



# SERVICE AND FINANCIAL RULES – 2024<sup>1</sup>

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<sup>1</sup> Approved in the 183<sup>rd</sup> BoG Meeting held on September 30, 2024

**INSTITUTE OF ECONOMIC GROWTH**  
**Service and Financial Rules - 2024<sup>2</sup>**

**DELHI**

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<sup>2</sup> Recommended by the Committee at its meeting held on 23<sup>rd</sup> April 2024

# Institute of Economic Growth Service and Financial Rules, 2024

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## **CHAPTER I**

### **APPLICATION AND DEFINITIONS**

In exercise of the powers conferred by Rule 14(b) and (c) of the Memorandum of Association & Rules and Regulations of the Institute of Economic Growth, 2002, the Board of Governors hereby adopts the following Service and Financial Rules of the Institute, subject to amendments approved by the Board of Governors as and when necessary.

#### **Application of Fundamental Rules and Supplementary Rules**

In regard to all matters concerning the service conditions of the employees of the Institute, wherever not provided in these rules, the University of Delhi rules, as amended from time to time, will apply mutatis mutandis, except where otherwise provided for by the rules of the Institute as adopted by the Board of Governors. In regard to all matters concerning the service conditions of the employees of the Institute wherever not provided under above, the Fundamental and Supplementary Rules and General Financial and Delegation of Financial Powers Rules framed by the Government of India and such other Rules and Orders issued or as may be issued by the Government of India from time to time shall apply.

#### **Sec. 1 Short Title and Commencement: -**

[1.1] These Service and Financial Rules may be called the “**Institute of Economic Growth Service and Financial Rules 2024**”.

[1.2] These shall come into force on such date as may be specified by the Board of Governors.

[1.3] Under these rules:

(i) ‘Institute’ shall mean the Institute of Economic Growth.

(ii) ‘Board of Governors’ shall mean the apex body which governs the functioning of the Institute.

(iii) ‘Director’ shall mean the executive head of the Institute.

#### **Sec. 2 Extent of Application**

[2.1] These rules shall apply to the regular staff of the Institute, including academic and non-academic staff. Chapter –I provides general concepts – application and definition - applicable to all staff and Chapter – II contains rules specific to academic staff and Chapter-III contains rules specific to non-academic staff.

[2.2] Every person holding a post under the Institute at the commencement of these rules shall, on such commencement be deemed to have been appointed under the provisions of these rules for the corresponding post and shall draw the pay drawn by him/her immediately before such commencement.

### **Sec.3 Definitions and Interpretations**

Unless the context otherwise requires the various terms are used in the Rules in the sense explained below:

[3.1] **Academic staff:** shall include the Director, Faculty, Post Doc-Fellows and such other research/teaching positions of the Institute as are included under this category from time to time.

[3.2] **Annual Increment:** means the annual increase in pay to the employee as per the provisions of the Pay Rules.

[3.3] **Cadre:** means the strength of a service or a part of a service sanctioned as separate unit.

[3.4] **Competent authority:** means the authority to which specific power has been delegated, and where no such specific delegation has been made, the competent authority is, unless otherwise stated, the authority in whom the power to appoint such employees has been or is vested from time to time by the Institute.

[3.5] **Committees:** The functioning of the Institute is facilitated through several committees constituted by the Board of Governors and/or the competent authority. These committees take decisions and make recommendations regarding academic and administrative functions as per their TORs and, are referred to as and where relevant in this document.

[3.6] **Completed years of Service:** means continuous period of service of the specified duration under the Institute which includes periods spent on duty as well as deputation or extraordinary leave granted with pay and allowances.

[3.7] **Contractual appointment** means an appointment made for a fixed duration.

[3.8] **Date of retirement** means the afternoon of the last day of the month for those employees born from 2<sup>nd</sup> to last day of any of month, in which the employee attains the age prescribed for retirement under the terms and conditions governing the service rules. In respect of employees born on 1<sup>st</sup> day of any of the month, his date of retirement will be the last date of the previous month.

[3.9] **Day:** means a calendar day, beginning and ending at midnight; but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

[3.10] **Duty:** includes service on probation provided that such service is followed by confirmation.



- [3.11] **Employees:** means all the academic and non-academic regular staff members of Institute.
- [3.12] **Faculty:** ‘means those appointed to the positions of Assistant Professor, Associate Professor and Professor in the Institute or deemed to be equivalent positions by the competent authority of the institution. The position could be permanent, temporary or contractual in nature.
- [3.13] **Government of India:** means the Central Government.
- [3.14] **Holiday:** means a holiday prescribed or notified by the Institute
- [3.15] **Honorarium:** ordinarily means a payment to employees who are entrusted with duties of an occasional and intermittent nature. In specific circumstances, these can be recurring payments granted to an employee as remuneration for performing special work, as may be determined by the competent authority from time to time.
- [3.16] **Joining time:** means the time allowed to an employee to join a new post.
- [3.17] **Leave:** Employees shall be eligible to avail leave as per the Leave Rules notified by the Central Government and adopted by the Institute from time to time. Leave cannot be claimed as a matter of right and an employee’s leave maybe revoked or refused by the competent authority to grant the leave, when there is exigency at the Institute during that period.
- [3.18] **Earned leave means** leave earned in respect of period spent on duty.
- [3.19] **Leave salary:** means the salary payable by the Institute to an employee ~~on~~ during the period of leave.
- [3.20] **Lien:** means the entitlement of an employee to hold a regular post, whether permanent or temporary, either immediately or on termination of a period or periods of absence.
- [3.21] **Limited Departmental Examination (LDE):** means a competitive test limited to certain specified category/ categories of post or grade holders of the IEG staff for promotion to a specified higher post or grade.
- [3.22] **Month:** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd numbers of the days calculated subsequently.

Note: whenever it is necessary to calculate a period in calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on which the period begins or if there is no such corresponding day in the month, then on the last day of the month.

Example: A period of six calendar months beginning on the 28<sup>th</sup> February ends on the 27<sup>th</sup> August, 31<sup>st</sup> March ends on 30<sup>th</sup> September, 30<sup>th</sup> or 31<sup>st</sup> August ends on the 28<sup>th</sup> February or 29<sup>th</sup> February, if leap year.

- [3.23] **Non-academic staff:** means all those staff of the Institute other than academic staff.
- [3.24] **Officiate:** an employee officiates in a post when he/she performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post. Contractual appointments can be made to meet the requirements of the Institute with the approval of the competent authority, within reasonable interpretation.
- [3.25] **Pay:** means the amount of salary drawn monthly by an employee as:-
- [a] The pay other than special pay or pay granted in view of his/her personal qualifications, which has been sanctioned for a post held by him/her substantively or in officiating capacity or to which he/she is entitled by reason of his/her position in a cadre.
  - [b] Special pay/allowance: means an addition of the nature of pay to the emoluments of a post of an employee granted in consideration of:
    - [i] the specifically arduous nature of the duties; or
    - [ii] a specific addition to the work or responsibility.
  - [c] **Substantive Pay:** means the pay other than special pay, or emoluments classed as pay by the Institute to which an employee is entitled on account of a post to which he/she has been appointed substantively or by reason of his/her substantive higher time scale such special pay will also count as substantive pay, provided the employee holds a lien on the post to which the special pay is attached.
  - [d] Any other emoluments which may be specially sanctioned by the competent authority as pay by the Institute.
- [3.26] **Pay Scale:** means the scale of pay or pay band approved by the Government of India on the recommendation of the Pay Commissions and adopted by the Board of Governors of the Institute.
- [3.27] **Permanent post:** means a post carrying a definite pay scale sanctioned without any limit of time funded with regular grants.
- [3.28] **Post-Doctoral Fellow:** refers to a researcher who holds a doctoral degree. The eligibility, age, duration, fellowship amount, leave, etc., shall be governed by the guidelines of the funding agency, failing which as per the Contractual Staff Service Rules of the Institute.

- [3.29] **Probation:** A person on probation in a post is one who is appointed to a post for determining his/her fitness for eventual substantive appointment to the post. Unless otherwise stipulated by the appointing authority, the period shall be one year for both academic and non-academic staff, provided that the appointing authority may in individual cases extend the period of probation for a further period not exceeding one year, the reasons thereof shall be recorded in writing.
- [3.30] **Probationer:** means an employee who is on probation against a position at the Institute.
- [3.31] **Project:** The term 'project' refers to research initiatives undertaken by one or more faculty members, or with an external associate/Institute, approved by the Director and is executed/implemented as per the rules and, financial and administrative guidelines of the Institute.
- [3.32] **Qualifying service:** means service calculated for settlement of retirement benefit from the Institute excluding leave without pay.
- [3.33] **Regular Service** means service rendered by an employee on a regular basis against a position as distinct from contractual service, and is deemed to be till retirement, unless otherwise specified
- [3.34] **Sanctioning authority** means the Director of the Institute unless otherwise specified / delegated to other official as per Schedule IX under Sec.15 of Chapter V.
- [3.35] **Service:** means service in which an employee receives his/her substantive pay with the sanction of the Institute.
- [3.36] **Subsistence Allowance:** means a monthly grant sanctioned to an employee under suspension.
- [3.37] **Temporary service:** means the service of a temporary employee in a temporary post or officiating service in a permanent post under the Institute
- [3.38] **Tenure post:** means a position which an individual may hold for a period prescribed for that position.
- [3.39] **Time-scale pay:** means pay which, rises by periodical increments from a minimum to a maximum as defined by the Central Government's Pay Commissions. It includes the class of pay known as progressive.
- [a] Time-scales are said to be identical if the minimum, the maximum the period of increment and the rate of increment of the time-scales are identical.
- [b] A post is said to be on the same time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts, involving duties of approximately the same character or degree of responsibility so that the pay of the

holder of any particular post is determined by his/her position and not by the fact that he/she holds that post.

[3.40] **Travelling Allowance:** means an allowance granted to an employee as per the TA Rules in force of the Institute, to cover the expenses, which he/she incurs while travelling on duty for the Institute's work assigned by the competent authority.

**CHAPTER II**  
**SERVICE RULES FOR THE ACADEMIC STAFF**

**Sec.1 Scope**

These Rules shall apply to the selection and appointment of persons to the posts of Assistant Professor, Associate Professor, and Professor and may be extended to any other post which the Board of Governors may by resolution decide save that this shall not apply to the position of Director. The Director shall be appointed by the Board of Governors as per the provisions given under Rule 16(1) of the Memorandum of Association of the Institute. The provision for Acting Director and Officiating Director is given under Rules 16(2) of the Memorandum of Association of the Institute.

**Sec. 2 Categorisation of Posts**

Cadres and the posts in the Institute as specified in Schedule – III shall be decided upon from time to time.

**Sec.3 Creation, Abolition and Classification of Posts**

The Board of Governors shall be the competent authority to create/sanction, classify pay scale and abolish all permanent positions of academic. The Director shall be the competent authority to create all other (temporary) positions.

**Sec.4 Appointing, Disciplinary and Appellate Authorities**

The Appointing, Disciplinary and the Appellate authorities for the various categories of academic posts under the Institute shall be as indicated in the Schedule - I.

**Sec.5 Method of Recruitment for Academic Staff**

[5.1] Recruitment to the academic staff shall be made:

- (a) by direct recruitment; or (b) by promotion; or (c) by appointment of a person on deputation or transfer or (d) on contract basis (Short Term or Long Term)

[5.2] The recruitment rules and qualifications for appointments for academic staff shall be mutatis mutandis as per the rules notified by the University Grants Commission/ University of Delhi from time to time.

[5.3] The appointment to any post in the Institute shall be made in accordance with recruitment rules framed as indicated in the **Schedule II (A)**.

[5.4] Where no recruitment rules have been framed in relation to any post, the appointing authority shall prescribe the age, experience and other qualifications for appointment to a post in the Institute, keeping in view the age, qualification, experience etc. prescribed by the

University Grants Commission / University of Delhi, and in case such rules or their equivalent are missing, followed by other comparable educational institutions such as Central Universities/ research institutions, for similar posts

## **Sec.6 Whole Time Employment**

All employees unless otherwise specified, shall be whole time employees of the Institute

## **Sec.7 Regular and Temporary Post**

A post in the Institute shall be:

- (i) "Regular post" that is, a post carrying a prescribed scale of pay sanctioned without any time limit funded with regular grants.
- (ii) "Temporary Post", that is, a post carrying a prescribed scale of pay/consolidated pay sanctioned for a limited time.

## **Sec.8 Reservation of posts for scheduled castes/tribes/other backward classes or any other Categories from time to time**

While making appointments to posts in the Institute, the appointing authority shall observe University of Delhi rules and orders in force regarding reservations and other concessions admissible to the Scheduled Castes, Scheduled Tribes, Other Backward Classes or other categories as may be prescribed by the Government of India from time to time.

## **Sec.9 Travelling Allowance for attending interview**

Candidates selected for an interview for Group 'A' and 'B' in the Institute may be reimbursed for shortest route, if approved by the Competent Authority and subject to availability of funding.

## **Sec.10 Scales of Pay of Posts, allowances and deductions**

[I] The Scale of Pay of the Posts that exist in the Institute are given in **Schedule – III**.

### **[II] Pay**

- (i) "Pay" means the pay admissible on the relevant date and shall include the basic pay but shall not include any allowances, D.A, fee, or honorarium.
- (ii) Pay, allowances and other benefits of an employee shall be determined by the Board of Governors which will be guided by the guidelines followed by other comparable educational institutions such as Central Universities. Special allowances may be sanctioned by the Board of Governors for undertaking executive functions at the Institute.

### **(III) Initial Pay**

An employee shall, on appointment to a post in the time-scale of pay, draw pay at the lowest stage of the time-scale, unless the appointing Authority decides to fix the pay at a higher level on grounds of merit and/or on the basis of increments for having obtained higher degrees, along the lines notified by the University of Delhi / UGC from time to time.

Provided that, when such an appointment is made by promotion:

- (i) The employee's pay after promotion is fixed at least one increment higher in the new scale than the last pay drawn. While fixing the pay of a promoted employee, care shall be taken to ensure that the emoluments of the employee are not adversely affected by the date of increment in the new scale.
- (ii) Initial pay drawn on joining the Institute after resigning from regular positions in comparable institutions shall be as fixed by the selection committee. Any benefits drawn from service in previous institutions of employment shall not adversely affect the pay of such employees at the Institute.

### **(IV) Service for Increments**

Service in the appointed post or in an equivalent or higher post in the Institute, or in an institution of comparable standing shall count for increment in a time-scale post. Increments shall be granted during periods of extraordinary leave, if the appointing authority is satisfied that such leave was taken for academic purposes or on account of illness, or for any other cause beyond the control of the employee. An increment shall ordinarily be drawn as a matter of course.

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

- a. All duty in a post on a time-scale counts for increments in that time-scale.
- b. All leave, except leave without allowances taken otherwise than on medical certificates, count for increments in the time scale applicable to a post
- c. Period spent on a study leave, on deputation or on other comparable fulltime assignments subject to a maximum of 3 years shall count for increments in the time-scale applicable to a post in which the employee holds a lien.
- d. The Board of Governors shall have the power to declare a period of leave without allowances to count for increment.

### **(V) Pay during Leave**

- (i) An employee on casual leave, compensatory leave, earned leave, parental leave or child care leave, shall draw pay as on duty.
- (ii) An employee on medical leave shall draw pay in accordance with University of Delhi rules.

- (iii) An employee on academic leave shall draw pay, if at all, at such rate as specified in the Rules or if permitted by the Board of Governors.
- (iv) No pay shall be admissible to an employee on extraordinary leave.

**(VI) Pay during Suspension**

An employee under suspension shall, during the period of suspension draw pay as determined by the Appointing Authority which will be guided by the guidelines followed by University of Delhi / UGC in this matter.

