

INSTITUTE OF DEVELOPMENT STUDIES, JAIPUR

MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

(Adopted in Governing Board Meeting dated January 25, 1982)

1. **Name:** The Name of the Society shall be the Institute of Development Studies, Jaipur (hereinafter referred to as the 'Institute').
2. **Address:** The Registered Office of the Institute shall be situated at Jaipur in such premises as the Institute may decide from time to time. At present, the office of the Institute is situated at 8b, Jhalana Institutional Area, Jaipur.
3. The objectives for which the institute is established are:
 - i) to undertake, aid, promote and co-ordinate research on problems and processes of development in India, with special reference to Rajasthan;
 - ii) to involve specialists, as well as activists, from Social Sciences, Physical and Natural Sciences, Agricultural, Medical and Engineering Sciences and other cognate fields in understanding and analyzing problems and processes of development and to evolve, with their assistance, medium and long-term strategies and plans of a multi-disciplinary nature for tackling developmental problems;
 - iii) to evaluate and appraise projects independently or on behalf of governmental and non-governmental agencies;
 - iv) to establish and maintain contacts with institutions in the field of development in India and abroad, exchange publications, undertake, or collaborate in joint projects and studies, in particular to collaborate with universities, colleges and other research institutions in such manner as may be necessary for the promotion of these objectives;

- v) to offer, on request, consultancy services to the Government of Rajasthan, Government of India, other governmental and semi-governmental institutions and corporate bodies, associations, etc.;
- vi) to develop close working relations in teaching and research on problems related to development, with universities and colleges, and with other cognate institutions, especially with those located in Rajasthan;
- vii) to offer fellowships including visiting fellowship in furtherance of research for projects dealing with problems of development;
- viii) to acquire publications, in the form of books, journals, pamphlets, reports, etc., and build-up, and maintain, a library of the Institute; and to public or assist in publication of research papers, treatises, books, journals, periodicals and other literature relating to these objectives;
- ix) to conduct lectures, seminars, study groups and workshops on problems related to development;
- x) to arrange programmes of training in Social Sciences and cognate fields for scholars in universities and colleges in India and abroad and for officials engaged in planning, project formulation and implementation in fields related to the processes of development.
- xi) to organize and conduct post M.A., courses in disciplines and problems related to development;
- xii) to act as a clearing house of ideas and information on research on problems of development in Rajasthan;
- xiii) to secure and accept endowments, grants-in-aid, donations of gifts for research on problems of development from various fund-giving agencies on mutually agreed terms and conditions.
- xiv) to undertake all such activities and programmes as may assist in promoting the objectives of the Institute of Development Studies, Jaipur as laid down above;

xv) without prejudice to the generality of the above and for the effective carrying out of those objectives, the Institute shall have the power to acquire, by gift, purchase, lease or otherwise any property, movable or immovable; hold and receive property of any kind, including securities and negotiable instruments; to construct and maintain buildings, including the right to alter and improve them and to equip them suitably; to manage any assets belonging in connection with any of the purposes of the Institute and on its behalf; to raise moneys and funds in such manner as may be deemed fit for an on behalf of the Institute.

4. **Short Title:** These Rules may be called the "Rules of the Institute of Development Studies", Jaipur, 1980;

5. **Definitions:** In these Rules, unless the context otherwise requires:

- a) The "Institute" shall mean the Institute of Development Studies, Jaipur;
- b) The "Governing Board" shall mean the Board which under these Rules is constituted to be the Governing Board of the Institute;
- c) The "Committee" shall mean the Committee of Direction;
- d) The "Chairman" shall mean the Chairman of the Institute appointed by the Governing Board;
- e) The "Vice-Chairman" shall mean the Vice-Chairman of the Institute appointed by the Governing Board;
- f) The "Director" shall mean the Director of the Institute appointed by the Governing Board.

6. **Governing Board**

- a) The Governing Board of the Institute shall, except first Governing Board for which provision has been made in Section 2 of the Societies Registration Act XXI of 1958, shall consist of:
 - i) Vice-Chancellor, University of Rajasthan;
 - ii) Vice-Chancellor/Director of one of the other Universities (or possessing the status of deemed-as - University) in Rajasthan;

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- iii) Two social scientists, of whom one will be from the University of Rajasthan and one from any one of the other Universities in the State (the University as defined in Section (ii) above);
 - iv) Two eminent academics from fields other than social sciences, of whom one will be from the University of Rajasthan and one from any one of the other Universities/research institutions in the State;
 - v) Three eminent academics specializing in fields related to development;
 - vi) Two eminent persons known for their interest in problems of development of Rajasthan;
 - vii) Two eminent persons specializing in fields allied to development, including Physical and Natural Sciences, Agricultural, Medical and Engineering Sciences and other cognate fields.
 - viii) Two representatives of the ICSSR.
 - ix) Three members representing the Government of Rajasthan including Education Secretary and two members nominated by the Government of Rajasthan in their ex-officio capacity;
 - x) Director of the Institute (ex-officio);
 - xi) Two members from the faculty;
- b) Till a new Governing Board is constituted, the Governing Board shall consist of the Members whose names are set out in clause 4 of the Memorandum of Association, the Director, three representatives of the State Government and two representatives of the ICSSR.

☆ iii) and iv) - Amalgamated in Governing Board Meeting No. 37 dated 06.08.1997.

- c) The tenure of members of the Governing Board (including the first Board) shall be three years. A member of the Governing Board, except those under 6 (viii) and 6 (ix), shall not have more than two consecutive terms.
 - d) Members under Sections (ii), (iii), (iv), (v), (vi), (vii), and (xi) of Rule No. 6(a) shall be nominated by the Governing Board.
 - e) Casual vacancies in the Institute (or in any of its Committee) caused by resignation, incapacity, death of otherwise shall be filled up by the body which had originally appointed the person. Persons appointed in the vacancy shall hold office only for the unexpired period of the term of the membership.
7. The Governing Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings by the Board shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

AUTHORITIES OF THE INSTITUTE

8. **Authorities:** The following shall be the authorities of the Institute:
- a) Governing Board
 - b) Chairman
 - c) Vice-Chairman
 - d) Committee of Direction
 - e) Academic Committee
 - f) Director
 - g) Such other Committees as may be constituted by the Governing Board from time to time.

9. The officers of the Institute shall be the Director and such other employees of the Institute who may be so designated by the Institute.

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- i) The Chairman and the Vice-Chairman of the Governing Board, who will be eminent social scientists, shall be elected by the Board from amongst its members by two-thirds majority, including the representatives from the State Government and the ICSSR, present and voting.
- ii) The Chairman and the Vice-Chairman of the Institute shall be honorary. Term of Office of the Chairman and the Vice-Chairman shall be three years. The outgoing Chairman shall be eligible for a second term, but not for more than two consecutive terms.
- iii) In case of vacancy in the Office of the Chairman or in his absence, the Vice-Chairman shall hold the office of the Chairman until a new Chairman is elected by the Governing Board.

11. Rights, Duties and Powers of the Office Bearers

i) The Chairman

- a) to preside over the meetings of the Governing Board;
- b) to exercise such rights and powers as provided by the Rules and Regulations and such powers as are delegated by the Governing Board and the Committee of Direction from time to time;
- c) to take action in emergent/urgent cases when it may not be possible for him to convene a meeting of the Governing Board/Committee of Direction. Any such action shall be immediately reported to the Governing Board.

ii) **The Vice-Chairman**

- a) to preside over the meetings of the Governing Board in the absence of the Chairman;
- b) to exercise such rights and powers as provided by the Rules and Regulations and such powers as are delegated by the Governing Board and the Committee of Direction from time to time.

iii) **The Director**

- a) to function as Member-Secretary of the Governing Board and to administer the Institute in accordance with the policies and decisions of the Governing Board;
- b) to sign all documents and correspondence for and on behalf of the Institute;
- c) to open and operate Bank Accounts on behalf of the Institute;
- d) to obtain with the prior permission of the Chairman overdrafts/loans from the Government of India, the Government of Rajasthan, Banks or persons as per the requirements of the Institute on such terms and conditions as may be mutually agreed upon, and to execute documents in that connection;
- e) to execute, with the prior permission of the Chairman, contracts and agreements on behalf of the Institute;
- f) to perform all such acts and duties and exercise all such powers under these regulations and bye-laws of the Institute and also those that are delegated or assigned to him by the Governing Board and the Committee;
- g) to delegate with the approval of the Chairman to a Senior Fellow (Professor) of the Institute such functions and powers as he deems necessary.

12. Committee of Direction

- a) There shall be a Committee of Direction consisting of nine members.
- b) The Committee shall be composed of:
 - i) The Chairman of the Governing Board;
 - ii) The Vice-Chairman of the Governing Board;
 - iii) The Director of the Institute;
 - iv) Six other members of the Governing Board to be nominated by it from among its members including one from the faculty;
 - v) The Committee of Direction may appoint sub-committees for functions such as Finance, Personnel, Building and such other functions as it may deem necessary. Each sub-committees may co-opt upto two members;
 - vi) The Committee will be nominated by the Governing Board after its constitution and its tenure will be one year. Notwithstanding the expiry of the term of office, the Committee will continue till a new committee has been formed.
 - vii) Any temporary vacancy among the members of the Committee of Direction shall not in any way invalidate the decisions and actions taken by the Committee;
 - viii) Four members of the Committee of Direction present in person shall form the quorum at every meeting of the Committee.

13. The Academic Committee

- i) There shall be an Academic Committee consisting of the Director and all members of the faculty above the rank of Associate Fellow (Assistant Professor). The Committee may co-opt other experts for consultation and advise.
- ii) The Director shall be the Chairman of the Academic Committee.
- iii) The quorum of the Committee shall be half the number of members of the Committee.

14. Rights, Duties and Powers of the Governing Board

- a) The Governing Board shall have power to frame and amend Regulations, not inconsistent with the Memorandum of Association and Rules, for the administration and management of its affairs.
- b) Without prejudice to the generality of the foregoing provision, such regulations may provide for the following matters:
 - i) preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Institute and the sale or alternation of such investment and accounts and audit;
 - ii) powers, functions and conduct of business of such committees or advisory panels as may be constituted from time to time;
 - iii) the procedure, terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Institute;
 - iv) terms and conditions governing scholarships, fellowships and deputations, grants-in-aid, research schemes and projects, and establishment of data bank, library and documentation centres; and
 - v) such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the Institute.
- c) Subject to the Memorandum of Association, Rules and Regulations, the Governing Board shall have the power:
 - i) to appoint all categories of officers, including the Director and members of the research and administrative staff, on terms and conditions it may lay down, and to fix the amount of their remuneration, subject to the budget provision, and to define their duties.
 - ii) in the matter of the appointment of the Director, a panel consisting of the Chairman, one member of the Governing

Board, one nominee of the ICSSR, one nominee of the State Government and one expert who is not a member of the Governing Board shall be constituted for making recommendation to the Governing Board for the appointment.

- iii) to appoint, from time to time, such committees as the Governing Board may find necessary for carrying out the objectives of the Institute and to assign and/or delegate thereon to such powers, duties and functions as it may deem fit;
- iv) to enter into arrangements with Government of India, the Government of Rajasthan, the ICSSR and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programmes and for securing and accepting endowments, grants-in-aid, donations or gifts on mutually agreed terms and conditions;
provided that the conditions of such grants-in-aid, donations or gifts shall not be inconsistent, on in conflict, with the objectives of the Institute or with the provisions of these Rules;
- v) to acquire by gift, purchase, lease or otherwise any property movable or immovable, which may be necessary or convenient for the purposes of the Institute and to construct, alter and maintain any building or buildings for the purpose of the Institute;
- vi) to draw, make, accept, endorse, discount and negotiate Government of Rajasthan or Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- vii) Any surplus funds not needed for immediate research work will be invested by the Institute in accordance with the modes specified in the Section 11(2), 11(3) and 11(5) of Income Tax Act, 1961, as amended from time to time.

(Amended in Governing Board Meeting No. 47 dated 15.06. 2003)

- viii) to take over and acquire by purchase, gift or otherwise from Government and other public or private individuals movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Institute;
- ix) to arrange for the auditing of the accounts of the Institute annually.

15. Powers, Rights and Duties of the Committee of Direction

Subject to the provisions of these Rules and Regulations, the Committee shall have the following powers and duties and shall perform the following functions:

- i) to appoint, from time to time, such and so many officers and other employees, excluding the Director, who will be appointed by the Governing Board, on such terms and conditions as it may deem fit for carrying on the management and affairs of the Institute;
- ii) to appoint such and so many persons and on such terms and conditions as it may deem fit for the conduct of the studies, investigations, research, teaching or other work undertaken by the Institute;
- iii) to exercise control and discipline over the employees of the Institute and power to take disciplinary action, subject to confirmation by the Governing Board;
- iv) to recommend to the Board, the delegation such other powers, functions and duties of the Director as it may deem necessary from time to time.
- v) to propose byelaws for any of the matter for which they may be made for consideration and adoption by the Governing Board.

16. Functions of the Academic Committee

Subject to the provisions of these Rules and Regulations, the Committee shall have the following powers and functions:

- i) to propose priority areas for study and research and to examine proposals for the above offered to the Institute by outside scholars, government agencies and other organizations;
- ii) to recommend the award of doctoral or post-doctoral fellowships including visiting fellowships;
- iii) to propose a programme for publications for the Institute, and to make recommendations above building the library and other allied research facilities;
- iv) to review periodically the academic programme of the Institute.

17. The Governing Board may, by resolution, appoint advisory panels or committees for such purposes and with such powers as it may think fit; and it may also dissolve any of the committees and advisory panels set up by it.

18. The Governing Board may delegate to the Director, any of its committees, or members or to any other officer of the Institute or to any person who may be given an assignment on behalf of the Institute, such administrative and financial powers as it may deem proper and also prescribe limitations within which these powers are to be exercised or discharged.

19. The Annual General Meeting of the Governing Board shall among other things, approve the Annual Report and Accounts of the preceding year, sanction the programme and budget estimates of the subsequent year and constitute the Committee of Direction and such other Committees as it may find necessary.

PROCEEDINGS OF THE GOVERNING BOARD

- 20.
- a) The Annual General Meeting of the Governing Board shall be held at such time, date and place as may be determined by the Director in consultation with the Chairman.
 - b) The Governing Board shall hold at least two ordinary general meetings every year.
 - c) Seven members of the Governing Board may, by a letter addressed to the Director, requisition a special meeting of the Governing Board. On receipt of such requisition, the Director shall convene a meeting of the Board within four weeks.
21. Except as otherwise provided in these Rules, all meetings of the Governing Board and the Committees of the Institute shall be called by notice under the signature of the Director or any other officer authorized in this behalf by the Director.
22. Every notice calling a meeting of the Governing Board or the Committees of the Institute shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Board not less than fifteen clear days before the day appointed for annual or ordinary General Meeting and seven days for a special meeting.
23. If at a meeting of the Governing Board or one of Committees of the Institute convened otherwise than on requisition a quorum is not present within half an hour of the time of the commencement of the meeting, the same shall stand adjourned. The adjourned meeting shall be convened by the Chairman in the case of the Governing Board and by the Director in the case of the meeting of the Committees of the Institute. At such adjourned meetings, the members present may transact the business of the meeting irrespective of whether the quorum is present or not.
24. Seven members of the Governing Board present in person shall form the quorum at every meeting of the Governing Board.

