

**THE INDIAN INSTITUTE
OF
PUBLIC ADMINISTRATION**

SERVICE BYE-LAWS
As per recommendations of Dr. R.V.Dhanapalan Committee
(Approved by the EC in its Meeting held on 21.8.2008)



**INDRAPRASTHA ESTATE, RING ROAD
NEWDELHI-110002**

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
SERVICE BYE-LAWS**

(Made and adopted on the 9th August, 1958, by the Executive Council under the then Rule 18 of the Rules of the Institute, now under Rule 17 (viii) of the Rules of the Institute), and updated and approved by the EC on 21 August, 2008.

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CHAPTER I PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

1. These bye-laws may be called the Indian Institute of Public Administration Service Bye-laws.
2. They shall be deemed to have come into force on the 1st April, 1958.

2. APPLICATION

1. These bye-laws shall apply to every employee of the Institute.
2. Notwithstanding anything contained in clause 1., the Executive Council may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these bye-laws shall not apply to such employee.

3. INTERPRETATION

1. In these bye-laws, unless the context otherwise requires -
 - (a) "Director" means the Director of the Institute
 - (b) "Registrar" means the Registrar of the Institute
 - (c) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments to that post under bye-law 6;
 - (d) "Deputationist" means an employee of any other authority whose services are obtained by the Institute on loan.
 - (e) "Controlling Authority" means -
 - (i) in relation to posts in Group 'C' and 'D' the Registrar;
 - (ii) in relation to posts in Group 'A' and 'B' the Director;
 - (f) "Employee" means a person serving the Institute in any post specified in the *First Schedule*; including those on contract or deputation
 - (g) "Foreign service" means service for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the funds of the Institute;
 - (h) "Pay" means the pay admissible on the relevant date and includes special pay and personal pay, but shall not include any allowances, fee or honorarium;
 - (i) "Sanctioning Authority" means —
 - (i) in relation to posts in Group 'D' the Director in Consultation with Hony. Treasurer;
 - (ii) in relation to Group 'C' and 'B', the Director in consultation with Hony. Treasurer and Chairman Standing Committee; and
 - (iii) in relation to posts in Group 'A' and other Grades the Executive Council.

- (Dr. Subramanian Committee Recommendations as approved by EC on 11.8.2001)
- (j) "Schedule" means a schedule to these bye-laws;
 - (k) "Selection Committee" means -
 - (i) in relation to Group 'C' and 'D' posts, a Committee consisting of the Registrar, Head of the concerned section and another member specified by the Registrar.
 - (ii) in relation to Group 'B' posts, a Committee consisting of Director and two other persons nominated by him;
 - (iii) in relation to Group 'A' and other posts, a Committee as constituted by the Executive Council.

2. All words and expressions used but not defined in these bye-laws and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

CHAPTER II CREATION AND GROUPING OF POSTS

4. GROUPS AND CATEGORIES OF POSTS

1. The posts under the Institute shall be of the groups and categories as specified in the *Schedule I*.
2. The Executive Council may direct -
 - (i) the creation of any new group or category of posts;
 - (ii) the abolition of any group or category of posts; or
 - (iii) the transfer of any category of posts from one group to another;
 - (iv) keeping in abeyance any of the post.

5. NUMBER AND DUTIES OF POSTS

The sanctioning Authority in relation to any category of posts shall have, subject to the superintendence of Executive Council, the power to:

- (i) determine the number of posts in that category;
- (ii) create or abolish or keep in abeyance any post in that category;
- (iii) determine whether any post created in that category shall be temporary or permanent;
- (iv) specify the period for which a temporary post is created; and (v) specify the duties attached to any post in that category.

CHAPTER III RECRUITMENT

6. APPOINTING AUTHORITIES

Appointment to a post under the Institute shall be made -

- (i) In the case of a post in Group 'D', by the Registrar
- (ii) in the case of posts in Group 'C' & 'B', by the Director
- (iii) in the case of a post in Group 'A', by the Director with the approval of Standing Committee/Executive Council
- (iv) in the case of Director, the Executive Council

7. (a) METHODS OF RECRUITMENT

1. Recruitment to a post under the Institute may be made -
 - (i) by promotions;
 - (ii) by direct recruitment; or
 - (iii) by appointment on deputation or contract
2. The appointing authority shall in each case determine the method of recruitment.

(b) Roster system-

Roster system for various categories of reservations viz. SC, ST, OBC and Physically handicapped in various cadres for the entry level as well as at the promotional level to be implemented subject to court rulings etc.
(EC dated 27-10-2006)

8. RECRUITMENT BY PROMOTION

1. Appointment to a post in any category/group by promotion shall be made, whether in substantive or officiating capacity from among employees serving in a post in the next lower category/grade.
2. Every appointment by promotion shall be by selection on the basis of merit, with due regard to seniority and on the recommendations of a Selection Committee. Provided that every appointment to Group 'B' and above shall be made solely on the basis of merit.

9. DIRECT RECRUITMENT

Appointment to any post by direct recruitment for all the Groups shall be made on the recommendation of a Selection Committee

- (i) In Group D from amongst candidates recommended by the Employment Exchange on requisition.
- (ii) In Groups C, B & A (excluding the post of Director) from amongst candidates applying in response to advertisement published atleast in two National newspapers (one English - one Hindi) and in the Employment News besides calling the names from the Employment Exchange in case of Group C posts, if any, required by the law.

- (iii) In case of the Director, through a Search Committee set up by the Executive Council, recommendations of the Committee to be submitted to the Executive Council.
- (iv) Recruitments rules including qualification, experience etc. applicable for various categories of posts (Except those covered under UGC guidelines and as approved by the EC) are indicated in schedule V.

Note: The recruitment rules are annexed as Schedule V and Schedule VI respectively

10. APPOINTMENT ON DEPUTATION/CONTRACT

- (i) A person may be appointed on any post on deputation/contract with the approval of an appropriate Selection Committee on such terms and conditions, as the Sanctioning Authority may deem proper.
- (ii) The term of the deputation/lien in case of new appointees will be settled in advance before their joining
(Executive Council 24.8.2000).

Note. 1 - Appointment of consultants in IIPA will be made project based only and when funding is available (EC dated 15-10-2003)

Note.2 -Period of Employment of Ad-hoc employees either in Projects or otherwise in any case should be less than 3 years. If under any project staff is required for more than 3 years, fresh appointment shall be made

10(a). MOBILITY OF PERSONNEL FROM GOVERNMENT OF INDIA TO AUTONOMOUS BODIES AND VICE-VERSA

1. The Institute adopted the orders of the Government of India regarding mobility of personnel between government and autonomous bodies, etc., as contained in the broucher on Mobility of Personnel between Central Government and Central Autonomous bodies; State Governments and Central Autonomous Bodies; Central Government to State Autonomous Bodies and vice-versa issued by Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare, New Delhi in 1987 subject to the condition that each case will be examined on merit and be placed before the Standing Committee for its approval.
(Executive Council 19.9.1991)
2. The Executive Council in its meeting held on 21st March 1997 further constituted a Committee to operationalise the counting of past service under mobility rules and the recommendations of the Committee as accepted by the Executive Council are as follows:
 - (i) The Institute will consider waiving the delay in exercising the option within the stipulated period of one year in such cases where the transfer of pro-rata service benefits to IIPA have taken place prior to the adoption of mobility rules by IIPA. The option in such cases can be deemed to have been exercised;
 - (ii) Counting of past services only be considered if previous organisation bears the liability of pro-rata CPF and gratuity contribution of past service of employees having come from CPF establishment; and pro-rata pension liability and Death-cum-retirement gratuity in cases of employees who have come from pensionable establishments; and
 - (iii) Counting of past service as admissible in previous organisation alone will qualify for this purpose, and not all the organisations in which the employee might have served.

(Executive Council 29.08.1997)

11. QUALIFICATIONS

The qualifications for appointment to any post shall be such as may be prescribed by the Institute.

12. FITNESS

A person selected for appointment to any post by direct recruitment shall be required to produce at his own cost a certificate of good health in the prescribed form from a medical practitioner approved by the Institute;

The appointing Authority shall satisfy that selected candidate possesses good character and antecedents.

(The Standing Committee in its meeting held on 9th February 1962 had decided that under Services Bye-law 12, the Medical Officer appointed for the Institute will be the authority to grant certificate of health to persons to be appointed to the service of the Institute irrespective of the grade to which the person has been appointed) The Medical Form is at Annexure 1.

The Institute may also accept such certificate from any Authorised Medical Attendant.

CHAPTER IV TENURE

13. PROBATION

1. Every person appointed to a post under the Institute after the commencement of these bye-laws, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year; provided that the Appointing Authority may, in any individual case, extend the period of probation wherever necessary for another one year.
2. Where a person appointed to a post under the Institute on probation is, during his period of probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may:
 - (i) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
 - (ii) in the case of a person appointed by direct recruitment, terminate his services under the Institute without notice.
3. Every person appointed to a permanent post under the Institute by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for substantive appointment to that post.

14. TEMPORARY AND PERMANENT SERVICE

- (i) An employee shall be a temporary employee of the Institute until he is appointed substantively to a permanent post under the Institute.
- (ii) An employee appointed substantively to any permanent post under the Institute shall be a permanent employee of the Institute.

15. SUBSTANTIVE APPOINTMENTS

No employee shall be appointed substantively to any post unless:

- (i) Such post is permanent and no body else has been substantively appointed to it; and
- (ii) the service of the employee under the Institute is approved by the Appointing Authority.

16. TERMINATION OF SERVICE

1. The service of a temporary employee may be terminated by the Appointing Authority without assigning reasons:
 - (i) during the period of probation following the first appointment, at any time without notice;
 - (ii) After such period of probation, at any time by a notice of one month in

writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's pay.

2. Without prejudice to the provisions of clause 1., the service of a temporary employee shall be terminated:
 - (i) if his appointment is made for a specified period, on the expiry of such period; or
 - (ii) if his 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.
3. The services of a permanent employee may be terminated 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, if the post to which he is substantively appointed is abolished.
4. An employee who is given notice of termination of service under clause 3 may be granted during the period of notice such Earned Leave as may be admissible to him and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

16 (a). LIEN

A permanent employee of the Institute shall hold lien for not more than two years on the post substantively held by him provided his appointment in the other organisation was made through the Institute. However the EC may consider relaxations as a special case.

(Executive Council 22.10.1982)

17. RETIREMENT

1. *Except the Director who can hold the office with the approval of EC upto attaining the age of maximum 65 years, an employee shall retire on superannuation from the service of the Institute.*
 - (i) on his attaining the age of sixty years (other than Teachers; Registrar and Librarian). The age of retirement on superannuation for Teachers, Registrar and Librarian shall be sixty two years (Executive Council 28.8.1999) subject to the provision of bye-law 52; or
 - (ii) on his being declared medically unfit for service by a Medical Board to be designated by the Standing Committee in this behalf; or
 - (iii) on the imposition of the penalty of compulsory retirement.
2. The retirement shall take effect from the afternoon of the last date of the month in which an employee attains the age of superannuation instead of the afternoon of the actual date of superannuation. In case of the date of birth of an employee falls on 1st of a month, he will be deemed to have retired with effect from the afternoon of the last date of preceding month.

Provided, however, that it will be open to the Institute to re-employ an employee, subject to physical fitness, on his superannuation for a period of one year at a time if his services are needed by the Institute.

17 (a). RETIREMENT ON COMPLETION OF 30 YEARS QUALIFYING SERVICE

- (1) *At any time after an employee has completed thirty years' qualifying service:-*
 - (a) *he may retire from service, or*
 - (b) *he may be required by the Appointing Authority to retire in the public interest and in the case of such retirement the employee shall be entitled to a retiring pension;*

Provided that:-

- (a) *An employee shall give a notice in writing to the Appointing Authority at least three months before the date on which he wishes to retire; and*
- (b) *The Appointing Authority may also give a notice in writing to the employee at least three months before the date on which he is required to retire in the public interest or three months pay and allowances in lieu of such notice;*

Provided further that where the employee giving notice under Clause (a) of the preceding provision is under suspension, it shall be open to the Appointing Authority to withhold permission to such employee to retire under this rule:

- (1-A) (a) *An employee referred to in clause (a) of the first provision to sub-rule (1) may make a request in writing to the Appointing Authority to accept notice of less than three months giving reasons therefore;*
- (b) *On receipt of a request under Clause (a), the Appointing Authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period for notice will not cause any administrative inconvenience, Appointing Authority may relax the requirement of notice of three months on the condition that the employee shall not apply for commutation or a part of his pension before the expiry of the period of three months.*
2. *An employee who has elected to retire under this rule and has given the necessary intimation to that effect to the Appointing Authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority:*

Provided that the request for withdrawal shall be within the intended date of his retirement.
3. *For the purpose of this rule, the expression "Appointing Authority" shall mean the authority which is competent to make appointments to the service or post from which the employee retires.*

17. (b) VOLUNTARY RETIREMENT AFTER TWENTY YEARS' SERVICE

- (i) Institute employees who have put in not less than 20 years' qualifying service may, by giving notice of three months in writing to the appointing authority, retire from service voluntarily. The scheme is purely voluntary, the initiative resting with the Institute's employee himself. The Institute does not have the reciprocal right to retire its employees on its own, under this Scheme.
- (ii) A notice of less than three months may also be accepted in deserving cases, with the concurrence of the appropriate authority.
- (iii) If an employee retires under the Scheme of voluntary retirement while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave not due shall be recovered.
- (iv) Before an employee gives notice of voluntary retirement with reference to these instructions, he should satisfy himself by means of a reference to the Administration that he has, in fact, completed 20 years' qualifying service.
- (v) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided the request for such withdrawal is made before the expiry of the notice.
- (vi) A notice of voluntary retirement given after completion of 20 years qualifying service will require acceptance by the appointing authority if 'the date of retirement on the expiry of the notice would be earlier than the date on which the employee concerned could have retired voluntarily under the existing rules applicable to him (Bye-Law No. 17 (2)).
Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the employee and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a Court of law against the employee concerned. The notice of voluntary retirement even in such cases could also be accepted with the approval of the Chairman of the Institute. Even where the notice of voluntary retirement given by the Institute employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the competent authority issues an order to the contrary before the expiry of the period of notice.
- (vii) The weightage up to five years would be given as an addition to the qualifying service actually rendered by him for purpose of gratuity. The total qualifying service after allowing the weightage should not, in any event, exceed 33 years of qualifying service. The total qualifying service after giving the weightage should also not exceed the qualifying service which he would have had rendered if he had retired voluntarily under provisions of Service Bye-laws No. 17. It will, however, not entitle the Institute employee retiring voluntarily to any notional fixation of pay for purposes of calculating the gratuity, which will be based on the actual emoluments calculated

with reference to the date of retirement.

- (viii) The scheme of voluntary retirement under these orders will not apply to those employees who retire voluntarily under the provisions of Bye-law 17 (2).
- (ix) The scheme of voluntary retirement under these order will also not apply to those Institute employees on deputation to autonomous bodies/public sector undertakings, etc., who propose to get absorbed in the autonomous bodies/ public undertakings, etc.
- (x) An employee giving notice of voluntary retirement may also apply, before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice. The period of leave, if any, extending beyond the date on which Institute employee should have retired on attaining the age of superannuation, may be allowed as terminal leave. Leave salary for such terminal leave shall be payable in accordance with the provisions of Bye-law No.52(b).

(Executive Council 22-3-1980)

17.(c) RE-EMPLOYMENT/EXTENSION IN THE SERVICE OF THE INSTITUTE AFTER RETIREMENT ON SUPERANNUATION

- (a) Extension of Service
No extension of service beyond the age of retirement.
- (b) Re-employment:-
 - (i) Any proposal for retaining the services of an employee in the parent cadre beyond the normal age of superannuation in a post different from the one which he was holding at the time of superannuation, should be strongly discouraged. If, however, such retention is for very exceptional reasons considered to be unavoidable the same shall be treated as "re-employment"; and
 - (ii) Where the service of an employee on deputation to an ex cadre post or holding an ex cadre post are required by the competent authority beyond the date of his superannuation at IIPA, then such retention, be it on the post he was holding at the time of superannuation or in any other post shall for all purposes be treated as "re-employment". In cases where the services of an employee are to be retained beyond the age of superannuation for reasons other than in public interest, the matter shall be referred to the Executive Council for seeking specific clarification about the manner in which such retention is to be regulated.
 - (iii) Criteria for Re-employment:-
 - (1) No proposal for re-employment beyond the age of superannuation should ordinarily be considered.
 - (2) The re-employment can be justified only in very rare and exceptional circumstances. Even in such cases, 62 years of age (in case of Faculty upto 65 years excluding Registrar and Librarian)

should be the deadline. The overriding consideration for the grant of re-employment is that, it must be clearly in the public interest and in addition satisfy one of the following two conditions:-

- (i) *that the officers are not ripe enough to take over the job;*
or
- (ii) *that the retiring officer is of outstanding merit.*

18. RESIGNATION

- (a) *A temporary employee may by notice of one month in writing addressed to the Appointing Authority resign from the service of the Institute.*
- (b) *A permanent employee, however, is required to give three months notice in writing addressed to the Appointing Authority resign from the service of the Institute.*

The Appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Institute by notice of lesser period.

CHAPTER V PAY

19. SCALES OF PAY

The scales of pay for the posts under the Institute have been specified in the *Schedule I*.

20. INITIAL PAY

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the lowest stage of the time-scale unless the Sanctioning Authority decides that he shall draw pay at any higher stage:

Provided that, when such appointment is made by promotion:

- (i) If the employee has been drawing a higher pay in any other substantive appointment under the Institute immediately before his appointment to such post, he shall draw pay at the stage next higher to such pay; and
- (ii) If he has previously served in the same post or in any other post under the Institute on the same or identical time-scale of pay admissible to him under clause (1), he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for purpose of increment.

The Institute's Services Bye-law 20 relating to initial pay was based on the position as it obtained under the Fundamental Rules in respect of Government Employees. The notification by the GOI, Department of Expenditure No. F.2(9)—E.III/61 dated the 23rd December 1961 had liberalised the Rules relating to fixation of initial pay on promotion, to a certain extent

The Committee approved of the Institute's Services Bye-law No.20 being amplified *mutatis mutandis* on the lines of the new Rule F.R. 22-C promulgated in the above notification. (SC-25.4.1963)

The Committee adopted the orders issued by the Ministry of Finance, Department of Expenditure Notification No. F—2(78)E.III(A)/63 of 4th February, 1966, regarding fixation of pay on promotion/ appointment to a higher post, liberalising the rules relating to fixation of pay on promotion/appointment to a higher post etc. and thus removing the anomalies arising out of the application of F.R. 22-C. The proposal regarding amplification of the Institute Service Bye-law 20 *mutatis mutandis* on the lines of the latest orders of the Government was approved. Pay of the affected persons will be re fixed from 4.2.1966. *i.e.*, the date from the Government orders came into effect.

(SC 13.6.1966)

(iii) PAY FIXATION ON RE-EMPLOYMENT

The pay of an employee on re-employment may be fixed, *i.e.*, at the level of pay drawn less pension. The pay so fixed would include an element corresponding to the pension equivalent of the Institute's contribution to the Contributory Provident Fund.

(SC-18.1.1978)

21. INCREMENTS

- (ii) An increment shall not be drawn unless it is sanctioned in writing by the Controlling Authority.
- (iii) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory.
- (iii) An increment shall be due from the first of the month in which it falls due. (iv) The Standing Committee may in recognition of the exceptional merit of an employee sanction such additional increment to the employee as it may deem fit.

(Committees view: Since it has not been exercised so far, the EC may *suo moto* in recognition of merit of any employee may consider such benefit also on the recommendation of the Director. Further, such recognition could also be in the form of one-time cash reward)

22. SERVICE FOR INCREMENTS

The following service shall count for increment in the time-scale of post :

- (i) duty in that post or in any other post of the same or higher grade, whether continuous or not;
 - (ii) duty in an equivalent or higher post in foreign service, and
 - (iii) leave other than extra ordinary leave; and
 - (iv) if he has previously served in the same post or in any other post under the Institute on the same or identical time-scale or pay, and was drawing a pay higher than the pay admissible to him under clause (i), he shall draw such higher pay and the period of his duty in such post in such pay shall also be counted for purpose of increment.
- Provided that the Sanctioning Authority may direct that extraordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

23. PAY DURING LEAVE

1. An employee on casual leave or compensatory leave or quarantine leave shall draw pay as on duty.
2. An employee on earned leave, commuted leave, shall also draw pay as drawn by him before proceeding on leave.
3. An employee on leave on half pay shall draw pay at half the rate of pay drawn by him before proceeding on leave.
4. An employee on study leave shall draw pay at such rate as may be specified by the Executive Council.
5. No pay shall be admissible to an employee on extraordinary leave.
6. An employee shall draw leave salary equal to the pay drawn by him immediately before proceeding on earned leave.