**(VII) Honorarium**

The Director may sanction to an employee such honorarium as deemed appropriate for the performance of additional duties. The honorarium maybe a recurring or non-recurring payment granted to an employee as remuneration for such special work as may be determined by the competent authority of the Institute.

**(VIII) Drawing of Pay**

- (i) An employee shall be entitled to the pay from the date of joining to the appointed post.
- (ii) Pay in respect of any month becomes payable on the last working day of that month. The Director may in exceptional circumstances authorize payment up to a week in advance.
- (iii) An employee resigning from service without notice shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but not drawn, provided the disallowed pay does not exceed the pay for one month.
- (iv) An employee resigning/retiring/terminated from the Institute and projects will not be entitled to the last month's salary until the employee obtains the necessary no dues clearances from the Institute.

**(IX) Allowances**

The following allowances shall be admissible to an employee:

- (i) Dearness Allowance, (ii) House Rent Allowance, (iii) Travelling and Other Allowances, any other allowance specifically sanctioned as per the Pay Commission approved by the Government of India and adopted by the Board of Governors.

**(X) Deductions**

The permissible deductions from the pay shall be of the following two categories: -



[a] Compulsory deductions:

[i] Income-tax and other statutory deductions, [ii] Provident fund, [iii] Subscription to Group Insurance Scheme [GIS].

Note: The above deductions are statutory in nature. However, notwithstanding the above, advances from the Institute, recovery of loss to Institute for which employee is responsible and such other penalties as levied by the competent authority shall be deducted after duly informing the employee.

[b] Optional deductions:

The deductions falling under this category should not be made except with employee's written consent:

[i] Premium due on Life Insurance Policies, [ii] Other loans, [iii] Deduction for Co-operative Society, and [iv] Other Welfare funds for the Institute.

### **Sec.11 Fitness**

No person shall be appointed to any post by direct recruitment unless:

- (i) The concerned person is found medically fit by competent authority as per University of Delhi Rules;
- (ii) The Appointing Authority is satisfied that the concerned person is suitable in every other respect for appointment to the post;
- (iii) The Appointing Authority is satisfied that the concerned person possesses good character and antecedents; and
- (iv) There is no other reason which render him/her unfit for a service under the Institute in any manner.

### **Sec.12 Grant of Advance Increments on Initial Appointments of service**

The Appointing Authority may, on the recommendation of the Selection Committee, supported by adequate justification, grant advance increments, not exceeding five, in consideration of special qualification and experience to a candidate on initial appointment to a post in the Institute subject to the relevant provision of Financial Rules/Service Rules and such other orders as may be issued by the University of Delhi / UGC in this regard from time to time.

### **Sec.13 Joining Time**

Those selected to the positions of Senior Professor, Professor, Associate Professor and Assistant Professor shall be given time to join duty as per the rules of the University of Delhi, unless otherwise communicated in the appointment order by the competent authority.

### **Sec.14 Probation and Confirmation**

#### **[a] Probation:**

The minimum period of probation of an academic staff shall be one year, wherever applicable, extendable by a maximum period of one more year in case of unsatisfactory performance. The person on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year. Subject to this clause, it is obligatory on the part of the Institute to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance. The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government and adopted by the University of Delhi and the Board of Governors (BoG) of the Institute.

#### **[b] Confirmation**

- [1] Academic staff on probation shall submit a self-appraisal report to the Director two months before the completion of the probationary period. The Director in consultation with the Chairman, Board of Governors shall constitute a Committee comprising at least two subject experts to evaluate the work done by the staff member, wherever applicable. The Committee shall recommend confirmation of the staff if the performance is considered to be satisfactory and the Director, with approval from the Chairman, Board of Governors will inform the concerned staff member in writing about the confirmation.
- [2] If *prima facie* the work of the concerned staff appears to be not satisfactory, the committee may make a more detailed assessment of his/her work providing an opportunity for him/her to make a presentation to the Committee. The Committee can also recommend the extension of the probationary period by one year. In case of recommendation for extension of probation, the Director after consultation with the Chairman, Board of Governors shall inform the same to the concerned staff member accordingly, in writing
- [3] If a duly constituted Committee as per Sub Clause 1 above, is of the view that the performance of the staff member concerned has not been satisfactory even after one year, the reasons for that opinion shall be recorded and conveyed in writing to the concerned academic staff. The Committee shall submit the detailed report to the Director along with staff member's statement and any relevant copies of written work of the member. If the Committee recommends that the staff member has not shown improvement, the Director may recommend to the Chairman that his/her services may be terminated.

[4] In case the recommendation of termination is approved by the Chairman, Board of Governors, the Director shall issue a notice to the concerned staff member along with the Evaluation report. In appeal, the concerned staff member may furnish a reply within four weeks to the Chairman, BOG. Thereafter, the Chairman shall decide. If the staff member wishes to appeal against the Chairman's decision, he/she may appeal to the President of the General Body, and the latter's decision in the matter shall be final.

### **Sec.15 Service Books**

- [a] The Institute shall maintain a Service Book for each employee in such form as may be prescribed and adopted by the University of Delhi.
- [b] The entries in the Service Book of an employee shall be verified every year by the authority appointed to do so by the Director.

### **Sec.16 Seniority**

The seniority of employees in a particular Pay Matrix Level will be determined with reference to emoluments drawn. In the instance of two employees in the same Pay Matrix Level and drawing same emoluments, the date of joining will determine seniority. In the instance that both the emoluments and date of joining are the same, seniority shall be determined in accordance with position in the merit list drawn by the selection committee at the time of appointment or if such a list does not exist or apply, with reference to the date of joining the Institute in a regular/permanent position will determine seniority, failing which seniority will be determined by age [Date of Birth].

### **Sec.17 Career Advancement Scheme**

Career Advancement Scheme for the Academic Staff<sup>3</sup>:

The academic staff of the Institute shall be governed by the Career Advancement Scheme (CAS) as per the detail at **Schedule – IV**.

### **Sec.18 Leave Rules for Faculty**

Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description may be refused or revoked by the leave sanctioning authority. Leave should ordinarily be applied for in the prescribed form ahead of availing leave. It should be applied for sanction before it is availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority. The Faculty of the Institute shall be governed mutatis mutandis under the University of Delhi, and subsequently adopted by the BOG of the Institute, except the following changes in the entitlement of academic staff:

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<sup>3</sup> Approved by the BOG at its 162<sup>nd</sup> meeting held on February 25, 2015.

[i] **Earned Leave**

12 days in a year and 1/3<sup>rd</sup> of the period for which they attend the office during summer vacation (16<sup>th</sup> May to 30<sup>th</sup> June). Maximum accumulation permitted as per the 7<sup>th</sup> Pay Commission is 300 days which can be encashed at the time of superannuation or availed during their service period. The leave account shall be credited twice in a year i.e. on 1<sup>st</sup> January and 1<sup>st</sup> July.

[ii] **Vacation Leave**

Faculty are entitled to summer vacation from 16<sup>th</sup> May to 30<sup>th</sup> June, every year. The period of vacation cannot be accumulated or carried forward beyond the vacation dates.

[iii] **Duty Leave**<sup>4</sup>

When a person goes out-of-station for Institute's work she/he will be considered to be 'on duty'. The person will not be required to take any kind of the regular leave, but will have to inform in writing to the Director about the visit. Attending a meeting, a training program, a seminar or a conference in which the Institute is involved as a co-host or which forms a part of the activities of an approved project/program of the Institute will be regarded as a work of the Institute. Any person nominated by the Government of India to serve on special task forces, committees or assignments, or represent the country as an expert, will not be required to take any kind of leave in order to discharge such duties. Similarly, fieldwork done for an approved research project of the Institute will be regarded as a work of the Institute.

The maximum permissible number of days of duty leave is 30 working days in a year. In special circumstances, the Director at his discretion may allow duty leave beyond 30 working days.

[iv] **Study Leave/Academic Leave**<sup>5</sup>

Faculty members will be allowed study leave/academic leave for two months every year, for attending courses in universities or for attending long-duration training programs, or for going for a visiting position to a university or Research Institution or UN and similar Institutes (in India or abroad) for academic activities including teaching, training, and research activities. The leave can be accumulated up to a maximum period of one year in a period of six years.

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<sup>4</sup> Recommended by the Academic Committee at its 181<sup>st</sup> meeting held on February 7, 2002. Approved by the BOGs' at its 129<sup>th</sup> meeting held on April 4, 2002.

<sup>5</sup> Recommended by the Academic Committee at its 181<sup>st</sup> meeting held on February 7, 2002. Approved by the BOGs' at its 129<sup>th</sup> meeting held on April 4, 2002.

On the issue of payment of salary during the period of such leave<sup>6</sup>, if a faculty member is in receipt of subsistence in any manner up to \$ 3600 per month (\$ 120 per day), academic leave should be granted with pay and without pay if it is more than \$ 3600 per month (more than \$ 120 per day).

[v] **Consultancy Leave**

The provision for Consultancy Leave for the Faculty of the Institute is given under Sec. 25 of Consultancy Services to be read with Schedule V, with revisions provided in Schedule XVIII.

[vi] **Child Care Leave**

The employees of the Institute shall be entitled for Child Care Leave as governed *mutatis mutandis* under the Central Civil Services (Leave) Rules, 1972, of the Government of India as amended from time to time for Teaching and Non-Teaching Staff.

When there are several applications in a particular year, restrictions on number of beneficiaries or period of leave may be sanctioned during the year considering the factors such as relative urgency for child care and equity.

[vii] **Casual Leave:**

The employees of the Institute shall be entitled for 8 days of casual leave in a calendar year. Casual leave cannot be combined with any other kind of leave except compensatory leave.

[viii] **Half Pay Leave [Medical Leave]:**

The “Half-Pay Leave” admissible to a person in respect of each completed year of service shall be 20 days. The “Half-Pay Leave” may be granted to a person on Medical Certificate or on private affairs and twice the amount of such leave shall be debited to the half pay leave. An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness on the day of resuming duty.

[ix] **Maternity Leave:**

The woman employees of the Institute shall be entitled for Maternity Leave as governed *mutatis mutandis* under the Central Civil Services (Leave) Rules, 1972, of the Government of India as amended from time to time.

[x] **Extraordinary Leave:**

The Extraordinary leave shall be granted provided; the employee should have put in a minimum of one year of continuous service.

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<sup>6</sup> Recommended by CAF on its 80<sup>th</sup> meeting held on September 9, 2014. Approved by the BOGs’ at its 161<sup>st</sup> meeting held on September 15, 2014.

- [a] Extraordinary leave shall always be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible the employee specifically applies in writing for the grant of extra-ordinary leave. Such leave shall be granted for a period not exceeding one year at a time. Such leave can be available only twice during the service.
- [b] The period of Extra-ordinary leave shall not count for increment.

**Sec. 19 Absence after expiry of any kind of leave:**

- [i] Unless the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave, will cease to be on leave salary. .
- [ii] Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

**Sec.20 Return from Other Academic Service**

No employee shall be entitled, on returning from academic service outside the Institute or study leave, to claim a higher salary or a higher post than the salary and the post held by him/her before s/he left, barring the normal increments s/he would be entitled to earn during the period of absence.

**Sec.21 Consultancy Services**

The Faculty of the Institute may undertake consultancy as per the Consultancy Rules of the Institute approved by the Board of Governors of the Institute<sup>6</sup> appended as **Schedule – V** and updated as per amendments in this rulebook.

**Sec. 22 Lien**

For the purpose of lien, all employees of the Institute will be regulated by rules and regulations etc. being followed in the University of Delhi / UGC on the subject.

**Sec.23 Leave Not Due**

Save in the case of leave preparatory to retirement, leave not due may be granted on half pay to an employee in permanent employment subject to the following conditions.

- [i] The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- [ii] Leave not due shall be limited to the half pay leave he/she is likely to earn thereafter.

## **Sec.24 Medical Facilities for Employees<sup>7</sup>**

Employees and members of their families shall be entitled to such medical aid as determined by the Competent Authority / Board of Governors from time to time.

## **Sec.25 Leave Travel Concession / Home Travel Concession**

The employees of the Institute will be entitled for Leave Travel Concession as per Government of India Rules adopted by the BoG in this regard from time to time. For availing Home Travel Concession, an employee shall notify his home town at the time of joining service.

## **Sec.26 House Rent Allowance:**

Such of the employees of the Institute as are not provided with Institute's accommodation shall be entitled to House Rent Allowance at such rate and as per rules of the Government of India from time to time.

## **Sec.27 Powers Vested in the Director under Service Rules:**

The Powers vested in the Director under Service Rules are as per the MOA of the Institute and are given in **Schedule – VI**.

## **Sec.28. Employees absent from duty**

[1] The absence of an employee of the Institute from duty, whether on leave or on deputation or for any other approved reason, shall not, if he/she is otherwise fit, render him/her ineligible on his/her return

- [a] For re-appointment to a permanent or officiating vacancy in the cadre of post in which he/she may be on probation.
  - [b] For promotion from a lower to a higher category in the service as the case may be, in the same manner as if he/she had not been absent. He/she shall be entitled to all privileges in respect of appointment, seniority, promotion and confirmation which he/she would have enjoyed but for his/her absence subject to his/her completing satisfactorily the period of probation on his/her return.
- [2] No permanent employee shall be granted leave of any kind for a continuous period exceeding two years.
- [3] When an employee fails to resume duty upon the expiry of either sanctioned leave or a period of suspension, and remains absent without approval for an extension of leave for a continuous period of one year or more, they shall be deemed to have resigned from the

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<sup>7</sup> Approved by the BoG at 155<sup>th</sup> Meeting dated 22-9-2011.

Institute's services, unless the Board of Governors determines otherwise in view of the exceptional circumstances of the case.

### **Sec.29 Retirement:**

- [1] Except as otherwise provided in these rules, every employee of the Institute shall retire from service on the afternoon of the last day of the month in which he attains the age of superannuation. Provided that an employee whose date of birth is the first of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of superannuation.
- [2] The age of superannuation of the Faculty of the Institute shall be 65 years, at par with superannuation age notified by the University of Delhi for Faculty.
- [3] The age of superannuation will not be extended in any case and efforts must be made by the concerned authority to fill up the forthcoming vacancy to minimize the gap in the superannuation date and the date of appointment of the substitute of the officer/official superannuating.
- [4] The other provision on retirement shall be mutatis mutandis as provided in FR 56 of FRSR Part – I.

### **Sec.30 Resignation**

- (i) A permanent employee may, by a notice in writing of three months, resign from the service of the Institute or by payment of salary in lieu thereof.
- (ii) A temporary employee may, by a notice in writing of one month, resign from the service of the Institute or by payment of salary in lieu thereof.

The Appointing Authority may, if it deems proper in any case, permit a permanent/ temporary employee to waive or reduce the notice period prescribed above.

### **Sec.31 Date when a resignation becomes effective**

The date when the resignation becomes effective is the date on which the same is accepted by the Institute, under normal circumstances. However, in a specific case, the competent authority may decide whether the resignation should become effective immediately or with effect from some prospective date. In the latter case, the reason and the date should be specified and intimated to the employee. When an employee is on leave, and a notice period is prescribed which an employee of the Institute should be given when he/she wishes to resign from service, the competent authority may decide to consider the period of leave as part of the notice period.



### **Sec.32 Authority competent to permit withdrawal of resignation**

A resignation becomes effective when it is accepted and the employee is relieved of his/her duties. Where a resignation has not become effective and the employee wishes to withdraw it, it is open to the authority, either to permit the employee to withdraw the resignation or to refuse the request for such withdrawal.

### **Sec.33 Termination of Service**

- (i) The service of a temporary employee ends on the expiry of the period mentioned in the appointment letter unless extended by an order of the Appointing Authority.
- (ii) The service of a permanent employee may be terminated if he/she is dismissed/removed/compulsorily retired/resigns from service by the Appointing Authority (see Schedule –I) as per the relevant rules and regulations provided in Chapter –IV on Conduct Rules.