25. On the recommendations of the Committee of Direction any resolution or proposal or decision taken by the Committee of Direction may be adopted by the Governing Board by circulation.
26. If both the Chairman and the Vice-Chairman are not present at a meeting of the Governing Board, the members present may elect a Chairman for the meeting.

FUNDS OF THE INSTITUTE

27. The funds of the Institute will consist of the following:
 - a) Grants made by the Government of Rajasthan and the ICSSR for the furtherance of the objectives of the Institute;
 - b) Other grants from Government of India and nation organization such as, ICAR, ICHR, CSIR, DSI, Department of Environment and such other bodies;
 - c) Gifts or assistance in any form from foreign governments and international agencies or for entering into any negotiations or contractual arrangements with the prior approval of the Government of India where necessary.
 - d) Project funds received from national agencies;
 - e) Contributions from other sources; and
 - f) Income of the Institute from its property, consultancy, overhead charges, publications, etc.
28. The Bankers of the Institute shall be one or more nationalized or scheduled banks in India. All funds shall be paid into the Institute's accounts with the approved bank/s and shall not be withdrawn except through a cheque signed by the Director or by such officers as may be duly empowered in this behalf by the Director.

ACCOUNTS, AUDIT AND ANNUAL REPORT

29. a) The Governing Board shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipt and payment accounts, statement of liabilities, etc., in such form as may be prescribed by the Government of Rajasthan in consultation with the Auditors.
- b) The accounts of the Institute shall be audited annually by the Auditors appointed at the annual meeting of the Governing Board and any expenditure incurred in connection with the audit of accounts of the Institute shall be payable by the Institute.
- c) The Auditors appointed by the Governing Board shall have the same rights, privileges and authority in connection with the audit of accounts of the Institute as the Controller and Auditor General or any other person appointed by him in this behalf has in connection with the audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices or institutions of the Institute.
- d) The accounts of the Institute along with report of the auditors shall be submitted to the next Annual General Meeting of the Governing Board.
- e) The ICSSR and the Government of Rajasthan shall have the right to carry out a test audit of the accounts of the Institute through any person appointed by them in this behalf, and such person shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices or the institutions of the Institute.
- f) The ICSSR may appoint, in consultation with the Government of Rajasthan, one or more persons to review the work and progress of the Institute from time to time and to hold enquiries into the affairs thereof, and to report there on in such manner as may be considered

necessary. The ICSSR may also, upon the receipt of such reviews and reports, take such action and issue such directions as it may consider necessary in respect of any matters dealt with in the reviews and reports and the Institute will be bound to comply with such directions.

- g) The Registrar of Societies, Government of Rajasthan will have full power to examine the working of the Institute, as and when he deemed necessary.
30. An Annual Report of the activities of the Institute and of the work undertaken during the year shall be prepared and made available to the Government of Rajasthan, the ICSSR and other concerned.
31. The income and property, however derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject nevertheless in respect of the expenditure grants made by the ICSSR or State Government to such limitations as the ICSSR or the State Government may from time to time impose. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, however, by way of profits to any persons who at any time are or have been members of the Institute or any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof, or other persons in return for any service rendered to the Institute.

DISSOLUTION

32. Subject to the provision of the Societies Registration Act, 1960, as applicable to the State of Rajasthan (General Society Registration Act, 1958, Sections 13-14) and with the approval of the ICSSR and the Government of Rajasthan, the Society may be dissolved by Resolution passed at a special meeting of the Governing Board duly convened for the purpose and supported by at least two-thirds of the total members.

33. If on the winding up or dissolution of the Institute, there shall remain after the satisfaction of its debt and liabilities any property whatsoever, the same shall not be paid to, or distributed among the members of the Institute or any of them but shall consistently with the objects of the Institute be dealt with in such manner as the ICSSR and the State Government may jointly determine, provided however, that the assets are used in such manner as to further as nearly as possible the objectives for which the Institute was established.

AMENDMENTS OF RULES

34. Subject to the prior approval of the ICSSR and the Government of Rajasthan and the provisions of the Societies Registration Act (Act XXI of 1860), as applicable to the State of Rajasthan (General Society Registration Act, 1958), Section 12), these rules may be amended, added to, altered or deleted by a Resolution passed at special meeting of the Governing Board duly convened for the purpose and supported by two-thirds of the total members of the Institute.

GENERAL

35. The Institute shall be subject to all the provisions of the Societies Registration Act (Act XXI of 1860) as applied to the State of Rajasthan (General Society Registration Act, 1958)
36. CERTIFIED to be true and correct copy of Rules and Regulations of the Institute of Development Studies, Jaipur.
- i) Name : **S.P. Varma**
Designation : Member, Governing Board and Convenor for the establishment of the Institute of Development Studies, Jaipur.
Address : 5-Ja-13, Jawahar Nagar, Jaipur - 4 (Raj.) India.
- ii) Name : **Dr. (Mrs.) Kanta Ahuja**
Designation : Member, Governing Board and Professor of Economics, University of Rajasthan, Jaipur.
Address : 5-Ja-10, Jawahar Nagar, Jaipur - 4 (Raj.) India.
- iii) Name : **Dr. A.S. Kapoor**
Designation : Member, Governing Board and Professor of Zoology, University of Rajasthan, Jaipur - 4.
Address : C-3, University Campus, Jaipur - 4 (Raj.) India.

II. 1 : PRELIMINARY

SR 1 Short Title and Commencement

- 1) These rules may be called the Institute of Development Studies, Jaipur (Service) Rules, 1988 (as amended upto 01.04.2013).
- 2) They shall be deemed to have come into force with immediate effect.

SR 2 Application

- 1) These regulations shall apply to every permanent¹ employee of the Institute.
- 2) Notwithstanding anything contained in clause (1), the Institute may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these regulations shall not apply to such employee to the extent to which they are covered by the special provisions.

SR 3 Definitions

In these Rules unless the context otherwise requires -

- i) "Institute" means the Institute of Development Studies, Jaipur (IDSJ).
- ii) "Governing Board" means the Governing Board of the Institute, constituted under Rule 6 of the "Rules and Regulations" of the Institute.
- iii) "The Committee of Direction" means the Committee of the Institute constituted under Rule 12 of the Rules and Regulations of the Institute by whatever name it may be called from time to time and entrusted with the executive affairs of the Institute.
- iv) "Chairman" means the Chairman of the Governing Board of the Institute.
- v) "Vice-Chairman" means the Vice-Chairman of the Governing Board of the Institute.
- vi) "Director" means the Director of the Institute.
- vii) "Appointing Authority" in relation to any post under the Institute means the Authority competent to make appointments to that post under SR 10.

¹ Added in Governing Board Meeting No. 44 dated 23.03.2002.

- viii) "Sanctioning Authority" means -
 - a) in relation all administrative staff (except the Secretary), all research staff and Assistant Professor, the Director.
 - b) in relation to posts of Associate Professors, Professors and Secretary, the Committee of Direction;
 - c) in relation to Director and Honorary Associate Professors - the Governing Board.

- ix) "Controlling Authority" means -
 - a) in relation to all posts, except the Director - The Director.
 - b) in relation to the Director, the Chairman of the Governing Board.
- x) "Selection Committee" in respect of a post means the Committee of that name indicated in the recruitment rules of the post as laid down in Schedule II to these Rules.
- xi) "Employee" means any person serving the Institute in any post specified in the First Schedule, as amended from time to time.
- xii) "Borrowed Employee" means an employee of any other authority/ organization whose services are obtained by the Institute on loan.
- xiii) "Foreign Service" means service outside the Institute for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the Institute.
- xiv) Academic staff means - those employees who are engaged in academic work, and shall include Professors, Associate Professors, Assistant Professors, Honorary Professors, Visiting Professors, Senior Research Associate, Project Associate, Project Assistants and such other posts as are included under this category from time to time".
(Amended in Governing Board Meeting No. 59 dated 31.07.2008).
- xv) Non-academic staff means - all those employees other than academic staff, and shall include administrative and library staff and any other staff included under this category from time to time.
- xvi) "Permanent Post" means a post sanctioned on a permanent basis and which carries a definite scale of pay.

- xvii) "Temporary Services" -
- a) An employee of the Institute who is not on probation or is not holding a substantive appointment shall be temporary employee.
 - b) An employee appointed for a research project/ programme and paid from the funds of the project/ programme, shall be deemed to be a temporary employee unless he holds a substantive appointment on any other post of the Institute.
- xviii) "Lien" means the title of an employee to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he/ she was appointed substantively.
- xix) "Suspended Lien" as defined in SR 19.
- xx) **Duty includes:**
- a) Service as a probationer provided that such service is followed by confirmation.
 - b) Joining time.
 - c) A course of instruction or training which an employee undergoes specially at the instance of the Institute.
 - d) Participation in Conferences/ Seminars/ Workshops at the instance of the Institute.
- xxi) **Officiate**
- An employee officiates in a post when he performs the duties of a post on which another person holds a lien. The Appointing Authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
- xii) **Probation**
- A person on probation in a post is one appointed to a post for determining his fitness for eventual substantive appointment to the post.
- xxiii) **Probationer**
- Means an employee on probation in or against a substantive vacancy in the cadre of the Institute.
- xxiv) "Pay" means the pay admissible on the relevant date and includes special pay, personal pay, dearness allowance deemed as pay but shall not include any allowances, fee or honorarium.

- xxv) Personal pay means additional pay granted to an employee:
- a) to protect him/her against loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - b) in exceptional circumstances, on other personal considerations.

xxv (a) "Secretary" means Secretary of the Institute ².

xxvi) **Special Pay**

Means an addition in the nature of pay to the emoluments of a post of an employee granted in consideration of:

- a) the specifically arduous nature of the duties; or
- b) a specific addition to the work or responsibility.

xxvii) **Substantive Pay**

Means the pay other than special pay, personal pay or emoluments not classed as pay by the Institute, to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

²

Added in Governing Board Meeting No. 25 dated 07.10.1992.

II. 2 : POSTS, RECRUITMENT AND APPOINTMENTS

SR 4 Categorization of Posts, Cadres and the posts under the Institute shall be decided upon from time to time.

SR 5 **Qualification for Appointment**

The qualifications for appointment to the posts in various cadres in the Institute shall be such as may be determined by the Committee of Direction from time to time.

SR 6 **Fitness**

a) No person may be appointed to a post in the Institute without his/ her producing a medical certificate of health from a Medical Officer approved by the Institute. The Institute may, in individual cases, dispense with a production of a medical fitness certificate.

b) No person shall be appointed to any post unless the Appointing Authority is satisfied that he/ she possess good character.

SR 7 **Methods of Recruitment**³

a) Recruitment to the sanctioned posts of Faculty and Secretary will be made through an open advertisement followed by screening and interviews by a Selection Committee to be constituted by the appointing authority.

However, Governing Board/CoD may also use any other procedure, as it considers fit for filling up the post (s) if exigencies of circumstances so warranted.

(b) Recruitment to the sanctioned posts of non-faculty staff shall be made as follows:

i) In case of lowest category posts by direct recruitment through an open advertisement followed by screening and interviews by a Selection Committee constituted by the Appointing Authority (Director).

³

Replaced in Governing Board Meeting No. 44 dated 23.03.2002.

- ii) On other posts by promotion from amongst the existing staff on the recommendations of the Committee constituted by the Director for the purpose. Such appointment shall be made strictly on the basis of merit and record of service, seniority being assigned a secondary importance.

However, if no one is found suitable for promotion, the post will be filled in by the direct recruitment.

- c) Recruitment to the sanctioned posts can also be made by taking persons on deputation through a process of open advertisement.
- d) Recruitment to the tenurial posts of faculty in regular scale or consolidated pay (project based) created for a specific period shall be made by open advertisement on the recommendations of a committee constituted by the appointing authority.

SR 8 Higher Pay Scales and Career Advancement

- a) deleted
- b) deleted
- c) "Higher pay scales after 9/18/27 years of service may be granted to ministerial, sub-ordinate and other supportive staff, only after performance evaluation by the Director"

(the supporting staff includes driver and class IV employees).

(Amended in Governing Board Meeting No. 45 dated 07.09.2002)

- d) The faculty can also be considered for ex-cadre promotion by COD/GB on the terms and conditions as decided from time to time.⁴

SR 9 Appointments

Appointments to the posts shall be made by the Institute on the recommendation of Selection Committee constituted for the purpose from time to time.

⁴

Amended in Governing Board Meeting No. 44 dated 23.03.2002.

SR 10 **Appointing Authority**⁵

The Appointing Authority for different posts shall be:

- a) Director All administrative staff, (except the Secretary) Research Staff and Faculty below the rank of Fellow (Associate Professor).
- b) Committee of Direction Fellows (Associate Professors), Senior Fellow (Professors), Visiting Senior Fellows (Visiting Professors) and Secretary.
- c) Governing Board Director and Honorary Fellows (Professors).

SR 11 **Ad-hoc Appointments**

Notwithstanding anything contained in the above rules, the Committee of Direction may, by general or special order and subject to such conditions as it may specify in such order, delegate to the Director the power to make ad hoc appointments against vacant posts for a specified period.

SR 12 **Appointments in the Place of Employee Dismissed, Removed or Reduced**

When an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantially filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

SR 13 **Re-employment in Service Beyond the Date of Normal Retirement**

Nothing in these rules shall be construed to limit or abridge the power of the Committee of Direction/ Governing Board to re-employ persons in the service of the Institute who have reached the date of normal retirement prescribed by the Governing Board/ Committee of Direction provided that:

- a) Such re-employment is certified to be in the interest of the Institute.
The Committee of Direction may when it is found to be in the interest

⁵

Replaced in Governing Board Meeting No. 44 dated 23.03.2002.

of the Institute offer contract appointments to superannuated persons, (xxx)⁶ subject to such appointments not extending beyond the age of 65.