24. PAY DURING SUSPENSION

An employee under suspension shall, during the period of suspension, be paid subsistence allowance as admissible *mutatis mutandis* in Government of India.

25. SPECIAL PAY AND PERSONAL PAY, HONORARIUM AND FEE

The Executive Council may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

26. DRAWAL OF PAY

1. An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post.
2. The Pay and Allowances to the employees of the Institute shall be payable on the last working day of the month to which they relate, except for the month of March, which shall, however, continue to be payable on the first working day of April.
3. An employee resigning from the service of the Institute without the notice required under bye-law 18 shall not, unless the Controlling Authority directs otherwise, be allowed to draw pay due but not drawn:
Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.

CHAPTER VI ALLOWANCES

27. KINDS OF ALLOWANCES

The following allowances are admissible to the employees of the Institute: (1) Dearness Allowance; (2) Compensatory (City) Allowance; (3) House Rent Allowance; (4) Leave Journey Allowance; (5) Traveling and Daily Allowances; (6)(a) Children Education Allowance; (b) Reimbursement of Tuition Fee; (7) *Ad hoc* Bonus; (8) Interim Relief; (9) Washing Allowance; (10) Overtime Allowance (11) Transport Allowance;

28. DEARNESS ALLOWANCE

Dearness allowance shall be admissible at the rates of the Central Government and will be subject to such conditions as prescribed by it.

(Executive Council 24.10.1997)

29. COMPENSATORY (CITY) ALLOWANCE

Compensatory (City) Allowance shall be admissible to an employee serving at Delhi or New Delhi at the rates prescribed by the Central Government in various pay ranges at the fixed rates as mentioned below:

<i>Pay Range</i>	<i>Amount of CCA p.m. IN 'A1' Class Cities</i>
Below Rs. 3000	Rs. 90
Rs. 3001 and above but below Rs. 4499	Rs. 125
Rs. 4500 and above but below Rs. 5999	Rs. 200
Rs. 6000 and above	Rs. 300

(Executive Council 24.10.1997)

30. HOUSE RENT ALLOWANCE

The House Rent Allowance payable to the Staff *w.e.f.* 1.8.1997 shall be as under:

<i>Classification of Cities and Towns</i>	<i>Rates of House Rent Allowance</i>
'A-1'	30 per cent of Basic pay + SI (Stagnation Increment)
'A', 'B-1' & 'B-2'	15 per cent of Basic pay + SI
'C'	7.5 per cent of Basic pay + SI
Unclassified	5 per cent of Basic pay + SI

(Executive Council 24.10.1997)

NOTE 1. HRA is payable to all employees (other than those provided Institute owned/hired accommodation) without requiring them to produce rent receipts. They should, however, be required to furnish a certificate to the effect that they are incurring some expenditure on rent/contributing towards rent. HRA at the above rates is also payable to the employees living in their own houses subject to their furnishing a certificate that they are paying/contributing towards house or property Tax or maintenance of the house.

NOTE 2. The other conditions at present applicable for the grant of HRA in case when an employee shares Institute's accommodation allotted rent free to another employee or resides in Institute's accommodation allotted to his/her parent, son, daughter, wife or husband shall continue to be applicable.

(Executive Council 18.10.86)

Rental charges to be recovered from the allottees of the Institute's residential accommodation is based on the provisions contained in F.R. 45-A (iv) (b) according to which the rental charges that an allottee has to pay is the standard rent under FR 45-A-III or 10 per cent of his emoluments whichever is less.

Consequent upon the acceptance of the recommendations of the Fourth Central Pay Commission by the Government and adopted by the Institute at its meeting held on 18.10.1986, the recovery of rental charges for Institute accommodation would continue to be made at the rate at which the rental charges is being recovered now, pending further orders from the Government on the subject.

31. ALLOWANCES DURING SUSPENSION

An employee under suspension shall, during the period of suspension, draw House Rent Allowance admissible to him under bye-law 30 and Dearness Allowance at half the rate admissible under bye-law 28 and Compensatory (City) Allowance at the rate admissible to him under bye-law 29 immediately before the suspension:

Provided that the House Rent Allowance and the Compensatory (City) Allowance shall not be admissible unless the employee resided at the Headquarters of the Institute for substantial part of the month for which it is claimed.

32. ALLOWANCES DURING LEAVE

1. House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:

- (i) During causal leave, compensatory leave or quarantine leave, the same as on duty.
- (ii) During leave with allowances for the first four months, the same as he was drawing immediately preceding the commencement of leave.

Provided that the CCA shall not be admissible unless the employee resided at the headquarters of the Institute for not less than half of the month for which it is claimed, and in the case of HRA he continues to actually incur the expenditure.

2. DA may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowance during leave will be based on the leave salary actually drawn.

3. During the study leave DA, HRA and CCA whether in India or abroad will be regulated by the EC by special orders.

Grant of CCA and HRA to the Institute's employees suffering from tuberculosis, cancer during the period of leave on medical certificate The Council approved that the employees of the Institute may be granted the allowances on the terms and conditions as are applicable to the employees of the Central Government.

(EC 29.10.1965)

33. LEAVE JOURNEY ALLOWANCE/LEAVE TRAVEL CONCESSION

1. Leave Journey Allowance shall be admissible to an employee in accordance with the provisions in the Government of India rules in force from time to time..

2. However the facility of home town and all India LTC stands suspended for two years vide Government of India orders no. 31011/3/2001 - Estt. (A) dated 2nd March 2001

(238th EC date 12.4.2001)

3. Restored w.e.f. 1-4-2003 w.r.t. GoI orders dated 13-03-2003 with the restrictions for travel by Air/ AC 1st class (EC dated 31-03-2003)

Note: The EC in its meeting held on 29-3-2008 has approved the facility of Air/1st AC Rail journey on LTC to the eligible category of employees as GoI Rules prospectively w.e.f. 1-4-2008

34. TRAVELLING ALLOWANCE

1. Travelling Allowance for journeys performed by an employee on duty within India shall be admissible in accordance with the provisions of the *FRSR Part II subject to orders issued by the Institute from time to time.*

2. Travelling Allowance for journeys performed by an employee on duty outside India shall be such as may be determined in each case by the Executive Council.

35. DAILY ALLOWANCE

1. Daily Allowance for each day of absence of an employee from the headquarters of the Institute on duty within India shall be admissible in accordance with the provisions of the *FRSR Part II subject to orders issued by the Institute from time to time.*

2. Daily allowance for each day of absence of an employee from the headquarters of the Institute duty outside India shall be admissible at such rate as may be determined in each case by the Executive Council.

35 (a) CHILDREN EDUCATION ALLOWANCE

As per the Government of India rules.

35 (b) REIMBURSEMENT OF TUITION FEE

As per the Government of India rules 35 (c) AD-HOC

BONUS

Payment of Ad hoc bonus to the employees of the Institute at the same rate and subject to the same limits as announced by the Government of India in respect of their employees may be made.

(Executive Council 25.1.84)

35 (d) INTERIM RELIEF

Payment of Interim Relief be made to the staff of the Institute at the same rates as announced by the Government of India in respect of their employees from time to time.

(Standing Committee 6.9.1983/Executive Council 4.9.1985).

35 (e) WASHING ALLOWANCE

The Committee adopted the Government of India orders increasing the rate of washing allowance in respect of the employees provided with liveries from Rs. 15 p.m. to Rs. 30 p.m. with effect from 1-08-97 with the direction that such employees should be wearing their uniform while on duty.

35 (f) OVERTIME ALLOWANCE

The payment of over time allowance is to be discontinued. Extra work allowance shall be allowed under prescribed conditions for specific categories of employees.

(Executive Council 18.10. 1986)

35 (g) TRANSPORT ALLOWANCE

With effect from 1st August, 1997, all employees are entitled to Transport Allowance as below:

<i>Employees drawing pay in the scale of</i>	<i>Rate of Transport Allowance per month</i>
Rs. 8,000-13,500 and above	800
Rs.6,500-6,900 and above, But below Rs. 8,000-13,500	400
Below the scale of Rs. 6,500-6,900	100

The above allowance shall not be admissible to:

(EC 24.10.1997)

- (i) Employees who are residing within a distance of one kilometer from the place of work (IIPA campus).
- (ii) who have been provided with facility of Institute's transport.
- (iii) during absence from duty exceeding 30 days due to leave/training/tour, etc.

36. DRAWAL OF ALLOWANCES

1. Dearness Allowance, City Compensatory Allowance and House Rent Allowance admissible to an employee for any month shall be payable with his pay;
2. Leave Journey Allowance/Leave Travel Concession shall be paid in accordance with the provisions of the Third Schedule;
3. Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters;
4. Provided that the Director may sanction payment in advance of such sum as he deems fit towards such allowance;
5. An employee resigning from the service of the Institute without the notice prescribed by bye-law 18 shall not, unless the Controlling Authority directs otherwise, be allowed to draw the allowances due but not drawn;
6. Provided that the allowances so not allowed to be drawn shall not exceed the allowances for one month.

CHAPTER VII FACILITIES

37. MEDICAL FACILITIES

1. An employee living in the area covered by CGHS will be entitled to CGHS facilities. In other cases, an employee will be allowed to get reimbursement of medical expenses as may be decided by the Executive Council from time to time.

(Executive Council dated 28.8.1998)

2. *Reimbursement of Medical expenses in the case of non-CGHS beneficiaries has been increased from Rs. 2700 to Rs. 3300 per annum (EC dated 11-08-2001)*
3. Provided that payment being made only on production of certificate and receipt from a Registered Medical Practitioner or Physician or Surgeon of Government Hospitals as may be, duly supported by cash memos for the purchase of medicines individually certified by the Doctors.
4. Provided that in the case of employees shifting from CGHS area to a non- CGHS area, the deduction will be made as decided from time to time.

Note : A legitimate child or step child/parent/sister/minor brother who resides with the Institute employee and whose income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits) does not exceed Rs. 500 p.m. may be deemed to be 'wholly dependent' upon the Institute employee.

37 (a). RECOGNITION OF PRIVATE HOSPITALS

The Executive Council in its meeting held on 21st March 1997 approved the adoption of Government of India orders recognizing the 24 hospitals/ diagnostic centers covered under CGHS in Delhi for the employees of IIP A fixing of the minimum reimbursable limit. *The list of such recognized hospitals/diagnostic centres covered under CGHS in Delhi will be applicable for IIPA employees for the purpose as may be notified by the GOI from time to time*

(Executive Council 21.3.1997)

37 (b). POWERS FOR MEDICAL REIMBURSEMENT

1. Medical reimbursement claims which are covered within rules mentioned in the *Schedule V* will be approved by the Director;
2. Cases requiring relaxation of rules, if any, will be sanctioned with the approval of Chairman, Standing Committee

(Executive Council 22.10.1998)

37 (c). ADVANCES

The Government of the India rules and conditions with regard to Festival Advance, Fan Advance, Motor Car Advance, Personal Computer Advance, Motor Cycle/ Scooter

Advance, Cycle Advance and House Building Advance shall apply *mutatis mutandis* to the employees of the Institute. The present rate of advances are :

- (i) Festival Advance - Rs. 1500 to employees whose basic pay does not exceed Rs. 8,300 p.m.;
- (ii) Fan Advance - At the anticipated price, limited to Rs. 1,000, to Group "D" employees living in a house provided with electricity and a plug point;
- (iii) Motor Car - Rs. 1,80,000 or 11 months basic pay whichever is less. Advance on second or subsequent occasion will be Rs. 1,60,000 or 11 months basic pay whichever is less. The advance is admissible to the employees drawing basic pay of Rs. 10,500 p.m. or more;
- (iv) Motor Cycle/Scooter Advance - Rs. 30,000 or 6 months basic pay which ever is the least. Second and Subsequent occasion the advance is restricted to Rs. 24,000 or 5 months basic pay whichever is least. The advance is admissible to the employees drawing basic pay of Rs. 4,600 p.m. or more. This may be relaxed by the sanctioning authorities in deserving cases;
- (v) Personal Computer Advance - Rs. 80,000 on first occasion and Rs. 75,000 on second and subsequent occasion. The advance is admissible to the employees drawing basic pay of Rs. 10,500 p.m. or more.;
- (vi) Cycle Advance — Rs. 1500 is admissible to the employees drawing basic pay upto Rs. 5,000 p.m.;
- (vii) House Building Advance - Cost ceiling limit of 200 times of the basic pay subject to a minimum of Rs. 7.5 lakh and maximum of Rs. 18 lakh relaxable up to a maximum of 25 per cent of the cost ceiling in individual cases on merit. The quantum of HBA has been revised as under:
 - (a) For house construction/purchase of new house/flat : 50 months basic pay subject to a maximum of Rs. 7.5 lakh or cost of the house or repaying capacity, which is the least;
 - (b) For enlargement of existing house: 50 months basic pay or 1.80 lakh whichever is less or cost of enlargement or repaying capacity, whichever is the least
 - (c) The interest rates for House Building Advances would the same as applicable in Government of India.
 - (d) All other provisions like eligibility, repaying capacity, recovery, etc., have remained unchanged

(EC 4.4.1998)

CHAPTER VIII LEAVE

38. KINDS OF LEAVE

The following kinds of leave shall be admissible to an employee: (i) Casual Leave, (ii) Compensatory Leave, (iii) Quarantine Leave, (iv) Earned Leave, (v) Leave on half pay, (vi) Study Leave, (vii) Extraordinary Leave, (viii) Academic Leave to the Faculty Members, (ix) Maternity Leave, (x) Paternity Leave, (xi) Special Casual Leave and (xii) Leave not due

39. CASUAL LEAVE

An employee may be granted casual leave of not more than 6 days at a time and not more than 8 days in a calendar year or as admissible from time to time.

39(a). SPECIAL CASUAL LEAVE TO UNDERGO STERILISATION OPERATION

The Government of India, Ministry of Home Affairs in its O.M.No.46/3/54-Ests(A) dated the 6th October, 1959, had approved of the grant of special casual leave for a maximum of six days to government employees who undergo sterilization operation under the Family Planning Scheme, to enable them to take some rest after the operation.

The Executive Council approved that a similar concession may be given to the Institute's staff.

(Executive Council - 28.7.1962)

Incentives amongst Institute's employees who undergo sterilization.

The Committee also adopted the orders issued by this Ministry of Finance, Department of Expenditure, Government of India, vide their letter No. 7(39)-E-III/79 dated the 4th December, 1979 that the Central Government employees who undergo sterilization after having two or three surviving children may be granted a special increment in the form of personal pay not to be absorbed in future increase in pay either in the same post or on promotion to higher posts. The rate of personal pay is equal to the amount of the next increment due at the time of grant of the concession and remains fixed during the entire service. In the case of persons drawing pay at the maximum, the rate of personal pay would be equal to the amount of the increment last drawn. The above orders have been issued by the Government of India with a view to providing incentive to promote the small family norm amongst its employees.

The grant of the concession is subject to the following conditions:

- (i) The employee must be within the reproductive age group. In the case of a male Central Government employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female Government employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have two or three living children.

- (iii) The sterilisation operation must be conducted and the sterilisation certificate must be issued by a Central Government hospital or under the auspices of the Central Government Health Scheme. Where this is not possible, the hospital or an institution recognised by the Central Government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the Central Government employees or his/her spouse provided the conditions at Sl.No. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilisation operation on or after the date of issue of these orders.

Consequent upon the decision taken by the Government of India on the Fourth Central Pay Commission's recommendations and adopted by the Executive Council at its meeting held on 18.10.86, the rate of personal pay in respect of those employees who were already in receipt of personal pay prior to 1.1.1986 in terms of the provision contained in the aforesaid O.M. will be an amount equivalent to the *lowest* rate of increment in the revised scale corresponding to the pay scale of the post against which the individual had earned the personal pay in the pre-revised scales of pay.

These orders would take effect from the date an employee draws pay in the revised scale of pay applicable in accordance with the Central Civil Services (Revised pay) Rules 1986. (Reference: Government of India, Ministry of Finance, Office Memorandum No. 7/60-E.III/86 dated 9th February 1987.

40. COMPENSATORY LEAVE

An employee required to perform duties on a Sunday or a closed holiday at his Headquarters shall be eligible for compensatory leave for a corresponding number of days:

Provided that compensatory leave shall not be granted to an employee for more than three days at a time and shall not be carried forward to the next calendar year.

41. QUARANTINE LEAVE

An employee may, on production of a Quarantine Certificate from a Medical or Public Health Officer, be granted quarantine leave for such period, not exceeding 30 days, as may in each case be necessary.

42. EARNED LEAVE

1. The credit to be afforded to the Leave account of an employee in respect of earned leave at the commencement of each calendar half year shall be at a uniform rate of 15 days.
2. The credit afforded under clause (1) above, shall be reduced by 1/10 of the period of extraordinary leave only availed of during the previous half year, subject to maximum of 15 days
3. Earned leave shall not be accumulated for more than 300 days
4. Earned leave shall not be granted for more than 180 days at a time. However, if any

period of such leave is spent outside India, earned leave in excess of 180* days to the extent of such period may granted, the total period of leave not exceeding 240* days.
(Executive Council 4.4.1998)

EXPLANATION

For the purpose of this bye-law, a Sunday or a closed holiday not falling within the period of any leave shall be deemed to be a day of duty.

42 (a). LEAVE NOT DUE (LND)

Leave Not Due (LND) shall be granted to an employee as per Government of India Rules, reproduced below:

1. Save in the case of leave preparatory to retirement, LND may be granted to an employee in permanent employ or quasi-permanent employee subject to the following conditions:

- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of such leave;
- (b) LND shall be limited to the half pay leave he is likely to earn thereafter;
- (c) LND during the entire service shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate;
- (d) LND shall be debited against the half pay leave that the employee may earn subsequently;
- (e) the authority competent to grant leave obtains an undertaking from the employee that in the event of his resigning or retiring voluntarily from service, he shall refund the leave salary paid to him

2. (a) Where an employee who has been granted LND resigns from service or at his request permitted to retire voluntarily without returning to duty, his resignation or retirement will take effect from the date on which such leave had commenced, and leave salary already paid, if any, shall be recovered;

- (b) Where an employee who having availed himself of LND returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death

3. LND to temporary employees suffering from T.B./Leprosy/ mental illness

At present, temporary employees are not entitled to any LND under Rule 31 of CCS (leave) Rules, 1972. In order to mitigate the hardship of the temporary employees who are suffering from TB, Leprosy, Cancer or Mental illness, LND may be granted to such government servants for a period not exceeding 360 days during entire service subject to the fulfillment of conditions in

clauses (a), (b) and (d) of Sub Rule

(1) of rule 31 *ibid* and also subject to the following further conditions;

- (i) the employee has put in a minimum of one year's service;
- (ii) that the post from which the employee proceeds on leave is likely to last till his return to duty; and
- (iii) that the request for grant of such leave is supported by a medical certificate as envisaged in clauses (c)* and (d)* of Sub Rule (2) of rule 32 of CCS (Leave) Rules, 1972

* (c) Twelve months where the employee who has completed one year's continuous service is undergoing treatment for cancer or for mental illness, in an institution recognised for the treatment of such disease or by a civil surgeon or staff surgeon or a specialist in such disease;

* (d) eighteen months where the employee has completed one year's continuous service is undergoing treatment for pulmonary tuberculosis or pleurisy of tubercular origin in a recognised sanatorium

42(b). SPECIAL CASUAL LEAVE

An employee on consolidated salary shall be allowed special casual leave at the rate of 1/22 of the period on duty.

43. LEAVE ON HALF PAY

1. An employee shall be eligible for leave on half pay for 20 days for each completed year of his service.
2. An employee may be granted leave on half pay
 - (i) on a certificate of sickness from a medical practitioner approved by the Institute in this behalf; or
 - (ii) An employee may be granted leave on half pay (iii) on private affairs.

Under Service Bye-law 43(2)(i) while the existing practice of accepting certificates of sickness for leave by any registered Medical Practitioner may continue, the Director will have the discretion to ask for a medical certificate from the Staff Surgeon, Delhi State LNJP Hospital, at the employee's cost.

(Standing Committee 9.2.1962)

3. Leave on half pay on a certificate of sickness commuted to leave on average pay for a period not exceeding half the period of leave due on half pay. The leave account of the employee will be debited for twice the period of such commuted leave.

The Executive Council approved that the provisions regarding commuted leave during the entire service as notified by the Government of India, Ministry of Finance (Department of Expenditure) Notification No. 165(5)-E-IV(A)/74 dated 11th September 1975 be applied to the employees of the IIP A with effect from the date of the notification *i.e.*, 11th September 1975. As

a result of the adoption of this rule, the limit of 240 days in respect of commuted medical leave may be done away with.

