman BOG, may exercise his discretion whether or not to refer the same to the Board for decision.

The Board has also desired that –

- (a) The recommendations of the Selection Committees approved by the Chairman BOG should be submitted to the Board for ratification in the following meeting and not deferred till after the selected candidates had joined;
- (b) Minutes of the Selection Committee (in respect of posts for which Board is the appointing authority) be submitted to the Board in support of the appointments made;

- (c) A column indicating the previous employer of the candidate is to be added to the statement showing particulars of the staff recruited. The date of the Selection Committee be also indicated in the column of mode of selection.

3.4.16 Tenure of Selection Committee

A Selection Committee constituted for the purpose of making recommendations for appointment to a post is eligible to exercise its functions in relation to that post until the time the appointment is made.

3.4.17 Offers of Appointment

Offers of appointment are issued on approval of the recommendations of the Selection Committee. The offer of appointment indicates the salary offered, the rates of allowances, the duration of the appointment and other terms and conditions of service as applicable from time to time, and prescribes the date by which acceptance of offer is to be communicated by the candidate.

A candidate who is offered an appointment in the Institute should join within three months, if in India; and within six months, if abroad, from the date of the offer. However, Director may extend the joining time on request, up to six months from candidates in India; and one year for candidates abroad.

The candidate is directed to get himself examined for physical fitness by the prescribed Medical authority. On production of a satisfactory certificate of physical fitness, the offer of appointment becomes operative.

3.4.18 Validity of Panel/Waitlist

The recommendations of a Selection Committee will remain valid only for a period of one year from the date of approval by the competent authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. However, if a candidate is placed on the waiting list against a particular candidate, the waiting list shall automatically lapse on the date the particular candidate joins the Institute, or one year limitation, whichever is earlier.

3.4.19 Contribution to Travel Expenses :

(a) For Interview

The candidates called for interview are paid a contribution by the Institute towards

their travelling expenses as under :

- (i) The candidates called for interview for the post of Professor are reimbursed single first class railway fare both ways/actual travel expenses whichever is less.
- (ii) The candidates called for interview for all other posts are reimbursed single second class railway fare both ways/actual travel expenses whichever is less.
- (iii) Reservation charges, if any, are reimbursed to the candidates called for interview for all the posts.

(b) For Joining the Post

Travelling grant for joining the post is paid to only nationals of India; selected through normal procedure from abroad. After joining the post they are allowed travel contribution limited upto a maximum of economy class air-fare, for self & family provided they undertake to serve the Institute for a period of three years with effect from the date of joining and execute service bond to that effect.

3.4.20 Recruitment against vacancies reserved for SC/ST/OBC

For the reserved vacancies, relaxation only in the requirement of experience/age is permissible. No relaxation in the minimum qualification for the post is made. The advertisement must state that the requirement regarding experience is relaxable at the discretion of the competent authority (for candidates belonging to SC/ST/OBC) if at any stage of the selection, it is of the opinion that sufficient number of candidates from the respective communities possessing the requisite experience are not available. The precise quantum of relaxation is decided upon by the Selection Committee while making the selection.

The Board has framed rules for reservation of posts for SC/ST/OBC candidates. These rules are reproduced in Chapter IV. The provisions in those rules are meant to be guidelines for the Selection Committee, which the Committee should keep in view at the time of selection for the reserved posts.

3.5 TERMS AND CONDITIONS OF SERVICE

Under the Act, policy regarding conditions of service of employees of the Institute is laid down by the Council. Statute 13 gives the terms and conditions of service of permanent employees and Statute 14 gives the terms and conditions of service of temporary employees. These cover the following :

- i) Salaries & emoluments.
- ii) Physical fitness.

- iii) Tenure including probation period, confirmation and retirement, termination of service and conduct rules.

3.5.1 Salaries and Emoluments

Pay scales for the different cadres of posts are laid down by the Central Government and adopted by the Board. Such pay scales are called sanctioned/approved pay scales and appointments are made in those pay scales.

3.5.2 Physical Fitness

The Board has nominated the following authorities for conducting medical examination of the selected candidates :

- (a) Appointment against permanent vacancies.
 - (1) Group A (Lecturer or - Medical Board comprising of the Chief Medical equivalent Officer, Medical Officer and one Doctor and above) from outside the Institute.
 - (2) Group B&C - Medical Board comprising of the Chief Medical Officer and two Medical Officers of the Institute.
 - (3) Group D - Chief Medical Officer of the Institute.
- (b) Appointment against temporary vacancies of more than three months duration of all grades.
 - Group A,B,C&D - Chief Medical Officer of the Institute.

New appointees who had been medically examined in their previous departments (Government or Semi-Government bodies) and join the Institute Service without break are exempted from undergoing fresh medical examination at the Institute.

Tenure: The details are given in Statutes 13 and 14. The procedure of appointment of persons on contract is given in Statute 15.

3.6 OTHER MATTERS

3.6.1 LIEN

1. a) In the case of appointment of a permanent member of the staff of this Institute to any other IIT or outside post, their lien shall be retained.
- b) The staff member could retain lien for one year at the Institute Post if he

had put in five years of service. For retention of lien for another year, he will have to put in service for another five years. The lien may be retained for a period not exceeding two years at a stretch. Generally there is no restriction on number of occasions for retention of lien.

2. "Whenever senior faculty/Professors of the Institute go on deputation to :-
 - i) a higher position in a National Laboratory/Institution of national importance.
 - ii) as Chief Executive in a Public Sector Undertaking/Government organisation.
 - iii) higher position in Research Institutions of National Importance in the corporate sector like the Indian Jute Industries Research Association, Calcutta (IJIRA) and Electrical Research and Development Association, Vadodara, they should be allowed to keep lien on their posts in the Institute for 5 years by creating supernumerary position in their names in the Institute and that in all other cases, they should not be allowed to keep their lien for more than 2 years at a stretch.
 - iv) All senior faculty members who are appointed as Heads of an Institution in National or State Controlled Engineering Colleges or Directors of the CSIR Labs. and other such appointments in the Central Govt./State Govt., Regional Engineering Colleges, State Controlled Colleges and National Scientific Research and Development Laboratories as well as Vice-Chancellors in Central and State Universities on a contract basis, be given a lien to complete their full term ranging from 3 to 5 years depending upon the nature of the initial contract. After completing their first term in office, they should join back the Institute. In case they get a second term of their contract they should be willing to resign or retire from the services of the Institute before taking up second term of the office. However, they should only be allowed to retain accommodation on campus as per the present norms. Further the other terms of deputation will remain the same as applicable to senior faculty/professors going for a higher position to National Laboratories/Institutions of National importance.
3. a) In the case of transfers from IIT Delhi to other IITs, no Leave/Pension/P.F. contributions shall be payable to this Institute. Such contributions shall, however, be payable when appointments on foreign service terms are made by organisations other than I.I.Ts.
- b) Staff members who join the outside organisations are exempted from payment

of leave salary contribution during the period of lien. Such staff members will not be allowed to carry forward the leave so earned on reversion to the Institute.

4. The Institute employees appointed to posts in the Research Schemes in operation at the Institute are permitted to retain their lien on the Institute posts held by them as under :
 - i) The lien on the Institute post can be held by the employee for a period of 2 years or the duration of his appointment against the Project Post whichever is less.
 - ii) For the period of service beyond 2 years on any project, the retention of lien by an individual employee be referred to the Board of Governors for consideration, provided the total period for which an employee is allowed to retain lien on the Institute post does not exceed 5 years during the entire service.
 - iii) The leave salary/pension/CPG contribution, etc., are debited to the funds of the concerned Research Project/Scheme(s).
5. During the period of lien the post could be filled on permanent basis. In the unlikely event of an employee returning to the Institute, supernumerary post shall be created to accommodate him.

3.6.2 INCREMENT/LUMP SUM INCENTIVE/AWARD

1. As a policy when a staff member is granted extra-ordinary leave for prosecution of higher studies or for acquisition of teaching/research experience, such period of leave be treated as qualifying service for the purpose of increments and for pension in terms of para 19(2) of Schedule "D" of the IIT Act & Statute.
2. Stagnation Increments will be admissible to all employees, the maximum of whose pay scale does not exceed Rs. 22,400. Not admissible to those drawing fixed pay.
3. Institute employees who undergo sterilization operation are granted special increment in the form of "Family Planning Allowance and a rebate of ½% in the interest of House Building Advance in terms of Provision under FR-27 (17).
4. The Institute has decided to give lump sum incentives to its employees (other than Faculty and Scientific /Design staff- Group A) for acquiring higher qualifications after joining the Institute subject to the following conditions :-

- (i) The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- (ii) The incentive will not be admissible if the employee is sponsored or he/she availed of study leave for acquiring the qualification.
- (iii) The incentive will not be available if the appointment is made in relaxation of educational qualification and the employee acquires such qualification at a later date.
- (iv) The qualifications meriting grant of incentive should be recognised by a University, Deemed University, All-India Council of Technical Education (AICTE), Department of Electronics, Board etc. recognised by the Government.
- (v) The acquisition of the qualification should be directly related to the functions of the post held by him/her or to the functions to be performed in the next higher post.
- (vi) No stepping up of pay shall be allowed in the case of juniors by virtue of drawing more pay under the scheme of advance increments.

5. One Time Award/Incentive Scheme :

The Board has recommended alternative Award/Incentive Scheme for long, clean and meritorious service in place of Silver Jubilee Increment.

- (i) All employees who meet the criteria of 25 years of "Clean Service" at the Institute and were in service on the date of Silver Jubilee (17th August, 1985) will be entitled to the benefit of Award/Incentive Scheme. The criteria as approved by the Board of Governors in its 122nd meeting held on 4.10.1996 will be followed for determining "Clean Service".
- (ii) The "Award/Incentive" amount will be paid from the income generated by the Institute from its own resources and not from the funds provided by the Govt. of India, Ministry of HRD as it will be possible for the Institute to meet the amounts required and the same will not attract objections from the MHRD/CAG and will be exempt from payment of Income Tax in terms of Section 17A, Chapter III of the Income Tax Act-1961.
- (iii) The "Award" is based on a slab system of pay structure, average increments

and approx. number of years of service left for an employee being given the Award on completion of 25 years of clean service. The following amounts will be given as one time Award for those fulfilling the Criteria :

Basic Pay	Amount of one time Award
Up to Rs. 10,500/-	Rs. 10,000/-
Rs. 10,501/- to Rs. 13,500/-	Rs. 20,000/-
Rs. 13,501/- and above	Rs. 30,000/-

- (iv) Such employees who are being given an Award, will also be given a Citation/ Certificate.
- (v) The Award and Citation/Certificate could be given to the awardees at an Institute level function, held twice a year. (BG/27/2001)

Criteria for Determining Clean Service

- (a) Total number of marks of the CRs of 25 years would be between 25 and 125; the grading `Poor`, `Average`, `Average`, `Good`, `Very Good` and `Outstanding` on a scale of 5, being as 1,2,3,4 and 5 respectively. In order to become eligible for the `Award`, the staff member concerned should obtain a minimum of 65 marks in aggregate out of the 125 marks; and
- (b) The staff member concerned should not have more than one Statutory penalty and not more than one `Poor` grading of CRs during the first 17 years of service. Also, there should be no Statutory penalty or no `Poor` grading of CR during the last 8 years of his/her 25 years service at the Institute, under review.
- (c) Where no CRs are available for some year(s), the marks may be evaluated on the basis of above norms on pro-rata basis. In order to ensure that the staff member concerned has not been awarded any Statutory penalty or `Poor` grading of CR during the period of which the CRs are not available, a Certificate from him/her should be obtained and cross-checked/confirmed by the concerned Establishment Section, of the Institute.
- (d) As no CRs with proper grading are being maintained in respect of the Teaching Faculty and Scientific & Design Staff, a grading system (in the Assessment Report Forms) for these categories of the staff should also be introduced as is for the other categories of the staff. As the proposed grading suggested, will in any case not be available for the past years, for the purpose of

evaluation of grading of the Teaching Faculty and Scientific & Design Staff eligible for the grant of the Award/Incentive, a Committee consisting of three Senior Professors of the Institute who are not due for assessment during the period under review, may be appointed by the Director every year. This Committee would submit its recommendations to the Director for approval.

3.6.3 CONFIRMATION

1. a. The process for confirmation of staff members who complete their probation period satisfactorily, should be started well in time before the confirmation of staff member concerned is due.
- b. In the cases where it is proposed to extend the probation period of an incumbent, the same should be done in writing before the expiry of the probation period. Such matters are normally required to be placed before the Board of Governors for decision. However, as the Board's meeting might take time, the cases may be referred to the Chairman, Board of Governors, to avoid delay.
2. Confirmation of all the Jr. Engineers, Assistant Resident Engineers and Resident Engineers at the Institute will be subject inter-alia to passing the Departmental examination in accounts etc. prescribed by the CPWD for the corresponding cadres of JEs, AEs and Executive Engineers.
3. A temporary employee who has spent more than 5 years service and has at least Good or above record of service only can be considered for confirmation against a permanent vacant post.

3.6.4 PERIOD OF SERVICE REQUIRED FOR ELIGIBILITY FOR INSTITUTE SHARE OF CPF/CPG

1. The employees of the Institute are eligible for Institute contribution towards their CPF accumulation on the following basis :
Full share after completing 5 years qualifying service.
75% share after completing 4 years qualifying service.
50% share after completing 3 years qualifying service. (BG/113/68)
2. The above provision is also applicable to the employees of the Institute opting for the CPF-Gratuity Scheme as under :

Full share after completing 5 years qualifying service.

75% share after completing 4 years qualifying service.

50% share after completing 3 years qualifying service. (BG/62/71)

3.6.5 PENSION/GRATUITY

1. The Government orders issued from time to time in respect of Pension rules/benefits for the Central Govt. employees be adopted by the Institute for its employees. Further the orders issued/notified by the Govt. of India regarding revised pension payable and commutation of pension to the pensioners of the Institute who had retired before 1986, 1996 and from 1996 onwards, be adopted mutatis-mutandis at the Institute as and when a communication to this effect is received from the Government of India.

2. Pending formal amendments to the relevant provisions of Schedule "D" and "F", the Government orders (reproduced below) contained in Ministry of Home Affairs, Department of P&ARs O.M. No. 28(15)/83-Pen dated 28th July, 1983 be made applicable to the Institute employees, effective from the date from which it has been made applicable to the Central Government employees.

"In calculating the length of qualifying service for the purpose of pension, a fraction of a year equal to three months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of pension".

3. A military pensioner employed at the Institute would be eligible for the grant of gratuity for the service rendered by him at the Institute after his discharge/retirement from the defence service upto his normal retirement at the age of 60 under the Statutes.

4. Addition of 5 years in qualifying service be given in terms of para 4 (xxi) of Schedule "D" to the Institute Statutes to specified categories of academic staff for the purpose of grant of superannuation pension as per the following rules :

(a) The post should require postgraduate, research or specialist qualifications or experience in scientific, technological or professional field.

(b) The post is such that candidates of more than 25 years of age are normally recruited.

(c) That the concession is not admissible unless actual qualifying service of an officer at the time he quits Institute service is not less than 10 years.

- (d) So far as the qualifications and experience are concerned they will be as per those prescribed at the time of recruitment of the person concerned.
- (e) The rules may be applicable to all members of the academic staff who retire from service or post after 31.3.1960.
- (f) Staff member concerned, on retirement, may either get the benefit of the above provision or he may avail the benefit of counting of his past service rendered prior to joining an IIT and not both, provided his PF accumulations and other benefits are transferred to the IIT concerned or he himself deposits the same to the IIT.

3.6.6. SENIORITY RULES

In general, the seniority rules of the Govt. of India are applicable. The BOG has however, decided the following :

- 1. No need for determining the seniority of Professors.
- 2. In the case of permanent absorption of deputationists at the Institute, their seniority in their respective posts be reckoned from the date of their joining the post at the Institute on deputation.

3.7 PROCEDURE FOR FILLING UP OF REGULAR POSTS IN PURELY TEMPORARY BASIS FOR PERIODS NOT EXCEEDING 12 MONTHS

Statutes 12(7) provides that where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding 12 months, the Board shall lay down the procedure to be followed.

The procedure for filling up posts on temporary basis, other than vacancies caused on account of staff members having been allowed leave of the kind due for the purpose of study/research work, as approved by BOG is as follows:

- (a) The vacancies to be filled on temporary basis should be notified in a local daily and within the Institute calling for applications from amongst candidates within ten days of the date of notification.
- (b) All the candidates who fulfil the prescribed qualifications be interviewed by the Selection Committee.
- (c) The Selection Committee shall consist of the following :
 - (1) Director - Chairman

- (2) Two experts from outside - Members
- (3) Two Professors of the Institute, - Members
nominated by the Director including
the Head of Department/Centre
concerned.

The quorum for the Selection Committee shall be a minimum of three members present.

- (d) The appointment of selected candidates will be made only after the approval of the appointing authority viz. Chairman, Board of Governors/Director as the case may be.
- (e) The total period of such appointment shall not exceed 12 months.

*The above resolution will be applicable for filling up on purely temporary/ad-hoc basis only those posts for which the appointing authority is the Board of Governors. For filling up of other such posts, for which the appointing authority is the Director, the composition of the Selection Committee will be as provided in the Statutes for filling up the respective post on regular basis.

*The Director is authorised to adopt suitable procedure for filling temporary vacancies in non-teaching posts for period not exceeding 12 months in terms of Statutes 2(7) keeping in view the circumstances of each case.

3.8. PROCEDURE FOR RE-EMPLOYMENT OF THE FACULTY AT THE INSTITUTE

The following policy be followed at the Institute for re-employment of Faculty and Scientific/Design staff after superannuation :

- (i) On attaining the age of superannuation, all academic staff members whose services are required in the interest of students for the purposes of teaching and guiding research scholars may be re-employed till the end of the semester i.e. 31st December or the academic session, i.e. 30th June, as may be considered appropriate in the circumstances of each case;
- (ii) In exceptional cases, Professors and equivalent in terms of MHRD letter No. 23-5/96-TS.I dated 26th Feb., 1999, could be re-employed in the interest of the Institute for specified period beyond the academic session. Such cases be examined by a Committee to be appointed by the Chairman, BOG after the proposals for such re-employment have been put up by the Director;
- (iii) Re-employment of academic staff below the rank of Associate Professor and equivalent beyond the end of academic session be normally not considered.

3.9 RULES REGULATING THE APPOINTMENT OF PART TIME VISITING FACULTY, WHOLE TIME VISITING FACULTY/PROFESSORS, HONORARY VISITING PROFESSORS, CHAIRED PROFESSORS, INVITED LECTURERS, EMERITUS FELLOWS AND ADJUNCT FACULTY

3.9.1 Part-time Visiting Faculty

For various reasons including shortage of faculty in a given area, Departments and/or Centres need the services of Delhi based professionals to teach a specific course or part of a course to the UG or PG students of the Institute. Such appointments are made subject to the approval of the Director on the recommendation of a Head of Department/Centre in consultation with their respective Professorial Committee and are for a specified period of time for carrying out a specific teaching assignment. Part-time Visiting faculty are paid an honorarium for the assignment in accordance with rules framed by the Board of Governors and are not deemed as regular employees of the Institute.

3.9.2 Whole-time Visiting Faculty/Professors

1. Distinguished research workers and teachers permanently attached to other institutions may be invited to serve the Institute as whole time Visiting Faculty/Professors.
2. During their tenure at the Institute, their duties and privileges will be the same as that of permanent teaching faculty.
3. Request for appointment of Visiting Faculty/Professors shall be submitted by the Head of Deptt./Centre concerned on the standard application form for faculty positions alongwith a minimum of two letters of reference and recommendation of the Professorial Committee of the Deptt./Centre.
4. All such requests shall be considered by a Standing Committee, consisting of the Director (Chairman), Dy. Director (Faculty), the concerned Head of Department/Centre and one expert nominee of the Senate/Board of Governors.
5. Appointment shall be made upto a maximum tenure of 2 years on a level to level basis with the approval of the Chairman, Board of Governors on the recommendations of the Standing Committee.
6. The whole time Visiting Faculty/Professors will be paid a consolidated monthly remuneration. The quantum of monthly remuneration payable will depend upon whether incumbent draws or does not draw financial assistance from any other source during his tenure at the Institute. In case of a superannuated faculty

member being appointed against above position, the consolidated monthly remuneration will be approximately (last pay drawn plus DA) minus (pension plus dearness relief).

7. Rates of consolidated monthly remuneration :-

Category	Draws financial assistance from some other source	Does not draw financial assistance from some other source
Visiting Faculty	Upto Rs.10,000/-p.m. (Consolidated)	Rs.12,000/- to Rs.20,000 p.m. (Consolidated)
Visiting Professor	Upto Rs.15,000/-p.m. (Consolidated)	Rs.20,000/- to Rs.30,000 p.m. (Consolidated)

8. The incumbents appointed against these positions will be required to pay 10% or 5% pm of their consolidated remuneration as licence fee, in case allotted a VP flat or IP Apartment respectively.

3.9.3 Honorary Visiting Professor

Eminent and distinguished Scientists/Engineering working in industry and research institutions may be invited to academically interact with the Institute in the capacity of Honorary Visiting Professor on a part-time basis. Such appointments are made for a tenure of 2 years, extendable for further periods of 2 years at a time, with the approval of the Chairman BOG on the recommendations of the Deans Committee in consultation with the Professorial Committee of the concerned Department/Centre. Honorary Visiting Professors are expected to take at least 15 lectures per academic session for which they may be given an honorarium at rates, prescribed by the BOG from time-to-time, at the discretion of the Director. In addition to the honorarium, the Institute bears the travelling/conveyance expenses in connection with their visit to the Institute for academic interaction and provides free hospitality in the Institute Guest House during the period of their stay at the Institute.

The criteria for appointment of an Honorary Visiting Professor as laid down by the BOG is as under :

- (a) He should have good academic qualifications;
- (b) He should have held the position of a Professor or above in a University or a responsible position in a R&D Organisation not less than incharge of a R&D section or an eminent position in industry with active participation in

R&D work;

- (c) He should be actively engaged in the profession indicative of academic interest; and
- (d) He should have shown an interest in the Institute by interaction in the past.

3.9.4 Honorary Visiting Faculty/Scientist

- (i) Distinguished Engineers/Scientists with experience in leading industries and research institutions may be appointed as Honorary Visiting Faculty/Scientist also on part-time basis.
- (ii) The appointment may be made for a tenure of upto two years extendable for a further period as deemed fit.
- (iii) The Honorary Visiting Faculty/Scientist will be required to interact with the faculty and the postgraduate students and would give a few lectures in the field of his activity.
- (iv) An honorarium for the lectures delivered may be given at rates prescribed by the BOG from time to time and at the discretion of the Director. In addition, the Honorary Visiting Faculty/Scientist may also be provided free hospitality/guest house accommodation & be paid conveyance allowance, if he so claims.
- (v) The appointments will be made after receiving the approval from the Chairman, Board of Governors, on the recommendations of the Professorial Committee and Deans Committee.

3.9.5 Chaired Professors

The guidelines/policy for appointment of Chair Professors/Sponsored Professors/Emeritus Professors are as under:

The appointment to Endowed Professorship be made under the following three categories :

- (a) Chair Professorships for distinguished professors.
- (b) Sponsored Professorships.
- (c) Emeritus Professors under (a) or (b) scheme to superannuated professors.

The process of selection, compensation package as well as the other related issues to each of these categories will be as under :

1. Chair Professors for Distinguished Professors.

The appointments be made very selectively to ensure that the persons of outstanding accomplishments and eminence are only appointed to such Chair Professorships through a process of global search. The word Chair-Professor would be appended to their designation after the donors identification. The selection process for such Chair-professors will be as provided under Statute 15(2), reproduced below :-

“Subject to the provisions contained in the Act , the Board may appoint any person on contract in the prescribed scales of pay and on the terms and conditions applicable to the relevant post for a period not exceeding five years with a provision of renewal for further period. For making such appointment, the Chairman may, at his discretion, constitute such ad-hoc selection committees, as the circumstances of each case may require.”

For selection of such Chair-professors, a panel of experts of eminence in the relevant area as approved by the Board of Governors will be maintained. The selection committee would have two experts drawn from this panel in addition to the donor's nominee, the Deputy Director (Faculty) and the Director who will be the Chairman of the Selection Committee.

The appointment could be made upto five years, including a visiting appointment, and the upper age limit would be 67 years.

The Chair Professors so appointed will be placed in the supertime pay scale of a Professor of Eminence. If a professor of the Institute is appointed to such a position he/she will automatically retain a lien with his/her regular position at the Institute during the period of appointment as a Chair Professor. A Chair Professor so appointed will also have a contingency-cum-travel grant of Rs. 50,000/- annually and could be considered for the appropriate accommodation on Campus under the Director's discretionary powers of House Allotment Rules.

The Director may appoint a Selection Committee, if needed, to shortlist the candidates but all the applications so received will be placed before the Selection Committee. If in the opinion of the Selection Committee, the candidates of required distinction and eminence are not available, it will be possible for the Institute to fill up the position at the level of Sponsored Professor irrespective of the amount of the endowment received in consultation with the donor.

2. Sponsored Professor

The search process for sponsored professors to be appointed under this scheme

will also be through extensive advertisement internally, as well as externally, including other reputed Institutions such as IITs; IISc, Bangalore, IIMs., reputed National Research Laboratories etc. The general process of selection of Sponsored Professors will be under Statute 15(2). The Selection Committee will include two experts in the relevant area from a panel of names approved by the Board of Governors for each professorship, a nominee of donor, Deputy Director (Faculty) and the Director who will be the Chairman of the Selection Committee.

Sponsored Professors could be appointed on contract upto five years including visiting professors upto the age of 62 years. If a professor of the Institute is appointed to such position he/she will retain lien on the regular position at IIT Delhi prior to joining the position. The sponsored professor will have an annual contingency grant of Rs. 25,000/- inclusive of travel and will continue to get the salary as presently drawing in case of internal candidate or as fixed by the Selection Committee in a Professor's grade in case of external candidates.

The Institute may consider giving transport allowance if he/she is not living on the Campus. Alternatively, the Director may consider in a special case allotting a Visiting Professor's flat/non-professorial house on the Campus depending upon the needs of the individual in the Department/Centre and availability of the accommodation under the Director's discretionary powers of House Allotment Rules.

The professor so appointed shall be called as " _____ Professor of _____" identifying the name of the donor and the specialization as applicable.

(3) Emeritus Sponsored Professors for Superannuated Professors.

If a superannuated professor of the Institute or from outside, is appointed to Endowed Professorships, then he/she shall be called " _____ Emeritus Professor _____". The Selection Committee for such an Emeritus Professor will be constituted under Statutes 15(2) comprising of two experts from the Panel of experts in the relevant area as approved by the Board of Governors, a nominee of the donor, Deputy Director (Faculty) and will be chaired by the Director. The appointments to such Emeritus Professorship can be upto a period of three years or 67 years of age whichever is earlier. Such an Emeritus Professor shall be treated as a regular faculty and will be involved in all academic activities including project guidance, sponsored research & consulting. In case the sponsored research and consultancy are of the duration longer than the term of the contract and in case of research scholars, he/she will have an additional full time faculty member of the Institute as a Co-Principal Investigator, Co-consultant or a Co-Supervisor. Such a professor shall be a member of all academic bodies of the Department/

Centre but will not hold any administrative assignment either in the Department/Centre or at the Institute. The compensation package for him/her will be the pay fixed in the Professor's scale minus the pension he/she may be drawing. The Institute may consider giving transport allowance if he/she is not living on the Campus. Alternatively, the Director may consider in a special case allotting a Visiting Professor's flat/non-professorial house on the Campus depending upon the needs of the individual in the Department/Centre and availability of the accommodation under the Director's discretionary powers of House Allotment Rules.

General :

In all the cases mentioned above, the Professors so appointed will be expected to fulfill the obligations to the donor as per the MoU.

While implementing these rules in case of the existing incumbents, the change in nomenclature could be affected either at the end of their present contract at the stage of renewal or upon mutual consultation with the donor. Further, these professorships shall also count towards the sanctioned faculty positions in the Departments/Centre.

Normally, chair-professorships for distinguished professors and for sponsored professors may be made, where the endowment amount is Rs.60.0 lakhs or above and Rs. 30.0 lakhs or above, respectively, in order to support these positions.

3.9.6 Invited Lecturers :

Distinguished individuals are often invited to deliver a guest lecture/seminar or to participate as a guest faculty in QIP/CEP short course floated by the Institute. Such individuals are invited by Heads of Departments/Centres or by short course Coordinators after formal approval of the Deputy Director (faculty)/Director. They are paid an honorarium as per rates approved by the Board of Governors from time-to-time. Currently the rate of honorarium is Rs. 500/- and Rs. 700/- per lecture for adhoc invited lecture/seminar and short course guest lecture, respectively. Occasionally Eminent Lecturers are provided free lodging/free hospitality in the Institute Guest and/or travelling allowance in addition or in lieu of the honorarium payable on approval of the Deputy Director (faculty)/Director.

3.9.7 Emeritus Fellowship :

1. The scheme is intended to utilise the services of highly qualified and experienced superannuated Professors in the Institute who have been actively engaged in research & teaching improvement programmes of the Institute in the preceding years to enable them to pursue active research in their field of specialisation as

also to undertake curriculum development, and participate in the monitoring and evaluation of existing programmes and development of new programmes at the Institute within their field of competence.

2. The fellowship carries an honorarium of Rs. 12,000/- per month.
3. The awardee will also be paid TA @ Rs.2,000/- pm to enable him to commute every day from his residence (outside the campus) to the Institute.
4. The fellowship will be available ordinarily for a period of two years but not beyond the age of 67 years.
5. The awardee will be provided a non-lapsable contingent grant of Rs.6000/- per annum for secretarial assistance, travel, stationery, postage, telephone rental and consumables etc. He could also be provided additional modest, financial support to enable him to pursue his research and academic activities on the merits of each case.
6. The awardee will be required to teach at least one course every semester and will also participate in guiding B.Tech./M.Tech./Ph.D. Projects.
7. The awardee will also participate in sponsored research projects. Any Institute consultancy in which the Emeritus Fellow participates would be governed by the IIT Consultancy Rules.
8. The IIT will provide to the awardee the usual facilities in the Department/Centre in which he/she would work. However, no residential accommodation will be provided by the Institute.
9. A fellow selected for the award under the scheme should normally join the fellowship within a period of three months from the date of the award, failing which the award would be treated as withdrawn. In special cases, a further extension in the joining time may be allowed upto three months.
10. The case of the Professor concerned will be examined by a Committee to be appointed by the Chairman, Board of Governors after the proposal for the award to the faculty member has been put up by the Director.
11. No Professor will be considered for the award of the Fellowship after one year of his retirement from the Institute service, except for the continuation of Fellowship.

NOTE: The Emeritus Fellows/Chair-Professors/Whole Time Visiting Professors/Faculty serving the Institute will be allowed to avail Vacation/Earned/Casual Leave as admissible to regular faculty members of the Institute except that such Leave (s) shall lapse at the end of the year and not carry forward/encashment etc. for the

same shall be admissible.

3.9.8 Adjunct Faculty

This cadre consists of persons possessing the requisite experience and qualifications (subject to relaxation as regards the doctorate degree) for appointment as a regular faculty of the Institute and who have been accepted by the Institute for involvement in regular teaching and /or research on a full time basis under a co-operative programme but are drawing salaries from the organisation that is involved in the academic cooperation with the Institute. During the period of their attachment with the Institute as "Adjunct Faculty" they will be extended all facilities in the Department/Centre and the Institute as for regular faculty except campus housing and medical facilities unless otherwise provided in the cooperative arrangement. The category of "Adjunct Faculty" would comprise of those individuals who are attached to the Institute for regular teaching and/or research on either (i) part-time basis for teaching a specific course scheduled in the UG/PG timetable; or (ii) on a full-time basis under a cooperative academic programme and borne on the rolls of the organisation having academic cooperation with the Institute; or (iii) on a full-time basis by invitation by Departments/Centres while on sabbatical leave from some other institution. Proposals for appointment as "Adjunct Faculty" may be raised by Heads of Departments/Centres concerned through their respective Professorial Committees alongwith a specific justification for their appointment. Cases for part-time "Adjunct Faculty" may be considered and approved by the Deputy Director(F) him-self, whereas those for full-time "Adjunct Faculty" would be referred by him to the Deans Committee alongwith his comments and thereafter alongwith the recommendations of the Deans Committee for formal approval of the Director. The tenure of part-time "Adjunct Faculty" can be upto 3 years. "Adjunct Faculty" may be designated as "Adjunct Teacher" or "Adjunct Professor" on a level to level basis with reference to their existing status.

3.9.9 Honorarium to Part Time Teaching Staff

The rates of remuneration for delivery of lectures by part-time teaching staff, honorary visiting professors and eminent invited lecturers is as under :

- | | | |
|-----|--|---------------------------|
| (a) | Part time teaching staff | Rs. 500 per lecture hour. |
| (b) | Honorary Visiting Professors/
Eminent Invited Lecturers | Rs. 700 per lecture hour |

3.10 PROCEDURE FOR MAKING JOINT APPOINTMENTS OF FACULTY IN VARIOUS DEPARTMENTS/CENTRES OF THE INSTITUTE

- (1) **Levels** : The Joint appointment would generally be at Professors level as at present.

In exceptional cases, however, where there is specific request for utilising the special expertise of a particular faculty member, it may also be done at Associate/Assistant Professor's level. It is felt that at Associate/Assistant Professor's level, a faculty member is in the process of establishing himself/herself and need not normally be burdened with the responsibility of two academic units.

- (2) **Participation** : Participation on continual basis is expected from a joint faculty member in the Department/Centre other than the parent one also. In the Annual Assessment Proforma, there may be a separate portion to indicate such participation and continuation as Joint faculty may be determined on the basis of such information. The Professor's parent Department/Centre will be the one on whose strength he was initially appointed. The other Department/ Centre in which he is given a joint appointment should only involve the Professor in academic and research activities which may include being the officer in-charge of Laboratory, leader of academic group, besides teaching and research. Normally, not more than 1/3rd of the load will be assigned by the second Department/Centre to such a Professor and this also will be done with the concurrence of the Head of his parent Department/Centre.
- (3) **Tenure** : A three year term appointment may be made at a time which may automatically lapse if it is not renewed before the end of the term.
- (4) **Timing of Appointment** : The present system of joint appointments which does not provide for such appointments at the time of selection, may continue. This allows for broad familiarity by the inviting Department/Centre with the concerned faculty member and vice versa before the joint appointment is formalised. The proposal of a joint appointment will be recommended by the Professorial Committee of the Department/Centre other than the parent Department where the professor was initially appointed.
- (5) **Allocation of Research Scholars** : The effectiveness of the joint appointment may be enhanced if additional allocation of research scholars position is given to the inviting Department/Centre out of Directors discretionary quota.

3.11 RESEARCH ASSOCIATE

Research Associates appointed at the Institute may be extended the following facilities :

(1) Medical Facilities

Medical facilities for the Research Associates and their families as available in the IIT Health Centre. In exceptional cases, reimbursement of maximum upto the extent of Rs.500/- per year may be sanctioned on the recommendation of the Medical Officer with Director's approval.

(2) Leave

- (a) 30 days paid leave in a calender year. If the appointment is for 6 months, the leave should be adjusted proportionately. This is in addition to casual leave.
- (b) Further 10 days of leave per year with full pay can be sanctioned (supported by the recommendation of the IIT Medical Officer) on medical grounds.

(3) House Rent

The house rent should be charged at 5% of consolidated salary or the standard rent whichever is less.

3.12 APPRAISAL SYSTEM

3.12.1 Faculty

Faculty (teaching staff, scientific staff, design staff and programming staff) submit a self appraisal report at the end of each academic year. Reports for faculty upto the rank of Associate Professor and equivalent of Scientific/Design/Programming cadre (except Jr. Programmer and System Operator) are examined/graded by a Committee constituted by the Director for each Department/Centre. Faculty graded 'Outstanding' are awarded a personal contingency grant of Rs.10,000 for the next academic year, which can be utilized by the awardees for furthering their academic/research work. In the case of those, where the grading is not satisfactory, the Chairman of the Committee and the Head of the Department concerned invites the concerned faculty member and informs him/her about his/her weaknesses.

3.12.2 Non-Faculty

(a) Academic Staff

In the case of non-faculty staff, Appraisal Reports are raised by the concerned staff early in the year, for the preceding calendar year/academic year. The report is written by the immediate supervising officer, known as Reporting Officer and is reviewed by the higher officer/Head of the Department/Centre in his/her capacity as Reviewing Officer. The Reviewing Officer goes through the entire Report and grades the concerned staff as Outstanding, Very Good, Good, Satisfactory, Unsatisfactory. The Adverse Remarks, if any, are communicated to the concerned employee asking him/her to take steps to improve his/her conduct/performance as the case may be. The Appraisal Report specially mentions about the employees belonging to Scheduled Castes and Scheduled Tribes. In their case, the Reviewing Officer is required to intimate specifically whether the views of the Reporting Officer in assessing the performance of the SC/ST employees has been fair and just.

(b) Group 'A' Officers

The Reporting and Reviewing Officers for all Group A officers have been notified vide order No.IITD/CDN/CR-112/96/362 dated 18.4.1996 and IITD/R/01/2931 dated 25.6.2001.