- b) The special circumstances justifying the re-employment or contract appointment are recorded in writing and sanctioned by the Committee of Direction.
- c) The reemployment of the retired persons in the first instance can be for one to three years. It could be reviewed later and the employment could be extended upto an age of 65 years.
- d) The re-employed persons would be paid a consolidated pay (inclusive of HRA, DA and CCA) as fixed by appointing authority in each case.⁷

Explanation⁸

While fixing the consolidated salary, the following guidelines will be taken into consideration:

- i) the basic pay would relate to the pay scale of the position equivalent to which the re-employment is being done
- ii) the pension being received or likely to be received will be deducted from (i) above. The pension would mean gross pension before commutation and does not include dearness allowance (DA).
- iii) all allowances (except D.A.) and other benefits, will be worked out on the basis of basic pay as at (i) above and ;
- iv) The Dearness Allowance would be payable on the basic pay as at (i) above, only if the re-employed person is denied DA on the pension by the previous employer.
(Replaced in Governing Board Meeting No. 47 dated 15.06.2003)
- e) deleted

6

Deleted in Governing Board Meeting No.25 dated 07.10.1992

7

Replaced in Governing Board Meeting No.44 dated 23.03.2002.

8

Added in Governing Board Meeting No.44 dated 23.03.2002 (Replacing earlier explanation).

SR 14 **Other Conditions**

Unless in case it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Institute.

SR 15 Notwithstanding anything contained in any of the rules in this part, where an employee un-authorisely absents himself from duty, it may cause interruption in service entailing forfeiture of salary during the period of unauthorized absence and even of past services, to be determined by the Committee of Direction.

Note: Refusal to do work though physically present at the place of duty will be treated as unauthorized absence.

SR 16 Where an employee forfeits his/her past service under Rules, he/she shall lose the benefit of all increments earned by him in the scale of pay of the post which he/ she was holding at the time of interruption and such past service shall not count for purposes of increments or leave.

SR 17 Unless in any case it be otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

SR 18 Unless his/ her lien is suspended or transferred under SR 19, an employee holding substantially a permanent post retains a lien on that post :

- a) While performing the duties of that post;
- b) while on foreign service or holding a temporary post, or officiating in another post;
- c) during joining time on transfer to another post unless he/ she is transferred substantively to a post on lower pay, in which case his/ her lien is transferred to the new post from the date on which he/ she is relieved of his duties in the old post;
- d) while on leave;
- e) while under suspension; and
- f) while under training.

SR 19

- a) The Institute shall suspend the lien of an employee on a permanent post which he/ she holds substantively if he/ she is appointed in a substantive capacity.
 - i) to a permanent post outside the cadre on which he/ she is borne; or
 - ii) provisionally to a post on which another employee would hold a lien had his/ her lien not been suspended under this rule.

- b) The Institute may, at their option, suspend the lien of an employee on a permanent post which he/ she holds substantively, if he/ she is transferred to foreign service or in circumstances not covered by clause (a) of this rule, is transferred, whether in a substantive or officiating capacity to a post in another cadre, and if there is reason to believe that he/ she will remain absent from the post on which he/ she holds a lien for a period of not less than three years.

SR 20 An employee shall be required to subscribe to a provident fund, or similar fund in accordance with such rules as the Institute may by order prescribe from time to time.

II.3 : TENURE

SR 21 Probation

Every person appointed to a permanent post under the Institute shall be on probation in such post for a period of two years.

Provided, however, that the Appointing Authority may, in an individual case, for reasons to be recorded in writing, waive altogether, reduce or extend the period of probation. The extension of the period of probation shall not exceed one year.

SR 22 Where a person appointed to a post under the Institute on probation is, during his/ her period of probation, found unsuitable for holding that post, or has not completed his/ her period of probation satisfactorily, the Appointing Authority may -

- a) in the case of person appointed by promotion revert him/ her to the post held by him/ her immediately before such appointment.
- b) in the case of a person appointed by direct recruitment, terminate his/ her services under the Institute at any time by a notice of one month in writing or on payment of one month's pay and allowances in lieu of such notice.

SR 23 Every person appointed to a permanent post under the Institute by promotion or by direct recruitment shall, on satisfactorily completing his/ her period of probation, be eligible for (substantive)⁹ appointment to that post.

⁹ Substituted in Governing Board Meeting No 25 dated 07.10.1992.

SR 24 Temporary and Permanent Service

- a) An employee shall be a temporary employee of the Institute till he/ she is appointed substantively to a permanent post under the Institute.
- b) An employee appointed substantively to any permanent post under the Institute shall be a permanent employee of the Institute.

SR 25 Substantive Appointments

No employee shall be appointed substantively to any post unless such post is permanent and nobody else has been substantively appointed to it.

SR 26 Termination of Service

The service of a temporary employee may be terminated by the Appointing Authority without assigning any reason by a notice of one month in writing to the employee or on payment of one month's pay and allowance in lieu of such notice.

SR 27 Without prejudice to the provisions of SR 26 the service of a temporary employee shall terminate :

- a) if his/her appointment is made for a specified period on the expiry of such period unless the appointment is extended for a further period; or
- b) if his/her appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created; or
- c) if he/she fails to resume duty on the expiry of the maximum period of leave granted to him/her and after his/her explanation, if any, in reply to a show cause notice, which should be given in all such cases, has been taken into account.

SR 28 The service of a permanent employees may be terminated by the Appointing Authority of the Institute by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months pay and allowances, and such other compensation, as may be determined by the Appointing Authority, if the post to which he/she is substantively appointed, is abolished or if the Institute ceases to require his/her services.

(Amended in Governing Board Meeting No. 48 dated 27.02.2004)

Explanation: Pay and allowances for notice period for the purpose of SR 26 and 28 would mean an amount equal to leave salary admissible to the employee for such period¹⁰.

¹⁰ Added in Governing Board Meeting No. 25 dated 07.10.1992.

SR 29 Retirement

An employee shall retire from the service of the Institute -

- a) on his/ her completing the age of 60 years;
- b) on his/ her being declared medically unfit for service by a Medical Board to be designated by the Committee of Direction in this behalf; or
- c) on the imposition of the penalty of compulsory retirement.

SR 30

- i) Notwithstanding anything contained in SR 29 above, the Appointing Authority shall, if it is of the opinion that it is in the Institute's interest to do, have the absolute right to retire any employee by giving him/her notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he/she has attained the age of 50 years or has completed twenty years of service.
- ii) Similarly, an employee who has attained the age of 50 years or has completed 20 years of service may seek voluntary retirement by giving notice of not less than 3 months in writing or by depositing three months pay and allowances in lieu of such notice¹¹.

(Amended in Governing Board Meeting No. 48 dated 27.02.2004).

SR 31 Resignation

Subject to the acceptance of resignation by the Competent Authority, a permanent/ temporary employee, may resign from the service of the Institute by notice of three months/ one month in writing addressed to the Appointing Authority or by payment of salary in lieu of the period by which the notice falls short of three months/ one month¹².

Provided that the Appointing Authority may, if it deems proper in any case, permit a permanent/ temporary employee to resign from the service on notice of less than three months/ one month.

¹¹ Added in Governing Board Meeting No. 25 dated 07.10.1992.

¹² Substituted in Governing Board Meeting No. 25 dated 07.10.1992.

II. 4 : SERVICE CONDITIONS FOR PAY ETC.

SR 32 Pay

- i) Except in the case of personal pay, the pay of an employee shall not be so increased as to exceed the pay sanctioned for the post.
- ii) An employee shall, on his/ her appointment by direct recruitment to a post on a time-scale draw pay at the minimum of the time-scale, unless the appointing authority decides that he/ she shall draw pay at any higher stage.
- iii) Where an employee holding a post in a substantive, temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying a higher time- scale of pay his/ her initial pay in the higher time-scale of pay, shall be fixed at the stage next above the pay notionally arrived at in the lower time-scale of pay, by increasing the actual pay drawn by him in the lower time-scale by one increment. A refixation of pay will be allowed whenever there is a change of pay in the lower time- scale.

Provided also that, where an employee is, immediately before his/ her promotion or appointment to a higher post, drawing pay at the maximum of the time-scale of the lower post, his/ her initial pay in the time-scale of the higher post shall be fixed at the stage in that time-scale next above such maximum in the lower post.

Note: The provision of this rule will not apply to cases of revision of scales of pay referred to in the following rule.

SR 33 The holder of a post, the pay of which is changed or revised, shall be treated as if he/ she were transferred to a new post on the pay, provided that he/ she may at his/ her option retain his/ her old pay until the date on which he/ she has earned his/ her next or any subsequent increment in the old scale, or until he/ she vacates his/ her post or ceases to draw pay in that time-scale. The option once exercised shall be final.

SR 34 Unless otherwise mentioned in the orders sanctioning revision of the scales of pay, the following principles will be followed for fixation of pay when the scale of pay of a post is revised.

- i) If the pay drawn in the previous scale is less than the minimum of the revised scale, then the pay in the revised scale may be fixed at the minimum.
- ii) If the pay drawn in the previous scale is a stage in the revised scale, the pay in the revised scale may be fixed at the next stage.
- iii) If the pay drawn in the previous scale is not a stage in the revised scale, then the pay in the revised scale may be fixed at the next stage.

SR 35 In regard to a person joining the Institute either on lien or on deputation from other public institution/Universities/government, the increase in pay (which includes personal pay, special pay etc.) he/she (becomes)¹³ entitled to in his/her parent institution/university/government during the period of lien/deputation shall be protected and the arrears, if any, disbursed by the Institute. If the increased pay is not a stage in the time-scale in the Institute, the pay will be fixed in the next higher stage, without prejudice to his/ her normal date of increment.

SR 36

- a) An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from an employee by the Competent Authority if his/ her conduct has not been good or his/ her work has not been satisfactory. In ordering the withholding of the increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponement of future increments.

¹³

Added in Governing Board Meeting No. 25 dated 07.10.1992.

- b) "An additional increment will be awarded to the staff who have acquired Ph.D. degree while working in the Institute".

The amended rule comes into force w.e.f. January 1, 2002.
(Amended in Governing Board Meeting No.45 dated 07.09.2002).

SR 37 Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increments.

SR 38 The following provisions prescribe the conditions on which service counts for increments in a time-scale.

- a) All duty in a post on a time-scale counts for increments in that time-scale; and
- b) Period spent on a study leave, on deputation or on other full time-assignments such as foreign service subject to a maximum of 3 years shall count for increments in the time-scale applicable to a post in which the employee holds a lien.

II. 5 : LEAVE RULES

SR 39 Definitions

In these rules -

- i) *Leave includes, "Earned Leave, Compensatory Leave, Half-Pay Leave, Commuted Leave, Extra-ordinary Leave, Leave not Due, Maternity Leave, Academic Leave and Study Leave".*
- ii) "Half-Pay Leave" means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
- iii) "Commuted Leave" means leave as provided hereinafter.
- iv) "Completed years of service" means continues service of the specified duration under the Institute including periods of leave and extra-ordinary leave.

SR 40 Sanctioning Authority for Leave

- i) The sanctioning authority for leave to employees, other than the Director, shall be the Director who may, with the approval of the Committee of Direction, delegate his/ her powers.
- ii) The sanctioning authority for leave, other than under (iii) below, to the Director shall be the Chairman.
- iii) The sanctioning authority for Study Leave and Extra-ordinary Leave of over 3 months shall be the Committee of Direction.

SR 41 General

1 Right of Leave

Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description may be refused or revoked by the leave sanctioning authority.

2 Earning of Leave

Except as otherwise provided in the Rules, leave shall be earned by periods spent on duty only

3. An employee shall, before proceeding on leave, make an application in prescribed form and shall also state in writing his/her address while on leave and shall intimate any change in this address to the Institute.

4 Commencement and Termination of Leave

- i) Leave ordinarily begins from the date on which leave as such is actually availed of and adds on the day preceding the day on which duty is resumed.
- ii) Sundays or other holidays may be prefixed as well as suffixed to leave other than to extra-ordinary leave.

5 Return to Duty on Expiry of Leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

6 Combination of Leave

Except otherwise provided in these Rules, any kind of leave under these Rules may be granted in combination with or in continuation of any other kind of leave, such combination being subject to approval by the Sanctioning Authority.

7 Conversion of One Kind of Leave into Other Kind

- i) At the request of a person, the Director may sanction conversion of any kind of leave including extra-ordinary leave retrospectively into leave of a different kind which may be admissible as on the date on which the conversion is sought but a person cannot claim such conversion as a matter of right.
- ii) If one kind of leave is converted into another the amount of leave salary admissible as on the earlier date from which leave (is)¹⁴ being converted shall be recalculated and arrears of leave salary paid or amounts over drawn recovered, as the case may be.

¹⁴ Added in Governing Board Meeting No.25 dated 07.10.1992.

8 **Rejoining of Duty on Return from Leave on Medical Grounds**

A person who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such person as may be prescribed.

9 The leave year shall run from 1st January of every year to the 31st December of that year.

SR 42 Grant of Leave Beyond the Date of Retirement

No leave shall be granted beyond the date on which an employee must compulsorily retire:

Provided that the authority empowered to grant leave may allow to an employee who has been denied in whole or in part the earned leave due to him on account of exigencies of Institute's service, the whole or any portion of the earned leave so denied during the period of his service before retirement on superannuation or within the period of extension/ re-employment, even though such leave extends beyond the date of retirement on superannuation or termination of extension/ re-employment¹⁵.

SR 43

A Earned Leave for Academic Staff

- i) Academic staff shall be entitled to earned leave of 30 days in a calendar year;
(Amended in Governing Board Meeting No. 45 dated 07.09.2002).
- ii) A member of the academic staff shall cease to earn leave when the earned leave accumulated totals to 365 days.
- iii) The maximum earned leave that can be granted to a member of the academic staff at a time shall be (240) ¹⁶ days.
- iv) Earned leave exceeding a period of 240 days may be granted if the entire leave so granted is spent in approved academic pursuits.

¹⁵ Substituted in Governing Board Meeting No. 25 dated 07.10.1992.
¹⁶ Substituted in Governing Board Meeting No. 25.dated 07.10.1992.

SR 43

B For Non-Academic Staff

- i) The employees of the Institute shall be entitled to earned leave of 30 days in a calendar year;
(Amended in Governing Board Meeting No.45 dated 07.09.2002).
- ii) An individual shall cease to earn leave when earned leave accumulated totals to 300 days.
(Amended in Governing Board Meeting No. 45 dated 07.09.2002).
- iii) The maximum earned leave that can be granted to an individual at a time shall be 120 days.
- iv) Earned leave may be granted to an individual exceeding a period of 120 days if the entire leave so granted (xxx) ¹⁷ is spent in approved academic pursuits.

SR 43

C Encashment of Earned Leave while in Service

- i) A permanent non-academic employee may, on surrender of earned leave not exceeding 30 days in a block of two years, be granted leave encashment equal to the period of leave surrendered.
Provided that no encashment of earned leave may be allowed to a temporary employee unless he/ she has completed one year of service. The block year will not be changed.
- ii) The number of days of earned leave surrendered shall not be referred to any particular period but may be reckoned as surrendered on the date of application of leave for encashment benefit and debited against the leave account of the employee.
- iii) The authority which is competent to sanction earned leave shall be competent to accept surrender of earned leave and to grant leave encashment benefit thereof. The number of employees in the Institute, to whom leave encashment is sanctioned at a time under this rule shall be regulated by the Director, so that there is no bunching in a month.