### **Sec.34 Quitting Service - Other than Superannuation:**

The provision regarding absorption in Autonomous Body/Public Sector Undertakings, shall be mutatis mutandis as per the Central Government rules, as adopted by the University of Delhi.

### **Sec.35 Voluntary Retirement<sup>8</sup>**

As regards the voluntary retirement scheme for the faculty on medical grounds or on any other grounds, the Institute will follow the rules of the University of Delhi in force from time to time.

The current provisions for voluntary retirement are as under:

- [1] At any time after an employee has completed twenty years' qualifying service, she/he may, by giving notice of not less than three months in writing to the appointing authority, retire from service with retirement benefits.
- [2] Retirement becomes effective on the expiry of notice period, without awaiting appointing authority's approval unless the official is under suspension or if a charge-sheet has been issued and the disciplinary proceedings are pending; or if judicial proceedings on charges which may amount to grave misconduct are pending. (FR 56; Rule 42)
- [3] Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority.
- [4] If applied while on extraordinary leave other than on medical grounds, the notice period need not be insisted upon and his request may be accepted immediately. (FR 56; Rule 43)

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<sup>8</sup> Recommended by CAF at its 21<sup>st</sup> meeting held on August 30, 1987. Approved by the Board of Governors at its 93<sup>rd</sup> meeting held on September 25, 1987.

- [5] Notice can be withdrawn with the permission of the Appointing Authority not less than fifteen days before the intended date of retirement.
- [6] The Appointing Authority, at its discretion can accept a notice of less than three months.
- [7] Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying services. (Note 2, FR 56)
- [8] If an Institutes employee on account of hardship faced due to disability applies for voluntary retirement on medical grounds without knowing the protection provided by the *The Rights of Persons with Disabilities Act, 2016* (and earlier applicable Acts), the superior officers should explain the correct legal position and the legal rights available so as to enable the employee to take a correct decision to continue in service or apply for voluntary retirement. GID, (1-A); Rule 43)
- [9] Whenever an Institutes employee seeks voluntary retirement citing medical grounds, or when the said VRS notice has been submitted due to a disability, the Administrative Authorities shall examine as to whether the case is covered under Section 20(4) of RPWD Act, 2016. In case the provisions are applicable, the Institutes employee shall be advised that he/she has the opinion of continuing in service with the same pay scale and service benefits. In case a disabled an Institutes employee reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with the aforesaid provisions of Section 20 of RPWD Act, 2016. If however, in spite of being so advised, such an Institutes employee still wishes to take voluntary retirement, the request may be processed as per the applicable rules. (OM, dated 7-9-2020)

### **Sec.36 Triple Benefit Scheme**

#### **[1] Provident Fund**

The employees of the Institute shall be entitled for Provident Fund as per the Institute of Economic Growth Employees Provident Fund (Trust) and orders/ notification issued by the Employees Provident Fund Organization, Government of India from time to time. Further, employees of the Institute shall also be entitled for pension as per the Employees Provident Fund and Miscellaneous Provision Act, 1952.

#### **[2] Gratuity**

The employees of the Institute shall be entitled for payment of Gratuity as per the ‘The Payment of Gratuity Act 1972’.

#### **[3] Encashment of Leave**

- [i] The authority competent to sanction leave should automatically grant lump sum cash equivalent of leave salary admissible for the number of days of earned leave and half pay

leave at the credit of the employee on the last day of his service, subject to overall limit of 300 days and or the provisions thereof issued by the Government of India from time to time.

- [ii] 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, on the date of cessation from service. HPL will lapse.

### **Sec.37 Date of birth**

At the time of appointment, a candidate shall provide his/her date of birth with Secondary School Certificate as proof to the Institute. This shall be the only date of birth to be used at the Institute for all official purpose. No request for alteration of date of birth under any circumstances shall be entertained.

### **Sec.38 Other conditions of Service:**

- [i] Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, in view of exceptional or emergent or extraordinary circumstances, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.
- [ii] Employees are expected to be regular and punctual in attending to their duties.
- [ii] In the case of non-availability of casual leave or earned leave the period of absence shall be treated as leave without pay.
- [iii] No employee shall- (i) engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the Institute or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence or; (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee.
- [iv] Where an employee foregoes his/her past service under rule (iii), he/she shall lose the benefit of all increments earned by him/her in the scale of pay of the post which he / she was holding at the time of interruption and such past service shall not count for purposes of increments or leave.
- [v] An employee cannot be appointed substantively to a post on which another employee holds a lien.
- [vi] Unless otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold lien previously required on any other post.
- [vii] Unless his/*her* lien is suspended or transferred, an employee holding substantively a permanent post retains a lien on that post:

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

[viii] The Institute shall suspend the lien of an employee on a permanent post which he/she holds substantively if he/she is appointed in a substantive capacity:

- to a permanent post outside the cadre on which he / she is borne; or
- Provisionally to a post on which another employee would hold a lien had his/her lien not been suspended under this rule;
- The Institute may, at his/her option, suspend the lien of an employee on a permanent post which he/she holds substantively

[ix] In respect of matters pertaining to service matters not provided for in these Service and Financial Rules, orders and decisions issued in this regard by the University of Delhi, from time to time shall apply *mutatis mutandis* to the employees of the Institute.

**CHAPTER III**  
**SERVICE RULES FOR NON-ACADEMIC STAFF**

**Sec.1.Scope**

These Rules shall apply to the selection and appointment of persons to the non-academic posts and may be extended to any other post which the Board of Governors may by resolution decide.

**Sec. 2. Categorisation of Posts**

Cadres and the posts in the Institute as specified in Schedule – III shall be decided upon from time to time.

**Sec.3. Creation, Abolition and Classification of Posts**

The Board of Governors shall be the competent authority to create/sanction, classify pay scale and abolish all permanent positions of non-academic. The Director shall be the competent authority to create all other (temporary) positions.

**Sec.4 Appointing, Disciplinary and Appellate Authorities**

The Appointing, Disciplinary and the Appellate authorities for the various categories of academic posts under the Institute shall be as indicated in the Schedule - I.

**Sec.5 Method of Recruitment for Non-Academic Staff<sup>9</sup>**

[5.1] Recruitment to the non-academic staff shall be made:

- (a) by direct recruitment; or (b) by promotion; or (c) by appointment of a person on deputation or transfer or (d) on contract basis (Short Term or Long Term) or (e) Outsourcing

[5.2] The Recruitment Rules for the non-teaching staff shall be as indicated in the **Schedule II**.

- [1] Recruitment Rules for non-teaching staff means rules for recruitment for the Non-Teaching Employees of the Institute relating to age limit, educational and other qualifications, period of probation, method of recruitment including promotion, and other such matters;
- [2] There shall be recruitment rules for each post or group of posts. These rules shall be approved by the Board of Governors. While framing recruitment rules, the general/specific instructions/ guidelines issued by the University Grants Commission / University of Delhi / Government of India from time to time issued for specific category of post shall be kept in view.
- [3] Age Limit for Direct Recruitment

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<sup>9</sup> Approved by the BOG at its meeting held on December 15, 2011.

- a. 'Age Limit' refers to Upper Age Limit;
- b. Upper Age Limit applies only for direct recruits and shall not be insisted upon in the case of internal IEG Staff applying for 'Limited Departmental Examination' (LDE) and /Or direct recruitment through open advertisement;
- c. The Upper Age Limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to Scheduled Casts, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen, and Other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Government of India and adopted by the Delhi University/ Institute;

[4] Every appointment through direct recruitment/ open selection shall invariably be made only after making an open advertisement in leading newspapers and placing it in the Institute's website;

[5] All the candidates for direct recruitment will be required to appear in written and/or skill test to adjudge their ability of expression and knowledge relating to their work. The selection will be based on the performance of the candidates in the test up to the Pay Matrix level 8 and interview for Pay Matrix level 10 and above. The Scheme of examination including weightage of marks for written/ skill test and interview etc., will be as prescribed by the Institute.

[5.3] Where no recruitment rules have been framed in relation to any post, the appointing authority shall prescribe the age, experience and other qualifications for appointment to a post in the Institute, keeping in view the age, qualification, experience etc. prescribed by the University Grants Commission/ University of Delhi followed by other comparable educational institutions such as Central Universities/ research institutions for similar posts provided that there is nothing in the Service and Financial Rules of the Institute for such posts.

[1] Departmental Promotion Committee shall be responsible for promotion and Limited Departmental Examination or Test to the specified posts;

[2] The Recruitment year for promotion will be calendar year. The eligibility list for promotion shall be prepared with reference to the date of completion by the staff of the prescribed qualifying service in the cadre as on 1<sup>st</sup> January of the Recruitment year in their respective grade/ post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of staff in the feeder grade in terms of these Rules e.g., educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However, this shall not be applied in the case of employees who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time;

- [3] The promotion for all the staff will be based on seniority-cum-fitness, quality of Annual Confidential Report (ACR)/ Annual Performance Appraisal Report (APAR) for the last five years and vigilance clearance. For the gradation in ACRs/ APARs for the preceding five years, the benchmark for promotion will be ‘Good’ provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years;
- [4] For purpose of appearing in the Limited Departmental Examination (LDE) for all posts the benchmark in the ACRs/ ARPRs for the preceding three years will be ‘Good’;
- [5] The Scheme of Examination and weightage of marks for Limited Departmental Examination will be as prescribed by the Institute from time to time;
- [6] Selection of an employee to a higher post/ grade through LDE will be treated as ‘Promotion’ for all purposes;
- [7] Departmental Promotion Committee will meet at least once a year preferably in the first quarter;
- [8] The Seniority list, Annual Performance Appraisal Report (APAR) for the last 5 years, Recruitment Rules (RR) of the post, and list of eligible persons are to be kept before the DPC;
- [9] Whenever the vacancies arise due to grant of deputation/lien to employees, the same may be filled in on ad hoc basis among internal eligible staff. However, if the employee who went on deputation/lien joins back, person promoted against his lien will be reverted back to his/her original post. If the employee who went on deputation/lien resigns, the post will be filled as per the Recruitment Rules.
- [10] Promotion to the post shall be effective from the date of approval of the recommendations of the DPC by the Director/ joining by the candidate, whichever is later;
- [11] In regard to matters not specified or referred to in these rules, decisions/ regulations of the Committee on Administration and Finance (CAF)/ Board of Governors (BOG) will be applicable;

## **Sec.6 Employees to be whole time Servants**

All employees of the Institute unless otherwise qualified, will be whole time employees of the Institute and the Institute reserves the right to utilize their services in such manner as may be required, for the interest of the Institute.

## **Sec.7 Permanent/Regular and Temporary Post**

A post in the Institute shall be:

- (i) "Regular post" that is, a post carrying a prescribed scale of pay sanctioned without any time limit and funded with regular grants.
- (ii) "Temporary Post", that is, a post carrying a prescribed scale of pay/consolidated pay sanctioned for a limited time.

**Sec.8 Reservation of posts for scheduled castes/tribes/other backward classes or any other Categories from time to time**

While making appointments to posts in the Institute, the appointing authority shall observe University of Delhi rules and orders in force regarding reservations and other concessions admissible to the Scheduled Castes, Scheduled Tribes, Other Backward Classes etc. or other categories as may be prescribed by the Government of India from time to time and adopted by the University of Delhi.

**Sec.9 Travelling Allowance for attending interview**

Candidates selected for an interview for Group 'A' and 'B' in the Institute may be reimbursed for shortest route, if approved by the Competent Authority.

**Sec.10 Scales of Pay of Posts, allowances and deductions**

[I] The Scale of Pay of the Posts that exist in the Institute are given in **Schedule – III**.

**[II] Pay**

- (i) "Pay" means the pay admissible on the relevant date and shall include the basic pay but shall not include any allowances, D.A, fee, or honorarium.
- (ii) Pay, allowances and other benefits of an employee shall be determined by the Board of Governors which will be guided by the guidelines followed by the University of Delhi and other comparable educational institutions such as Central Universities. Special allowances may be sanctioned by the Board of Governors for undertaking executive functions at the Institute.

**(III) Initial Pay**

An employee shall, on appointment to a post in the time-scale of pay, draw pay at the lowest stage of the time-scale, unless the appointing Authority decides to fix the pay at a higher level on grounds of merit and/or on the basis of increments for having obtained higher degrees, along lines notified by the University of Delhi / UGC from time to time and as followed in comparable educational institutions such as Central Universities.

Provided that, when such an appointment is made by promotion:

- (i) The employee's pay after promotion is fixed at least one increment higher in the new scale than the last pay drawn. While fixing the pay of a promoted employee, care shall be taken to ensure that the emoluments of the employee are not adversely affected by the date of increment in the new scale.



- (ii) Initial pay drawn on joining the Institute after resigning from regular positions in comparable institutions shall be as fixed by the selection committee. Any benefits drawn from service in previous institutions of employment shall not adversely affect the pay of such employees at the Institute.

#### **(IV) Service for Increments**

Service in the appointed post or in an equivalent or higher post in the Institute, or in an institution of comparable standing shall count for increment in a time-scale post. Increments shall be granted during periods of extraordinary leave, if the appointing authority is satisfied that such leave was taken for academic purposes or on account of illness, or for any other cause beyond the control of the employee. An increment shall ordinarily be drawn as a matter of course.

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

- a. All duty in a post on a time-scale counts for increments in that time-scale.
- b. All leave, except leave without allowances taken otherwise than on medical certificates, count for increments in the time scale applicable to a post
- c. Period spent on a study leave, on deputation or on other comparable fulltime assignments subject to a maximum of 3 years shall count for increments in the time-scale applicable to a post in which the employee holds a lien.
- d. The Board of Governors shall have the power to declare a period of leave without allowances to count for increment.

#### **(V) Pay during Leave**

- (i) An employee on casual leave, compensatory leave, earned leave, parental leave or child care leave, shall draw pay as on duty.
- (ii) An employee on medical leave shall draw pay in accordance with University of Delhi / UGC rules.
- (iii) No pay shall be admissible to an employee on extraordinary leave.

#### **(VI) Pay during Suspension**

An employee under suspension shall, during the period of suspension draw pay as determined by the Appointing Authority which will be guided by the guidelines followed by University of Delhi in this matter.

#### **(VII) Honorarium**

The Director may sanction to an employee such honorarium as deemed appropriate for the performance of additional duties. The honorarium maybe a recurring or non-recurring payment

granted to an employee as remuneration for such special work as may be determined by the competent authority of the Institute.

**(VIII) Drawing of Pay**

- (i) An employee shall be entitled to the pay from the date of joining the appointed post.
- (ii) Pay in respect of any month becomes payable on the last working day of that month. The Director may in exceptional circumstances authorize payment up to a week in advance.
- (iii) An employee resigning from service without notice shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but not drawn, provided the disallowed pay does not exceed the pay for one month.
- (iv) An employee resigning/retiring/terminated from the Institute and projects will not be entitled to the last month's salary until the employee obtains the necessary clearances.

**(IX) Allowances**

The following allowances shall be admissible to an employee:

- (i) Dearness Allowance, (ii) House Rent Allowance, (iii) Travelling and Other Allowances, (iv) Any other allowance specifically sanctioned as per the Pay Commission approved by the Government of India and adopted by the Board of Governors.

**(X) Deductions**

The permissible deductions from the pay shall be of the following two categories: -

[a] Compulsory deductions:

- [i] Income-tax and other statutory deductions, [ii] Provident fund, [iii] Subscription to Group Insurance Scheme [GIS].

Note: The above deductions are statutory in nature. However, notwithstanding the above, advances from the Institute, recovery of loss to Institute for which employee is responsible and such other penalties as levied by the Board of Governors shall be deducted after duly informing the employee.