(Executive Council 4.9.1986)

4. HALF PAY LEAVE: Half pay leave up to a maximum of 180 days of such leave shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study.
5. In case of death in harness, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family subject to a maximum leave salary for 300 days. Such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

(Since amended by GOI)

EXPLANATION

Prefixing/Suffixing of holidays to leave

Prefixing and suffixing holidays to leave other than leave on medical certificate shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday, he shall be automatically allowed to suffix such holiday(s) to his medical leave and such days shall not be counted as leave.

44. STUDY LEAVE

An employee may be granted study leave for such period and on such terms as the Executive Council may determine to enable him to undergo within or outside India, a special course of study or instruction.

- (i) An employee granted study leave under provision of the Bye-law will be required to execute a bond for serving the Institute for a minimum period of three years after his return from study leave. The salary during the period may be regulated with reference to the Government of India Rules in the matter.

(Standing Committee 11.10.19857 Executive Council 11.10.1985)

- (ii) Consequent upon the decision taken by the Government of India on the Fourth Central Pay Commission's recommendations and adopted by the Executive Council at its meeting held on 18.10.1986 study leave may be granted to an institute employee:
 - (i) who has satisfactorily completed period of probation and has rendered not less than five years of regular continuous service including the period of probation in the Institute.
 - (ii) who is not due to reach the age of superannuating for the Institute service within three years from the date on which he is expected to return to duty after the expiry of the leave.

(Reference: Government of India, Department of Personnel and Training Notification No. 13023/20/84-Estt (1) dated 11th December 1966).

44(a). SABBATICAL LEAVE

See *Schedule IV*

44(b). STUDY LEAVE RULES FOR FACULTY MEMBERS

See Appendix 1 of *Schedule IV*

45. EXTRAORDINARY LEAVE

1. Extraordinary leave may be granted to an employee for not more than three months at a time and for not more than twelve months during his service under the Institute.
2. Extraordinary leave shall not be granted to an employee except:
 - (i) where no other kind of leave is admissible to him or
 - (ii) where the employee, in special circumstances, applies for the grant of such leave.

45(a). DUTY LEAVE TO FACULTY MEMBERS

The Member of the Faculty may be granted 'duty leave' up to 12 days in a year for attending to academic work not connected with the official duties of the Institute, such as, meetings of the Board of Studies of Universities, Selection Committees, delivering lectures at sister professional or academic institutions, etc., and the leave is termed as "academic leave".

(Standing Committee 24.3.1969)

46. MATERNITY LEAVE

(Government of India rules in force at present)

1. Admissible to married/unmarried female employees during:
 - (i) Pregnancy: 135 days. - Admissible only to employees with less than two surviving children.
 - (ii) Miscarriage/abortion (induced or otherwise): Total of 45 days in the entire service excluding any such leave taken prior to 16-6-1994. Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
2. The leave is not debited to the leave account.
3. It is granted on full pay.
4. It may be combined with leave of any other kind.
5. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation.
6. Counts as service for increments.
7. Counts as service for pension.
8. Not admissible for 'threatened abortion'.

(Executive Council 4.4. 1998)

46(a). PATERNITY LEAVE

1. Admissible to married male employees Government of India rules in force at present:

- (i). Male employee with less than two surviving children.
- (ii) Fifteen days during wife's confinement.
- (iii) Leave salary will be equal to last pay drawn.
- (iv) Not to be debited to the leave account. May be combined with any other kind of leave except casual leave.
- (v) Not to be refused normally.
- (vi) To be applied up to fifteen days before or up to six months from date of delivery.

(Executive Council 4.4. 1998)

47. RIGHT TO LEAVE

1. No kind of leave can be claimed as of right and the grant of leave shall be subject to the exigencies of service and the circumstances of each case.
2. An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.

48. COMBINATION AND CONVERSION OF LEAVE

1. Subject to the other provisions of this Chapter, any kind of leave other than casual leave and compensatory leave may be granted in combination with or in continuation of any other kind of leave.
2. The Controlling Authority may permit an employee to convert any kind of leave other than casual leave or compensatory leave to any other kind of leave admissible to him.

49. OTHER EMPLOYMENT DURING LEAVE

1. An employee on leave other than leave preparatory to retirement shall not take any service or accept any employment.
2. An employee on leave preparatory to retirement shall not take any service or accept any employment without the prior permission of the Sanctioning Authority. Provided that where any such permission is granted, the employee shall be precluded from canceling his leave and returning to duty.

50. RETURN TO DUTY

1. No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the Controlling Authority.
2. An employee on leave on a certificate of sickness shall not return to duty unless he produces a certificate of health from a medical practitioner approved by the Standing Committee in this behalf.

51. OVERSTAY AFTER EXPIRY OF LEAVE

An employee who remains absent on the expiry of his leave shall not, unless the Controlling

Authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the Institute if the period of such absence exceed 30 days.

52. LAPSE OF LEAVE/REFUSED LEAVE

Leave at the credit of an employee shall lapse on the date of his compulsory retirement:

Provided that where an employee, if in sufficient time before the date of his retirement under sub-clause (1) of bye-law 17 applies for leave, and the leave or any portion thereof has been refused in the interest of the Institute, he may be granted after that date the amount of leave so refused not exceeding the period of earned leave due on such date.

52(a). LIMIT ON LEAVE PREPARATORY TO RETIREMENT/ REFUSED LEAVE

Earned leave taken as leave preparatory to retirement can be availed of subject to a maximum of 300 days.

(Executive Council 4.4. 1998)

52(b). CASH PAYMENT IN LIEU OF UNUTILISED EARNED LEAVE ON THE DATE OF RETIREMENT

An employee will be entitled to cash equivalent of leave salary in respect of the period of Earned Leave at the credit of an employee at the time of retirement on superannuation on or after 30th September, 1977, subject to the following conditions:

1. The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days earned leave.

(Executive Council 4.4. 1998)

2. The cash equivalent of leave salary thus admissible will become payable on retirement.
3. Cash payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance shall be payable.
4. The authority competent to grant leave shall *suo moto*, issue order granting cash equivalent of earned leave at credit on the date of retirement.

The above concession shall not apply to cases of premature retirement or in respect of the employees who are compulsorily retired as a measure of punishment under the disciplinary rules. An employee can also avail of as leave preparatory to retirement a part of earned leave at his credit. In that case he will be allowed benefit of these orders for the leave that remains at credit on the date of retirement.

(Executive Council 14.10.1978)

52 [b(i)] ENCASHMENT OF HALF PAY LEAVE ON RETIREMENT

With effect from 14.7. 1982, the entire Half-Pay leave (HPL) at the credit of the employee

who retires on superannuation shall be allowed to be encashed subject to the condition that pension and pension equivalent or other retirement benefits shall be deducted from the amount payable as cash equivalent. The encashment will be subject to the following conditions:

1. The benefit will be admissible in respect of the past cases on receipt of applications to that effect from the pensioners concerned by the administration;
2. In respect of future retirees, the amount of encashment of HPL will be calculated and paid together with encashment of EL.
3. Calculation of cash equivalent in respect of HPL at credit shall be made, *mutatis mutandis* in the manner given para 2 of the GOI's Decision No. 7 below Rule 39-C of the Central Civil Services (Leave) Rules, 1972 which is as under:

Cash Payment in lieu of half pay leave component:	Half-pay leave salary plus DA if admissible minus pension, pension equivalent of gratuity and relief on pension if DA is admissible on half-pay leave X----- = 30	Number of days of HPL due on the date of retirement on superannuation subject to the limits prescribed under the rule
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The amount so calculated shall be paid in one lump sum as one-time settlement

(Executive Council 9.9.1995)

52(c) LEAVE SALARY DURING REFUSED LEAVE

Leave salary during the period of refused leave shall be allowed on the analogy of the rules in the Central Government.

52(d) ENCASHMENT OF UNUTILISED EARNED LEAVE ON RESIGNATION, ETC.

1. The Government of India order regarding encashment of earned leave at the credit of an employee at the time of retirement were adopted with the approval of the Executive Council vide its meeting of the 14th October, 1976.
2. The Executive Council adopted orders of the Government of India No. P. 14028/ 9/80-Estt. (L) dated the 1st October 1981, and decided to extend the benefit of leave encashment to the Institute employees on resignation
3. The Government of India rule in regard to encashment of unutilised earned leave on resignation which shall apply to the employees of the Institute is as follows:
4. When an employee resigns or quits service on his own accord, the lump sum cash payment will be only to the extent of half of the earned leave at his credit subject to a

maximum of 150 days including the number of days for which encashment was availed along with L.I.C. on the date of cessation from service.

(Executive Council 4.4, 1998)

52(e) ENCASHMENT OF UNUTILISED EARNED LEAVE ON DEATH OF EMPLOYEE IN SERVICE

In the case of death in service of an employee the cash equivalent of leave salary in respect of earned leave at the credit to be paid to his family shall be subject to a maximum of 300 days. Further such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

(EC 4.4, 1998)

53. PROCEDURE FOR GRANT OF LEAVE

1. An employee before proceeding on leave shall take prior sanction (except in emergencies), and shall apply on prescribed form stating in writing his contact address while on leave. The employee shall also keep the Institute informed of any subsequent changes in such address.
2. The Registrar is empowered to sanction Casual Leave/Earned Leave/Commuted Leave in respect of Group 'B' 'C' and 'D' employees. (238th EC meeting dated 10th August 2001)
3. An application for leave other than study leave shall be considered and disposed of by the Controlling Authority.
4. An application for study leave shall be considered and disposed of by the Executive Council.
5. The Institute shall maintain a leave account in respect of every employee.

53(a) INTIMATION OF LEAVE AT CREDIT

The order sanctioning earned leave half pay leave to an employee shall indicate the balance of such leave at his credit.

CHAPTER IX RETIREMENT AND OTHER BENEFITS

54. CONTRIBUTORY PROVIDENT FUND (CPF)

CPF shall be admissible to such employees who were in Service of the Institute as on January 1998 and did not opt for GPF-cum-Pension Scheme. Such employees, other than a borrowed/contract employees, shall be entitled to the benefits of the Contributory Provident Fund of the Institute in accordance with the provisions in *Schedule II*.

54(a). GENERAL PROVIDENT FUND CUM PENSION SCHEME

1. The above scheme is admissible to the employees who have opted for GPF-cum-Pension Scheme.
2. The Chairman, Standing Committee is authorized to nominate one Executive Council Member (based in Delhi) to be on the Trusts for Administration of General Provident Fund (GPF) and Pension Fund Accounts (PFA)
3. GPF and PFA will be operated through State Bank of India
4. The Hony. Treasurer, Director, Registrar and Deputy Registrar (Finance) are authorized to operate these accounts as per the powers vested in them

(Executive Council 4.4, 1998)

5. *The pensioners may submit Life Certificate duly verified by a Manager of a Public Sector Bank every year in the month of November. And they may need not to necessarily come to IIPA Headquarters to get the same verified from the Office.*

Details of GPF cum Pension Scheme (which became effective from 28 January 1998) are given at *Schedule III(a) and New Pension Scheme at Schedule III(b)*.

55. GRATUITY

1. A permanent employee who has completed five years' qualifying service and whose service under the Institute is terminated under Clause (3) of bye-law 16 or who retires under sub-clause (i) and clause (ii) of bye-law 17 may be paid a gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service.
2. If a permanent employee who has completed five years' qualifying service dies while in the services* of the Institute, such member or members of his family as may have been nominated by him in this behalf in the manner prescribed by the Director, may be granted gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service, subject to a minimum of twelve times the emoluments at the time of his death.
3. The amount of gratuity admissible under clauses (1) and (2) shall in no case exceed 16½ times the emoluments of the employee or Rs. 3.50 lakhs, which ever is less.

(Executive Council 4.4, 1998)

The Death gratuity as admissible in the case of death in service of an employee is at the following rates:

Length of Service	Death Gratuity payable to family
(i) Less than one year	2 times of 'emoluments'
(ii) One year or more, but less than 5 years	6 times of 'emoluments'
(iii) 5 years or more, but less than 20 years	12 times of 'emoluments'
(iv) 20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times 'emoluments' of Rs. 3.50 lakhs, whichever is less.

(Executive Council 4.4.1998)

4. For the purpose of this bye-law:
- 'emoluments' means the monthly pay plus dearness allowance to which the employee may be entitled at the time of termination of his service or his retirement or his death, as the case may be.
 - 'qualifying service' means continuous service under the Institute as a permanent employee or as a temporary employee.
 - 'family' should not include relations other than the wife, husband, children or parents of the employee.

NOTE : The Institute adopted Rule 50(1)(a) of the Central Civil Service Pension Rules which provides for payment of death-cum-retirement gratuity equal to one-fourth of emoluments for each completed six monthly period of qualifying service.

(Standing Committee 23.5.1986)

55(a). L.I.C. GROUP SAVINGS LINKED INSURANCE SCHEME FOR IIPA EMPLOYEES

- The Institute has adopted Group Savings Linked Insurance Scheme as currently operated by the Life Insurance Corporation of India, which provides for:
 - Higher Life Insurance cover;
 - Regular Savings; and
 - Attractive Return.

2. The Insurance presently granted is on a graded pattern as shown below:

Employees in the scale of pay Rs 8,000- 13,500 and above	Rs. 1,20,000/-
Employees in the Scale of pay of Rs.5,500-9,000 to Rs. 6,500-10,500	Rs. 60,000/-
Employees in the Scale of pay of Rs. 3,050-4,590 to Rs. 4,500-7,000	Rs. 30,000/-
Employees in the Scale of Pay below Rs.3,050	Rs. 15,000/-

- The scheme became effective from November 1999 and since then the employees are covered under the scheme and contributions recovered from their salaries.
- The scheme will be applicable to the employees as on date. Any employee joining IIPA after this date would be covered only from next anniversary.
- Under the new scheme, LIC will charge a flat rate of Rs.15/- per month for providing a coverage of Rs. 15,000/- Out of Rs.15/- per month, a sum of Rs. 5.25 will go towards risk coverage and the balance of Rs.9.75 towards saving portion. The details of premium category wise will be as under:

Group	Amount of Insurance cover	Monthly risk covering premium	Monthly saving portion	Total Monthly premium
A	1,20,000	42/-	78/-	120/-
B	60,000	21/-	39/-	60/-
C	30,000	10.50	19.50	30/-
D	15,000	5.25	9.75	15/-

- The monthly contribution collected by the LIC will comprise an average monthly premium for Life Insurance Coverage plus approximately twice of that monthly average premium towards saving portion. The saving portion will be accumulated with the LIC at an attractive rate of interest prevalent from time to time. In the event of unfortunate death of a member covered under the scheme, the dependants shall be entitled to the life Insurance benefit as applicable to the members category plus the amount accumulated with interest in the saving fund account of the member. In case of survival up to the normal retirement date or early withdrawal by resignation or termination of services, the total accumulated amount with interest lying to the credit of the member in the saving fund account shall be payable to the employee concerned.

(Circular No. Adm./3(248)/2000 dated 7.3.2000)

56. RETIREMENT BENEFITS TO PERMANENT CENTRAL GOVERNMENT EMPLOYEES ON ABSORPTION IN THE INSTITUTE

The Committee adopted the decision of the Department of Personnel and Training regarding the terms and conditions for absorption of permanent Central Government employees to the Institute and that pro rata retirement benefits as admissible to the Government Officers absorbed in Central autonomous bodies will be allowed in such cases.

CHAPTER X GENERAL CONDITIONS OF SERVICE

57. WHOLE TIME EMPLOYMENT

- (i) an employee may be required to undergo a course of study or instruction within or outside India;
- (ii) an employee may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed; and (iii) an employee may be transferred to foreign service or sent on deputation, whether within or outside India.

57(a). TIME-BOUND PERSONAL PROMOTION SCHEME

1. The Executive Council in its meeting held on 25th August 1984 approved that:
 - (a) The existing employees who have continued in the same scale of pay for 10 years, i.e., since 1974 may be promoted to the next higher scale of pay subject to their suitability for such personal promotions.
 - (b) The employees who have been drawing the maximum in their scales of pay for two or more years and have also put in 20 or more years of service in the Institute with only one promotion so far may be promoted to the next higher pay scale.
- Note:- It is further clarified that the scheme also provides for placement in the next higher scale after ten years of service to the employees of the Institute (upto the level of Superintendents working on continuing basis) who become eligible for placement in the next higher scale for the second time (subject to their suitability).*
2. All these promotions mentioned at (a) and (b) above will be personal promotions and the posts held by these persons shall be filled only in the lower scale as and when the same fall vacant.
3. The Committee approved that the promotions given to the employees of the Institute on completion of 10/20 years of service in the same post may be given effect from the date of completion of the requisite number of years of service in a particular post.
4. Career advancement for faculty members and Senior Administrative and Library Staff covered under UGC service conditions would be guided by the recommendations made by Shri B.C. Mathur Committee and approved by the Executive Council in its 239th meeting held on 18th October 2001.

(Schedule V as notified vide office circular no. Admn3/(661) 2001 dated 2-1-2002. Also contains further modifications as recommended by Prof. R.V. Dhanupalan Committee, with regard to (i) Number of referees etc. for promotion from Associate Professor to Professor under Career Advancement Scheme. (ii) Revised norms for promotion of Library Professionals under CAS and (iii) Dispensing with the requirement of Ph.D degree in case of Direct Recruitment of Assistant Professors (in case of Professionals for certain positions where the requirement may be MCA, MBA, M.Tech., LL.M etc.)

Note- Designation commensurate to the pay scales drawn by employees at least for 5 years before the 6 months of their retirement, may be accorded. (EC 15-10-2003)

CHAPTER XI CONDUCT

58. GENERAL

- (i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (ii) Every employee shall abide by and comply with the rules and bye-laws of the Institute and all orders and directions of his superior authorities.
- (iii) Every employee shall extend utmost courtesy and attention to all persons with who he has to deal in the course of his duties.
- (iv) Every employee shall endeavour to promote the interests of the Institute and shall not act in any manner prejudicial there to.

CHAPTER XII DISCIPLINE

59(a). DISCIPLINE

1. The Director is empowered to take disciplinary action against Group 'B' and 'C' employees (238th EC dated 10th August 2001)
2. The Director is also empowered to Institute legal proceedings (in consultation with Chairman, Standing Committee) (238th EC dated 10th August 2001)
3. The Registrar is empowered to take disciplinary action against Group 'D' staff (238th EC dated 10th August 2001)
4. The Registrar is also empowered to deal with all vigilance matters being the Chief Vigilance Officer of the Institute (238th EC dated 10th August 2001).

59(b). DISCIPLINE

1. The Appointing Authority or any other authority superior thereto may place an employee under suspension:
 - (a) where a disciplinary proceeding against him is contemplated or is pending; or
 - (b) where a case against him in respect of any criminal offence is under investigation or trial.
2. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the appointing Authority and shall remain under suspension until further orders.
3. An order of suspension made or deemed to have been made under this bye-law may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

60. PENALTIES

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

- (i) Censure;
- (ii) Withholding of increments or promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules or bye-laws of the Institute or orders or directions of superior authorities;
- (iv) Reduction to a lower grade or post or to a lower stage in a time-scale;
- (v) Compulsory retirement; and
- (vi) Dismissal from service.

61. AUTHORITY COMPETENT TO IMPOSE A PENALTY

The Appointing Authority or any other authority referred to in the bye-law 6 which may be superior to the Appointing Authority may impose on an employee any of the penalties specified in bye-law 60.

62. PROCEDURE FOR IMPOSING PENALTIES

No order imposing any penalty on an employee shall be passed, except after:

1. The employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and
2. Such representation, if any, is taken into consideration by the authority imposing the penalty.

63. SPECIAL PROVISION REGARDING EMPLOYEES ON DEPUTATION

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 proceeding, as the case may be.
2. In the light of the findings in 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 (iv) to (vi) of bye-law 60 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry 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 it may, after consultation with the lending authority, pass such orders on the case as it deems necessary;
 - (iii) 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 these bye-laws, the expression 'lending authority' means the authority which has placed the services of the borrowed employee at the disposal of the Institute.

CHAPTER XIII APPEALS AND REVIEW

64. APPELLATE AUTHORITIES

An appeal shall lie from any original order made:

- (i) by the Registrar, to the Director;
- (ii) by the Director, to the Standing Committee; and
- (iii) by the Standing Committee, to the Executive Council

65. 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.

66. FORM, CONTENTS AND SUBMISSION OF APPEALS

1. Every person submitting an appeal shall do so separately and in his 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 is himself the appellate authority, transmit it to the appellate authority

67. CONSIDERATION OF APPEALS

The appellate authority shall consider every appeal in such manner as it deems fit and pass such order 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 may wish to make against such enhanced penalty.

68. REVIEW

The Executive Council may, on its own mentioned or otherwise, review any order made by any authority and pass such orders as it deems fit in the 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 may wish to make against such enhanced penalty.