¹⁷

Deleted in Governing Board Meeting No. 25 dated 07.10.1992.

SR 43

D Cash Payment in Lieu of Unutilized Earned Leave on the Date of Retirement

i) The employees on retirement from service on superannuation shall be paid cash equivalent of leave salary in respect of the period of unutilized earned leave not exceeding 300 days at his/her credit at the time of retirement.

(Amended in Governing Board Meeting No. 45 dated 07.09.2002).

ii) The cash payment of leave salary admissible under sub-rule (i) above shall be paid on retirement in lump-sum as one time settlement.

iii) The cash payment under this rule shall be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the dates in force on the date of retirement. No City Compensatory Allowance or House Rent Allowance shall be payable on cash payment of leave salary.

iv) Number of unutilized leave at credit on the day of retirement subject to a maximum of 300 days.

(Amended in Governing Board Meeting No. 45 dated 07.09.2002).

v) The benefit of cash payment under this Rule shall be admissible to employees who are granted extension in service or re-employed after attaining the age of superannuation. In such cases, the benefit shall be granted on the date of final retirement on the expiry of re-employment.

SR 44 Half-Pay Leave

The "Half-Pay Leave" admissible to a person in respect of each completed year of service shall be 20 days. The 'Half-Pay Leave' may be granted to a person on Medical Certificate or for private affairs or for approved academic purposes.

SR 45 Commuted Leave

Commutated Leave not exceeding half the amount of half-pay leave may be granted on medical certificate or for private affairs, or for approved academic purposes, subject to the following conditions:

- a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- b) When commuted leave is granted, twice the amount of such leave shall be debited to the half-pay leave.
- c) Commuted leave should be sanctioned only if the Director is satisfied that there is a reasonable chance of the incumbent rejoining duty after the expiry of the leave.

SR 46 Extra-ordinary Leave

- i) Extra-ordinary leave shall always be without pay and may be granted when no other kind of leave is admissible, except as under item (ii) below.
- ii) Extra-ordinary leave may be granted to an employee for taking up employment elsewhere for a total period of upto 3 years during the whole tenure.
- iii) Extra-ordinary leave does not count for increment, unless otherwise specified.
- iv) Extra-ordinary leave would, ordinarily, be granted only after 3 years of service with the Institute.

SR 47 Leave Not Due

Save in the case of leave preparatory to the retirement, leave not due may be granted on half pay to an employee in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. This will be debited against the half-pay leave which the employee earns subsequently. Leave not due should be granted only if the Sanctioning Authority is satisfied that there is a reasonable prospect of the employee

returning to duty on the expiry of the leave and earning an equal amount of half-pay leave thereafter.

SR 48 Maternity Leave

i) Maternity leave may be granted to a woman employee on full pay for a period , which may extended up to the end of 120 days from the date of its commencement. (xxx) ¹⁸.

(Replaced in Governing Board Meeting No. 47 dated 15.06.2003).

ii) Maternity leave may be granted not more than twice during the whole tenure of an employee. This would not include such leave for miscarriage/ abortion/ termination of pregnancy.

iii) Such leave shall not be debited to the leave account.

iv) Maternity leave may be combined with leave of any other kind but leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

Note: *Maternity leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.*

The grant of maternity leave is provisional in the first instance and will be regularized only after ascertaining the date of confinement as furnished by the employee herself. In the case of the leave availed of is in excess of what is admissible under this rule, such excess will be regularized by the grant of eligible leave.

SR 49 Casual Leave

i) The amount of casual leave admissible is 15 days in a calendar year subject to the condition that, the period of absence on casual leave should not exceed 10 days at a time.

ii) Casual leave may be combined with Sundays and other authorized holidays.

iii) Deleted

(Deleted in Governing Board Meeting No. 48 dated 27.02.2004).

¹⁸

Deleted in Governing Board Meeting No. 25 dated 07.10.1992.

- iv) Casual leave for half a day at a time may be granted for half days ending lunch recess or half days beginning lunch recess. Two such half days will constitute one casual leave.
- v) A casual leave register should be maintained to record the casual leave taken.
- vi) No person may, except for unavoidable circumstances like sudden illness, avail himself/ herself of casual leave, unless it has been sanctioned previously by the Competent Authority.
- vii) With regard to persons who join the Institute in the middle of the year, the authority competent to grant such leave will have the discretion to grant either the full quota of 15 days or only proportion thereof, after taking into account all the circumstances of the case.

SR 50 **Compensatory Leave**

- i) Where an employee is required to attend office on Sundays or other public holidays or has to put in an additional five hours or more of overtime work, he/she may be granted compensatory leave. This leave would be given only when he/she attends office under the previous orders of the Director. If, however, he/she is required to attend office as a penalty or is required to clear arrears for which he/she is personally responsible, the compensatory leave will not be earned. The number of days of compensatory leave earned will be noted in the casual leave register and the grant of leave also noted therein.
- ii) This leave would be available only to non-academic and non-supervisory employees of the Institute.

SR 51 **Special Casual Leave**

Special casual leave not counting against ordinary casual leave may be granted to an employee in the following circumstances:

- i) When he/she is ordered by the head of his office to absent himself/ herself from duty on account of presence of infectious disease in his/ her house.

Note: *Leave under this head shall not ordinarily be granted for a period exceeding 21 days, but in exceptional cases it may be granted upto 30 days.*

- ii) When he/she is summoned to serve as a juror or assessor or to give evidence before a Court as a witness in civil and criminal cases in which his/her private interests are not an issue, the leave to cover the total period of absence necessary.
- iii) When he/ she is bitten by a rabid animal, or if it becomes necessary to undergo anti-rabic treatment due to infection during postmortem examination or other similar causes, leave to cover the actual period required for treatment (14 days) and for the journeys to and fro the nearest anti-rabic treatment centre.
- iv) When an employee is temporarily incapacitated on account of typhoid and cholera inoculation, leave for one day.
- v) Special casual leave will be allowed to employees for undergoing sterilization operation for a period not exceeding 6 days for men and 14 days for women.
- vi) Women employees who undergo IUCD insertion will be granted special casual leave for the day of insertion.

SR 52 **Study Leave**

- 1 Study leave for a period upto 3 years may be granted by the Committee of Direction to such of the permanent members of the staff for pursuing a programme of approved study/ research work in an approved institution on such terms and conditions as may be decided upon from time to time on the merits of each case.
- 2
 - i) An employee would be entitled to study leave for one year after expiry of a minimum of three years of service.
 - ii) He/she may be granted study leave for more than one year, after completion of 5 years or more of service with the Institute.
 - iii) The employee granted study leave will undertake to serve the Institute for a minimum period, to be determined by the Committee of Direction, on return after such leave.

SR 53 **Academic Leave**

A member of the academic staff (will)¹⁹ be eligible for 20 days of leave in a calendar year which can be availed of for attending/participating in academic meetings such as seminars/symposia/workshops/conferences etc., organized by other academic agencies and institutions, for conducting viva voce examinations or for serving on Selection Committees, or for participation in other academic assignments.

SR 53

A **Deputation for Study/Training**

The Director may depute an employee of the Institute for study/training for a period not exceeding six months. In case of such deputation for study/ training for a period exceeding six months, prior approval of the Chairman will be necessary. The period spent on such deputation will be treated as duty and the concerned employee will be required to serve the Institute for a prescribed period after such study/training.

SR 54 **Leave Salary**

A person on earned leave and commuted leave shall be entitled to pay and allowances at the rate as on the day before the leave commences.

SR 55 If an increment falls due during leave other than extra-ordinary leave the effect of increase in pay will be given from the date of increment. If on extra-ordinary leave, the date of increment will be shifted forward to the extent of the period of such leave.

¹⁹

Added in Governing Board Meeting No. 25 dated 07.10.1992.

II. 6 : TRAVELLING ALLOWANCES²⁰

SR 56 Categories in the Institute²¹

1. For the purpose of calculating Travelling Allowance (TA) the categories are as follows:-

Category I

Chairman of the Governing Board, external Members of the Governing Board/ Committees, Director, Professors (including Visiting Professors) and Secretary.

Category II

Associate Professors, Assistant Professors (Including Visiting Associate / Assistant Professors) and Librarian Cum Documentation Officer.

Category III

Private Secretary, Senior Research Associate, Accounts Executive, Senior P.A., Project Associate, Section Officer (Adm.), Supervisor (Comp.), Accountant, Senior Library Technical Assistant, Project Assistant and Senior Office Assistant.

Category IV

Junior Office Assistant, Receptionist cum Telephone Operator, Driver and Project Staff (retained on Contractual basis).

Category V

Class IV, Book Attendant and other employees

Note :

- i) The category of any employee not specified in the above categories will be determined by the Director keeping in view his status and emoluments.*
- ii) The Honorary Professors/Associate Professors/Assistant Professors if required to travel on Institute's work will be entitled to reimbursement of travelling expenses at the rates applicable to the relevant category of employees of the Institute.*

²⁰ Travelling, Halting and Conveyance Allowance are subject to revision from time to time. The current rates are specified in the Chapter.

²¹ Amended in Governing Board Meeting No.69 dated 30.03.2013.

- 2 The travelling allowance of an employee who is promoted or reverted with retrospective effect, shall not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is ordered.

General

- 1 The following are the different kinds of travelling and other allowances which may be drawn in different circumstances by employees:
 - a) Conveyance Allowance
 - b) Halting Allowance
 - c) Actual Travelling Expenses.
- 2 Travelling allowance including halting allowance shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within six months from the date of completion of the journey.
- 3 Travelling and halting allowances are subject to change by the Committee of Direction from time to time.

SR 57 Conveyance Allowance

- 1 The Director may grant on such conditions as he thinks fit, a monthly conveyance allowance to an employee who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance. He/ she may be using his/ her own vehicle for this purpose.

Note: An employee shall not be entitled to Conveyance Allowance during periods of continuous leave exceeding 12 days (including holidays prefixed and/ or suffixed)

- 2 Where an employee has to use occasionally his/her vehicle for official work, he/she may be reimbursed (at the rates prescribed by the Board from time to time {the present rates approved by the Board are Rs. 4.00 per km for car and Rs. 2.00 per km for moped). ²²

²² **Substituted in Governing Board Meeting No. 25 dated 07.10.1992.**

SR 58 Travelling and Halting Allowance

- a) Employees of the Institute are entitled to TA and Halting rates as given in the annexed Tables A and B.
- b) The travelling allowance will involve payment of:
 - i) actual air/railway/other public conveyance to and fro.
 - ii) actual conveyance charges for taxi, auto-rickshaw or other mode of conveyance to and from the airport/ railway station/ bus stand and residence both at head quarter, and the place(s) of visit and places enroute, where a halt is necessary, if the staff car is not used.
 - iii) 'Halting Allowance' means an allowance granted to a person to meet the cost of lodging and boarding and other incidental expenditure necessitated at the place of halt. The halting allowance shall be admissible at the rates subject to the conditions mentioned in Table B.

Table A
Rate of Admissibility of Mileage for Travel

Category of Persons	Actual Rail Fare of Class of Accommodation	Remarks
Category I	AC II Sleeper/AC Chair Car/taxi or AC Bus Airlines.	If more than one air journey is performed during 24 hours, the mileage allowance shall be limited to one halting allowance.
Category II	AC II Sleeper/Chair Car/AC Bus	
Category III(excluding Project Staff)	3AC Rail / AC Bus/Super Deluxe Bus	
Category IV (including Project Staff)	II Class Rail/Super Deluxe Bus	
Category V	Second Class/Ordinary Bus	

Note: Persons not eligible to travel by air can do so only with the prior approval of the Director when the journey by air is urgent and necessary in Institute's interest.

Table - B
Rates of Halting Allowance and Split Rates

(i) Rates for Rajasthan

New Category	Within Rajasthan		
	Halting Allowance (Single Rate)	Split Rate of Halting Allowance	
		For Accommodation	For Meals
I, II & III	Rs. 225	Rs.1200	Rs.225
IV & V	Rs. 175	Rs.600	Rs.175

(ii) Rates for Outside Rajasthan

- Category I,II & III:** Accommodation not exceeding Rs.2,000/Rs.1,000 for accommodation (on production of receipt in metropolitan centres (Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad)/other centres; Rs.500 otherwise.

Meal allowance for Rajasthan and outside Rajasthan should be the same.

Henceforth, all projects will build-in and pay these TA/DA rates. Those on-going projects, which have adequate provision, will also pay these TA/DA rates. However, those projects, which do not have adequate provision for paying these rates, will continue to pay the old rates.

(Amended in Governing Board Meeting No. 69 dated 30.03.2013).

Notes:

- 1(a) *The split rates for hotel accommodation charges shall be admissible only if an officer stays in a Hotel/ Circuit House/ Dak Bungalow/ or any other institutions like Young-Men's Christian Association, Cricket Club of India, Youth Club of India, Youth Hostels, etc., which provide for lodging arrangements at schedule tariff and produces vouchers/ receipt in token of payment made on account of hotel accommodation charges. In case the actual charges paid on account of hotel accommodation are less than the ceiling prescribed above, actual charges paid for hotel accommodation shall only be admissible.*
- (b) *No vouchers are to be presented for allowance for meals prescribed above.*
- (c) *If the actual hotel charges paid are inclusive of accommodation and meals and are less than the ceiling prescribed above the actual charges paid shall only be admissible.*
- 2 *Halting allowance may not be drawn except during a period of absence from headquarters on duty.*
- 3 *Halting allowance shall be admissible for each day of journey period and stay at station(s) of duty provided the journey period or stay at that station on a particular day is at least for 8 hours.*
- 4 (a) *Halting allowance shall be admissible upto a period of 30 days for a continuous halt at a particular station. In case the halt has to be longer, sanction of the Director will be necessary.*
- (b) *If a person is allowed or avails himself of free boarding and lodging provided by a public institution, agency or organization, the rate of halting allowance shall be 25% of the normal rates prescribed for that station.*
- 5 *Halting allowance may be drawn for halt on duty on a holiday occurring during the period of a tour for such day as he spends in camp/field on duty. No halting allowance shall be admissible if he/ she leaves camp/ field on private business during holiday(s) or takes any kind of leave including casual leave whilst on tour of the days he so remains away from the camp/field.*
- 6 *The Director may for special reasons permit any employee or class of employee to be entitled to accommodation for a class higher than that prescribed for these category of employees mentioned above.*
- 7 *The Chairman and the Director will be entitled to reimbursement of actual charges for accommodation and meals irrespective of the above limits of split rates.*

II. 7 : OTHER ALLOWANCES AND BENEFITS

SR 59

i) **Dearness Allowance**

The rate of dearness allowance will be at rates approved by the Institute from time to time.

ii) **House Rent Allowance and City Compensatory Allowance** may be paid as per the schedule of rates for these allowances and subject to the conditions approved.

iii) **Local Conveyance Allowance**

Actual amount incurred by an employee for travel on official business by public conveyance may be paid. At the discretion of the Director, actual taxi/ auto-rickshaw fare may be paid for travel within city limits.

iv) **Uniform Allowance**

One set of winter uniform every two years and two sets of summer uniforms may be supplied every year to the staff car driver and Category-V employees, such as, attendants, watchmen, messengers, peons, etc.