[b] Optional deductions:

The deductions falling under this category should not be made except with employee's written consent:

[i] Premium due on Life Insurance Policies, [ii] Other loans, [iii] Deduction for Co-operative Society, and [iv] Other Welfare funds for the Institute.

### **Sec.11 Fitness**

No person shall be appointed to any post by direct recruitment unless:

- [i] The concerned person is found medically fit by competent authority as per University of Delhi Rules;
- [ii] The Appointing Authority is satisfied that the concerned person is suitable in every other respect for appointment to the post;
- [iii] The Appointing Authority is satisfied that the concerned person possesses good character and antecedents; and
- [iv] There is no other reason which render him/her unfit for a service under the Institute in any manner.

### **Sec.12 Grant of Advance Increments on Initial Appointments of service**

The Appointing Authority may, on the recommendation of the Selection Committee, supported by adequate justification, grant advance increments, not exceeding five, in consideration of special qualification and experience to a candidate on initial appointment to a post in the Institute subject to the relevant provision of Financial Rules/Service Rules and such other orders as may be issued by the University of Delhi/UGC in this regard from time to time.

### **Sec.13 Joining Time**

Those selected to the positions of any non-academic posts shall be given time to join duty as communicated in the appointment order, as decided by the competent authority.

### **Sec.14 Probation and Confirmation**

#### **[a] Probation**

The minimum period of probation of an non-academic staff shall be one year, wherever applicable, extendable by a maximum period of one more year in case of unsatisfactory performance. The person on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year. Subject to this clause, it is obligatory on the part of the Institute to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance. The probation and confirmation rules shall be applicable only at the initial stage of

recruitment, issued from time to time, by the University of Delhi/UGC and adopted by the BOG of the Institute.

**[b] Confirmation**

- [1] Non-Academic staff on probation shall submit a self-appraisal report to the Director two months before the completion of the probationary period. The Director in consultation with the Chairman, Board of Governors shall constitute a Committee comprising at least two subject experts to evaluate the work done by the staff member, wherever applicable. The Committee shall recommend confirmation of the staff if the performance is considered to be satisfactory and the Director, with approval from the Chairman, Board of Governors will inform the concerned staff member in writing about the confirmation.
- [2] If *prima facie* the work of the concerned staff appears to be not satisfactory, the committee may make a more detailed assessment of his/her work providing an opportunity for him/her to make a presentation to the Committee. The Committee can also recommend the extension of the probationary period by one year. In case of recommendation for extension of probation, the Director after consultation with the Chairman, Board of Governors shall inform the same to the concerned staff member accordingly, in writing
- [3] If a duly constituted Committee as per Sub Clause 1 above, is of the view that the performance of the staff member concerned has not been satisfactory even after one year, the reasons for that opinion shall be recorded and conveyed in writing to the concerned academic staff. The Committee shall submit the detailed report to the Director along with staff member's statement and any relevant copies of written work of the member. If the Committee recommends that the staff member has not shown improvement, the Director may recommend to the Chairman that his/her services may be terminated.
- [4] In case the recommendation of termination is approved by the Chairman, Board of Governors, the Director shall issue a notice to the concerned staff member along with the Evaluation report. In appeal, the concerned staff member may furnish a reply within four weeks to the Chairman, BOG. Thereafter, the Chairman shall decide. If the staff member wishes to appeal against the Chairman's decision, he/she may appeal to the President of the General Body, and the latter's decision in the matter shall be final.

**Sec.15 Service Books**

- [a] The Institute shall maintain a Service Book for each employee in such form as may be prescribed by the Government of India and adopted by the University of Delhi.
- [b] The entries in the Service Book of an employee shall be verified every year by the authority authorized by the Director.

## **Sec.16 Seniority**

The seniority of employees in a particular Pay Matrix Level will be determined with reference to emoluments drawn. In the instance of two employees in the same Pay Matrix Level and drawing same emoluments, the date of joining will determine seniority. In the instance that both the emoluments and date of joining are the same, seniority shall be determined in accordance with position in the merit list drawn by the selection committee at the time of appointment or if such a list does not exist or apply, with reference to the date of joining the Institute in a regular/permanent position will determine seniority, failing which seniority will be determined by age [Date of Birth].

## **Sec.17 Career Advancement Scheme for the Administrative Staff<sup>10</sup>**

Other than the Recruitment/ Promotion Rules specified hereinbefore, Institute follows Modified Assured Career Progression Scheme (MACPS) as modified from time to time by the Government of India for all the Non-Teaching employees excepting Drivers. These Schemes are at par as applicable for same categories of the staff of University of Delhi / UGC.

The promotion of Drivers is considered under Staff Car Driver Promotion Scheme (SCDP). However, the benefit of the MACP shall also be extended to the regular Staff Car Drivers of the Institute, as a fallback option, if they are unable to get promotion within the percentage based present system.

## **Sec.18 Leave Rules for Non-Teaching Staff**

Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description may be refused or revoked by the leave sanctioning authority. Leave should be applied for in the prescribed form well ahead of availing leave. It should be applied for sanction before it is availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority. The employees of the Institute shall be governed *mutatis mutandis* under the Central Civil Services (Leave) Rules, 1972, of the Central Government as amended from time to time by the Delhi University and adopted by the Board of Governors of IEG.

### **[i] Earned Leave:**

30 days in a year. The leave account shall be credited twice in a year i.e. on 1<sup>st</sup> January and 1<sup>st</sup> July. Maximum accumulation permitted as per the 7<sup>th</sup> Pay Commission is 300 days which can be encashed at the time of superannuation or availed during their service period.

### **[ii] Child Care Leave<sup>11</sup>**

The employees of the Institute shall be entitled for Child Care Leave as governed *mutatis mutandis* under the Central Civil Services (Leave) Rules, 1972, of the Government of India as amended from time to time for Teaching and Non-Teaching Staff. When there are several applications in a particular year, restrictions on number of beneficiaries or period of leave may be sanctioned during the year considering the

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<sup>10</sup> Amended by the BOGs' on December 11, 2013.

<sup>11</sup> Approved by the BOGs' at its 159<sup>th</sup> meeting held on September 23, 2013.

factors such as relative urgency for child care and equity.

**[iii] Casual Leave:**

The employees of the Institute shall be entitled for 8 days of casual leave in a calendar year. Casual leave cannot be combined with any other kind of leave except compensatory leave.

**[iv] Half Pay Leave [Medical Leave]:**

The “Half-Pay Leave” admissible to a person in respect of each completed year of service shall be 20 days. The “Half-Pay Leave” may be granted to a person on Medical Certificate or on private affairs and twice the amount of such leave shall be debited to the half pay leave. An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness on the day of resuming duty.

**[v] Maternity Leave:**

The woman employees of the Institute shall be entitled for Maternity Leave as governed *mutatis mutandis* under the Central Civil Services (Leave) Rules, 1972, of the Government of India as amended from time to time.

**[vi] Compensatory Leave:** one day of compensatory leave may be granted for MTS staff (or equivalent) in lieu of duty performed for 3 full days by the concerned staff member on a Sunday or a holiday in the Institute, provided the duty is for 3 full days. Such compensatory leave cannot exceed more than 4 days in a year. No honorarium or reimbursement of travel expenses shall be allowed for the 3 days of duty against which compensatory leave is being claimed, if such compensatory leave is approved.

**[vii] Extraordinary Leave**

[a] Extraordinary leave shall always be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible the employee specifically applies in writing for the grant of extra-ordinary leave. Such leave shall be granted for a period not exceeding one year at a time. Such leave can be available only twice during the service.

[b] The period of Extra-ordinary leave shall not count for increment.

Provided that for grant of extra-ordinary leave, the employee should have put in a minimum of one year’s continuous service.

**Sec. 19 Absence after expiry of any kind of leave**

[i] Unless the authority competent to grant leave extends the leave, an Institute employee who remains absent after the expiry of leave, no leave salary for the period of such absence shall

be debited against his/her leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extra-ordinary leave.

- [ii] Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

### **Sec. 20 Lien**

For the purpose of lien, all employees of the Institute will be regulated by rules and regulations etc. being followed in the University of Delhi/UGC on the subject.

### **Sec.21 Leave Not Due**

Save in the case of leave preparatory to retirement, leave not due may be granted on half pay to an employee in permanent employment subject to the following conditions.

- [i] The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- [ii] Leave not due shall be limited to the half pay leave he/she is likely to earn thereafter.

### **Sec.22 Medical Facilities for Employees**

Employees and members of their families shall be entitled to such medical aid as determined by the Competent Authority / Board of Governors from time to time.

### **Sec.23 Leave Travel / Home Travel Concession**

The employees of the Institute will be entitled for Leave Travel Concession (Home Town, any place in India) as per Government of India Rules in this regard from time to time. For availing Home Travel Concession, an employee shall notify his home town at the time of joining service.

### **Sec.24 House Rent Allowance**

Such of the employees of the Institute as are not provided with Institute's accommodation shall be entitled to House Rent Allowance at such rate as may be approved by Government of India from time to time.

### **Sec.25 Powers Vested in the Director under Service Rules**

The Powers vested in the Director under Service Rules are given in **Schedule – VI**

## **Sec.26. Employees absent from duty**

[1] The absence of an employee of the Institute from duty, whether on leave or on deputation or for any other approved reason, shall not, if he/she is otherwise fit, render him/her ineligible on his/her return

- [a] For re-appointment to a permanent or officiating vacancy in the cadre of post in which he/she may be on probation.
  - [b] For promotion from a lower to a higher category in the service as the case may be, in the same manner as if he/she had not been absent. He/she shall be entitled to all privileges in respect of appointment, seniority, promotion and confirmation which he/she would have enjoyed but for his/her absence subject to his/her completing satisfactorily the period of probation on his/her return.
- [2] No permanent employee shall be granted leave of any kind for a continuous period exceeding two years.
- [3] When an employee fails to resume duty upon the expiry of either sanctioned leave or a period of suspension, and remains absent without approval for an extension of leave for a continuous period of one year or more, they shall be deemed to have resigned from the Institute's services, unless the Board of Governors determines otherwise in view of the exceptional circumstances of the case.

## **Sec.27 Retirement**

1. Except as otherwise provided in this rule, every employee of the Institute shall retire from service on the afternoon of the last day of the month in which he attains the age of superannuation. Provided that an employee whose date of birth is the first of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of superannuation.
2. The age of superannuation of the Non-teaching employee of the Institute shall be 60 years, at par with the superannuation age in force from time to time adopted by University of Delhi.
3. The age of superannuation will not be extended in any case and efforts must be made by the concerned authority to fill up the forthcoming vacancy to minimize the gap in the superannuation date and the date of appointment of the substitute of the officer/official superannuating.
4. The other provision on retirement shall be mutatis mutandis as per University of Delhi rules, unless specified otherwise by rules adopted by BoG of IEG.

## **Sec.28 Resignation**

- (i) A permanent/regular employee may, by a notice in writing of three months, resign from



the service of the Institute or by payment of salary in lieu thereof.

- (ii) A temporary employee may, by a notice in writing of one month, resign from the service of the Institute or by payment of salary in lieu thereof.

The Appointing Authority may, if it deems proper in any case, permit a regular/temporary employee to waive notice of less than prescribed periods.

### **Sec.29 Date when a resignation becomes effective**

The date when the resignation becomes effective is the date on which the same is accepted by the Institute, under normal circumstances. However, in a specific case, the competent authority may decide whether the resignation should become effective immediately or with effect from some prospective date. In the latter case, the reason and the date should be specified and intimated to the employee. When an employee is on leave, and a notice period is prescribed which an employee of the Institute should be given when he/she wishes to resign from service, the competent authority may decide to consider the period of leave as part of the notice period.

### **Sec.30 Authority competent to permit withdrawal of resignation**

A resignation becomes effective when it is accepted and the employee is relieved of his/her duties. Where a resignation has not become effective and the employee wishes to withdraw it, it is open to the authority, either to permit the employee to withdraw the resignation or to refuse the request for such withdrawal.

### **Sec.31 Termination of Service**

- (i) The service of a temporary employee ends on the expiry of the period mentioned in the appointment letter unless extended by an order of the Appointing Authority.
- (ii) The service of a permanent employee may be terminated if he/she is dismissed/ removed/compulsorily retired/resigns from service by the Appointing Authority (see Schedule –I) as per the relevant rules and regulations provided in Chapter –IV on Conduct Rules.

### **Sec.32 Quitting Service - Other than Superannuation:**

The provision regarding absorption in Autonomous Body/Public Sector Undertakings, shall be mutatis mutandis as per the University of Delhi / UGC and adopted by the BoG of the Institute.

### Sec.33 Voluntary Retirement<sup>12</sup>

As regards the voluntary retirement scheme for the non-academic staff on medical grounds or on any other grounds, the Institute will follow the rules of the University of Delhi in force from time to time.

The current provisions for voluntary retirement are as under:

- [1] At any time after an employee has completed twenty years' qualifying service, she/he may by giving notice of not less than three months in writing to the appointing authority, retire from service.
- [2] Retirement becomes effective on the expiry of notice period, without awaiting appointing authority's approval unless the official is under suspension or if a charge-sheet has been issued and the disciplinary proceedings are pending; or if judicial proceedings on charges which may amount to grave misconduct are pending. (FR 56; Rule 42)
- [3] Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority.
- [4] If applied while on extraordinary leave other than on medical grounds, the notice period need not be insisted upon and his request may be accepted immediately. (FR 56; Rule 43)
- [5] Notice can be withdrawn with the permission of the Appointing Authority not less than fifteen days before the intended date of retirement.
- [6] The Appointing Authority, at its discretion can accept a notice of less than three months.
- [7] Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying services. (Note 2, FR 56).
- [8] If an Institutes employee on account of hardship faced due to disability applies for voluntary retirement on medical grounds without knowing the protection provided by the *The Rights of Persons with Disabilities Act, 2016* (RPWD) (and related applicable Acts), the superior officers should explain the correct legal position and the legal rights available so as to enable the employee to take a correct decision to continue in service or apply for voluntary retirement. GID, (1-A); Rule 43)
- [9] Whenever an Institutes employee seeks voluntary retirement citing medical grounds, or when the said VRS notice has been submitted due to a disability, the Administrative Authorities shall examine as to whether the case is covered under Section 20(4) of RPWD

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<sup>12</sup> Recommended by CAF at its 21<sup>st</sup> meeting held on August 30, 1987. Approved by the Board of Governors at its 93<sup>rd</sup> meeting held on September 25, 1987.

Act, 2016. In case the provisions are applicable, the Institutes employee shall be advised that he/she has the opinion of continuing in service with the same pay scale and service benefits. In case a disabled an Institutes employee reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with the aforesaid provisions of Section 20 of RPWD Act, 2016. If however, in spite of being so advised, such an Institutes employee still wishes to take voluntary retirement, the request may be processed as per the applicable rules. (OM, dated 7-9-2020).

### **Sec.34 Triple Benefit Scheme**

#### **[1] Provident Fund:**

The employees of the Institute shall be entitled for Provident Fund as per the Institute of Economic Growth Employees Provident Fund (Trust) and orders/ notification issued by the Employees Provident Fund Organization, Government of India from time to time. Further, employees of the Institute shall also be entitled for pension as per the Employees Provident Fund and Miscellaneous Provision Act, 1952.

#### **[2] Gratuity:**

The employees of the Institute shall be entitled for payment of Gratuity as per the ‘The Payment of Gratuity Act 1972’.

#### **[3] Encashment of Leave:**

- (i). The authority competent to sanction leave should automatically grant lump sum cash equivalent of leave salary admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last day of his service, subject to overall limit of 300 days.
- (ii). 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, on the date of cessation from service. HPL will lapse.

### **Sec.35 Date of birth**

At the time of appointment, a candidate shall provide his/her date of birth with SSLC as proof to the Institute. This shall be the only date of birth to be used at the Institute for all official purpose. No request for alteration of date of birth under any circumstances shall be entertained.