69. ORDER ON RE-INSTATEMENT

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

- (i) Whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances admissible under bye-laws 24 and 31;
- (ii) Whether such period may be treated as duty for all or any purposes.

CHAPTER XIV MISCELLANEOUS

70. SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every person holding a post under the Institute at the commencement of these bye-laws shall, on such commencement, be deemed to have been appointed under the provisions of these bye-laws to the corresponding post in the First Schedule to be specified wherever necessary by the Director, and shall draw the pay drawn by him immediately before such commencement.

71. AUTHENTICATION

All orders and decision of the Executive Council and of the Standing Committee shall be authenticated by the signature of the Director or by such other authority as may be specified by the Executive Council in this behalf.

72. HOLIDAY, WORKING DAYS AND WORKING HOURS

The Institute shall observe such holidays, working days and working hours as are observed by the Secretariat of the Government of India located in Delhi and such other holidays, working days and working hours as may be determined by the Standing Committee.

73. SERVICE BOOKS AND CHARACTER ROLLS

1. The Institute shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Standing Committee.
2. The entries in the Service Book of an employee shall be made by the Controlling Authority.
3. The entries in the Character Roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Controlling Authority with his remarks.

74. RESIDUARY CONDITIONS OF SERVICE

Any matter relating to the conditions of service of an employee for which no provision is made in these Bye-laws shall be determined by the Standing Committee, subject to report to the Executive Council.

74(a).EMPOWERING CHAIRMAN, STANDING COMMITTEE TO APPROVE OF INCREASED DEARNESS ALLOWANCE, BONUS, INTERIM RELIEF TO THE STAFF OF THE INSTITUTE

1. The Chairman of the Institute is empowered to take decisions in the light of Government Orders on matters concerning allowances where the Institute has already decided to follow the Government's practice. Such decisions in due course will be reported to the Executive Council.

(Standing Committee 24.3.1969)

2. In event of Chairman of the Executive Council not being readily available, the Chairman of the Standing Committee may take decisions in such matters in anticipation of the approval of the Executive Council and later reported to it.

(Executive Council 12.4.1969)

75. ADOPTION OF UGC SERVICE CONDITIONS TO THE ACADEMIC/ SENIOR ADMINISTRATIVE STAFF OF THE INSTITUTE

1. The Executive Council in its meeting held on 29th March, 2002 constituted a Committee under the Chairmanship of Shri B.C. Mathur to examine the service conditions for teachers (including senior administrative/library staff) as notified by the University Grants Commission (UGC) for adoption in the Institute.
2. The Committee's recommendations on adoption of UGC service conditions such as the pay scales, eligibility, recruitment/career advancement, work load norms, accountability, etc., were approved by the Executive Council with some modifications.

(EC- 18-10-2001)

3. Every faculty member will submit a self-assessment of the work done by him/her in relation to the workload indicating the targets set and targets achieved during the year. A similar self-assessment system for senior administrative/library staff will also be applicable. The Director will record his remarks on the academic output and other aspects in each case

(EC - 18-10-2001)

4. *These recommendations were notified in an office circular No. Admn. 3/(661) 2001 dated 2nd January 2002 and are annexed as Schedule-IV as notified vide office circular no. Admn3/(661)2001 dated 2-1-2002. Also containing further recommendations with regard to (i) Number of referees for promotion from Associate Professor to Professor under Career Advancement Scheme. (ii) Revised norms for promotion of Library Professionals under CAS and (iii) Dispensing with the requirement of Ph.D degree in case of Direct Recruitment of Assistant Professors (in case of Professionals for certain positions where the requirement may be MCA, MBA, M.Tech., LLM etc.)*

5. *Revised guidelines issued by UGC vide letter dated 21-02-2002 for promotion from Associate Professor to Professor under Career Advancement Scheme approved prospectively. (EC dated 1-04-2004)*

6. *Rules notified vide Director's circular dated 30-12-1977 (duly approved by the EC on 9-10-1977) regarding service conditions for Faculty Members (Schedule V).*

76. POWER TO RELAX

Notwithstanding anything contained in these bye-laws, the Executive Council may, in the case of any employee, relax any of the provisions of these bye-laws to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Institute.

77. REMOVAL OF DOUBTS

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these bye-laws, the decision of the Executive Council there on shall be final.

78. SAVING CLAUSE

Wherever these bye-laws are found to be silent on any matter, relevant Rules and provisions as applicable in Government of India will apply *mutatis mutandis* to the Institute.

FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined

----- s/o, d/o, w/o -----
 ----- Resident of -----

----- employed/ candidate for employment
 in the Indian Institute of Public Administration, New Delhi, and cannot discover that he/she has
 any disease (communicable or otherwise), constitutional affection or bodily infirmity, except

I do not consider this a disqualification for employment in the Institute. His age according
 to his own statement is years and by appearance about
years.

Left-Hand Thumb and Finger impression.

Fourth or Small Finger.

Third Finger.

Second Finger.

First Finger

Signature of Candidate

Signature of Medical Practitioner

Regd. No. _____

Dated

List of Schedules

- Schedule I : Groups, Categories of Posts and Scales of Pay
- Schedule II : *Contributory Provident Fund Regulations*
- Schedule III : (a) *Pension-cum-GP Fund Scheme*
 (b) *New Pension Scheme*
- Schedule IV : *Service conditions for Faculty Members circulated on 30.12.1977.*
- Schedule V : *Service conditions of Teachers/Sr. Administrative Staff covered under UGC guidelines as approved by the EC and notified/modified on 2.1.02 onwards.*
- Schedule VI : *Recruitment Rules for Staff (All Cadres/Posts except those covered under the UGC guidelines and as approved by the EC)*

GROUPS, CATEGORY OF POSTS AND SCALES OF PAY

Groups (As in GOI)	Category of Posts	Sanctioned Strength	Present Scales of Pay (Rs.) (Based on Vth Pay Commission/UGC Pay Scales as approved by the EC)	
Group 'D' (69 Posts)	1. Safai Karamchari*	18	2550-55-2660-60-3200	
	2. Chowkidar*	4		
	3. Messenger/Room Attendant-cum-Frash	35		
	4. Gardener	5		
	5. Junior Helper Mason/Carpenter**	2		
	6. Daftry-cum-Frash	4		
	7. Fitter	1		
Group 'C' (81 Posts)	1. Lower Division Clerk-cum-Computer Operator	33	3050-75-3950-80-4590	
	2. Copy Holder	1		
	3. Machine Operator	6		
	4. Bradma Operator	1		
	5. Library Attendant	4		
	6. Junior Electrician/Carpenter/Plumber**	5		
	7. Staff Car Driver (Light Motor Vehicle)	3		
	8. Electrician-cum-Plumber	1		4000-100-6000
	9. Carpenter-cum-Mason	1		
	10. Upper Division Clerk	16		
	11. Reviser-cum-Copy Holder	1		

Note:-

1. *- Excluding 10 Daily wage employees working in Group 'D' posts, [out of 15 which were to be regularized in phased manner, 5 each year on 1st April (5 already regularized on 1-4-2008)] and includes 13 Ad-hoc Group D employees earlier regularized and excluding 3 in Group 'C' [(to be regularized under Group D (on their request), after regularization of the 10 Group D daily wage employees)]. And these posts are to be treated as supernumerary and not to be filled on their retirement as per EC decision 29-6-07.
2. ** Two posts downgraded in the pay scale of Rs. 2550-3200 as Jr. Helper Mason/Carpenter. And these posts to be treated as supernumerary posts for the two existing incumbents.

Groups (As in GOI)	Category of Posts	Sanctioned Strength	Present Scales of Pay (Rs.) (Based on Vth Pay Commission/UGC Pay Scales as approved by the EC)	
Group 'C'	12. Junior Stenographer	8	4500-125-7000	
	13. Proof Reader	1		
Group 'B' (49 Posts)	1. Assistant	17	5500-175-9000	
	2. Assistant (Hindi Translator)	2		
	3. Sr. Stenographer	5		
	4. Stenographer	5		
	5. Building Supervisor	1		
	6. Electrical Supervisor	1		
	7. Production Assistant-cum-Proof Reader	2		
	8. Editorial Assistant	1		
	9. Professional Assistant (Library)	6		6500-200-10500
	10. Superintendent	7		
	11. Research Officer	1		
	12. Private Secretary to Director	1		
Group 'A' (74 Posts)	1. Assistant Professor	20	8000-275-13500	
	2. Assistant Registrar	1		
	3. Publication Officer	1		
	4. Assistant Librarian	4		
	1. Associate Professor	21	12000-420-18300	
	2. Deputy Registrar	3		
	3. Deputy Librarian	1		
	4. Assistant Editor	1		
	1. Professor	19	16400-450-20900-500-22400	
	2. Registrar	1		
	3. Librarian	1		
(Total 273 Posts)	Director	1	26000 Fixed	

Schedule-II

(See Bye-Law 54)
Indian Institute of Public Administration
(Contributory Provident Fund) Regulations

1. Short Title: These regulations may be called "The Indian Institute of public Administration (Contributory provident Fund) Regulations.":
2. Interpretation:
 - (1) In these regulation, unless the context otherwise requires-
 - (2) "the Committee" means the Committee of Administration established under regulation 4;
- (b) "Family" means-
 - (i) In the case of a male subscriber, the wife or views and children of the subscriber and the widow or widows and children of a deceased son of the subscriber; Provided that the wife of a subscriber who is proved to the satisfaction of the committee, to have been judicially separated from the subscriber or who has ceased under the customary law to be entitled to maintenance shall be deemed to have ceased to be a member of the family from such date as the committee may determine, unless the subscriber subsequently intimates to the Committee in writing that she shall continue to be so regarded;
 - (ii) in the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber: Provided that the husband of a subscriber shall cease to be a member of her family if the subscriber intimates to the Committee in writing to that affect unless the subscriber subsequently intimates to the committee in writing cancelling the previous intimation.
 Note: "Child" means a legitimate child and includes an adopted child whose adoption is recognized by the committee as valid and legal.
- (c) "The fund" means the Indian Institute of Public Administration Contributory Provident Fund created under regulation 3;
- (d) "Year" means the year recommencing on the 1st day of April.
- (2) All words and expressions used but not definite in these regulations and defined in the Provident Fund Act, 1925 (19 of 1925) or the Rules of the Institute in the Indian Institute of Public Administration (Service) Bye-laws shall have the meaning respectively assigned to them in the said Act or Rules or Bye-laws, as the case may be.
- (3) Constitution of the Fund: The Institute shall maintain a fund to be known as "The Indian Institute of Public Administration Contributory Provident Fund."
- (4) (1) Administration of the Fund: The Fund shall be administered in accordance with these regulations and under the general supervision, direction and control of the Executive

Council by a Committee to be called "The Committee of Administration" consisting of:-

- (i) The Director (Chairman);
 - (ii) The Treasurer;
 - (iii) one member of the Executive Council nominated by it; and
 - (iv) one representative of the employees nominated by the Director
- (2) The nominated members of the Committee shall hold office for a period of one year and shall be eligible for renomination.
 - (3) A casual vacancy shall be filled by a fresh nomination and a member so nominated shall hold office for the residue of the year.
 - (4) The Registrar shall be the Member-Secretary of the Committee.
 - (5) **Proceeding of the Committee**
 - (1) The Director and in his absence the Treasurer shall preside over the meetings of the Committee.
 - (2) The quorum for a meeting of the Committee shall be three.
 - (3) The proceedings at a meeting of the Committee shall be regulated by the authority presiding over the meeting.
 - (6) **Investment:** The money belonging to the Fund shall be deposited in the state Bank of India or in any other scheduled Bank specified by the Executive Council or shall be invested in securities referred to in clauses (a) to (d) of section 20 of the Indian Trust Act, 1882. (2 of 1882).
 - (7) **Accounts:** The accounts of the Fund shall be maintained in such form and manner as the Committee may determine and a statement of accounts duly audited by the Auditors of the Institute shall be submitted every year to the Executive Council.
 - (8) **Subscribers:**
 - (a) The persons appointed on probation against permanent posts shall be eligible to join the scheme from the date of appointment. The Institute's share of contribution shall also be allowed from the same date.
 - (b) The temporary staff whether in the regular pay scale or on consolidated emoluments shall be eligible to join the scheme after completion of one year's continuous service and shall also be entitled to the Institute's contribution from that date.
 - (c) The persons appointed on contract basis, i.e., for specific projects, or for fixed terms shall be eligible to join the scheme from the date of appointment and the institute's Contribution shall also be given to them from the same date.
 - (d) The Committee adopted that in conformity with the Central Government rules which stimulates that for re-employment period exceeding one year the payment Employer's contribution to the Contributory provident fund is admissible.
 - (e) Permanent Absorption: Leave salary and pension contribution in respect of those cases as well as in similar other cases may be sanctioned for the period till the date of their absorption in the service of the Institute and IAP's contribution to respective contributory Provident Fund for the period be withdrawn.
 Standing Committee 24.1.84
 Exe. Council 25.1.84
 - (f) New appointments who were holding regular posts elsewhere before joining

the Institute and such persons as were already members of provident fund scheme under the previous employers for one year or more be allowed to join the Institute's contributory provident fund scheme from the date of their appointment, whether against a permanent or against temporary post and the institute's contribution should be given to them from the same date.

Exe. Council 28.1.81

(9) Nominations:

- (1) A subscriber shall, as soon as may be after joining Fund send to the Registrar a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable has not been paid;

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

- (2) If a subscriber nominates more than one person under clause (1) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be in such form as may be determined by the Committee.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Registrar.

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this regulation.

- (5) A subscriber may provide in a nomination-

(i) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members.

(ii) that the nomination shall become invalid in the event of the happening of a contingency specified therein:

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family. Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (i) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (5) or the

provision there to, the subscriber shall send to the Registrar a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this regulation.

Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that is valid, take effect on the date on which it is received by the Registrar.

- (10) Subscription Accounts:** An account shall be opened in the name of each subscriber, into which shall be credited-

- (i) The subscriptions of the subscriber;
- (ii) contributions made by the institute under regulation 14; and
- (iii) Interest due on such subscriptions and such contributions under regulation 15.

(11) Conditions of subscription:

- (1) Every subscriber shall subscribe monthly to the Fund;
- (2) A subscriber may, at his option, not subscribe during leave exceeding one month or during suspension;
- (3) The option under clause (2) shall be expressed by the subscriber giving a due and timely intimation in writing to the Registrar and in the absence of such intimation the subscriber shall be deemed to have opted to subscribe.

(12) Rate of subscription:

- (1) The rate of subscriptions in any year commencing on the 1st April shall be fixed by the subscriber himself subject to the following conditions:
- (a) it shall be expressed in whole rupee
- (b) the sum so expressed shall not be less than 8 per cent of the subscriber's pay.
- (2) The rate of subscription may be varied by the subscriber for any year commencing on the 1st day of April by giving intimation in writing of such variation to the Registrar.
- The amount of subscription so fixed may be-
- (a) Reduced once at any time during the course of the year;
- (b) Enhanced twice during the course of the year;
- (c) Reduced and enhanced as aforesaid.

Provided that when the amount of subscription is so reduced, it shall not be less than the minimum prescribed in sub-rule (1) (b).

- (13) **Realization of subscriptions:** The subscription for any month shall be recovered by the Institute from the pay of the subscriber for that month at the time of its payment. Provided that if the employee draws pay for the month from a source other than the Institute, the Institute shall make arrangements to recover subscription from such source.
- (14) **Contribution of the Institute:** The Institute shall contribute to the account of a subscriber on the

31st day of March of Each year an amount equal to 8 1/3 per cent of the pay actually drawn by the employee during that year.

Explanation: In this regulation, pay includes leave pay and pay during suspension.

Note: The Council adopted that the pay of an employee on re-employment May be fixed i.e. at the leave of pay drawn less pension equivalent of gratuity only. The pay so fixed would include an element corresponding to the pension equivalent of the Institute's contribution to the Contributory Provident Fund.

The Committee adopted that in conformity with the central government rules which stipulates that for a reemployment period exceeding one year, the payment of employer's contribution to the Contributory Fund is admissible.

Standing Committee 28.5.81

Provided that if at any time during the year the pay of the employee is reduced, otherwise than due to leave or suspension, the Committee may permit such employee to reduce the rate of subscription for the months for which his pay is reduced to such extent as it deems fit.

Explanation: In this regulation 'pay' means-

- (i) In the case of an employee on duty in the Institute on the first day of April of a year, his pay on that date;
- (ii) In the case of an employee on leave or on foreign service on the first day of April of a year, his pay on the day he was last on duty in the institute; and
- (iii) In the case of an employee who joins the service of the Institute after the first day of April of a year, his pay on the date of his joining such service.

12 (3) Contributory Provident Fund

For calculating the amount of subscription towards Contributory Provident Fund by employees and Institute's contribution to the Contributory Provident Fund, the dearness pay, appropriate to the pay on which these contributions are based, shall be treated as part of such pay. For this purpose, these orders will have effect from 1st April, 1979, provided, however, that where the employee concerned desires to pay the arrears of subscription from 30th September, 1977 or from a subsequent date, will have effect from that date.

(Circular dated 22.1.80/Standing Committee 22.3.80)

12 (4) The Council adopted that in terms of the ministry of Finance, Government of India, office Memorandum No. F.1(3) . EV/82 dated the 8th April 1982 that for calculating the amount of subscription towards CPC (Employer's contribution and employee's contribution), the dearness pay, appropriate to the pay on which these contributions are based may be treated as part of such pay and be made applicable from march 31, 1982 as prescribed in the Government of India orders.

(Executive Council 8.6.82)

(15). Interest: The Institute shall credit on 31st day of March of each year to the account of a subscriber the interest on the monthly accumulations in the account during the preceding year at such rate and in such manner as the Executive Council may determine.

Rate of interest shall not be linked up with the Government rate of interest and instead it will be

determined on the basis of actual earnings less the operations expenses. A minimum of Rs. 25,000 shall be kept intact to serve as buffer for wide fluctuations in earnings.

The rate of interest shall also be uniform irrespective of the balance lying at the credit of a subscriber.

15.A. (1) Incentive bonus will be admissible to the subscribers at the rate of one percent on the entire balance at their credit in case they have not withdrawn any amount from their provident fund accounts during the preceding three years commencing from the 1st April 1980.

(Standing Committee 28.7.83)

- (2) The balance on which this bonus is to be calculated is the balance on the last day of the last year of the five year period after crediting interest for the said last year.
- (3) The term "withdrawal" means both refundable and non-refundable withdrawals. Withdrawals for financing insurance policies will not make subscriber ineligible for this benefit.
- (4) The bonus so calculated will be rounded to the nearest whole rupee (Fifty paise counting as the next higher rupee). This will be credited to the account of the subscriber in addition to the interest on the Provident Fund balances.
- (5) The balance represents only subscribers' portion.
- (6) The bonus will be admissible when a subscriber has been subscribing to the fund during the preceding 5 years except where the rules permit temporary suspension of subscription for a short period e.g. while on leave or under suspension.
- (7) The year for the purpose of calculating bonus will mean financial year. But if a subscriber joins the fund or quits services in the middle of a year the year of joining the fund and the year of quitting service will be deemed to be full year.
- (8) The amount of bonus will be debited to the minor head "Incentive Bonus to provident Fund Subscriber" and will be met from the interest earned from the investments from the C.P. Funds-IIPA.

16. Advances

- (1) The Director may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding in amount three months pay or half the amount of subscriptions and interest thereon standing to the credit of the subscriber in the fund, whichever is less, for one or more of the following purposes:
 - (a) To pay expenses in connection with the illness, confinement) or a disability, including where necessary, the traveling expenses of the subscriber and member of his family or any person actually dependent on him;
 - (b) To meet the cost of higher education, including where necessary, the traveling expenses of the subscriber and members of his family or any person actually dependent on him in the following cases namely:-
 - (i) For education outside India for an academic, technical, professional or vocational course beyond the High School stage; and

- (ii) For any medical, engineering or other technical or specialized course in India beyond the High School stage, provided that the course of study is for not less than three years;
 - (c) to pay obligatory expenses on a scale appropriate to the subscribers status which by customary usage the subscriber has to incur in connection with betrothals or marriages, funerals or other ceremonies;
 - (d) to meet the cost of legal proceeding instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duty, the advance in this case being available in addition to any advance admissible for the same purpose from any other Government source.
- Provided that the advance under this sub-clause shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against Government in respect of condition of service or penalty imposed on him;
- (e) to meet the cost of his defence where the subscriber is prosecuted by Government in any court of law of where the subscriber engages legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part.
 - (f) To meet the cost of plot or construction of a house or flat for his residence or to make any payment towards the allotment of plot or flat by the DDA or a State Housing Board or a House Building co-operative society.