SR 60

Medical Reimbursement Rules

1. Definitions

The Definition of "Authorized Medical Attendant", family, parents, medical attendance, treatment and pay for the purpose of these rules are broadly the same as in the University of Rajasthan with the following changes:-

Family Definition

"Family means the Institute's employees wife (not more than one) / husband (in the case of a woman employee), children including children adopted legally and parents, if wholly dependent upon the Institute's employee".

(Amended in Governing Board Meeting No. 62 dated 11.06.2009).

2 Medical Attendance and Treatment of Institute Employees

- i) The expenses incurred by the Institute employees on account of medical attendance and treatment shall, on production of essentiality certificate from the Authorized Medical Attendant in the prescribed form, be reimbursed to him/ her to the extent and in the manner provided in these Rules.
- ii) The following charges paid by the Institute employees for treatment and reimbursable:
 - a) Cost (including sales tax paid by the Institute employee on medicines purchased) of allopathic drugs, medicines, vaccines, sera or other therapeutic substances not ordinarily available in approved hospitals, or clinic of the Authorized Medical Attendant. List of non-reimbursable allopathic drugs, medicines is the same as in the University of Rajasthan, subject to revision from time to time.
 - b) Cost (including sales tax paid by the Institute employee on medicines purchased) of ayurvedic/unani drugs of approved "Rasayanashalas" not ordinarily available in government hospital or with the approved Medical Attendant. List of reimbursable ayurvedic and unani drugs is the same as in the University of Rajasthan. This list is subject to revision and modification from time to time.
 - c) Cost (including sales tax paid by the Institute employee on medicines purchased) of homeopathic drugs and medicines prescribed by the Authorized Medical Attendant.
 - d) Ambulance charges incurred to carry the patient from residence to an approved hospital and vice-versa, or from

the approved hospital to another for treatment or examination.

- e) Blood transfusion charges.
- f) Cost of various tests, such as blood, urine, stool tests, X-rays, ECG etc.
- g) Lump-sum amount to meet the cost wholly or partly of hearing aid or artificial limb (including cost of replacing a limb) after obtaining concurrence of the Director.

3 The expenditure incurred by the Institute employee on account of Medical Attendance and Treatment on any member of his/ her family under the above Rules shall be reimbursed to the extent given below:

- a) Expenses upto Rs. (10000) in a financial year : 100%
- b) Expenses beyond Rs. (10000) in a financial year : 75%

(Amended in Governing Board Meeting No. 68 dated 18.08.2012).

4 Reimbursement of Medical Expenses in Emergency Cases from Unrecognized Hospitals

In case of serious accidents or illness an employee or a dependent member of the family may require emergent treatment and admission in the nearest private hospital in the absence of a recognized hospital nearer than the private hospital. In such cases, the Institute may reimburse the expenditure on treatment if (a) the persons available on the spot used their discretion for taking the patient to the nearest private hospital; (b) the treating doctor certifies that the condition of the patient was serious and required immediate treatment; and (c) after the emergency was over, the patient was transferred to the recognized hospital.

(Added in Governing Board Meeting No.39 dated 03.08.1999)

5 Where the Institute has not provided any Rules, it shall follow the University of Rajasthan Rules in this regard.

II. 8 : PROVIDENT FUND AND GRATUITY

SR 61 Provident Fund

There shall be a Provident Fund for the benefit of the employees of the Institute regulated by the provident Fund Scheme `1952'. The scheme is operated by the regional Provident Commissioner Rajasthan, Jaipur, under the Employees Provident Fund and Miscellaneous Act, 1952 and the provisions and procedures made in the scheme will be applicable and adopted mutatis and mutandis.

(Amended and replaced in Governing Board Meeting No. 41 dated 29.08.2000)

SR 62 Gratuity

1

- a) All employees who were in the service of the Institute on 1.4.1992 or who join service thereafter are entitled to payment of gratuity under these Rules.
- b) Employees holding (i) an appointment under contract, unless the terms of contract provide otherwise, or (ii) an appointment for a fixed term, or (iii) an appointment on fixed pay or (iv) an appointment on re-employment after superannuation either from the Institute, State Government or any University or other Institute or (v) an employee on work charge are not covered by these rules.

- 2 Gratuity shall be payable to an employee on his rendering satisfactory services to the Institute on his retirement on superannuation, or retirement after extension, or death while in service; and may be payable on termination of service otherwise than on dismissal or on resignation.

Provided that the amount of gratuity payable to an employee under these rules shall be reduced by an amount equal to the value of any loss or damage to the Institute property including monetary loss caused on account of negligence or any act of commission or omission or on account of contributory or supervisory negligence.

3

a) The amount of gratuity payable in the case of permanent employees of the Institute who leave Institute service on superannuation or on retirement after extension in service after 1.4.92 shall be calculated at the rate of one-fourth of the 'emoluments' of an Institute employee for each completed six monthly period of qualifying service subject to a maximum of 16 1/2 times the 'emoluments' or ***Rs. 3.50 lakhs (upto May 17, 2010) and Rs.10.00 lakhs (w.e.f. May 18, 2010)** whichever is less.
*** (Amended in Governing Board Meeting No. 66 dated 30.04.2011)**

b) For calculating the completed six monthly period of continuous service, the period or periods spent by the employees on leave without pay or period/ periods spent on deputation/ lien for which no provident fund contribution has been received from the foreign employer or from the employees in lieu of the foreign employer shall be excluded.

4 A person in temporary employment who ceases to be in the Institute service on account of superannuation or retirement after extension in service shall be, if otherwise eligible for payment of gratuity under these rules paid gratuity at the rate of 1/3 of a month's emoluments for each completed year of continuous service.

5 In the event of death of an employee of the Institute (whether permanent or temporary) while in service, the amount of death gratuity payable to the nominees/family members (wife, children dependent parents etc.) of the deceased employee shall be calculated at the rate of one-half of the emoluments of the employee for each completed six monthly period of qualifying service subject to a minimum of twice the emoluments and the maximum of 33 times the emoluments or *** Rs. 3.00 lakhs (upto May 17, 2010) and 10.00 lakhs (w.e.f. May 18, 2010)**, whichever is less.

*** (Amended in Governing Board Meeting No. 66 dated 30.04.2011)**

6 No gratuity shall be payable to an employee with less than 5 years continuous service in the Institute on termination of his/ her service or in the event of his/ her resigning from the service of the Institute. The matter relating to payment of gratuity to such an employee with 5 years or more of continuous service will be decided by the Committee of Direction on the merits of each individual case.

Note (b) The word emoluments' wherever it occurs means Pay plus D.A. which an employee was receiving before the date of his or her release from the Institute on superannuation or retirement in service, or termination or resignation or death.

7 There shall be constituted a Gratuity Fund to which a suitable amount will be transferred by the Institute every year starting from the year 1991-92.

8 The Gratuity Fund shall be administered by a Trust consisting of the following as per Deed of Variation dated 15.09.2008.

1. Director, Institute of Development Studies, Jaipur-**Trustee (Chairman)**
2. Secretary, Institute of Development Studies, Jaipur-**Trustee (Secretary)**
3. Member of the Governing Board, Institute of Development Studies, Jaipur (**Nominated by the Board**) - **Trustee.**
4. A Member of the Faculty, Institute of Development Studies, Jaipur (**Nominated by the Director**) - **Trustee.**
5. Accounts Executive - **Trustee (Treasurer)**

9. The funds shall be managed by the LIC who shall pay the interest on the funds transferred to them. The LIC would provide life cover and would pay a sum equal to the gratuity payable in respect of entire service.

10. In respect of any matters not specially provided for in these rules, the relevant provisions contained in the Payment of Gratuity Act, 1972, as amended from time to time shall apply to the employees of the Institute.

(Replaced and Added in Governing Board Meeting No.47 dated 15.06.2003)

11. The funds shall be managed by the trust Deed Signed by the authorized members of trustee as per Deed of Variation dated 15.09.2008 alongwith the rules adopted in the trust deed, which are as follows:-

RULES *

Section I

Definitions, Eligibility & Requirements for Membership

1. Definitions

In these Rules, where the context so admits the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall unless repugnant to the context, have the following meanings;

- (i) "Company" shall mean Institute of Development Studies, Jaipur and subject to the prior approval of the Commissioner of Income Tax shall include any firm, agency or body corporate which may by purchase, amalgamation or otherwise take over the whole or substantially the whole of the business of the Company and which may enter into a Deed in such a form as the Trustee shall require undertaking to continue the obligations of the Company under these presents and releasing the Company from all further liabilities thereof.

* **Approved in Governing Board Meeting No.47 dated 15.06.2003.**

- (ii) "Corporation" shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- (iii) "Scheme or Fund" shall mean the Institute of Development Studies Employees' Group Gratuity Fund, Employees Group Gratuity Scheme described in these Rules.
- (iv) "Rules" shall mean the Rules of the Scheme as set out below and as amended from time to time.
- (v) "Trustees" shall mean the Trustees for the time being of the Scheme.
- (vi) "Employees" shall mean permanent employees of the Company other than personal and domestic servants and shall be deemed to include whole time bonafide working directors who do not own beneficially shareholding carrying more than 5% voting rights in the Company.
- (vii) "Member" shall mean an employee who has been admitted to the membership of the Scheme.
- (viii) "Nominee" shall mean the person nominated by the member to receive the benefits in the event of his death.
- (ix) "Effective Date" in relation to the Scheme shall mean the 01.07.2003 the date as from which the Scheme take effect.
- (x) "Annual Renewal Date" in relation to the Scheme shall mean the 1st July, 2004 and the 1st July in each subsequent year.
- (xi) "Normal Retirement Date" shall mean in respect of each member the date on which he completes the age of 60.
- (xii) "Service" shall mean continuous service rendered by the Member to the Company including periods of authorized leave. For the purpose of the Scheme, a period of 6 months and over shall be reckoned as one year.

- (xiii) "Anticipated Service" shall mean in relation to a member who dies while in service before the Normal Retirement Date the service which he would have completed had he lived upto his Normal Retirement Date.
- (xiv) "Salary" shall mean gross salary of the member inclusive of dearness allowance and shall not include commission, house rent allowance, bonus, overtime or any emoluments of a variable or contingent nature. In the case of monthly rated employees a day's salary will be calculated as 1/26th of the monthly salary and in the case of daily rated employees a month's salary will be calculated as 26 times the daily wages.

The Trustees to Act for the Company and Members

The Trustees will act for and on behalf of the Company and members in any matter relating to the scheme and every act done by agreement made with the notice given to the Corporation by the Trustees shall be binding on the Company and the members.

Eligibility

- (a) The employees who are in the following category shall be liable to participate in the scheme. "Permanent Employees" who are aged not less than 18 years and not more than 60 years.
Employees in the above category who are in the service of the company on the Effective Date shall join the scheme as from that date. Present employees who are not in the above category on the Effective Date and employees appointed by the Company after the Effective Date shall join the Scheme on the date on which they become eligible.
- (b) No member shall withdraw from the scheme while he is still an employee within the category stated above.

Evidence of Age

Evidence of age of every employee satisfactory to the Corporation shall be furnished before he is admitted to the Scheme and if the age of the member is conclusively proved later to have been incorrectly stated in the evidence submitted, the Corporation shall make appropriate adjustment in the benefits having regard, to its normal practice.

5. Evidence of Insurability

For the purpose of effecting Term Assurance in respect of the member, evidence of insurability satisfactory to the Corporation shall be required prior to the employee's entry into the scheme and on each occasion when an increase in sum assured is to be granted.

SECTION II Contributions and Scheme of Insurance

Contributions

There shall be paid by the Company to the Trustees in respect of the member the Contributions mentioned in sub-paragraph (i) below usually in advance on the date of entry of the member into the scheme on the relevant Annual Renewal Dates and the contribution mentioned in sub-paragraph (ii) below in one lump sum on the date of entry or in more than five annual installments commencing from the date of entry into the scheme and the Trustees shall pay the same to the Corporation providing the gratuity benefits to the members under a scheme of insurance.

- (i) **Ordinary Annual Contribution:** The ordinary annual contribution shall be such amount as shall be determined and recommended by the Corporation for securing the benefit herein before described.

The contribution shall be expressed as a percentage of the salary of each member and may be varied from time to time on the basis of an evaluation of the benefits to be made at interval of not more than five years. The Contributions will be paid throughout the future service of the member unless specified otherwise in the Rules.

- (ii) **Initial Contribution:** - The Company may pay any sum by way of initial contributions in respect of members relating to their past service with the company as shall be determined and recommended by the corporation for securing the benefits relating to such past service and on paying such sums shall advise the Trustees as to their allocations to all or specified members.

Provided that the contribution payable by the Company in any year in respect of any member in terms of sub paragraph.

- (i) Above shall not exceed $8^{1/3}$ of the salary paid to the member during the year and that the initial contribution referred to in sub-paragraph.
- (ii) Above shall not exceed $8^{1/3}$ of salary paid to the member for each year of his past service with the company. Provided further that if the contribution are not sufficient to secure full benefits as described before the benefits will be appropriately scaled down.

Scheme of Insurance:

- (i) The Trustees shall enter into a scheme of insurance with the corporation for providing the benefits to the members subject to the provisions of Rule 5, an assurance will be effected on the life of each member under one year Renewable Term Assurance plan for a sum assured equal to the difference between (a) fifteen days salary as on the date of entry into the scheme of the Annual Renewal Date as the case may be for each year of his Anticipated Service subject to a maximum of **Rs.3.50 lakhs (upto May 17, 2010) and Rs.10.00 lakhs(w.e.f. May 18, 2010)** and (b) fifteen days' salary as on the date of entry into the scheme or the Annual Renewal Date, as the case may be, for each year of service subject to a maximum of **Rs.3.50 lakhs (upto May 17,**

2010) and Rs. 10.00 lakhs (w.e.f. May 18, 2010). Provided that the Corporation may, in the case of any member restrict the sum assured for which the assurance be effected to a smaller amount on the basis of the evidence of health submitted in respect of that member. The assurance will be renewed on the Annual Renewal Dates for appropriate sums assured.

- (ii) After appropriating the required amounts towards the premium payable year to year for the life assurance benefit and the administrative expenses, if any, of the corporation, the balance of the contribution will be held by the Corporation in a running account for the credit of the Trustee. The Corporation will allow interest on the balances remaining in the running account for each financial year ending 31st March at a rate to be determined by the Corporation at the close of the year.
- (iii) When gratuity becomes payable to a member on his retirement for cessation of service, or to his Nominee in the event of his death, the corporation shall pay to the Trustee the benefits payable according to the Rules out of the balance remaining in the running account and under the Term Assurance.