In conjunction with the general guidelines as issued from time to time, the following are the guidelines for processing the CRs of the Group 'A' Officers :-

1. CRs will be raised on the prescribed Appraisal Form of the Institute.
2. Each officer will prepare an 'Annual Self-Assessment Report' on his/her work during the year, in Part-A of the Appraisal Form.
3. Annual Self-Assessment Report will be submitted by each officer to his/her Reporting Officer by 15th February each year. The Reporting Officer shall send a copy of the Self-assessment Report of the officer by the 15th February to the officials indicated below :
 - (a) All Deputy Registrars and Assistant Registrar
where the Registrar is not the Reporting Officer - REGISTRAR
 - (b) All Executive Engineers/Assistant Executive Engineers who work for various hostels and Student Activity Centres; and Security Officer - Dean of Students

4. The Registrar/Dean of Students will send his comments on the performance of DR/AR/Engineering Staff in respect of coordination, team work to the respective Reviewing Officers.
5. The Reviewing Officer will record his assessment keeping in view the
 - (a) Self Assessment Report.
 - (b) Comments of the Registrar/Dean of Students as applicable; and
 - (c) Assessment of the Reporting Officer.
6. Reporting Officers should complete the assessment by the end of February and send the Appraisal Form to the Registrar/Reviewing Officer to complete the assessment by 31st March each year and also send a copy of the forwarding note to Establishment-II.

In the case of Group B, C, D employees, Confidential Reports are written by the immediate supervisor and submitted to the Reporting Officer who, in turns, sends it to the Head of the Department/Centre/Section/Unit etc. A copy of the guidelines for writing of Confidential Report and other related factors are at **Annexure 3.1**.

ANNEXURE

CHAPTER 3

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ANNEXURE 3.1
(Refers 3.12.2)

**GUIDELINES FOR WRITING OF CONFIDENTIAL REPORT
AND OTHER RELATED FACTORS**

IMPORTANCE OF ANNUAL CONFIDENTIAL REPORTS

Since the Institute have accepted the principle that confirmation, promotion, grant of pensionary benefits, etc. should be based on the assessment of the confidential dossiers, this matter is of the greatest importance for the efficiency and the moral of the services. It is the interest of Institute, no less than that of the employees, that the value of proper system of confidential reports is recognized by all concerned.

OBJECTIVITY IN CONFIDENTIAL REPORTS

In order to minimize the operation of the subjective human and of conscious or unconscious bias, the confidential report of every employee should contain the assessments of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the reporting officer to his own superior.

While it might be-difficult for the higher officer to get to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the reported officer/official is vitally necessary as a built-in corrective. The judgment of the immediate superior, even though completely fair in its intent might sometimes be too narrow and subjective to do justice to the officer/official reported upon. The officer superior to the reporting officer should therefore, consider it his duty to personally know and form his own judgment of the work and conduct of the officer reported upon. He should accordingly exercise positive independent judgment on the remarks of the reporting officer under the various detailed headings in the form of the report as well as on the general assessment, and express clearly his agreement or disagreement with these remarks. This is particularly necessary in regard to adverse remarks (if any) where the opinion of the higher officer shall be construed as the correct assessment.

RESPONSIBILITY FOR THE WRITING OF CONFIDENTIAL REPORTS

Officers writing the CONFIDENTIAL reports should have carefully observed the work and conduct of those under their control, and should have provided the required training and guidance where necessary. The annual confidential reports should be based upon the results of such observation as well as the periodical inspections.

FORM AND CONTENT OF CONFIDENTIAL REPORTS

As assessment of certain qualities of general importance such as integrity, intelligence, keenness, industriousness, attitude to superiors and subordinates, relations with fellow-employees, etc. should invariably find place in the report. In addition to the detailed assessment of specific attributes, every confidential report should carry a general appreciation of the character, conduct and aptitude and short comings of the Officer reported upon. Reference to specific incidents may be made, if at all, only by way of illustration to support adverse comments of a general nature, e.g. in efficiency, lack of initiative or judgment etc.

PERIOD AND FREQUENCY OF REPORTING

In every Department, confidential reports should be recorded annually for the period covered by the calendar year.

There is no objection to two or more independent reports being written for the same year by different reporting officers, in the event of a change in the reporting officer during the course of a year, provided that no report should be written unless a reporting officer has at least three months' experience on which to base his report. In such cases, each report should indicate precisely the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining confidential reports in such cases should be that of the office.

COMMUNICATION OF ADVERSE REMARKS

It is necessary that every employee should know what his defects are and how he could remove them. Past experience suggests that it would make for better efficiency and contentment of the services if every reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities but also to give him at all time the necessary advice, guidance and assistance to correct his fault and deficiencies. If this part of the reporting officers duty is properly performed, there should be no difficulty about reporting adverse entries which would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected.

All adverse entries in the confidential reports of the officers should be communicated by the office, on a clear indication to that effect from the reviewing officer. This should be done as far as possible within one month of the completion of the report but not later than 31st May of the ensuing calendar year. The communication should be in writing and a record to that effect should be kept in the confidential roll of the officer.

The authority in whose custody the character rolls of officers in a service/post are maintained will

- (a) ensure that the annual confidential reports of the officers in the service/post are received without under delay;
- (b) to ensure that whether the adverse remarks, if any, have been duly communicated to the officer concerned.

While mentioning any faults/defects the reporting officer should also give an indication to the efforts at reform made by him by way of guidance, admonition etc. and the result of such efforts.

In communicating remarks to the officer reported upon, the following procedure should be adopted:

- (a) Where no adverse entry is made in a confidential report, nothing should be communicated except in cases dealt with the (c) below ;
- (b) Where an adverse entry if made, whether it relates to a remedial or to an irremediable defects, (including a reference to the communication of a **'WARNING or DISPLEASURE OF THE INSTITUTE or a REPRIMAND)** it should be communicated under the orders of, and

wherever possible, by an officer superior to the one to whom the remarks are communicated. In all these cases, the substances of the entire report, including what may have been said in praise of the officer, should also be communicated; and

- (c) Where the report on an officer shows that he had made efforts remedy or overcome defects mentioned in the preceding report, the facts should be communicated to the officer in a suitable form and a copy of such communication added to the confidential report.

The object of the second part of (b) and of (c) is to let an officer know that his good qualities as well as his defects have been recognized and that notice has also been taken of the improvement, if any, made by him.

- (d) While communicating the adverse remarks to the Institute employee concerned the identity of the superior officer making such remarks should not normally be disclosed the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

REPRESENTATIONS AGAINST ADVERSE REMARKS

The adverse remarks should be communicated expeditiously in all cases.

Representations against adverse entries (including reference to **“WARNING”** **“COMMUNICATION; OF THE DISPLEASURE OF THE INSTITUTE”** **“REPRIMAND”** which are recorded in the confidential report of the Institute employee) should be made within eight weeks of the date of communication of such remarks. While communicating the adverse remarks to the Institute employee concerned, the time limit as stated above, should be brought to his notice.

The competent authority may, at its discretion entertain a representation made beyond the time specified above, if there is satisfactory explanation for the delay.

All representations against adverse entries should be decided expeditiously by the competent authority and in any case not later than eight weeks from the date of submission of the representation.

The following procedure may be adopted in dealing with representation from the employees against adverse remarks communicated to them;

- (i) All representations against adverse remarks should be examined by an authority superior to the reviewing officer, in consultation, if necessary, with the reporting and the reviewing officer. The said superior authority shall be regarded as the competent authority to deal with such representations;
- (ii) If the competent authority finds that-
 - (a) The remarks were justified and the representation is frivolous, a note will be made in the confidential report of the employee that he did not take correction in good spirit;
 - (b) there is not sufficient ground for interference, the representation should be rejected and the officer informed accordingly;
 - (c) the remarks should be toned down, he will make the necessary entry separately, with proper attestation, at the appropriate place of the report (on no account will corrections be made in the earlier entries themselves), and
 - (d) the adverse remarks was inspired by malice or is entirely incorrect or unfounded, and therefore, deserved expunction, he should score through the remarks, paste it over, or otherwise obliterate it, and also make a dated entry, under his signature, stating that he has done so, under intimation to

the concerned head of the department/centre/section/unit if he himself does not occupy that position.

- (iii) Representations (including explanation) submitted in respect of adverse entries should not be appended to the respective confidential reports. If the representation was well founded it would have resulted in the competent authority toning down or expunging the adverse remarks; if on the other hand, the representation was without substance, it would have been rejected. In either case, no useful purpose would be served by attaching the representation to the confidential report.

Representations against a **“WARNING”** OR **“COMMUNICATION OF THE DISPLEASURE OF THE INSTITUTE AUTHORITIES”** OR **REPRIMAND** recorded in the confidential report of the Institute employee, would be dealt with in accordance with the above procedure unless;

- (a) an opportunity had already been given to the officer concerned to make a representation in the matter relating to the relevant incident or faults and such representation had been duly considered and a decision taken before the **“WARNING”** or **“REPRIMAND”** was administered or the **“DISPLEASURE OF THE INSTITUTE AUTHORITIES”** communicated to him; or
- (b) Where the **“WARNING”**, **“REPRIMAND”** etc. had been administered as a result to disciplinary proceedings.

FORWARDING OF CONFIDENTIAL REPORTS OF INSTITUTE EMPLOYEE; TO PRIVATE/ SEMI-GOVERNMENT/AUTONOMOUS BODIES Etc.

1. Copies of confidential reports on Institute employees or even the substance of such reports should not be sent to private bodies, in connection with appointment to posts advertised by them or for other purposes.
2. If a request is received from a Government/Semi Government/Autonomous bodies etc., a list of the relevant reports may normally be supplied.

PROPRIETY OF ISSUE OF LETTERS OF APPRECIATION OR NOTES OF COMMUNICATION TO INSTITUTE EMPLOYEES

The general policy should be to discourage the practice of granting letter of appreciation or notes of commendation to Institute employees and placing them in the confidential reports. Exceptions, may, however, be made in the following cases.

- (i) letters of appreciation issued by the Institute. Director or important authority in respect of any outstanding work done, should go into the confidential report dossier,
- (ii) letters of appreciation issued by special bodies or commissions or committee, etc., or experts of their reports expressing appreciation for a Institute employee by name should only go into the confidential dossier; and
- (iii) letters of appreciation from individual non-officials or from individual officials (other than a Director or head of the Department) may go into the confidential report if confined to expressing appreciation for services rendered far beyond the normal call of duty, and provided the Direct or the Head of the Department so directs.

Appreciation of work should more appropriately be recorded in the annual confidential report rather than in such letters of appreciation which do not give a complete perspective of the employee's good and bad points. However, the mere fact that a stray letter of appreciation does go into is confidential report does not give the officer undue advantage in the matter or promotion which is governed more by consideration flashes of good work.

SCRUTINY OF CONFIDENTIAL REPORTS

The Registrar/competent authority of the Institute should scrutinize the annual confidential reports relating to the services and staff under their control, to see whether they have been written in accordance with these instructions, and whether adverse remarks, if any have been communicated to the officers concerned. If there is any defect in a report, it should be returned to the reviewing officer concerned for rectification.

CHAPTER 4

RESERVATION OF POSTS FOR SCHEDULE CASTES/SCHEDULED TRIBES/ OTHER BACKWARD CLASSES/EX-SERVICEMEN AND PHYSICALLY HANDICAPPED

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CHAPTER 4

RESERVATION OF POSTS FOR SCHEDULED CASTES/SCHEDULED TRIBES/ OTHER BACKWARD CLASSES/EX-SERVICEMEN AND PHYSICALLY HANDICAPPED

4.1 SCHEDULED CASTES/SCHEDULED TRIBES/OTHER BACKWARD CLASSES

Statute 12 (2) provides that while making appointments, the appointing authority shall take into consideration the claims of the members of the Scheduled Castes and Scheduled Tribes consistently with the maintenance of efficiency of administration and the teaching at the Institute.

The following are the rules for reservation of posts for SC/ST/OBC candidates at IIT Delhi.

4.1.1 Percentage of Reservation

The percentage of reservation in direct recruitment for this Institute is as under:

Scheduled Castes	Scheduled Tribes	Other Backward Classes
15%	7.5%	27%

For Departmental promotions it shall also be 15% for Scheduled Castes and 7.5% for Scheduled Tribes and no reservations for OBCs shall apply.

The above reservation will not be applicable to the following categories of posts at this Institute:

- i) Vacancies filled by transfer or deputation.
- ii) Temporary appointment of less than 45 days duration.
- iii) Purely temporary establishments such as workcharged staff including the daily wage staff and monthly rate staff.
- iv) All academic posts above the level of lecturer and equivalent.

For the academic posts of lecturer or equivalent, the reservations will be applied in accordance with the procedure laid down by the council of the Indian Institute of Technology. Reservation will be provided for SC/ST according to the normal pattern of reservation followed in the case of other Group A posts but such reservation will neither be operated on a roster system nor will the reserved posts be carried forward from year to year.

Note: 25% of the vacancies occurring in the cadre of Attendants be filled by transfer of those Sweepers/Frashes/Chowkidars belonging to the Scheduled Caste community, who prove their ability to read either in English or in Hindi language.

4.1.2 Grouping of Posts

Groups shall be formed taking into account class, status, salary and qualifications prescribed for the post. Groups shall be formed under two separate classifications "Technical" and "Non-Technical" separately for Group A, B and C posts. All Group D posts are considered as non-technical. Cadres consisting of more than twenty posts shall be formed into individual groups. Twenty or more isolated posts are grouped into separate groups taking into account the class, status, salary and qualifications for the posts. The grouping approved is at **Annexure 4.1**. The teaching and the research posts which have been excluded from the purview of the reservation order by the Govt. of India have not been taken into account.

Note: No post in any Group may have more than 50% of the sanctioned positions filled by reserved category candidates and that any vacancy occurring in that post beyond the 50% upper-limit and falling on a reserved point be filled up with general category candidate by reserving in lieu thereof the vacancy falling on the next point of the roster.

4.1.3 Rosters

The Post based rosters at **Annexure 4.2** for direct recruitment and a separate Roster at **Annexure 4.3** in respect to promotional posts shall be followed. The rosters are to be maintained as per the proforma at **Annexure 4.4**.

The Rosters shall be upgraded on the first day of every month by the concerned Branch Officer.

4.1.4 Committee to Decide Actual Reservation of Vacancies at the Time of Initiating Recruitment

A Committee will decide the actual reservation in various vacancies taking into account the overall position of representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes in various posts constituting a group, as also other factors such as type of appointment to be made i.e. internal or external, purely temporary or temporary, likely to continue for indefinite period or on probation.

4.1.5 Non-Interchangeability of vacancies amongst SC and ST

The vacancies reserved and advertised for Scheduled Castes will not be interchanged with those advertised for Scheduled Tribes and vice-versa.

4.1.6 Relaxation and Concessions for SC/ST/OBC Candidates

- i) **Age Limit:** The maximum age limit prescribed for direct recruitment shall be relaxed by 5 years in the case of SC/ST and 3 years for OBC candidates.
- ii) **Fees for Examinations:** No application fee is to be charged from SC/ST candidates.
- iii) **Standard for suitability:** If sufficient number of SC/ST/OBC candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities should be selected to fill up the remaining vacancies by relaxing the standard provided that they are not found unfit for such post (s).
- v) **Further relaxation of standard to Non-technical and Technical Group C and D posts :** In certain cases the requisite number of SC/ST/OBC candidates fulfilling even the relaxed standard admissible in their cases may not be available to fill the vacancies reserved for them. In such cases the best among the SC/ST/OBC candidates who fulfil the minimum educational qualifications prescribed for a particular category in Non-technical and Technical Group C and D posts be filled to the extent of the vacancies reserved for them. In order to bring such candidates to minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. Such candidates will on their appointment be placed on probation.

4.1.7 Separate Interview for SC/ST/OBC Candidates:

For reserved vacancies, interview of SC/ST/OBC candidates may be held on a day or sitting of the selection committee other than the day or sitting on which general candidates are to be interviewed so that the SC/ST/OBC candidates are not judged in comparison with general candidates.

4.1.8 Advertisement in Newspapers

In the Advertisement, the number of vacancies reserved for SC/ST/OBC candidates should be clearly specified. A copy of the advertisement should invariably be sent to the undermentioned SC/ST organisations in order to give wide publicity to the members of these communities:

1. The General Secretary, Harijan Sewak Sangh, Kingsway Camp, Delhi-100 009.

2. The General Secretary, Delhi Scheduled Caste Welfare Association, Ambedkar Bhawan, Rani Jhansi Road, New Delhi-110 005.
3. The Office Secretary, Bhartiya Depressed Classes League, 13, Windser Place, New Delhi-110 005.
4. The Office Secretary, Bhartiya Admjati Sewak Sangh, Thakhar Bapa Smarak Sadan, New Link Road, New Delhi-110 001.
5. The Chairman, Scheduled Castes' Uplift Union 10911 – Sat Nagar, Street No. 2, Block No. 5-A, Karol Bagh, New Delhi-110 005.
6. Akhil Bharat Anusuchit Jati Parishad, 134, North Avenue, New Delhi-110 005.
7. Hind Sweepers Sewak Samaj, Guest Room No. 19, North Avenue, New Delhi-110 001.
8. Dr. Bhim Rao Ambedkar Welfare Association, 8365, Arya Nagar, Paharganj, New Delhi-110 005.
9. All India Scheduled Caste Federation, 39, Pataudi House, Canning Lane, New Delhi – 110 001.
10. All India SC/ST Youth Association, 10446, Street No. 2, Bagichi Allauddin, Sadar Thana Road, Paharganj, New Delhi – 110 005.
11. Dhobi Samaj Sudhar Samiti, Race Course Club, New Delhi –110 003.
12. Akhil Bhartiya Valmiki Samaj Vikas Parishad (Regd.), Head Office –T. 468, Ahata Kidara, Delhi –110 006.

4.1.9 Ban on Dereservation

The Government of India has imposed a ban on dereservation in direct recruitment in all group 'A', 'B', 'C' and 'D' posts except in rare and exceptional cases in group 'A' and other specialized posts with specific approval of the, Board of Governors where the post cannot be allowed to remain vacant in public interest.

4.1.10 Appointment of a SC/ST Liaison Officer and another OBC Liaison Officer

A Liaison Officer not below the status of Dy. Registrar/Asstt. Registrar should be appointed as SC/ST Liaison Officer and another OBC Liaison Officer at the Institute to discharge the following functions:

- i) Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of SC/ST/OBC and other benefits admissible to them under these instructions.
- ii) Compilation and submission of various reports/returns relating to SC/ST/OBCs required by the Govt.
- iii) Acting as Liaison Officer between the Institute and the Govt. of India for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by these orders.

Under the control of the Liaison Officers a cell consisting of the following staff also functions at the Institute:

UDC-1, Stenographer-1, Group D Attendant-1.

4.1.11 Reservation on Confirmation

While considering the question of confirmation of temporary employees appointed by direct recruitment, the SC/ST/OBC employees should be provided reservation in the same manner as at the time of their recruitment. In posts filled by promotion, however, there is no reservation at the stage of confirmation of promotees.

4.1.12 Nominations of SC/ST/OBC on the Selection Committee

A member from SC/ST/OBC communities should invariably be nominated on the selection committee for filling reserved vacancies.

4.1.13 Training arrangements for Group A Officers of SC/ST/OBC

Where a Group A Officer belonging to SC/ST/OBC, is appointed in direct recruitment by relaxing the standard, he/she should be sent for training to suitable Institutes in order to afford him/her an opportunity to improve his/her standard.

4.1.14 Training facilities for other categories of SC/ST/OBC

SC/ST/OBC candidates who are selected in competitive examinations by relaxing standard should be deputed for training to the Institutes like National Academy of Administration, Mussoorie and the Institute of Secretariat Training and Management, New Delhi to enable them to come up to the standard of other candidates.

4.1.15 Forwarding of applications of SC/ST/OBC employees

Applications for employment outside the IIT Delhi from SC/ST/OBC employees should be forwarded without any restrictions.

4.1.16 Retrenchment of surplus Staff

In case some staff is declared surplus as a result of staff assessment studies which necessitates the retrenchment of the staff junior in the seniority, the SC/ST candidates in the particular cadre should not be included in the list of retrenchment so long as the total number of SC/ST/OBC candidates in that cadre has not reached the prescribed percentage of reservation.

4.2 EX-SERVICEMEN

Vacancies in Group 'C' and 'D' posts at the Institute are to be reserved for Ex-servicemen in accordance with the Government orders issued from time to time.

4.3 PHYSICALLY HANDICAPPED

Reservation of posts are to be made in Group 'C' and 'D' posts for the physically-handicapped (Blind – 1%, Deaf –1%, Orthopaedically Handicapped – 1%) in terms of Persons with Disability (Equal opportunities, Protection of Right & Full Participation) Act 1995 as ammended from time to time.

ANNEXURES

CHAPTER 4

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ANNEXURE 4.1
(Refers 4.1.2)

Grouping of Posts (Technical and Non-Technical)

GROUP 'A' (TECHNICAL)

1. Chief Medical Officer/Chief Medical Officer (SS).
2. Sr. Medical Officer/Sr. Medical Officer (SS).
3. Medical Officer/Medical Officer (SS).
4. Institute Engineer/Institute Engineer (SS).
5. Executive Engineer/Executive Engineer (SS).
6. Asstt. Executive Engineer/Asst. Executive Engineer (SS).
7. Sr. Technical Officer.
8. Asstt. Counsellor/Asstt. Counsellor (SS)/Counsellor/Student Counsellor.
9. Sports Officer.
10. Asstt. ILO/Asstt. ILO (SS)/Dy. ILO.
11. Asstt. T&P Officer/Asstt. T&P Officer (SS)/Dy. T&P Officer.
12. Asstt. Plg. Officer/Asstt. Plg. Officer (SS)/Dy. Plg. Officer.

GROUP 'A' (NON TECHNICAL)

1. Registrar.
- 2*. Dy. Registrar/Dy. Registrar (SG).
- 3*. Asstt. Registrar/Asstt. Registrar (SS).
- 4*. Asstt. Registrar (Audit/Accts)/Asstt. Registrar (Audit/Accts.) (SS).
5. Asstt. Public Relation Officer/Public Relation Officer.
6. Asstt. Editor/Asstt. Editor (SS).
7. Security Officer/Security Officer (SS)/Chief Security Officer.
8. Manager/Manager (SS)/ Manager (HS)/(SS).

* Separate Rosters for Direct Rectt. and Promotion Posts.

GROUP 'B' (TECHNICAL)

- I.
 1. Tech. Asstt./Sr. Tech. Asstt./Sr. Tech. Asstt. (SG).
 2. Tech. Officer/Tech. Officer (SS).
- II.
 1. Tech. Asstt. (H/D/R/T/DR/D.Man/Lib)/
Sr. Tech. Asstt./(H/D/R/T/DR/D.Man/Lib/O&M/Plg/T&P)/
Sr.Tech. Asstt./(H/D/R/T/DR/D.Man/Lib/O&M/Plg/T&P) (SG).
 2. Nurse/Nursing Sister/Nursing Sister (SG)/
Sr. Nursing Sister (SG).
 3. Pharmacist/(Homeo)/Sr. Pharmacist/(Homeo)/
Sr. Pharmacist/(Homeo)(SG)/Chief Pharmacist/(SG).
 4. D/Man Gr. II/Gr. I/(SG).
- III.
 1. Asstt. Foreman/Foreman/Foreman (SG).
 2. Jr. Engineer Gr. II/Jr. Engineer Gr. I/Jr. Engineer (SG).
 3. Asstt. Resident Engineer/Asstt. Surveyor of Works.

GROUP 'B' (NON TECHNICAL)

1. Asstt./Supdt./Supdt. (SG)
2. Asstt. (Accts/Cash)/Acctt./(Cash)/Acctt./(Cash) (SG)
3. Asstt. (S/SV)/Supdt. (S/SV)/Supdt. (S/SV) (SG)
4. Secy Gr. II/Secy. Gr. I/Secy. (SG)
5. Data Processor/Sr. Data Processor/Sr. Data Processor (SG)
6. CPS (SG) (SS)/Sr. PCO (SG) (SS)
7. J.S.O. (SG)
8. Hort. Asstt. Gr. II/Hort. Asstt./Hort. Asstt. (SG)
9. Sani. Inspector Gr. II/Sani. Insp. Gr. I/Sani. Insp. (SG)
10. A.S.O. (Gr. II)/A.S.O. (Gr. I)/A.S.O. (SG)

Note : H : Hygiene T : Translation CPS : Card Punch Supervisor
D : Drawing DR : Dark Room JSO : Junior System Operator
R : Radiology S : Stores PCO : Punch Card Operator
SY : Stock Verifier.

11. Caretaker-Cum-Manager Gr.II./Caretaker-Cum-Manager Gr. I/
Caretaker-Cum-Manager (SG).
12. Cat. Manager Gr. II/Cat. Manager Gr. I/Cat. Manager (SG).
13. PTI (Gr. II)/PTI (Gr. I)/PTI (SG).
14. Swimming Coach-Cum-Life Guard.
15. Asstt. Editor Gr. II/Asstt. Editor Gr. I/Asstt. Editor (SG).
16. Fire Inspt. Gr. II/Fire Inspt. Gr. I/Fire Inspt. (SG).
- 17*. Prof. Asstt./Sr. Prof. Asstt./Sr. Prof. Asstt. (SG).

GROUP 'C' / 'B' (NON TECHNICAL)

- I.
 1. Steno/Sr. Steno/Sr. Steno (SG).
 2. Info. Asstt./Sr. Info. Asstt./Sr. Info. Asstt. (SG).
 3. Nur. Teacher/Nur. Teacher Gr. I/Nur. Teacher (SG)/Sr. Nur. Teacher (SG).
 - 4*. UDC (Cash)/Asstt. (Cash)/Asstt. (Cash) (SG).
 - 5*. UDC (Stores/SV)/Asstt. (Stores/SV)/Asstt. (Stores/SV) (SG).
 6. Proof Reader/Sr. Proof Reader/Sr. Proof Reader (SG).
 7. Inventory Clerk/Sr. Inventory Clerk/Sr. Inventory Clerk (SG).

GROUP 'C' (TECHNICAL)

- I.
 1. Mechanic/ (Binding)/Sr. Mechanic/ (Binding)/
Sr. Mechanic/ (Binding) (SG)/
Sr. Mechanic/ (Binding) (SG) (SS). For
Deptts./
Centres
 2. Gestetnor Operator Gr. II/Gestetnor Operator Gr.I/
Gestetnor Operator (SG).
- II.
 1. Mechanic /Sr. Mechanic /
Sr. Mechanic (SG)/
Sr. Mechanic (SG) (SS). For
Construction/
Maintenance
 2. Works Asstt./Sub-Overseer/Sub-Overseer (SG).
 3. Driver Gr. II/Driver Gr. I/Driver (SG).

* For present incumbents only.

- III. 1. Lab. Asstt./ (Health/HYG/DR/P/P/Dental)/
Sr. Lab. Asstt./ (Health/HYG/DR/P/P/Dental)/
Sr. Lab. Asstt./ (Health/HYG/DR/P/P/Dental) (SG)
- 2. Midwife Gr. II (Qualified)/Midwife Gr. I/Midwife (SG)

GROUP 'C' (NON TECHNICAL)

- I. 1. LDC/ (Cash*/SPA)/UDC/ (Cash*/SPA)/UDC/ (Cash*/SPA) (SG)
- 2. PCO/CPTO/I.O. Recpt./Sr. PCO/Sr. CPTO/Sr. I.O. Recpt./
Sr. PCO (SG)/Sr. CPTO (SG)/Sr. I.O. Recpt. (SG)
- 3. Tel/Telex Optr Gr. II/Tel/Tel/Telex Optr. Gr. I
Tel/Telex Optr. (SG)
- 4. Meter Reader Gr. II/Meter Reader Gr. I/Meter Reader (SG)
- II. 1. Hort. Asstt./Sub-Overseer (Hort)/Sub-Overseer (Hort) (SG)
- 2. Sani. Asstt./Sub-Overseer (Sani.)/Sub-Overseer (Sani.) (SG)
- 3. Sec. Inspector/Sr. Sec. Inspector/Sr. Sec. Inspector (SG)
- 4. Conductor Gr. II/Conductor Gr. I/Conductor (SG)
- 5. Asstt. Caretaker/Caretaker/Caretaker (SG)
- 6. Cat. Asstt./Cat. Supvr./Cat. Supvr (SG)
- 7. Sr. Caretaker (SG)/Sr. Caretaker (SG) (SS)
- 8. Lib. Asstt./Semi-Profl. Asstt./Semi-Profl. Astdt. (SG)
- 9. Marker (T/B) Gr. II/Marker (T/B) Gr. I/Marker (T/B) (SG)
- 10. Cook/Sr. Cook/Sr. Cook (SG)
- 11. Butler/Sr. Butler/Sr. Butler (SG)
- 12. Lib. Attdt./Sr. Lib. Attdt./Sr. Lib. Attdt. (SG)
- 13. Nur. Orderly Gr. II/Nur. Orderly Gr. I/Nur. Orderly (SG)
- 14. Dresser Gr. II/Dresser Gr. I/Dresser (SG)

* For present incumbents only.

GROUP `D' NON-TECHNICAL

DN-1

Cleaners

Sewermen

DN-2

Attendant

Attendant (Masalchi-cum-bearer)

Ayah

Cook

Helper

Helper (Groundsman)

Library Attendant

Mali

Nursing Orderly

Security Guards.

ANNEXURE 4.2

(Refers 4.1.3)

POST BASED ROSTERS FOR DIRECT RECRUITMENT

Objective: Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

Model Roster of Reservation with Reference to Posts for Direct Recruitment on all India Basis by Open Competition.

Sl. No. of Post	Share of Entitlement			Category for which the post should be ear-marked
	SC@15%	ST@7.5%	OBC@27%	
1.	0.15	0.075	0.27	UR
2.	0.30	0.15	0.54	UR
3.	0.45	0.225	0.81	UR
4.	0.6	0.3	1.08	OBC-1
5.	0.75	0.375	1.35	UR
6.	0.90	0.45	1.62	UR
7.	1.05	0.525	1.89	SC-1
8.	1.2	0.6	2.16	OBC-2
9.	1.35	0.675	2.43	UR
10.	1.5	0.75	2.7	UR
11.	1.65	0.825	2.97	UR
12.	1.8	0.9	3.24	OBC-3
13.	1.95	0.975	3.51	UR
14.	2.1	1.05	3.78	ST-1
15.	2.25	1.125	4.05	SC-2
16.	2.40	1.2	4.32	OBC-4
17.	2.55	1.275	4.59	UR

18.	2.70	1.35	4.86	UR
19.	2.85	1.425	5.13	OBC-5
20.	3.00	1.5	5.4	SC-3
21.	3.15	1.575	5.67	UR
22.	3.30	1.65	5.94	UR
23.	3.45	1.725	6.21	OBC-6
24.	3.60	1.8	6.48	UR
25.	3.75	1.875	6.75	UR
26.	3.90	1.95	7.02	OBC-7
27.	4.05	2.025	7.29	SC-4
28.	4.20	2.1	7.56	ST-2
29.	4.35	2.175	7.83	UR
30.	4.50	2.25	8.1	OBC-8
31.	4.65	2.325	8.37	UR
32.	4.80	2.4	8.64	UR
33.	4.95	2.475	8.91	UR
34.	5.10	2.55	9.18	OBC-9
35.	5.25	2.625	9.55	SC-5
36.	5.40	2.7	9.72	UR
37.	5.55	2.775	9.99	UR
38.	5.70	2.85	10.26	OBC-10
39.	5.85	2.925	10.53	UR
40.	6.00	3	10.8	ST-3
41.	6.15	3.075	11.07	SC-6
42.	6.30	3.15	11.34	OBC-11
43.	6.45	3.225	11.61	UR
44.	6.60	3.3	11.88	UR

45.	6.75	3.375	12.15	OBC-12
46.	6.90	3.45	12.42	UR
47.	7.05	3.525	12.69	SC-7
48.	7.20	3.6	12.96	UR
49.	7.35	3.675	13.23	OBC-13
50.	7.50	3.75	13.5	UR
51.	7.65	3.825	13.77	UR
52.	7.80	3.9	14.04	OBC-14
53.	7.95	3.975	14.31	UR
54.	8.10	4.05	14.58	SC-8
55.	8.25	4.125	14.85	ST-4
56.	8.40	4.2	15.12	OBC-15
57.	8.55	4.275	15.39	UR
58.	8.70	4.35	15.66	UR
59.	8.85	4.425	15.93	UR
60.	9.00	4.5	16.2	OBC-16
61.	9.15	4.575	16.47	SC-9
62.	9.30	4.65	16.74	UR
63.	9.45	4.725	17.01	OBC-17
64.	9.60	4.8	17.28	UR
65.	9.75	4.875	17.55	UR
66.	9.90	4.95	17.82	UR
67.	10.05	5.025	18.09	OBC-18
68.	10.20	5.1	18.36	SC-10
69.	10.35	5.175	18.63	ST-5
70.	10.50	5.25	18.9	UR
71.	10.65	5.325	19.17	OBC-19

72.	10.80	5.4	19.44	UR
73.	10.95	5.475	19.71	UR
74.	11.10	5.55	19.98	SC-11
75.	11.25	5.625	20.25	OBC-20
76.	11.40	5.7	20.52	UR
77.	11.55	5.775	20.74	UR
78.	11.70	5.85	21.06	OBC-21
79.	11.85	5.925	21.33	UR
80.	12.00	6	21.6	ST-6
81.	12.15	6.075	21.87	SC-12
82.	12.30	6.15	22.14	OBC-22
83.	12.45	6.225	22.41	UR
84.	12.60	6.3	22.68	UR
85.	12.75	6.375	22.95	UR
86.	12.90	6.45	23.22	OBC-23
87.	13.05	6.525	23.49	SC-13
88.	13.20	6.6	23.75	UR
89.	13.35	6.675	24.03	OBC-24
90.	13.50	6.75	24.3	UR
91.	13.65	6.825	24.57	UR
92.	13.80	6.9	24.84	UR
93.	13.95	6.975	25.11	OBC-25
94.	14.10	7.05	25.38	SC-14
95.	14.25	7.125	25.65	ST-7
96.	14.40	7.2	25.92	UR
97.	14.55	7.275	26.19	OBC-26
98.	14.70	7.35	26.46	UR

99.	14.85	7.425	26.73	SC-15*
100.	15.00	7.5	27	OBC-27*
101.	15.15	7.575	27.27	UR
102.	15.30	7.65	27.54	UR
103.	15.45	7.725	27.81	UR
104.	15.60	7.80	28.08	OBC-28
105.	15.75	7.875	28.35	UR
106.	15.90	7.95	28.62	UR
107.	16.05	8.025	28.89	SC-16
108.	16.2	8.10	29.43	ST-8
109.	16.35	8.175	29.43	OBC-29
110.	16.50	8.25	29.70	UR
111.	16.65	8.325	29.97	UR
112.	16.80	8.40	30.24	OBC-30
113.	16.95	8.475	30.51	UR
114.	17.10	8.55	30.78	SC-17
115.	17.25	8.625	31.05	OBC-31
116.	17.40	8.70	31.32	UR
117.	17.55	8.775	31.59	UR
118.	17.70	8.85	31.86	UR
119.	17.85	8.925	32.13	OBC-32
120.	18	9	32.40	ST-9
121.	18.15	9.075	32.67	SC-18
122.	18.30	9.15	32.94	UR
123.	18.45	9.225	33.21	OBC-33
124.	18.60	9.30	33.48	UR
125.	18.75	9.375	33.75	UR

126.	18.90	9.45	34.02	OBC-34
127.	19.05	9.525	34.29	SC-19
128.	19.20	9.60	34.56	UR
129.	19.35	9.675	34.83	UR
130.	19.50	9.75	35.10	OBC-35
131.	19.65	9.825	35.37	UR
132.	19.80	9.90	35.64	UR
133.	19.95	9.975	35.91	UR
134.	20.10	10.05	36.18	OBC-36
135.	20.25	10.125	36.45	SC-20
136.	20.40	10.20	36.72	ST-10
137.	20.55	10.275	36.99	UR
138.	20.70	10.35	37.26	OBC-37
139.	20.85	10.425	37.53	UR
140.	21	10.50	37.80	SC-21
141.	21.15	10.575	38.07	OBC-38
142.	21.30	10.65	38.34	UR
143.	21.45	10.725	38.61	UR
144.	21.60	10.80	38.88	UR
145.	21.75	10.875	39.15	OBC-39
146.	21.90	10.95	39.42	UR
147.	22.05	11.025	39.69	SC-22
148.	22.20	11.10	39.96	ST-11
149.	22.35	11.175	40.23	OBC-40
150.	22.50	11.25	40.50	UR
151.	22.65	11.325	40.77	UR
152.	22.80	11.40	41.04	OBC-41

153.	22.95	11.475	41.31	UR
154.	23.10	11.55	41.58	SC-23
155.	23.25	11.625	41.85	UR
156.	23.40	11.70	42.12	OBC-42
157.	23.55	11.775	42.39	UR
158.	23.70	11.85	42.66	UR
159.	23.85	11.925	42.93	UR
160.	24	12	43.20	ST-12
161.	24.15	12.075	43.47	OBC-43
162.	24.30	12.15	43.74	SC-24
163.	24.45	12.225	44.01	OBC-44
164.	24.60	12.30	44.28	UR
165.	24.75	12.375	44.55	UR
166.	24.90	12.45	44.82	UR
167.	25.05	12.525	45.09	OBC-45
168.	25.20	12.60	45.36	SC-25
169.	25.35	12.675	45.63	UR
170.	25.50	12.75	45.90	UR
171.	25.65	12.825	46.17	OBC-46
172.	25.80	12.90	46.44	UR
173.	25.95	12.975	46.71	UR
174.	26.10	13.05	46.98	SC-26
175.	26.25	13.125	47.25	ST-13
176.	26.40	13.20	47.52	OBC-47
177.	26.55	13.275	47.79	UR
178.	26.70	13.35	48.06	OBC-48
179.	26.85	13.425	48.33	UR

180.	27	13.50	48.60	SC-27
181.	27.15	13.575	48.87	UR
182.	27.30	13.65	49.14	OBC-49
183.	27.45	13.725	49.41	UR
184.	27.60	13.80	49.68	UR
185.	27.75	13.875	49.95	UR
186.	27.90	13.95	50.22	OBC-50
187.	28.05	14.025	50.49	SC-28
188.	28.20	14.10	50.76	ST-14
189.	28.35	14.175	51.03	OBC-51
190.	28.50	14.25	51.30	UR
191.	28.65	14.325	51.57	UR
192.	28.80	14.40	51.84	UR
193.	28.95	14.475	52.11	OBC-52
194.	29.10	14.55	52.38	SC-29
195.	29.25	14.625	52.65	UR
196.	29.40	14.70	52.92	UR
197.	29.55	14.775	53.19	OBC-53
198.	29.70	14.85	53.46	ST-15*
199.	29.85	14.925	53.73	SC-30*
200.	30	15	54	OBC-54

* To allot requisite number of posts without violating rule of 50%.