### **Sec.36 Other conditions of Service:**

[i] Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, in view of exceptional or emergent or extraordinary circumstances beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

- [ii] Every employee must attend the Institute punctually.
  
- [ii] In the case of non-availability of casual leave or earned leave the period of absence shall be treated as leave without pay.
  
- [iii] No employee shall- (i) engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the Institute or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence or; (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee.
  
- [iv] Where an employee foregoes his/her past service under rule (iii), he/she shall lose the benefit of all increments earned by him/her in the scale of pay of the post which he / she was holding at the time of interruption and such past service shall not count for purposes of increments or leave.
  
- [v] An employee cannot be appointed substantively to a post on which another employee holds a lien.
  
- [vi] Unless otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold lien previously required on any other post.
  
- [vii] Unless his/*her* lien is suspended or transferred, an employee holding substantively a permanent post retains a lien on that post:
  - g. While performing the duties of that post.
  - h. While on foreign services or holding a temporary post, or officiating in another post or while on deputation to other organizations.
  - i. During joining time on transfer to another post, unless he / she is transferred substantively to a post on lower pay, in which case his/her lien is transferred to the new post from the date on which he / she is relieved of his/her duties in the old post.
  - j. While on approved leave.
  - k. While under suspension; and
  - l. While under trainings.
  
- [viii] The Institute shall suspend the lien of an employee on a permanent post which he/she holds substantively if he/she is appointed in a substantive capacity:
  - to a permanent post outside the cadre on which he / she is borne; or
  - Provisionally to a post on which another employee would hold a lien had his/her lien not been suspended under this rule;

- The Institute may, at his/her option, suspend the lien of an employee on a permanent post which he/she holds substantively

[ix] In respect of matters pertaining to service matters not provided for in these Service and Financial Rules, orders and decisions issued in this regard by the University of Delhi, from time to time shall apply *mutatis mutandis* to the employees of the Institute.

## **CHAPTER IV**

### **Code of Conduct**

#### **Sec 1. Introduction**

##### **[1.1] Preamble**

The Institute of Economic Growth endeavours to maintain excellence in academic research, teaching, and policy relevance, through core and synergistic values of academic commitment, responsiveness to national and societal needs, and regard for social and cultural diversity. The Institute recognises that the pursuit of excellence in academic scholarship and thought leadership requires an environment of mutual respect, trust and tolerance, enabled by guiding principles that: foster critical enquiry, academic freedom, professional standards, creativity, sense of community; freedom from harassment and discrimination, respect for work-life balance, and a collective commitment towards upholding and enhancing the reputation of the Institute.

This Code of Conduct stands beside but does not exclude, curtail, or replace the rights and obligations of the staff of the Institute under Central and State Laws. This Code of Conduct is to be interpreted to further the objectives under which the Institute was founded.

This Code of Conduct may be amended, modified, altered, replaced and/or supplemented as and when deemed appropriate by the Board of Governors of the Institute; which modifications, alterations, amendment, novation or replacement shall come into effect on notification by means of e-mail or printed notices.

##### **[1.2] Purpose, Expectation, Application**

It is in the spirit of the above preamble, that the Institute adopts this Code of Conduct as a statement of its shared commitment to uphold the above values and principles and as a guide for the Institute's governance, and day to day functioning.

The Institute shall endeavour to be a model employer and its decisions and policies shall be guided by reason, principles of natural justice and the rule of law. Each Member of the Institute is expected through her/his actions to uphold and abide by this Code of Conduct in letter and spirit.

This Code of Conduct shall apply to every member at the Institute, including and not limited to non-employees who may visit the Institute premises as long as they are on its premises,

Director, and all other employees, unless otherwise specifically stated. Every member shall uphold this Code of Conduct as notified and amended from time to time. This Code of Conduct is not meant to be exhaustive and does not address or envisage all possible situations that may arise. It provides a binding set of norms to guide expected and acceptable behaviour of members of the Institute.

Adherence to Code of Conduct: Members of the Institute Community shall observe this Code of Conduct in letter and spirit. The Institute on its part shall endeavour to foster an environment geared towards upholding this Code of Conduct. The Institute may establish a due process for determining the degree of deviation, if any, from this Code of Conduct and devise mechanisms for resolution of the same. As regards the interpretation and removal of difficulties in the implementation of this Code of Conduct, the decision of the Board on all questions relating to the interpretation of this Code of Conduct or its implementation shall be final.

This Code of Conduct and any orders issued therein, will be interpreted and applicable in all contexts (former), unless specified otherwise by the rules of the Institute on a specific subject or in a specific context (latter), where the latter has been adopted by the Board. The latter will then gain precedence over the interpretation and applicability of any clause in this Code of Conduct.

### [1.3] Interpretation:

In this Code of Conduct:

- a) "Staff" refers to all staff employed or engaged at the Institute at any point in time, inclusive of but not limited to, Academic/Non-Academic, Temporary/Permanent, Contractual/Regular staff.
- b) "Board" means the Board of Governors of the Institute.
- c) "Competent Authority" means such authority as may be determined by the Institute from time to time based on the roles and responsibilities therein.
- d) "Director" means the Director of the Institute.
- e) "Institute" means the Institute of Economic Growth, Delhi
- f) "Rules" means all such rules, regulations, policies, guidelines, norms etc. as may be applicable at the Institute.
- g) References to the singular shall include the plural and vice versa, as applicable.

- h) Term "include", and its grammatical variations thereof shall be construed without limitation.
- i) If any word or phrase is defined, its other grammatical forms have a corresponding meaning.
- j) The Preamble shall constitute an integral part of this Code of Conduct.
- k) Section headings and titles used in this Code of Conduct are for ease of reference only and do not define, limit, extend or describe the scope of this Code of Conduct or its provisions.
- l) Words denoting one gender shall include all genders.

## **Sec .2 Conduct and Responsibilities**

[2.1] Conduct: Do's - Members of the Institute shall at all times:

- a) Maintain absolute integrity and devotion to duty;
- b) Conduct themselves in a manner that will enhance the reputation of the Institute and maintain proper decorum;
- c) Treat with respect and be fair to other members of the Institute community;
- d) Maintain independence and impartiality in the discharge of duties;
- e) Uphold and maintain accountability and transparency;
- f) Respect the confidentiality of personal information;
- g) Conduct herself / himself in a manner that is respectful of diversity and does not discriminate on the basis of gender, race, sexuality, disability, cultural background, religion, marital status, age, political conviction and other such factors.
- h) Avoid habitual indebtedness or insolvency;
- i) Act in accordance with Institute Rules.

[2.2] Conduct: Don'ts - No Member of the Institute shall:

- a) Indulge in acts detrimental to the interest of the Institute;
- b) Adopt dilatory tactics in her/his dealings within the Institute;



- c) Associate with or join or continue to be a member of any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty of India, public order, or the law of the land
- d) Use her/his official capacity for promoting her/his own or family interests and get involved in situations where Institute's interests are in conflict with personal and private interests;
- e) Approach subordinates for standing surety for loans taken from private sources either by her/him, relations, or friends;
- f) Appear in public place in a state of intoxication;
- g) Use the Institute's platform or resources for political activities.

#### [2.3] Responsibilities: Towards the Society

All members of the Institute shall:

- a) be aware of social problems and endeavour to take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- b) Perform the duties of citizenship, participate in community activities that promotes societal and national integration and refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups.

#### [2.4] Responsibilities: For Institutional Functioning

- a) Members of the Institute shall maintain working hours as announced from time to time and be available for duty.
- b) Members shall contribute to Committees set-up to serve institutional objectives to the best of their abilities. Director, IEG, will ensure that the Committees are able to function in an independent and ethical manner, with regular rotation among committee members.
- c) The Institute shall strive to protect the work-life balance of all Members of the Institute.
- d) If the situation warrants, the Institute may call upon any Member of the Institute to perform such duties, as may be assigned to her/him by the Competent Authority, beyond scheduled working hours and on weekends and/or Institute holidays.
- e) Members shall, in the performance of their official duties or in the exercise of the powers conferred on them, act in their best judgment as per Institute rules, except when they are acting under alternative direction from the competent authority

f) Members shall, in the performance of their official duties or in the exercise of the powers conferred on them, act in their best judgment as per Institute rules, except when they are acting under alternative direction from the competent authority which should generally be provided in writing. However, in the exceptional case of a verbal direction, the written confirmation shall be provided by the Competent Authority at the earliest possible opportunity, preferably within three working days.

g) Clause (d) shall not be construed as empowering an employee to evade her/his responsibility on the plea or ground of seeking instructions from or approval of the superior officer or authority when such instructions are not necessary.

h) A Member of the Institute shall not be absent from duty without permission.

i) Members of the Institute may leave station with the prior approval of the Competent Authority during Institute working days. During vacation, leave and holidays, prior intimation is required for leaving station. However, in case of personal exigencies, members are permitted to seek approval at the earliest convenience.

### **Sec. 3 Conflict of interest, Political neutrality, Abuse of position**

a) All Members of the Institute shall make adequate disclosures to the Competent Authority of possibility of conflict of interest in their dealings with the Institute.

b) No Member of the Institute shall use her/his official position or influence directly or indirectly to secure employment for any member of her/his Family either in the Institute or in a private undertaking having business dealings with Institute.

c) No Member of the Institute shall, in the discharge of her/his official duties, deal with any matter or give or sanction any contract to any undertaking or any other person if there is a possibility of a conflict of interest. All such matters shall be referred to the Competent Authority.

d) Members of the Institute must make appropriate disclosure on the potential conflict of interest arising out of any existing relationship in the nature of Family or personal commitment with a colleague, or an applicant (either as a potential student or a potential member of the Institute) to the Institute, and recuse oneself from participating in any selection or evaluation process involving such persons.

e) Members of the Institute shall refrain from exercising academic or supervisory administrative responsibility for such potential student or potential colleague, with whom the member has an existing relationship in the nature of Family or personal commitment.

f) No Member of the Institute shall actively take part in political activity or be officially associated with any political party. Explanation: For the purposes of this Code of Conduct, signing petitions, writing Op-eds or articles in the media, critiquing policy or conducting research for think-tanks shall not be defined as political activity for the purpose of this provision.

g) Decision making by all Members of the Institute in official capacity shall exhibit political neutrality.

h) No member of the Institute shall engage or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, Public Order, decency or morality or which involves contempt of court, defamation or incitement to any offence.

i) No member of the Institute Community shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality, or may lead to intentional disruption of functions or activities sponsored or authorized by the Institute.

j) Gifts: No Member of the Institute shall receive or offer or make, directly or indirectly, any payment, remuneration, gifts, donations, or comparable benefits that are intended, or perceived, to obtain favours for the conduct of her/his official business or for any matter related to Institute's functioning. The above does not apply to gifts of nominal value, which are customarily given and/or are of a commemorative nature. Note: For the purposes of this clause, a casual meal, lift or other social hospitality shall not be deemed to be a gift; However, an employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with her/him or from industrial or commercial firms, organizations, and such others.

k) Members of the Institute will not engage in canvassing business for any other agency such as life insurance, commission or advertising agencies, nor do so on behalf of any family members.

#### **Sec.4 Faculty involvement in activities outside the Institute**

The Institute encourages and supports the faculty members through activities that have a far-reaching social impact, which may not necessarily fit into their broader academic role, their defined scope and job description at the Institute, with prior intimation or approval, as the case may be, from the Competent Authority. Approvals for such pursuits and activities outside the Institute shall not be ordinarily withheld except for valid reasons recorded in writing by the Competent Authority.

Exception: For applicability of this clause, the following activities may not require prior approval, except as enshrined under the Rules of the Institute's functioning:

- a) Activities such as academic or research evaluation including viva, participation as subject expert for recruitment, participation and presentation in academic/research seminars and conferences and nomination or election to professional academic organizations or associations do not require prior approval.
- b) Consultancies which conform to the corresponding rules of the Institute should be decided upon in a time bound manner within 15 days with justification provided in writing in case of denial of approval.
- c) In all cases of denial of such activities of faculty, reasons for denial must be communicated to the faculty concerned in writing within 15 days of the application for the activity concerned to the competent authority.

### **Sec. 5 Interaction with Media:**

The Director or her/his nominee(s) shall manage all official interaction and communications with the media on Institutional matters and be responsible for the same. When engaging in any social media activity, all Members of the Institute are expected to follow the values and principles and clauses enshrined in this code of conduct, especially with regard to clauses mentioned in sections 1 and 2 of this document. Members of the Institute shall refrain from any activities, including but not limited to making statements to the media (print, audio, TV, social media, and such others), which may tarnish the goodwill and reputation of Institute. Use of internet or any other medium to reveal sensitive information is forbidden.

### **Sec. 6 Upholding the reputation of the Institute:**

a) Members of the Institute shall ensure that when expressing personal views, that these views are not attributed to the Institute.

b) Members of the Institute will strive to uphold the reputation of the Institute in their words and deeds. Members are expected not to publish anonymously, pseudonymously or in the name of any other person or organisation materials that may bring disrepute to the institute. Members shall avoid criticism of the Institute in any media (print, audio, TV, social etc.) that may bring disrepute to the Institute. Provided that nothing in this clause shall apply to any statements made or views expressed by an institute Community member in her/his official capacity or in the due performance of the duties assigned to her/him.

*c) Unauthorized communication of sensitive information:* No Member of the Institute shall, except in accordance with any general or special order of the Competent Authority or in the performance of the duties assigned to her/him, communicate directly or indirectly any official documents or information with any person with whom she/he is not authorized to communicate such documents or information. Explanation: For the purpose of this clause, official documents relate to internal documents such as Minutes of Meetings, Internal Policy Documents and Strategy Reports, Work in Progress, committee deliberations personal data of other members and third parties, inter office memos etc.

*d) Duty to report insolvency and arrest:* Members of the Institute shall forthwith report to the Competent Authority of her/his insolvency or arrest in a criminal proceeding.

*e) Substance abuse and carrying of weapons:* Members of the Institute shall refrain from substance abuse and/or carrying of weapons in the workplace.

*f) Canvassing of non-official or other influence:* No Member of Institute shall bring or attempt to bring any political or other influence to bear upon any superior authority to further her/his interests in respect of matters pertaining to her/his service under the Institute.

*g) Representations:* Whenever a Member of the Institute wishes to put forth any claim or seek redress of any grievance or of any wrong done to her/him, he/she must forward her/his case through proper channel with safeguards of appropriate time bound escalation processes set up for the said purpose such as a grievance redressal mechanism.

### **Sec. 7 Protection and Proper use of Institute Resources:**

All Members of the Institute are expected to act responsibly towards Institute resources. All assets (tangible and/or intangible) of the Institute shall be used only for legitimate Institute purposes. Members of the Institute with authorized accounts may use the computing and IT facilities for academic purposes, official Institute business, and for personal purposes so long as such use:

- a) Does not violate any law or Institute rules and policies;
- b) Does not interfere with the performance of the Institute duties or work of an academic nature; and/or
- c) Does not result in commercial gain or private profit.

### **Sec. 8 Discipline, Penalty, Appeal**

- a) The University of Delhi rules, as amended from time to time, will apply mutatis mutandis in case of any conflict or lack of clarity in application and interpretation of these conduct

rules, except where otherwise provided for by the rules of the Institute or directed by the Board of Governors.

- b) For imposition of penalty, undertaking any form of disciplinary action, and appeal against these decisions, the same rules will be applicable as for daily functioning.

### **Sec. 9 Sexual Harassment and Equality of Opportunity**

All Members of the Institute shall abide by the directive against sexual harassment in work place and protection of other Members of the Institute against discrimination, including curbing acts of Sexual Harassment as enacted upon by the Central Government in the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and for Equality of Opportunity, and any other such Rules as may be formulated in this regard from time to time.