SECTION III BENEFITS

8. Benefits on Retirement at or after normal retirement date, early retirement due to ill health and death while in service after normal retirement date.

Upon retirement of a member or after Normal Retirement date or upon death whilst in service after Normal Retirement date or upon retirement owing to ill health or incapacitation the benefits payable will be equal to fifteen days' salary for each completed year of service. Subject to a maximum of **Rs.3.50 lakhs (upto May 17, 2010) and Rs. 10.00 lakhs (w.e.f. May 18, 2010)**

9. **Benefits on death before Normal Retirement Date**

- (a) Upon the death of a member whilst in service before Normal Retirement Date, the benefit payable will be equal to fifteen days' salary, on the date of death for each year of his Anticipated Service, subject to a maximum of **Rs.3.50 lakhs (upto May 17, 2010) and Rs.10.00 lakhs (w.e.f. May 18, 2010)** Provided that in respect of a member for whom the Term Assurance effected in terms of Rule 7 is sufficient to provide the above stated benefits, the benefit payable will be equal to the total of
 - (i) The sum assured under the Term Assurance on the date of death, and
 - (ii) Fifteen days, salary for each year of service up to the date of death, Subject to maximum of **Rs.3.50 lakhs (upto May 17, 2010) and Rs.10.00 lakhs (w.e.f. May 18, 2010).**

10. Benefits on leaving Service:

Upon a member leaving the service of the Company after completion of five years of service the benefits payable will be equal to fifteen days salary as on the date of leaving service for each year of service, subject to a maximum of **Rs.3.50 lakhs (upto May 17, 2010) and Rs.10.00 lakhs (w.e.f. May 18, 2010)**. The member will not be entitled to any benefit if he leaves the service before completing five years of service.

11. Forfeiture of Gratuity

- (a) Gratuity shall be wholly forfeited in case of termination of service of the member(s) for riots or disorderly conduct or any other act of violence of his part or (b) for any act which constitutes an offence involving moral turpitude provided such offence is committed by him in the course of his employment.
- (b) In case of termination of service for any act, willful omission or negligence of the member causing any damage or loss to or destruction of property belonging to the Company, gratuity payable under the scheme shall be forfeited to the extent of the damage or loss so caused.

12. The gratuity payable in respect of any member under the scheme shall be paid only in a lump sum.

**SECTION IV
Miscellaneous Provisions**

13. Restraint on Anticipation or Encumbrance.

The benefits assured under the scheme are strictly personal and can not be assigned, charged or alienated in any way.

14. Except as provided in these Rules, no member or his Nominee shall have any legal claim, right or interest in the scheme, PROVIDED ALWAYS THAT the Trustees shall administer the Scheme for the benefits of the members and their Nominees in accordance with the provisions of these Rules.

15. Jurisdiction

The Master policy issued under the scheme shall be an Indian contract subject to the Laws of India including the Estate Duty Act, 1953, as amended, the Income Tax Act, 1961, the payment of Gratuity Act, 1972 and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules, or in any amendment made there of be repugnant to any provision or provisions of the Income Tax Act, 1961, or the Income Tax Rules 1962, it shall be ineffective to the extent of such repugnance. Any such repugnance shall be removed by the Trustees if so directed by the commissioner of Income Tax.

16. Master Policy

The Corporation will issue a single Master Policy to the Trustees to provide for the benefits to the members under the scheme.

17. Income Tax and Other Taxes

- (a) In any case where the corporation or the Trustees are liable to account to the Income Tax authorities for income tax on any payment made under the Rules, the corporation or the trustees as the case may be shall deduct a sum equal to such tax from any such payment made and shall not be liable to the members for the sum so deducted
- (b) Estate Duty: Where any liability to Estate Duty arises in respect of any benefits, the Trustees shall apply the benefit or part of it in payment of such duty including any interest thereon and deduct the amount so paid from the benefits or may postpone the payment of the benefits until the liability has been provided for to their satisfaction.
PROVIDED THAT if the Nominee satisfies the Trustees that duty has been paid or shall be paid or that no duty is due, the Trustees shall have the discretion to pay the benefits subject to the Nominee furnishing indemnity or indemnities in the form and manner prescribed by them.
- (c) If the Gratuity Fund and scheme for any reason cease to be approved by the Commissioner of Income Tax, the Trustees shall nevertheless remain liable to tax on any benefits paid to any Member or his Nominee.

18. Nomination :

- (a) Every member shall make a nomination conferring on one or more persons the right to receive the benefits hereunder in the event of his death before the benefits become payable. Such a nomination shall be made according to the form given in the appendix.
- (b) Where a member has a family at the time of making a nomination the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such a member in favour of a person or persons not belonging to his family shall be invalid.
- (c) If, at the time of making a nomination, the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquired a family, such nomination shall forthwith be deemed to be invalid and the member may make a fresh nomination in favour of one or more persons belonging to his family.

- (d) A nomination made by a member may, at any time be modified by him after giving a written notice to the Trustees of his intention of doing so. If the nominee predeceases the member, the interest of the nominee shall revert to the member, who may there – upon make a fresh nomination.
- (e) A nomination or its modification shall take effect to the extent it is valid on the date on which it is received by the Trustees.
- (f) If a nominee is not appointed and the member does not leave a family, then the benefits shall lapse to the Fund.

Explanation: For the purpose of this Rule, “family” means the employee’s spouse, legitimate children, step – children and dependent parents, sisters and minor brothers.

19. Interpretations of Rules

It shall be a condition of membership of the scheme that on any question arising on any point of interpretation of these Rules or any point relating to admission of new members and cessation of membership, the decision of the Trustees shall be final. If the decision has any bearing on the provisions of part C of the fourth schedule of the Income Tax Act, 1961 or the Rules made thereunder it shall be forth with reported to the commissioner of Income tax and if the commissioner of Income Tax so requires the Trustees shall review the decision.

II. 9 : CONDUCT AND DISCIPLINE

SR 63

- 1 Every employee shall at all times maintain integrity and devotion to duty; shall abide by and comply with the Rules and Regulations of the Institute and all orders and directions of the superior authority. He/ she shall extend utmost courtesy and attention to all persons with whom he/ she has to deal in the course of his/ her duties.
- 2 Every employee shall endeavour to promote the interests of the Institute and shall not act in any manner prejudicial thereto.
- 3
 - i) No employee shall enter into or contract a marriage with a person having a spouse living; and
 - ii) No employee having a spouse living shall enter into or contract another marriage.
- 4 Prohibition of sexual harassment of working women
 - i) No employee shall indulge in any act of sexual harassment of any women at her work place.
 - ii) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any women at such work place.

Explanation: For the purpose of this rule, "Sexual Harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as -

 - a) Physical contact and advances;
 - b) Demand or request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing any pornography; or
 - e) Any other welcome physical, verbal or non-verbal conduct of a sexual nature.

SR 64 Suspension

- 1 The Appointing Authority or any other Authority superior thereto may place an employee under suspension:
 - a) where a discipliner, receding against him/ her is contemplated or is pending; or
 - b) where a case against him/ her in respect of any criminal offence is under investigation or trial.
- 2 An order of suspension may at any time be revoked by the Authority which made it or by any superior authority.

SR 65 Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

Minor Penalties

- i) censure;
- ii) withholding of increments;
- iii) with holding of promotion;
- iv) recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the Rules and Regulations of the Institute or orders or directions of superior authorities.

Major Penalties

- v) reduction to a lower stage in a time scale or to a lower grade or post;
and
- vi) removal or dismissal from service.

SR 66 Authority Competent to Impose a Penalty

The Appointing Authority or any other Authority which may be superior to the Appointing Authority may impose on an employee any of the penalties specified in SR 65.

SR 67 Procedure for Imposing Penalties

- 1 No order imposing any penalty on an employee shall be passed, except after -
 - a) the employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he/she may wish to make; and
 - b) such representation, if any, is taken into consideration by the Authority imposing the penalty.
- 2 In the case of a major penalty, the employee shall have the right to ask for personal hearing/oral enquiry. No order imposing such a penalty shall be passed except after the desired enquiry has been held and an opportunity has been given to the employee to make any representation against the penalty proposed to be awarded in the light of the findings of the enquiry officer and the punishing authority's conclusions thereon.

SR 68 Special Provision Regarding Borrowed Employees

- 1 Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceedings, as the case may be.
- 2 In the light of the findings of the disciplinary proceeding taken against such employee -
 - i) If the authority imposing the penalty is of the opinion that any of the penalties specified in clauses (v) to (vii) of SR 65 should be imposed on him/ her, it shall replace his/ her services at the disposal of the lending authority and transmit to it the proceedings of the enquiry for such action as it deems necessary; and

- ii) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him/ her, it may, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be replaced at the disposal of the lending authority.

Explanation: In this regulation the expression 'lending authority' means the authority which has placed the services of the borrowed employee at the disposal of the Institute.

II. 10 : APPEALS AND REVIEW

SR 69 Appellate Authorities

An appeal shall lie from any original order made -

- i) by an officer other than the Director, to the Director;
- ii) by the Director, to the Chairman; and
- iii) by the Chairman, to the Governing Board.

SR 70 Period of Limitation for Appeals

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against, is communicated to the person concerned.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

SR 71 Form, Contents and Submission of Appeals

- 1 Every person submitting an appeal shall do so separately and in his/ her own name.
- 2 The appeal shall be addressed to the appellate authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- 3 Every appeal shall be submitted to the Director, who shall, unless he/ she is himself/ herself the appellate authority, transmit it to the appellate authority.

SR 72 Consideration of Appeals

The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

SR 73 Review

The Governing Board of the Institute may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in any circumstances of the case.

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he/ she may wish to make against such enhanced penalty.

SR 74 Orders on Reinstatement

Where an employee who has been dismissed or suspended, is reinstated, the authority reinstating him/her shall make an order specifying -

- i) Whether the employee may draw for the period of his/ her absence from duty any pay and allowances in addition to the pay and allowances admissible under SR 32, SR 33 and SR 35.
- ii) Whether such period may be treated as duty for all or any purposes.

SR 75 In respect of any matters not specifically provided for in these Rules in Chapters relating to Discipline and appeals and Review respectively the relevant provisions contained in the Rajasthan University Rules as amended from time to time shall apply to the employees of the Institute.

III. 1 deleted

III. 2 deleted

III. 3 **IDS Incentive to Class IV Employees Rules**

- 1 These rules will be called IDS Incentive to Class IV Employees Rules and will come into force on and from the date of their approval by the Governing Board of the Institute.
- 2 A Class IV employee of the Institute who has acquired or acquires any of the following qualifications/competence may be considered for providing incentive for such additional qualification/competence :
 - (a) Passing of Higher Secondary Examination /or a Degree Examination.
 - (b) Acquiring competence in Typing English/Hindi
 - (c) Acquiring competence in operating/handling of Duplicating Machine, Photo Copier, Scanner etc.
 - (d) Acquiring competence in Computer Operation; Data Entry Operation, Word Processor.
- 3 The incentive to be provided may consist of advance increment or special pay or both. The maximum incentive which may be provided will be upto two advance increments and upto Rs. 100/- p.m. as Special Pay. The incentive will be payable from the date of sanction.
- 4 The sanctioning authority of the incentive under these rules will be the Director, IDSJ, who will be assisted by a Committee consisting of two Faculty Members (to be nominated by Director) and the Secretary, IDSJ with Secretary IDSJ as Convenor for processing of the proposals/applications for incentive.
- 5 An employee who has been sanctioned incentive for additional qualifications/competence under these rules will be supposed to carry out the work assigned to him according to his qualification/competence as part of his duty.

In case the employee refuses to carry out the work assigned to him or has been found casual or negligent or incompetent in that work, the Director may discontinue the incentive sanctioned to him.

(Approved in Governing Board Meeting No. 21 dated 21.03.1991)

6. The employ will cease to draw the incentive granted to her/him on acquiring competence as mentioned in Sub-Rule (b) (c) and (d) of Rule 2 from the date he/she is actually withdrawn from performing such duly.

(Added in Governing Board Meeting No.48 dated 27.02.2004)

III. 4 Rules of the IDS Employees Welfare Fund ²³

1. **Title:** These rules may be called "Rules of the IDS Employees Welfare Fund". It shall come into force from the date of approval by the Governing Board of the Institute.

2. **Functions and Objects of the Fund:**

The functions and objects of the Fund are as follows:

- a] To provide social security to the employees in distress or hardship by way of financial assistance. This relief may also be extended to the widow and dependents of the deceased employee in hardship.
- b] To provide financial assistance by way of loans.
- c] To initiate and carry out other activities of general welfare of the staff.

3 **Management**

The affairs of the fund shall be administered by a Welfare Committee consisting of a chairman and four members nominated by the Director. The members would be nominated one each from the (a) faculty (b) accounts section and (c) other staff. Secretary of the Institute shall be the member secretary of the committee. All the members of the committee shall hold membership for one year unless removed by the Chairperson or demit office. A member who demits office shall be eligible for re-nomination. In case a vacancy arises in the committee on account of resignation of a member, the Chairperson may fill the vacancy by co-opting a representative of same category within a month from the date of resignation.

²³

Replaced and amalgamated the existing Staff Welfare Fund Rules, the Conveyance Advance Rules and Temporary (personal) Advance to Employees Rules.

4 **Office bearers of the Welfare Committee**

a) **Chairperson**

Director, IDS (J) shall be the Chairperson of the Committee.

b) **Vice Chairperson**

A member of the faculty shall be the Vice-Chairperson of the Committee.

c) **Member Secretary**

Secretary, IDSJ shall be the Member-Secretary of the Committee.

d) **Treasurer**

A member of Accounts Section shall be the treasurer of the Committee.

5. **Duties of Office bearers of the Welfare Committee**

a) **Chairperson**

The Chairperson of the committee shall exercise all powers and do all such acts as may be required for the proper conduct of the ordinary current administrative business of the Committee. He/She will also nominate members of the scheme to the welfare committee.

b) **Vice Chairperson**

In the absence of the Chairperson, the Vice Chair-Chairperson of the scheme shall exercise all powers of the Committee and also preside over the meeting of the Welfare Committee.

c) **Member Secretary**

The Member Secretary shall do all such acts as may be required for proper conduct of the ordinary current administrative business of the fund under the Chairperson of the Welfare committee. He/She shall be :

i) responsible to the Committee for the discharge of all the duties to be performed by him/her.

ii) arrange for the meeting of the Welfare committee and bring to its notice all matters requiring consideration.

iii) conduct correspondence on behalf of the welfare committee.

iv) record minutes of the meetings of the welfare committee.

v) operate all bank accounts, viz., the current account, saving bank account and the term deposit account in the name of the Institute under the authorized limit determined by the Institute.

d) **Treasurer**

- i) The treasurer shall be responsible to the committee for the proper conduct of all matters relating to the finances of the fund.
- ii) He/She shall be responsible for the proper accounting of moneys received and payments made, proper maintenance of accounts and supply of relevant information relating to the funds.