(Standing Committee 29.7.83)

- 16.A. (1) The committee of Administration C.P. Fund may, in special circumstances sanction the payment to any subscriber of an advance if it is satisfied that the subscriber concerned requires the advance for reasons other than those mentioned in sub-rule (1)
- (2) An advance shall not, except for special reasons to be recorded in writing be granted to any subscriber in excess of the limit laid down in sub-rule (1) or until repayment of the last installment of any previous advance.

Provided that an advance shall in no case exceed the amount of subscriptions standing to the credit of the subscriber in the Fund.

Note .1. For the purpose of this rule, pay includes dearness pay, where admissible.

Note .2. A subscriber shall be permitted to take an advance once in every six months under item (b) of sub-rule (1) of rule 16.

Note .3. When an advance is sanctioned under sub-rule (2) before repayment of last installment of any previous advance is completed the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installment for recovery shall be fixed with reference to the consolidated amount.

17. Recovery of Advances:

- (1) An advance made under regulation 16 shall be recovered from the subscriber in such number of equal monthly installments, not exceeding twenty-four, as the committee may determine.
 - (i) Provided that in special cases where the amount of advance exceeds 3 months pay of the subscriber the sanctioning authority may fix such number of installments to be more than twenty-four but in no case more than thirty-six.
 - (ii) Provided that unless the subscriber himself so elects the number of such monthly installments shall not be less than twelve;
- (2) A subscriber may, at his option, make repayment in a smaller number of installments than that specified by the Committee.
- (3) Each installment shall be a number of whole rupees.
- (4) Recovery of each monthly installment shall be made from the pay of the subscriber for the month at the time of its payment.
- (5) The recovery of installments shall commence from the pay of the month in which the advance is granted.
- (6) It shall be competent for the committee to direct that such installments shall not be recovered during leave or during suspension of the subscriber.
- (7) If more than one advance remain or are outstanding for recovery, of all the advances shall be made simultaneously unless the committee otherwise directs.
- (8) Recoveries made under this regulation shall be credited to the account of the subscriber.

17 (A). Withdrawal-Non refundable from the Fund:

Subject to the conditions specified there in withdrawals may be sanctioned by the C.P. Fund Administration Committee at any time-

- (A) After the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, which ever is earlier, from the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund, for one or more the following purposes, namely-
 - (a) Meeting the cost of higher education, including where necessary the travelling expenses of the subscriber or any child of the subscriber in the following cases namely-
 - (i) For education outside India for academic technical, professional or vocational course beyond the High School stage, and

- (ii) For any medical engineering or other technical or specialized course in India beyond the High School stage;
- (b) Meeting the expenditure in connection with the betrothal/marriage of the subscriber or his sons or daughters, and any other female relation actually dependent on him;
- (c) Meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber and members of his family or any person actually dependent on him;
- (B) After the completion of ten years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for one or more of the following purpose namely:
- (Note dated 25.2.87 approved by the Committee for contributory Provident Administration and Chairman, Standing Committee)
- (a) Building or acquiring a suitable house or ready-built flat for his residence including the cost of the site;
- (b) Repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence;
- (c) Purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose.
- (d) Reconstructing or making additions to a house or a flat already owned or acquired by a subscriber;
- (e) Renovating, additions or alteration or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of Loan from Government to a place other than the place of duty;
- (f) Constructing a house on a site purchased under clause (c);
- (C) Within six months before the date of the subscriber's retirement from the amount standing to his credit in the Fund for the purpose of acquiring a farm land or business premises or both.
- Note.1.-A subscriber who has availed himself of an advance under the scheme of the ministry of urban Development for the grant of advance for house building

purpose or has been allowed any assistance in this regard from any other Government source, shall be eligible for the grant of final withdrawal under sub-clause (a), (c), (d) and (f) of clause (B) for the purpose specified therein and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in the provision of sub-rule (1) of rule 17A.

If a subscriber has an ancestral house or built a house at place other than the place of his duty with the assistance of loan taken from the Government he shall be eligible for the grant of a final withdrawal under sub-clauses (a), (c) and (f) of clause (B) for purchase of a house site or for construction of another house or for acquiring a ready-built flat at the place of his duty.

Note 2:- Withdrawal under sub-clauses (a), (d), (e) or (f) of clause (B) shall be sanctioned only after a subscriber has submitted a plan of the house to be constructed or of the additions or alterations to be made, duly approved by the local municipal body of the area where the site or house is situated and only in cases where the plan is actually got to be approved.

Note 3:- The amount of withdrawal sanctioned under sub-clause (b) of clause (B) shall not exceed $\frac{3}{4}$ th of the balance on date of application together with the amount of previous withdrawal under sub-clause (a), reduced by the amount of previous withdrawal. The formula to be followed is $\frac{3}{4}$ th of (the balance as on date plus amount of previous withdrawal (s) for the house in question) minus the amount of the previous withdrawal (s).

Note 4:- Withdrawal under sub-clause (a) or (d) of clause (B) shall also be allowed where the house site or house is in the name of wife or husband provided she or he is the first nominee to receive provident Fund money in the nomination made by the subscriber.

Note 5:- Only one withdrawal shall be allowed for the same purpose under this rule. But marriage or education of different children on different occasions or a further addition or alteration to a house or flat covered by a fresh plan duly approved by the local municipal body of the area where the house or flat is situated shall not be treated as the same purpose. Second or subsequent withdrawal under sub-clause (a) or (f) of clause (B) for completion of the same house shall be allowed upto the limit laid down under Note 3.

Note 6:- A withdrawal under this rule shall not be sanctioned if an advance under rule 16, is being sanctioned for the same purpose and the same time.

- (D) The council adopted the Government of India amended the C.P.Fund (India) rules 1962 which now provide that the Central Government Servants who have completed 10 years of service (including broken period if any) may be permitted to have a part-final withdrawal from the provident Fund (G.P.Fund / C.P.Fund) for booking/Purchase of Motor-Car/Motor-Cycle/Scooter/ Mopped etc. under the following conditions:
- (a) The officer's basic pay is Rs. 1500/- p.m. or above for registration of Motor Car and basic pay of Rs. 500/- p.m. or above in the case of Motor-Cycle/Scooter etc. (Basic pay as defined in F.R. 9(21) (a) (i) without special pay, Dearness Pay and such other additions to pay but including N.P.A.)
 - (b) The amount of withdrawal for registration is limited to Rs. 10000/- in the case of Car and Rs. 500/- in the case of Motor Cycle/Scooter etc. or 50% of the amount of subscription with interest therein standing to the credit of the subscriber in the C.P.Fund, or the actual amount of registration of the car or Motor Cycle/Scooter etc. Which-ever is less;
 - (c) The amount of withdrawal shall not exceed the amount required for booking a car or Motor Cycle or Scooter etc.
 - (d) The Deposit Receipt must be produced for verification by the concerned administrative authority within a period of one Month from the date of drawl. Failure to do so would involve refund of the total amount of withdrawal.
 - (e) If the officer does not purchase a car/motor cycle/scooter etc. or upto cut of the scheme he should immediately deposit the amount of final withdrawal together with interest thereon from the manufacturers/ dealer into the Provident Fund Account.
 - (f) The Contributory provident Fund/?
Administration Committee may allow in special cases an advance refundable in not more than 36 installments in the case of officers who may fall short of the minimum service of 15 years by a period of not more than 6 months. All other conditions shall not be relaxable.
 - (g) The officers who have been allowed advance according to (f) above may be permitted to convert the outstanding amount of advance into final withdrawal after completion of 15 years of service.
 - (h) Such withdrawal shall be allowed only on one occasion; and

- (i) The amount of withdrawal is limited to Rs. 25000/- for purchase of motor-car and Rs. 4000/- for purchase of motor-cycle/scooter moped etc. In case where officers have already been allowed a withdrawal for the purpose of making a deposit for booking these vehicles as at (b) above they will be eligible only for the balance amount for the purchase of such vehicles on allotment for withdrawal from GPF/CPF. The amount of withdrawal is further subject to the condition that this amount (amount of withdrawal for booking plus the amount of withdrawal for purchase should not exceed 50% of the amount of subscription with interest thereon standing to the credit of the subscriber in the case of contributory provident Funds; as the case may be, on the date of application for withdrawal for purchase, or the actual price of the vehicle, whichever is less.

(Standing Committee 23.5.1986)

(Executive Council 18.6.198)

17(B). Conditions for Withdrawal

- (1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in rule 17-A from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund or six months pay, whichever is less. The sanctioning authority may however, sanction the withdrawal of an amount in excess of this limit upto three-fourths of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund having due regard to (i) the object for which the withdrawal is being made; (ii) the status of the subscriber and interest thereon standing to the credit of the subscriber in the Fund.
Provided that in no case the maximum amount of withdrawal shall exceed Rs. 1,25,000/- or 75 times the monthly pay whichever is less.
Provided further than in the case of a subscriber who has availed himself of an advance under the scheme of the Ministry of Works, Housing and Supply for the grant of advances for house-building purpose, or has allowed any assistance in this regard from any other Government source, the sum withdrawn under this sub-rule together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other Government source shall not exceeds Rs. 1,25,000/- or 75 times the monthly pay, whichever is less.

Note 1:- A subscriber shall be permitted to make a withdrawal once in every six months under sub-clause (a) of Clause A of rule 17-A. Every such withdrawal shall be treated as a withdrawal for a separate purpose for the purposes of sub-rule (1) of rule 17.

Note 2: In case where a subscriber has to pay in installments for a site or a house or flat

purchased, or a house or flat constructed through the Delhi Development Authority or a State Housing Board or a Building Co-operative Society, he shall be permitted to make a withdrawal as any when he is called upon to make a payment in any installment. Every such payment shall be treated as a payment for a separate purpose for the purposes of sub-rule (1) of rule 17-B.

- (2) A subscriber who has been permitted to withdraw money from the Fund under rule 17-A shall satisfy the sanctioning authority within a reasonable period as may be specified by the authority that the money has been utilized for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn, or so much thereof as has not been applied for the purpose for which was withdrawn shall forthwith be repaid in lump sum by the subscriber to the Fund, and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emolument either in a lump sum or in such number of monthly installments, as may be determined by the C.P.Fund Administration Committee.

- (3) (a) A subscriber who has been permitted under sub-clause (a), clause (b) or clause (c) or clause B of sub-rule (1) of rule 17-A to withdraw money from the amount of subscription together with interest thereof standing to his credit in the Fund, shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage (other than mortgage to the President) gift, exchange or other wise without the previous permission of the Institute.

Provided that such permission shall not be necessary for-

- (i) The house or house-site being leased for any term not exceeding three years, or
- (iii) its being mortgaged in favour of a Housing Board, Nationalized Bank, the Life Insurance Corporation or any other corporation owned or controlled by the Central Government which advances loans for the construction of a new house or for making additions or alterations to an existing house.
- (b) The subscriber shall submit a declaration not later than the 31st of December of every year as to whether the house or the house-site, as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale, mortgage or lease deed and also the documents on which his title to the property is based.
- (c) if at any time before his retirement, the subscriber parts with the possession of the house-site without obtaining the previous permission of the Institute, he shall forthwith repay the sum so withdrawn by him in a lump sum to the Fund, and, in default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lump sum or in such number of monthly installments, as may be determined by it.

Note-A subscriber who has taken loan from Government and in lieu thereof has mortgaged the house, or house site to the Government shall be required to furnish the declaration to the following effect, namely:-

"I do hereby certify that the house-site for the construction of which or for the acquisition of which I have taken a final withdrawal from the Provident Fund continues to be in my possession but stands mortgaged to Government."

18. Final Payment: The amount standing to the credit of a subscriber shall be paid to the subscriber, after deducting such amount, not exceeding the amount of the contributions made under regulation 14 and interest thereon, as may be due from him to the Institute, on the termination of his service under the Institute, or to his nominee on his death.

Provided that the contribution made by the Institute and interest thereon shall not be so paid if the subscriber has resigned from the service of the institute within five years of his employment under the Institute or has been dismissed from such service for grave misconduct.

Provided that in the case of contract appointments, the final payment shall be made on completion of the term of the contract and that if the employee were to leave the service of the Institute earlier than the completion of the contract period, he shall be eligible for payment provided he has completed 3 years of continuous service.

That the Institute's Contributory Provident Fund Rules be is amended as to enable a subscriber to retain the balance to his credit in the Fund for 3 years after retirement, or expiry of the term of appointment.

19. **Removal of doubts**

If any doubt arises as to the interpretation or application of any of the regulations, the decision of the committee thereon shall be final.

[SEE BYE-LAW 54 (a)]
PENSION-CUM-GPF SCHEME

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI

INTRODUCTION OF PENSION SCHEME WITH ACCOMPANYING GENERAL
PROVIDENT FUND BENEFITS FOR THE EMPLOYEES OF IIPA.

Introduction of a Pension Scheme with accompanying General Provident Fund benefits for the employees of the IIPA, New Delhi in place of the existing contributory Provident Fund Scheme. The Executive Council of the IIPA announces the Death-cum-Retirement Benefit Scheme for the employees of the IIPA as hereinafter indicated:-

1. Short title and commencement

- (i) The scheme will be called IIPA Employee Death-cum-Retirement Benefit Scheme 1997.
- (ii) The scheme will come into force with effect from the date of issue of this Resolution and shall subject to provisions of paras 4 and 8 apply to cases of retirement/death in service occurring on or after that date.

Pension/Retirement

Pensionary Benefits/Family Pension as applicable to Central Government Employees contained in the Central Civil Services Pension Rules, 1972; the Central Civil Services Commutation of Pension Rules and the Central Civil Services Extraordinary Pension Rules as amended from time to time

For this purpose:-

- (i) The expression service under the Central Government shall be constituted to mean service under the IIPA.
- (ii) The powers of the President under Rule 9 of the CCS Pension Rules, 1972 in relation to the employees of the IIPA will be exercised by the Executive Council of the IIPA.
- (iii) The approval of the Executive Council is required to be obtained for any Government orders/instructions in this regard to make them applicable to the IIPA employees.
- (iv) Liberalization in pensionary benefits recommended by the Pay Commission or orders issued by the Government Liberalization pensionary benefits for its employees will not be automatically applicable to the employees of the IIPA. Before extending the benefits, IIPA may be required to obtain prior approval of the Central Government.

Schedule III (a)

Provident Fund:-

The employees of the IIPA who will come to be governed by the provisions of this scheme shall be eligible for General Provident Fund Benefits. The provisions of the General Provident Fund Central Services Rules, 1960 shall mutatis mutandis apply in regulating General Provident Fund benefits for the employees of the IIPA.

Applicability of the scheme:-

- (i) All regular employees appointed to IIPA on or after the date of commencement of this scheme shall compulsorily be governed by the provisions of this scheme.
- (ii) The employees of the IIPA who were appointed prior to the date of commencement of the scheme and are still in the service so that date will have an option
 - (a) Either to elect the Pension-cum-General Provident Fund benefits under this scheme; or
 - (b) To continue to be governed by the provisions of the existing contributory Provident Fund Scheme applicable to them.

The option will have to be exercised within six months from the date of issue of this order in the form prescribed in Annexure. Those who do not exercise any option within the stipulated period will be deemed to have opted in favour of the pensionary benefits and General Provident Fund Benefits under this scheme. The option once exercised or deemed to have been exercised shall be final.

2. Treatment of existing CP Fund:-

In the case of existing employees who opt in favour of the pensionary benefits under this scheme, the employer's contribution to their existing Contributory Provident Fund together with the accumulated interest thereon shall be resumed by the Institute for diversion towards the pension fund. In lieu, the qualifying service for purposes of pensionary benefits shall be counted from the date of their regular appointment in the IIPA. The employees contribution to the existing Contributory Provident Fund together with interest will be transferred to their respective General Provident Fund accounts under the scheme.

3. Creation of Pension Fund:-

A Pension Fund to be called IIPA Pension Fund shall be constituted consisting of Employer's accumulated Contribution to the Contributory Provident Fund together with interest in the case of employees opting for pensionary benefits which will be resumed by the Institute shall form the initial corpus of the Pension Fund.

4. Creation of General Provident Fund:-

A General Provident Fund shall be constituted for the employees opting for Pension-cum-GPF consisting of

- (a) Employees accumulated contribution to the Contributory Provident Fund together with interest to be diverted to the General Provident Fund: and
- (b) Monthly subscription to General Provident Fund in respect of such employees.

5. **Management/Administration of Pension Fund and General Provident Fund:-**

The Pension Fund and the General Provident Fund shall be vested in the Executive council of IIPA and shall be administered by a Committee comprising of following members:

- | | |
|--|------------------|
| (i) the Director | Chairman |
| (ii) the Treasurer | |
| (iii) JS (Trg.) or his nominee | |
| (iv) FA (Home) or his nominee | |
| (v) One member of the Executive Council to be nominated by the EC; | |
| (vi) One representative of the employees nominated by the Director and | |
| (vii) Registrar | Member Secretary |

6. **Investment and utilization of funds**

- (a) The Pension Fund shall be held in a separate account and shall be invested as per the guidelines issued by the Ministry of Finance, Department of Economic Affairs from time to time. Payments on account of pension including commutation of pension, family pension and dearness relief on pension/family pension shall be met from out of the Pension Fund. Payments on account of gratuity shall not be met from out of the Pension Fund but will be met out of the internal resources/maintenance grant. The Pension Fund shall not be utilized for meeting any other payments.
- (b) The General Provident Fund shall be invested in accordance with the guidelines in respect of Provident Funds issued by the Ministry of Finance, Govt. of India from time to time. This fund shall be utilized for making payments to the subscribers due under the GPF (CS) Rules, 1960.
- (c) IIPA may have to obtain approval of the appropriate income-tax authority regarding exemption of the income of the Pension Fund from the income tax.

7. **Disbursement of Monthly Pension/Family Pension:-**

Payment of pension to retiring employees and Family pension to the families of the deceased employees/pensioners shall be disbursed through a Public Sector Bank as approved by the Executive Council from time to time. For this purpose the recipients of Pensions/Family pensions shall be required to open their accounts in the Bank approved for the purpose.

8. **Age of retirement***

With effect from the date of coming into effect of this scheme the age of retirement of the employees of the Institute shall be as follows:

- | | |
|---|-----------|
| (i) Faculty employees governed by University Grants Commission pay scales and Group-D employees | 60 years |
| (ii) Group-A (non-faculty) Group-B & C employees | 58 years. |

Provided that in the case of serving employees in service of the Institute on the date of effect of this scheme, the age of retirement will continue to be governed by the Bye-Law 17 of the Indian Institute of Public Administration (Service Bye-Laws) i.e. the age of retirement shall continue to be 60 years.

* Amended to 62 years for Faculty/Sr. Library Staff (i.e. Librarian, Dy. Librarian and Asstt. Librarian)/Registrar and 60 years for other staff respectively.

SCHEDULE III (a) Contd.**COPY OF DoPT'S APPROVAL LETTER**

No. 14021/1/95 - Trg.
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING
NEW DELHI.

Fax. 011 3012432 (N.B.)
 011 3013142 (E.O.)
 011 4624821 (N.B.)
 011 4360862 (Trg.Div.)
 011 4361230 (P.E.S.B.)
 Telex: 62826 (N.B.)
 66366 (Trg Div.)

'Training Division'
 Block IV, 2nd floor
 Old JNU Campus
 New Delhi - 110067.
 Dated the 30.12.1997.

To

The Director
 Indian Institute of Public Administration
 Indraprastha Estate, Ring Road
 New Delhi.

Sub:- Pension Scheme for Employees of IIPA.

Sir,

I am directed to refer to your letter No. Admn./314/93 dated 19.11.1996 and subsequent references on the above subject and to convey the approval of the Government to the draft Resolution for introduction of Pension Scheme sent by the IIPA with some modifications. The modified Draft Resolution for Pension Scheme, as approved by the Government is forwarded herewith.

9. The Scheme may be placed before the Executive Council of IIPA for adoption and implementation with prospective effect i.e. the date of issue of the Resolution or 1st day of the succeeding month.
10. It may be noted that the following points may be kept in view while implementing the scheme:-
- (i) Liberalisation in pensionary benefits recommended by the Pay Commission or orders issued by the Government liberalizing pensionary benefits for its employees will not be automatically applicable to the employees of the IIPA.

Before extending the benefits, IIPA would be required to obtain prior approval of the Central Government.

- (ii) The GPF-cum-Pension scheme for the employees of IIPA may be given effect to from a prospective date i.e. the date of issue of the Resolution in IIPA or first of the succeeding month.
- (iii) Pension Fund gratuity fund G.P.F will be invested as per the guidelines issued by the Ministry of Finance Department of Economic Affairs from time to time.
- (iv) IIPA may have to obtain the approval of the appropriate Income Tax authority regarding exemption of the income of the pension fund from Income Tax.
- (v) Payment on account of gratuity shall not be met from out of the pension fund but will be met out of the internal resources/maintenance grant and the government will not be required to make any contribution on this account.
- (vi) The Government will make payment of Rs. 9,90,71,000/- towards initial corpus of the pension fund over a period of three years. No subsequent grant would be released by the Government for meeting any shortfall in the Pension Fund in future.