Appendix to Annexure 4.2

Model Roster for Direct Recruitment for Cadre Strength up to 13 posts.

													Replacement No.	
Cadre Strength	Initial Recruitment	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7.	SC	OBC	UR	UR	UR	OBC	UR	ST						
8.	OBC	UR	UR	UR	OBC	UR	ST							
9.	UR	UR	UR	OBC	UR	ST								
10.	UR	UR	OBC	UR	ST									
11.	UR	OBC	UR	ST										
12.	OBC	UR	ST											
13.	UR	ST												

NOTE: 1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like "L".

2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

ANNEXURE 4.3
(Refers 4.1.3)

Model Roster for Promotion for Cadre Strength up to 13 posts.

		Replacement No.												
Cadre Strength	Initial Recruitment	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	UR	UR	ST						
8.	UR	UR	UR	UR	UR	UR	ST							
9.	UR	UR	UR	UR	UR	ST								
10.	UR	UR	UR	UR	ST									
11.	UR	UR	UR	ST										
12.	UR	UR	ST											
13.	UR	ST												

- NOTE:**
1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like "L".
 2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
 3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

ANNEXURE 4.4
(Refers 4.1.3)

**FORM OF REGISTER TO BE MAINTAINED TO GIVE EFFECT TO
THE ROSTER FOR RESERVATIONS FOR
SCHEDULED CASTES/SCHEDULED TRIBES/OBCs & Others**

Grade or Group of Posts :

PERMANENT AND LONG-TERM TEMPORARY/PURELY TEMPORARY

Reservations Brought Forward From Previous Year SC. ST. OBC	Particulars of recruitment made					Reservations Carried forward SC. ST. OBC	Signature of appointing authority or other authorised officer	Remarks
	Recruit-ment year	Cycle No. and point No.	Unreserved or reserved for S.Cs/ S.Ts./OBCs according to the roster applicable	Name and designa- tion of the person appointed, Date of appointment and Deptt./ Centre in which appointed	Whether he is S.C/ S.T./OBC if not, say 'Neither'			

CHAPTER 5

DISCIPLINARY ACTION, PENALTIES AND APPEAL

The employees of the Institute are governed by the Conduct Rules as laid down in Schedule B of Statute 13(17) and all other rules as are/may be adopted after approval by the Board of Governors. Penalties as given in Statutes 13(9) may, for good and sufficient reasons, be imposed on any member of the staff of the Institute. The Statutes of the Institute [13(9) to 13(14)] also provide the manner in which these penalties can be imposed on the erring employees. The Board of Governors have also resolved that:

“If on a particular matter, no rules are provided in the Statutes of the Institute, the Govt. of India rules on the subject may be applied if they are adopted by the Board. However, in cases where the Institute feels that the Govt.of India rules on a subject need modification in view of Institute’s conditions, the Institute may frame its own rules with the approval of the Board of Governors.

Further pending amendment to the Statutes such Government of India orders which are considered more appropriate than the existing provisions in the Statutes and which are adopted by the Board of Governors, be implemented in the Institute.”

These conduct rules may therefore be applied in conjunction with Central Civil Services(Conduct) Rules and Central Civil Services (Classification, Control and Appeal) – CCS(CCA) Rules.

The Board of Governors has also approved that CCS (CONDUCT) RULES 1964, CCS(CCA) Rules 1965, Fundamental & Supplementary Rules, Medical Attendance Rules, General Financial Rules, as applicable to the employees of Govt.of India from time to time be adopted in so far as they are not inconsistent with the Act/Statutes and decisions of Board of Governors (BOG), so that the relevant rules and provisions are made applicable to the employees of this Institute with reference to their service conditions and powers vested to the different authorities of this Institute under Statutes. It is also proposed that if any question arises relating to interpretation of these rules or relevancy of these rules, it shall be referred to the BOG whose decision thereon shall be final.

5.1 DISCIPLINARY AUTHORITIES

The following are the disciplinary authorities for the various categories of staff:

Director : In the case of staff appointed by him, and also for Office Superintendents, STA's and other equivalent non-academic posts.

Board of Governors : In the case of any member of the staff.

5.2 APPELLATE AUTHORITIES

The following are the appellate authorities:

Board of Governors: In the case of an order imposing any penalty passed by the Director. There is no further appeal on the decision of the Board in such cases.

Visitor : In the case of an order imposing penalty by the Board.

5.3 LIST OF PENALTIES

The penalties that can be imposed are listed in Statutes 13(9) and are given below:-

- (i) Censure.
- (ii) Withholding of increments or promotion.
- (iii) Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
- (iv) Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale.
- (v) Compulsory retirement.
- (vi) Removal from service which shall not be a disqualification for future employment in the Institute.
- (vii) Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute.

NOTE : Warning, admonition, reprimand, caution and displeasure are not formal punishments/penalties.

5.4 DISCIPLINARY PROCEEDINGS

There are two basic differences between the penalty proceedings for penalties listed at Serials (i) to (iii) and for penalties at Serials (iv) to (vii) at Para 5.3 above.

NOTE:As per the ruling of the Supreme Court of India, if Withholding of increments or promotion is with commulative effect, it will be treated as a penalty falling alongwith Serials (iv) to (vii).

- (a) The penalty at serials (iv) to (vii), at para 5.3 are termed as Major penalties and for these penalties formal charges should be drawn up, which should be supported by detailed statement regarding Imputations, List of Witnesses and List of Documents. The penalty at serials (i) to (iii) at para 5.3 are termed as Minor penalties and for such proceedings, the Statement of imputations of charges are sent to the delinquent official.
- (b) In Major penalty proceedings all relevant documents are allowed to be inspected by the Delinquent Officer. In minor penalty proceedings it is not necessary that the documents should be shown to him. However, if the case against him is itself based on documents (for example he is charged with interpolating some documents), then it would be unfair to deny him access to those documents.

5.5 SUSPENSION

The Director may place a member of the staff appointed at the Institute under suspension:

- (a) Where a disciplinary proceedings against him is contemplated or is pending.
- (b) Where a case against him in respect of any criminal offence is under investigation or trial.

Where however a member of the staff is detained in custody for a period exceeding forty eight hours, whether in connection with a criminal offence or under any law for time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed under suspension with effect from the date on which he was so detained.

An employee under suspension is regarded as subject to all other conditions of service applicable generally to employees and cannot leave the Station without prior permission of the Institute authority.

5.6 SUBSISTENCE ALLOWANCE DURING SUSPENSION

During the period of suspension, the member of the staff shall be entitled to the payments, as specified in Statutes 13(9).

5.7 REVOKING OF SUSPENSION

The revoking of suspension is dealt with under the CCS(CCA) Rules 10(5)(c) and the circumstances under which this can be listed are described also in the CCS/CCA Rules.

It may be noted that if the investigation is likely to take more time than prescribed under the CCS(CCA) Rules, revoking of suspension and permitting the staff member to resume duty should be considered. If the presence of the staff member is considered detrimental to the collection of evidence, etc., or if he/she is likely to tamper with the evidence, he/she may be transferred on revocation of the suspension order. When documentary and oral evidence has already been collected and the risk of tampering with evidence by the official no longer exists, the revocation of suspension should be considered by the competent authority when however, there is still such a risk, the question of his/her transfer should be considered keeping in view the nature and gravity of offence committed by him/her.

5.8 PROCEDURE FOR IMPOSING PENALTIES

The procedure for imposing penalties is laid down in Statute 13(9) after the list of penalties.

Formal penalties must be recorded in the Service Book of the employee and a copy kept along with his/her Confidential Reports. Other punishments need not be recorded, except that a Warning given after disciplinary proceedings should be recorded.

In case of an officer on deputation, the borrowing authority may start proceedings but the lending authority should be informed and vice-versa. If at the conclusion of the proceedings started by him, the borrowing authority is of the view that a major penalty should be imposed on the delinquent official, the borrowing authority should replace his/her services at the disposal of the lending authority and transmit the record of the proceedings to the lending authority. The borrowing authority can impose a penalty on the delinquent officer but if this is not agreed to by the lending authority, then his services shall be replaced at the disposal of the lending authority.

5.9 ACTS, CONDUCT AND COMMISSIONS/OMISSIONS WHICH AMOUNT TO MISCONDUCT LEADING TO DISCIPLINARY ACTION

The employees of the Institute shall be governed by the Conduct Rules as laid down in Schedule 'B' and any violation of these rules may lead to disciplinary action.

- I. The initiation of disciplinary proceedings for various penalties depends on the gravity of derelictions to be judged by the Disciplinary Authority.
- II. Generally, for Minor penalty proceedings at serials i to iii, could be dereliction of duty such as inefficiency or incompetence, disobedience of orders, habitual late coming or minor violation of conduct rules constitute the basis.

III. Cases which may generally merit action for imposing one of the Major penalties at Serials iv to vii are:

1. Where there is a reasonable ground to believe that a penal offence has been committed by the employee but the evidence forthcoming is not sufficient for prosecution in a court of law, e.g.
 - (a) possession of disproportionate assets;
 - (b) obtaining or attempting to obtain illegal gratification;
 - (c) misappropriation of Government property, money or stores;
 - (d) obtaining or attempting to obtain any valuable thing or pecuniary advantage without consideration or for a consideration which is not adequate.
2. Falsification of Government records.
3. Gross irregularity or negligence in the discharge of official duties with a dishonest motive.
4. Misuse of official position or power for personal gain.
5. Disclosure of secret or confidential information even though it does not fall strictly within the scope of the Official Secrets Act.
6. False claims on the Institute-like TA, Reimbursement etc.
7. Sexual harrassment.

5.10 PRINCIPLES OF NATURAL JUSTICE

The principles of natural justice have been evolved through various judicial pronouncements and are intended to provide the minimum protection to an individual against any arbitrary procedure that may be adopted by the authorities in departmental inquiries. These principles require:

- (a) That every person against whom disciplinary proceedings are contemplated must have a reasonable notice of the case he has to meet;
- (b) That he must have a reasonable opportunity of being heard in his defence;
- (c) That the hearing must be conducted by an impartial, unbiased officer(s) that is, a person who is neither directly nor indirectly a party to the case or has an interest in it.

- (d) That the disciplinary authority must act in good faith and not arbitrarily but reasonably.

The reasonable opportunity mentioned at (b) above includes:

- (i) An opportunity to the person concerned to deny his guilt and establish his innocence. He will get this opportunity if he is told clearly what the charges levelled against him are and the allegations on which such charges are based.
- (ii) An opportunity to defend himself by cross-examining the witnesses produced against him and by examining himself and any other witnesses in support of his defence; and
- (iii) An opportunity to make his representation as to why the punishment should not be inflicted on him. This opportunity can be provided only if the competent authority after applying its mind to the gravity or otherwise of the charges against him proposes to inflict the appropriate penalty out of the list of penalties provided for in the rules relating to such disciplinary matters.

For unbiased hearings mentioned at (c) above, the Inquiry Officer should not obviously have any personal interest in the case. During hearings, he is expected to be serene and even-handed, even though his patience at times may be tried. At the same time, he cannot permit either party to engage in every trick to delay proceedings and put a spoke in the wheel of justice.

5.11 PROCEEDINGS FOR INQUIRY

The flow chart of various steps in the conduct of an enquiry and award of a punishment after receiving a complaint is given at **Annexure 5.1** and the guidelines are as under:

- (a) The proceedings commence with the issue of a chargesheet to the delinquent official. The charge-sheet should contain facts and circumstances serving as the basis for the charge so that the delinquent official may have a reasonable opportunity to know fully what the charges levelled against him are and what the background is, so that he may be in a position to answer the charges and prepare himself in the departmental inquiry.

The charge-sheet to be issued to the delinquent official should include the following:

- (i) a statement of charges
- (ii) a statement of imputation of misconduct/misbehaviour leading to a distinct charge

- (iii) a list of witnesses and a list of documents in support of charges and
 - (iv) a memorandum requiring the delinquent official to submit a reply within a reasonable time (say 10 days from the date of receipt) asking him to state whether he pleads guilty and whether he wishes to be heard in person.
- (b) After receiving the explanation from the delinquent official, the disciplinary authority may appoint an impartial officer to hold the inquiry on his behalf.
 - (c) When the Inquiry Officer is appointed, the disciplinary authority should simultaneously appoint a Presenting Officer. It should not be difficult to except in very complex cases for the disciplinary authority to appoint a staff member from the Institute, conversant with the case other than the one who has carried out a preliminary inquiry into it. The Presenting Officer is to conduct the proceedings on behalf of the Institute before the Inquiry Officer. He will lead evidence in support of the charges and cross-examine the witnesses deposing on behalf of the delinquent official.

The delinquent official may be allowed to have a staff member of the institute as Defence Assistant. Refusal to engage a Lawyer/Advocate to the delinquent official does not amount to denial of reasonable opportunity or violation of the natural justice. If however, the disciplinary authority appoints a legal practitioner as a Presenting Officer, it is only appropriate that the delinquent official should be informed and also allowed to engage a legal practitioner.

- (d) The departmental inquiry should be commenced with an advance notice to the delinquent official intimating him the date, time and place of the inquiry and calling upon him to appear before the Inquiry Officer together with his witnesses, if any. A list of witnesses to be examined for the Institute should be furnished to the delinquent official in advance.
- (e) On the first day of inquiry if the delinquent official who is served with the notice of the inquiry is absent, the Inquiry Officer may give him another opportunity to appear instead of proceeding with the Inquiry.
- (f) When the delinquent official appears with reference to the notice of hearing, the Inquiry Officer should read the charges in the presence of the delinquent official and say these charges have been levelled against him on the evidence of certain persons and documents, if any.
- (g) The witnesses on behalf of the disciplinary authority should be examined in the presence of the delinquent official and their evidence taken and recorded in his

presence. The strict provisions of the Evidence Act however do not apply to such domestic inquiries. The delinquent official should be called upon to cross examine the witnesses and the Inquiry Officer should record the statements made by them in such cross examinations in the presence of the delinquent official.

- (h) The Inquiry Officer may take the signatures of the delinquent official on each day's proceedings and if he refuses to sign, such refusal may be noted by the Inquiry Officer in the proceedings.
- (i) After the Institute closes its side, the delinquent official should be given a reasonable opportunity to produce his witnesses to give evidence of his side. He and his witnesses may be cross-examined by the Presiding Officer. If the delinquent official says that he has no evidence to offer or he fails to appear before the Inquiry Officer or protracts the proceedings inspite of reasonable opportunities to produce his evidence, the Inquiry Officer should record it in the proceeding and he may then close the case. The Inquiry Officer should then obtain a brief from the Presenting Officer as well as from the Defence Assistant/Delinquent Employee.
- (j) The Inquiry Officer may also take the signature of each witness to the evidence recorded by him. This equally applies to the evidence of the delinquent official.
- (k) The Inquiry Officer should then draw up the report and forward it to the disciplinary authority. This should contain a brief resume of the charges framed against the delinquent official, the explanation of the delinquent official, the substance of the evidence of witnesses examined during the inquiry and the documentary evidence placed on record. It should also set out the conclusions on the charges supported by the evidence placed on record. He should conclude which of the imputations/charges are proved. In case a particular charge, as such is not established, but part of the allegation referred to it in the statement of imputations is established, the inquiry officer should specifically bring this point out. The Inquiry Officer should forward along with his report all the record and the proceedings of the Inquiry.

5.12 EXAMINATION OF INQUIRY REPORT

The disciplinary authority will examine the inquiry report and record his findings in respect of each article of charge. In case of dis-agreement of findings, reasons for disagreement should be recorded, by the Disciplinary authority.

In case where a clear finding is not possible and where there has been a lacuna in the procedure or evidence, the disciplinary authority may remit the case for further inquiry and report. If it is found that there has been mis-carriage of justice and that it would be

improper to send it back to the same Inquiry Officer, the Disciplinary Authority may order a fresh inquiry. If the defect in proceedings has taken place at a particular stage, then he may get further inquiry by the same Inquiry Officer, if available, from the stage at which the defect or lacuna crept in.

5.13 DECISION OF PENALTY AND ITS IMPOSITION

- i) The disciplinary authority considers the type of penalty that the delinquent official deserves. He takes into account the seriousness of the mis-conduct/misbehaviour and the propriety of the official continuing in the same position/pay scale/grade/pay. Lack of integrity or lack of devotion to duty which clearly indicates that a person is not fit to remain in position, rank or status will be judged as deserving Major penalty. It may be mentioned that malafides is not an essential element of misconduct but it is an aggravating factor. He also sees whether the delinquent official has heightened misconduct by concoction of evidence or lessened it by genuine repentance. He sees whether the breach of rules is trivial or whether it has been committed by a senior officer from whom greater prudence or responsible conduct is expected. He will assess the circumstances to see whether the delinquent official, as a prudent person, could have committed misconduct/misbehaviour without intending or knowing the results thereof. He also sees that the penalties decided are uniform.

In all the cases, where an inquiry has been held for major penalties as at Serials (iv) to (vii) of para 5.3 and the disciplinary authority, if different from the inquiring authority shall before making a final order in the case, forward a copy of the Inquiry Report to the delinquent official with the following endorsement:

"The report of the Inquiry Officer is enclosed. The Disciplinary Authority will take a suitable decision after considering the report. If you wish to make any representation or submission, you may do so in writing to the Disciplinary Authority within 10 days of receipt of this letter."

- ii) After the Disciplinary Authority comes to a decision regarding guilt of the delinquent official and the penalty to be imposed, he should issue a notice to the delinquent official telling him the penalty proposed to be imposed and to show cause within a stipulated period. On receipt of the explanation from the delinquent official or in the event of non-receipt of any explanation from the delinquent official, the disciplinary authority should decide upon, finally the penalty and communicate the same to the delinquent official forthwith and take necessary further action thereon.

- iii) If the disciplinary authority finds that the charges are not proved and the delinquent official is innocent, he will decide exoneration. If the complaint is false and malicious, he will also suggest appropriate action against the complainant.
- iv) In passing final orders, disciplinary authority should see that the orders are self-contained, reasoned, practical and complete. The decision taken by the disciplinary authority is a judicial decision and once it is arrived at, it is final and it should be communicated by that authority without modification or alteration in any manner.
- v) Normally, more than one penalty will not be imposed except that the penalty of recovery from his pay of any pecuniary loss due to the delinquent official's act of commission or omission may be imposed alongwith any other penalty.

5.14 APPEAL AGAINST THE ORDER IMPOSING PENALTY

A member of the staff aggrieved by any order imposing penalty on him may prefer an appeal against the order in terms of statutes 13(10) to 13(13).

5.15 REINSTATEMENT

A member of the staff of the Institute who has been dismissed, removed or suspended may be reinstated in terms of provisio laid down in Statute 13(14).

5.16 QUICK DISPOSAL OF DISCIPLINARY CASES

In order to ensure quick disposal of disciplinary cases, the Board of Governors has prescribed a maximum of 5-6 sittings for completion of disciplinary inquiries relating to offences of minor nature and 6-10 sittings for inquiries involving major offences.

5.17 CCS RULES VIS-A-VIS STATUTES ON PENALTIES

(i) CENSURE

This is covered under CCS/CCA Rule 11(I).

According to GOI instructions, an order of "Censure" is formal and public act intended to convey that the person concerned has been guilty of some blameworthy act or omission for which it has been found necessary to award him a formal punishment, and nothing can amount to a 'Censure' unless it is intended to be such formal punishment and imposed for "good and sufficient reason" after following the prescribed procedure. A record of 'Censure' should be kept in employee's Confidential Report dossier.

(ii) Withholding of Increments or Promotion

The withholding of increments is covered under CCS(CCA) Rules 11(iv), and withholding of promotion under Rule 11(ii).

According to CCS(CCA)Rule 16, minor penalties are to be imposed after giving reasonable opportunity of making representation, and holding an inquiry if such withholding of increments is likely to affect adversely the amount of pension payable to the employee, or withholding increments of pay for a period exceeding three years, or withholding of increments of pay with cumulative effect for any period.

(iii) Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order.

This penalty can be imposed only when it is established that the employee was responsible for act or acts of negligence or breach of orders or rules and that such negligence or breach caused the loss.

Recovery from pay as a punishment for any pecuniary loss caused by negligence or breach of orders should not exceed one-third of basic pay (i.e. excluding dearness pay or any other allowances) and should not be spread over a period of more than three years.

(iv) Reduction to Lower Service, Grade or Post or to a Lower Time-scale or to Lower Stage in a Time Scale.

Reduction to lower service, grade or post or reduction to a lower time-scale has been dealt with in GOI instructions under CCS Rule 11. According to this:-

- (a) Every order passed by a competent authority under Sub-rule (1) and (2) of Fundamental Rule 29 imposing on a Government servant the penalty of reduction to a lower service, grade or post or to a lower time-scale should indicate:
- (i) the date from which it will take effect and in case where the reduction is proposed to be imposed for a specified period (in terms of years and months) for which the penalty shall be operative.
 - (ii) the extent (in terms of years and months), if any, to which the period referred to at item (i) shall operate to postpone future increments on restoration after the specified period. The period specified under this sub-clause shall be in no case exceed the period specified under sub-clause (i) above.
 - (iii) the stage in the time scale to which the employee is reduced.

It should be noted that reduction to a lower stage in a time scale is not permissible under the rules for an unspecified period or as a permanent measure. Also when an employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction. The period to be specified under (iii) should in no case exceed the period specified under (i) above.

The question as to what should be the pay of an employee on the expiry of the period of reduction should be decided as follows:

- (i) if the original order to reduction lays down that the period of reduction shall not operate to postpone future increments or is silent on this point, the employee should be allowed the pay which he would have drawn in the normal course but for the reduction.
- (ii) If the original order specifies that the period of reduction was to operate to postpone future increments for any specified period, the pay of the employee shall be fixed in accordance with (i) above but after treating the period for which the increments were to be postponed as not counting for increments.

It has been decided that in future while imposing the penalty of reduction to a lower stage in the time scale of pay, the operational portion of the penalty order should be worded as in the form given below:

"It is therefore, ordered that the pay of Shri/Smt. _____ be reduced by _____ stages from Rs. _____ to Rs. _____ in the time-scale of pay of Rs. _____ for a period of _____ years/months with effect from _____. It is further directed that Shri/Smt. _____ -will/will not earn increments of pay during the period of reduction and that on the expiry of this period, the reduction will/will not have the effect of postponing his future increments of pay."

(V) Compulsory Retirement

No narration of compulsory retirement is available in the CCS(CCA) Rules except its listing as a major penalty, and that the compulsory retirement in accordance with the provisions relating to superannuation or retirement does not amount to a penalty.

In the CCS (Pension) Rules 40, the following provision has been stated in respect of Compulsory retirement pension:

"A Government servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, pension or gratuity or both at a rate not less than two-third and not more than full compensation pension or gratuity or both admissible to him on the date of his compulsory retirement."

The matter of compulsory retirement is also dealt with under F.R.56(i).

(vi) Removal from Service

No detailed narration is available in the CCS(CCA) Rules, except its listing as a major penalty. It has been casually referred to at F.R.52. However, the conditions of inquiry and show cause apply to imposition of this penalty.

This major penalty shall not be a disqualification for future employment under the Government.

(vii) Dismissal from Service

No detailed narration is available in the CCS(CCA) Rules, except its listing as a major penalty, and Govt. of India instructions to the effect that Dismissal with retrospective effect is not permissible (reproduced below):-

“Whenever orders of dismissal/removal are passed on a Government servant, consequent on his desertion or conviction in a court of law or for any other reason, the orders should be made effective only from the date of issue of the orders and not from an earlier date.

5.18 SECOND PENALTY DURING THE CURRENCY OF FIRST PENALTY

Whenever a minor penalty is imposed on the Institute official after conclusion of disciplinary proceedings and during the period of current penalty a second major penalty is to be imposed on him, then the disciplinary authority should clearly indicate in the punishment order whether the two penalties should run concurrently or the subsequent penalty should be implemented only after the expiry of the first penalty. However, when such a specific mention has not been made, the two punishments should run concurrently and the higher penalty, even though ordered later, should be implemented immediately and after the expiry of its period, if the currency of earlier lower penalty, still continues then the same may be implemented for the balance period.

5.19 FORMATS OF COMMUNICATIONS

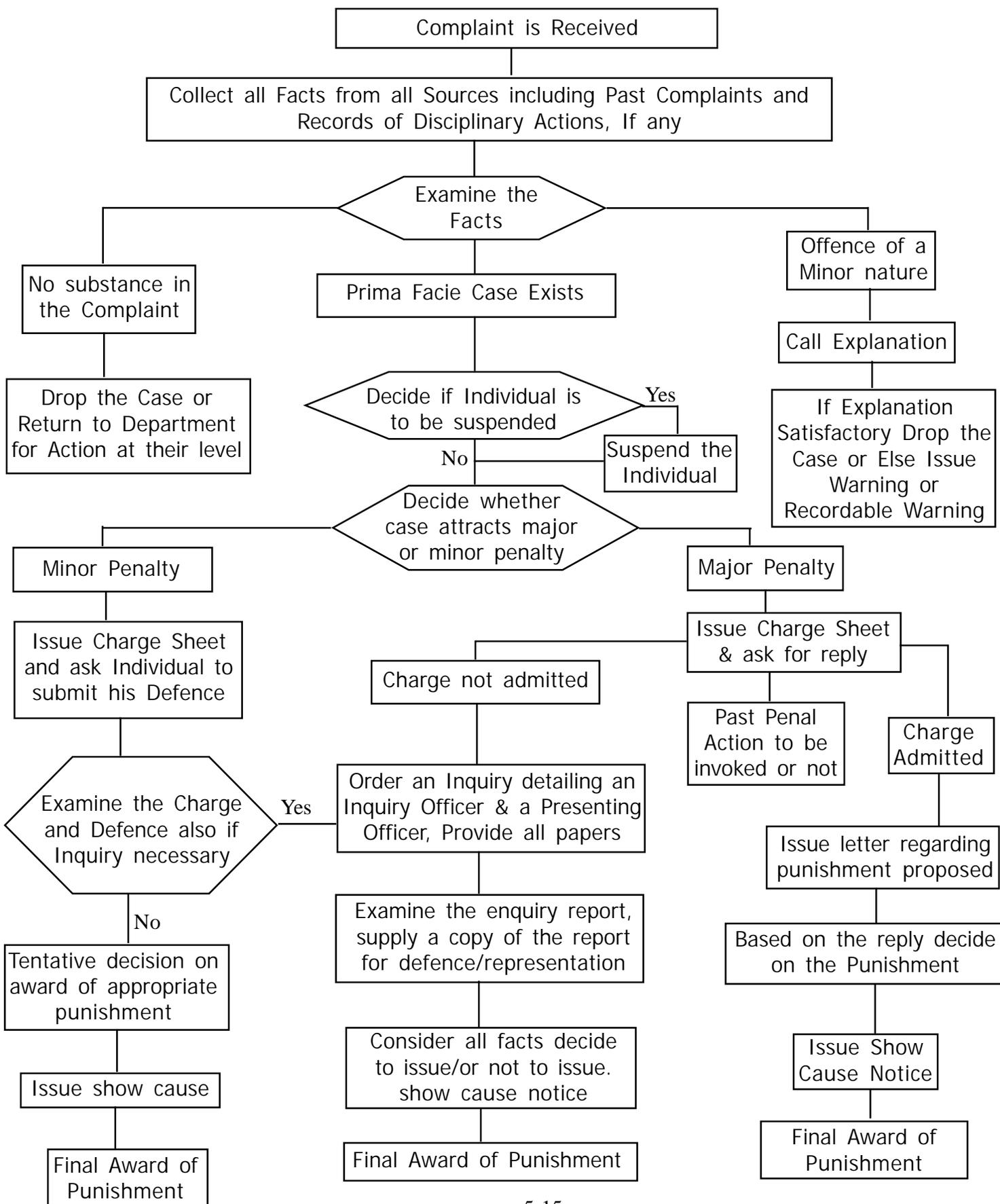
Formats for imposing of various penalties are given in **Annexure 5.2**.

ANNEXURES

CHAPTER 5

Annexure	Title	Page
5.1	Flow Chart of Various Steps after Receiving a Complaint	5-15
5.2	Formats for Imposition of Various Penalties	5-16

FLOW CHART OF VARIOUS STEPS AFTER RECEIVING A COMPLAINT



FORMATS FOR IMPOSITION OF VARIOUS PENALTIES

Format for Imposing the Penalty of Censure

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated:_____

ORDER

Whereas Shri/Smt. _____ (Designation), (Department) has been given a **reasonable opportunity to make a representation** against the proposal of imposition of the penalty of Censure upon him/her vide office memo no. _____ dated _____.

On due consideration of the representation dated _____ made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of CENSURE upon the said Shri/Smt. _____.

(By order and in the name of B.O.G.)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of withholding of Increment

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated : _____

ORDER

Whereas Shri/.Smt. _____ (Designation), (Department) has been given a **reasonable opportunity to make a representation** against the proposal of imposition of the penalty of withholding of increments upon him/her vide Office Memo No _____ dated _____.

On due consideration of the representation dated _____ made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of withholding of increments upon the said Shri/ Smt. _____.

(number) increment(s). with/without cumulative effect, for (number) year(s) will be withheld, with effect from the next date of increment.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of withholding of Promotion

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated:_____

ORDER

Whereas Shri/Smt._____ (Designation), (Department) has been given a **reasonable opportunity to make a representation** against the proposal of imposition of the penalty of withholding of promotion upon him/her vide Office Memo No._____ dated_____.

On due consideration of the representation dated_____ made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of withholding of increments upon the said Shri/Smt._____.

His/Her promotion will be withheld for (number) year(s) with effect from the date of his/her promotion due.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of Recovery of Pecuniary Loss

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated:_____

ORDER

Whereas Shri/Smt._____ (Designation), (Department) has been given a **reasonable opportunity to make a representation** against the proposal of imposition of the penalty of recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders upon him/her vide Office Memo No._____ dated_____.

On due consideration of the representation dated_____ made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders upon the said Shri/Smt._____.

An amount of Rs._____Rupees(in words) shall be recovered at the rate of Rs._____per month from him/her salary with effect from the next month in (number) instalments.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of Reduction to a Lower Post/Grade/Service

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated:_____

ORDER

Whereas an inquiry under Statute 13(9) of the Institute has been held against Shri/Smt._____,(Designation), (Department) and whereas he/she has been given **a reasonable opportunity to make a representation** against the proposal of imposition of the penalty of reduction to a lower post/grade/service upon him/her vide Office Memo No._____dated_____.

On due consideration of the representation dated_____made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of reduction to a lower post/grade/service upon the said Shri/Smt._____.

It is therefore,ordered that Shri/Smt._____is reduced to the lower post/grade/service of (lower post/grade/service)until for a period of (number)years/months with effect from date of this order, to be restored to the higher post(higher post/grade/service).

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

**Format of Imposing the Penalty of Reduction to a Lower Stage
in a Time Scale without Cumulative Effect**

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated:_____

ORDER

Whereas an inquiry under Statute 13(9) of the Institute has been held against Shri/Smt._____,(Designation), (Department) and whereas he/she has been given a **reasonable opportunity to make a representation** against the proposal of imposition of the penalty of reduction to a lower stage in a time scale upon him/her vide Office Memo No._____dated_____.

On due consideration of the representation dated_____made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of reduction to a lower stage in a time scale upon the said Shri/Smt._____.

It is therefore,ordered that the pay of Shri/Smt._____be reduced by (number) stage from Rs._____to Rs._____in the time scale of pay of Rs._____ for a period of (number)years/months with effect from (date).

It is further directed that Shri/Smt._____will earn increments of pay during the period of reduction, and that on the expiry of this period, the reduction will not have the effect of postponing his/her future increments of pay.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

**Format of Imposing the Penalty of Reduction to a Lower Stage in a Time Scale
with Cumulative Effect**

**Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016**

No.IITD/

Dated:_____

ORDER

Whereas an inquiry under Statute 13(9) of the Institute has been held against Shri/Smt._____, (Designation), (Department) and whereas he/she has been given **a reasonable opportunity to make a representation** against the proposal of imposition of the penalty of reduction to a lower stage in a time scale upon him/her vide Office Memo No._____ dated_____.

On due consideration of the representation dated_____made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of reduction to a lower stage in a time scale upon the said Shri/ Smt._____.

It is therefore,ordered that the pay of Shri/Smt._____be reduced by (number) stage from Rs._____to Rs._____in the time scale of pay of Rs._____ for a period of (number)years/months with effect from (date).

It is further directed that Shri/Smt._____will not earn increments of pay during the period of reduction, and that on the expiry of this period, the reduction will have the effect of postponing his/her future increments of pay.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of Compulsory Retirement

Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016

No.IITD/

Dated:_____

ORDER

Whereas an inquiry under Statute 13(9) of the Institute has been held against Shri/Smt._____,(Designation), (Department) and whereas he/she has been given **a reasonable opportunity of showing cause of the** imposition of the penalty of compulsory retirement upon him/her vide Office Memo No._____dated_____.

On due consideration of the inquiry report and his/her representation dated_____,made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of compulsory retirement upon the said Shri/Smt._____.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of Removal of Service

Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016

No.IITD/

Dated:_____

ORDER

Whereas an inquiry under Statute 13(9) of the Institute has been held against Shri/Smt._____,(Designation), (Department) and whereas he/she has been given **a reasonable opportunity of showing cause** of the imposition of the penalty of removal of service upon him/her vide Office Memo No._____dated_____.

On due consideration of the inquiry report and his/her representation dated_____made by him/her, the undersigned/BOG in exercise of the powers conferred under Statute 13(9) hereby imposes the penalty of removal of service upon the said Shri/Smt._____ from the date of issue of this order. This will not disqualify him/her from future employment in the Institute.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

Format of Imposing the Penalty of Dismissal from Service

Indian Institute of Technology, Delhi
Hauz Khas, New Delhi-110016

No.IITD/

Dated:_____

ORDER

Whereas an inquiry under Statute 13(9) of the Institute has been held against Shri/ Smt._____,(Designation), (Department), and whereas he/she has been given **a reasonable opportunity of showing cause** of the imposition of the penalty of dismissal from service upon him/her vide office memo no. _____ dated _____.

On due consideration of the inquiry report and his/her representation dated _____ made by him/her, the undersigned/BOG in exercise of the powers conferred under statute 13(9) hereby imposes the penalty of dismissal from service upon the said Shri/ Smt._____from the date of issue of this order. This will disqualify him/her from future employment in the Institute.

This will be a disqualification.

(By order and in the name of BOG)*

Director

(Name)

(Designation)

(Address)

*This line to be added in cases where the disciplinary authority is the BOG.

CHAPTER 6

ESTATE OFFICE, RULES FOR ALLOTMENT OF RESIDENCES ON THE CAMPUS AND OTHER MATTERS UNDER ESTATE AND WORKS

6.1 ESTATE OFFICE

Estate Office works under the charge of the Estate Officer who is also the Institute Engineer. He is supported by Estate Section for administrative and accounting work. The Estate Office performs the following functions :

1. Allotment of residences on approval from Chairman, House Allotment Committee.
2. Allotment of Commercial Establishments and kiosks on the advice of Commercial Establishment Committee.
3. Grant of license to vendors through advice of Commercial Establishments Licensing Committee.
4. Permission for use of Neelkanth Hall at Community Centre, Barat Ghar, Nalanda Ground and putting shamiana by employees and others for social, religious and official functions.
5. Realization / recovery of license fee / rent etc. (including Water charges & Electricity Bill) by raising of rent and demand statement and issuance of bills etc.
6. Action against misuse of Institute accommodation like sub-letting, unauthorised construction, occupation, and keeping certain animals.
7. Execution/renewal of agreement/deed for commercial establishments and leased accommodation hired by the institute.

The Estate Office is guided by the following committees :

1. House Allotment Committee;
2. Sub-letting Committee;
3. Commercial Establishments Monitoring Committee (CEMC);
4. Commercial Establishments Licensing Committee (CELC).

The Estate Officer has been vested with judicial powers to effect eviction of residential and Commercial accommodation occupied unauthorisedly by an employee or a vendor.

The residences are allotted by the House Allotment Committee in accordance with the provision in the Statutes and the House Allotment Rules approved by the BOG.

6.2 ALLOTMENT OF RESIDENCES

Statute 18 provides for allotment of residential accommodation to the Institute employees and recovery of license fee and other charges from them.

