

INSTITUTE OF ECONOMIC GROWTH

TERMS AND CONDITIONS OF SERVICE RULES 1979



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INSTITUTE OF ECONOMIC GROWTH, DELHI

(Terms and Conditions of Service, Rules 1979)

1. These rules shall apply to the academic and non-academic staff of the Institute of Economic Growth.
2. These rules shall come into force with effect from January 7, 1980 and after due notification.
3. Academic staff shall comprise:
 - (a) Faculty members as defined in the Memorandum of Association;
 - (b) Supportive research personnel.
4. Non-Academic staff shall comprise of staff other than academic staff under Clause 3 above.
5. **Posts, Recruitment and Appointment:**
 - (i) The tenure of employees of the Institute shall be of two categories:
 - (a) Regular
 - (b) Temporary
 - (ii) Regular employees are against the sanctioned and continuing posts.
 - (iii) Temporary and ad hoc appointments shall be made for specified periods.
 - (iv) The positions under the category of Academic Staff shall be filled only after due advertisement, and appointments to these positions shall be made by the Director on the recommendation of the duly constituted Selection Committees which shall include outside experts, and reported to the Board of Governors; provided, however, the appointments to the positions of Research Associates and above shall be made only with the approval from the Chairman, Board of Governors.
 - (v) Appointment to the post of a Professor of a person of high academic distinction, eminence and professional attainment can be made by the Board of Governors, directly.
 - (vi) The positions under the category of non-academic staff shall be made by (i) direct recruitment (ii) promotion; provided, however, that the post of Librarian and Administrative and Finance Officer shall be filled only after due advertisement.

- (vii) All appointments to the posts in the category of non-academic staff shall be made by the Director on the recommendation of the duly constituted Selection Committees which shall include outside experts, and reported to the Board of Governors; provided, however, the appointments to the positions of the Administrative Secretary, Accounts Officer, Assistant Librarian and above shall be made only with the approval of the Chairman, Board of Governors. Internal candidates may be considered for promotion by the Selection Committee on the basis of merit, experience and record of service due regard being paid to seniority.

6. Probation and Regularisation

- (a) Every person appointed to a regular post in the Institute shall, on satisfactorily completing his period of probation, be eligible for regularization in that post.
- (b) Every person appointed to a regular post in the Institute 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 for a further period not exceeding one year, the reasons thereof to be recorded in writing.
- (c) Where a person appointed to a post in 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 case of a person appointed by direct recruitment terminate his services under the Institute without notice; and
 - (ii) Extend his period of probation to the extent necessary as specified in sub-rule (b) above.
- (d) The services of an employee shall not be regularized in any post unless:
- (i) Such post is regular and no one else holds a lien on the post;
 - (ii) the service of the employee in the Institute is approved by the Board of Governors.

7. Appointments in the Place of Employees Dismissed, Removed or Reduced.

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

8. Resignation.

Subject to the acceptance of resignation by the Director a regular/temporary employee may, by notice of three months/one month in writing addressed to the Director resign from the service of the Institute, or by payment of salary in lieu thereof.

Provided the appointing authority may if it deems proper in any case permit a regular/temporary employee to resign the service on notice of less than three months/one month.

9. Qualifications for Appointment

The qualifications for appointment to the posts in the Institute shall be such as may be determined by the Board of Governors from time to time.

10. Fitness

- (a) Appointments of persons by direct recruitment for period of more than 12 months shall be subject to their being found medically fit by the Medical Officer of the W.U.S. Health Centre, Delhi University or any other Medical Officer authorized for the purpose.
- (b) No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

11. Seniority

The seniority of employees in a particular grade will be determined in accordance with the rules to be prescribed by the Board of Governors from time to time.

12. Tests or Examinations

Institute employees, other than the academic staff, shall be required to pass such departmental and other tests or examinations as may be prescribed by the Board of Governors. The Board of Governors may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.

13. Termination of Service

- (i) The services of a temporary employee may be terminated by the Board of Governors without assigning reasons –
 - (a) During the period of probation following the first appointment at any time without notice; and
 - (b) If the appointment is temporary at any time by a notice of one month in writing given by the appointing authority to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.

- (ii) The services of a regular employee may be terminated by notice of three months or on payment of pay plus allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three months' pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.

(iii) An employee of the Institute may be dismissed, or subjected to disciplinary action, on grounds of misconduct or indiscipline or dereliction of duty or inefficient work. Such dismissals and disciplinary action shall be ordered by the Board of Governors after the process of inquiry is completed. This inquiry will be made by an Inquiry Committee specially set up in each case by the Board of Governors on the recommendation of the Director. The Director may order suspension of the employee in question, pending such inquiry. In all cases, the employee concerned will be given opportunity to explain his position on the charges framed against him.