6. **Welfare committee will be the managing body of the Committee and will meet once in three months or more often, if necessary**

7. **Powers**

The welfare committee shall have full powers to utilize IDS staff welfare fund.

8. **Emergency**

In case of emergency where a welfare committee is not able to meet, the Chairperson of the committee may sanction financial assistance to the employees and to meet contingent expenditure to the extent of Rs. 2,000/-. Such assistance or contingent expenditure shall have to be reported to the welfare committee in its next meeting.

9. **Sources of fund**

Finance for the welfare shall be collected from following sources:

- i) 15% of the amounts earned by the Institute as overhead charges of the projects.
- ii) Voluntary contributions made by the employees of the Institute.
- iii) Grant from the State Government, ICSSR or any other sources acceptable to the fund administrative committee.

10. **Utilisation of funds**

10.1 **Financial Assistance: Loans**

General Condition

- a) A permanent employee may take more than one loan at a time subject to the satisfaction of the committee about the applicant's repaying capacity. Total deductions will not exceed 40 per cent of the gross pay.
- b) An employee would be eligible for the loan on the same count six months after the clearance of the loan on that count.
- c) An official under suspension will not be eligible to sanction/disbursement of loan/advance.
- d) The outstanding advance can also be recovered from any other dues besides salary, payable to the employee.
- e) The rate of interest applicable at the time of sanctioning of advance shall not be changed till the liquidation of advance.

10.1.1 Conveyance advance to permanent employees

- i) Eligibility: All permanent employees.
- ii) Amount: Rs. 1,00,000 or the 75% of the anticipated price of the purchase of vehicle whichever is less.
(Amended in Governing Board Meeting No. 49 dated 16.07.2004)
- iii) Purchase of vehicle should be made within one month from the date of drawl of the advance.
- iv) Registration certificate of the Vehicle shall have to be produced by the employee within a month of purchase or within two months from the date of drawl of the advance.
- v) The conveyance purchased with the aid of the advance shall be insured on the comprehensive basis until the advance together with the interest is fully paid.
- vi) Simple interest at 7.5 per cent will be charged on the balance outstanding on the last date of each month.
(Replaced in Governing Board Meeting No. 46 dated 22.10.2002)
- vii) Repayment of loan together with interest shall be made in 50 (100 in case of four wheeler) equal monthly installments. The employee may repay more than one installment in a month. Recovery should start from the first issue of pay/leave salary/subsistence advance after the drawl of advance.
(Amended in Governing Board Meeting No. 49 dated 16.07.2004)
- viii) Prior permission of the Director is necessary to sell or transfer the vehicle before repayment of the advance with interest thereon; the sale proceeds in such case should be applied towards repayment of the advance with interest.

10.1.2 Personal Computer Advance

- i) *Eligibility:* All permanent employees.
- ii) *Amount:* Rs. 50,000 or 75% of the anticipated price of the computer (excluding custom duty if any), whichever is less.
- iii) *Condition:* A second or subsequent advance for the purchase of a personal computer cannot be granted before the expiry of 5 years from the date of drawl of the earlier advance.
- iv) The interest rate will be charged at 7.5 percent.
(Replaced in Governing Board Meeting No. 46 dated 22.10.2002)
- v) Repayment of loan together with interest will be recovered in 50 monthly installments.

10.1.3 House Building Advance

- i) *Eligibility:* All Permanent employees
- ii) *Purpose*
 - a) Acquiring a plot.
 - b) constructing a new house on the plot already owned by the official or jointly with his/her spouse.
 - c) Enlarging living accommodation in an existing house owned by the official or jointly with spouse.
- iii) *Condition:* the title to the land should be clear and the official or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.
- iv) *Amount of advance* - Amount restricted to Rs.1,00,000/- or 75% of the estimated cost of construction or cost of purchase price, whichever is less
(Amended in Governing Board Meeting No. 49 dated 16.07.2004)
- v) *Disbursement of advance:* Advance shall be disbursed in two equal installments for construction of house. The second installment shall be disbursed only after full utilization of the first installment together with own contribution of the employee and after the authorized member's certification to the committee that the first installment has been properly utilized. Advance except construction of house shall be disbursed in a single installment.
- vi) Rate of interest shall be 7.5 percent.
(Replaced in Governing Board Meeting No. 46 dated 22.10.2002)

- vii) *Repayment of advance:* The entire amount of advance together with interest is repayable in 100 installments.
(Amended in Governing Board Meeting No. 49 dated 16.07.2004)

10.1.4 Temporary (personal) Advance:

- i) *Eligibility-* All permanent employees where basic salary does not exceed Rs.6500/ p.m.
- ii) Purpose-
- a) Religious/Social functions in the family (family for the purpose shall constitute family of the employee of families of his brother and sister.
- b) Repair of the house.
- iii) Upto three months basic pay of the employee.
- iv) The advanced amount will be repayable in 12 monthly installments by deduction from the monthly salary, starting from the pay of the month in which the advance has been taken.
- v) The advance will bear an interest @ 1% p.m. on reducing balance method and will be payable every month along with the monthly installment of the principle amount.
- vi) This facility to an employee will be ordinarily limited to once in three years.

10.1.5 Loan for marriage of daughters/son/ dependent sister

- i) Loan up to Rs. 21,000/- may be sanctioned by the committee to the employees of IDS for marriage ceremony of each daughter/son/dependent sister.
- ii) Rate of interest shall be 7.5 percent
(Replaced in Governing Board Meeting No. 46 dated 22.10.2002)
- iii) Recovery of loan together with interest shall be made in 48 monthly installments.

10.2 **Financial Assistance: Grants**

10.2.1 **Grants in distress**

In case of protracted sickness of an employee requiring expenditure on better diet, or disability requiring aides and appliances the Committee may sanction a grant upto Rs 10,000.

10.2.2 **Assistance in case of Death in Harness:**

In cases involving death in harness of an IDS employee a grant upto Rs.10,000/- may be sanctioned to spouse/children. This is subject to specific request in this regard from members of the family within three month of the death.

(Replaced in Governing Board Meeting No.44 dated 23.03.2002)

III. 5 **IDS Institutional Development Fund Rules**

1 These Rules will be called IDS Institutional Development Fund Rules and will come in effect on and from the date of their approval by the Governing Board.

2 **Constitution of the Fund**

(1) IDS Institutional Development Fund may be constituted for the purpose of supplementing the institutional development of IDS.

(2) Contributions to the fund may be secured from the following sources, viz.

(a) 25% of the overhead charges earned by the Institute on different projects;

(Amended in Governing Board Meeting No.69 dated 30.03.2013).

(b) Contributions from members;

(c) Contributions from the Central/State Government, ICSSR; and

(d) Contributions from any other Institution/Organization acceptable to the Fund Administration Committee.

(e) "Surpluses, if any, of projects operated by the Institute"

(Added in Governing Board Meeting No. 49 dated 16.07.2004)

(3) **Application of the Fund**

- (1) The IDS Institutional Development Fund will be applied for meeting the non-recurring expenditure of capital nature for the development of the Institute.
- (2) Without prejudice to the generality of the foregoing provision, the Fund may be applied for:
 - (a) Addition/alterations to the Building of the Institute
 - (b) Furniture and Equipment
 - (c) Campus development.

4 Administration and Accounts

- (1) The administration of the Fund will vest in a Committee consisting of:

Chairman, IDSJ	: Chairman
Director, IDSJ	: Member
A Member of the Governing Board	: Member
A Member of the Faculty	: Member
Secretary, IDSJ	: Member Secretary
- (2) The Member of the Governing Board on the panel will be nominated by the Board. The Member of the Faculty will be nominated by the Chairman on the advice of the Director and their term will be two years.
- (3) Proposals for drawls from the Fund will be submitted before the Committee for decision.
- (4) Separate Accounts of the Fund will be maintained by the Accounts Section of the Institute and will be audited by the auditors of the Institute. The audited accounts will be placed annually before the Fund Administration Committee and the Governing Board.
- (5) Investment of the amount at the credit of the fund will be managed by the committee referred to in sub-rule (1) keeping in view the principles of sound investment and the requirements of drawls from the fund.

(Approved in Governing Board Meeting No. 21 dated 21.03.1991)

III.6 Instructions/Guidelines for Recruitment of Research Staff for Projects

- 1 Research Staff for the projects will be employed on project-basis keeping in view the requirements of each project.
- 2 There will ordinarily be following categories of research staff for the projects:
 - (a) Research Associate
 - (b) Research Assistant
 - (c) Investigator
3. The Project Director will decide the requirement of research staff for a Project with the approval of the Director of the Institute.
- 4 Minimum academic qualifications for the research staff are prescribed as follows:
 - 1. Research Associate**
 - a) Ph.D
 - b) M.Phil
 - 2. Research Assistant**
 - a) Post Graduate Degree (class I and II)
 - 3. Research Investigator**
 - a) (Graduate Degree/Post Graduate Degree III Class)

(Amended in Governing Board Meeting No. 63 dated 29.03.2010)

These qualifications may be relaxed by the Project Director with the approval of the Director in case of the candidates having relevant survey/research experience for the post. Besides academic qualifications the Project Director with the approval of the Director may prescribe other requisite qualifications for the post.

- 5 As soon as the requirements of research staff are identified, a notice inviting applications may be put up on the Notice Board of the Institute or such other Institutes/Institutions or may be notified in such other manner as the as the Director may decide.
- 6 Selections for the post/posts will be made by a Committee consisting of the following :

Director or his nominee	:	Chairman
Project Director	:	Member
A Member of the Faculty (nominated by the Director)	:	Member
Secretary, IDSJ	:	Member Secretary
- 7 All the applications received, after scrutiny, will be placed before the Selection Committee. The Selection Committee shall consider the

applications, and after interview and written test (if necessary), will recommend the names of suitable candidates in order of preference. Appointments will be made on the basis of these recommendations.

8 The appointment will be purely temporary and contractual for a specific period and shall terminate automatically on the expiry of the term without entitling the incumbent to any compensation or alternative job.

9 If the performance of any research staff is found to be unsatisfactory or if he is found to have committed misconduct or indiscipline the Director, after giving an opportunity of explanation to such person may terminate the services of the employee before the expiry of his term of appointment.

10 Research Staff already working in the projects in the Institute for over two years on the date of coming into force of the rules shall be screened by the Committee referred to in Rule 6 above for adjudging their suitability. Provided that :

- (a) the conditions about minimum educational qualifications prescribed in Rule 3 will not apply to them; and
- (b) no person will be considered unsuitable except on grounds of incapability.

11 The appointment will be on a consolidated pay (with no allowances/benefits except Provident Fund) to be fixed by the Director within the ranges prescribed by the Board from time to time. The present pay ranges of the research staff approved by the Board, are as follows:

Were amended as follows with effect from July 01, 2010 :

1. Research Associate

- a) Ph.D Rs.10500-12000 pm
- b) M.Phil Rs.8500 -10000 pm

2. Research Assistant

- Post Graduate Degree (class I and II) Rs. 7000-8000 pm

3. Research Investigator

- (Graduate Degree/Post Graduate Degree III Class) Rs.5500 - 6500 pm

(Amended in Governing Board Meeting No. 63 dated 29.03.2010)

12 Besides the above categories of project staff, the Director, on the recommendation of the Project Director, may appoint persons as Consultant, Coordinator, Researcher etc., for a project on contract basis for temporary period on appropriate terms and conditions.

13 deleted **(In Governing Board Meeting No.69 dated 30.03.2013)**

III.7 Guidelines for Selection of Honorary Senior Fellows (Professors)

The Committee of Direction in its meeting held on October 27, 1985, had approved the following guidelines for selection of Honorary Senior Fellows (Professors) at the Institute;

1. Honorary Senior Fellowships (Professorship) would be always by invitation from the Institute.
2. The tenure of Honorary Senior Fellow (Professor) would be three years and this could be extended by the Committee of Direction on the recommendations of the Director.
3. An Honorary Senior Fellow (Professor) at the Institute should be actively involved in some academic activities/programmes of the Institute, such as, directing a research project accepted by the Institute, undertaking some research studies approved by the Institute or some other academic activities useful to the Institute.
4. Honorary Senior Fellowships (Professorship) would be entitled to normal secretarial, research and other assistance for proper discharge of their work.
5. Honorary Senior Fellowships (Professorship) would always be in addition to the approved number of full time Senior Fellowships (Professorship).

An Honorary Senior Fellow (Professor) directing a project may be paid upto Rs. 1000/- p.m. honorarium, provided there is a provision for an honorarium in the budget of the project.

6. All the past Directors and Chairpersons of the Governing Board of the Institute may work as Honorary Visiting Fellows (Professors) for a specified period with the prior approval of the Governing Board.

(Amended in Governing Board Meeting No. 62 dated 11.06.2009).

III.8 Rules for External Consultancy Assignments

1. “The Board discussed the item on individual consultancy and noted that, in principal, individual consultancies should not assume dimensions where they affect the time and commitment of the **Faculty *and Academic Staff (Non-Faculty)** towards the Institute **Faculty *and Academic Staff (Non-Faculty)** members might be permitted to take up consultancies in topics of interest and importance to the Institute, on a case-to-case basis.”

*** (Amended in Governing Board Meeting No. 66 dated 30.04.2011)**

2. In the event that individual consultancies do not entail travel away from IDS the existing rule would apply. If consultancy assignments entail travel/absence of a staff member from work for say, a period not exceeding 10-15 days, the staff member may be permitted to take up such work with the prior approval of the Director, without necessarily applying for leave. In the event that the consultancy assignment entails absence from the Institute for a relatively long period (say more than a month), the staff member must avail of leave (earned or without pay, as the case may be), again with prior approval of the Director. The maximum period of consultancy in a year is not to exceed two months.
3. The period of absence for which leave is availed will normally not cause break in service or postponement of increment.
(Item No.1, 2 and 3 Amended in Governing Board Meeting No. 51 dated 17.01.2005)
4. A copy of the report of such assignment, if such a report is to be produced will be kept with the Institute and will be used as an input for the concerned staff's performance appraisal.
5. The Faculty and Academic Staff (Non-Faculty) will surrender Consultancy share to the Institute on the Gross amount of the consultancy as per the following slab w.e.f. 01.01.2011 :

Upto Rs. 1.00 lakhs	-	10%
Above Rs. 1.00 lakhs	-	20%

Thus, in view of the above amendment in the Consultancy Rules, vouchers of expenditure would not be required by the Institute. It will be the researcher's responsibility to maintain accounts and receipts as per the requirement of the sponsoring agencies and for tax purpose.