6.3 HOUSE ALLOTMENT RULES

The House Allotment Rules notified vide IITD/CDN/2002/262 dated 19.4.2002 as amended vide IITD/CDN/2002/269 dated 3.5.2002 and IITD/CDN/2002/663 dated 7.11.2002 are given in **Annexure 6.1**.

6.4 LEASED ACCOMMODATION

Due to shortage of accommodation, the Institute allows leased accommodation to the new faculty. The present rules for providing leased accommodation to the newly appointed faculty are as follows :

- (i) The Institute may hire leased residential accommodation (approximately 1200 sq. ft.) in the neighbouring colonies for its newly recruited faculty within the rent ceiling indicated below.

Professor / Assoc. Professor / equivalent Rs. 4000/- p.m.*

Asstt. Professor / Lecturer / equivalent Rs.3500/- p.m.*

*(as per IVth Pay Commission Scales, to be proportionately enhanced as per Vth pay commission scales.)

- (ii) The faculty members who are allotted leased accommodation towards the above monthly rent would pay to the Institute 10% of his emoluments (i.e. pay including Dearness allowance and City Compensatory Allowance). The Institute would contribute the amount equal to the House Rent Allowance payable to the faculty member from the salary head of the Non-plan budget of the Institute. The balance of the amount payable to the landlord for the leased house will be paid from the interest earned by placing the accumulations in the industrial liaison fund of the Institute in fixed deposit.

- (iii) If the monthly rent exceeds the ceiling indicated under (i) above, the faculty member shall pay the difference in addition to 10% of his emoluments.
- (iv) The total annual subsidy toward leasing of residential accommodation to be met by the Institute through the fixed deposit industrial liaison fund accumulation will be limited to a sum of Rs. 1.5 lakhs. (IV pay commission).
- (v) The period for each of an individual house taken on lease may be 3 years or less, as decided by the Director at his discretion, depending upon the circumstances of each case.
- (vi) The Institute will not bear the responsibilities for meeting any other charges including security deposits. All these charges shall be met by the faculty members concerned.

Note : Currently there is no shortage of Institute accommodation, and hence the above Rule is not being applied but has been kept as a guideline.

6.5 LICENCE FEE

The rates of Licence fee w.e.f. 01-04-2001 and Damage charges w.e.f. 1-7-1999 are given at **Annexure 6.2**.

6.6 LICENCE FEE FREE ACCOMMODATION

In accordance with the Statutes and the approval of Board of Governors vide provision 18.3 of the statutes, the following have been provided license fee free accommodation:

1. Director
2. Deputy Director (s)
3. Deans
4. Wardens
5. Asstt. Wardens
6. Registrar
7. Institute Engineer / Estate Officer
8. Public Relations Officer
9. Security Officer
10. Asstt. Security Officers
11. Chief / Senior Medical Officer / Asstt. Medical Officers
12. Manager, Faculty Guest House

13. Sister Incharge
14. Jr. Engineers (Public Health) and (Electrical)
15. P.S. to Director
16. Some Mess Supervisors
17. Rationmen
18. Cooks
19. Professors of the Institute rejoining the Institute after serving as Directors in any other IIT.

6.7 PROFESSOR(S) APPOINTED AS DIRECTOR(S) OF OTHER I.I.TS.

Professors of I.I.T. Delhi who are appointed as Directors of other I.I.T's can retain the house allotted to them in campus for two years only.

6.8 TELEPHONES

The following facilities are currently provided to various functionaries of the Institute:

Offices	Facilities
1. Director, Registrar, I.E & Estate Officer	EPABX with STD facility Direct Telephone with STD/ISD, Cellular phone
Dy. Directors, Deans, Chairman E&W	EPABX with STD as well as Direct Telephones
Chairman JEE, Chairman GATE	EPABX with STD as well as Direct Telephones & Cellular phone during exam. period on rental basis.
Officer in-charge Telephones, CMO (Hospital). Guest Houses, Security Officer	EPABX with STD facility as well as Direct Telephones.
AR. (E-1), AR (PG) and D R (UGS)	EPABX with STD facility, Direct Telephone without STD/ISD, Cellular phone.
EE (Elect)	EPABX with STD/ISD
M.D FITT	EPABX with zero facility as well as Direct Telephones.
	EPABX without zero (zero on payment basis) as well as Direct Telephone from

FITT fund).

-
2. Heads of Deptts./Centres/ IRD/
Central Library/Planning/
Central Workshop/T&P EPABX with STD facility
-
3. a) Associate Deans EPABX with STD
b) Professorial level faculty EPABX with Zero facility
c) Officer in-charge of Transport, Water
d) Chairmen, Co-chairmen Grade &
Registration/Time table.
e) DRs/ARs/ EEs/AEEs /Sections/ Units Heads
f) Sr. Medical Officers, Medical Officers
g) Faculty Forum/IITEU/ SC ST Association
-
4. Professors & Ex- Directors of IIT who EPABX with Zero facility
had earlier been provided Direct telephones.
-
5. a) Academic Staff up to and above the pay EPABX with Zero facility.
scale of Assistant Professor/SSO I,
b) SSO II / Lect. at the basic of Rs. 12000/-
-
6. Academic PG, UG, Conference, CDN. EPABX with zero
Central Library, E-I,EII,EIII, Estate Section,
Guest Houses, Hospital Duty Counter,
Legal Cell, Publication Cell, SP Section,
Tele. Services, T&P, Works Section,
Works Computer Room.
-
7. 1) Director Office 2) DD(F) Office Fax Working on Direct
3) Dean IRD 4) Dean PG Telephones
5) Dean of Students 6) Assoc. Dean IRD

- | | |
|-------------------------|-------------------------|
| 7) I.E & Estate Officer | 8) GATE office |
| 9) JEE Office | 10) Applied Mech. |
| 11) DBEB | 12) Chemical Engg |
| 13) Chemistry | 14) Civil Engg. |
| 15) C.Sc. & Engg | 16) Electrical Engg |
| 17) DMS | 18) Mathematics |
| 19) Mech. Engg. | 20) Physics |
| 21) Textile Tech. | 22) CARE |
| 23) CBME | 24) CSC |
| 25) CES | 26) Hospital |
| 27) Central Facility I | 28) Central Facility II |
-

8. 1) Registrar Office FAX working on EPABX line.
 2) CAS
 3) ITMMEC
 4) CPSE
 5) RD&T
 6) A.R. (PGS)
 7) D. R (UGS)
-

9. 1) Director (O) 2) Director (R) Direct Telephones
 3) DD(A) (O) 4) Registrar (O)
 5) Registrar (R) 6) Dean IRD(O)
 7) Dean (UGS) (O) 8) Assoc. Dean, IRD(O)
 9) Chairman E&W (O) 10) IE/EE (Elect.) (O)
 11) JEE (O) 12) Security Officer (O)
 13) Security Officer (R) 14) Tele. Services (O)
 15) DBEB (O) 16) C.Sc.& Engg.(O)

- 17) Coord. IMPACT (O) 18) Mech. Engg. (O)
 19) ETS (O) 20) Faculty G/House
 21) Main Guest House

10. PI/Coordinator of IRD Project /FITT	EPABX without zero/ with zero/ STD, on payment basis. (As per the approval of Dean IRD)
11. Stores of the Departments/Centres	EPABX without zero facility. (Zero on payment basis)
12. Labs./work shops/Library/Offices of Depts/Centres	EPABX without zero facility.
13. Visiting faculty	EPABX with zero facility.
14. Research scholars' Room	One EPABX up to 15 students in each Dept./Centre.
15. Commercial Establishments/ Other Institution/ Organisations located at IIT Campus.	EPABX without DID without zero, with DID without zero, with DID with Zero. (as required on payment basis)

Residences:

1. Director, Registrar, I.E & Estate Officer.	EPABX with Zero + STD as well as Direct Telephones (All facilities)
Dy. Directors, Deans, Chairman E&W	EPABX with zero + STD as well as Direct Telephones or reimbursement.
Chairman JEE, Chairman GATE, Officer in-charge, Telephones	EPABX with zero + STD as well as Direct Telephones or

Security Officer

reimbursement.

EPABX with zero + STD as well as Direct Telephones.

M. D. FITT

EPABX without zero (zero on payment basis).

2.a) Heads of Deptts./Centres/ IRD/Central Library/Planning/ Central Workshop/T&P.

EPABX with zero or reimbursement.

3. a) Associate Deans

EPABX with zero or reimbursement.

b) Co-ordinators Interdisciplinary Programme

c) Co-ordinators Central facilities/ NSS/NCC

d) Chairmen & Vice Chairmen of Academic activities

e) Chairmen of other activities

f) President & Vice president BRCA

g) President BSW

h) Wardens

i) Secy. Faculty Forum, Gen. Secy. IITEU

j) Branch Officer up to the level of A.R

k) Works Engineering Staff up to the level of AEE

l) Sr. Academic Staff in the scale of 18,400-24,400 at the basic of Rs. 20,400 and above.

m) CMO (Hospital).

n) Assistant Security Officers.

4. All the Houses up to type IV B	EPABX without zero.
5. P. S to Director, Secy. to Director Secretaries to Dy. Directors, Deans, Registrar, Chairman E&W, Institute Engineer	EPABX with zero. (only for the secys. staying in the campus) No reimbursement.
6. Student office bearers	
a) Gen. Secys. SAC	EPABX with zero
b) Gen. Secys. AIC BHM, BRCA, BSA, BSP,BSW, NSS	zero facility during activity for a specified period only.
7. Visiting Faculty	EPABX with zero or without zero at par with the Institute Academic Staff.
8. Deputation/ EX-India leave/ Lien/ EOL/ Sabbatical (Ex-India)	Zero facility/ reimbursement will be withdrawn during the period of leave.

EPABX Telephone charges to Commercial Establishments/ Programmes:

Particulars	Institute Project/ Sponsored Programs/ Stores/ residence etc. Annual charges in Rs.	Commercial Establishments/ other Institution/ Organisations located at IIT Campus.
EPABX without DID without Zero facility.	Rs. 6000/-	Rs. 6000/-
EPABX with DID without Zero facility.	Rs. 8000/-	Rs. 9000/-
EPABX with DID with Zero facility.	Rs. 15000/-	Rs. 15000/-
For Conference	Rs. 1000/- per day	Rs. 1000/- per day
Zero facility for those who have been already provided EPABX free of charge.	Rs. 9000/-	

Reimbursement :

1. Reimbursement as per rules notified from time to time (Reference No.IITD/IE/F-26/99 dated 26.07.1999).
2. Faculty holding posts equivalent to Professors : Associate Professors, Assistant Professors and their equivalent posts at the Institute have been extended the perk of reimbursement of telephone charges upto a ceiling of Rs.750/- p.m. The telephone charges will include charges incurred on all types of telephones – internal, external and mobile etc.

6.9 HALLS/ROOMS/GROUNDS/COMMUNITY FACILITIES ETC.

The Halls/Rooms/Grounds/Community facilities are allowed for use for organizing institute functions. These facilities are also allowed for use by the outside institutions on rental basis with the prior approval of the competent authority.

The employees can also make use of these facilities for religions and social gathering. The present rental charges for these facilities are as given below :

i. Dogra Hall

	Rates/ day	Approving Authority
All Days	Rs.25,000/- (Normal) Rs.10,000/- (Concessional)	Dy. Director (Faculty)
AC Surcharge	Rs. 6,000/-	
Security Deposit	Rs. 5,000/- (Refundable)	

ii. Seminar Hall

All Days	Rs.15,000/- (Normal) Rs. 5,000/- (Concessional)	Dy. Director (Faculty)
AC Surcharge	Rs. 4,000/-	
Security Deposit	Rs. 5,000/- (Refundable)	

(For **Foyers**, refer item x.4)

iii. Senate Room

Normal (including AC Charges)	Rs.5,000/-	Director or his Nominee
Concessional (including AC Charges)	Rs.3,000/-	
Security Deposit	Rs.2,000/- (Refundable)	

iv. Board Room

(including AC Charges)	Rs. 4,000/-	Director or his Nominee
Security Deposit	Rs.2,000/- (Refundable)	

v. Exhibition Hall

Normal	Rs. 4,000/-	Dean, UGS
Concessional	Rs. 2,000/-	

vi. Lecture Halls

Rs.1,200/- Dean, UGS

Class Rooms

*Rs.600/-

(II LT2/
III LT1/II LT3/
III LT1/III LT2/
III LT4/IV LT1/
IV LT2/IV LT3/
WS101/Design Room)

(*with capacity less than 30)

vii. *Committee Rooms

With capacity of 20 or more	Rs. 2,000/-	Respective HODs/Cs
With capacity of less than 20	Rs. 1,000/-	

* Rental for upto 4 hours usage will be 50% of the above. The amount collected will be shared in the ratio of 50:50 between the Institute and the respective Department/ Centre.

viii. Grounds

viii.i **Adjoining Library & Elect. Engg. Deptt.

(a)	Independent Booking	Rs. 10,000/- (Normal)	Estate Officer
	- do -	Rs. 5,000/- (Concessional)	
(b)	With Dogra Hall	Rs. 10,000/- (Normal)	Dy. Director (F)
	- do -	Rs. 5,000/- (Concessional)	
(c)	With Seminar Hall	Rs. 5,000/- (Normal)	Dy. Director (F)
		Rs. 2,500/- (Concessional)	

viii.ii **Nalanda & Vaishali	Rs. 10,000/- (Normal)	Director
	Rs.1,500/- (Concessional)@	Estate Officer

@ For marriages or any other function of Self/Sons/Daughters of the Institute Employees only.

viii.iii Cricket Ground	Rs.3,000/-	Dean of Students
Other Grounds/Fields (Not for purposes other than Sports functions of Govt./Educational Institutions/Schools/ Colleges)	Rs.1,600/- per day/Match or per day/function	

viii.iv Sports Pavilion	Rs.5,000/- (Normal)	Dean of Students
	Rs.2,500/- (Concessional)	

** Prior clearance of Dean of Students required for booking on working days.

ix Community Hall

ix.i Neelkanth	Rs.1,500/- +	Estate Officer
Security Deposit	Rs.500/- (Refundable)	
ix.ii Barat Ghar	Rs.500/- ^{xx}	Estate Officer
Security Deposit	Rs.500/- (Refundable)	

+ inclusive of Water and Electricity charges and Standby Power upto 10 KVA.

X X inclusive of Water & Electricity charges, without Standby Power.

For Hari/Gurunanak Satsang Sabhas, the rental charges/day will be Rs.300/- for Neelkanth and Rs.200/- for Barat Ghar.

ix.iii Lawns between block No.C-7, C-8 & C-9

Lawns between C-7, C-8 & C-9 will be used for marriage purposes, in case Neelkanth and Barat Ghar are not available. The employee will have to inform the Security Officer for security purposes. Institute will neither provide electrical connection nor the water supply. The responsibility of cleaning will remain with the user only.

x. General

- x.1. In all cases the charges will be for actual days of usage and not for the day of the Function only.
- x.2. Concessional charges will be applicable for all functions organized through the Institute/IRD/FITT/CEP where funds are received by IIT Delhi and overhead charges are paid to the Institute.
- x.3. For Official functions of the Institute, the Venues will be booked without rental charges but with OTA/Honorarium for the staff deployed for the function.
- x.4. Foyer outside Seminar Hall will be booked along with the Seminar Hall (or with Dogra Hall, if available). Foyer between Director's Office and Dogra Hall is not available for general use and can be booked only with permission of Director/or Nominee. No food is allowed to be served in both the Foyers, only tea with biscuits are allowed.
- x.5. A copy of all the booking for all outside functions will invariably be sent to the Security Unit and Registrar's Office.

6.10 USE OF INSTITUTE GROUNDS/LAWNS

In order to provide proper security environment to the Faculty, Students and Staff as well as to all Residents of the Campus and also to safeguard the property of the Institute from trespassers, undesirable/unauthorised persons, the Grounds/Lawns of the Institute have been Classified as 'Prohibited', 'Restricted' and 'Unregulated'.

The Faculty, Student, Staff and Residents of the Institute are requested to cooperate so that of the Grounds/Lawns are used only by those for whom these are meant and not

by the trespassers and undesirable/unauthorised persons.

The Security personnel of the Institute have been authorised to monitor and check the use of these grounds and drive-away the trespassers and undesirable/unauthorised persons.

(A) PROHIBITED GROUNDS (Prohibited for *entry* to ALL)

	Location
Open Space behind Prof. Houses	New Campus
Re-claimed land next to 20, Mini Campus	Mini Campus
Ground behind Shivalik Hostel	Mini Campus
Central Lawn (Opp. Block 1)	Academic Area
Rose Garden Lawns	AcademicArea
Open Space next to Main Gate (Side of Kailash)	Old Campus
Main Guest House Lawns	Old Campus
Ground opposite Main Library	Academic Area

(B) RESTRICTED GROUNDS (Students with I-Cards, others with written permission of DOS)

Tennis Court (Opp. Shivalik Hostel)	New Campus
Volley-Ball Courts (Opp. Vindhyachal Hostel)	New Campus
Un-used Tennis Courts (Opp. Vindhyachal Hostel)	New Campus
Hockey Ground	Academic Area
Cricket Field	Academic Area
Basket Ball Court I fell	Academic Area
Foot Ball Field	Academic Area
Nalanda Grounds	New Campus
Sr. Staff Club Tennis Courts	MGH Old Campus
Central School Play Grounds	Old Campus

(C) UNREGULATED RESIDENTIAL GROUNDS (For use by the Residents for their recreational activities)

	Location
JNU Gate Ground	New Campus
Open Space in fi-ont of IP I & II	New Campus
Open Space in front of Vaishali Block	New Campus
Open Space in front of Taxila Blot?k	New Campus
Open Space near New Campus MS Block I & II	New Campus
Grounds adjacent to Boys' hostels	New Campus

Open Space adjacent to West Avenue - I House	Old Campus
Open Space next to Blocks I, II, III, IV, V & VI, North Avenue	Old Campus
Open Space opposite main entrance Central School	Old Campus
Open Space opposite NeelKanth Hall	Old Campus
Open Space next to Block D 11	Old Campus
Open Space near to Adhchini Gate (Road & NCERT wall)	Old Campus
Open Space next to Block A 4	Old Campus
Open Space Next to Block B 24	Old Campus
Open Space next to West Avenue - 31 House	Old Campus
Ground belund Block XIII	Old Campus
Ground behind Block XTV & C 9	Old Campus

6.11 AIR-CONDITIONERS

The Institute provides air conditioning centrally to the Senate Room, Board Room, Convocation Hall, Seminar Hall, Library, Computer Services Centre, two laboratories of CARE and three laboratories of Textile Technology Department. In addition, air conditioners have been provided to various officers depending upon their status and salary drawn by them. As per exiting practice, air conditioners have been provided to the Director, Deputy Directors, Deans, Head of the Departments/Centres, Chairman JEE and GATE and Chairman Estate and Works. The facility is also provided to the other officers drawing minimum pay of Rs.21400/- and above. Besides above, air-coolers have been provided in the offices of officers, labs and sections, as may be necessary. The current norms for providing air-conditioner are as under :-

1. AC is provided to the offices of Director, Deputy Directors, Deans, Heads of Departments/Centres, Registrar, various Chairmen of the Departments like Estate & Works, JEE and GATE.
2.
 - i) To the offices of senior faculty members in the scale of Professor based on their seniority as Senator.
 - ii) CSO, CDE & other faculty members on attaining the scale of Professor. (in both the above cases faculty members should have attained the basic pay of Rs.22,400/-.
 - iii) Through PDF as per norms set by IRD.
3. Air-Conditioners are also provided in the Laboratories depending upon the requirements of the equipments installed in the lab. The requirements are duly examined by the AC Advisory Committee before the approval of the competent authority.

6.12 WORK-CHARGED EMPLOYEES

- (i) Director is authorized to consider giving all service benefits to employees appointed on work-charged basis in terms of Board of Governor's decisions at par with the regular employees of the Institute except that these employees will be considered for conformation only when the ban on creation of posts is lifted by the Ministry.
- (ii) Appointment of staff (work charged) is to be made only under one of the three modes of recruitment provided in the Statutes.
- (iii) On subsequent absorption in permanent post on regular basis in the Institute, the past service rendered continuously on work charged basis be counted as temporary service for purposes of retirement benefits as for temporary employees of the Institute.
- (iv) The balance of earned leave at the credit of the work-charged employees subsequently absorbed on permanent posts on regular basis in the Institute, is carried forward subject to the prescribed limit of accumulation of leave on the following conditions:-
 - (a) There is no break in their service;
 - (b) They make an application for carrying forward of their leave;
 - (c) The carried forward leave is exhausted first and the leave earned in respect of service rendered after their appointment in the Institute is availed later; and
 - (d) The benefit of carry forward does not automatically confer any other right to claim the benefit of previous service in respect of any other matter.
- (v) Service rendered on work charged basis by employees before being appointed on regular basis without any break may also be counted for purpose of grant of one special increment.
- (vi) The work-charged staff is provided (i) Liveries, (ii) retirement benefits at par with the comparable categories of Institute regular employees and same working timings are followed by all the site staff (work-charged as well as regular) in the Maintenance and Construction Divisions of the Works Organisation as that of other regular staff of the Institute.

6.13 MONITORING OF ACTIVITIES WITHIN THE CAMPUS

To improve the quality of life within the IIT Campus, a system of reporting of various activities has been devised. The campus has been divided into ten territorial zones. Each

zone has been assigned to an individual J.E. for reporting various matters affecting the community life of the Institute. The matters are as under :

- (a) Encroachment of IIT land by outsiders.
- (b) Erection of any unauthorized structure within the Campus either by residents of the Campus or by outsiders.
- (c) Unauthorized dumping of materials inside the Campus premises by outsiders.
- (d) Leakage of water supply and sewer lines.
- (e) Wastage of water through hydrants, overflowing of tanks.
- (f) Breach of roads, paths, fencing and boundary wall.
- (g) Defects in electric installations such as lighting.
- (h) Special-maintenance problems connected with safety and security
- (i) Any other damage, defects to the Institute property like missing of manhole-covers, road gully gratings etc.
- (j) Any other matter prejudicial to the security and safety to the Institute community.

The concerned J.E. shall make a round of his assigned zone as frequently as possible but certainly once in a week and list out items to be reported. He shall submit weekly report to the Nodal Officer who will monitor the activities and take appropriate action based on the report received. The matter of immediate concern shall be reported directly to the concerned J.E./A.R.E. for taking action.

6.14 GUIDELINES/ RULES FOR ADDITION-ALTERATION WORKS FROM INSTITUTE NON-RECURRING & RECURRING FUNDS AND FUNDS OF SPONSORED/ CONSULTANCY PROJECTS

6.14.1 PREAMBLE

These guidelines/rules for Addition-Alteration works for Departments /Centres / Sponsored /Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for teachers and students to promote excellence expected from IITD and as such should be interpreted in that context, so that the Addition-Alteration works are done in time which permits laboratory and research work to be pursued with greater vigour. These Rules also contain details of accounting & maintenance of records.

6.14.2 ABBREVIATIONS AND DEFINITIONS

6.14.2.1 ABBREVIATIONS

A/Cs-	Main Accounts Section
Audit-	Internal Audit Section
BOG-	Board of Governors
CFA	Competent Financial Authority
CS-	Consumable Stores
DD(A)-	Deputy Director (Admn.)
E.C.-	Execution Committee
FACULTY-	All Academic Staff
HOD/C-	Head of the Deptt. /Centre
IRD-	Industrial Research & Development Unit
IRDA/Cs-	IRD Accounts Section
TFC-	Tender Finalisation Committee

6.14.2.2 DEFINITIONS

6.14.2.2.1 The definitions in this section should be interpreted in the context of this document only.

Department: Department shall imply Department/Inter-Disciplinary Program/Centre/Central Facility/Unit or any entity in the Institute which has a separately allocated budget.

Project: Project shall mean any sponsored, consultancy project or any other activity of the IRD/QIP/CEP etc of the Institute.

Contractor: Contractor refers to the company/vendor specialized firm /individual entrusted with the Addition-Alteration work.

6.14.3 COMPETENT FINANCIAL AUTHORITY (CFA)

6.14.3.1 For execution of Addition-Alteration works

CFA	Individual work costing
HOD	Upto Rs. 1.5 Lakh
Deputy Director (Admn.)	Above Rs1.5 Lakhs & upto Rs. 3.0 Lakhs
Director	Above Rs. 3.0 Lakhs & upto Rs. 5.0 Lakhs

Note: Works will not be split into smaller lots to avoid getting approval of DD(A) or Director.

All works costing above Rs. 5.0 Lakhs will have to be got executed through Estate & Works. However if any Department so desires, the works costing even upto Rs. 5.0 Lakhs could also be got executed through the Estate & Works.

6.14.4 GUIDELINES FOR ADDITION-ALTERATION WORKS

The Guidelines are as enclosed at Annexure "A" . The HOD would satisfy himself about the quality and quantity of work got executed under these rules.

6.14.5 EXECUTION

6.14.5.1 On getting approval from Director/Renovation Committee, the HOD will constitute an Execution Committee (E.C.) for the execution of work. The composition of the E.C. will be as follows:

For works costing upto Rs.1.5 Lakhs – HOD & two Faculty members/Group A Officers.

For works above Rs.1.5 Lakhs – HOD & three Faculty members /
Upto to Rs. 5.0 Lakhs Group A Officers

In order to ensure reasonability of rates /costs, the Committee shall obtain limited Tenders from reliable and approved Contractors.

6.14.6 TENDER FINALISATION COMMITTEE (TFC) for issue of Work Order.

6.14.6.1 The HOD will constitute TFC as indicated below:

- i) HOD
- ii) One expert from Deptt./Centre who is to get the work executed.
- iii) One Senior Faculty/Group A Officer from outside the Deptt.
- iv) Representative of DR Account /IRD (Account)
- v) Representative of Executive Engineer (Civil-I)

6.14.6.2 PROCESSING OF TENDERS

Sealed Tenders may be invited and received through post /courier service by the Department from the Panel of approved contractors for various items of works maintained by Estate & Works. The Department may also recommend names of firms for inclusion in the approved panel before calling of tenders.

Thereafter, on the due date/time, the individual tenders shall be opened by two faculty members in the presence of the Head Deptt. & the tenderers. All the tenders shall be signed at the time of opening & rates duly encircled & signed by all members present at the time of opening. A comparative statement shall be prepared by the Deptt. The Tender to be accepted will be circled in ink on the comparative statement. Particular choice based on lowest rate or on technical grounds shall be recorded on the comparative statement. These recommendations along with check list will be put up to TFC.

Normally, the execution shall be approved on the basis of atleast three tenders. However, the Director/his nominee can relax this condition on sufficient grounds on the recommendations of the TFC.

To commit funds from the Department Budget a requisition in the proper form as per Annexure-C shall then be raised by official of the Department who will also award the work and send the work order file to Audit/IRD A/Cs as the case may be. The Audit shall pre-audit the Work Order.

6.14.7 SUBSTANDARD WORK DONE

6.14.7.1 Where work done is found to be of inferior quality and unacceptable the same shall either be got re-done from the Contractor or if acceptable could be paid at reduced rates as approved by TFC.

6.14.8 INVENTORY & PAYMENT PROCEDURE

6.14.8.1 All non-consumable items costing greater than Rs. 10,000/- per item should be taken into Asset Register of Deptt.

6.14.8.2 PROCEDURE FOR SETTLEMENT OF BILLS

Interim payments not more than three running bill and not exceeding 70% of the total value of each payment of work actually done can be made. No bill is to be less than Rs. 50,000/-. The final payment will be made on submission of satisfactory completion report and inventory entries from HOD. Completed Bills with supporting documents will be checked in Account Section to arrange payment within three days of receipt of bills.

6.14.8.3 DISPOSAL OF DISTANTLED MATERIALS

All dismantled / discarded materials are to be written & disposed off immediately after completion of work by HOD as per approved Store Purchase Rules.

6.14.9 IMPLEMENTATION OF RULES

The Institute shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

6.14.10 INTERPRETATION OF RULES

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governors.

ESTATE & WORKS DEPARTMENT

Subject:- Guidelines for execution of "Addition-Alteration Works" being undertaken/ executed directly by HODs from their own funds.

1. It is imperative that such works should be in conformity with the architectural concept of the Academic Area and should be confined to the interiors. Large variations in types of fixtures may not generally be made. The maintenance of all elements of the new work which are at variance to the normal maintenance items of works will be undertaken by the Department. **These must not endanger the stability of the structure.** Generally no alteration to water supply, drainage and electric distribution network should be made. If unavoidable these will be carried out with prior concurrence of maintenance unit of Estate & Works. In order to maintain clean surroundings, rubbish, malba and dismantled materials should be promptly got removed by HOD.
2. All proposals for Addition-Alteration works proposed by a Department be submitted as per Annexure-B to Estate & Works Deptt. for Technical clearance. Technical feasibility report would be referred to the Renovation Committee for deliberations / recommendations and approved by the Director before actual execution.
3. Approval from Competent Financial Authority as per Annexure-C be taken after Technical Approval as in (2) above has been obtained.

**PROPOSAL FOR ADDITION-ALTERATION WORKS BEING UNDERTAKEN / EXECUTED
DIRECTLY BY HODs FROM THEIR OWN FUNDS.**

Name of Work:-.....

Location of Work (Room/Lab. No.):-.....

Drawing /Details of Work:- Enclose small note and sketch on separate sheet (s)

Department:-.....

Estimated cost of work :-.....

For execution of the above work the Department will abide by the following :-

1. The work is an interior work and the basic look /elevations or aesthetics of the existing Block / Building will not be altered. No structural changes will be made.
2. No alteration to water supply, drainage and electric lines would be made. If any alteration is needed that would be carried out only after prior concurrence of Maintenance Unit of E & W, in which case relevant drawings indicating these changes would be enclosed. There will be no damage to any electrical / water or sewer line and other installations in adjoining areas. In case of any such damage the same would be got made good from agency doing the work.
3. The work would be planned in such a way that there is least dismantling and damage to the existing infrastructure.
4. For this work no additional load of electrical power would be needed / additional power is required and a note on requirement with justification is enclosed (Tick the desired option).
5. No new telephone EPABX is required.
6. The responsibility of dumping all buildings rubbish/ malba and dismantled / discarded materials etc. in Nallah behind Hospital or any other place earmarked for the purpose will lie with the constructing agency. The Deptt. will inform agency where to dump the waste. Final payment of the agency doing the work would be released after its compliance strictly. Similarly any useful materials is also to be removed / disposed off.
7. Entries in Inventory Register / Asset Register will be made in the Department.

Date :-.....

Signature _____

Name : _____

Head of Deptt.: _____

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Centre/Section/Unit/2001-2002

Commitment No.

Note : Strike out (x) which is not applicable

Alterations

Competent Financial Authority (C.F.A.)		
HOD	D.D.(A)	Director
Upto Rs.1.5 Lakhs	Above Rs.1.5 Lakh but below Rs.3 Lakh	Above Rs.3 Lakhs & upto Rs.5 Lakhs

see:

- | | | |
|----------|----------|----------|
| a) _____ | a) _____ | a) _____ |
| b) _____ | b) _____ | b) _____ |
| c) _____ | c) _____ | c) _____ |
| | d) _____ | d) _____ |

Consumable
C

Non-Consumable
NC

Non-Plan	Plan

Account Code:

--

s.

Remarks

HOD

D.D.(A)

DIRECTOR

ANNEXURES

CHAPTER 6

Annexure	Title	Page
6.1	House Allotment Rules.	4-26
6.2	Flat Rates for Various Type of Houses.	4-44

ANNEXURE 6.1

(Refers 6.3)

HOUSE ALLOTMENT RULES

Rule : 1. SHORT TITLE AND APPLICATION

- (a) These rules may be called the Rules for Allotment of Residences in the Indian Institute of Technology, Delhi.
- (b) These rules incorporate all decisions of the Board of Governors upto and including BG/11/2002.

2. DEFINITIONS

- (a) 'Allotment' means the grant of license to an Institute employee to occupy a residence in accordance with the provisions of these rules.
- (b) 'Authorities' means the authorities as defined by the I.I.T. Act and Statutes.
- (c) 'Director' means the Director, Indian Institute of Technology, Delhi.
- (d) 'Emoluments' means the monthly emoluments of an employee and comprising the following :
 - i. Pay (including special pay).
 - ii. Deputation (duty) allowance.
 - iii. Non-practicing allowance (for medical practitioners only).
 - iv. Pension, including the portion of pension commuted, if any, but excluding the portion ignoreable for the purpose of pay fixation.

Explanation

In the case of an employee, who is under suspension the emoluments drawn by his/her immediately before the date of suspension shall be taken as emoluments.

- (e) 'Employees' means whole time employee of the Institute who are eligible for residence on the campus in terms of these rules.

- (f) i) 'Academic Staff' means the staff belonging to any of the following categories: Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Lecturer, Librarian, Deputy Librarian, Workshop Supdt., Assistant Workshop Supdt., Scientific Officer, Design Engineer, Research Associate, Research Assistant, Pool Officer and such other academic posts as may be decided by the Director.
- ii) 'Non-academic Staff' means the employees of the Institute other than the Academic Staff.
- (g) 'Estate Officer' means an officer of I.I.T. Delhi, designated as such by the competent authorities of the Institute .
- (h) 'Family' means the wife or husband, as the case may be, children, step children, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.
- (i) 'Institute' means the Indian Institute of Technology, Delhi.
- (j) 'Licence Fee' means the sum of money payable monthly in respect of a residence allotted under these rules, in accordance with the provisions made in the Statute No. 18 (2) of I.I.T. Delhi Act and Statutes.
- (k) 'Priority Date' of an employee in relation to the type of residence to which he/she is eligible means the earliest date from which he/she has been continuously drawing emoluments relevant to a particular type and has been belonging to the appropriate category (Academic or Non-Academic). The current minimum monthly emoluments for eligibility for different types of accommodation is as per Annexure "A". For academic Staff employed on fixed emoluments, the eligibility of such employees will be with reference to the minimum of the scale for the corresponding post on the regular cadre of the Institute.

'Provided' that where 'Priority date' of two or more employee is the same, seniority among them shall be determined by the emoluments; the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments; where the emoluments are equal, by the length of service in the Institute and where the emoluments and length of service

are equal on the basis of scale of pay of the employee. The employee working in a post having higher scale of pay taking precedence over the employee in receipt of lower scale of pay.

Where all above are equal seniority will be determined by date of birth, employee senior in age i.e. having earliest date of birth will be determined to be senior. (BG/110/95)

The priority date of an employee joining directly as Prof./Associate Prof./Asst. Prof. will be antedated depending on the previous experience. The initial allotment of the accommodation in the campus will be made by the Director using his discretionary quota. If houses are available on campus, the initial allotment will be transit type or entitled type (depending upon the seniority of the person) as approved by the House Allotment Committee (BG/11/2002). For subsequent allotment of accommodation in the campus the priority date of such person will be decided by giving 50% weightage to the previous length of service as Asst. Prof. / Associate Prof. / Prof. or equivalent scientific position. This facility will be available for the persons having previous experience in Indian Universities, RECs and other IITs having similar scales. Further, faculty having experience in overseas universities will also get the benefit of the corresponding designations of faculty. (BG/138/95)

One year antedating may be given to IRD employees at the level of SRA/SSO - IIs getting selected to temporary positions in Institute projects, such as, Thrust area, R & D Projects, and Institute sponsored projects for allotment of earmarked accommodation to such employees. This antedating is to be given only to those employees whose service in IRD is equal to or more than one year. This facility of antedating may be given only once to any such employee. This provision of antedating is only for the purpose of housing and has no bearing on other service conditions of the employee. (BG/85/93).

For the persons with Ph.D. degree 50% weightage will be given for Industrial / Research experience in excess of three years. In case of persons with M.Tech./ M.E. degree 50% weightage will be given to the Industrial / Research

experience in excess of six years. (BG/123/D2 Dt. 6.3.1997)

- (l) 'Residence' means any residence for the time being under the administrative control of the Director, I.I.T. Delhi.
- (m) 'Sharing' means allowing another I.I.T. employee to occupy part of the accommodation with the prior approval of the House Allotment Committee.
- (n) 'Subletting' means letting out whole or part of the accommodation by an allottee to another person with or without payment of licence fee by such other person.
- (o) 'Temporary Transfer' means a transfer which involves an absence from the headquarters or Delhi for a period not exceeding four months.
- (p) 'Type' in relation to an employee means the type of residence to which he is entitled under the provisions of these rules.
- (q) 'House Allotment Committee' (HAC) means the Committee to consider allotment of residence and consisting of the following :
 - (i) Chairman: A Professor to be nominated by the Director.
 - (ii) Estate Officer: Member Secretary.
 - (iii) A Professor or an employee of equivalent academic rank.
 - (iv) An Associate Professor or an employee of equivalent academic rank.
 - (v) An Assistant Professor or an employee of equivalent academic rank.
 - (vi) A member of the academic staff of the category not included in (iii), (iv) and (v).
 - (vii) An employee drawing basic pay between Rs- 2200/- and Rs. 4000/- (Non academic).
 - (viii) An employee drawing basic pay between Rs- 1500/- and Rs. 2199/- (Non academic).
 - (ix) An employee drawing basic pay less than Rs - 1500/- (Non academic).

The members at S. No. (iii) to (ix) will be nominated by the Director. The Director may also nominate one or more member / observer at his discretion.

The Estate Officer will be responsible for executing decisions taken by the House Allotment Committee.

The above basic pay and scales are on the basis of IVth pay commission scales.

3. ELIGIBILITY

The following categories of employees are eligible for allotment of residence in the campus subject to the provision of these rules.

- (a) All employees who are appointed on regular scales of pay;
- (b) All employees on deputation;
- (c) All employees appointed in visiting capacity; and
- (d) All employees appointed on contract basis whether on regular scale of pay or on fixed emoluments.