14. Retirement

The Institute shall follow mutatis mutandis the rules of the University of Delhi from time to time.

15. Pay, Allowances and Other Benefits

In the normal course, the Institute will follow the University of Delhi in matters of pay, allowances and other benefits. In cases where this is not applicable, the Board of Governors may make suitable modifications on the recommendation of the Director. The adoption of pay, allowances and other benefits will be subject to sanction from the funding agencies.

16. Control and Discipline

- (a) All employees of the Institute are its full-time employees. Unless otherwise stated in their letters of appointment, they shall not engage, directly or indirectly, in any trade or business or any other occupation.
- (b) The Director may assign to an employee duties from time to time at the Institute.
- (c) The Governing Body shall establish normal working hours. An employee shall strictly observe working hours of the Institute. He shall not absent himself from duty without prior permission except in case of an emergency or

his own sickness. He shall promptly inform the office in case he is likely to be absent for more than one day.

- (d) An employee going out of station shall intimate his leave address to the office and notify any change in the leave address when it occurs.
- (e) An employee desirous of applying for employment outside the Institute will submit his application through the office.
- (f) A regular employee who wishes to further pursue his studies must seek the prior permission of the Director otherwise he may not be granted leave for appearing in the examination.
- (g) There shall be a periodic review of Research Programme and the work done at the Institute. Such review shall be done by the Expert Committees for each subject appointed for the purpose by the Governing Body from time to time.
- (h) Such authorities as may be prescribed by the Board of Governors shall report confidentially each year in the prescribed form on the work and conduct of employees other than faculty members, serving under the respective authority for a period of not less than four months and forward their reports to the Director by the end of the academic year. The Director will have the discretion to determine which unfavourable report or portions thereof are weighty enough to be conveyed to the employee concerned. All adverse entries will be communicated within three months to the employee concerned. Any representation against the adverse remarks shall be made within two months of this communication to the Director.
- (i) For non-academic staff a character roll will be maintained which shall contain a confidential report in such form as may be prescribed by the Board of Governors.
- (j) For each employee the Institute shall maintain a service book and a personal file. The entries in the service book shall be authenticated by an officer authorized in this behalf.

17. General

- (a) In all matters where service rules are found inadequate, the corresponding rules of the University of Delhi shall be followed subject to approval of the Board of Governors.
- (b) Notwithstanding anything contained in these rules, the Board of Governors may in the case of an employee relax any of the provisions of these rules to relieve him of any undue hardship arising from the operation of such provision or in the interest of the Institute. Where a doubt arises as to the interpretation or application of these rules, the matter will be referred to the Board of Governors whose decision shall be final.

PAY

1. Scale of Pay

The scales of pay for the posts in the Institute service shall be as specified in the Schedule (Appendix I) as amended from time to time.

2. Initial Pay

An employee shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale, unless the appointing authority decides that he shall draw pay at any higher stage.

3. Fixation of Initial Pay, Drawal of Increments, Leave Salary etc.

The Institute shall follow mutatis mutandis the rules of the University of Delhi regarding fixation of initial pay, drawal of increments, and salary and allowances during leave of various kinds or suspensions.

4. Special Pay, Personal Pay, Honorarium and Fee

The Institute 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.

5. Drawal of Pay

- (i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- (ii) Pay in respect of any month shall become payable on the last working day of the month.
- (iii) An employee resigning from the service of the Institute without the notice prescribed shall not, unless the Director directs otherwise, be allowed to draw pay due but not drawn.

Allowances

The following allowances shall be admissible to an employee of the Institute:

1. Dearness Allowance
2. City Compensatory Allowance
3. House Rent Allowance
4. Travelling and Daily Allowance

In addition, the employees of the Institute will be eligible to the following:

1. Leave Travel Concession
2. Children's Educational Allowance and Reimbursement of Tuition Fee.
3. Reimbursement of Medical Expenses

The Institute shall follow mutatis mutandis the rules of the University of Delhi with regard to the disbursement of the aforesaid allowances and concessions.

RETIREMENT AND OTHER BENEFITS

1. Provident Fund

An employee, other than a borrowed employee or an employee on contract, shall be entitled to the benefits of Provident Fund of the Institute subject to and in accordance with the provisions of the Institute's Employees' Contributory Provident Fund Regulations.

2. Gratuity

The Institute shall follow mutatis mutandis the rules of the University of Delhi.