(Amended in Governing Board Meeting No. 66 dated 30.04.2011)

6. All these rules will also apply to the Director. But in his case, he will seek permission of the Chairman before accepting an assignment.
7. The Director or the Chairman may use his discretion to relax these rules if he considers that such discretion is warranted in the Institute's wider interests.

III.9 : Delegation of Financial Powers to the Director/Chairman

The Board resolved:

- (i) "The Director is empowered to pass any bill up to Rs.one lakh. A bill up to Rs. two lakh may be passed by the Director with the prior approval of the Chairman of Finance Sub-Committee. Prior approval of Finance Committee, the Committee of Direction or the Governing Board of the Institute should be sought for incurring expenditure above Rs.two lakh on any one item. In emergent cases, the Chairman, Finance Sub-Committee may, however, sanction the expenditure of the amount exceeding Rs.two lakh and report it to the next meeting of the FC/COD/GB".

(Amended in Governing Board Meeting No. 63 dated 29.03.2010).

- (ii) However, in the case of bills/expenditure pertaining to disbursement of salaries; payment of TDS; remittance of Provident Fund contributions and other statutory taxes; advances to employees; and disbursement of Project funds to collaborating organizations, the Director is fully authorized.

(Amended in Governing Board Meeting No. 41 dated 29.08.2000)

III.10 Delegation of Administrative and Financial Powers of the Director to the Secretary

OFFICE ORDER

Dated: August 10, 1989

No. IDSJ/89-90/1337

In pursuance of the decision taken in the meeting of the Committee of Direction, the undersigned delegates the following powers, vesting in the Director, to the Secretary:

Administrative Powers Relating to Non-Academic Staff

- i) Sanctioning of casual leave, earned leave, half pay leave not exceeding a month, commuted leave not exceeding a month, and encashment of earned leave.
- ii) Permission for local conveyance or journeys, travel within the State.
- iii) Sanctioning of additional charge of posts.
- iv) Assigning of duties to Non-Academic Staffs
- v) Overseeing and day to day supervision of working of Non-Academic Staff.
- vi) Sanction of compensatory casual leave in lieu of work on Sunday/Public Holiday etc., in the interest of the Institute.

Power relating to appointment, extension, promotion, confirmation, demotion, termination, retirement, sanction of study leave and the rest not delegated above will continue to vest to the Director.

Financial Powers

- i) Signing of salary bills of Academic, Non-Academic and Research/ Field Staff.
- ii) Signing of TA bills of Academic, Non-Academic and Research/Field Staff.
- iii) Signing of Contingency Expenditure and Cheques

Signing Authority	Amount
Secretary	Up to Rs.10,000/-
Director	Up to Rs.50,000/-
Director and Secretary	More than Rs.50,000/-

(Amended in Governing Board Meeting No. 63 dated 29.03.2010).

- iv) Purchase of stores after the rates have been approved by the Stores Purchase Committee and the Director.
- v) Sanction of contingent expenditure upto Rs. 1,000/- in emergent circumstances.
- vi) Signing of TA advance bills on the orders of the Director for the employees of the Institute.
- vii) Signing of cheques and operating of bank accounts. Within the limits specified or implied in i) to vi) above.

(Approved in Governing Board Meeting No. 17 dated 07.10.1989.)

The Board decided that when the Director goes on leave or is on tour for a long period, the Acting Director may be authorized to sign cheques and incur expenditures up to the powers of Director. The Chairman and Vice-Chairman of the Board could also be authorized to sign cheques and incur expenditure in unforeseen circumstances.

(Added in Governing Board Meeting No. 53 dated 26.09.2005)

III.11 Medical Facilities to the Research/Field Staff

OFFICE ORDER

Dated: 3-1-1991

No. IDSJ/ Admn/92/3129

- a) "Reimbursement of medical expenses to the research/field staff employed on consolidated pay may be allowed to such staff who have completed one year of continuous service subject to the maximum of Rs. 1,000/- in a financial year as ex-gratia payment on humanitarian consideration by the Director.
- b) The employees appointed on consolidated salary may be asked to furnish a medical certificate along with a certificate of fitness to travel.
- c) At the discretion of the Director, the employees on consolidated salaries could be allowed medical reimbursement upto a sum of Rs. 2,500/- per annum.

III.12 Instruction/Guidelines for Affiliation of Scholars

The main criteria for the grant of affiliation will be candidates' ability and competence and the relevance of the theme on which candidate proposes to work. The following instructions/ guidelines for affiliation of scholars are proposed:

1. While seeking affiliation, the candidate should submit a work plan along with the study proposal. The affiliation should be considered only if the proposed study/work is consistent with the areas of work the Institute is interested.
2. No financial assistance is available and would be provided by the IDSJ during the period of affiliation for the work to be done by the candidate.
3. For each scholar, there would be either a supervisor or an advisor or counterpart IDS faculty depending upon the status of the scholar seeking affiliation. While the scholar may give his/her choice in this regard, the final decision in the matter would be of the Director, IDSJ.
4. The total number of such affiliated scholars in the Institute at any time would not exceed five.
5. The number of such candidates with the individual faculty at a time will not exceed one.
6. The affiliated candidates would have to give an undertaking for presenting at least two seminars (one at the initial stage of the work and second at the time of winding up) during the tenure of his/her stay at IDSJ. Also, the candidates should contribute at least a paper on the chosen theme which would be used by the Institute either as its working paper or as an input in any study/project.
7. The candidate would be entitled to use library facility. Depending upon the availability, a cubicle in the reading room could be made available. Other facility like computer etc., could be made available depending upon the status of the affiliated candidate.
8. The candidate would be expected to keep the Director/designated faculty fully informed of his or her place of stay, movements in and outside the city and contacts/interaction with the people.
9. All level formalities including clearance from the Government of India required in the case of foreign nationals visiting India would need to be followed by the candidate. The Institute would not be able to help in fulfilling these obligations or in solving any difficulty arising out of violation of such formalities.

10. The candidate while applying for affiliation is expected to supply the following :
 - i) Brief curriculum vitae showing inter-alia the qualifications, experience and areas of interest;
 - ii) The specific periods and duration for which affiliation is sought;
 - iii) The area of work and study/research plan for the duration of affiliation;
 - iv) Preference for any IDS faculty as Supervisor/ Advisor/ Counterpart Scientist/Faculty; and
 - v) Motivation for the work and affiliation with IDSJ.
 1. The Director may, at his discretion, constitute a small group, for screening the candidate before granting affiliation.
 2. The Director of IDSJ, in the overall interest of the Institute, may relax any of the conditions mentioned above.

III.13 Rules and Procedures for making Purchases of Stores Articles etc.

1. General prudence would require that expenditure from public funds should be guided by high standards of financial propriety and we should enforce financial order and strict economy at every step and exercise the same vigilance in respect of our money. The expenditure should not be prima facie more than the occasion demands.
2. While keeping in view the above, tenders shall be invited for supply of all articles unless the value of the order to be placed is small or the Directory/Secretary is satisfied that sufficient reasons exist and that it is not in the Institute's interest to call for tenders or the demand is so urgent that any additional expenditure involved in the tender system must not be incurred or the source of supply are definitely known and possibility of fresh sources beyond those being tapped is remote or in case where tenders are not received even after two attempts of invitations. The nature of anticipated and other causes shall be recorded and approval of the Director to dispense with the advertisement etc. will be taken.

Note:- Small orders as in above would mean an order the total value of which does not exceed Rs.1000/- in each case.

3. Tender shall be obtained in the following manner:
 - i) Open tender (by advertisement in newspapers) in case where the estimated value of the tender to be received is more than Rs.50,000/-.
 - ii) Limited tender (by direct invitation to a number of limited firms/shops dealing in the articles to be purchased) in case where the estimated value of the tender to be received is more than Rs.3000/- but does not exceed Rs.50,000/-.
 - iii) Purchase of articles on small order : Articles of value up to Rs.3000/- may be purchased from wholesalers/sole distributors/ distributors/ sub-distributors/ authorized dealers/stockiest /retailers of known reliability without tender.
 - iv) Time limit for opening tenders :

a)	Where the estimated value is above Rs.50,000/- and upto Rs.5 lakhs.	10 days
b)	Above Rs.5 and upto Rs. 10 lakhs	15 days
c)	Above Rs. 10 lakhs	30 days
 - v) In case of urgent requirement the period of publicity for open tender may be reduced from 30 days to 20 days, and from 15 days to 10 days respectively.

- vi) Store articles like furniture, carpets, decorative material, electrical/sanitary goods, etc., which are available in the market with various specification may be purchased for amounts not exceeding Rs.10,000/- at a time on the spot out of shelves in the market by a committee constituted by the Director.
 - vii) Annual or periodic running rate contracts may be entered for purchase of articles or hiring of services routinely required in the Institute, like the purchase of stationery, file folders, seminar bags, pens, toners, CDs, floppies, etc. supply of meals, refreshments, tea/coffee in meetings seminars/workshops; hiring of services like taxi cars/jeeps, photocopying, sound system, projectors etc.
(Amended and added in Governing Board Meeting No. 52 dated 19.07.2005).
4. All means of value exceeding Rs.5000 in each case purchase shall be processed through a Purchase Committee, appointed by the Director, subject to further conditions that in the event of a purchase relating to a project, its project leader will be co-opted as a member of the Purchase Committee for that particular purchase and in case of computers, etc. Chairman, Computer Committee will be co-opted.
5. The mode and power of effecting purchases will be reckoned with reference to total value of articles to be purchased on that occasion and not with reference to the total value of articles like table, chairs, racks, etc. constituting the furniture. In the case of purchase of stationery and items of the like which are used in huge quantity for considerable sums continuously over a year, the firms may be identified on the basis of the quotations to be received from them personally and orders placed in respect of requirement of these items for a period of 2 to 3 months or as felt expedient.

Note: "Each case would mean on each occasion".

(Adopted in Governing Board Meeting No. 41 dated 29.08.2000).

III.14 Guidelines for Recruitment of Visiting Faculty

1. The Visiting Faculty will be appointed for specific academic work, which may include:
 - (a) Work on thematic areas identified by the Institute;
 - (b) Sponsored projects received by the Institute; and
 - (c) Projects award received by the visiting faculty.
2. The appointment of visiting faculty would be for a specific tenure, which may vary from three months to two years. The tenure may further be extended as per the need and mutual consent.
3. The minimum qualifications for the visiting faculty would be the same as for the regular faculty prescribed by the Institute. The retired person below the age of 65 years will also be eligible for appointment as Visiting Faculty.
4. The visiting faculty will be at three levels viz:
Visiting Assistant Fellow (Assistant Professor),
Visiting Fellow (Associate Professor), and
Visiting Senior Fellow (Professor)
5. The remuneration of a Visiting Faculty may be fixed on consolidated basis (at minimum of running pay band plus grade pay plus DA plus HRA and CCA as the case may be in the three levels as mentioned in item number 4).

In the case of serving employees of other organizations, the salary may be protected.

6. Provision of Institute's PF Rules will be applicable to visiting faculty.
7. The visiting faculty will be appointed by the Director on the recommendations of a selection committee consisting of the following:
 - Director, IDSJ Chairman
 - External Expert (one)
 - Senior Faculty of IDSJ (one)
8. Except category of visiting faculty specified in 1 (c), the visiting faculty will be appointed through open advertisement/Invited applications.
9. The maximum number of visiting faculty at any point of time would not exceed five.

(Amended in Governing Board Meeting No.68 dated 18.08.2012)

III.15 Guideline for Affiliation of Senior Scholars/Researchers on Sponsored Projects (Funding Mobilized by them)

1. General Conditions

1. The scholar/researcher who seek to work with IDSJ should have a project sponsored by funding agency of national or international repute.
2. While seeking affiliation the scholar/researcher/ should submit a copy of the sanctioned project along with the sanction letter. The affiliation would be considered only if the proposed study/work is in consonance with the thrust areas of the institute.
3. Before applying, the senior scholar/researchers should ensure that there is sufficient fund in the project to meet out all the requirement of the work/project. No financial assistance would be provided by IDSJ during the period of affiliation.
4. The senior scholar/researcher has to deposit with the Institute a minimum of 15% of the total sanctioned budget of the project or more depending on the nature of the project or as decided by the Director IDSJ as Institutional charges.
5. The senior scholar/researcher has to clearly reveal and indicate all the terms and condition of the funding agency which he/she might have agreed upon while taking up the project.
6. The total number of such affiliated senior scholar/researcher in the Institute at any time will not exceed five.
7. The senior scholar/researcher will have to give an undertaking for presenting at least two seminars (one at the initial stage of the work and second at the time of winding up of the work) during the tenure of his/her stay at IDSJ.
8. The scholar would be entitled to the library facility of the Institute. He/She can also be provided depending on the availability, a cubical in the reading room. Other facility like computer could be made available depending on the availability.
9. The fixed assets costing more than Rs.1000/- each acquired during the project period, including books, periodicals, furniture and equipment etc. will become property of the Institute or as provided in the terms and conditions of the project.
10. The recruitment of the project staff will be made according to the IDSJ rules and procedures.
11. IDSJ will be responsible for sending audited account report to the funding agency.

12. The candidate while applying for affiliation is expected to supply the following:
 - (i) Brief curriculum vitae showing interalia the qualifications, experience and areas of interest.
 - (ii) Complete project proposal as approved by the funding agency.
 - (iii) Sanction letter along with the terms and conditions of the funding agency;
 - (iv) The specific periods and duration for which affiliation is sought;
 - (v) Preference for any IDSJ faculty as advisor/counterpart scientist/faculty; and
 - (vi) Motivation for the work and affiliations with IDSJ.
13. The Director may, at his direction, constitute a small group for screening the case before granting affiliation.
14. The Director, in the overall interest of the Institute, may relax any of condition mentioned above.
15. The Director may review the work of the scholar any time during the project period and if he feels so, may give necessary instructions to the candidate or send his comments to the funding agency about the status of the scholar's work.

II Responsibility of the Candidate

1. The senior scholar/researcher will have to give an undertaking for presenting at least two seminars (one at the initial stage of the work and second at the time of winding up of the work) during the tenure of his/her stay at IDSJ.
2. The Scholar /researcher will keep the Director informed of his/her place of stay, movements in and out of the city and contracts /interaction made with the people regarding the study.
3. All legal formalities including clearance from the Government of India required in the case of foreign nationals visiting India would need to be completed by the scholar/teacher himself/herself. The Institute may not help in fulfilling these obligations or in solving any difficulty arising out of violation of such formalities.
4. It will be the responsibility of the candidate to full-fill the academic requirement (like conducting field survey, sending progress report and final report ect.) for the project from time to time to the funding agency.
5. The scholar /researcher himself /herself will be personally responsible for abiding by the terms and conditions of the contract with the funding agency. If any penalty is imposed or funds are withheld by the funding agency due to any reason whatsoever, the Institute will not take any responsibility for it.

(Added in Governing Board Meeting No. 49 dated 16.07.2004)