Note 1 : All persons employed against temporary positions in Institute projects, such as Thrust area, R & D projects and Institute sponsored projects are eligible for earmarked accommodation for such employees. Further all persons employed against sponsored projects of IRD would be considered for IRD earmarked houses for which separate rules have been approved. (BG/85/93)

Note 2 : Research or scientific staff (such as Pool Officers, Research Associates, etc.) on the pay roll of organizations such as the C.S.I.R. who work in the Institute and come under its discipline may be provided accommodation at the discretion of the Director under special circumstances.

4. ALLOTMENT TO HUSBAND AND WIFE: ELIGIBILITY IN THE CASE OF EMPLOYEES WHO ARE MARRIED TO EACH OTHER.

- (a) No employee shall be allotted a residence if the wife or the husband, as the case may be, of the employee has already been allotted a residence unless such residence is surrendered simultaneously with occupation of the new residence.

Provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by court of law.

- (b) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall surrender one of the residences within one month of the marriage.

- (c) If a residence is not surrendered, as required by sub-rule (b), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period; and, if the residences are of the same type, the allotment of such one of them, as the Chairman, House Allotment Committee may decide, shall be deemed to have been cancelled on the expiry of such period.
- (d) Where both the husband and wife are employed in the Institute, the title of each of them for allotment of a residence under these rules shall be considered independently.

5. CLASSIFICATION OF RESIDENCES

Save as otherwise provided by these rules, an employee will be eligible for allotment of residence of the type given in Annexure 'A' to these rules. Changes, if any, to this Annexure will be notified from time to time by the Director.

6. APPLICATION FOR ALLOTMENT OR CHANGE OF RESIDENCE

An employee who seeks allotment/ change of a residence shall apply on the prescribed form to the Chairman, House Allotment Committee / Estate Officer.

7. ALLOTMENT OF RESIDENCES

- (a) Save as otherwise provided in these rules, a residence on falling vacant will be allotted to an applicant having the earliest priority date for that type of residence from among the following those desiring a change, or those without accommodation, or those living in a lower type of accommodation.
- (b) For allotment of Type A to D houses, one type of residence lower than the entitlement will be considered for allotment and the seniority will be determined from date the person becomes entitled to the appropriate lower type of residence. This rule will be applicable only in conjunction with clause 6(c) under Note 6 of " Annexure-A" of House Allotment Rules. For Type II to type V houses, clause 5(a) under Note 5 of "Annexure – A" of House Allotment Rules will govern the entitlement for lower types/sub types of houses (BG/11/2002).
- (c) A residence of a type higher than that to which an applicant is eligible under these

rules will not be allotted except when there is no eligible employee for allotment for a particular type of residence ; in such event, the employee next due to become eligible will be allotted the vacant residence.

- (d) Change of residence will be allowed as per clauses relating to Change of residence listed under Note 5 and Note 6 in " Annexure A" of House Allotment Rules. (BG/ 11/2002).

8. MAINTENANCE OF SPECIAL POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES

- (a) Distribution of House among Academic and Non - academic staff : For the types of houses for which both academic and non-academic staff are eligible as per emoluments, certain number of houses are allocated for the two categories separately in Annexure "A". The proportion are determined on the basis of 100% allotment for academic staff and 50% allotment for non-academic staff. Director in consultation with Chairman, HAC may alter these numbers.

- (b) Pools for Persons belonging to Scheduled Castes and Scheduled Tribes.

Employees belonging to Scheduled Castes / Scheduled Tribes shall be eligible for allotment under this pool. This pool shall be maintained for A,B,C, and D types of residences only. Such persons should specifically apply for allotment under this pool. In the absence of such application, they shall be considered under the general pool. 10% clear vacancies in Types A and B and 5% clear vacancies in Types C and D shall be reserved for this pool. For this purpose, the following procedure shall be followed.

One clear vacancy after every 9 such vacancies in Types A & B and after every 19 such vacancies in Type C & D allotted hereafter and subsequently occupied shall be reserved for this pool. In the absence of any eligible candidates under this pool, such reserved residence will merge with the general pool.

* The roster of allotment to S.C. / S.T. pool will be maintained separately and allotment will be made in the ratio of 2 : 1.

** S.C. / S.T. employees who are already in occupation of general pool accommodation will not be entitled to be considered for allotment of higher types from the reserved quota.

* Added vide BG 52/87.

** Approved by Chairman BOG Ref. D/1 - 33 Dt. 3.7.91.

(c) The following officers are entitled to specific houses earmarked for them by the Director.

- i) Director
- ii) Registrar
- iii) Institute Engineer
- iv) Security Officer
- v) Assistant Security Officer
- vi) Two Medical Officers
- vii) Wardens
- viii) Senior Medical Officer (One)

This list may be revised from time to time by the Director. These earmarked houses must be vacated within 15 days of the relinquishment of the office by the officer. Except for officials who join the Institute on deputation and revert to the parent department. In such cases the house should be vacated within two months of relinquishing of the charge. (BG/84/94).

(d) Priority Pool :

Certain number of employees belonging to some categories particularly those who perform night duties / shift duties and are in- charge of essential services as detailed below, would be classified as essential staff whose presence in the Institute campus is required for the Institute work.

- i. Some non - transferable Class III staff in Hostel / Sick Bay / Library / Telephone Exchange / Computer Centre.
- ii. Guardsmen and Senior Guardsmen.
- iii. Some Caretakers.
- iv). Some electrical, water - supply and air - conditioning maintenance staff employed on shift duty.

v). Some A.R.E.s in - charge of maintenance.

Director in consultation with the Chairman, HAC, would formulate a list specifying the number of categories of staff to be included in the "Priority Pool". This, however, will not apply to those persons who are included in the pool for S.C. / S.T.. Generally the number of staff in Priority Pool in any category will not exceed 50% of the total staff in that category. But in exceptional cases Director may allot higher percentage for priority allotment. After the Priority Pool as above is constituted, the number of persons in each category already living in the Campus will be ascertained. If this number exceeds the 50% limit or any other higher limit fixed under this rule, the staff in that category will not be considered for allotment under priority pool. Seniority list of the staff to be considered for allotment under this rule will be prepared for categories having less than 50% (or specified higher limit) of staff in that category living in the campus. In order to maintain proper balance, allotment under this rule would first be made to the staff in a category having the least percentage of staff residing in the Campus except in special cases by the Director on the recommendation of HAC. The type of house to be allotted under this rule will be the one in which the majority of the Institute staff drawing similar emoluments are residing at the time of allotment. This could be the entitled type or one category below as may be decided by the HAC. One residence in each type after 3 residences allotted hereafter shall be for the staff under priority pool. Allotment made under this sub - rule shall subsist for the period that the allottee continues to perform the essential nature of duties at the end of which period he will have to vacate the allotted house.

(e) On retirement of an employee, who had been occupying an Institute accommodation, priority allotment may be made to the employee's spouse if she or he is also an employee of the Institute. Such allotment will be subject to the following conditions:

- i) The house to be allotted shall be the type to which the person is eligible on the basis "next available house except on ground & first floor". The ground & first floor houses will be considered for change first.
- ii) If the spouse is eligible for the same type of residence, the house occupied

by the allottee may be allowed to be retained.

- (f) On the death of an employee who has been occupying an Institute accommodation, priority allotment may be made to son, daughter or wife if either of them is an employee of the Institute and has been residing with the deceased employee.

If the son, daughter or wife (as the case may be) of the deceased employee is eligible for the same or higher type of accommodation as was in occupation of the employee at the time of death, he may be allotted the same accommodation as occupied by the deceased employee. Otherwise the type of residence shall be according to entitlement of the new incumbent.

- (i) The family of the deceased employee if already provided with the Institute accommodation, may continue to be provided with the accommodation at the Institute, if appointed on compassionate grounds till such time he/she is allotted accommodation of the type according to his/her entitlement i.e. post to which he/she has been appointed. This adjustment should be done at first available opportunity. (BG/57/97)

(g) **Staff on Deputation :**

- i) Staff on deputation will be provided an accommodation usually one category below normal entitlement as soon as a house falls vacant after the person joins the institute, provided he was already in possession of accommodation provided by the parent organization at the time of his transfer.
- ii) In the case of a person on deputation having come from outside Delhi, accommodation on availability will be given usually one category below normal entitlement, irrespective of whether he was in possession of accommodation from his parent organization or not.
- III) In the case of a deputationist from Delhi not covered under clause (i) his name will be inserted in the waiting list for a type one category below normal entitlement taking his services in the parent organization also into account. The antedating of priority date thus resulting will be limited to a

maximum of five years. For the eligible category such staff will have seniority from the date of joining the Institute.

(h) Priority Allotment for Wardens : *

An outgoing Warden, if he had accommodation in the campus prior to becoming warden may be allotted the first available house out of turn of the category in which he was living earlier. However, before a Warden becomes eligible for priority allotment under this clause, he should have put in a minimum of 2 years as Warden. After completing two years as warden, the priority allotment to warden under this rule will be for the first available house that falls vacant, irrespective of any floor. (* Amended vide BG 10/85.)

He / She will also be eligible to apply during tenure of Warden-ship for residential accommodation along with others and if by seniority he is likely to get allotment, proforma allotment will be made and the outgoing Warden will then be allotted type of house for which proforma allotment was made to him / her during period of Warden-ship. Dean of students will intimate the particulars of outgoing Warden in the last month so that action for allotment of house be taken. (BG/110/95)

9. PRIORITY ALLOTMENT OF GROUND FLOOR RESIDENCE ON MEDICAL GROUNDS

Out of turn allotment of ground floor flats in multi - story blocks for all those who are already in occupation of the Institute residence will be considered for a house one category below the type of house presently occupied by the employee on extreme medical grounds of illness of the employee / spouse / children. However, if an employee is in occupation of type "A", "B", Type IV B, Type V transit accommodation he shall be allotted the same type of residence on the ground floor as is in his / her occupation.

(BG / 110 / 95)

For this purpose, the following procedure shall be followed :

An employee desiring allotment of ground floor residence on medical grounds may apply to the Estate Officer giving full particulars of the medical case. All such cases will be referred to the Institute Medical Officer for medical examinations by a Medical Board which must include a specialist. The Medical Officer will send the recommendation of the Medical Board stating likely duration of illness and recovery

period along with the applications of the employees to the Estate Office. On the recommendations of the Medical Board, the HAC will finally decide the number of persons to whom out of turn allotment of ground floor residence is to be made on medical ground. Such allotment will be made as and when ground floor residence falls vacant. An employee allotted ground floor accommodation on medical ground shall be allowed to apply for higher category accommodation on the ground floor only. Such a change of allotment will be affected when he / she becomes entitled for the same. (BG/110/95)

10. NON ACCEPTANCE OF ALLOTMENT OR OFFER OR FAILURE TO OCCUPY THE ALLOTTED RESIDENCE AFTER ACCEPTANCE

(a) If an employee fails to accept the allotment of a residence within 5 days from the date of receipt of the letter of allotment, or fails to take possession of that residence after acceptance within 8 days from the date of receipt of allotment he shall not be eligible for another allotment for a period of one year from the date of issue of the allotment letter.

1. Occupation and vacation of house should be completed within 8 days from the date of issue of allotment letter instead of occupation within 8 days from the date of issue of allotment letter and vacation within three days from the date of occupying the new house. (IITD/ESTATE/U.O./98, Dated: 11.12.1998)

2. The members who regret to accept the allotment or withdraw the application, the person is debarred for one year from the date of allotment. The HAC committee recommended the date of debar may be counted from the last date of the month/closing date of the month of advertisement of the house. (IITD/ESTATE/U.O./98, Dated: 11.12.1998)

(b) If an employee occupying a lower type of residence is allotted or offered a residence of the type to which he is entitled, or for which he has applied, and he does not accept the allotment or offer of allotment, he may be permitted to continue to stay in the previously allotted residence on the condition that he shall not be eligible for another allotment for a period of one year from the date of allotment letter. This rule shall also be applicable to the employee who applies for change / allotment and subsequently withdraws his application.

11. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

- (a) An allotment shall be effective from the date on which it is occupied or from the 8th day from the date of receipt of the allotment order by the allottee, whichever is earlier, and shall continue to be in force until :
- (i) The expiry of the concessional period permissible under sub-clause (b) below after the employee ceases to be in the service of the Institute ;
 - (ii) It is cancelled by the Estate Officer / Director or is deemed to have been cancelled under any provision in these rules ;
 - (iii) It is surrendered by the employee.
- (b) A residence allotted to any employee may be retained beyond the occurrence of any of the following events for the period specified against each as per table below except as specified for earmarked houses in Section B (2), provided that the residence is required for the bona fide use of the officer or members of his family.

Sr. No.	Events	Maximum period for retention of residence
i)	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.	One month
ii)	Retirement, terminal leave or reversion to parent department on expiry of the period of deputation.	Four months
iii)	Death of the allottee.	Six months
iv)	Leave preparatory to retirement or refused leave.	For the full period of leave on full Average pay.
v)	Medical leave	Full period of leave.

vi)	Study leave / Training or secondment / sabbatical leave.	One year
vii)	Leave on foreign assignment or leave without pay in India.	One year
viii)	Deputation / lien.	One year or period of deputation / lien whichever is less.

Note : For (vi), (vii) and (viii) the retention of residence on normal rent will be allowed only if the residence is retained for bonafide use by the members of the employee's family or by a Caretaker approved by the HAC. However, the retention of residence beyond the periods indicated above may be allowed at the discretion of the Director on payment of market rent, upto a maximum of further one year provided the period of leave / lien / deputation is upto two years only. Thereafter, the matter may be put up to the Board of Governors. (BG / 110 / 95).

However, if the faculty member concerned does not return and resume duty on the expiry of EOL, he/she will be charged market rent instead of normal rent for the entire period of one year EOL. In case the faculty member does not come back on the expiry of the EOL, then he/she will be charged market rent for the first year and holding rent for the second year. (BG/62/97)

MINOR MODIFICATION TO THE HOUSE ALLOTMENT RULES RELATING TO THE RETENTION OF RESIDENCE AT IIT DELHI CAMPUS BY FACULTY APPOINTED AS DIRECTORS OF OTHER IITS.

The faculty who ,on deputation/lien are appointed as Directors of other IITs, be allowed to retain residence at IIT Delhi Campus upto two years on normal rent and for next one year on market rent and thereafter no further retention may be allowed (BG/33/2001).

RESOLVED THAT in supersession of Resolution Nos. BG/2/81 and BG/27/91, all senior faculty members who are appointed as Head of the Institutions in national or State Controlled Engineering Colleges or Directors of the CSIR Labs. And other such appointments in the Central Govt. /State Govt. Regional Engineering Colleges, State Controlled Colleges and National Scientific Research and Development Laboratories as well as Vice-chancellors in Central and State Universities on a

contract basis, be given a lien to complete their full term ranging from 3 to 5 years depending upon the nature of the initial contract. After completing their first term in office, they should join back the Institute. In case they get a second term of their contract they should be willing to resign or retire from the services of the Institute before taking up second term of the office. However, they should only be allowed to retain accommodation on campus as per the present norms. (BG/28/99).

RESOLVED FURTHER THAT the other terms of deputation will remain the same as applicable to senior faculty/professors going for a higher position to National Laboratories/Institutions of national importance. (BG/28/99)

- (c) Where an employee is on medical leave without pay and allowance, he may retain his residence by virtue of the concessions under item (v) of the Table under sub - rule (b), provided that he remits the licence fee for such residence every month and that if he fails to remit such licence fee for more than two months the allotment shall stand cancelled.
- (d) An employee who has retained the residence by virtue of concessions under item (i) or item (ii) of the table under sub - rule (b) shall, on re - employment in the Institute within the period specified in the said table, be entitled to retain that residence and shall also be eligible for any further allotment of residence under these rules.

PROVIDED that if the emoluments of the employee on such re-employment do not entitle him to the type of residence occupied by him, he shall be allotted lower type of residence to which he would be entitled under the rules.

- (e) Notwithstanding anything contained in sub-rule (b) or sub-rule (d) above, when an employee is dismissed or removed from service or when his services have been terminated by the competent authority, and the said authority immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in the Institute interest to do so, Director may require the Estate Officer to cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of the table under (b) as he may specify, and the Estate Officer shall act accordingly.

12. PROVISIONS RELATING TO LICENCE FEE

- (a) An employee of the Institute who has been allotted accommodation shall be charged licence fee as provided for in the Statutes from the date of occupation or the 8th day from the date of issue of the allotment letter, whichever is earlier.
- (b) An employee who, after acceptance, fails to take possession of that accommodation within 8 days as in sub-clause (a), from the date of issue of the allotment letter, shall be charged licence fee from such date upto a period of one month or upto the date of re-allotment of that particular accommodation, whichever is earlier. Provided nothing contained herein shall apply where the Estate Officer certified that the accommodation is not yet ready for occupation and, as a result thereof, the employee would not occupy the residence within the aforesaid period.
- (c) Where an employee, who is already in occupation of a residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled, after expiry of three days from the date of occupation of New residence during this period of three days he shall be charged licence fee for the newly allotted residence.
- (d) Where an allotment of accommodation has been accepted the liability for licence fee shall commence from the date of occupation or the 8th day from the date of issue of the allotment order, whichever is earlier.
- (e) If an employee who is in occupation of the residence in the Campus fails, after acceptance, to occupy the new residence allotted to him within 8 days from the date of allotment, he will be liable to pay licence fee for both the houses subject to (b) and (c) above.
- (f) An employee to whom a residence has been allotted shall be personally liable for payment of the licence fee and the cost of any damage beyond fair wear and tear caused there to or to the furniture, fixture or fittings or services provided therein by the Institute during the period for which the residence has been and/or remains allotted to him or until the vacant possession is restored to the Institute.
- (g) Where an employee to whom a residence has been allotted, is not a permanent

employee of this Institute, he shall execute a surety bond in the prescribed form with a surety, who shall be a permanent employee of this institute or an authority so recognized by the Director I.I.T. Delhi.

If a surety ceases to be in Institute service or becomes insolvent or ceases to be available for any other reasons, the employees shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact; and, if he fails to do so, the allotment of the residence to him shall, unless otherwise decided by the Director, be deemed to have been cancelled with effect from the date of that event.

- (h) Where an allottee retains or is allowed to retain the residence beyond the prescribed periods provided under these rules he shall be charged Holding Rent of the residence for the period which falls outside the prescribed period. The holding rent will be equal to 300% of the market rent of the residence for the first month and will then subsequently increase by an amount equal to 50% of the market rent with each succeeding month.

13. SURRENDER OF AN ALLOTMENT

(a)* An employee may at any time surrender an allotment by giving intimation so as to reach the Estate Officer at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Estate Officer or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee ten days or the number of days by which the notice given by him falls short of ten days. *BG 10/85.

(b) An employee who surrenders the residence under sub-rule (a) shall not be considered again for allotment of Institute residence for a period of three years from the date of such surrender. This shall be applicable to those who surrender within 6 months of allotment, if one surrenders after 6 months of allotment the period of debar shall be 6 months. (BG/110/95)

14. CHANGE OF RESIDENCE

- (a) Change of residence will be allowed as per clauses relating to " Change of residence" listed under Note 5 and Note 6 in "Annexure A" of House Allotment Rules (BG/11/

2002).

- (b) An employee to whom a residence has been allotted may apply for a change of residence on the following grounds also, and such changes would be considered on merit :
 - (i) On the death of any member of his family, provided the allottee applies for a change within three months of occurrence of such a casualty.
 - (ii) In the event of the accommodation becoming temporarily uninhabitable due to any damage caused by rain, flood, fire etc, such change shall be valid only till the residence is restored to a habitable condition, when the allottee would be required to reoccupy the same.

Explanation

The Estate Officer shall be the competent authority to certify the fitness or otherwise of a residence as in (ii) above.

- (c) If an employee fails to accept a change of residence offered to him within 8 days of the issue of such offer of allotment, he / she shall not be considered again for a change of residence for three years. (BG/110/95)
- (d) An employee who, after accepting a change of residence, fails to take possession of the same, shall be charged licence fee for such a residence in accordance with the rules made under the Statutes till its date of re-allotment or one month, whichever is earlier, in addition to the normal licence fee for the residence already in his possession, the allotment of which shall continue to subsist.

Explanation

Allotment of ground floor on medical grounds shall not be treated as a change under this rule.

15. MUTUAL EXCHANGE OF RESIDENCE

Two employees to whom residences of the same type / same floor have been allotted may apply for permission to exchange their residence mutually, and permission may be granted to such mutual exchange subject to the following conditions.

- (a) Such exchange is physically completed and occupation certificate submitted within a period of eight days, from the date of issue of the order.
- (b) Persons who wish to have mutual change shall give in writing an undertaking that

ANNEXURE 6.2

(Refers 6.5)

FLATS RATES FOR VARIOUS TYPE OF HOUSES

Sr. No.	Type of House	Plinth area In Sft.	Living area for licence fee purpose	Licence fee slab in Sq.m.	Licence fee in Rs. w.e.f. 1.4.2001	Rate of Damage per sq.m.	Damage in Rs. 1.11.1999
1.	Type-I (Director Lodge) (Servant Qtr.) (Garage)	3858	203.18	189.50 to 224.50	906.00 + 30.00 + 18.00=954	110	22350
2.	Type-IIA (Servant Qtr.) (Garage)	2746	150.80	upto 159.50 + 30.00	645.00 + 18.00=693	110	16588
3.	Type-IIB (Servant Qtr.) (Garage)	2337	146.30	-do-	645.00 + 30.00 + 18.00=693	110	16093
4.	Type-IIB (Servant Qtr.) (Garage)	2243	135.12	-do-	645.00 + 30.00 + 18.00=693	110	14864
5.	Type-IIB (Servant Qtr.) (Garage)	2050	108.10	beyond 106	527.00 + 30.00 + 18.00=575	110	11891
6.	Type-IIIA (Servant Qtr.) *(Garage)	1895	114.69	-do-	527.00 + 30.00=557 *(Rs. 36/- for car Garage *(Rs. 18/- for scooter Garage)	110	12616
7.	Type-IIIA (Taxila)	1738	119.19	-do-	527.00	110	13111
8.	Type-IIIB [48 AP Houses]	1708	121.62	-do-	527.00	110	13379
9.	Type-IIIB [20 AP Houses]	1437	105.58	upto 106	434.00	110	11614
10.	Type IV (DS)	1266	104.66	upto 106	434.00	110	11513
11.	Type-IV (MS Block-I)	1266	76.00	76-91.5	306.00	110	8360
12.	Type-IV (MS Block-13&14)	1266	77.30	76-91.5	306.00	110	8503
13.	Type-IVB (Vaishali)	1210	78.31	upto 106	434.00	110	8618
14.	27 A.P. houses	1200	85.57	76-91.5	306.00	110	9413
15.	Type-D	1111	66.70	59-75	245.00	75	5003
16.	Type-C	820	50.20	More than 34.50 & up 55.0017	181.00	75	3765

17. Type-C attached with Sick bay	848	59.15	56-65	221.00	75	4437
18. Type-B (NBO)	667	38.84	More than 26.5 & upto 40.00	120.00	75	2913
19. Type-B old type	647	33.43	-do-	120.00	75	2508
20. Type-B (new)	560	31.35	-do-	120.00	75	2352
21. Type-B (Remodelled)	667	34.24	-do-	120.00	75	2568
22. Type-B attached with Sick Bay	701	47.07	41-50	153.00	75	3531
23. 2 Nos. B-type near Sick Bay	685	48.50	-do-	153.00	75	3638
24. Type-A (Block 1 to 3)	403	22.33	upto 30	67.00	75	1675
25. Type-A (Block 4 to 9)	403	30.00	-do-	67.00	75	2250
26. Type-A (Block 10 to 13)	441	22.06	-do-	67.00	75	1655
27. Type-A (Block 14 to 16 with garage)	564	28.76	upto 30 + 18.00=85/- (Rs. 18/- for Garage)	67.00	75	2157
28. Type-A (Block 17 with garage)	564	28.76	upto 30 + 18.00=85/- (Rs. 18/- for Garage)	67.00	75	2157
29. 2 Nos. A-type near Sick Bay	585	38.18	More than 26.50 & upto 40.00	120.00	75	2864
30. 6 Visiting Flats	1326	75.46	76-91.50	306.00	110	8301
31. 6 Visiting flats	940	71.78	59-75	245.00	75	5384
32. I.P. Apartments (Small Unit)	197	26.50	upto 30	67.00	75	1988
33. Passive Solar Houses	629	38.92	More than 26.50 & upto 40	120.00	75	2919
34. I.P. Apartments	639	42.50	41.50	153.00	75	3188
35. Nalanda (MRS flats)	629	39.31	More than 26.50& upto 40.00	120.00	75	2940
36. SRS flats	667	41.43	41-50	153.00	75	3108

(two roomed)

37. SRS flats (three roomed)	1006	59.69	59-75	245.00	75	4477
38. Warden house attached with hostel no. 3-6	1362	93.90	upto 106	434.00	110	10329
39. Warden house attached with Kailash	1305	94.21	upto 106	434.00	110	10363
40. Warden house attached with Kumaon	1305	100.22	upto 106	434.00	110	11025
41. Warden house Aravali	1392	97.08	upto 106	434.00	110	10679
42. Single rooms in Shivalik hostel Extension	168	10.54	upto 30	67.00	75	791
43. Double rooms in Vindhyachal hostel Extension	338	20.79	21.50 to 30	165.00	75	1560
44. Single rooms in girls hostel Extn. Wing	189	14.48	upto 30	67.00	75	1086
45. Double suites of girls hostel Extn. Wing	277	27.87	21.50 to 30	165.00	75	2091
46. Warden house attached with Shivalik hostel	1353	95.39	upto 106	434.00	110	10493
47. Warden house Attached with Vindhyachal hostel	1353	95.39	-do-	-do-	-do-	-do-

NOTE :

1. Licence fee revised w.e.f. 01.04.2001.
2. These rates would be subject to a maximum ceiling of 10% of monthly moluments of the allottee.
3. Add Rs. 5/- extra or car/scooter garages allotted separately to different allottees.
(*)The rent is inclusive of rent of garage and servant quarter.
4. Rent for furniture and other furnishing required shall be worked out and charged separately.
5. Electricity charges for the common areas such as staircase/ passage will be charged @ Rs. 2.00 per month for each flat from the residents of the multistoreyed residential blocks.
(BG/89/85)

they have not applied for study leave / deputation leave / transfer / sabbatical leave nor have resigned nor are they due for retirement and nor are they likely to do so during the next one year from the date of such undertaking.

Explanation

Failure to comply with all or any of the above conditions will result in cancellation of the permission so granted.

16. MAINTENANCE OF RESIDENCE

An employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Officer / Medical Officer. Such employee shall not grow any tree, shrubs or plants which are likely to cause damage to the building; the allottee shall not cut or lop off any existing tree or shrub in any garden, court - yard and compound attached to the residence. Maintenance of a kitchen garden or flower beds are excluded from the purview of this clause.

17. SUBLETTING AND SHARING

- * (a) No employee shall sublet the residence allotted to him or any of the out-houses and garages appurtenant there to. The servant quarters, out-houses and garages may be used only for the bonafide purpose. (BG-III/89)

PROVIDED that an employee proceeding on leave may accommodate in the residence an Institute faculty member or an employee in the same group as the employee, with prior permission of the House Allotment Committee, as a Caretaker as per procedure given below :

- (i) The allottee shall indicate the Residence No., the particulars of the caretaker and the period for which the caretaker is to be accommodated.
- (ii) The HAC, shall permit the occupancy of residence to the caretaker on temporary basis for the period as stated by the allottee. During the period of temporary occupation as a caretaker he shall not be allotted a residence in the campus. However, he may be permitted to apply for such an allotment during the last month of the period as a caretaker.
- (iii) The caretaker will pay to the Institute the normal rent for the period of temporary occupancy and will vacate the residence on the expiry of the period or from an

earlier date if so decided on the request and special circumstances of the allottee. He will not be entitled to receive H.R.A. from the Institute.

- (iv) If the allottee requires the accommodation earlier than indicated previously, he will write to Estate Officer accordingly giving the detailed reasons for doing so.

17 (b) + 17 (c) deleted.

- (d) If any employee to whom a residence has been allotted sublets the residence or erects any unauthorized structure in any part of the residence, including the lawns, if any, provided with the residence or uses the residence or any portion thereof for any unauthorized purposes or tampers with the electric or water connections or commits any other breach of the rules or conducts himself in a manner prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information in any application or written statement, the Director may, without prejudice to any other disciplinary action that may be taken against him, direct the Estate Officer to cancel the allotment of the residence. An employee found sharing without permission or subletting will be charged rent at four times the market rent for the period of sharing or six months whichever is lower. He will also lose his seniority for allotment of a residence, i.e., he will become junior most in the operating list of seniority for allotment of house in the campus.

- (i) In case of non-allottee Institute employee staying in the sublet house, will be charged penal rent for the period from date of report by subletting committee till date of vacation by the allottee/ occupants. (BG/110/95)
- (ii) In the servant quarters, only servant's family i.e. husband / wife and their children, is allowed to stay. In case of violation Rs. 1,000/- would be charged from the allottee and deducted from his pay each time an outsider is found in the servant's quarters by the subletting committee. (BG/110/95)

- (e) No employee is permitted to keep cows, buffaloes, goats, pigs and poultry, in the campus residence and nor shall he indulge in any activity which is a nuisance in the opinion of Director or HAC, and in such case Director or HAC, would direct the Estate Officer to cancel the allotment forthwith.
- (f) No employee is permitted to grow vegetables in the kitchen garden in the campus residence and watering for this purpose is not permitted. In case of violation in such case, Director would direct the Estate Officer to cancel the allotment forthwith or Director may impose penalty as he deems fit. (BG/110/95)

Explanation

In this sub-rule the expression "employee" includes, unless the context otherwise requires, a member of his family or any person claiming through the employee.

18. UNDERTAKING BY AN ALLOTTEE

All allottees who are either in occupation of a residence in the campus or who are allotted residence shall submit the following undertaking to the Estate Officer.

"I hereby solemnly declare that Institute residence No. allotted to me shall be used by me for residential purpose for myself and my family and no part thereof has been / shall be subletted to any one. In case of violation of any provisions of the house allotment rules, I fully understand that I shall render myself liable to cancellation of the allotment without prejudice to any other penalty the Institute authorities may impose on me".

Explanation

The Estate Officer will notify the date by which these undertakings are required to be submitted to him by the allottees already residing in the campus. This provision will be incorporated in the allotment order in respect of all future allotments.

19. BREACH OF RULES

PENAL RENT

Where after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence equal to the penal rent being four times the market rent without prejudice to any other disciplinary action that may be taken against him.

20. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES.

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the employee to whom it has been made is not entitled to a residence of that type under these rules and all the preceding provisions of these rules shall apply in relation to that

allotment and that employee accordingly.

21. INTERPRETATION OF THE RULES

If any question arises as to the interpretation of these rules, the decision of the Director thereon shall be final.

22. RELAXATION OF RULES

The Director may for special reasons to be recorded in writing relax all or any of the provision of these rules in case of any employee / type of residence. Any house allotted by the Director under this clause must be vacated within 15 days of the events (i) or (ii) in the table in clause 11(b). This shall not be applicable to those who become eligible for the same type of house, due to their seniority during their service with the Institute. (BG/110/95)

ELEGIBILITY/ENTITLEMENT OF DIFFERENT TYPES OF ACCOMODATION

A : ACADEMIC STAFF

Type/ Cate- gory	Total No. of houses on Campus	Identification of houses (Total No. of houses)	Living area sq. ft (sq.m.)	Eligibility/Entitlement
I	1	Director's Lodge (203.18)	2187	Earmarked for Director
IIA	17	Bungalows (with S/Q & Garage)	1623 (150.80)	Scale of Rs. 18,400-22,400 and all scales above with minimum basic emoluments of 19,400.
IIB	26	Bungalows(with S/Q & Garage)	1575-1455 & 1164 (146.30-135.12) & (108.10)	Scale of Rs.18,400-22,400 and all scales above.
IIIA	140	Four storied Duplex East Campus (48) +Six storied Taxila West Campus (44) +Four storied Simplex West Campus (48)	1309-1235 (121.62- 114.69)	Scale of Rs. 16,400-20,000 and all scales above
IIIB +Duplex,	90 East Campus	Duplex, West Campus (20) (70) (108.42-	1167-1136 above* 105.58)	Scale of Rs. 12,000-18,300 and all scales above
IVA	27	Duplex, Mini Campus (27)	921 (85.57)	Scale of Rs.10,000-15,200 and all scales above.
IVB	72	Six storied Vaishali (44) +Four storied New Vaishali West Campus (28)	843 (78.34)	Scale of Rs. 10,000-15,200 and all scales above **
IVC	40	Four storied Simplex East Campus (40)	832-818 (77.30-76.00)	Scale of Rs. 10,000-15,200 and all scales above***
V	06	Three room flats in Nalanda Complex, West Campus	773 (71.78)	Scale of Rs.8,000-13,500 and all scales above.
VI	31	I.P. Flats, West Campus (Transit)	457 (42..50)	Scale of Rs. 8,000-13,500 and all scales. above.
VII	—	IP Flats/Solar houses earmarked for project staff (IRD / Institute)	457-419 (42.50 - 38.92)	Scale of Rs. 6,500-10,500 and all scales above

B : NON – ACADEMIC STAFF

Type/ Cate- gory	Total No. of houses on Campus	Identification of houses (Total No. of houses)	Living area sq. ft (sq.m.)	Eligibility/Entitlement
IA +	17	Bungalows (with S/Q & Garage)	1623 (150.80)	Scale of Rs.18,400-22,400 and all scales above with minimum basic emoluments of 19,400.
IIB+	26	Bungalows(with S/Q & Garage)	1575-1455 & 1164 (146.30-135.12) & (108.10)	Scale of Rs.18,400-22,400 and all scales above
IIIA+	140	Four storied Duplex East Campus (48) +Six storied Taxila West Campus (44) +Four storied Simplex West Campus (48)	1309-1235 (121.62- 114.69)	Scale of Rs. 16,400-20,000 and all scales above
IIIB+	90	Duplex, West Campus (20) +Duplex, East Campus (70)	1167-1136 (108.42-105.58)	Scale of Rs. 12,000-18,300 and all scales above *
IVA +	27	Duplex, Mini Campus (27)	921 (85.57)	Scale of Rs.10,000-15,200 and all scales above
IVB+	72	Six storied Vaishali (44) +Four storied New Vaishali West Campus (28)	843 (78.34)	Scale of Rs.10,000-15,200 and all scales above **
IVC+	40	Four storied Simplex East Campus (40)	832-818 (77.30-76.00)	Scale of Rs.10,000-15,200 and all scales above***
D	32		718 (66.70)	Min. Emoluments Rs. 8,000
C	49		540 (50.20)	Emoluments in the range of Rs. 5,200-7,999
B	399		418-337 (38.84-31.35)	Emoluments in the range of Rs. 3,050 – 5,199
A	346		323-240 (30.00-22.33)	All staff joining as Group D employees

+ Number of units will be determined by Note 2 below.

* As a special provision, all staff in the scale Rs 10,000-15,200 will also be eligible for type IIIB houses from the date their basic emoluments become equal to or greater than Rs. 12,000.

** As a special provision, all staff in the scale of Rs.8,000-13,500 will also be eligible for type IVB houses from the date their basic emoluments become equal to or greater than Rs. 10,000; however, for the purpose of combined seniority, the seniority of those joining the Institute in scales of Rs. 10,000-15,200 and above will be increased by antedating the priority date by three years.

*** As a special provision, all staff in the scale of Rs.8,000-13,500 will also be eligible for type IVC houses from the date their basic emoluments become equal to or greater than Rs. 8,000; however, for the purpose of combined seniority, the seniority of those joining the Institute in scales of Rs. 10,000-15,200 and above will be increased by antedating the priority date by three years.

Contd. On next page

NOTES :-

- 1(a) Type A to D houses are for non-academic staff only and type V to VII houses are for academic staff only.
- (b) Types II to IV houses are for academic staff as well as non-academic staff in overlapping scales with sharing as per note 2 below.
- 2(a) Earmarked accommodation vide Rule 8(c) is not to be considered in the sharing of regular accommodation between academic and non-academic staff as per the requirement of Rule 8 (a). The share of accommodation for non- academic staff in overlapping scales for type II to IV houses will be as follows.

Maximum total houses for non-academic staff : 20

Type / Category of houses	Share of non-academic staff
IIA	Nil
IIB	Nil
IIIA	Nil
IIIB	2
IVA	3
IVB	6
IVC	9
Total	20

- (b) Earmarked accommodation vide Rule 8(c) will be excluded from the above share. However, allotment of regular accommodation vide Rule 8(d) or Rule 22 to academic or non-academic staff will be included in the respective share of academic or non-academic staff.
- 3(a) The total number of type II to type IV houses in occupation by non-academic staff as on 1st July of each year will be reviewed by the House Allotment Committee before 15th July. If the total numbers of houses in occupation is 20 or more, no vacancies (if any) will be filled in different categories of houses.
- (b) If the total number of houses in occupation is less than 20, the Estate Officer shall put the case regarding the category-wise occupancy of houses by the non-academic staff as well as the excess/ vacancy position in each category for consideration by the House Allotment Committee. The HAC will make recommendations to the Director for approval of vacancies to bring the total number of houses in occupation by non-academic staff upto 20.