It may also be noted that as decided in the meeting taken by the Additional Secretary AR & T on 27.10.1998, the Government assistance in the form of maintenance grant would be tapered to 90% of the level that it was in a period of five years.

Yours faithfully,

(KALPANA AMAR)
 Deputy Secretary (Trg.)

Copy for information to:-

1. Financial Advisor (Home), North Block
2. M/o Finance, Deptt. Of Expenditure.
 Shri K. Gurtu, Director
 w.r.t. their U.C.No.948/EV/9 dated 20.11.97.
3. Department of Pensions & Pensioners' Welfare
 Lok Nayak Bhavan, New Delhi.

SCHEDULE - III (a) Contd.**COPY OF TRUST DEED**

THIS DEED IS MADE THIS 15TH DAY OF JULY 1998 BETWEEN INDIAN INSTITUTE OF PUBLIC ADMINISTRATION A SOCIETY REGISTERED UNDER THE SOCIETIES REGISTRATION ACT-1860 and having its HEAD OFFICE at I.P. Estate, New Delhi -110002 (herein under referred to as Employer which expression shall include its successors and assigns whenever the context or meaning shall require or permit) of the other part

AND

- 1) Director, IIPA – Chairman Board of Trustees
- 2) Hony. Treasurer – IIPA
- 3) Joint Secretary (Training) DOP&T
- 4) Financial Adviser, Ministry of Home Affairs
- 5) Member of Executive Council, IIPA
- 6) Employee's Representative
- 7) Registrar, IIPA – Member Secretary

Also herein after called THE TRUSTEES (which expression where the context so admits or require include the survivor or survivors of the TRUSTEES) of the other part.

AND WHEREAS:-

- 1) Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training vide their letter number 14021/1/95 trg. Dated 30.12.1997 has approved the creation of General Provident Fund for Employees of Indian Institute of Public Administration (I.I.P.A.)
- 2) Executive Council of I.I.P.A. in their meeting held on 4th April, 1998 decided to create General Provident Fund for Employees of I.I.P.A. in lieu of Contributory Provident Fund.
- 3) The employees of I.I.P.A. are presently covered under the Contributory Provident Fund and it has become expedient to create a Trust for the management of aforesaid General Provident Fund for the employees of I.I.P.A. in lieu of present contributory fund.
- 4) The Trustees at the request of IIPA agreed to act as the Trustees of the Fund in accordance with the terms of these presents and the fund rules.

NOW THIS DECLARATION IS WITNESSTH & IT IS AGREED AND DECLARED AS FOLLOWS

- 1) **FUND:-** The Fund shall be known as Indian Institute of Public Administration General Provident FUND.
- 2) The Fund shall be governed by I.I.P.A. General Provident Fund Regulations, 1998 annexed herewith as Schedule-1 (herein referred to as fund rules and any reference to the fund rules in these presents shall mean fund rules for the time being in force which shall be binding on all members beneficiaries and the employer.

- 3) **Definitions:-** All words and expressions to which special meanings have been given in the Fund rules shall have the same meaning wherever they appear in these presents.
- 4) **Trust Irrevocable:-** These presents shall constitute a Trust which shall be irrevocable & no moneys belonging to the Funds in the hand of the Trustees shall be recoverable by the employer nor the employer shall have any lien or charge of any description in the Fund.
- 5) **Trust Fund:-** A General Provident Fund shall be constituted for the employees opting for Pension-cum-G.P.F. benefits consisting of:-
 - a) Employees share of accumulated contribution to the Contributory Provident Fund together with interest to be transferred to the General Provident Fund &
 - b) Monthly subscriptions to General Provident Fund in respect of such employees. The Trustees shall have the entire custody of & management control of the Fund.
- 6) **Investment of Trust Funds & Payment of Funds:-** The investment & payment out of the fund shall be in accordance with rule-six of regulations.
- 7) **Employer to pay all expenses of administration of the Fund –** All expenses incurred by the Trustees in connection with the administration of the Fund including the remuneration of persons to be employed by the trustees and the audit fees shall be borne by the employer.
- 8) **Employer's right to amend the fund rules:-**
 - a) 1) The Employer may also at any time by giving three months notice in writing to the trustees amend the fund rules.
PROVIDED that no such alterations or variations shall be made except with previous approval of Commissioner of INCOME TAX.
 - 2) Any such alteration shall not affect the benefits already secured for members under these rules.
 - b) The Trustees shall comply with and carry out all the directions as may be given to them by the employer from time to time in relation to any matter with respect to which the employer has power under this deed or rules. Every such direction shall be notified to the Trustees in writing signed by any person authorized in this behalf by the employer and such notification as aforesaid shall be complete protection to trustees in respect of any matter referred to notwithstanding any error or lack of any authentication. A certificate from the employer as to the admission of member or his retirement or cessation from the service of the employer shall constitute a good and sufficient authority for the Trustees and the same shall be conclusive as to all facts stated therein.
- 9) **MEMBER TO HAVE NO RIGHT TO COMPEL TRUSTEES TO TAKE LEGAL PROCEEDINGS:-**
The Trustees shall not be bound at the request of a member or beneficiary or otherwise to take any proceedings against the employer for money which such member or beneficiary may consider should have been paid by the employer to Trustees on his/her account. No member or beneficiary shall have right to compel a Trustee to take any legal proceedings against a Co-Trustee for any act of omission or commission which is allegedly committed by him.

10) **Accounts:-**

The maintenance of accounts of the fund, audit of accounts etc; shall be in accordance with rule seven of IIPA General Provident Fund Regulations 1998.

11) **Number of Trustees:-**

The number of Trustees constituting the BOARD OF TRUSTEES shall not be less than three and not more than nine and a LTD COMPANY shall not be appointed as trustee without approval of Income Tax.

12) **APPOINTMENT OF TRUSTEES TO BE MADE BY EMPLOYER:-**

The power of appointing the Trustees shall be vested in the employer who shall make such appointment in writing. The employer shall have also power to fill up any vacancy in the number of Trustees and to remove a Trustee by giving seven days notice in writing to Trustees. The employer shall nominate one of the Trustees as Chairman of the BOARD OF TRUSTEES. The employer shall also nominate alternate Chairman who shall act Chairman in the absence of chairman.

13) **RETIREMENT OF TRUSTEE:-**

A Trustee may retire after giving seven days notice in writing to employer & to Chairman of the BOARD OF TRUSTEES.

14) **VACATION OF OFFICE OF TRUSTEES:-**

The Trustee shall be resident in India. The Trust office shall be vacated if he shall permanently leave India or if in the opinion of the employer he is incompetent or incapable to act by reason of illness or mental infirmity etc.

15) **MEETING OF THE TRUSTEES AND QORUM:-**

- A) The presence of three trustees shall constitute quorum.
- B) Not less than seven days notice shall be given in writing to a trustee of every meeting of the Trustees. HOWEVER shorter notice may be given in case of emergent situation or cases where urgent decision is required in the interest of trust like investment decision.
- C) Proper minutes of all meetings held shall be kept by secretary of the fund or any other person authorized by the trustees.

16) **VOTING AT THE MEETING:-**

The Chairman and in his absence the alternate Chairman shall preside at the meeting of the Board of Trustees in the absence of Chairman. The Trustees may elect one of the members present to be the Chairman of that meeting. Each Trustee present at the meeting shall be entitled to one vote and in case of equality of vote Chairman shall have a casting vote. The decision of the majority of the trustees at the meeting shall be the decision of the Board of Trustees and shall be final and binding. Accordingly, the Trustees are free to pass a resolution by circulation.

17) **TRUSTEE'S OPTION TO REGISTER SECURITIES IN THE NAME OF NOMINEE:-**

It shall not be obligatory for the trustees to cause themselves to be registered as the holders of any securities constituting investments belonging to the trust and such securities may be subscribed or purchased or held in the name of a scheduled bank or banks.

18) **LIABILITY OF THE TRUSTEES:-**

The trustees shall be liable only to the extent of moneys actually coming into their hands. Trustees shall not be liable for any fault on the part of any other person or party in respect of the funds save except that a trustee shall be liable for his own immediate and willful acts, deeds or a breach of trust knowingly and willfully committed by himself.

19) IIPA General Provident Fund Regulations 1998 and the convents hereof shall ipso facto stand modified altered amended in accordance with the provisions of the Income Tax act 1961 & the rules there under as amended from time to time.

This deed and any variation thereto shall be governed by the laws of India and the Trust shall always be located in India.

IN WITNESS WHEREOF THE PARTIES have hereto set their hands and seals on the..... Day OF 1998 FIRST ABOVE MENTIONED.

WITNESS

Signed sealed and delivered the above named

In the presence of

- | | |
|---|---|
| 1. Shri M.C.Gupta
Director, IIPA and
Chairman Board of Trustees | Dr. Naresh Kumar
Dy. Registrar (F&A) |
| 2. Shri-G:C.L.Joneja
Hony. Treasurer, IIPA | -do- |
| 3. Shri B.C.Mathur
Member, Executive Council, IIPA | -do- |
| 4. Shri Pranab Ray | -do- |
| 5. Shri A.K. Arora
DS. Training (DoPT) | Kalpana Amar |
| 6. Shri R.K. Misra
Representative | Shri C. Giri
Dy. Registrar (Admn.) |
| 7. Dr. S.N.Suri
Member Secretary
Registrar | Shri C. Giri
Dy. Registrar (Admn.) |

(B) PART OF SCHEDULE III (b) Contd.**NEW PENSION SCHEME (FROM 1.1.2004).**

This scheme is applicable to all employees who are appointed on or after 1.1.2004.

Employees have to contribute 10% of their (Basis Pay+Dearness Pay+DA) through recovery from their salary bills. Recovery will commence from the month following the month of joining the Institute's service. The Institute will make equal matching contribution.

The fund shall be managed as per guidelines issued in this regard from time to time.

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI**

Schedule IV**SERVICE CONDITIONS OF FACULTY MEMBERS CIRCULATED ON 30.12.1977****1. Conditions attached to U.G.C. scales to pay**

Such of the lecturers as are yet to qualify in terms of the academic qualifications laid down by the University Grants Commission will be given a chance to do their doctorate or publish papers of equivalent standard to earn their increment after drawing Rs. 1300 in the scale of Rs. 700-40-1100-50-1600. The work of a lecturer shall also be reviewed at the stage of Rs. 1300 in terms of his contribution in teaching, training, research and consultancy. In case the performance of a lecturer is found to be out standing in any of those areas, the condition of obtaining Ph.D. or giving evidence of published research work of equal standard shall not be insisted upon.

(Revised eligibility conditions issued on 18.10.2001, may refer Schedule V)

2. Sabbatical leave

The facility of Sabbatical leave is extended to the Senior faculty members of the Institute which would constitute, for the purpose, Professors and Readers who, in one or both of these capacities, have put in a minimum of seven years of service in the Institute. The provision of such leave has been made with a view to enable the faculty mentioned above to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the Institute.

Such leave will not be claimed as a matter of right and each case would be processed on merits. The leave will be limited to twice, in the entire service.

The detailed rules governing the grant of Sabbatical leave are given at Appendix I.

3. Study Leave

The benefit of Study leave is extended to the junior faculty of the Institute with a view of encouraging them to improve their educational and professional capabilities, particularly those who do not possess a doctorate degree.

The rules framed in regard to the grant of study leave are at Appendix II

Such leave will not be claimed as matter of right, and each case would be processed on merits (Rule 44 of the existing Service Bye-Laws will remain amended in the light of the specific rules adopted for grant of study leave).

5. Attendance at Seminars/Conferences in India or abroad

The rule prevailing at present in the Institute, i.e. each member of the faculty may opt for attending two conferences/seminars in India in a year depending upon his personal interest and association with the professional body shall continue. The professional fee of one of the two associations shall be paid by the Institute. The delegation fee, if any, for attending two seminars/conferences in a year in India shall also be paid by the Institute.

The attendance at short-term seminars/conferences out India at the invitation of international agencies etc. shall be allowed provided the entire expenditure is borne by the sponsoring organization. Any short-term assignment shall be limited to twice in a financial year. The period shall be treated as leave without pay, if it exceeds a week or so and for which honorarium is received.

(Note:- The procedure/norms prescribed for taking permission for taking outside work of remunerative nature or any work during the normal working of the Institute is detailed in Appendix III).

As our academic activities are planned on the basic the financial year, the application of the above rule will on the basis of the financial year instead of calendar year as at present.

6. **Code of Conduct and Work Norms**

- a) The code of Conduct laid down for the faculty member is at Appendix-IV. The Executive Council accepted the recommendation of the committee that work norms, work load and the system of evaluation may be worked out by the Director and the Faculty and that the system adopted by the Ahmedabad, may be kept in view.

(Revised guidelines issued on 18.10.2001, may refer Schedule V)

7. **Grant of leave and lien to the faculty members.**

The administrative convenience shall be an overriding consideration while deciding cases of deputation or leave without pay.

The following guide-lines shall be kept in view for release of the faculty member for outside assignments:

- 1) If the borrowing organization or individual himself is willing to pay to the Institute the leave salary and pension contribution and the contribution towards the provident fund the period shall be treated as on deputation.
- 2) In case the borrowing organization or the individual does not agree to bear the foreign service contributions the period shall be treated as leave without pay which will not count towards increment, gratuity etc.
- 3) A faculty member shall be released for outside assignment only with the Government departments and for assignments outside India at the invitation of U.N. agencies and international organizations.
- 4) The period of release shall not be more than 2 years in case of assignments in India or outside India and the faculty member shall intimate to the Institute three months in advance whether he would be rejoining the Institute or staying permanently with the borrowing organization. In case he does not rejoin duties before the expiry of the two year's period from the date of his release from the Institute he shall be deemed to have resigned from the service of the Institute.

- 5) The cases for deputation/leave shall be considered only when the requests are received by the Institute and not by the Individual faculty members. Such deputation should result in member shall be considered for a period upto one year only.
- 6) In case the faculty members are deputed by the Institute to participate in various academic programmes in the country or outside at the request of the Government of India, Universities or sister institutions, where no financial implications are involved for the Institute, absence of a few days or weeks (in any case not exceeding a period one month in all) shall be treated as on duty. The occasions for an individual shall be limited to twice in a financial year, on the basis of which the academic activities are planned.
- 7) Faculty members are also like to leave the Institute after tendering resignation. In such cases, the rules lay down that an employee by giving notice of one month in writing addressed to the appointing authority could resign from the service of the Institute and that the appointing authority may, if it deems proper in any special circumstances permit an employee to resign from the service of the Institute by notice of less than a month.
- 8) An application for a job outside shall be sent through the Institute and the Director has been empowered to decide on merit whether or not any such application should be forwarded.
- 9) The extra-ordinary leave without pay shall not be granted for more than three months at a time and for not more than twelve months during the entire service at the Institute. This will however not affect the grant of such leave and lien as mentioned under the sub classes (1 to 8 of the para - 10)
- 10) In terms of the decision of the Standing Committee, as and when an invitation or an offer or a proposal is made to a faculty member by any organization, including the Government and the organization/agency outside India the faculty member concerned should immediately inform the IIPA by forwarding a copy of such an offer and short also write to the IIPA in this regard. However, when the faculty member wants to avail in any leave otherwise duty to him for this purpose, he can apply for leave accordingly which will be considered by the sanctioning authority, keeping in view the exigencies of service in the Institute.

Circular No./Admn. 3(9)/86
Dated 22-10-86

Academic leave for attending to academic work not connected with the official duties of the Institute.

The present rule regarding entitlement of academic leave upto 12 days in a calendar year for attending to academic work not connected with the official duties of the Institute such as, meetings of the Board of Studies of Universities, Selection Committee, delivering lectures etc., at sister professional or academic institutions shall continue.

Percentage of faculty members to be allowed for assignment outside the Institute within the country and abroad.

At no time more than 10% of the total strength of the faculty of the Institute shall be allowed to be absent from the Institute on long-term basis, i.e., on extra-ordinary leave without pay. Study

leave, Sabbatical leave, deputation/extra-ordinary leave without pay or any other long period leave and not more than 20% of the faculty of the senior leave (Professors & Readers) shall be permitted to be away, subject to the overall ceiling of 10% mentioned above. The cases shall be considered bearing in mind their commitments for the ensuing year under teaching, training, research and consultancy.

10. Merit Promotion Scheme (Since discontinued with the introduction of Career Advancement scheme)

The merit promotion scheme adopted by the Institute and the rules for implementation of the scheme are at appendix-V

(Standing Committee 2.5.85)

11. Fellowships

The Council adopted that (i) applications of Fellowships should invariably be made by the Faculty members through the Director (II) when Fellowships are offered to the faculty members, either in response of his/her application or otherwise, full particulars in regard to the terms and conditions of the fellowship offered should be submitted by the faculty members to the Institute before such a Fellowship is accepted by the Faculty Members.

(Executive Council 29-7-83)

12. Retention of residential accommodation by the Faculty on deputation

The Council adopted that a faculty member who has been allowed to accept an outside assignment for one academic year and wants to retain the accommodation allotted to him on the campus for the use of his family should be allowed to retain the accommodation for the one academic year only provided (i) the Director is satisfied that the concerned faculty member will return to the Institute at the end of the academic year, (ii) the family does, in actual fact, continue to stay in the allotted quarter and, (iii) that this facility will be given only once and no more in the career of this faculty member. Further while accepting such a request, it should be made clear to the faculty member. Further while accepting such a request, it should be made clear to the faculty member that he will have to pay standard rent for the first three months and market rent thereafter for the remaining period.

The Council approved that in exceptional cases and on compassionate grounds, the Director may at his discretion allow the employee to occupy the accommodation for a further period of the year but for this additional period of one year, the employee will be charged penal rent.

Appendix I

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI**

Sabbatical Leave for Faculty Members

- i) Whole time senior faculty members of the Institute who have completed three years of service may be granted Sabbatical Leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the Institute. This leave shall not be granted to a faculty member who has less than three years of service in the Institute to retire. The senior faculty members for the purpose of grant of sabbatical leave would constitute Professors and Readers who, in one or both these capacities, have put in a minimum of seven years of service in the Institute.
- ii) The duration of leave shall not exceed one year and shall be limited to twice in the entire service of a faculty member, provided that sabbatical leave shall not be granted until after the expiry of three years from the date of the return from previous study leave or any other kind of training programme.
 - (a) The Council decided that a senior faculty member be permitted at his option to add not more than six months of earned leave in all to the 24 months sabbatical leave available to him, thus making a total of 30 months in all which may be utilized during the whole course of his service as senior faculty. Where earned leave is thus merged in sabbatical leave, it will be subject to the same conditions as sabbatical leave such as execution of the bond to serve IIPA for a specific period etc.
 - (b) The total leave available for sabbatical purposes can be availed of on not more than four occasions during a faculty member's service as Senior Faculty. Further the intervals between the termination of one sabbatical leave and the commencement of another shall in no case, be less than three years.
 - (c) The bond to serve IIPA for certain period after the termination of the sabbatical leave may be:
 - (a) Period of 2 years if the sabbatical leave is 6 months or less in duration; and
 - (b) 3 years if it is more than 6 months. No sabbatical leave shall exceed 12 months.
- (i) Applications of Fellowships should invariably be made by the faculty members through the Director : (ii) when Fellowships are offered to the Faculty members, either in response to his/her application or otherwise, full particulars in regard to the terms and conditions of the Fellowship offered should be submitted by the faculty members to the Institute before such a Fellowship is accepted by the Faculty Member.

(Executive Council 29-7-83)

 - (ii) The faculty member shall execute a bond, with proper sureties as in the case of study leave, that after service of the Institute and serve thereafter at least for a period of 2 years if the sabbatical leave is 6 months or less in duration and 3 years if it is more than 6

months falling which he will refund to the Institute the leave salary and allowance and other expenses, if any, spent on him, paid to him or on his behalf together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may in any exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a faculty member under this rule.

(Executive Council 29-7-83)

- (iii) A faculty member shall, during the period of sabbatical leave be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave.
- (iv) A faculty member on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He may however be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advance studies, provided that in such cases the Executive Council, may if it so desired, sanction sabbatical leave on reduced pay and allowances.
- (v) During the period of Sabbatical leave the faculty member shall be allowed to draw the increment on the due date. The period leave shall also count as service for purposes of gratuity/contributory provident fund provided the faculty member rejoins the Institute on the expiry on his leave.
- (vi) Such leave shall not be claimed as a matter of right and each case would be processed on its merits.
- (vii) As the grant of sabbatical leave involved certain additional financial implications, individual cases, would be examined. The Director is empowered to fill up the resultant posts, temporarily, only where necessary.