## **CHAPTER V**

### **FINANCIAL RULES**

#### **Short title and applicability:**

These rules shall be called the Financial and Account Rules of the Institute of Economic Growth and have been approved by the Board of Governors. These rules are framed mainly to serve as guidance to the employees of the Institute.

#### **Sec.1 General**

- 1.1 The Director of the Institute shall be empowered to receive all receipts and all payments shall be made in the name of the Director.
- 1.2 All bank accounts shall be opened in the designation of “The Director”
- 1.3 The Director and other officers of the Institute authorised by the Board of Governors shall be empowered to sign the cheques as per the ceiling prescribed.
- 1.4 The Director and other officers of the Institute to whom financial powers has been delegated shall not incur any expenditure which involves or is likely involve at a later date expenditure beyond his sanctioning power.
- 1.5 All transactions to which any officer of the Institute in his official capacity is a party, shall be brought to account, and the money so received should be remitted in full without undue delay into the respective bank account with which the Institute has bank account.
- 1.6 The cash or cheques received shall be sent to the Bank with the counterfoil of the bank challan for credit to the appropriate accounts maintained by the Institute, on the same day of receipt, if possible, or on the next working day.
- 1.7 The Finance Officer or the Accounts Officer of any other person authorised by the Director shall issue receipt for all the cash received by the Institute.
- 1.8 The un-remitted cash should be counted and a memo shall be prepared daily showing particulars of cash balance on hand and the details of un-remitted cheques, duly attested by the Accounts Officer / Finance Officer and kept in safe custody.
- 1.9 The Accounts Officer / Finance Officer shall maintain a register for the investments made in Nationalised Banks / Government Securities and place before the Director first week of every month.
- 1.10 The Accounts Officer / Finance Officer shall be responsible for the correct calculation of interest on deposits with the nationalised banks/Government Securities for its realisation on the due date.

## **Sec.2 Preparation and sanction of Budget Estimates:**

- 2.1 The Finance Officer in consultation with the Director will prepare the budget of the Institute. The Director shall present the budget to the Committee for Administration and Finance, Board of Governors and General Body, as required under Rule 49 of the General Financial Rules and the Finance Officer shall assist him.
- 2.2 Should it be proposed, during the course of a financial year, to finance any scheme which has not been included in the estimates for that year, the sanction of the Board of Governors shall be obtained to the method proposed for financing it whether that by means of supplementary grant or from the balances or by re-appropriation within the sanctioned estimates.
- 2.3 The Finance Officer / Accounts Officer shall maintain in his office a Budget Register in which he will enter the grants received from the Government of India and any money received from other sources and shall show all amounts allotted for expenditure on specific heads for specific purposes.
- 2.4 The Finance Officer / Accounts Officer shall prepare the annual certificate and the Director shall sign the same which shall be sent to the Auditor as to the correctness of the annual balance.
- 2.5 No schemes shall be sanctioned and included in the budget estimates without recommendations of Committee for Administration and Finance and approval of the Board of Governors.

## **Sec.3 Appropriation:**

- 3.1 The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Financial Rules.
- 3.2 The primary Unit of appropriation shall be a major head which may further be divided into minor heads subordinated thereto. The major and minor heads of account shall be such as may be approved for the budget estimates of each year.

## **Sec.4 Re-appropriation:**

The Director shall have the powers to re-appropriate funds from one minor head of appropriation to another within a primary unit. Re-appropriation from one primary unit to another can be done by the Director only with the approval of the Committee for Administration and Finance provided that the exercise of these powers shall be subject to such general/specific orders/guidelines as may be issued by Government in this regard from time to time.



## **Sec.5 Expenditure Sanction:**

- 5.1 The Finance Officer / Accounts Officer shall keep a watch over expenditure against the grants sanctioned by the Board of Governors and in cases where expenditure has exceeded or is likely to exceed, the sanctioned grant, take steps to provide an additional grant, or make re-appropriation from anticipated savings under other units of appropriation with due to approval of the Director or the competent authority.
- 5.2 No expenditure from the funds of the Institute shall be incurred without the sanction of the Competent Authority.
- 5.3 The Director shall have full powers to sanction the incurring of expenditure on any item included in the budget and sanctioned by Competent Authority.
- 5.4 A sanction to incur expenditure will not become operative until there has been an appropriation of funds under these Financial Rules to cover it.

## **Sec.6 TA/DA Rules in respect of Regular and Contractual Staff<sup>13</sup>**

The Institute shall follow TA/DA Rules as approved by Board of Governors in respect of regular and contractual staff for discharge of their duty Schedule - VIII.

## **Sec.7 Travel and Research Grant Rules (TRGR) and Post-Doc Early Career Research Development Grant (PDECRDG)<sup>14</sup>**

The Faculty and Post-Doc Fellows (other than ICSSR Fellows) shall be entitled for Travel and Research Grant and Post-Doc Early Career Research Development Grant as per provision given at Schedule – IX.

## **Sec.8 Contracts, Agreements and other formal transactions**

- 8.1 The Director shall sign and execute on behalf of the Institute all Agreements, Contracts, Negotiations, Compromises, Deeds, and Bonds etc. which may be necessary for the proper conduct of the business of the Institute and keep a proper record of these documents/transactions.
- 8.2 The Administrative Officer/Accounts Officer/Finance Officer shall assist the Director in preparation of the documents mentioned in 8.1 above and signing the documents and also in the negotiations and compromises mentioned in 8.1.

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<sup>13</sup> Approved by the BOG at 169<sup>th</sup> Meeting dated September 27, 2018.

<sup>14</sup> Approved by the BOG at 179<sup>th</sup> Meeting dated September 28, 2022.

## **Sec. 9 Procurement of Goods and Services**

The General Financial Rules, 2017, of the Government of India, as amended from time to time shall apply mutatis mutandis to the Institute.

## **Sec.10 Procurement of Works**

The Manual for Procurement of Works, 2019, of the Government of India as amended from time to time shall apply mutatis mutandis to the Institute.

## **Sec.11 Work Advisory Committee**

There shall be work advisory committee to recommend the civil and electric works of the Institute having value of more than Rs.1,00,000/- per item. The Director shall be empowered to constitute the committee and the mandate for the committee.

## **Sec.12 Bank Account**

- 12.1 The funds of the Institute shall be lodged and transacted through a Saving Account with any Nationalized Bank. However, part of such balance in the Bank as may not be required for expenditure for sometimes may be kept in any Interest-Bearing Accounts by investing the funds in short term fixed deposits or by keeping on savings funds of the bank as reserve fund as per rules of the bank. As and when the balance kept in interest bearing accounts is required for expenditure, the same may be re-transferred to the Current Account.
- 12.2 All cheques of the bank account be signed and all bills notes and other negotiable instruments be drawn, accepted and made on behalf of the Institute by the joint signatures as approved by the Board of Governors from time to time.
- 12.3 All cheques, bills notes and other negotiable instruments may be signed by the Competent Authority with Senior Administrative Staff as decided by the Board of Governors from time to time.

## **Sec.13 Delegation of Financial Power**

- 13.1 The Director may, if so desired in the interest of the Institute's functioning, delegate financial powers and permit imprest money for day to day use to some of the staff for carrying out the day-to-day work under emergent circumstances from time to time subject to approval of the Board of Governors.
- 13.2 However, the Director will have overall responsibility of exercising such powers as per rules and accountable for actions taken by any such officers to whom the powers are delegated by him under these provisions. The details of provision are given in **Schedule – IX** subject to amendment from time to time.

## **Sec.14 Drawl of Funds and Maintenance of Accounts**

- 14.1 Funds shall be drawn from the bank by means of cheques in the manner laid down in the Financial Rules. Cheque books will remain in the personal custody of the Accounts Officer or any other person/s as may be authorized by the Director on his/her behalf.
- 14.2 The various officers employed under the Institute will submit all new changes and any demand of funds to the Director of the Institute. The claims for pay and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Director for payment. All bills will be checked and passed for payment by the Finance Officer/ Drawing and Disbursing Officer/ Accounts Officer who may be authorized by the Director. The contingent and traveling allowance bills will be countersigned by the respective head of the Unit/Section or by any other officer authorized by the Director on his behalf, before these are passed by the Finance Officer/Drawing and Disbursing Officer/ Accounts Officer for payment. The monthly pay and allowance bills shall be submitted by the Finance Officer/Drawing and Disbursing Officer/Accounts Officer and passed by the Director. Payment will be made by means of net banking/demand drafts or cheques as the case may be.
- 14.3 The Director shall ensure maintenance of proper accounts of all the money and other related records/properties in respect of the affairs of the Institute and shall prepare an annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Board of Governors of the Institute acceptable to the Auditor of the Institute. The Director will be assisted by the concerned officer handling account of the Institute i.e. Finance Officer/Drawing and Disbursing Officer, Accounts Officer who will advise the Director for accuracy and completeness of the accounts of the Institute.
- 14.4. The Primary Accounts of the Institute will be maintained in the following forms: -
- a) The Cash Book/Ledger;
  - b) The Register of Securities;
  - c) The Receipt Book;
  - d) The Register of Stock of Cheque Books;
  - e) The Register of Stock of Receipt Books;
  - f) The Register of leave salary and provident fund contributions;
  - g) The Register of advances, permanent and temporary; and
  - h) The Annual Accounts.
- 14.5 The functions of the Auditor of the Institute will be exercised by the Auditors appointed by the General Body of the Institute as per Rule 19 of the Rules and Regulations under Memorandum of Association of the Institute.
- 14.6 The Director/Finance Officer/Accounts Officer/Drawing and Disbursing Officer will apply a check of the nature of pre-audit of all payments from the Institute funds and will maintain all relevant records/ registers in such forms as may be necessary in the circumstances.

14.7 All sanctions/orders, of delegation of competent authorities under the Rules and Regulations of these Financial Rules affecting Institutes account shall be communicated to Finance Officer.

### **Sec.15 Financial Powers of the Director**

Unless otherwise provided in the Rules and Regulation under Memorandum and Association of the Institute and these Service and Financial Rules, the Director may exercise the financial powers vested in the Head of the Department under the Delegation of Financial Powers Rules, 1978, the General Financial Rules, the Fundamental Rules, the Supplementary Rules and the Treasury Rules, and such others as applicable, of the Government of India as amended from time to time.

### **Sec.16 Approval of Annual Accounts**

The audited accounts with audit certificate shall be placed before the Committee for Administration and Finance for its recommendations to the Board of Governors for their approval.

### **Sec.17 Accounting Policies**

#### **17.1 Basis of Accounting**

The Financial Statements of the Institute shall be prepared under the historical cost convention on going concern basis and have been prepared in accordance with applicable accounting standards issued by the Institute of Chartered Accountants of India and are on accrual basis, unless otherwise stated.

#### **17.2 Property, Plant and Equipment and Intangible Assets**

##### **a) Recognition**

- i) Property, Plant and Equipment are stated at historical cost less accumulated depreciation and impairment, if any. Library books received as gift are valued in accordance with the norms decided by the Institute's Library Administration & Finance Committee.
- ii) Intangible assets are stated at cost less accumulated amortization and impairment losses, if any.
- iii) The Institute acquires items of property, plant and equipment and intangible assets out of restricted use grants as well as from its internal accruals for its use and the cost thereof is charged to expense i.e. as utilization of grants or as a separate item of expense in the income and expenditure account.
- iv) For control purposes and for the sake of public information and record, the cost of the asset acquired is brought into the books of account under the heads viz. "Property, Plant

and Equipment” or “Intangible Assets” as the case may be by recognizing the corresponding amount as a fund under the head “Capital Assets Fund”.

**b) Depreciation and Amortization**

Within the framework of notional disclosure described above, items of property, plant and equipment and the intangible assets are depreciated/amortized as stated below:

- i) The depreciation on Property, Plant and Equipment is provided on the Written Down Value Method as per the rates prescribed under Income Tax Act, 1961. Assets purchased and put to use for 180 days or more during the year are depreciated for full year and those put to use for less than 180 days during the year are depreciated at half of the said rates.
- ii) Intangible Assets like software etc. are amortized equally over a period of three years.

Depreciation charged to the income and expenditure account is recouped from the Capital Asset Fund.

**Sec.18 Income and Expenditure Account**

18.1 The Institute’s income comprises of periodic central government grants for meeting its normal annual recurring expenditure by way of payroll, administrative expenses, overheads etc. of the various sections of the Institute (sectional grants), endowment grants, project grants to be applied for meeting project specific expenditure, fellowship grants, interest, license fee, royalty, notional recoveries for expenditure including overheads etc. The Income and Expenditure account consolidates all items of incomes and expenditure of the Institute arising from the above.

18.2 Expenditure on maintenance and overheads of the Institute are charged to expense of the grantor in the following manner:

- (i) From Government @12.5% of expenditure for sections receiving regular funding for their respective Units at the Institute, and;
- (ii) From funding agencies of sponsored projects @15% of expenditure for sponsored projects subject to the sanctioned amount in the project.
- (iii) The said amount will be credited to the Maintenance & Overhead account of the Institute. Deficit, if any, of the Maintenance & Overhead account of the Institute is borne by other funds of the Institute.

18.3 Income from investments is accounted for as under:

- (i) Income on investments out of earmarked/endowment/FCRA funds are credited to the respective funds and applied for the purposes specified by the grantor.

- (ii) A portion of the interest income earned out of certain endowment funds is ploughed back as grant in the manner specified by the grantor.
- (iii) Income from investments other than the above are reckoned as revenue of the Institute.
- 18.4 Donations received are credited to the Corpus/Endowment/Earmarked Fund or taken to the Income, depending on the nature of donation.
- 18.5 Salaries and Allowances are allocated amongst projects or sections having regard to the activities in which the concerned employee is engaged. Salaries relating to the general administration are allocated to respective sections on an appropriate basis.
- 18.6 Expenditure incurred on computer and electronic data processing (EDP) facilities are charged to expense and wherever permitted by the grantor, are recovered from various sections and projects for their estimated use of such facilities. Such recovery is made on a notional basis as a periodic charge or lump-sum or on any other appropriate basis as determined by the Institute. The resultant excess, if any, is carried forward under the head 'Computer Unit (EDP) Fund' and deficit after utilizing accumulated income, if any, is borne by other funds of the Institute.
- 18.7 Expenditure incurred on Library facilities are charged to expense and wherever permitted by the grantor, are recovered from various sections and projects for their estimated use of such facilities. Such recovery is made on a notional basis as a periodic charge or lump-sum or on any other appropriate basis as determined by the Institute. The resultant excess, if any, is carried forward under the head 'Library Development Fund' and deficit after utilizing accumulated income, if any, is borne by other funds of the Institute.

## **Sec.19 Accumulations to Other Funds**

### **19.1 Project Liability Fund:**

The Institute effects recoveries for faculty time attributable to faculty members' services rendered in connection with the project / sectional activities from the concerned projects / sections. Such recoveries are made in the form of a periodic charge or lump-sum or any other appropriate basis as determined by the management and are accumulated under the head 'Project Liability Fund'. Faculty time earned in a Unit where there is deficit on meeting expenditure of the unit shall be first credited to the Unit income and expenditure to the extent of deficit and the remaining will be credited to the Project Liability Fund. The accumulations in the said fund are utilized to meet deficits arising in other projects or funds or to meet payroll expenditure of project staff in the absence of projects.

## 19.2 Additional Liability Fund:

It represents receipts/income meant to cover possible unforeseen liabilities. The share of consultancy fees collected from Faculty Members of the Institute are credited to this account as well as non-refundable unspent balances in respect of Seminars, Workshops and Short-term training programmes on their completion.

19.3 Unspent balances on projects other than above that are not refundable, on project completion are credited to Research & Development Account.

19.4 Foreign currency transactions are recorded on initial recognition in rupees, which is the reporting currency, by applying to the foreign currency amount at the exchange rate prevailing on the date of the transaction.