- (c) If the number of houses in occupation of the non-academic staff in a particular category exceeds the number as in 2(a) above, then the house/houses vacated by such staff after 15th July shall be allotted to the academic staff till the non-academic staff reaches the desired number for that year.
 - (d) To fill the vacancies as approved in 3(b) above, the house/houses falling vacant in that category after 15th July shall be advertised for change among the occupants of houses of that category or for fresh allotment to non-academic staff on the basis of combined seniority. By this process the resultant house/houses shall be allotted only to non-academic staff members till their vacancy of houses in that category for the year is completed.
4. Accommodation in type VI and VII houses including transit accommodation as well as accommodation in Nalanda Complex (2 – room flat), and Vindhyachal Annexe flats, IP flats and Solar Houses is earmarked for academic staff. These will be allotted on the basis of common seniority list of academic staff, irrespective of the date of joining the Institute on an academic post, subject to the provisions of clause 2(k).

5. Change of Residence / Entitlement (Type II to Type V Houses)

- (a) All staff joining the Institute in higher scales will also be eligible for all lower types/sub-types of residences as per entitlement indicated in tables of Annexure A. All staff will continue to retain their seniority and entitlement for all lower types/sub-types of residence even after they become eligible for a higher type of residence and occupy the same. The movement from a higher type to lower type of residence will be as per clause 5(e) below.
- (b) Change of residence from a lower type of residence to a higher type of residence or from a lower sub-type to a higher sub-type is permitted at any time subject to entitlement.
- (c) Change of residence within the same type/ sub-type of residence to all floors including the same floor is permitted only after one year's stay in an allotted house of that type/sub-type.
- (d) Change of residence from a higher type/sub-type of residence to any lower type/ sub-type of residence is permitted after 3 years. Movement back to higher type after effecting such a movement is permitted only after 3 years of moving to lower type of residence.
- (e) Academic staff residing in transit accommodation will have to move to any regular

accommodation (Type II to V) as and when offered to them by the Institute.

6. Change of Residence/Entitlement (Type A to D houses)

- (a) All staff will continue to retain their seniority and entitlement for the type of residence to which they were entitled when they joined the Institute even as their emoluments increase with time and they become eligible to a higher type of residence as long as they have no accommodation on Campus.
- (b) Once a higher type of residence is occupied, the entitlement for any lower type of residence is not valid. However, if an employee leaves the residence, his seniority will be governed by 6 (a) above (after a minimum period of one year).
- (c) Under Rule 7 (b) of the House Allotment Rules, staff joining the Institute will be entitled to one type lower residence, with the exception that type "A" residence will not be available to staff entitled to higher type of residence at the time of joining the Institute. This implies that all staff who are eligible for type B houses at the time of joining the Institute shall not be entitled to type A houses.
- (d) Change of residence from a lower type of residence to a higher type of residence is permitted at any time subject to entitlement.
- (e) Change of residence within the same type of residence to all floors including the same floor is permitted only after one year's stay in the allotted house of that type.
- (f) Change of residence from higher type of residence to lower type is not permitted.

CHAPTER 7

LEAVE RULES, RULES REGARDING FACULTY DEVELOPMENT, SECONDMENT FACULTY EXCHANGE, DEPUTATION ETC.

7.1 LEAVE RULES – PROVISION IN THE STATUTES

Statute 17 provides that employees of the Institute shall be entitled to vacation and leave as laid down in Schedule 'D' of the Statute.

Schedule 'D' provides for various kinds of leave mentioned below :

- | | |
|-------------------------|--------------------------|
| (a) Casual leave | (b) Special Casual leave |
| (c) Special leave | (d) Half-pay-leave |
| (e) Commuted leave | (f) Earned leave |
| (g) Extraordinary leave | (h) Maternity leave |
| (i) Hospital leave | (j) Quarantine leave |
| (k) Leave not due | (l) Sabbatical leave |
| (m) Paternity leave | |

Schedule 'D' also gives details of various other matters concerning leave e.g. right to leave, authority empowered to sanction leave, commencement and termination of leave, combination of leave, grant of leave beyond retirement/resignation, conversion of one kind of leave to another kind, increment during leave, rejoining of duty, vacation and leave salary, limit of total absence and commutation of leave etc.

Statutes also provide that when an employee joins the Institute from any of the other Institutes or Central University, the leave to his credit on the date immediately before the date of such joining shall be carried forward and credited to his leave account in the Institute, subject to the prescribed limit of accumulation of leave.

7.2 DECISIONS OF THE BOARD WITH REGARD TO LEAVE

Besides the provisions in the Statutes, the following decisions have been taken by the Board from time to time on the subject :

7.2.1 Half-day Casual Leave

Employees of the Institute can be granted half day casual leave.

7.2.2 Special Casual Leave

Clause 14 (1) of Schedule D provides that Special Casual Leave, not counting towards ordinary casual leave, may be granted to a member of the staff when he is ...

- (1) summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
- (2) deputed to attend a reference library of other institutes or conferences and scientific gatherings of learned and professional societies in the interest of the Institute;
- (3) required to be absent for any other purposes approved by the Board of Governors.

The periods of such leave admissible in a year shall ordinarily not exceed fifteen days but should, however, be sufficient to cover the period of absence necessary. The conditions under which such leave will be granted, if necessary, be laid down by the Board.

The Board of Governors have approved granting of Special Casual Leave to :

- (1) staff for attending official meetings in outside organizations i.e. for selections, academic planning, research management, coordinating committee meetings, invited lectures, conducting of Ph.D. oral examinations.
- (2) any staff member who is to present a paper or is to function as an office bearer of the conference etc. (office bearer of the conference includes chairman of a session, general reporter of a session, member of executive committee etc.)
- (3) any staff member who wishes to attend a conference etc. but who is neither presenting a paper nor is an office bearer of the conference etc.

The Board has also decided that :

- i) Before the sanction of Special Casual Leave, it should be ensured & certified that due to grant of Special Casual Leave, teaching & research commitments and other work of the Institute will not be adversely affected, and
- ii) the power to sanction Special Casual Leave may be delegated to respective Head of Department/Centre in the case of Faculty and Dy. Director (F) in the case of Heads of Departments/Centres.

- iii) the number of days for which a staff member is deputed to attend international conferences/seminars/workshops be not counted towards Special Casual Leave since the period of such absence cannot be covered within 15 days.
- iv) Faculty members deputed by the Institute in connection with Institute work will be treated on duty and the period will not count towards Special Casual Leave.

Special Casual Leave may also be granted to :

- (4) re-employed disabled Military pensioners when called upon to attend Resurvey Medical Board to assess their disability element.
- (5) staff members for participation in sporting events of National or International importance.
- (6) employees for participation in any National Programme at par with the Central Government decision from time to time.
- (7)
 - i) upto 6 days to an employee who undergoes sterilization operation;
 - ii) upto 14 days to a female employee who undergoes non-puerperal sterilization, and
 - iii) for the day of insertion in case of woman employees who have IUCD insertion.
- (8) A faculty member could be permitted to go outside the Institute on Special Casual Leave for four days in any one month (non-cumulative) either for Sponsored Projects or for Consultancy or for both, but without affecting his classes or other academic work in the Institute. This will be in addition to the 15 days of Special Casual Leave that he/she is authorized vide Clause 14 of Schedule 'D' of the Statues.

The record of Special Casual Leave granted to the Faculty/Staff will be maintained, in the manner similar to that for Casual Leave, as :

- (i) For all Faculty members/except Dy. Director, Deans and Heads of Deptts./Centres.....Heads.
- (ii) For Heads.....Office of Dy. Director (F).
- (iii) For Dy. Directors and Deans.....Office of Director.

7.2.3 Special Leave

Special leave may be granted when a staff member wishes to attend Conferences/Seminars/Symposia etc. both within India and abroad in his individual capacity and not as a representative or a delegate of the Institute.

7.2.4 Leave on Medical Grounds

The Institute employees are governed by the Government rules on the sanction of leave on medical grounds.

Rule 19 of Central Civil Services (Leave Rules) provides as under:

“An application for leave on medical certificate, made by non-gazetted Government servant, shall be accompanied by a medical certification in Form 4 given by an Authorized Medical Attendant or a Registered Medical Practitioners, defining as clearly as possible the nature and probable duration of the illness. :

Note: A certificate given by a Registered Ayurvedic, Unani or Homeopathic medical practitioner or by a Registered Dentist in the case of dental ailments or by an honorary medical officer may also be accepted provided such certificate is accepted for the same purpose in respect of its own employees by the Government of a State in which the Central Government servant falls ill or to which he proceeds for treatment.

7.2.5 Sabbatical Leave

Clause 21-C of Schedule D lists the objects for which sabbatical leave may be granted and the conditions under which this leave can be given. The Board of Governors have approved the following vis-à-vis Sabbatical Leave :

- (1) the requirement of sureties for bonds be waived in respect of those employees whose Institute subscription to the Provident Fund is sufficient to cover the amount of salary payable to them for the duration of the Sabbatical leave.
- (2) The requirement of serving the Institute for a minimum period of three years after availing sabbatical leave in terms of Clause 21-C-(e) of Schedule 'D' to the Institute statutes be reduced to two years in cases where the staff member is unable to serve the Institute for a period of three years on the expiry of the sabbatical leave due to superannuation provided he/she had been called upon to shoulder a major administrative responsibility such as Head, Dean or Dy. Director immediately prior to the sabbatical leave.
- (3) no ceiling in terms of money for fellowship/scholarship be prescribed in granting sabbatical leave to academic staff, in terms of provision of the Statutes.

- (4) Sabbatical leave cannot be granted for studies leading to higher degrees.
- i) For taking up prestigious visiting assignments as proposed by the Senate.
 - ii) The grant of Sabbatical Leave (till such time the statute get amended) should be according to norms as prescribed under Clause 21-C(2) (d) of Schedule 'D' of Institute Statutes. The interpretation regarding regular appointment etc. may be left to the discretion of the Director who may in case of doubt consult the Deans' Committee.
 - iii) It is clarified that while on sabbatical leave, the Faculty staying in the Campus could carry-on with his/her academic work but he/she cannot hold any administrative/financial position/responsibility in the Institute or of any other Body/Committee constituted/recognized by the Institute.

It has also been also decided that the Faculty on return to the Institute after availing sabbatical leave for writing a book etc. should submit a report of the work done during the sabbatical leave.

7.2.6 Terminal Leave

The Director is empowered to grant terminal leave to temporary employees including re-employed persons, on the merit of each case, in accordance with the Government rules. Further, all such cases be placed before the Board in subsequent meeting for information/ratification.

7.2.7 Leave for Assignments in India or Abroad

- (a) Leave upto two years may be granted in the case of staff members offered assignments abroad by the developing countries depending upon the merits of each case.
- (b) Staff members accepting full time assignments in India or abroad be granted extraordinary leave without pay.
- (c) GOI's rules be adopted 'mutatis mutandis' to regulate the requests from staff members for voluntary retirement after return from extraordinary leave on foreign assignment.

A provision be incorporated in the undertaking/agreement to be executed by a staff member before proceeding on Extra-Ordinary Leave (EoL) abroad on foreign assignment.

7.2.8 Counting of E.O.L. for Increment & Pension

The Extra-Ordinary Leave spent on acquisition of teaching/research experience be treated at par with extraordinary leave spent exclusively to pursue higher studies, for the purpose of sanction of increment and pension in terms of para 19(2) of Schedule 'D'.

7.3 GUIDELINES FOR GRANT OF LEAVE TO THE FACULTY

- (1) "Long Leave" is defined as leave, of any kind, including 'sabbatical' whose duration exceeds six months, and will be subject to other rules for restrictions currently in practice such as 15% quota, Sabbatical Rules, etc.
- (2) "Medium Leave i.e. leave of a duration of more than 3 months but upto 6 months, will count towards 15% quota and also towards determining his entitlement for leave as per clause 5 below.
- (3) "Short leave" i.e. leave of the duration upto 3 months will not count towards 15% quota. Such leave may be granted during vacation periods on the recommendations of the Head of concerned Department/Centre subject to following guidelines :
 - (a) Leave upto 2 months – No limit on visits.
 - (b) Leave upto 3 months – Once in two years.
- (4) No faculty member will be eligible for long leave during the first three years of his service in the Institute.
- (5) The period for which a Faculty member shall be entitled to medium or long leave will be determined as one fifth of his/her total service in the Institute less the period he/she has already availed of as medium and/or long leave. However, in the case of staff members accepting full time assignments in Government Departments/ Public Undertakings/Universities/Research Laboratories with a view to getting absorbed therein, above provision will not apply. In such cases, lien upto 2 years may be granted in accordance with the norms laid down by the Board of Governors in this behalf. In case he returns from lien, the period of lien shall be counted towards future entitlement of leave.
- (6) No more than two years' long leave can be availed of by a faculty member at a time; however, an extension upto a maximum of three months may be permitted if extension period is covered by vacation.
- (7) There must be a minimum interval of three years between two consecutive periods of long leave.

- (8) Before availing long leave of more than one year's duration, a Faculty must transfer, permanently, his project /thesis supervision responsibilities to another competent Faculty member. He will be relieved only on production of proof of such transfer, duly certified by the concerned Head of the Department/Centre.
- (9) Other formalities relating to Estate Office, Library etc. must be completed by the faculty member proceeding on long leave, as currently in practice, before he is relieved by the Institute. For short and medium leave, such clearances will not be required.
- (10) Faculty on leave for more than one year must vacate their offices and hand over the keys to the Head of the Department/Centre. For leave less than one year in duration, the faculty members should leave their keys with the Head of the Department for emergency utilization.
- (11) Faculty exchange between IITs and faculty deputation to industry and collaborative projects will be treated as on duty and will not count towards leave entitlement.

7.4 RULES REGARDING SECONDMENT/LEAVE FOR FACULTY DEVELOPMENT

- (1) The proposals for secondment/leave in connection with Faculty development will be made by the Head of the Department/Centre in consultation with other Professors of the Dept./Centre.
- (2) These proposals may be divided into two broad categories :
 - (i) secondment under the collaborative programmes of the Institute and sponsorship by Institute under the Government of India schemes.
 - (ii) Grant of leave to members of staff for their academic development not covered under (i) above.
- (2)(a)
 - (i) Members of staff seconded for higher training under collaborative arrangements will be treated as on 'duty' and will be entitled to usual pay and allowances during the period of deputation.
 - (ii) During the period of training, leave rules of the Organization (where staff member is under training) would apply and no credit of leave for this period will, therefore be given at the Institute.
 - (iii) The staff members will execute a bond as explained at para 7.9, in this chapter.
- (2)(b)
 - (i) Members of staff awarded scholarship for studies/training under the schemes administered through the Government of India, not covered by the

collaborative programmes of the Institute, can be considered for being 'Sponsored' to avail of the scholarship.

- (ii) If sponsored, they shall be eligible for the same terms and conditions as applicable to the staff deputed for higher training under 2(a). If they are not sponsored, their case will fall under category 3(i).
- (3) Members of staff may at their own request be also granted leave for any of the purposes specified below :

Purpose

Nature/Quantum of leave

(i) To pursue a course of study/ instruction training or get suitable experience (not covered under 2(a) and 2(b)

(ii) To accept adhoc teaching/ research assignment or fellowship/scholarship offered by a University/ Institute/organization.

Leave of the kind due and admissible. The period of leave ordinarily not to exceed one year but may be longer in individual cases, to be decided on merit.

(iii) Any purpose contributing to the academic growth of the faculty member and in the interest of the Institute.

(4) General :

(a) Normally a member of staff should have rendered at least 2 years of service before he could be considered for sponsorship leave except under 2(a).

(b) A member of staff who has been granted leave earlier, will not be granted such leave unless 3 years have elapsed from the date of his return from the previous leave.

(c) During the period of leave/secondment, the staff members concerned may retain the Institute accommodation on terms and conditions approved by BOG under the House Allotment Rules.

(5) In the context of rule (3) (ii) above, the sanction of leave of kind due is to be regulated in terms of 7.2.7.

7.5 PROCEDURE FOR DEPUTATION OF FACULTY ABROAD FOR SHORT/LONG PERIOD AND COMPETENT AUTHORITY FOR APPROVING THE SAME

The procedure for selection of staff for the purpose of higher training abroad is regulated as per the following guidelines.

- (1) No person will be sponsored without the permission of the Head of the Department concerned. In case of Project employees, the Coordinator can sponsor the visit.
- (2) All persons who are sent abroad should be screened through a Committee under the Chairmanship of the Director .
- (3) In case of faculty, the person should have at least one year's experience on the project evidenced by research publications, study leading to state of art publication, seminars or participation in conference.
- (4) For employees of the project, they should have atleast two year's experience in similar work with a six months direct involvement in the project after appointment.
- (5) For training in special techniques, maintenance and use of special equipment, a person can be sent if such a training is not available in India.
- (6) No student should be deputed under such programmes.
- (7) For every person proposed to be sent abroad, definite programme of work should be laid down in consultation with the counterpart abroad. All background study (including language) should be completed in India before going, so as to obtain full benefit from the visit.
- (8) The Screening Committee as in (2) above will satisfy itself regarding above points before approving the visit.
- (9) The period of deputation will be treated as duty.
- (10) During the period of secondment, the leave rules of the organization where a staff member is under training would apply to him. No credit of earned leave for the period of secondment will accrue to the staff member at this Institute.
- (11) The period of secondment of the staff member should normally be for six months. However, in a special case the secondment of maximum 12 months can be considered.
- (12) The secondment of staff for more than 3 months should be within the laid down percentage criteria of Faculty to be out of the Institute at any given time.
- (13) The staff deputed for training abroad shall be required to execute the bonds to

serve the Institute as per the following details :

- | | | |
|------|---|---------|
| (i) | If the secondment is for a period of more than three months | 2 years |
| (ii) | If the secondment period is less than 3 months | No Bond |

NOTE: Visits undertaken during vacation period shall be considered as on deputation only if these are against any of the approved collaborative programmes/projects.

7.6 POLICY REGARDING PERCENTAGE OF STAFF MEMBERS WHO COULD BE DEPUTED/GRANTED LEAVE AT ANY GIVEN TIME

- (1) Not more than 15% of the Faculty based on the sanctioned strength be allowed to be out of the Department at any given time under any scheme, including visiting appointments abroad, for periods of over 6 months in each case. No such restriction shall apply to cases where the period of deputation/leave is upto 6 months.
- (2) The condition regarding grant of leave after the lapse of three years from the date of the return from the previous leave shall apply only in the cases of leave granted for the periods of over six months.
- (3) The slots occupied by Faculty members on deputation against the 15% quota would stand vacated after the expiry of two years or the deputation period even if the faculty member has not returned to the Institute.

7.7 RULES FOR STUDY LEAVE FOR TECHNICAL/MINISTERIAL/ADMINISTRATIVE STAFF AT IIT DELHI

- (1) Short title, commencement & application
 - 1.1 These rules may be called the "Study Leave Rules for Technical, Ministerial and Administrative Staff, 1964:
 - 1.2 These rules shall come into force immediately.
 - 1.3 They shall apply to all employees of the Institute falling in the category of Technical and Ministerial supporting staff, Administrative staff and shall not apply to faculty members.
- (2) Conditions for grant of Study Leave
 - 2.1 Subject to the conditions specified in these rules, study leave may be granted to an Institute employees with due regard to exigencies of service to enable

him to undergo in India a special course of study, consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

2.2 Study leave shall not be granted unless it is certified by the Head of the Department/Centre/Section/School to which the employee is attached that the proposed course of study or training shall be a definite advantage from the point of view of the interest of the Institute, and that no relief would be required during the period of the absence of the employee.

2.3 Study leave shall not ordinarily be granted to an employee of the Institute who has rendered less than five years of service, or who is due to retire from the Institute service within 5 years after return from such leave.

(3) Period of Leave

3.1 The maximum amount of study leave, which may be granted to an Institute employee shall be :

(a) Twelve months for those employees who have completed an uninterrupted service of five years at the Institute.

(b) Twenty four months for those employees who have completed an uninterrupted service of ten years at the Institute and have not previously been granted any study leave.

(4) Adjustment of Leave

4.1 The study leave granted would be adjusted towards the leave of the kind due to the employee concerned.

(5) Allowance and Residential Accommodation

5.1 No separate allowance including TA/DA would be admissible to the employee for the period of the Study leave.

5.2 An employee granted Study Leave shall be entitled to keep the residential accommodation allotted to him/her in the campus for the period of the Study leave on payment of usual rent.

5.3 An employee shall not undertake, during the period of leave, any regular appointment under another organization; he shall however be free to receive a scholarship, fellowship or part time job or any other form of assistance other than regular appointment.

(6) Maximum Number of Staff on Study Leave

6.1 The maximum number of employees belonging to the ministerial cadre sanctioned study leave shall not exceed 15% of the strength of the individual cadre at any point of time on the Institute basis, inclusive of staff on deputation, assignments/secondments abroad.

6.2 The maximum number of technical staff sanctioned study leave in any department/center/section/school shall not exceed 15% of the total technical supporting staff in the Department/Centre/Section/School inclusive of staff on deputation/assignments/secondments abroad, subject to a minimum of one and maximum of six at any point to time.

(7) Processing of Application for Leave

7.1 Application for Study Leave may be sent to the Registrar with the requisite certificate as required in 7.7 (2.2) through the concerned Head of the Department/Centre/Section/School. Each application will normally be received twice in a year namely 30th of June and 30th of November for those who desire study leave to start during the period January and June respectively of the following year.

7.2 Grant of leave to applicants will be made in accordance with Section 3.1 and seniority of service in the Institute will be the deciding criterion when the number of employees seeking study leave exceed the limit stipulated in Section 6.

7.8 APPLICABILITY OF RULES REGARDING GRANT OF PERMISSION/LEAVE FOR FOREIGN ASSIGNMENTS TO THE NON-ACADEMIC STAFF

The rules applicable to academic staff regarding grant of permission/leave for taking up foreign assignments would also apply to the non-academic staff of the Institute.

7.9 SERVICE BOND

(1) Staff members who are granted leave of the type due for taking up outside assignment need not execute any bond to serve the Institute on return from leave.

(2) All staff members (both Academic and Non-Academic) who are sponsored/deputed by the Institute for higher training/study abroad under collaborative arrangement and /or Government of India scholarship schemes etc. should execute service bond for the period as specified below :

- | | | |
|------|--|---------|
| (i) | If the secondment is for a period of more than 3 months. | 2 years |
| (ii) | If the secondment period is less than 3 months. | No Bond |

- (3) All bonds will be signed by the staff member concerned with the sureties from two persons acceptable to the Institute for the purpose.
- (4) For sabbatical leave, rules 7.2.5 would apply.

7.10 SCHEME FOR DEPUTATION OF FACULTY TO THE INDUSTRY FOR PRACTICAL EXPERIENCE

- (1) Short Title

This scheme may be called "Scheme for deputation of faculty to industry for practical experience".

- (2) Definition

In this scheme unless there is anything repugnant in the subject or context :

"Industry" means any systematic activity carried on by cooperation between an employer and workmen (whether such workmen are employed by such employer directly or through agency, including a contractor) for production, supply or distribution of goods services with a view to satisfy human wants/wishes (not being wants or wishes which are merely spiritual or religious in nature), whether or not –

- (i) any capital has been invested for the purpose of carrying on such activity; or
 - (ii) such activity is carried on with a motive to make any gain or profit. and includes –
 - (a) Field Agencies promoting rural development and with a view to encourage R&D efforts relevant to the rural sector;
 - (b) Consultancy firms;
 - (c) Manufacturing firms.
- (3) Procedures for regulating the Scheme
 - (3.1) The faculty members deputed to industry under the scheme will be treated on duty and will be paid to and fro travel expenses by IIT Delhi.
 - (3.2) There will be no hard and fast rule regarding payment to the faculty members by industry. The scheme will be used for strengthening the areas identified by the Institute.
 - (3.3) The period of deputation will range from 6 to 12 months and will be limited to 5% of faculty strength in a Department.

- (3.4) The industry should be apprised of the expertise and consultancy capabilities of the faculty members of the Institute through suitable information bulletins.
- (3.5) To and fro traveling allowance for the family members of the faculty members should also be allowed in case the faculty member is deputed to the industry for practical experience for a period of six months or more. This to-and fro-TA for the family members may be allowed only once during the deputation. In addition to the to and fro TA for family of Faculty on deputation of 6 months or more, moving allowance as per actuals may also be allowed.
- (3.6) Faculty members concerned may be considered for grant of one additional increment on satisfactory completion of one year practical experience in industry/industrial in-house R&D on the basis of the report of the host industry/industrial in-house R&D.
- (3.7) No bond may be required to be executed by the Faculty member deputed to the industry for practical experience.

(4) Interpretation of Rules :

Any doubt arising about the interpretation of these rules shall be referred to the Chairman, Board of Governors whose decision shall be final.

7.11 TERMS FOR DEPUTATION UNDER INTER-IIT FACULTY EXCHANGE PROGRAMME AND DEPUTATION TO ENGINEERING COLLEGES IN THE NEIGHBORHOOD

- (1) The duration of the exchange will be between 3-12 months.
- (2) The faculty member will be paid TA by the host Institute for self and family.
- (3) In addition to TA for self and family, the faculty member will be paid by the host Institute an expense allowance equivalent to 20% of his basic salary.
- (4) Expenses on the salary of the faculty member during the period of exchange will be met either by the parent IIT or the host Institution as may be mutually agreed.
- (5) The faculty member be provided with a suitable license fee free accommodation, furnished or unfurnished depending upon the availability by the host Institute.

Deputation to Engineering Colleges in the neighborhood will be made to help those Institutes.

7.12 LEAVE ENCASHMENT

As per BOG Resolution No. BG.19/98 any order issued by the Govt. of India will be made applicable mutatis-mutandis at the Institute. The details are given in **Annexure 7.1**.

7.13 LEAVE TO EMERITUS FELLOWS/CHAIR PROFESSORS/WHOLE-TIME VISITING PROFESSORS/FACULTY

Emeritus Fellows/Chair Professors/Whole-Time Visiting Professors/ Faculty serving the Institute are allowed to avail Vacation/Earned/Casual Leave as admissible to regular faculty members of the Institute except that such Leave (s) shall lapse at the end of the year and no carry forward/encashment etc. for the same shall be admissible.

**ANNEXURE
CHAPTER 7**

Annexure	Title	Page
7.1	Copy of the Govt. of India, Deptt. of Personnel & Training O. M. No. 14028/7/10-Estt. (L), dated the 7.10.92 Leave/Cash Payment in lieu of leave beyond the Date of retirement or quitting of service.	7-17

ANNEXURE 7.1

(Refers 7.12)

G.I. Dept. of Per. & Trg. O.M. No. 14028/7/97-Estt. (L),

Dated 7.10.1997

Recommendations of the Fifth Central Pay

Commission-Decisions relating to Enhancement of the ceiling on accumulation and encashment of Earned Leave in respect of Central Government employees

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the Fifth Central Pay Commission relating to leave, the President is pleased to decide that the existing provisions of the Central Civil Services (Leave) Rules, 1972, may be modified as follows in respect of civilian employees of the Central Government :-

- (a) The existing ceiling of 240 days on accumulation of earned leave provided in Rules 26 & 28 ibid shall be enhanced to 300 days.
- (b) The existing ceiling of 240 days for availing of the benefit of encashment of unutilized earned leave shall be increased to 300 days in respect of the following categories;
 - (i) retirement on attaining the age of superannuation [Rule 39 (2)];
 - (ii) cases where the service of a Government servant has been extended, in the interest of public service, beyond the date of retirement on superannuation [Rule 39 (4)];
 - (iii) voluntary/premature retirement [Rule 39 (5)];
 - (iv) where the services of a Government servant are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment [Rule 39 (6) (a) (i)];
 - (v) in the case of termination of re-employment after retirement [Rule 39 (6) (a) (iii)];
 - (vi) in the case of death of a Government servant while in service, to the family of the deceased [Rule 39 (4)];
 - (vii) in the case of leave preparatory to retirement [sub-rule (1) of Rule 38];
 - (viii) in the case of transfer of a Government servant to an industrial establishment [Rule 6]; and

- (ix) on absorption of a Government servant in the Central Public Sector Undertaking/autonomous body wholly or substantially owned or controlled by the Central/State Government [39-D];
- (c) A Government servant who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service, to the extent of half of such leave at his credit subject to a maximum of 150 days [Rule 39 (6) (a) (ii)]
- 2. The above orders shall take effect from 1st July, 1997.
- 3. The Fifth Pay Commission has also recommended that all employees may be permitted to encash 10 days earned leave at the time of availing of Leave Travel Concession, subject to the conditions that -
 - (a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
 - (b) earned leave of atleast an equivalent duration is also availed of simultaneously by the employee;
 - (c) a balance of at least 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and
 - (d) the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

This recommendation has also been accepted by the Government and, accordingly, encashment of earned leave may be allowed by the Ministries/Departments subject to the prescribed conditions. The total encashment of Earned Leave allowed to a Government servant along with LTC while in service and as per the provisions of the Central Civil Services (Leave) Rules, 1972, should not exceed the maximum limit/ceiling of 300 days of 150 days, as the case may be.

- 4. The orders in paragraph 3 above shall take effect from the date of issue.
- 5. The orders as per paragraphs 1 to 4 above shall also apply to Government servants serving in Vacation Departments.
- 6. Formal amendments to the Central Civil Services (Leave) Rules, 1972, are being issued separately.
- 7. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue in consultation with the Comptroller and Auditor-General of India.

**SUMMARY OF GOVT. OF INDIA DECISIONS/ORDERS AS APPROVED BY THE BOG. III
DELHI VIDE BG/19/98**

Sr. No. Item	Pre-5 th Pay Commission	Post 5 th Pay Commission	Date of implementation as approved by the BOG	Govt. of India reference letters
LEAVE				
1. Earned Leave				
a) Accumulation of EL for Encashment on Retirement/Death.	240 days	300 days	1.7.1997	GI Deptt. of Per. & Trg. O.M. No.-14028/7/97-Estt (L) dated 7.10.1997.
b) Encashment of 10 days EL at the time of LTC	NIL	10 days	-do-	Subject to condition mentioned in the O.M. Dated 7.10.1997.
2. Casual Leave in a Calendar year Deptt.	12 days	8 days	w.e.f. the calendar year, 1998	O.M.No.12.09.94-JCA dated 14.1.1998 of Per. & Trg.
3. Conversion of one kind of leave into another 31.12.97.	At the discretion of the authority who granted leave	within 30 days of the expiry of the relevant leave	w.e.f. date of the Board decision i.e. 7.8.1998.	GI Deptt. of Per & Trg. O.M. No. 14015/2/97-Estt. (L) dated
	(Rule 10 of the CCS (leave) Rules 1972	(Rule 10 of the CCS (Leave) Rules 1972		
4. Maternity Leave	90 days	135 days	-do-	GI Deptt. of Per & Trg. O.M. No. 13018/1/97-Estt. (Leave) dated 7.10.1997.
5. Paternity leave	NIL	15 days (only those Govt. servants with less than two surviving children are eligible)	-do-	-do-

CHAPTER 8

GUIDELINES FOR FINANCIAL ASSISTANCE, HOLDING OF CONFERENCES ETC.

8.1 GRANT OF FINANCIAL ASSISTANCE TO FACULTY

The Institute grants Financial assistance to faculty in respect of (a) cost of books/technical journals, (b) membership fee of international bodies/societies, (c) attending national and international conferences and (d) contingency grant from recurring funds of the Departments/Centres for day-to-day work as per the following norms.

A.I. REIMBURSEMENT TOWARDS COST OF BOOKS/JOURNALS AND MEMBERSHIP FEES OF A PROFESSIONAL BODY.

- (i) Contingency grant for books, stationery, local travel etc. shall be Rs. 4,000/- per year.
- (ii) Reimbursement shall be made within a period of two weeks after production of the statement of expenditure supported by bills. In order to streamline the procedure, such bills may be entertained only twice a year e.g. in February and August.
- (iii) Books, Journals purchased shall be considered as personal property of Faculty Member.
- (iv) Reimbursement in respect of membership fee of one international professional body/society to the extent of 75% of the actuals. Rather than having to pay every year, members of the faculty may be encouraged to become life members, wherever possible, by paying a lump-sum amount, produce the bill to the Accounts Section, who should then re-imburse 75% of the actual amount.
- (v) Membership fee shall not include the cost of any journals/transactions for which additional payment has to be made. However, those journals/publications available free of cost along with the membership fee can be retained by the faculty.

A-II REIMBURSEMENT OF TELEPHONE BILLS

Faculty holding posts of Professors, Associate Professors, Assistant Professors and their equivalent posts at the Institute are extended the perk of reimbursement of telephone charges upto a ceiling of Rs.750/- p.m. w.e.f. 21-5-2002. The telephone charges will include charges incurred on all types of telephones - internal, external and mobile etc.

B. FINANCIAL GRANT TO FACULTY/SCIENTIFIC/DESIGN/PROGRAMMING STAFF FOR ATTENDING NATIONAL & INTERNATIONAL CONFERENCES

- (a) Full funding for attending one national conference per year by each faculty and scientific/design staff on condition that the concerned faculty is either presenting a paper or is invited to chair a session.
- (b) Full funding to attend one International Conference once in three year with financial assistance upto Rs. 1.00 Lakh per slot subject to faculty presenting a paper or chairing a session in the International Conference in the area of his/her specification. This is effective from 1.7.2001 as per following guidelines:-
 - (i) He/She should have published atleast three research papers in journals/conferences of repute in the preceding three years or between the conferences, whichever is shorter.
 - (ii) New faculty joining at the level of Assistant Professor may avail of this facility after the completion of probation period.
 - (iii) For Faculty members who join at a higher post, this facility will be available only after completion of three years of service at the Institute.
 - (iv) If the paper accepted for presentation at the conference is multi-authored, then only one of the authors will be allowed to avail the facility.
 - (v) The financial assistance of Rs. 1.00 lakh could also be taken in two parts of Rs. 50,000/- each in three years period.
 - (vi) The amount of upto Rs. 1.00 lakh can be used for:-
 - a) International air travel including taxi charges between the place of residence and the airport, visa fees and airport tax.
 - b) Registration fee for the conference.
 - c) Boarding & lodging for the period of the conference.

- d) Local travel at the place of conference.
- e) Expenses for attending one workshop or tutorial upto 2 days associated with the conference.
- f) Medical insurance connected with international travel.

The financial assistance of Rs. 1.00 Lakh for International conferences etc. replaces the scheme for Partial Financial Assistance. However token money of Rs. 2,000/- will continue to be provided to the faculty in addition so as to enable the Faculty to seek funding from other sources.

Note : The facility of attending International Conferences to regular programming staff will be decided on case to case basis with the approval of competent authority.

C. FINANCIAL ASSISTANCE FOR BOOK WRITING

The Institute provides financial support/contingent grant to its faculty for the preparation of books under the Book Writing Scheme. The guidelines and the proforma to be used for Book-writing Grant are given in **Annexure 8.1**.

D. FINANCIAL ASSISTANCE FROM QIP

QIP gives a financial assistance of Rs.20,000/- to faculty members for book writing/preparation of course material/transparencies etc.

8.2 CONTINGENT GRANT TO OUTSTANDING FACULTY MEMBERS

A Contingency grant of Rs. 10,000/- (Rupees Ten thousand only) may be given to each of the faculty members adjudged as really outstanding on the basis of the evaluation of their self assessment reports by the Committee appointed by the Director. This grant is to be utilized by them at their discretion for attending Conferences, procurement of research material/reproduction of material/consumables etc. Expenditure involved on account of these contingency grants is to be met from the recurring grant of the Department/Centre concerned and the necessary increase in the departmental recurring grant will be made for meeting this extra expenditure.

8.3 DA TO STAFF WHEN DEPUTED ABROAD ON TEMPORARY DUTY

The rates of DA as notified by the Govt. of India from time to time for equivalent level of posts shall be applicable to the Institute staff when deputed for temporary duty abroad (except when availing financial assistance for attending international conferences etc.).

Terms and Conditions

- (1) Special scale (per diem) is admissible in the case of the Director of the Institute. In the case of other staff members belonging to First Grade Officers (under TA Rules), the general (lower) scale will be admissible.
- (2) In case of staff members below the level of First Grade (under TA rules) only 75% of the general rate will be allowed.
- (3) Where a staff member of IITD is going abroad as part of team deputed by a public sector organization or a public funded autonomous body like ADA, and such organization is bearing the full cost, he may be allowed the same rate as permitted by the organization for its employees of corresponding rank.
- (4) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food, tips, VAT Service charges, local travel and incidental expenses.
- (5) In case the staff member does not produce vouchers in support of accommodation charges, this will be limited to 80% of the entitled rate.
- (6) In case where the staff member is provided lodging alone, his claim will be limited to entitled rate.
- (7) In case where the staff member is provided boarding and lodging, his claim will be 30% of the entitled rate. In addition he will also be allowed the actual expenses including hire of car, railway fare or air fare traveling from one place of stay to another.
- (8) In case of trainees, the following rates will be admissible.
 - (i) Where training authorities do not provide trainee with any DA, pocket money, scholarship or other cash assistance, the employee is entitled to such amounts as may be authorized by the Reserve Bank of India (RBI).
 - (ii) Where the training authorities provide an assistance by way of pocket money, etc. the entitlement computed above will be reduced by the monetary benefit so received.
 - (iii) Where the employee is treated as guest, entitlement towards miscellaneous expenses will be limited to the extent permitted by RBI.

8.4 GUIDELINES FOR SECURITY CLEARANCE FOR HOLDING INTERNATIONAL CONFERENCES/ SEMINARS/WORKSHOPS ETC. IN INDIA [effective 01-09-2000,25022/40/97/E.IV, Govt. of India, Ministry of Home Affairs (M.H.A.)]