- Note-1.** The programme to be followed during sabbatical leave shall be submitted to the Institute for approval along with the application for grant of leave.
2. On return from leave the faculty member shall report to the Institute the nature of studies, research or other work undertaken during the period of leave.
 3. The amendments of Rule ii (a), (b) and (c) and iii above will be with retrospect effect from 1st January 1982.

Appendix II

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI

Study Leave for Faculty Members

Study leave may be granted to a whole time faculty member with no less than three years continuous service to pursue a special line of study or research if the Institute is likely to benefit by the course of study or programme of research which the applicant wishes to undertake. For the purpose of study leave, the faculty members would constitute 'junior faculty'.

Provided that the Executive Council may in the special circumstances of a case, waive the condition of three years service being continuous.

Explanation:

In computing the length of service, the time during which a person was on probation or engaged as a faculty member may be reckoned provided:-

- a) the person is a faculty member on the date of the application; and
- b) there is no break in service/

- (ii) Study leave shall be granted on the recommendation of the Academic Committee. The leave shall not be granted for more than 2 years, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Institute.
- (iii) Study leave shall not be granted to a faculty member who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted more than once provided not less than five years have elapsed after the faculty member returned to duty on completion of earlier period of study leave.
- (v) No faculty member who has been granted study leave shall be permitted to after substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned the faculty member shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
 - (a) Subject to the provisions of sub-clauses (vii) And (viii) Below, study leave may be granted on full pay for its two years duration where such leave is availed for obtaining Ph.D. degree.
 - (c) The faculty member shall not ordinarily be entitled to house rent allowance or city compensatory allowance during the period of study leave. Provided that the Director may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full.
- (vi) The amount of scholarships, fellowship or other financial assistance that a faculty member granted study leave has been awarded will not preclude his being granted study leave with

pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

Note: Full leave salary for two years' duration of study leave may be paid by examining and taking into the account other allowances or honoraries from any other sources received by the faculty member concerned.

(Standing Committee 18-9-91)

- (vii) If a faculty member who is granted study leave is permitted to receive and retain any remuneration in respect of part time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

Note: It shall be the duty of the faculty member granted study leave, to communicate immediately to the Institute, financial assistance in any form received by him during the course of study leave from any person or institution whatsoever.

- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years study leave may be combined with earned leave, half pay leave, commuted leave as per service Bye-laws No. 43(4) or extraordinary leave, provided that the earned leave at the credit of the faculty member shall be availed of, at the commencement of the study leave.
- (ix) A faculty member granted study leave shall on his return and re-joining the service of the Institute be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave. No faculty member shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for gratuity/contributory provident fund provided the faculty member rejoins the Institute on the expiry of his study leave.
- (xi) Study leave granted to a faculty member shall be deemed to be cancelled in case it is not availed of, within 12 months of its sanction.

Provided that, where study leave granted has been so cancelled, the faculty member may apply again for such leave.

- (xii) A faculty member availing of study leave shall give an undertaking that he shall serve the Institute for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave.
- (xiii) A faculty member
- who is unable to complete his studies within the period of study leave granted to him, or
 - who fails to rejoin the service of the Institute on the expiry of his study leave, or
 - who rejoins the Institute but leaves the service within three years of the date of rejoining the service, or
 - who within the said period is dismissed or removed from service by the Institute.

shall be liable to refund to the Institute the amount of leave salary and allowance and other expenses, spent on the faculty member or paid to him or on his behalf in connection with the course of study, together with interest thereon at the rate of 6% per annum to be charged from the date of such payment.

Provided that if a faculty member has served the Institute for a period of not less than 18 months on return from study leave he shall refund to the Institute half of the amount calculated as above. In case the faculty member had been granted study leave without pay and allowances he shall be liable to pay to the Institute an amount equivalent to his four months pay and allowance last drawn as well as other expenses, incurred by the Institute in connection with the course of study, together with interest thereon at the rate of 6% per annum.

Explanation:-

If a faculty member asks for extension of study leave and is not granted the extension but does not rejoin on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this rule.

- a) Notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to a faculty member who within three years of return to duty from the study leave is permitted to retire from service on medical grounds. Provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a faculty member under this rule.
- (xv) After the leave has been sanctioned, the faculty member shall, before availing of the leave, execute a bond in favour of the Institute binding himself for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Institute or a Fidelity bond of an insurance company, or a Guarantee a nationalized bank or furnish security of two faculty members for the amount which might become, refundable to the Institute in accordance with sub-clause (xiv) above.
- (xiv) The faculty member shall submit to the Registrar six monthly reports of progress in his studies from his Supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report.
- (xv) Such leave shall not be claimed as a matter of right and each case would be processed on its merits.
- (xvi) A faculty member granted study leave should successfully complete the course of study/programme undertaken. For the purpose, a certificate from the supervisor in case of those granted study leave for Ph.D. degree would be necessary. As regards non-Ph.D. programme, these should be completed to the satisfaction of the Director who may ensure that appropriate periodical information is obtained from the concerned institutions and/or participants.

INDIAN INSTITUTE OF PUBLIC ADMINISTRATIONPermission for taking outside work of remunerative nature or any work during the normal working of the Institute.

Faculty members of the Institute are involved in research, teaching, training and consultancy activities of the Institute. In addition, they are occasionally invited to deliver talks or write a paper, act as an examiner, serve on various Committees, or as member of an interviewing board constituted by the U.P.S.C. or other bodies. They may accept such invitations with the permission of the Director. Where time will not permit obtaining prior approval, the invitation could be provisionally accepted, subject to immediate reference to the Director, seeking his formal approval.

2. The Director before according approval is to satisfy himself that a faculty member could be spared without detriment to his official duties, or compromising the interests of the Institute in any way.

3. Care has to be taken to ensure that outside organizations by inviting individual faculty member as guest lecturers, do not avoid paying the Institute its prescribed fees or conduct courses which could normally be done by the Institute. As an exception to this rule, the Director may allow a faculty member to take a few sessions as special case, when he is satisfied that such participation will result in the furtherance of the promotional objectives of the Institute.

4. Whereas, an individual faculty member is free to decline a personal invitation – when he accepts one – he must not in any way seek any honorarium for such services in conformity with way seek any honorarium for such services in conformity with the best of the academic traditions. In other works, when he accepts such invitation, it must be for serving some academic purpose, in which personal honorarium when offered would be only incidental. Staff car will not be available for this purpose and in case it is used it will be treated as private. The academic leave could be taken for delivering talks outside Delhi.

5. The Director, while according sanction to the individual faculty members to receive payments from out-side agencies, full particulars of which are to be reported by the recipients, should make sure that such participations are kept within the limits prescribed.

INDIAN INSTITUTE OF PUBLIC ADMINISTRATIONCode of conduct for IIPA Faculty

1. It is the responsibility of every member of the faculty advance and diffuse knowledge through teaching, training, research and consultancy or other professional activities, and to undertake the academic and administrative tasks related to these ends. An individual faculty member is required to undertake teaching, training, research and consultancy and to conduct such seminars, conferences, discussions, supervision, and assessment as may be assigned to him from time to time. The faculty member should carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the Institute.
2. A faculty member wishing to accept a continuing or casual paid engagement outside the Institute must obtain prior approval of the Director of the Institute.
3. A faculty member should be fair and impartial in assessment of a participant of a training programme and other programmes.
4. A faculty member should not create bad blood among the participants of courses, colleagues or other staff or administration. A faculty member is also expected not to conduct himself in a way which may be unbecoming and which may bring the Institute or its authorities into disrepute.
5. A faculty member should not indulge in communal activities or raise questions of caste, creed, language, religion, race or sex in his relationship with his colleagues and try to use the above considerations for improvement of his prospects. (This does not in any way curtail he freedom of expressing intellectual convictions).

Note: Failure to conform to the above code of conduct will constitute misconduct on the part of the faculty member.

Indian Institute of Public Administration
New Delhi

(Merit Promotion Scheme – Since discontinued with the introduction of
Career Advancement Scheme)

Objectives

1. The basic objectives of the scheme will broadly be the same as enunciated by the University Grants Commission, viz. (i) to recognize outstanding work done by the faculty members in the areas of training, research consultancy and publication; (ii) to subject such work to objective evaluation by experts in the subject areas concerned; and (iii) to provide for reasonable opportunities for professional advancement to such centres of the faculty, who merit academic recognition, on a competitive basis. This would be in the nature of a "flexible complementing scheme" wherein no additional posts are created, and the existing persons on the basis of critical assessment are promoted to the next higher level and the position is held by such incumbents as personal to them and no resultant vacancy is required to be filled.

Method of Implementation:

2. (a) Such members of the faculty who have completed 8 years of continuous service in the position held by them will be considered for merit promotion. (b) Any member who has been considered and not selected for merit promotion in the initial presentation could, however, submit his work again only after a lapse of two years. (c) Members of the faculty who have completed 8 years of continuous service in their present position or an equivalent position in the same time scale of pay and interested in such assessment and consideration of merit promotion will present a details led curriculum vitae mentioning their work and academic contribution in the subject area concerned to the Director, IIPA. (d) On receipt of such curriculum vitae (to include the work relating to training, research, consultancy, publications, book reviews, curriculum development, teaching aids, innovation in teaching methods, equipment development, etc and any other academic work in the concerned subject area) from the individual faculty members fulfilling the condition of 8 years of continuous service in their present position, the Director shall refer the same to at least two referees (experts) from outside IIPA in the subject of the discipline concern. The referees (experts) shall be appointed by the Director. The evaluation reports by these referees will be received by the Director, kept confidential and placed before the Selection Committee. (e) The Selection Committee shall consider the curriculum vitae submitted by the faculty member, evaluation reports of the referees and the report of the Director about the work and conduct of the faculty member concerned. The Selection Committee may invite outside experts, other than referees mentioned above, in the meeting in which these reports are considered. (f) The Selection Committee, after consideration of all relevant facts, will make recommendations in respect of each faculty member considered by it clearly specifying whether merit promotion be given or not be given to the faculty member concerned. The main criteria for promotion under this scheme, would be the merit of the work as defined above and not the seniority of the faculty member concerned. (g) The Commendations of the Selection Committee shall be placed before the Standing Committee and merit promotion will be approved by the Standing Committee

after considering the recommendations of the Selection Committee. (h) not more than 1/3rd of the number of total permanent positions of Lecturers/Management Analysts or Readers/Sr. Management Analysts may hold such merit promotions at next higher level, i.e. Readers/Sr. Management Analysts or Professor/Consultant at any given time.

General Conditions:

3. (a) No additional/extra staff will be provided in the category of posts from which a person has received merit promotion to the next higher post consequent upon the implementation of this scheme. The work load should, therefore, be adjusted suitably without seeking additional positions.
- (b) While making selections for such promotions, it is not expect that the Selection Committee would recommend any advance increment, nor is it expected that any rules for pay fixation on promotion/selection to higher posts are applied to provide for increment. Only marginal adjustment would require to be made with the new scale, nearest to the salary already drawn by the promote.

The Selection Committee, in its meeting, held on the 20th April, 1985 considered the above proposals and suggested as follows:

- (1) Appointed of Experts. The Director shall prepare a subjectwise panel of experts who will be associated with the selection commit in their respective areas.
- (2) After considering all relevant factors, the Selection Committee will also interview the concerned eligible faculty members..
- (3) Among other things, the Selection Committee will also consider whether any one of these faculty members has appeared for interview during the period of two years immediately preceding the date of considering for merit promotion. If the Selection Committee will also taking into account the performance of such a faculty member at the time of considering his promotion.

(C) Fixation of pay under Merit Promotion Scheme

The pay of the members of the IIPA faculty promoted under merit promotion scheme will be regulated according the normal rules applicable to the Teacher appointed to a higher portion through regular selection procedure.

Schedule V

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
INDRAPRASTHA ESTATE, NEW DELHI**

Service conditions of Teachers/Sr. Administrative Staff covered under UGC guidelines as approved by the EC and notified vide office circular no. Admn.3 (661) 2001 dated 2.1.2002, also containing further modifications with regard to

- (i) Number of referees etc. for promotion from Associate Professor to Professor under Career Advancement Scheme
- (ii) Revised norms for promotion of Library Professionals under CAS and
- (iii) Dispensing with the requirement of Ph.D degree in case of Direct Recruitment of Assistant Professors (in case of Professionals for certain positions where the requirement may be MCA, MBA, M.Tech, LLM etc.)

1. The faculty positions stand pre-designated as follows:

<u>Earlier designations</u>	<u>Revised designations</u>
Lecturer Lecturer (Sr. Grade)	} Assistant Professor
Reader Lecturer (Selection Grade)	} Associate Professor
Professor	Professor

2. PAY SCALES

The revised pay scales as notified by the Ministry of HRD, have already been implemented w.e.f 1-1-1996 in the Institute with due approval of the Executive Council.

3. DIRECT RECRUITMENT

The arrangement of making direct recruitment to the post of Lecturers, Readers, Professors and equivalent positions on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee as appointed by the Executive Council from time to time with external experts (one for Assistant Professor and two for Associate Professor/Professor), and one internal expert, may continue.

4. QUALIFICATIONS

- (i) The minimum essential qualifications required for the posts of Lecturers/Readers (as redesignated) and Professors and other equivalent posts may be prescribed as under:

Professor

- (a) An eminent scholar in relevant discipline with (i) consistently good Academic record, (ii) a doctorate degree or published work of high quality and (iii) actively engaged in research and training with at least 10 years' experience in P.G. teaching/training and/or research or guiding research at Doctoral level; or
- (b) An outstanding scholar with established reputation who has made significant contribution to knowledge; or
- (c) A senior administrator in All India, Central, State or allied services/Public Sector Undertakings with at least 10 yrs. experience in a senior position relevant to the activities of Institute.

The post of Professors may be filled up on regular basis as also on contract basis as and when required.

Associate Professor (Reader)

- (a) Consistently good academic record with first or high second class master's degree (at least 55% marks) in the relevant discipline.
- (b) Doctorate Degree or published research work of equivalent standard.
- (c) At least 7 years experience of teaching P.G/equivalent level, and of conducting and/or guiding research in the relevant field.

or

Practicing administrator in a senior position in Government with at least 7 years of experience relevant to the activities of the Institute.

The posts of Associate Professors may be filled up on regular basis as also on contract basis, as and when required.

Assistant Professor (Lecturer)

The recruitment to the faculty positions may be done primarily at the level of Associate Professors/Professors. However where it is felt extremely necessary to fill up the post at Asst. Professor's level, the qualification would be:

- (a) Master's Degree in relevant subject with consistently good academic record (first or high second class with at least 55% marks) or B in the grading system.
- (b) A doctorate degree or published research work of equivalent standard.

Note: In case of Professionals where the requirement may be MCA, MBA, M. Tech, LLM etc. the requirement of Ph. D Degree is dispensed with.

Should have qualified the National Eligibility Test of Lectureship (NET) in the respective subject of the UGC or any accredited test.

The Director in consultation with Chairman, Standing Committee and Chairman, IIPA may decide the level at which the faculty position should be recruited depending upon the need of the Institute.

Librarian

- (a) Master's Degree in Library Science/information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record.
- (b) Specialisation in the area of Information Technology/Library Computerisation.
- (c) At least 10 yrs. experience as a Deputy librarian or its equivalent level in a professional capacity in a University library/Special Library of Standing.
- (d) Evidence of innovative library services and organisation of published work.

Desirable Qualification

- (a) Additional degree in Social Science or Public Administration.
- (b) M.Phil/Ph.D. in the field of Library Science/Information Science/ Documentation.
- (c) Working knowledge of Hindi.

Deputy Librarian

- (a) Master's Degree in Library Science/ information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record, along with a degree in Public Administration/Social Science.
- (b) One year specialisation in an area of IT /Library computerisation.
- (c) At least 7 yrs. experience as Assistant Librarian or its equivalent level in a professional capacity in a University Library/Library of Standing.
- (d) Evidence of innovative Library services and organisation of published work

Desirable Qualification

- (a) M. Phil./Ph.D in the field of Library Science/ Information Science Documentation.
- (b) Working knowledge of Hindi

Assistant Librarian

- (a) Have qualified National level test (NET) in Library Science, conducted for the purpose by UGC or any agency approved by the UGC.
- (b) Master's Degree in Library Science/ information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record.
- (c) Candidate should be well-versed with the application of Computer and Information technology for Library functions and services.

Desirable Qualification

- (a) Degree in Public Administration/Social Sciences.
- (b) Working knowledge of Hindi

Selection to 50% of the posts of Assistant Librarians shall be made through open recruitment. The remaining 50% posts shall be filled through promotion from lower grade. The requirement of minimum qualifications mentioned above shall not apply in promotion cases.

Registrar

- (a) A Master's degree with at least 55% marks or equivalent grade.
- (b) At least 15 years of experience as Lecturer/Lecturer (Sr. Scale) with 8 years in Reader's grade along with experience in Educational Administration.

Or

Comparable experience in Research establishments and other institutions of higher education.

Or

15 yrs. of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Desirable Qualification

- (a) A doctorate degree in one of social sciences or published work of equal standard.
- (b) A degree in Public Administration/Social Science/IT/Management/Law.
- (c) Working Knowledge of Hindi.

Registrar may also be appointed on deputation in appropriate cases, provided the person selected is a member of All India Service/Central Service/State Civil Service with at least 15 years experience.

Deputy Registrar

- (a) A Master's degree or equivalent degree in Public Administration/Social Science/IT/ Management/Law with at least 50% marks or its equivalent grade.
- (b) 7 years experience as a Lecturer in a college or a University with experience in educational administration,

or

7 years experience as Assistant Registrar or in a post carrying pay scale of Rs. 8000-13500 with experience of Administration/Academic Support/Financial Management, Processing of research/consultancy proposals, organising training programmes/conferences/seminars, preparation of agenda notes/minutes of meetings, etc., arranging seminars and conferences and allied works related to academics.

- (c) Working knowledge of computer application
- Desirable:** Working knowledge of Hindi.

Assistant Registrar

- (a) A Masters degree or equivalent degree in Public Administration/Social Science/Management/IT/Law with 55% marks or equivalent grade.
- (b) A Diploma/Certificate in computer application from recognised Institute.
- (c) 5 yrs. experience of administrative work, handling research project, consultancy proposals, organising training programmes, admissions, examination work, preparation of agenda notes, drafting of minutes, etc. arranging seminars and conferences and allied work related to academics.

Desirable Qualification

Working knowledge of Hindi.

Recruitment to 50% of the post of Assistant Registrars shall be made through open recruitment. The remaining 50% of the posts shall be filled through promotion from lower grade. The requirement of minimum qualification mentioned above shall not apply in promotion cases.

- (ii) The Grade conversion chart as recommended by the UGC and adopted by IIPA is as under:

**GRADE CONVERSION CHART
SEVEN POINT SCALE**

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0.0-0.49	0-24

5. INCENTIVES FOR M. Phil. & Ph. D

As a special case two advance increments may be admissible to those Lecturers who acquire Ph.D. within two years of joining IIPA.

Candidates appointed as Lecturers with Ph.D. and M. Phil degrees may be allowed 4 and 2 advance increments, respectively.

**6. CAREER ADVANCEMENT
Assistant Professor (Lecturer) Sr. Scale**

Assistant Professor (Lecturer) will be eligible for placement in the senior scale through a procedure of selection, if she/he has:

- (a) Completed 6 years service after regular appointment with relaxation of one and two years respectively, for those with M. Phil and Ph.D., out of which at least 4 years of continuous service immediately preceding the date of eligibility for promotion should be in IIPA.
- (b) Consistently satisfactory performance appraisal reports. For this, the self appraisal scheme of UGC should be followed though the contours of self appraisal should include: (i) research, (ii) training, (iii) publication, (iv) organising seminars/conferences, (v) participation in panel discussion on professional areas, and (vi) his/her own judgment regarding targets set/target achieved.

Reader Associate Professor (Promotion)

A Lecturer/ Assistant Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor, if she/he has:

- (a) Completed 5 years of service in the Senior Scale or 16 years as Lecturer/ Assistant Professor out of which at least 4 years of continuous service should be in IIPA.
- (b) Obtained a Ph.D. degree or has equivalent published work.
- (c) Made a mark in the areas of scholarship and research as evidenced through self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- (d) After placement in the Senior Scale participated in two refresher courses/Summer Institute Programmes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.
- (e) Possesses consistently good performance appraisal reports. For this the self appraisal scheme of UGC will be followed though the contours of self appraisal will be in (i) research, (ii) training, (iii) publication, (iv) organizing seminars/conferences, (v) participation in panel discussion on professional areas on TV, Radio, etc. and (vi) targets set and targets achieved.

The promotion from Lecturer/ Asst. Professor (Sr. Scale) shall be to the level of Associate Professor (Reader) only.

Professor (Promotion)

The Professor already appointed under direct recruitment be not eligible.

A Reader/Associate Professor will be eligible for promotion to the post of Professor if he/she has completed 8 years of service as Reader/Associate Professor out of which at least 6 years should be in IIPA.