19.5 Grants/contributions received for specific purposes are initially treated as a liability and adjusted for utilizations during the year. Grants pending utilization at the year-end are carried forward as liability (grants received in advance) under Current Liabilities. Utilizations in excess of grants received are treated as recoverable grants and reported under Current Assets.

## **Sec.20 Rules for Affiliation**

The Institute shall have the Rules of Affiliation as approved by the Board of Governors from time to time (Schedule – X).

## **Sec.21 House Allotment Rules**

The Institute shall follow house allotment rules for allotment of accommodation to staff members (Schedule – XI).

## **Sec.22 Staff Welfare Fund**

The Institute has a Staff Welfare Fund governed with Rules for Scholarships/ Book Grants from Staff Welfare Fund and Rules for Fellowship from Prof. D.U. Sastry Endowment Fund. The relevant rules for Scholarships/ Book Grants from Staff Welfare Fund are at Schedule – XII.

## CHAPTER VI

### OTHER PROVISIONS

#### **Sec.1 Application of Fundamental Rules and the Supplementary Rules**

In regard to all matters concerning the service conditions of the employees of the Institute wherever not provided in these rules, the University of Delhi rules, as amended from time to time, will apply mutatis mutandis, except where otherwise provided for by the rules of the Institute as adopted by the Board of Governors. In regard to all matters concerning the service conditions of the employees of the Institute wherever not provided under above, the Fundamental and Supplementary Rules and General Financial and Delegation of Financial Powers Rules framed by the Government of India and such other Rules and Orders issued or may be issued by the Government of India from time to time shall apply.

#### **Sec. 2 Method of Recruitment of Contractual Admin and Research Supports staff**

The Institute shall follow Contractual Staff Service Rules (Schedule – XIII) to **recruitment of Research Support Staff and Non-Academic contractual staff, work assignment on Professional Service Agreement and service conditions.**

#### **Sec.3 Contractual Appointment of Retired Employees<sup>15</sup>**

Contractual appointment of retired employees of the Institute or from elsewhere will be considered only when suitable candidates within the retirement age are not available within and outside the organization. The rules of the University of Delhi/UGC as adopted by the Board of Governors are to be followed.

#### **Sec.4 Medical Facilities for the Retired Employees:**

The retired employees of the Institute shall be governed by the “IEG Retired Staff Health Scheme” (Schedule – XIV).

#### **Sec.5 Policy on Conflict of Interest**

The purpose of the conflict of interest policy is to address situations where an employee’s personal interest may conflict with Institute’s interest. Refer to Chapter IV, Section 3 for details.

#### **Sec.6 Time Sheet for Project**

Staff employed on a project funded by external funds, may be required to fill up a timesheet to track, record, and organize essential information related to the project, including billable hours of work. The timesheet template would be in keeping with the requirements of the funding agency and shall be forwarded through the project PI / faculty in charge of the project.

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<sup>15</sup> As per Department of Expenditure, Ministry of Finance, Government of India, Office Memorandum F No.3-25/2020-E.IIIA dated December 9, 2020.



## **Sec.7 Code of Professional Ethics**

The Institute adopts the UGC's Code of Professional Ethics for University and College Teachers as amended from time to time for its academic staff .

The BoG is authorized to adopt specific rules for ensuring ethical conduct and functioning at the Institute.

## **Sec 8. Anti-Fraud and Anti-bribery policy:**

In accordance with the highest standards of professional practice and good governance, the Institute does not tolerate bribery or corruption of any kind.

All members of staff must adhere strictly to the Government of India legislation in relation to bribery and corruption and follow the procedures designed therein to prevent bribery. Staff must not offer, promise or pay bribes and they must not request or receive bribes.

The Institute will also expect the highest standards of compliance in this area from other parties that provide services to the Institute or on its behalf.

This policy applies to all employees and any other member of staff of the Institute and includes any temporary or agency staff or unpaid members or voluntary staff.

The policy applies to all activities of the Institute, whether related to its research, teaching, commercial or other activities, and exists for the protection of members of staff and the Institute.

The Institute will expect any person or organisation performing services for it or on its behalf, to adhere to this policy or otherwise face procedures in place to prevent corruption.

This policy is to be executed in consonance with other policies on ethics, conflict of interest, and financial rules and regulations of the Institute.

The Institute has mechanisms in place to prevent, detect and act upon financial fraud or misconduct based on these rules.

The Institute abides by the Prevention of Corruption Act, 1988. In case of any instance not covered by the Prevention of Corruption Act 1988 (and its amendments) the Institute will follow the guidance provided by the Central Civil Services (Classification, Control, and Appeal) Rules; 1964 (and its amendments), as adopted by the University of Delhi.

## **Sec 9: Research Ethics Policy**

The Institute adheres to a Research Ethics Policy that aligns with acceptable codes of conduct for research. Researchers in the social sciences have responsibilities: to society at large; to those who fund their research; to the institutions that employ them or at which they study; to their colleagues

and the wider academic and research community; to the people who take part in their research; and for their own safety and wellbeing. Reconciling those responsibilities may entail ethical considerations. The Institute provides a procedural framework to assist researchers and staff in the ethical conduct of their research. Accordingly the Institute has an internal Ethics Committee. The ethics committee rules are consistent with the guidelines of the Indian Council of Medical Research (ICMR) and University Grants Commission (UGC).

#### **Sec.10 Child and Vulnerable Adult Policy**

- 10.1 The Institute believes that every child and vulnerable adult who visits the Institute has the right to feel safe and protected from any situation or practice which might cause him or her physical or psychological harm. The Institute works hard to minimize situations where any abuse may occur by careful planning of activities and events. The terms 'child' or 'children' refer to any young person up to the age of 18.
- 10.2 The term 'vulnerable adult' is defined as someone over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation. The Institute follows Government of India rules on Juvenile Justice Care and Protection of Children Act 2015 [2 of 2016]. Copy attached in Schedule – XVIII.

#### **Sec.11 Data Management Policy**

- 11.1 The Institute is responsible for ensuring the availability, confidentiality, and integrity of all information to which it is entrusted. Institute data, whether managed and residing on Institute information technology resources, stored on personal devices, managed by a third party or a business partner, or outsourced to a service provider, is an important asset that must be governed, protected, and appropriately safeguarded.
- 11.2 Improper use of the Institute's data may result in harm to the Institute, its faculty, staff, students, and alumni. This harm could impact the Institute's mission of teaching and learning, research and service delivery. It exposes the Institute to criminal, financial and reputational risks. Members of the Institute community have the responsibility to appropriately use, maintain, and safeguard Institute data.
- 11.3 This policy will provide a framework to safeguard and protect the Institute's data while providing flexibility to support the broad range of academic, research and administrative activities.

#### **Sec.12 Policy for Equal Treatment of all staff**

- 12.1 Equal treatment initiatives are a natural part of Institute operations. Together, the Institute will strive for a workplace that is inclusive, equal, characterised by diversity in both thought and action, and that is free from mistreatment, harassment and discrimination.

12.2 The equal treatment policy applies to all Institute employees and aims for equal treatment. This prohibits discrimination connected with gender, gender identity or expression, ethnic origin, religion or other spiritual belief, disability, sexual orientation or age. Based on the Equal Treatment Policy, the Institute will ensure that there is:

- Documentation of action against discrimination
- Instructions to prevent employees from being exposed to discrimination, harassment or retaliation
- An approach that encourages an inclusive and respectful work climate based on Institute values. Each Head is responsible for introducing the policy to new employees, and for ensuring every employee's compliance.

12.3 All employees are responsible for actively promoting and contributing to an Institutional culture that is inclusive, equal and unbiased. All employees are obligated to contribute what is required for maintaining a positive work environment and good relationships with our stakeholders.

### **Sec.13 Amendment of Service and Financial Rules:**

Any amendment to the Service and Financial Rules including this particular Service and Financial Rules shall require the prior approval of the Board of Governors.

## SCHEDULE - I

(Rule – Sec.4 of Chapters II & III)

Appointing, disciplinary and appellate authorities for various posts

Authorities Competent to impose disciplinary action / penalties as applicable to Institute of Economic Growth, Delhi are as follows:.

Sl. No	Description of Posts	Appointing Authority	Imposition of Penalties		Appellate Authorities	
			Minor	Major	Minor	Major
			4	5	6	7
1.	Director of the Institute	Board of Governors, (As per Rules 16(1) of the MoA of the Institute)	Chairman, Board of Governors	Board of Governors	President of General Body	President of General Body
2.	Faculty and Sr/Administration of the Institute pay matrix level 10 to 14	Chairman, Board of Governors	Director	Chairman, Board of Governors	Chairman, Board of Governors	President of General Body
3.	Posts in pay matrix level 6 to 9 and project staff at par with Pay Matrix level 6 to 14	Director	Director	Director	Chairman, Board of Governors	Chairman, Board of Governors
4	Posts in pay matrix level 1 to 5 including project staff at par with Pay Matrix level 1 to 5	Director	Registrar ( or Official at Equivalent or Higher Pay Matrix level than Registrar)	Director	Chairman	Chairman

## SCHEDULE- II

### (A). Recruitment Rules for the Faculty Position of the Institute (Rule -Sec.5 of Chapters II)

#### **1. Senior Professor:**

##### **“Minimum Qualification**

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as a Professor or an equivalent grade in a University, College or institute of national level.
- iii) The selection shall be based on academic achievements, favorable reviews from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years’ experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and the award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations”.

#### **2. Professor:**

##### **“Minimum Qualification**

##### **Eligibility (A or B):**

- A. (i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in peer-reviewed or UGC-listed journals and a total research score of 120 as per criteria given in Appendix-II, Table 2 (enclosed).
- B. (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor and/or research experience at equivalent level at the University/National Level Institutions with evidence of having guided doctoral candidates.

**Or**

- C. An outstanding professional, having a Ph.D. degree in the concerned/allied/relevant discipline, from any academic institutions (not included in A above)/industry, who has made a significant contribution to the knowledge in the Economics, supported by documentary evidence provided he/she has ten years’ experience.”

### **3. Associate Professor:**

#### **“Minimum Qualification**

##### **Eligibility:**

- (i). A good academic record, with a Ph.D. degree in the concerned/allied/relevant discipline.
- (ii). A master degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii). A minimum of eight years of experience of teaching and/or research in an academic/ research position equivalent to the Assistant Professor in a University, College or Accredited Research Institution/Industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of 75 as per criteria given in Appendix-II, Table 2 (enclosed).

### **4. Assistant Professor:**

#### **“Minimum Qualification**

##### **Eligibility (A or B):**

- A**
- (i). A master degree with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign University.
  - (ii). Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Screening Committee of the Institute.

Note: NET/SLET/SET shall also not be required for such Master Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D. degree has been obtained from a foreign University/Institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking or World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selection shall be based only on the performance in the interview.

For Appendix II (Table 3A) for universities, and Appendix II (Table 3B) UGC Act 2018 may be referred.

**(B) Recruitment Rules for the Non-Academic Staff of the Institute**

(Rule -Sec.5 of Chapters III)

1.	Name of the Post	Registrar
2.	No. of Position	1 (One)
3.	Classification	Group A
4.	Scale of Pay	Pay Matrix Level 14 in 7 <sup>th</sup> CPC (Total Emoluments Rs.2,03,930 at the minimum of the Pay Matrix + Retirement benefits).
5.	Whether Selection Post or Non- Selection Post	Selection
6.	Age Limit	Preferably below 57 years
7.	Educational & Other Qualifications	<p><b>Essential:</b></p> <ol style="list-style-type: none"><li>1) Master's Degree in Public/Business Administration/Finance with at least 55% marks or equivalent grade from a recognised University/ Institution.</li><li>2) At least 15 years of working experience in managing the administration, finance and accounts of reputed Educational and Research Institutions/ Government/ Autonomous/Statutory Body/PSU/ or any recognised institution including 8 years of experience in a post with a Pay Matrix Level 12 or equivalent.</li></ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1) Proven abilities in management of day-to-day administration/finance/accounts activities e.g. Recruitment/promotion/establishment matters pay &amp; allowances and statutory matters like auditing, Income Tax &amp; GST. Conversant with Government of India Personnel, Administrative General Financial Rules (GFR) &amp; Procurement Rules and Accounting Procedures.</li><li>2) Proven abilities in finalising annual accounts, preparing annual budget estimates and budget for the Government &amp; Funding agencies</li><li>3) Proven skills in drafting Agenda Notes and Minutes of the meeting;</li><li>4) Working knowledge of computers and MS office and Tally.</li></ol>
8.	Method of Recruitment	By transfer/ transfer on deputation (short term contract) failing which by direct recruitment. Transfer/Transfer on deputation: Persons possessing qualifications mentioned in column 7 above (Deputation/short term contract shall ordinarily not exceed 3 years).
9.	Selection Process	The eligible candidates will be required to appear for an interview to adjudge their ability of expression and knowledge in relevant areas of administration, finance and accounts.



1.	Name of the Post	Academic Programme Officer
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	50 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree with at least 55% marks or equivalent grade from a recognised University/ Institution</li> <li>2. 10 years of working experience in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognised institution OR 5 years of experience in a post with a pay level of 10</li> <li>3. Working experience in organising research &amp; training activities, and conversant in office procedures and guidelines in dealing with academic programmes, sponsored projects and establishment matters</li> <li>4. Proven abilities in drafting agenda papers for organisation</li> <li>5. Proven abilities to work with computers and Microsoft office especially word and excel</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Graduate with economics/ sociology</li> <li>2. LL.B./ ICS / MBA</li> </ol>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment
10.	Selection Process	All the candidates will be required to appear for interview to adjudge their ability of expression and knowledge of relevant areas

1.	Name of the Post	Finance Officer
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 11
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	50 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree in Finance (M. Com/ MBA/ MFC) with at least 55% marks or equivalent grade from a recognized University/ Institution or CA/ ICWA/ ICFA</li> <li>2. 10 years of working experience in managing accounts and finances of Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution OR 5years of experience in a post with a pay level of 10</li> <li>3. Proven abilities in management of day-to-day activities of accounts such as receipts &amp; Payments, pay&amp; allowances, statutory matters like auditing and filing of returns and well versed with Government Accounting Procedures</li> <li>4. Proven abilities in finalizing annual accounts, drafting annual budget estimate and budget for the projects, submission of monthly/ quarterly/ annual statement of expenditure to government and other funding agencies</li> <li>5. Proven skills in drafting agenda papers for the organization</li> <li>6. Working knowledge of computers and MS office and Tally</li> </ol>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment
10.	Selection Process	All the candidates will be required to appear for interview to adjudge their ability of expression and knowledge of relevant areas

1.	Name of the Post	Computer System Administrator
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non- Selection Post	Selection
6.	Age Limit	50 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree in relevant subjects (Viz., Computer Science/ Computer Engineering/ Information Technology/ Computer Applications) with 55% marks or equivalent grade from a recognized University/ Institution with</li> <li>2. 10 years of work experience in relevant areas of information system/ programming/ website maintenance and network management in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution or 5 years as Programmer in the Pay Level of 10</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. B.E./ B.Tech in relevant subjects (Viz., Computer Science/ Computer Engineering/ Information Technology/ Computer Applications) with 55% marks or equivalent grade from a recognized University/ Institution with</li> <li>2. 12 years of work experience in relevant areas of information system/ programming/ website maintenance and network management/ in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution or 5 years as Programmer in the Pay Level of 10</li> </ol>

		<p><i>Desirable:</i></p> <p>Knowledge of econometric packages such as STATA, EViews, and R and economic data bases such as NSS, Census and ASI</p>
8.	<ul style="list-style-type: none"> <li>• Period of Probation</li> </ul>	One year. Extendable to one more year
9.	<ul style="list-style-type: none"> <li>• Method of Recruitment</li> </ul>	Direct Recruitment
10.	<ul style="list-style-type: none"> <li>• Selection Process</li> </ul>	All the candidates will be required to appear for interview to adjudge their ability of expression and knowledge of relevant areas