A. INTERNATIONAL CONFERENCE ETC. WHICH WILL NOT REQUIRE PRIOR CLEARANCE FROM MHA.

- (i) A conference organized or sponsored by a Ministry or Department of Government of India.
- (ii) A conference organized/sponsored by State Government.
- (iii) A conference organized by Public Sector Undertaking or an organization owned and controlled by Government of India or a State Government.
- (iv) A conference organized by 'NGO' with or without the official sponsorship of any Ministry or Department of Government of India or State Government.
- (v) A conference organized by the United Nations and its specialized agencies.

In all the above cases, the nodal/administrative Ministry concerned shall be competent to accord approval after considering any possible security ramifications to hold the conference/seminar/workshop etc., without prior clearance or reference to MHA.

B. INTERNATIONAL CONFERENCES ETC. FOR WHICH PRIOR APPROVAL/CLEARANCE FROM MHA WOULD BE REQUIRED.

It would be necessary to obtain prior approval/clearance of MHA for holding an international conference/seminar/workshop etc., if:

- (i) the subject matter of the conference being organized is political, semi-political, communal or religious in nature, or is related to human rights: or
- (ii) the conference is proposed to be held in areas covered under Protected/Restricted/Inner line regime; or
- (iii) the conference includes participants from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka.

The nodal/administrative Ministry would send full details of the proposed conference/seminar/workshop to MHA for this purpose.

POLITICAL CLEARANCE FROM MINISTRY OF EXTERNAL AFFAIRS (MEA).

It would also be necessary to obtain the prior clearance from MEA for holding an international conference etc., if:-

- (i) the subject matter of the conference has a bearing on external relations.
- (ii) the conference includes participants from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka.

GRANT OF VISA TO FOREIGN PARTICIPANTS

Grant of visas to foreign participants in international conference/seminars etc., shall be governed as per the following guidelines:-

- (i) In respect of foreign participants attending conferences covered under Category A above i.e., where the nodal/administrative Ministry itself is competent to accord permission for the conference, visas may be issued liberally once the nodal Ministry has approved the conference.
- (ii) In respect of foreign participants proposing to attend any conference covered under Category B above, the nodal/administrative Ministry would send the full particulars of the foreign participants, such as name, parentage, nationality, date and place of birth, passport number, date and place of issue, validity, addresses etc. to the MHA for consideration for clearance for grant of visa.

However, the following guiding principle may be followed namely that a foreigner participation should not be generally considered to attend conferences of political, semi-political, communal or religious nature or those related to human rights or sensitive technical subjects which can be utilized as a platform for any particular line of propaganda or where the subject matter of the conference is of a purely national or local character.

E. TIME SCHEDULE FOR CLEARANCE (OR OTHERWISE) FOR PROPOSED INTERNATIONAL CONFERENCE/SEMINAR ETC.

To the extent possible, the following time schedule may be followed in processing cases for proposed international conference/seminar etc.:-

- (i) Where no clearance from MEA is required, the nodal/administrative Ministry should give its clearance for holding a conference within two weeks.
- (ii) For international conference/seminars where prior clearance from MHA and/ or political clearance from MEA is required, full particulars including those of foreign participants would be sent by the nodal/administrative Ministry to MHA and MEA within two weeks.
- (iii) Ministry of External Affairs would give its clearance or otherwise from political

angle within two weeks to the MHA and the nodal/administrative Ministry.

- (iv) Ministry of Home Affairs would give clearance or otherwise from security angle within 4 to 6 weeks to the nodal/administrative Ministry concerned.
- (v) The nodal/administrative Ministry would communicate the final decision about holding the international conference/seminars etc. to the organizers at least four weeks before the commencement of the conference.

F. MISCELLANEOUS

- (i) The nodal/administrative Ministry concerned shall be competent to decide whether a particular international conference etc., would fall within the Category B or C (1) and, therefore, require to be referred to MHA and/or MEA.
- (ii) The onus of obtaining clearance from the MHA and/or MEA, wherever required would rest with the nodal/administrative Ministry concerned and not with the organizers.

Proforma for submitting proposal for holding of International Conference, Seminar, Symposium is given at **Annexure 8.2**.

8.5 PERSONAL COMPUTER TO THE ACADEMIC STAFF ON SUPERANNUATION FROM SERVICE OF THE INSTITUTE.

A Personal Computer (PC) to the academic staff on their superannuation from service of the Institute is given on the following terms and conditions (BG/40/2001) :-

1. The staff member should have served the Institute for a minimum period of 10 years.
2. The staff member should have purchased the PC from his Professional Development Fund (PDF).
3. The Computer should have been with the staff member at least for a period of two years before the date of superannuation.
4. A token amount of 5% of the cost of the PC or buy back value fixed by the vendor, whichever is lower, be charged from the staff member.
5. Only one computer, either a laptop or a desktop, be given to the staff member.

ANNEXURES

CHAPTER 8

ANNEXURE	TITLE	PAGE
8.1	GUIDELINES FOR BOOK WRITING GRANT	8-9
8.2	PROPOSAL FOR HOLDING INTERNATIONAL CONFERENCE/SEMINAR/SYMPOSIUM ETC.	8-13

Annexure 8.1
(Refers 8.1 (c))

Guidelines for Book Writing

- 1.1 (a) Faculty members desirous of writing books, laboratory manuals and monographs would be entitled to receive a financial grant of Rs. 5,000/- per annum for secretarial and other assistance, purchase of stationary, typing, photocopying, postage, local conveyance, collection of materials from other libraries including travel costs for the same, payment of royalties, etc. for use of copyright materials and to discuss with other experts, translation costs, etc.
- (b) In addition, assistance would be provided to enable him to hire IITD students for summer/winter jobs and part-time work as additional to the financial grant.
- 1.2 It would also be possible for a group of IIT faculty to jointly take up a book-writing and produce sections of a book or course of a reading material which could be put together in the form of a book. One of the teachers in the group may be named as Editor or coordinator for such a project who would undertake the overall responsibility of getting the manuscript ready for publications.
- 1.3 (a) In case a faculty member completes the manuscript anytime within the first year before the end of second year, he/she would be eligible for a maximum financial grant of Rs. 10,000/- (equivalent to two years of financial grant).
- (b) In exceptional cases requiring further expenditure beyond the second year, the Director may sanction sum of upto Rs. 5,000/-
- 1.4 It would be possible for a faculty member to revise the text-book, monograph, etc after a period of five years from first publication. A sum of upto Rs. 5,000/- may be given as grant for the same.

2. Duration of the Project -

The book-writing is generally of two years duration and can be extended in special cases by another year bringing the total duration to three years. The project may be terminated, however, at an earlier date on the completion of the manuscript. Only one book-writing can be taken up at a time under this programme by a single faculty member.

3. Evaluation & Acceptance of the Manuscript

All project proposals will be considered by a 3-member committee appointed by the Deputy Director (Faculty) of the professorial committee of the department/center. This committee would be concerned mainly in ensuring proper standards and quality of the manuscript and may make suitable suggestions to the author. The presentation would, however, be the responsibility of the faculty to whom the project is entrusted. The same committee would evaluate the proposal for additional grants for satisfactory completion and make suitable recommendations for its publication. A standing Institute level Committee would be constituted to examine recommendations from Departments/Centres to decide Institute level priority.

4. Publication of Books

The authors should arrange for the presentation of books, with the publishers. Assistance may be provided by IIT for securing subsidy from National Book Trust.

5. Proposals

Proposals for assistance for book writing can be received at any time in the year but will be considered only on January 1, May 1 and September 1.

Form : (1)
Proposal for Book-Writing Grant

INITIAL PROPOSAL

Date of Proposal

1. Name of Authors(s) :
2. Department / Centre :
3. Designation(s) :
4. Title of the Book :
5. Level of the Book : (UG (indicate year)/PG
6. Type of Book : Text/reference/Monograph/Others
7. Objectives and Contents :
(Enclose list of Chapters/Appendixes)

Indicate: - Expected No of typed pages against each Chapter and total.
- Expected No. of Figures in each Chapter and total.

8. Significant features of the Book. (Enclose a write-up indicating the general approach; special features; innovations etc. – basically justification for a new book. The write-up may be in the style and nature of a preface).
9. List of recent comparable books published in India/Abroad. Title, Author(s); Publisher; year of Publication; Price
10. Status of the manuscript
 - (i) Work will be started after approval.
 - (ii) Rough notes available for some/all chapters.
 - (iii) First draft completed for some/all chapters.
11. If authors (s) has/have taught course(s) for which the book could be used, indicate
 - (i) Title of the course(s)
 - (ii) Years in which taught
 - (iii) Were the lecture notes circulated to students and feedback used in revising the manuscript.
12. Chapterwise time-schedule for completing the manuscript in final form for submission to publisher. Probable date of completion.
13. Is the Publisher identified? :

Signature of the Author(s)

OBSERVATIONS BY THE PROFESORIAL SUBCOMMITTEE

(Signature of Members)

Deputy Director (Faculty)

Form : (2)
PROPOSAL FOR ADDITIONAL BOOK WRITING GRANT

ADDITIONAL GRANT

Date of Proposal:

1. Name of Author(s) :
2. Department/Center :
3. Designation(s) :
4. Title of the Book :
5. Date of Initial Sanction :
6. Initial Sanction amount :
7. Amount spent : Rs.
Details : Typing pages = Rs.
Figures (Nos.) = Rs.
Others = Rs.
Total = Rs.
8. Is there a major deviation from the contents in the initial proposal?
9. Chapterwise time-schedule when the book was approved and the actual progress, i.e., chapters written, figures made etc.
10. Expected date of completing the manuscript in the final form for submission to publisher.
11. Reasons for change in the time plan
12. Have you tried out the draft chapters in the classroom? If yes, the courses.
13. Is the publisher identified? If not, when would it be done?

(Signature of author(s))

REMARKS BY THE PROFESSORIAL SUBCOMMITTEE

(Signature of Members)

Deputy Director (Faculty)

**ANNEXURE 8.2
(Refers 8.4)**

PROFORMA

**PROPOSAL FOR HOLDING OF INTERNATIONAL CONFERENCE, SEMINAR,
SYMPOSIUM, ETC. (FIVE COPIES TO BE SUBMITTED TO NODAL MINISTRY)**

1. Title :
 2. Venue :
 3. Time :
 4. Subject of the Conference/Seminar/Symposium with list of various technical sessions and/ or workshops. :
 5. The relevance and scientific and technological importance of organising the Conference/Seminar/Symposium in the context of the present day National needs. :
 6. Organising agencies :
 7. Sponsoring agencies, if any :
 8. Number of National and International delegates (separately) expected to participate. :
 9. *Countries from which foreign delegates are expected. :
 10. Name (with complete address) of foreign delegates (country-wise) proposed to be contacted/invited. :
 11. Number of National & International delegates (separately) likely to read papers. :
 12. Whether the proceedings are to be published or not. If yes, how? :
 13. *Total anticipated expenditure with break-ups under major heads. :
 14. Anticipated Sources(s) of income :
 15. Details of contributions, if any, expected from foreign source(s)/individuals. :
 16. Copy of the approval of the BOG of the Institute/organisation of the proposal. :
 17. Any other relevant information :
- *may be given as annexure(s)

SEAL :

(Signature)
(Head of the Institution/Organisation)

Date :

CHAPTER 9

MISCELLANEOUS MATTERS

9.1 ADVANCES

The Institute grants the following advances to its employees, on the same terms and conditions as in the Central Government.

(i) Interest free advances

- (1) **Advance of TA on transfer/retirement** : The amount of the advance depends on the status/salary of the employee as per Govt. of India rules on the subject.
- (2) **Festival Advance** : The advance is admissible to the employees whose basic pay does not exceed Rs.8300/- per month. Amount of the advance is Rs.1500/- and is recoverable in not more than 10 monthly instalments. The advance is admissible only once in a financial year.
- (3) **LTC Advance** : The amount of the advance depends upon the status/salary of the employee concerned as per Govt. of India Rules. The advance is adjusted on submission of LTC bills.
- (4) **Advance in connection with the medical treatment** : The advance is admissible to the employees themselves or their spouse/dependents who are required to undergo indoor treatment. The amount depends upon the estimated expenditure worked out by the Hospital. The advance is recoverable from medical reimbursement bill in lump-sum.

(ii) Interest bearing advances

- (1) **Advance for purchase of Conveyance** : The amount depends upon the nature of the vehicle to be purchased and whether the vehicle is new or old. The amount of advance and eligibility are given as under :

		Interest	Max. number of Instalments in which the advance is to be paid
--	--	----------	---

(a) Car Advance

Eligibility for Motor Car Basic pay Rs.10,500/- 13%
per month or more

Amount of advance	New	Old	
For first occasion	* Rs.1,80,000/-	*Rs.1,00,000/-	200
For second or subsequent occasion	* Rs.1,60,000/-	*Rs. 50,000/-	

(b) Motor Cycle/Scooter Advance

Eligibility for Motor Cycle/Scooter/Moped Basic pay Rs.4,600/- 9.5%
per month or more

Amount of advance	New	Old	
For first occasion	*Rs.30,000/-	*Rs.12,000/-	70
For second or subsequent occasion	*Rs.24,000/-	*Rs.10,000/-	

(c) Bicycle Advance

Eligibility for Bicycle Advance Basic pay not exceeding 7%
Rs.5,000 per month

Amount of advance *Rs.1500/- 30

*The amount approved or the actual cost of vehicle or the amount demanded by the employee whichever is the least.

The general financial rules of the Government of India are followed for recovery of the advance.

(2) House Building Advance :

The amount of advance depends upon the salary of the employee concerned subject to conditions prescribed for it. The maximum amount is Rs.7.50 lacs. The advance is subject to various rates of simple interest from the first instalment and is calculated on the balance outstanding on the last day of each month. The entire amount of

advance with interest is repayable in the maximum period of 20 years, i.e. 180 monthly instalments for principal amount and 60 monthly instalments for principal for interest. The Govt. of India rules are followed for this purpose.

9.2 BENEFIT SCHEMES

9.2.1 Benevolent Fund Scheme

The Institute has formulated 'Benevolent Fund Scheme' which is in force w.e.f. 1st January, 1991. The Scheme aims at providing outright grant to the legal heir of members of faculty, supporting staff and students who unfortunately die due to an accident while on duty or while pursuing studies at the institute.

The details of the scheme are given in **Annexure 9.1**.

9.2.2 Group Savings Linked Insurance Scheme

A Group Insurance Linked Savings Fund Scheme is in operation at the Institute since 1.1.1992. The salient features of this Scheme are given in **Annexure 9.2**.

9.2.3 Employees Co-operative Thrift & Credit Society

Thrift and Credit Society has been registered with the Registrar of Workcharged/ Cooperative Societies. Its membership is open to all regular employees of the Institute. The main functions of the Society is to grant loans to the needy persons subject to limits prescribed in the bye-laws of the Society and attract savings from the members on payment of interest.

The intending member is to fill in an application form available with the Society office located on the mezzanine floor in the Administrative block. The cost of the share is Rs.10/- and the minimum number of shares to be purchased by a member is 10. The intending member is to deposit Rs. 215/- (Share money Rs. 100/- Compulsory deposit Rs. 100/-, Welfare deposit Rs.10/- Admission fee Rs.2/- and Pass Book charges Rs.3/-).

9.2.4 IITD Staff Welfare Scheme

The scheme has been operational since May 1975. All permanent members of the Institute are eligible for membership. Those who apply for membership and subscribe to the funds of the Scheme are considered as members. The scope of Scheme is to provide financial assistance to staff enrolled as members of the scheme to meet their immediate needs and to provide for other facilities as may be approved by the executive committee from time to time.

The funds of the scheme are built-up from the following sources:

- i) Contribution from members.
- ii) Contribution from examiners.
- iii) Contribution by the staff of the Institute out of consultation fees and royalties from patents and books etc.
- iv) Any grant from the Institute.
- v) Proceeds from charity shows etc.
- vi) Donations and benefactions from any other sources.

9.2.5 Welfare Scheme to aid the Family of a deceased member

This scheme functions as a part of the IIT Staff Welfare Scheme. Any permanent employees of the Institute can become member of the Scheme. But it is compulsory for him/her to become member of both the scheme as viz. IIT Staff Welfare Scheme and Welfare Scheme to aid the family of a deceased member. There is no membership for this scheme but every member gives an undertaking that as and when death of a member takes place, the DR(Accounts) may deduct Rs.20/- from his/her salary for the financial help to the family of a deceased member.

9.3 HOSPITAL SERVICES

The Institute has a 14 bed hospital which provides indoor and out-patient medical facilities for the students, members of the staff and their families round the clock. A well equipped Dental Clinic, an X-ray Unit, a Physiotherapy Unit and a Pathological laboratory are maintained by the Hospital.

The Hospital has a team of Medical Officers including lady doctors, homeopathic doctor and is under the charge of a Chief Medical Officer. It has a team of paramedical staff. The Hospital is also visited on a part-time basis by medical specialists from the All India Institute of Medical Sciences (AIIMS), Safdarjang Hospital and others.

A team from the Family Planning Association of India, R.K. Puram Branch, visits the Institute hospital thrice a month as a part of a child and maternity-welfare programme wherein immunization (such as DPT Vaccination, Oral polio vaccination and Vit. A concentrated oral drops, etc.) is carried out.

Medical Attendance, Treatment and Reimbursement

The Board of Governors at its 135th meeting held on 2.3.2001 vide BG Resolution No.BG/15/2001 approved the Medical Attendance, Treatment and Reimbursement rules given at **Annexure 9.3** for implementation at the institutes w.e.f. 30.5.2001.

Scheme for Medical Benefits after Retirement

- 1 This Scheme will be a part of the service conditions of employees. All employees will thus join the scheme on joining the institute and will continue in it till retirement.
- 2 A compulsory monthly contribution is to be paid by all entitled classes of serving IIT employees, including hostel staff and work charged employees, during their entire service, as indicated below:

a) Faculty, equivalent academic staff and Group 'A' officers	Rs.150/-
b) Group 'B'	Rs.100/-
c) Group 'C'	Rs.70/-
d) Group 'D'	Rs.40/-

"The subscription will be reviewed every three years by a committee constituted by the Director and representing all sections of the IIT community. The committee should take into consideration any substantial changes in the pay structure/cost of treatment".

3. If both husband and wife are employed in IIT Delhi, the contribution will be recovered from only one of them whose pay is higher. The recovery of contribution will be effected through monthly salary bill. It is recoverable during the period of duty, suspension and leave.
4. In order to be eligible for availing medical facilities after retirement, an employee must have paid the monthly contribution for a minimum period of 20 years.
5. All medical facilities as approved by BOG from time to time for serving employees will also be available to the retired employees and their eligible dependents.
6. The beneficiaries staying far away from the IIT Campus may get tests and OPD treatment at Institute Hospital, Govt. Hospitals and AIIMS and when necessary at other recognized hospitals. Cases which need specialized diagnosis or sophisticated treatment may be referred by the Chief Medical to outside hospitals for special consultation/investigations/surgery and indoor treatment.

7. The retired employees residing in cities other than Delhi can get the treatment in a Government/State Hospital and they will be reimbursed as per the prevailing norms approved by the Board of Governors from time to time. The term 'Government Hospital' would include any Hospital of a State Government/Government Departments such as Railways, Atomic Energy Commission etc., as also Hospitals of the Public Sector Undertakings.
8. In non-emergency cases, when advised hospitalization by the Government/recognized Hospitals, the retired employees staying outside Delhi will send zerox copies of the case to CMO IIT Delhi for his information and record.
9. A check list of documents required to be submitted to IIT, will be prepared and circulated to all the retired employees to facilitate reimbursement.
10. Any change in the reimbursement rules, announced by the Government of India from time to time, will be incorporated in the scheme with due approval of the Board of Governors.
11. If an employee dies during service, his/her eligible dependents will have the option to continue in the scheme after paying the monthly contribution as was being paid by the deceased employee for the remaining period of his service.
12. The retired employees not opting for availing the OPD facilities in Hospitals referred in Para 6 above, will be entitled to a monthly medical allowance of Rs.200/-.
13. No refund of the subscribed amount will be permissible under any circumstances.
14. In case of medical emergency, the rules as applicable to the serving employees should apply.
15. All reimbursement claims should be sent to Registrar, IIT Delhi who will acknowledge the same. An Acknowledgement Card with the following information may be used for the purpose.

Name of Employee.

Employee's Code.

Total amount of bills.

Date of receipt of bills.

Registrar will ensure that the claims are processed within a fortnight. Any objections should be communicated to the claimant within two weeks.

16. When the spouse of a staff member is employed in a State/Central Govt./another autonomous/Corporate body, he/she can choose to claim the medical facilities

either from the Institute from the spouse's employer by declaring the same through a joint communique.

17. Since the employees who have retired/are going to retire in next few years would not have paid the monthly contribution as will be paid by the serving employees, they will pay a lumpsum amount equal to 20 years contribution. The period for which an employee has paid the monthly contribution before retirement would be reduced from this 20 year period. Director, IIT Delhi may, in special circumstances, allow payment of the lumpsum contribution in two or three Installments.

9.4 GUEST HOUSES

In order to provide accommodation to the faculty members of other IITs, Educational Institutions, Student's guardians etc. the Institute runs two guest houses - Main Guest House and Faculty Guest House. The request for accommodation is made to the Professor-in-Charge (Guest Houses), who, subject to availability, notifies the reservation of accommodation.

Accommodation in the Main Guest House is provided to VIPs like Directors of other IITs, Vice-Chancellors and Heads of Educational institutions. Accommodation in Faculty Guest House is for faculty and officers visiting Delhi for official work in the IIT or outside the IIT.

NALANDA GUEST HOUSE

The guests coming to stay at the Nalanda Guest houses fall into four categories:

- Category A : External examiners for Ph.D. & M.Tech. thesis, Official JEE/GATE Work and approved official work of Department/Centre/Unit.
- Category B : Official visitor for sponsored/consultancy project, Official participant for departmental activity (Workshop/Seminar etc.), for any other purpose with the prior approval of competent authority.
- Category C : Guest of Institute faculty/staff, Visitors from other IITs for official non-IITD work, Visitor on official request by MHRD/Govt. and Public Sector Organisations, Visitor from sister Organisations (education or research), Alumni (ex-student) (through Alumni Association), Parent of student (maximum two days) (exceptional, through Dean of Students), Any other with prior approval of Competent Authority.
- Category D : Visitor from Industry (Public and Private) for discussion/visit to IIT Delhi, Visitor for non-official work but connected to IIT system; for any other purpose with the prior approval of the competent authority.

ROOM CHARGES

CATEGORY	AC DOUBLE BED ROOM	AC SINGLE BED ROOM	NON - AC DOUBLE BED ROOM	NON – AC TWIN SHARING	NON – AC SINGLE BED ROOM
A	260	230	200	-	170
B	260	230	200	170+170	170
C	330	300	260	-	230
D	700	600	600	-	500

MAIN GUEST HOUSE

The guests coming to stay at the Main Guest houses fall into two categories:

Category A :

Official Institute Visitor

- (a) Directors/Deputy Director/Deans/BOG Members.
- (b) Foreign/Collaboration Visitors (Professors & Scientists) (attach approval by Director).
- (c) Former Directors/Former BOG Members.
- (d) Important Guest of Director/Chairman BOG.
- (e) Selection Committee Members.
- (f) Any other with the prior approval of competent authority.

Category D :

- (a) Senior Participants for Departmental Activity (meeting/workshop/seminar etc.
- (b) Senior Visitor for ongoing Sponsored /Consultancy project.
- (c) Senior Visitor from Industry (Public/Private) for interaction/discussion/visit to IITD.
- (d) Senior Officer from organization connected to IITD system on non official work.
- (e) Any other with prior approval of competent authority.

ROOM CHARGES

Category	OLD WING		NEW WING	
	Double bed Room	Single Bed Room	Double Bed Room	Single Bed Room
A	260	230	260	230
D	1000	900	700	600

9.5 Policy for Hiring of Halls

1. The Halls will normally not be booked during the following periods for any activity.
 - (a) During minor tests and major tests and one day before and after these tests.
 - (b) One week before Convocation Day.

2. The Halls can be booked during working days/holidays for the following:
 - (a) Institute activities
 - (b) Academic related events (registration, lectures, workshops, seminars, conferences etc of Departments/Centres of IITD).
 - (c) Student activities approved by various Boards of student activities.

3. The Halls can be booked after office hours or on holidays for the following:
 - (a) Non-academic events of Departments/Centres/Units of IITD and other recognised bodies of IITD.
 - (b) Academic related events (workshop, seminar, conference etc.) of non-IITD organizations associated with IIT Delhi (including MoU organizations).
 - (c) Professional activity of non-IITD organisation associated with IITD (recommended by Head of Deptt./Centre).
 - (d) Lectures of general interest (approved by DD(F)/Director).

4. The Halls will not be booked for:
 - (a) Commercial and business activities (including general body meetings).
 - (b) Cultural activities of non-IITD organizations.
 - (c) School functions of non-IITD organizations.

5. For all events organized by non-IITD organizations Ground (Opposite Library & Adjacent to Elect. Engg.) would be compulsorily booked for parking/meals, irrespective of such a request being made by the organizer.
6. Foyer can be booked only for display, registration and serving tea with light snacks. For heavy tea and meals, ground earmarked by Estate will be used. No cooking is allowed in academic area.
7. The hiring charges of the Ground, earmarked by Estate for events organized in Dogra Hall, be retained at the present level of Rs. 10,000/-. However, for events organized in Seminar Hall these charges be reduced to Rs.5,000/- (for events of IITD or non- IITD organizations).

9.6 OVER TIME ALLOWANCE (OTA) AND HONORARIUM

9.6.1 OVER TIME ALLOWANCE (OTA) AND HONORARIUM FROM INSTITUTE FUNDS

The rules for payment of OTA/Honorarium have been notified vide IITD/CDN/OTA/40/2002/276 dated 9.5.2002. These are as under:-

The following will be the authorities to sanction Overtime Allowance (OTA):-

	Sanctioning Authority	Budget Head
a) Group `B', `C' & `D' staff working in Departments/Centres	- Respective HoD/ HoC	NP05
b) All staff working in Central Administration including Hospital, Security, Transport.	- Registrar	NP01/04
c) All staff of Estate and Works	- Chairman, E&W	NP10
d) All staff working in Hostel Organisation.	- Dean of Students	NP06/24

The following guidelines will be observed for putting up cases for payment of OTA/Honorarium:-

1. Whenever possible, Compensatory Leave be granted in lieu of the OTA. Prior approval of the Competent Authority should, however, be taken to sanction the Compensatory Leave.

2. An OTA/Honorarium Register will be kept in each Department/Centre/Section/Unit and any OTA/Honorarium bill sent to the Accounts Section shall be entered in that Register.
3. Honorarium out of the Institute funds will be paid under exceptional circumstances only. The Competent Authority to pay Honorarium from Institute funds, if absolutely essential, is the Deputy Director (Admn.) who will discuss all cases of payment of Honorarium in the Four-members Committee.
4. Honorarium/OTA for IRD work will be regulated in terms of BG/21/93. The authority to pay the Honorarium/OTA from IRD funds will rest with Dean/Associate Dean, IRD, who will approve the same on the recommendations of PIs and respective Heads of Departments/Centres.

9.6.2 Payment of OTA etc. for work of Sponsored Projects, Consultancy and other Projects in the Institute

1. The institute receives funds under Non-Plan, Plan, Thrust Areas, Modernization and other schemes of MHRD; research projects sponsored by outside agencies; consultancy; testing; charges for services and facilities provided by the Institute; and collaborative projects etc.
2. All work (administrative, secretarial, store, technical etc.) connected with the functioning of the Institute, irrespective of the source of funding, is normal Institute work, which may be assigned to an Institute employee by a supervisor authorized to do so.
3. To cope with the quantum of work, Institute may appoint, from time to time, temporary staff on projects against approved posts or by pooling together the funds of more than one project on the recommendation of the concerned PIs and HOD/HOC. All such staff will supplement the Institute staff in carrying out the work with the understanding that such staff will take up the project work to which they are appointed on a priority basis. Staff appointed on the projects will be governed by the terms and conditions of their appointment.
4. If the work load in a Department/Centre/Unit increases to a level where extra hours are considered necessary, the Institute staff entitled for OTA may be asked to carry out work outside the normal working hours. For such work, he/she will be paid OTA as per approved rates, or as per unit rates specified in approved schemes, from the project or Institute funds, as appropriate in each case.

It may further be noted that —

- (a) All OTA be charged to department/projects as applicable and no payment will be made by IRD either for store work or to supporting staff.
- (b) The OTA records will be maintained as per Institute rule and PI/Consultant/HOD/HOC would certify that the work was done after office hours and prior information was provided to the office.

NOTE : Group A officers at the Institute - Administrative, Academic and Technical are not entitled for OTA or honorarium in lieu of OTA for work pertaining to research projects and consultancy work. They are however, allowed honorarium from the element of 'Fee' provision in the consultancy.

- 2. The staff specifically appointed to work whole-time in research and consultancy projects shall not be allowed any OTA/honorarium for work pertaining to their project.

9.7 INCENTIVES TO THE EMPLOYEES OF THE INSTITUTE (OTHER THAN FACULTY AND SCIENTIFIC/DESIGN STAFF - GROUP A) FOR ACQUIRING HIGHER QUALIFICATIONS AFTER JOINING THE INSTITUTE SERVICE (effective from 15.4.1989)

Institute gives lump sum incentives to its employees (other than Faculty and Scientific/Design Staff – Group A) for acquiring higher qualifications after joining the Institute, as per details given in **Annexure-9.4**.

- (i) The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- (ii) The incentive will not be admissible if the employee is sponsored or he/she availed of study leave for acquiring the qualifications.
- (iii) The incentive will not be available if the appointment is made in relaxation of educational qualifications and the employee acquires such qualifications at a later date.
- (iv) The qualifications meriting grant of Incentive should be recognized by a University, Deemed University, All India Council of Technical of Electronic, Board etc. recognized by the Government.
- (v) The acquisition of the qualifications should be directly related to the functions of the post held by him/her or to the functions to be performed in the next higher post.
- (vi) No stepping up of pay shall be allowed in the case of juniors by virtue of drawing more pay under the scheme of advance increments.

9.8 SCHEME TO PROVIDE INCENTIVES TO THOSE GROUP 'B', 'C' & 'D' EMPLOYEES WHO ARE PERFORMING EXCEEDINGLY WELL

Preamble

1. IIT Delhi has declared the year 1997 as the year of Human Resources Development. As a part of this initiative, a Scheme to provide incentives and recognition to such Group 'B', 'C' & 'D' employees who perform their duty and service to the Institute beyond the normal call of duty with exemplary, exceptional sustained devotion and commitment has been formulated.

Applicability

2. The Scheme shall be applicable to regular staff members belonging to Group 'B', 'C' & 'D' (as defined under R&CD) Scheme of the Institute.

Award/Reward (Option)

3.
 - a) A certificate alongwith citation for the Award, and a Cash award of Rupees One thousand only each.
 - b) This will be an added factor, for consideration of contractual employment after superannuation.

Method of Giving Award/Reward

4. Once in a calender year, on 26th January of the subsequent year or on any other suitable day.

Nominations

5.
 - a) A maximum of only one nomination from each Group 'B', 'C' & 'D' may be made based on internal evaluation by Department/Centre/Section, on a prescribed performa, after due consideration within the Department/Centre/Section through appropriate forums.
 - b) A person once awarded may be nominated again only after a gap of 3 years.

Institute Level Committee for Processing Nominations

6. An Institute Level Committee (ILC) consisting of five members (with one of them designated as Chairman by the Director) shall be constituted on or around October every year. Out of these atleast two shall be faculty members not holding any

administrative position (e.g. Deans, HODs), one Administrative Officer and President, IITEU (Ex-officio). The maximum tenure of any Member shall be two years. At the end of every year, two members shall retire.

Processing of Nominations

7. a) All nominations on the prescribed proforma may be sent by the Head of Deptt./Centres/Sections to the Chairman, ILC by 10th January every year.
- b) The Committee shall meet during the third week of January in a year to consider all nominations.
- c) The Committee shall send its recommendations to the Director by 20th January every year.

Broad guidelines for ILC for processing of Nominations

8. a) The nominee should belong to the eligible category and his nomination on the prescribed proforma should have been received through proper channel only.
- b) The entire performance of a nominee during the service at the Institute and in particular over the past five years immediately preceding the date of nomination of the award, may be considered.
- c) Besides the CRs for five years, special consideration be given to Attendance, Punctuality, Sincerity, Devotion to Duty and Overall behaviour with staff/ students/colleagues/supervisors.
- d) Detailed citation of any or some or all of the following may be considered as to how and in what way the contribution of the nominee has:-

Enhanced the prestige of the Institute.

- a) Improved the functioning of the Institute.
 - b) Helped others in the same Deptt./Section.
 - c) Helped Institute in achieving economy.
 - d) Helped (i) Students (ii) Staff (iii) Faculty (iv) Community.
 - e) Any other.
- e) The Committee may seek any information/details/clarifications regarding any nominee from any one in the Institute.

- f) For guiding the performance, the comparison be made among the nominees within a particular group.
- g) The Committee may make upto a maximum of seven nominations (two each from group 'B' & 'C' and three from Group 'D') in a year.

Review

The Scheme may be reviewed after a period of five years (is currently under review).

**PROFORMA FOR NOMINATION OF GROUP 'B', 'C' & 'D'
EMPLOYEES WHO ARE PERFORMING EXCEEDINGLY WELL.**

1. (a) Employee Code No.
- (b) Name
- (c) Designation.....
- (d) Department/Centre/Section.....

2. Details of present nature of job assigned to the Nominee in the Deptt./ Centre/Section.

3. Nature of meritorious work (Give specific information with evidence of this work) as not being part of his normal duties/responsibilities. Is it beyond the call of duty?

Also please elaborate:-

How the work has -

- a. Enhanced the prestige of the Institute.
- b. Improved the functioning of the Institute.
- c. Helped others in the same Deptt./Section.
- d. Helped Institute economically.
- e. Helped, (i) Students, (ii) Staff, (iii) Faculty, (iv) Community
- f. Any other.

4. Details of service at the institute:

Deptt./Centre/ Section	From To	Designation assigned.	Nature of work
---------------------------	---------	--------------------------	----------------

Has any Statutory Penalty/Adverse Remarks/recordable Warning been communicated during the entire service at the Institute/If yes, details thereof.

Overall recommendation of Deptt./Centre/Section based on internal evaluation.

Signature of HOD(C/S)

9.9 RULES FOR PART-TIME REGISTRATION IN THE INSTITUTE/PERMISSION TO REGISTER FOR A DEGREE/DIPLOMA BY CORRESPONDENCE COURSES/ ATTENDING COURSES AFTER OFFICE HOURS FOR TECHNICAL, MINISTERIAL SUPPORTING STAFF AND ADMINISTRATIVE OFFICERS

1. Part-Time Registration for various Courses within the Institute.

1. The staff member must have spent a minimum of five years in the Institute and should be a permanent employee before his/her request for part-time registration for M.Tech./MBA/Ph.D. is considered.
2. He/She must satisfy the minimum eligibility criteria laid down by the Department/Centre for part-time registration.
3. Part-time registration can only be allowed if the Head of the concerned Department Centre/Section/ Unit/Cell certifies that this will not adversely affect in the day-to-day discharge of his/her responsibilities.
4. The courses for which part-time registration is desired must be related to his/her duties and responsibilities.
5. A staff member can avail of facility of part-time registration in the Institute only twice during his/her entire service and there should be a gap of minimum five years between the end of first registration period and the beginning of second registration period.
6. The staff member must serve the Institute for a period of minimum three years after availing of the facility of part-time registration in the Institute.

II. Permission to Register for a Degree/Diploma by Correspondence Courses.

1. Permission can be granted to any staff member of the Institute for this purpose provided Head of Department/Centre/Section/Unit/Cell certifies that this will not in any way affect the discharge of his/her duties.
2. He/She will have to apply for leave of the kind due if he/she is to go out of station in connection with his/her correspondence studies.

III. Permission to register for a Degree/Diploma in Institutions located in and around Delhi.

1. If this requires attending classes during office hours or leaving the office one to two hours before the close of the office hours, rules as applicable to part-time registration for various courses within the Institute will apply.

2. In case it does not involve leaving the office early, permission can be granted to any staff member for this purpose provided Head of Department/Centre/Section/Unit certifies that this will not in any way affect the discharge of his/her duties.

Granting of permission for any one of the above purposes does not automatically entitle a staff member to avail of leave of the kind due.

The Heads of Deptts./Centres/Sections/Units/Cells are requested to kindly bring the contents of these rules to the notice of their respective Staff members.

The above Rules supersede all the earlier notifications on this subject.

9.10 SECURITY

The Security Unit of the Institute is headed by the Security Officer who is assisted by a team consisting of Assistant Security Officers, Sr.Security Inspectors, One Fire Inspector, Security Inspectors and Security Guards. Apart from this, Security Guards are hired from the private Security Agencies. The Unit works round the clock, on Sundays and Holidays.

The security personnel are engaged in manning the different security posts in the Institute and their job is to provide effective security cover for men and material of the Institute and ensure that security measures are strictly adhered to. The Unit also has a Fire Section which takes care of the Fire Prevention and maintenance of Fire Fighting equipments. It also conducts Fire Fighting Training. Apart from the Security, the unit maintains a close liaison with police and fire departments of Delhi Administration.

9.10.1 Use of Loudspeakers in the Campus

As per the directions of Hon'ble High Court of Delhi and the provisions of the Delhi Police Act, the following procedure is adopted for use of loudspeaker by the residents of the campus of the Institute :

1. No Cone-Speakers and Public Address system shall be used in the campus from 10.00 p.m. to 6.00 a.m.
2. Prior written permission for use of loudspeaker for any function, including religious functions, between 6.00 a.m. to 10.00 p.m. should be obtained from the Registrar.
3. The level of sound should be kept low.