The candidate will present himself/herself before the Selection Committee with the following:

- (a) Self-appraisal reports for the period including 5 years before the date of eligibility.
- (b) Research contribution/books/papers published, in referred Journals.
- (c) Any other academic contributions;

(The minimum best five research publications out of which two could be the books {in 3 sets} of the teacher as defined by her/him may be sent in advance to three eminent experts in the subject for review before the selection, which shall be different than those called for the interview to be conducted later on);

That all the recommendations be positive from the three experts in case the recommendations of one out of the three is negative the research publications be sent to the fourth expert for evaluation and assessment. In all, there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation.

- (d) Seminars/conferences conducted/attended;
- (e) Contributions to teaching/academic environment/institutional corporate life; and
- (f) Extension and field outreach activities.

Promotions under the Career Advancement Scheme shall be made through a process of Selection by the same Selection Committee as that for direct recruitments, and such promotions to the rank of Professor and Reader/Associate Professor should be limited to 1/3rd of the sanctioned posts at each level.

CAREER ADVANCEMENT FOR NON FACULTY

Existing provision of career advancement for non-faculty positions such as Dy. Librarian/Asst. Librarian, Dy. Registrars/ Assistant Registrars, Publication Officer, System Analyst, etc. may be retained, except for some modifications as herein-under:

Assistant Registrar to Assistant Registrar (Sr. Scale)

The Assistant Registrars and their equivalents will be placed in senior scale of Rs.10000-325-15200 after 8 years of service provided they have participated in at least two training programmes on Education/Public Administration, Management, Accounts and Finance, etc. each, of approximately four weeks duration and their performance appraisal reports are consistently satisfactory.

There will be no Selection Grade for Assistant Registrars and other equivalent grades.

Promotion under the scheme shall be restricted to 50% of the total strength of Assistant Registrars/equivalent grades.

Assistant Librarian to Assistant Librarian (Sr. Scale)

Assistant Librarians will be placed in the senior scale of Rs.10000-325-15200 if he/she has:
Completed 6 years of regular service after regular appointment.

Participated in two refresher courses/summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC and
Consistently satisfactory performance appraisal reports

Asstt. Librarian {Sr. Scale} to Dy. Librarian

Every Assistant Librarian in the Institute who has been placed in the Senior scale will be eligible for promotion to the post of Deputy Librarian in the scale of pay of Rs.12000-420-18300 if he/she has:

Completed 5 years of services in the senior scale (for those having Ph. D Degree) and the requirement of 5 years will be relaxed if the total service is not less than 11 years as Assistant Librarian/Assistant Librarian (Sr. Scale).

Made significant contributions to the development of library service in the Institute as evidenced by self-assessment reports of referees, professional improvement in the Library services, etc. as the case may be

Consistently good performance appraisal reports.

Those Assistant Librarians in the Sr. Scale who do not have Ph.D degree or equivalent published work, but fulfill the other criteria, will be placed in the grade of Rs. 12000-18300 subject to the recommendations of the Committee. They will be designated as Assistant Librarian, Selection Grade.

Note: Such persons who are already holding the post of Deputy Librarian without Ph.D degree shall be eligible for consideration for further promotion on their acquiring the Ph.D qualification.

Desirable Qualification

Obtained a Ph.D. degree or an equivalent published work.

Promotion to the post of Deputy librarian will be through a process of selection by a Selection Committee as in the case of promotion to the post of Associate Professor (Reader). For this, the posts of Assistant Librarians will be appropriately upgraded to the level of Deputy librarian as a measure personal to the incumbents.

Promotional Avenues for Dy. Registrars and Dy. Librarians

Subject to the fulfillment of the following criteria, Dy- Registrars and Dy. Librarians will be eligible for the next higher pay scale but with no higher designation, as personal to them:

Served as Dy. Registrar/Dy. Librarian for at least 10 years (out of which at least the immediate preceding 6 years should be in IIPA).

Made substantial Contribution in supporting the academic output of the Institute.

Carried out notable innovations in office management/library operations. Evidence of professional growth by way of publications/attendance in short-terms courses/participation in seminars, conferences, etc. Consistently good appraisal reports.

Such promotions will be made through a process of Selection by the duly constituted Selection Committee.

7. MERIT PROMOTION SCHEME

As notified by the UGC, the Merit Promotion Scheme for teachers in force is abolished and those teachers who had earlier opted for MPS will now be covered under the Career Advancement

Scheme. As a consequence, there will henceforth be only one grade for Readers (Associate Professors) as against the existing two grades from the date the Executive Council approves these recommendations (i.e. 18-10-2001), and not retrospectively.

8. COUNTING OF PAST SERVICE

As per recommendation of the UGC, the counting of past service rendered by faculty members in organisations like CSIR, ICAR or any other organisations equivalent to the standard of IIPA, may be counted (subject to following conditions as laid by UGC) for the purpose of Career Advancement but not for determining seniority and retirement benefits for which the Institute has its own mobility rules:

- (a) The post was in an equivalent grade/scale of pay as the post of a Lecturer.
- (b) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of lecturer.
- (c) The candidates who apply for direct recruitment should apply through proper channel.
- (d) The concerned Lecturer possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institution's regulations;
- (f) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided
 - (i) the ad-hoc service was of more than one year duration;
 - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and.
 - (iii) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break

9. PERIOD OF PROBATION AND CONFIRMATION

The existing practice of probation for one year extendable by one more year would continue

10. WORK LOAD

Each faculty member will undertake the following activities every year in consonance with the objectives of the Institute and in fulfillment of over all expectations of the academic output of the Institute:

1. Conduct training programmes (at least 2 to 3 in a year including one fee based course)
2. Organising Seminars/Symposium/Workshop/Conference (at least one in a year)
3. Undertaking research/Case Studies/Consultancy (at least one in a year)
4. Authoring professional books and contributing papers/articles in professional journals; and
5. Networking with local/Regional Branches to facilitate their activities

Before the commencement of fresh academic year, every faculty member will prepare and submit his/her proposed work plan to the Director containing a mix of activities listed above. The exact quantum of output under each head will be determined on an annual basis in consultation with the Director. Some flexibility may be allowed going by the interest of the individual faculty member and the needs of the Institute.

The academic quality of research work done by faculty members will be evaluated by a Committee of experts comprising some internal and external members, constituted by the Director from time to time following the usual procedure in this regard. This will take care of the need for peer evaluation.

11. SUPERANNUATION BENEFITS

The superannuation benefits as available in the Institute from time to time may continue. The age of superannuation of Faculty Members/Registrar/Librarian/Dy. Librarian/Asst. Librarian(Sr. Scale)/Selection Grade and Asst. Librarian shall be 62 years and for others it will be 60 years.

12. LEAVE RULES

The existing Leave Rules of the Institute shall continue.

13. CODE OF PROFESSIONAL ETHICS

The Code of Conduct as provided for in the Service Bye-laws shall be followed as it is.

14. ACCOUNTABILITY

Every faculty member will submit a self-assessment of the work done by him/her in relation to the workload indicating the targets set and targets achieved during the year. A similar self-assessment system for senior administrative/library staff will also be applicable. The Director will record his remarks on the academic output and other aspects in each case.

15. ANOMALIES

There will be an Anomalies Committee consisting of Chairman Standing Committee, Hony. Treasurer, Director and any other member(s) nominated by the Executive Council to look into any anomaly arising out of these rules. Appeals, if any, on the decision (s) of Anomalies Committee can be made to the Chairman, IIPA.

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

Schedule VI

Recruitment Rules for Staff (All Cadres/ Posts except those covered under UGC guidelines and as approved by the EC)

Note:

1. Departmental examination wherever required may be conducted through an outside agency once in a year.
2. The written examination should be relevant to the post(s)/ qualification(s) prescribed for the post(s)
3. The marks obtained in the written test should not be disclosed to the interview board.
4. The reservation of vacancy for SC, ST, OBC and Physically Handicapped etc. should be as per GoI guidelines.

Sl.No.	Cadre/Posts	Method of Recruitment
1.	Assistant Editor (Rs. 12000-420-18300)	Mode of Recruitment: Direct Qualification: Post Graduate Degree with Diploma in Journalism or at least 12 years experience in editing production of periodicals and journals, preparation of reports, finalizing research studies for publication, features etc. in a reputed Publishing / Printing House (out of which 8 years should be at the level of senior functionary in Editorial Work). Must have flair for creative writing. Age: Maximum 45 years. Selection through interview
2.	Publication Officer (Rs. 8000-13500)	Mode of Recruitment: Direct Qualification: - Post Graduate Degree with Diploma in Printing Technology / Marketing Or at least 8 years experience in publishing with capability for handling of editing, production, marketing and sales subscription operation with leadership quality and excellent publication quality with the capacity for liaisoning with academic staff Age: - Maximum 40 years Selection through interview
3.	Editorial Assistant (Rs. 5500-9000)	Mode of Recruitment: Direct Qualification: A Bachelor's degree. Preferably a post-graduate degree in any of Social Sciences Diploma in Journalism Or At least 5 years of editing and proof-reading experience in any reputed Publishing / Printing House. Age: Maximum 35 years Selection through interview

Sl.No.	Cadre/Posts	Method of Recruitment
4.	Production Assistant-cum-Proof Reader (Rs. 5500-9000)	Mode of Recruitment: Direct Qualification: Post Graduate with Diploma in Printing Technology or 5 years experience in a reputed Publishing / Printing House. Age: Maximum 35 years Selection through interview
5.	Proof Reader (Rs. 4500-7000)	Mode of Recruitment: Direct Qualification: As above with 3 years experience Age: Maximum 30 years Selection through interview
6.	Copy Holder (Rs. 3050-4590)	Mode of Recruitment: Direct Qualification: Graduate with at least 2 years experience in proof reading Age:- Maximum 30 years Selection through interview
7.	Reviser-cum-Copy Holder (Rs. 4000-6000)	Mode of Recruitment: Direct Qualification: B.A. at least 3 years experience in proof reading Age:- Maximum 35 years Selection through interview
8.	Assistant Registrar (Rs. 8000-13500)	Through Selection (Internal Promotion) Qualification:- Superintendents with 5 years experience
9.	Superintendent (Rs. 6500-10500)	Mode of Recruitment: Through promotion from amongst Assistants with minimum 5 years regular service as Assistant. (1) 50% on Seniority-cum-Fitness basis and (2) 50% subject to qualifying Departmental examination covering: (i) (a) Noting, Drafting and Précis writing (b) Knowledge of Establishment Rules, GFR, FR & SR, Office Procedures and Service Bye-laws etc. (Total qualifying marks will be 50%) and (ii) ACRs of the last 5 years and (iii) Interview

Sl.No.	Cadre/Posts	Method of Recruitment
		<p>Weightage for written test, ACRs and interview in the ratio of 60:25:15.</p> <p>* Note:- After the interview final merit list will be prepared based on the consolidated marks obtained in the written test, ACRs & Interview. The first vacancy may be filled on Seniority –cum-fitness basis and alternate vacancy through the departmental examination (if no suitable candidate is available in that year, then the same may be filled on seniority –cum-fitness basis. In that case the next year's first vacancy should be filled through the Departmental examination.</p>
10.	Assistant (Rs. 5500-9000)	<p>Mode of Recruitment: Through promotion from amongst UDCs with minimum 5 years regular scale as UDC</p> <p>(1) 50 % on Seniority-cum-fitness basis and (2) 50% subject to qualifying Departmental Examination *</p> <p>(i):Covering (a) Knowledge of Office Procedures, Rules & Regulations and Service Byelaws etc. (b) Noting, Drafting and Précis writing (Total qualifying marks will be 50%) and (ii) ACRs of the last 5 years and (iii) Interview - Weightage for examination, interview and ACRs in the ratio of 60:25:15</p> <p>* Note:- After the interview final merit list will be prepared based on the consolidated marks obtained in the written test, ACRs & Interview. The first vacancy may be filled on Seniority –cum-fitness basis and alternate vacancy through the departmental examination (if no suitable candidate is available in that year, then the same may be filled on seniority –cum-fitness basis. In that case the next year's first vacancy should be filled through the Departmental examination.</p>
11.	Assistant (Hindi Translator) (Rs. 5500-9000)	<p>Direct Recruitment</p> <p>Qualification: (a) Post Graduate in Hindi with English as a main subject at Degree Level or Post Graduate in English with Hindi as a main subject at Degree Level. (b) Recognized Diploma/Certificate Course in Translation from Hindi to English and Vice-versa or 2 years experience of translation work from Hindi to English in lieu.</p> <p>Desirable – Proficiency in Computer Application</p> <p>Age:- Maximum 35 years</p>

Sl.No.	Cadre/Posts	Method of Recruitment
		<p>Mode of recruitment: (i) Written Test in Essay and Précis Writing and Translation (ii) Interview</p> <p>Weightage for written test and interview will be in the ratio of 60:40 Note: As per Official Language Act, proper Hindi Section to be created with adequate staff.</p>
12.	UDC (Rs. 4000-6000)	<p>Mode of Recruitment-</p> <p>- Through promotion from amongst LDCs with minimum 5 years regular service as LDC. (1) 50%, on seniority-cum-fitness basis and (2) 50% subject to qualifying departmental examination * involving a (i) Written test- covering (a) knowledge of Rules, Regulation and Bye-laws of the Institute and Précis writing (Total qualifying marks will be 50%) and (ii) ACRs of the last 5 years and (iii) Interview - Weightage for examination, interview and ACRs in the ratio of 60:25:15</p> <p>* Note:- After the interview final merit list will be prepared based on the consolidated marks obtained in the written test, ACRs & Interview. The first vacancy may be filled on Seniority –cum-fitness basis and alternate vacancy through the departmental examination (if no suitable candidate is available in that year, then the same may be filled on seniority –cum-fitness basis. In that case the next year's first vacancy should be filled through the Departmental examination.</p>
13.	LDC-cum-Computer Operator (Rs. 3050-4590)	<p>Eligibility/Mode of Recruitment –</p> <p>(i) Direct: 85%</p> <p>Qualification: (a) Graduate with proficiency in computer applications with typing speed of 40 w.p.m. in English/ 30 w.p.m in Hindi. (b) Preferably 6 months to 1 year Computer Application Course from any recognized Institute. (c) Age Limit: Upto 25 years.</p>

Sl.No.	Cadre/Posts	Method of Recruitment
		<p>Mode of Selection: Written Test in General Awareness, Précis Writing (English/Hindi) and Arithmetic followed by Skill Test and Interview of short-listed candidates who qualify in the written and skill test (Weightage in the ratio of 40:40:20 for written test, skill test and interview, respectively)</p> <p>(ii) By Promotion: (a) 15% from amongst Group D employees (examination quota 10% and seniority quota 5%) as per existing practice</p> <p>(b) The qualifying examination will be objective and oriented towards jobs and functions of group C posts.</p> <p>(c) Those appointed as LDC should qualify in typing within 2 years and those who do not qualify would be reverted to Group D. They will however, not draw increments until they qualify in type writing test within the period of 6 months.</p>
14.	Research Officer (Rs. 6500-10500)	<p>Mode of Recruitment – Direct</p> <ul style="list-style-type: none"> - 1st class Post Graduate or Post Graduate with at least 50% marks & M.Phil degree in the relevant discipline. Preference will be given to those having Ph.D Degree - 2 years experience in the relevant area <p>Age: Maximum 35 years</p> <p style="text-align: right;">Selection through Interview</p>
15.	PS to Director* (Rs. 6500-10500)	*
16.	Sr. Stenographer* (Rs. 5500-9000)	*
17.	Stenographer* (Rs. 5500-9000)	*
18.	Jr. Stenographer* (Rs. 4500-7000) (English & Hindi)	<p>Direct recruitment</p> <p>Qualification:- Higher Secondary having shorthand speed of 100 WPM and typing in 40 w.p.m.</p> <p>Through written test & skill test followed by interview (of short listed candidates) (written test covering General Awareness, Précis writing in English/Hindi including grammar)</p> <p>Age- Maximum 30 years</p>

Sl.No.	Cadre/Posts	Method of Recruitment
* Note:- The cadre/scales of Stenographers to be reviewed after the implementation of the 6 th Pay Commission Report.		
19.	Professional Assistant (Library) (Rs. 5500-9000)	<p>Direct Recruitment</p> <p>Qualification: (i) Master's Degree in Library Science or Bachelor's Degree in Library Science with Master's Degree in any other subject. (ii) Proficiency in Computer Application in Library Functioning. (iii) Minimum 2 years experience in Library Operation</p> <p>Age: Maximum 35 years Selection through interview</p>
20.	Library Attendant (Rs. 3050-4590)	<p>May be filled first through circular from amongst the departmental candidates failing which through direct recruitment with following:</p> <p>Qualification: (i) Secondary Exam Pass (ii) Certificate in Library Science with 2 years work experience</p> <p>Age: Maximum 30 years</p>
21.	Building Supervisor (Rs. 5500-9000)	<p>Direct recruitment</p> <p>Qualification: (i) Diploma in Civil Engineering with minimum 5 years experience (ii) Working knowledge of Building engineering.</p> <p>Age- Maximum 35 years Selection through interview.</p>
22.	Electrical Supervisor (Rs. 5500-9000)	<p>Mode of Recruitment: Direct</p> <p>Qualification: Sr. Secondary Examination Pass with Diploma In Electrical Engineering with at least five years' experience in handling and supervising electrical works. The requirements of the job would be to plan, prepare estimates and execute electrical maintenance works. Preference will be given to the working knowledge of maintenance of electrical transformers having electrical distribution system.</p> <p>Age: Maximum 35 years Selection through interview</p>

Sl.No.	Cadre/Posts	Method of Recruitment
23.	Electrician-cum-Plumber (Rs. 4000-6000)	<p>Mode of Recruitment: (i) Direct recruitment Qualification: Sr. Secondary Examination Pass with Diploma /Certificate from ITI in electrician trade with > years experience in the trade. Age:- Maximum 35 years Selection on the basis of interview</p> <p>(ii) By Promotion: Seniority-cum-Fitness based on ACRs and Interview from among Jr. Electrician / Plumber.</p>
24.	Junior Electrician/ Carpenter /Plumber (Rs. 3050-4590)	<p>Mode of Recruitment: Direct through interview Qualification: For all the three trades:</p> <p>(i) Secondary School Examination Pass (ii) ITI Certificate in relevant trade</p> <p>Age: Maximum 25 years</p>
25.	Carpenter-cum-Mason (Rs. 3050-4590)	<p>Direct Recruitment</p> <p>Qualification:</p> <p>(i) Secondary School Exam Pass, (ii) Certificate from ITI with 2 years experience (iii) Proficiency in Trade</p> <p>Age: Maximum 30 years</p>
26.	Staff Car Driver (Rs. 3050-4590)	<p>Mode of Recruitment: Direct</p> <p>Qualification: Minimum Intermediate / Sr. Secondary/12th Class Exam pass with valid LMV driving license.</p> <p>Mode of Selection: (i) Skill Test (ii) Interview</p> <p>Weightage for skill test and interview will be in the ratio of 60% & 40%. (Further promotion / grading may be as per GOI Rules)</p>

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Sl.No.	Cadre/Posts	Method of Recruitment
27.	Machine operator (Rs. 3050-4590)	Departmental promotion from Group 'D' with 6 months experience of operation of duplicating machines.
28.	Bradma Operator (Rs. 3050-4590)	<p>Direct Recruitment</p> <p>(i) Secondary School Exam Pass (ii) Certificate issued by the Bradma company about the operation and mechanism of Bradma machine. (iii) Proficiency in the operation of Bradma machine.</p> <p>Age:- Maximum 30 years.</p>
29.	Daftary-cum Farash (Rs. 2610-3540)	By promotion from Messengers
30.	Fitter (Rs. 2610-3540)	<p>Direct Recruitment Qualification - 8th Pass</p> <p>Certificate of Plumbing / Pipe Fitting from ITI with 2 years experience of operating / repairing water Pumps.</p> <p>Age- Maximum 30 years</p>
31.	Gardner (Rs. 2550-3200)	<p>Direct Recruitment Qualification: 8th pass with 3 years experience in gardening.</p> <p>Age - Maximum 25 years.</p>
32.	Chowkidar (Rs. 2550-3200)	<p>Direct Recruitment Qualification: 8th pass</p> <p>Age - Maximum 25 years</p>
33.	Messenger/ Room Attendants- cum - Farash (Rs. 2550-3200)	<p>Direct Recruitment Qualification: 8th pass</p> <p>Age - Maximum 25 years</p>
34.	Safai Karamchari (Rs. 2550-3200)	<p>Direct Recruitment Qualification: 8th pass</p> <p>Age - Maximum 25 years</p> <p>Note:- The designation of Floor Supervisor is abolished. The Safai karamcharis working in the senior scale may be designated as Sr. Safai Karamcharis</p>

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