The violation of this procedure may lead to suitable action on the part of Institute/ Prosecution by the Police Authority.

9.11 CENTRAL VIGILANCE COMMISSION

The jurisdiction of the Central Vigilance Commission in the matters of IIT Delhi has been accepted by the Board of Governors. The Chairman, Board of Governors is authorized to appoint either the Registrar or any one of the Professors of the Institute, as may be recommended by the Director, as Chief Vigilance Officer at the Institute in accordance with the procedure prescribed for the purpose by the Central Vigilance Commission.

9.11.1 Legal Defence

Whenever an Officer of the Institute is sued by the employees/students/others in a Court of Law for his actions taken in the discharge of his official duties, his legal defence is arranged by the Institute at Institute expenses.

9.11.2 Legal Matters

The Registrar is authorized to exercise such powers and perform such duties in regard to any litigation to which the Board of Governors/or the Chairman, Board of Governors, may be a party and to sign all documents and power of attorney on their behalf, in his capacity as Secretary of the Board.

The Deputy/Assistant Registrar (Legal) has been delegated the powers and responsibilities for representing the institute and the Director in all the litigations to which the Institute and/or the Director may be a party and to sign all documents and power of attorney on their behalf.

Further (i) the Deputy/Assistant Registrar (Legal) is generally authorized to execute all legal documents, contracts and agreements, for and on behalf of the institute after due approval of the same by the competent authority, and (ii) the Deputy/Assistant Registrar shall not be personally liable in respect of any thing under such legal documents, contracts/agreements.

Note 1:Head of IRD Unit has been delegated powers to sign agreements on behalf of IIT for Research Projects, consultancy jobs and collaborative deals with Indian & International organizations.

Detailed Guidelines for handling legal cases and obtaining legal advice are at **Annexure 9.5.**

9.12 FACILITIES

9.12.1 Schools

JNU, NCERT and IIT Delhi have built the primary schools in their own campus. These primary schools are treated as branch schools and feeder school to Higher Secondary School built in JNU Campus (Kendriya Vidyalaya).

The Kendriya Vidyalaya has been built on a 20 acre plot allotted free of cost by JNU. The actual cost of furniture, equipment and maintenance of the school building is shared equally by JNU, IIT and NCERT.

First preference in the matter of admission in the primary schools is given to the children of the employees of the respective Institutes. First preference in the matter of admission to Higher Secondary school is given to the children of the employees of the three Institutions.

9.12.2 Children's Educational Allowance

The Board of Governors have accepted the recommendations of the Finance Committee to make applicable the Central Government rules for providing (i) Educational Allowance for the children of the employees studying at outstations, and (ii) reimbursement of tuition fees to the employees in respect of their children, in accordance with the Government of India rules issued from time to time.

9.13 PUNCTUALITY

Need for maintaining discipline and punctuality in attending office and being available at the place of duty during scheduled working hours on the part of all employees of the institute has been stressed from time to time.

- (i) The attendance register, except for the personal office of the officers, may be maintained by the supervisory officers, at the level of the Superintendent or equivalent. They should mark the daily attendance, as per latest punctuality circular and submit it daily to the next higher officer (Branch Officer or equivalent).
- (ii) The next officer (Branch Officer or equivalent) should monitor the implementation in respect of the latest punctuality circular atleast once in a week.
- (iii) The officer next in the line (controlling officer of the level of Registrar/HOD, Dean etc.) should monitor the punctuality/attendance at random.

- (iv) A report about the monitoring should be presented to ECS by the controlling officers at 3 monthly intervals i.e its regular meetings.

The timing of the Institute are from 8.45 a.m. to 5.30 p.m. with 45 minutes lunch break from 1.00 p.m. to 1.45 p.m.

Category of Staff	Office timings and Lunch Break
1. (a) Academic, Scientific, Technical & Supporting Staff in the Deptt./ Centres and Institute's Laboratories and Workshops	8.0 a.m. to 5 p.m. with lunch break from 1200 noon to 1.00 p.m.
(b) Administrative & other staff	8.45 a.m. to 5.30 p.m. with 45 minutes lunch break from 1.00 p.m. to 1.45 p.m.

However, where some staff members are required to come at 8.00 a.m. or 1.00 p.m. because of the classes starting at these timings on a particular day, the timings for such staff are notified separately under the arrangements of the concerned Department/ Centre and a copy of the same is sent to Assistant Registrar (CDN) for record.

All staff members should report for duty in the Institute at 8.00 a.m./8.45 a.m. sharp, as the case may be and mark their attendance in the Attendance register. Likewise they should sign the attendance register at 5.00 p.m./5.30 p.m. while leaving the Institute at the end of the day.

They shall remain present at their seats throughout the working hours. If and when it becomes necessary for any staff member to leave place of his/ her duty for more than a few minutes he/she must inform about his/her whereabouts to the Section incharge.

Late comers should indicate the time of their arrival in the attendance register.

Staff employed on essential services/shift duties will continue to follow the existing timings/duty roaster/ as decided by their Heads of Departments/Centres/Sections/Units/ Programmes concerned.

9.14 CIRCULATION OF DECISIONS TO OTHER IITs

Decisions taken at the meetings of the Board of Governors and the Senate of each IIT be circulated to the other IITs for up-to-date information.

9.14.1 Decisions of IIT Directors

1. Staff benefits

Directors have reiterated that “the matters relating to extension of any benefit to staff should first be discussed in the Directors’ meeting for a common decision before implementation.”

2. Procedure for conduct of Directors’ meetings

- (i) Only those items may be included in the agenda of the Directors’ meeting which have been communicated under the signature of the Director/Deputy Director of an Institute. In case of an item being forwarded by the Registrar of an Institute, he should specifically mention that the inclusion of the item has the approval of the Director/Deputy Director of the Institute.”
- (ii) Whenever an item is desired to be placed before the Directors, the sponsoring IIT will send a complete note on the subject to the Directors’ Sectt., well in time. Simultaneously copies thereof, will be sent to all the Directors with a request that relevant information on the subject for respective IIT may be sent to the Director’s Sectt. , so that the same is incorporated in the agenda note to be placed before the meeting.
- (iii) Where an amendment to the Statutes, Rules or Scheme is proposed by an IIT, the note should invariably be accompanied by a comparative statement in three column format stating the existing provision, the proposed amendment and the justification for the amendment.
- (iv) Each IIT will send a copy of the Minutes of the meetings of its Board of Governors and Finance Committee to other IITs. Each Institute will arrange scanning of the minutes so that decisions of common interest are brought to the notice of the authorities.”

3. Supply of Minutes of the Committees appointed by the Directors to the Coordination Committee of IIT Unions/Associations

“Directors have observed that it would not be desirable to supply the unions/ Coordination Committee of the IITs, the recommendations of the Committees appointed by the Directors, which are meant only for the consideration of the Directors. However, to enable the employees to give their reaction in the matters pertaining to them, relevant extracts of the decisions of the Directors may be made available to the local Unions for comments before they are submitted to the Board of Governors of the respective Institute for decision.”

4. TA/DA to the participant members of the Coordination Committee for attending the meeting

The members of the Coordination Committee, limited to three members from each IIT, and Convener may be allowed to attend upto one meeting in a calendar year to discuss the issues of common interest. For this meeting, the members concerned may be treated on duty for which they may be paid TA/DA as per rules. In addition, special leave may be granted to the members of the Coordination Committee and Convener to attend upto one meeting of Coordination Committee in a calendar year. The Convener would, however, inform well in advance the Director of his Institute about the agenda, date of meeting, etc. and take his approval.

5. Boarding & Lodging Charges for staff visiting other IITs

"In general, the staff members of the IITs visiting other IITs on inter-IIT work may be provided free lodging facilities and they may be required to bear the boarding charges themselves. This will also be applicable to the members of the Coordination Committee when they are invited to meet the Directors at a particular IIT in connection with the matters relating to the employees of the IITs."

6. Forwarding of Applications of staff members under bond

The application may be forwarded when a staff member agrees to pay the Bond amount.

7. Mechanism for expeditious implementation of the Directors' recommendations, involving financial implications, after the meeting

"In order to cut delays in the implementation of the recommendations/decisions of the Directors' meetings which require the approval of Finance Committee and the Board of each Institute, Directors feel that there was a need for a mechanism to be evolved whereby such decisions can be formally approved and implemented expeditiously. It was, therefore, proposed that after the minutes of Directors' meeting are finalized, the first IIT to have its Finance Committee and Board meeting may obtain the approval of Finance Committee/Board and circulate the agenda note and minutes placed before its Board to other IITs, who may obtain the approval of the Chairman of the Board on behalf of respective Finance Committee/Board of Governors.

8. Action on the communications received from other Ministries and Govt. Departments

Directors have suggested that IITs would initiate action only on those communications from other ministries and Govt. Departments which have been

duly endorsed by the Ministry of HRD to the IITs with specific endorsement as to the action to be taken thereon.

9. Financial Assistance to other IITs for organizing conferences

IITs should contribute only towards workshops/seminars which are jointly sponsored by IITs.

9.15 BROAD POLICY FOR CONSIDERATION OF REQUESTS FOR EMPLOYMENT OF SUPERANNUATED GROUP B&C STAFF MEMBERS ON A CONSOLIDATED AMOUNT

Before consideration of any such requests, all efforts should be made for re-allocation/adjustment of work within the Section/Deptt/Centre and if the same is not feasible then the possibility of transfer of a person from some other Section/Deptt/Centre should be explored and only if all these possibilities are not feasible, a request for re-employment of a superannuated staff member on contractual basis giving full justification with criticality of the need/requirement could be made by the concerned Section/Deptt/Centre. The person proposed to be employed should have atleast 6 Very Good and 2 Outstanding CRS during the preceding 8 years of his superannuation and without any warning/penalty.

ANNEXURES

CHAPTER 9

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ANNEXURE 9.I

(Refers 9.2.1)

BENEVOLENT FUND SCHEME

(As approved by the Board of Governors).

1. TITLE:

These Rules will be known as "IITD Benevolent Fund Scheme Rules".

2. EFFECTIVE DATE:

This will come into force with effect from 1st January, 1991 at IIT Delhi.

3. PERIOD:

The Scheme shall become operational w.e.f. 1st January, 1991.

4. ELIGIBILITY:

All the employees of the Institute who hold appointment on a post carrying a regular pay scale, on a regular basis or on contract basis including employees of Research/ consultancy projects, and all students of the Institute registered for pursuing studies for various Degrees/Diploma Courses, including, part-time sponsored P.G. students on the date of promulgation of the Scheme shall become its original members on 1.1.1991.

5. DEFINITION:

- a) **Director:** Director of the institute or the Official acting as such.
- b) **Members:** Employee and students who are covered by the Benevolent Fund Scheme.
- c) **Accounts Officer:** The official incharge of Accounts Section or the official acting as such.
- d) **Audit Officer:** The official incharge of Audit Section or the official acting as such.
- e) **Fund:** Benevolent Fund.
- f) **Scheme:** Benevolent Fund Scheme.

6. SUBSEQUENT ADMISSION TO THE SCHEME:

All employees and students as defined in Rule 3 above but who are appointed/registered for studies after 1.1.1991 shall automatically stand admitted to the Scheme from the date of their appointment/registration and they shall be covered under these rules.

7. DONATION/LOAN TO THE SCHEME:

All employees and students mentioned in Rule 3 and 5 above shall on 'One time Basic' donate (only once during their employment/studies) an amount as stated below. This arrangement will continue for six years , wherever the Committee may review position in this regard in the light of size of Corpus, amount of interest accrued vis-a-vis liability of death benefits payable:-

Category of Employes/Students		Amount payable 'One time Donation
Employees	Pay Scale carrying minimum of pay scale	
Group A	Rs. 8000/- or above in new pay scales	Rs. 125/- (Rupees one hundred & twenty five only)
Group B	Rs. 5500/- or above but below Rs.8000/-	Rs.100/- (Rupees one hundred only)
Group C	Rs.3050-4590 or above but below Rs. 5500/-	Rs. 75/- (Rupees Seventy five only)
Group D	Rs.2550-3200 or above but below Rs.3050-4590.	Rs.50/- (Rupees fifty only)

All students (UD/PG/Ph.D./Part-time/Sponsored) shall be paid an amount of Rs. 100/- (Rupees one hundred only).

The Donation given by employees shall be deducted in lump-sum through salary/ pay bill of December and that of students shall be recovered from them at the time of their Registration for the Second Semester.

8. SUBVENTION OF INSTITUTE TO THE SCHEME:

The Institute shall make a 'Matching Contribution' Interest free equal to the total amount of Donation collected from the members of the scheme in the manner stated in Rule 6 above. (The Board of Governors is being requested to make it non-refundable one).

9. BENEFITS:

In the case of 'Death only' of a member employee or member student due to an accident while on duty or while undergoing studies at the institute, an outright grant as per the following entitlement may be made from the interest receivable on investment of the Corpus of the Benevolent Fund:

Category of employee	Amount of Grant (Rs. in Lakhs)
A	1.75
B	1.00
C	0.75
D	0.50

In the case of death only to a bonafied student irrespective of nature of death and place of occurrence an outright grant of Rs. 1 lakh (Rupees One lakh only) may be paid to the nominee of the student.

In the case of an employee, the amount of grant will be payable to the person entitled to receive the Family Pension/Provident Fund Accumulations. On the other hand, in the case of a student, the amount of grant be payable to a person nominated by the student on a nomination form filled in by the student at the time of initial registration as a student of the Institute and kept on record by the Academic Section in the personal file of the student concerned.

10. BUILDING UP OF CORPUS, ITS INVESTMENT AND UTILIZATION OF INTEREST ON CORPUS

The Corpus of Fund shall consist of amounts donated by members of Scheme to the Fund. This amount shall further be augmented by the Matching Contribution (equal to the total amount of Donation aforesaid) contributed by the Institute to the Fund immediately afterwards.

The total estimated collection including Matching Contribution may be invested with the Steel Authority of India (SAIL) in the form of a fixed deposit on a cumulated basis for a period of three years at the maximum rate of interest. The Principal plus cumulative interest may be reinvested with SAIL immediately for a further period of three years. At the end of sixth year the above amount maybe reinvested from time to time with SAIL or some other public sector organization at the maximum rate of interest.

11. PAYMENT OF GRANT TO NOMINEES/LEGAL HEIRS OF DECEASED MEMBERS:

During the initial six years of the Corpus of Benevolent Fund being built-up the grant to nominee/legal heir of a deceased member of the Scheme, shall initially be paid by the Institute, in the form of a temporary interest free 'Loan' to the Benevolent Fund, which will be reimbursed to the Institute as soon as money from interest on the Corpus becomes available.

12. MANAGEMENT OF FUND:

The Management of the Fund may vest with the Institute through a Management Committee consisting of the following members:-

- | | | |
|----|--|--------------------------------------|
| 1. | A Senior Professor | Chairman |
| 2. | A Senior Professor | Member |
| 3. | Two nominees of Faculty Forum | Members |
| 4. | Two nominees of IIT Employees Union | Members |
| 5. | General Secretary, Student Affairs Council | Member |
| 6. | One nominee of SAC | Member |
| 7. | Deputy Registrar (A/Cs.) | Member(Ex-officio) |
| 8. | Asstt.Registrar (CDN) | Member (Ex-officio)
and Convenor. |

The Committee shall hold at least two meetings in each Calendar Year. The tenure of members of the Committee shall for 2 years.

13. INTERPRETATION OF RULES :

The decision of the Director on any point of doubt raised by a member of the Scheme/Officer concerned and/or by Management Committee of the Fund regarding interpretation of the rules of the Scheme aforesaid shall be final.

ANNEXURE 9.2

(Refers 9.2.2)

GROUP SAVINGS LINKED INSURANCE SCHEME

Eligibility:

All regular employees who are on the rolls of the Institute on the effective date of the scheme are eligible to join the scheme. It would be the condition of the employment that all new employees shall have to join the scheme. New employees will be admitted into the scheme only on the annual renewal dates. No member who has once joined the scheme will be allowed to withdraw from the scheme at any stage.

The employees are admitted to the scheme on a simple test of insurability i.e. no absent from duty on ground of sickness on the date of commencement of the scheme.

Insurance Coverage and Accidental Benefit:

The new GSLI scheme provides the following insurance coverage to the members of the scheme. The total monthly premium payable, the quantum of insurance coverage, insurance premium and savings for various group of staff are given as under:

Group	Maximum sum insured Rs.	Monthly premium Rs.	Savings Rs.	Accidental benefits Rs.	Monthly premium Rs.	Total monthly premium Rs.
A	3,50,000	350	227.50	1,50,000	10	360
B.	2,50,000	250	162.50	1,50,000	10	260
C.	1,75,000	175	113.75	1,50,000	10	185
D.	80,000	80	52.00	80,000	5	85

Salary Range:

Post carrying a pay or a scale of pay	Group
With a maximum of not less than Rs. 13,500/-	A
With a maximum of not less than Rs. 9,000/- but less than Rs. 13,500/-	B
With a maximum of over Rs. 4,000/- but less than Rs. 9,000/-	C
The maximum of which is Rs. 4,000 or less	D

Benefits

- (A) On unfortunate death of an employees, the insurance amount will become due for payment. The accumulated saving amount with interest standing to the credit of the deceased will also be paid to the person nominated by the employee. The rate of interest at present is 11% compounded annually.
- (B) On cessation of service and on retirement, the entire amount accumulated with interest standing to the credit of the employee in his saving account will be refunded.
- (C) In case of accidental death, the nominee of the decease employee will be paid the sum insured, saving amount with the interest, the accumulated saving amount with the interest standing to the credit of the deceased and accidental benefit will be paid to the person nominated by the employee.

Tax Benefit:

Entire monthly contribution paid into the Scheme by the employees, will be treated as payment of insurance premium and allowed deductions under Section 88-C of the Income Tax Act, 1961. The benefits paid under the policy both at retirement or death will be treated as policy proceeds and exempted from income tax.

The Institute shall maintain the records of members in respect of the balance which accumulates from year to year to their credit and may issue the annual statements to the employees. LIC will, however, maintain the group accounts. The statement of consolidated amount standing to the credit of the Group will be issued every year by LIC.

The new scheme is optional for the existing employees and compulsory for all the future appointees. An existing employee not joining this scheme now will not be allowed to join the scheme later unless specific concurrence of the LIC is obtained and the person concerned is medically examined and other formalities are observed.

ANNEXURE 9.3

(Refers 9.3)

MEDICAL ATTENDANCE, TREATMENT AND REIMBURSEMENT

INTRODUCTION

The multifarious medical needs of the Campus population consisting of Students, Staff members and members of their families are met by the Institute Hospital. The Hospital is headed by the Chief Medical Officer (CMO) with a team of full time Medical Officers, Visiting Specialists and Para Medical staff. The Director has also constituted a Hospital Advisory Committee with a Chairman nominated by him and members drawn from hospital and other recognized bodies of the Institute including student representatives, with the CMO as the Member Secretary of the Committee. This Committee formulates various policies for providing medical facilities to the Campus population. The Institute Hospital has facilities for OPD treatment in almost all branches of medicine with facilities for pathological/radiological investigations and in addition has a dental and physiotherapy wing. It also has adequate facilities, both infrastructure and expertise wise for all types of minor operations. Facilities for both surgical and medical cases exist with 12 beds. At present, IIT Hospital has one CMO, nine senior medical officers, most of them with post-graduate degrees, and eight senior specialists in various branches of medicine to conduct OPD consultation on regular part-time basis at the IIT Hospital.

Eligibility

Staff members of the Institute and members of their family are entitled to Medical Attendance and Treatment including reimbursement, as laid down in Schedule 'AA' appended to the IIT Act & Statutes and approvals accorded by the Board of Governors from time to time. Summarised information in this regard is given in subsequent paragraphs.

Family

The term '*family*' shall mean wife or husband of a member of staff, as the case may be, and parents, children and step children wholly dependent on the member of staff. For the purposes of determining dependency, the following will be the criteria:-

- (a) **Son** : Till he starts earning or attains the age of 25 years, whichever is earlier.
- (b) **Daughter** : Till she starts earning or gets married whichever is earlier irrespective of the age limit.

- (c) **Parents** : Who are residing with the staff member and whose income from all sources including pension does not exceed Rs. 1500/- p.m.

When a dependent son/daughter reaches the age of 18 years and in respect of dependent parents, the concerned staff member must fill up the form for updating the records with the concerned Establishment Section and get the medical booklets revalidated every year.

When husband and wife employed :

- a) When both husband & wife are employed in the Institute, either of them can choose to prefer the claim of medical facilities on behalf of self and family, by declaring the fact, through a joint declaration.
- b) When the spouse of a staff member is employed in a State/Central Govt./ another Autonomous/Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer by declaring the same through a joint communiqué.
- c) When the spouse is employed in a private organization where the medical facility is not available or when it is available for self only, a letter to this effect should be produced from the employer of the spouse.

Medical Booklets:

Medical Booklets showing the particulars of the staff member & his/her family members with photograph are issued to each eligible person of the family of the staff member. The eligible persons are required to produce the Medical Booklet for availing of treatment from the Institute hospital.

- The medical booklets should present the medical history of the holder and suitable entries in respect of outside treatment should be made therein by IIT doctors. Separate booklets in different colours would continue to be issued for students, staff and their families.
- The booklets must be surrendered when a student/staff leaves the Institute.
- Treatment facilities for dependents will be allowed only on the basis of valid booklets which have been renewed/revalidated.
- The system of affixing photograph of the beneficiary on the medical booklet must be strictly followed.
- The Medical Booklets will be renewed/replaced as per rules prescribed from time to time by the Institute.

Recognised Hospitals :

All staff members and their families should generally avail of the medical facilities at the Institute Hospital, Government Hospitals in Delhi/New Delhi and AIIMS.

The Staff members and their families staying far away from the IIT Campus may get tests and OPD treatment at Institute Hospital, Govt. Hospitals and AIIMS and when necessary at other recognised hospitals.

For facilities not available or not adequately available in the Institute Hospital or cases which need specialised diagnosis or sophisticated treatment may be referred by the Chief Medical Officer to outside hospitals for special consultation/investigations/surgery and indoor treatment. For these purposes the following hospitals have been recognised by the Institute.

Government Hospital :

All Government Hospitals/Dispensaries in Delhi/New Delhi. All Hospitals run by the local bodies (i.e. NDMC and MCD) in Delhi State. A list of major Government hospitals in Delhi/New Delhi is as under:

1. All India Institute of Medical Sciences (AIIMS), New Delhi.(S)
2. Safdarjung Hospital, New Delhi.(S)
3. Lok Nayak Jai Prakash Narain (LNJP) Hospital, Delhi.(N)
4. G.B. Pant Hospital, Delhi.(N)
5. Guru Tegh Bahadur (GTB) Hospital & University College of Medical Sciences (UCMS), Delhi.(E)
6. Red Cross Society Hospital, New Seemapuri, Delhi.(E)
7. Deen Dayal Upadhyaya Hospital (DDU), Hari Nagar, New Delhi.(W)
8. Dr.Ram Manohar Lohia (RML) Hospital, New Delhi.(C)
9. Lady Harding Medical College & Smt. Sucheta Kriplani Hospital, New Delhi.©
10. Lala Ram Swarup T.B. Hospital, Mehrauli, New Delhi.(S)
11. Rajan Babu T.B. Hospital, Kingsway Camp, Delhi.(S)

Private Recognised Hospitals for General Treatment

12. Batra Hospital, Institutional Area, Tughlakabad, New Delhi.(S)
13. Holy Family Hospital, New Delhi.(S)

14. G.M. Modi Hospital, Saket, New Delhi.(S)
15. Sunder Lal Jain Charitable Hospital, Ashok Vihar, New Delhi.(N)
16. Deepak Memorial Hospital & Medical Research Centre, 5, Institutional Area, Vikas Marg, Delhi.((E)
17. Kailash Hospital, NOIDA.(E)
18. Mata Chanan Devi Hospital, Janak Puri, New Delhi.(W)
19. Jaipur Golden Hospital, Rohini, New Delhi.(W)
20. Sir Ganga Ram Hospital, New Rajinder Nagar, New Delhi.(W)

Private Recognised Hospitals for Specialised Treatment only

21. Escort Heart Institute & Research Centre, Okhla, New Delhi. (for cardiac treatment)(S)
22. Venu Eye Institute and Research Centre, 1/31, Sheikh Sarai Institutional Area, Phase-2, Near Pushpawati Singhanian Research Institute (PSRI), New Delhi.(S) (for eye treatment)
23. Vidya Sagar Institute of Mental Health & Neuro-Science (VIMHANS), No.1, Institutional Area, Nehru Nagar, New Delhi. (for neurological treatment)(S)
24. St. Stephen's Hospital, Tis Hazari, Delhi. (for Obst. & Gyane treatment)(W)
25. Rajiv Gandhi Cancer Institute & Research Centre, Rohini, New Delhi
(for Cancer treatment)(W)
26. Hamdard Wakf Lab., Asaf Ali Road, Delhi.(C) (for Unani treatment)
27. Dharamshila Cancer Hospital & Research Centre, Vasundhara Enclave, Delhi. (for Cancer treatment) (E).

Private Hospitals/Labs for Tests only

28. Phoolwati Jain Hospital, S.D.A, New Delhi.(S)
29. M.R. Centre, A-23, Green Park, New Delhi.(for MRI, CT Scan & Ultrasound etc.)(S)
30. M/s Pathnet India Pvt. Ltd., Udyog Vihar, Gurgaon (with collection Centres all over Delhi) (For Pathological Tests).
31. M/s GMR Scan Centre, Yusuf Sarai, New Delhi (For Radiological Tests)
32. M/s Jaideep Diagnostic Centre, Green Park, New Delhi (For Radiological Tests).

Entitlement of IIT Beneficiaries for Indoor Admission at AIIMS/Recognised hospitals

Basic Pay

Room Rent

Upto Rs. 10,500/-	Actuals for General Ward or upto a maximum of Rs.600 per day.
Rs. 10501/- to Rs.13500/-	Actuals or upto a maximum of, as per AIIMS rates for 'B' Class Private Ward
Rs.13501/- and above	Actuals or upto a maximum of, as per AIIMS rates for 'A' class Private Ward.

The rates of reimbursement for the entitled categories will be as notified by the AIIMS from time to time.

Medicines

- IIT Hospital will keep in stock medicines of various brand names as decided by the Committee of IIT Medical Officers. The Medical Officers of IIT Hospital shall normally prescribe medicines which are in the stock of IIT Hospital.
- The staff and their families taking regular OPD treatment at recognised hospitals may draw their medicines from the IIT Hospital pharmacy or obtain a supply order duly countersigned by the Chief Medical Officer in case of those medicines not available in IIT Hospital.
- No supply order/reimbursement will be made for medicines for which similar/equivalent medicines are available at IIT Hospital, only for the sake of a particular brand name.

Tests

- The tests prescribed by the IIT Hospital should be carried out at IIT hospital and only if such a facility is NOT available at IIT Hospital, these may be carried out from AIIMS/Recognised hospitals/Labs. The tests prescribed by other hospitals for which facility exists at IIT Hospital may be preferably carried out at IIT Hospital. Any test not available at IIT Hospital and costing over Rs. 500/- per test, can be carried out at a Private Recognised hospital /Laboratory, only with the prior approval/concurrence of the Chief Medical Officer.

Indoor Medical Treatment

Except in emergency cases which are covered in subsequent text, for all indoor medical treatment prior approval/referral letter is to be taken from the Chief Medical

Officer. In such cases, medical advances may be granted to the Institute staff to cover surgery, related hospital charges and medicines on the following basis:-

- (a) In cases where the advance pertains to AIIMS, Government Hospitals 100% advance payment may be made and the cheque will be issued in the name of the Hospital.
- (b) In cases of advances from the IIT recognised private hospitals, an advance upto 70% of the estimates through a cheque in favour of the hospital but limited to a maximum of Rs.1,00,000/-.

Special Category and Ceilings

For prolonged and complicated nature of treatment such as kidney transplant, bypass surgery, open heart surgery, complicated injuries/diseases like Leprosy, Cancer & TB etc., if the treatment is taken in an Institute recognised hospital, actual expenditure to the eligible extent subject to a maximum ceiling of Rs. 1.5 lakh for the entire treatment of any specific illness during the entire service of the staff member, will be reimbursed.

Emergency Treatment

- In case of a life threatening emergency the staff members may consult a private medical practitioner for immediate treatment in the absence of Govt./Municipal/Recognised hospital within a reasonable distance. The emergency treatment may be availed only for a very short spell of time and the Chief Medical Officer should be consulted as soon as possible.
- The claims for emergency treatment should be submitted to the CMO with an application detailing the circumstances under which the treatment was availed from the private medical practitioner along with a certificate from the treating doctor showing the nature of illness and the line of treatment followed. Such claims may be considered on the recommendations of the Medical Board constituted in terms BG/29/91.

Medical Attendance/Treatment for Students

- a) All bonafide students (full time only) of the Institute are entitled to free medical attendance & treatment available in the Institute Hospital/AIIMS/Safdarjung Hospital.
- b) Treatment of chronic cases or prolonged illness requiring special medical treatment for a long period will be the responsibility of the parents/guardians of the student.

Medical Reimbursement

OPD Treatment

- For OPD treatment, the cost of radiological, pathological investigations, medicines purchased from the market may be preferred in the form meant for OPD treatment only. The reimbursement claim as well as the cash memos should be necessarily countersigned by the CMO affixing the IIT Hospital stamp.
- Proper break up of charges for various investigations, minor procedures etc. must be provided along with the claim.
- The claim form duly completed by the staff member and counter-signed by the CMO may be forwarded to Accounts Section.

Indoor Treatment

- For indoor treatment including the hospital bills, stay charges, operation & allied charges, investigation charges, cost of medicines supplied by the hospital/purchased from market etc. may be preferred in the medical claim form meant for indoor treatment. The form duly filled in by the staff member and signed by the CMO with the IIT Hospital stamp may be forwarded to Accounts Section. All medical claims should be preferred as early as possible but not later than 3 months after the date of admission to the hospital.
- The reimbursement of admissible items in respect of indoor treatment in recognised hospitals will be made after the charges are certified by the Consultant and/or Medical Superintendent of the treating recognised hospital and the Chief Medical Officer, IIT Hospital as per AIIMS rates/entitlement.

Tests

- The reimbursement for tests shall be made on the basis of AIIMS rates or 75% of the actual charges of the treating recognised hospital. In case the AIIMS rates for a particular test are more than 75% of the treating recognised hospital for the same test, the staff member may be reimbursed at the AIIMS rates.

No Reimbursement

- The Institute will not reimburse expenditure on medical attendance availed in an unrecognised hospitals except in emergency based on the recommendations of the Medical Board.

- Cost of spectacles is not reimbursable.
- Cost of dentures as well as treatment for Orthodontia is inadmissible
- Medicines and other items which are declared by the Govt. of India as inadmissible and published in the CSMA Rules will not be reimbursed.
- The facility of Medical Attendance/Treatment does not extend to the sponsored students as well as to the dependents of students
- No reimbursement/supply order is permitted in respect of students or their spouse/dependents.

General

- The Chief Medical Officer of the Institute should obtain and update on medical charges at AIIMS and other recognised hospitals. A schedule of such charges may be made available to the staff whenever needed by them at IIT Hospital and in the Accounts Section of the Institute.
- Separate claims should be preferred for each patient.

Misuse of Medical Reimbursement Facility

In case of misuse of medical reimbursement facility, concerned employees of the Institute will be denied all medical privileges for the next three years. If the misuse is repeated for the second time, concerned employee will lose the benefits of the Medical facilities for the rest of his service at IIT Delhi not withstanding any other action that may be initiated under the Conduct Rules of the Institute.

Interpretation of Rules

Any doubt or dispute arising about the interpretation of these rules shall be referred to the Board of Governors, whose decision shall be final and binding on all.

ANNEXURE 9.4

(Refers 9.7)

LUMPSUM INCENTIVES FOR ACQUIRING HIGHER QUALIFICATION

(Applicable to all staff other than faculty and scientific/design staff-group-A)

(AS APPROVED BY THE BOARD)

Sr. No.	Qualifications at the entry point	Higher qualifications acquired after joining IIT Delhi	One time lump-sum incentive
1.	8th Standard	S.S.C (10th Standard)	Rs.2,000/-
2.	10th Standard	H.S.C. (12th Standard)	Rs.2,000/-
3.	ITI Course in appropriate area	(a) Degree in Science (b) Diploma in Engg. Or a qualification mentioned in 4(b)	Rs.4,000/-
4.	Higher Secondary (10+2)	(a) Degree in Arts, Science, Commerce Library Science or in any Appropriate branch. (b) Diploma or equivalent in Computer Science/Computer applications/ Information Technology/Multi Skill diploma or equivalent.	Rs.4,000/- Rs.4,000/-
5.	Diploma in Engineering	(a) Degree in Engg. or equivalent (b) 6(b) is also applicable (c) Degree in Science	Rs.8,000/- Rs.6,000/- Rs.4,000/-
6.	Graduate (Bachelors Degree)	(a) Masters degree in Arts/ Science/ Commerce/ Management/Library Information Science or in any Other appropriate branch. (b) P.G. Diploma in Computer	Rs.6,000/- Rs.6,000/-

Science/Computer Applications/
Information Technology/Materials
Management or equivalent in
Appropriate branch.

(c) Intermediate Part/Final Examination of the Institute of Chartered Accountants of India/Cost & Works Accountants of India/Institute of Chartered Financial Analysis of India. Part -Rs.4000/-
Final - Rs.4000/-
Total-Rs.8000/-

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|----|---------------------|----------------------------------|-------------|
| 7. | Deg. in Engineering | (a) Master Degree in Engineering | Rs.10,000/- |
| | | (b) 6(b) is also applicable | Rs.6,000/- |
| 8. | Master's Degree | (a) Ph-D. in appropriate area | Rs.10,000/- |
| | | (b) 6(b) is also applicable | Rs.6,000/- |

ANNEXURE 9.5

(Refers 9.11.2)

GUIDELINES TO HANDLE THE LEGAL CASES AND TO OBTAIN THE LEGAL ADVICE FROM INSTITUTE LEGAL ADVISER

The Board of Governors had resolved that whenever an Officer of the Institute is sued by employees/students/others in a Court of Law of his actions taken in the discharge of his official duties, his legal defence will be arranged by the Institute at Institute expense.

Procedure for Handling Court cases filed against officers by employees/students

1. The notice alongwith a copy of the plaint/writ sent by the Court will be received directly in the Legal Cell. (Not through R&I unit)
2. The Legal Cell will send a copy of the plaint/writ to the Section against whom the plaint/writ has been filed, for supply of parawise comments to the Legal Cell and if possible also to advise the name of Advocate (from the approved panel) for engagement as Institute Counsel.
3. In case the Department/Section on whose action, the case has been filed and to whom a copy of the plaint is forwarded by the Legal Cell needs some feedback/records, from other sections/departments, getting such feedbacks/records will be responsibility of that Section itself and not of the Legal Cell. However, wherever required the assistance of the Registrar/AR (Legal) may be sought.
4. The parawise comments duly signed by the concerned HOD/Branch Officer alongwith necessary supportive document will be forwarded to the Legal Cell who will process the case for engaging an Advocate and with the assistance of that Advocate file the legal reply to the plaint/writ in the Court of Law.
5. Further processing of the case in the Court will also be the responsibility of the Legal Cell. However if, certain additional information/documents are urgently needed by the Institute Counsel or the evidence of a particular official concerned of that Department/Section is required, the same will be arranged by that Department/Section under the guidance of the Institute Counsel with intimation to the Legal Cell. The coordination between the Institute and the Institute Counsel will be the responsibility of the Legal Cell.

Procedure for obtaining Legal Advice from the Institute Legal Advisers

1. As per the present arrangement, Institute has appointed two advocates viz. Shri Maninder Singh, Sr. Advocate and Sh. Nishakant Pandey, Advocate; as the Institute Legal Advisers. Sh. Pandey visits the Institute once every week in the afternoons of Thursdays. In case Sh. Pandey is unable to visit the Institute being busy in the Court or if it happens to be an off day at the Institute, he will visit the Institute on the next day i.e. Friday.
2. The files/papers on which the advice from the Legal Adviser is required to be obtained, will be sent by the concerned HOD(C)/Branch Officer alongwith the following:-
 - (a) A note giving the genesis of the case and the specific points on which the advice from the Legal Adviser is needed.
 - (b) Complete case file with all documents/papers should be duly numbered and flagged with the note.
3. Institute Legal Adviser, if required, will discuss the case with the concerned HOD(C)/Branch Officer before recording his advice on the file. After recording the advice, the files will be returned to the concerned HOD(C)/Branch Officer. Wherever Shri N.K. Pandey feels the need, he will get his advice vetted from Shri Maninder Singh, Sr. Advocate.
4. In urgent cases where it is not possible to keep the files pending till the next Visit of Shri Pandey to the Institute, the concerned HOD(C)/Branch Officer will record on the file the detailed reason for which he feels urgency and then the file could be sent to Asstt. Registrar (Legal) for obtaining the written advice urgently. Such files will be sent to the Legal Adviser at his office by the Legal Cell and returned to the HOD (C)/Branch Officer after obtaining the legal advice recorded thereon.

If any Branch Officer wishes to discuss some legal aspects of a case (official only) with Shri N.K. Pandey, he can do so on the scheduled day of visit, by sending a prior note to Asstt. Registrar (Legal) with details of the case on which the advice/discussion is sought.