1.	Name of the Post	Librarian
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	50 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b><i>Essential:</i></b></p> <p>1.A Master's degree in Library Sciences/ Information Science/ Documentation with at least 55% of marks or equivalent grade from a recognised University/ Institution</p> <p>2.10 years of working experience in the libraries of University or Research or other academic Institution in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognised institutions or 5 years as an Assistant Librarian in the pay level of 10</p> <p>3.Proven abilities in developing and managing libraries and integration of library services with ICT to computerise and digitalize library services and provide access to e-resources.</p> <p>4.Proven knowledge of changing technologies in digital and web-based library services</p> <p><b><i>Desirable:</i></b></p> <p>1. Social Sciences background</p> <p>2. Ph.D. degree in Library Science/ Information Science/ Documentation/ Computerization of Library</p>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment
10.	Selection Process	All the candidates will be required to appear for interview to adjudge their ability of expression and knowledge of relevant areas

1.	Name of the Post	Accounts Officer
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	45 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree in Finance (M. Com/ MBA/ MFC) with at least 55% marks or equivalent grade from a recognized University/ Institution or CA/ ICWA/ ICFA.</li> <li>2. 5 years of working experience in managing accounts and finances of in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution at Pay Level 7.</li> <li>3. Proven abilities in supervision of day-to-day activities of accounts such as receipts and payments, expenditures/ advance payments &amp; passing bills/ investments/ pay &amp; allowances, scrutinizing draft annual accounts, liaison with statutory auditors as well as CAG, EPF and internal auditors of the government &amp; other funding agencies, and filing of returns such as Income Tax, GST, EPF and other statutory matters.</li> <li>4. Abilities to assist the meetings of the organization.</li> <li>5. Working knowledge of Government Accounting, General Financial Rules.</li> <li>6. Working knowledge of computers with MS Office and Tally software.</li> </ol>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment
10.	Selection Process	The selection will be based on the candidate's performance in written test, interview and service record

1.	Name of the Post	Administrative Officer
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	45 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><i>Essential:</i></p> <ol style="list-style-type: none"> <li>1. Master's degree with at least 55% of marks OR its equivalent grade from a recognized University/ Institution</li> <li>2. 5 years of experience in General Administration, Purchase, Store, Establishment, HR, Estate Management and Legal matters at pay level 7 in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution with proven administrative capabilities</li> <li>3. Should be able to coordinate/ liaise with other divisions</li> <li>4. Should possess good communication and analytical skills and abilities of drafting/ noting.</li> <li>5. Should be able to convene meetings, prepare agenda and minutes of meetings</li> <li>6. working knowledge of computers and Microsoft office especially word and excel</li> </ol> <p><i>Desirable:</i></p> <ol style="list-style-type: none"> <li>1. LL. B./ MBA / ICS</li> <li>2. Knowledge of Accounts</li> </ol>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment
10.	Selection Process	The selection will be based on the candidate's performance in written test, interview and service record

1.	Name of the Post	Assistant Librarian
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	45 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Master's degree in Library Sciences/ Information Science/ Documentation with at least 55% of marks or equivalent grade from a recognized University/ Institution</li> <li>2. 5 years of experience of working in the libraries of Educational and Research Institutions/ Government/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution at Pay Level 6</li> <li>3. Knowledge of current technologies in digital and web-based library services and experience in the use of information technology to provide access to e-resources.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Candidates having social science background</li> <li>2. Qualifying in the national level test NET/ SLET/ SET in Library Science conducted by the UGC or any other organisation approved by the UGC.</li> </ol>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment
10.	Selection Process	The selection will be based on the candidate's performance in written test, interview and service record



1.	Name of the Post	Programmer
2.	No. of Positions	1 (one)
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit	45 years
7.	Educational & Other Qualifications required for Direct Recruitment	<p><b>Essential:</b></p> <p>1. B.E./ B. Tech in relevant subjects (Viz., Computer Science/ Computer Engineering/ Information Technology/ Computer Applications) with 55% marks or equivalent grade from a recognized University/ Institution with 5 years of work experience at Pay Level 7</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree in relevant subjects (Viz., Computer Science/ Computer Engineering/ Information Technology/ Computer Applications) with 55% marks or equivalent grade from a recognized University/ Institution with 5 years of work experience at Pay Level 7</p> <p>2. Work experience in relevant areas of information system/ programming/ website maintenance and network management in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognized institution</p> <p><b>Desirable:</b></p> <p>Knowledge of econometric packages such as STATA, EViews, and R and economic data bases such as NSS, Census and ASI</p>
8.	Period of Probation	One year. Extendable to one more year
9.	Method of Recruitment	Direct Recruitment

10.	Selection Process	The selection will be based on the candidate's performance in written test, interview and service record
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(C) Recruitment Rules for the Other Administrative Staff of the Institute

Name of the Post	Administrative Assistant
Scale of Pay	Level 7
Classification	Ministerial, Administrative, Group B
Age Limit	40 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks <u>And</u> Diploma/ Certificate Of Minimum 6 Months Duration In Computer Application/ Office Management/ Secretarial Practices/ Finance Management/ Accounts Or Equivalent Discipline from a recognised university.</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduate degree with minimum 50% marks in Computer Application/ Office Management/ Secretarial Practices/ Financial Management/ Accounts or equivalent discipline from a recognised university.</p> <p>2. Minimum 6 years of administrative experience</p> <p><b>Desirable</b></p> <p>Professional qualifications like LL.B/MCA/ PGDM/ MBA/ MBE etc.</p>
Period of Probation	One Year for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment</p> <p><b>50% by LDE</b> failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Senior Assistant working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p> <p><b>LDE</b></p> <p>Amongst Senior Assistants working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p>

Name of the Post	Office Superintendent*/Senior Assistant/Word Processor
Scale of Pay	Level 6
Classification	Ministerial, Administrative, Group B
Age Limit	32 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks in any discipline from a recognised university with working knowledge of latest software packages like MIS, Tally, Income Tax, etc.</p> <p><b>Desirable</b></p> <p>Work experience in General Administration, Finance, Accounts, Purchase, etc.</p>
Period of Probation	<b>One Year</b> For Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by LDE failing which by direct recruitment</p> <p><b>50% by LDE</b> failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Assistant working in the pay scale of 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p> <p><b>LDE</b></p> <p>Amongst Assistants working in the pay scale of 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre with a graduate degree and knowledge of operation of latest software packages like MIS, Tally, Income Tax, etc.</p>

**\*Note: Any Senior Assistant assigned the job of these posts will be designated as the same till he/she is on the assigned job.**

Name of the Post	Assistant
Scale of Pay	Level 4
Classification	Ministerial, Administrative, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>Graduate with minimum 50% marks in any discipline from a recognised university with working knowledge of computers <u>and</u> Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline;</p> <p style="text-align: center;"><u>OR</u></p> <p>Graduate degree in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management or equivalent discipline.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. working knowledge of latest software packages like MIS, Tally, Income Tax, etc.</li> <li>2. Minimum 2 years of administrative experience.</li> </ol>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment</p> <p><b>50% by LDE</b> failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Junior Assistant working in the pay scale of PB-1 5200-20200 GP 1900 with a minimum period of 5 years regular service in the cadre.</p> <p><b>LDE</b></p> <p>Amongst Junior Assistants working in the pay scale of PB-1 5200-20200 GP 1900 with a minimum period of 3 years regular service in the cadre.</p>

Name of the Post	Junior Assistant
Scale of Pay	Level 2
Classification	Ministerial, Administrative, Group C
Age Limit	27 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. A Senior Secondary Institute Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks <u>or</u> a Graduate from a recognised university;</li> <li>2. Diploma or a Certificate of minimum 6 months duration in Computer Applicatins/ Office Management/ Secretarial Practices/ Financial Management or equivalent discipline from a recognised university;</li> <li>3. Having a type speed of 40 words per minute in English or 30 words per minute in Hindi typing through computers.</li> </ol> <p><b>Desirable</b></p> <p>working knowledge of latest software packages like MIS, Tally, Income Tax, etc.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>75% Direct Recruitment</b></p> <p><b>25% LDE</b> failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>LDE</b></p> <p>Amongst Multi Task Staff (Office Attendants/ Peons/ Chowkidar) working in the pay scale of PB-1 5200-20200 GP 1800 with a Senior Secondary Institute Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks and minimum period of 3 years regular service in the cadre.</p>

Name of the Post	Office Attendant-cum-Technician
Scale of Pay	Level 2
Classification	Ministerial, Administrative, Group C
Age Limit	27 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>1. A Senior Secondary Institute Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks</p> <p>2. Operational knowledge of computers, scanners and photocopy machines</p>
Period of Probation	<b>One Year</b> For Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

**Note. New Recruitment Rule recommended on April 2, 2018**

Name of the Post	Senior Stenographer/ Office Secretary/ Training Course Secretary*/ PS to Director*
Scale of Pay	Level 7
Classification	Ministerial, Secretarial, Group B
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks <u>And</u> Diploma/ Certificate Of Minimum 6 Months Duration In Computer Application/ Office Management/ Secretarial Practices/ Finance Management/ Accounts Or Equivalent Discipline from a recognised university.</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduate degree with minimum 50% marks in Computer Application/ Office Management/ Secretarial Practices/ Financial Management/ Accounts or equivalent discipline from a recognised university.</p> <p>Minimum 6 years of stenography experience</p> <p><b>Desirable</b></p> <p>Professional qualifications like LL.B/MCA/PGDM/MBA/ MBE etc.</p>
Period of Probation	<b>One Year</b> For Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by LDE failing which by direct recruitment</p> <p><b>50% by LDE</b> failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Stenographer working in the pay scale of 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre</p> <p><b>LDE</b></p> <p>Amongst Stenographers working in the pay scale of 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre</p>

**\*Note: Recommended on April 2, 2018 to add. Further recommended that any Senior Stenographer assigned the job of these posts will be designated as the same till he/she is on the assigned job.**



Name of the Post	Stenographer
Scale of Pay	Level 6
Classification	Ministerial, Administrative, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks in any discipline from a recognised university with working knowledge of operating computers.</li> <li>2. Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice or equivalent discipline.</li> <li>3. Having a shorthand speed of 80 words per minute and type speed of 40 words per minute in English or shorthand speed of 60 words per minute and 30 words per minute in Hindi typewriting through computers.</li> </ol> <p><b>Desirable</b></p> <p>Stenography experience.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment.</p> <p><b>50% by LDE</b> failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Steno-Typist working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre and knowledge of operation of computers.</p> <p><b>LDE</b></p> <p>Amongst Steno-Typists working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre knowledge of operation of computers.</p>

Name of the Post	Steno-typist
Scale of Pay	Level 4
Classification	Ministerial, Secretarial, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Graduate in any discipline from a recognised university.</li> <li>2. Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice or equivalent discipline.</li> <li>3. Having a shorthand speed of 80 words per minute and type speed of 40 words per minute in English or shorthand speed of 60 words per minute and 30 words per minute in Hindi typewriting through computers.</li> </ol>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

Name of the Post	Professional Assistant/ Documentalist*
Scale of Pay	Level 6
Classification	Non-Ministerial, Library, Group B
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Masters in any discipline from a recognised university and B.Lib.Sc/ B.LI.Sc with minimum 50% marks <u>Or</u> M.Lib.Sc/ M. LI. Sc. With minimum 50% marks from a recognised university</li> <li>2. 6 months course in Computer Applications/ Computer Course at Graduate or Masters level</li> </ol> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>- Social Sciences background, knowledge of computerisation, Library software, digitalisation, E-resources, E-databases, etc.</li> <li>- Work experience</li> </ul>
Period of Probation	<b>One Year</b> For Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by LDE failing which by direct recruitment</p> <p><b>50% by LDE</b> failing which by Direct Recruitment</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Semi-Professional Assistants working in the pay scale of 5200-20200 GP 00 with a minimum period of 5 years regular service in the cadre</p> <p><b>LDE</b></p> <p>Amongst Semi-Professional Assistants working in the pay scale of 5200-20200 GP 2800 with a minimum period of 3 years regular service in the cadre</p>

\*Note: Recommended on April 2, 2018 to add.

Name of the Post	Semi-Professional Assistant
Scale of Pay	Level 5
Classification	Non-Ministerial, Library, Group C
Age Limit	32 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Graduate with minimum 50% marks <u>Or</u> Masters with minimum 50% marks;</li> <li>2. B.Lib.Sc/ B.LI.Sc with minimum 50% marks from a recognised university;</li> <li>3. Six months course in Computer Applications.</li> </ol> <p><b>Desirable</b></p> <p>Social Sciences background, with work experience of computerisation, Library software, digitalisation, E-resources, E-databases, etc.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment.</p> <p><b>50% by LDE</b> failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Senior Library Attendants working in the pay scale of PB-1 5200-20200 GP 1900 with a Graduate degree and a certificate in Library Sciences/ Library Information Science with a minimum period of 5 years regular service in the cadre.</p> <p><b>LDE</b></p> <p>Amongst Senior Library Attendants working in the pay scale of PB-1 5200-20200 GP 1900 with a Graduate degree and a certificate in Library Sciences/ Library Information Science with a minimum period of 3 years regular service in the cadre.</p>

Name of the Post	Library Attendant*
Scale of Pay	Level 2
Classification	Non-Ministerial, Library, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. A Senior Secondary Institute Certificate (10+2) or its equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks <u>or</u> a graduate from a recognised university;</li> <li>2. A Certificate in Library Sciences/ Library Information Science;</li> <li>3. Six months basic course in Computer Applications.</li> </ol> <p><b>Desirable</b></p> <p>Experience of working with Social Sciences Libraries</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment.</p> <p><b>50% by Limited Departmental Examination.</b></p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Library Attendant working in the pay scale of PB-1 5200-20200 GP 1800 with a minimum period of 5 years regular service in the cadre.</p> <p><b>LDE</b></p> <p>Amongst Library Attendants working in the pay scale of PB-1 5200-20200 GP 1800 with a minimum period of 3 years regular service in the cadre.</p>
* Note: This post is at par with the Junior Library and Information Assistant of University of Delhi.	

Name of the Post	Assistant Programmer
Scale of Pay	Level 7
Classification	Non-Ministerial, Computer, Group B
Age Limit	40Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Masters in the relevant field with minimum 50% marks from a recognised University, <b>OR</b> Engineering Graduate Degree in the relevant field with minimum 50% Marks from a recognised University;</li> <li>2. Minimum 5 Years Of Work Experience in the related field in a reputed Organisation – Public/ Private in Software/ Hardware.</li> </ol> <p><b>Desirable</b></p> <p>Operational knowledge of statistical and econometric software packages.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment.</p> <p><b>50% by LDE</b> failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Technical Assistant working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 5 years regular service in the cadre.</p> <p><b>LDE</b></p> <p>Amongst Technical Assistants working in the pay scale of PB-2 9300-34800 GP 4200 with a minimum period of 3 years regular service in the cadre.</p>

Name of the Post	Technical Assistant (Computer)
Scale of Pay	Level 6
Classification	Non-Ministerial, Computer, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Masters in relevant field from a recognised university <u>Or</u> Engineering Graduate with minimum 50% marks from a recognised university;</li> <li>2. Five years work experience in the related field in a reputed organisation – public/ private software/ hardware.</li> </ol> <p><b>Desirable</b></p> <p>Knowledge of operation of statistical and econometric software packages.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment.</p> <p><b>50% by LDE</b> failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Senior Lab Assistants working in the pay scale of PB-1 5200-20200 GP 2800 with a minimum period of 5 years regular service in the cadre.</p> <p><b>LDE</b></p> <p>Amongst Senior Lab Assistants working in the pay scale of PB-1 5200-20200 GP 2800 with a minimum period of 3 years regular service in the cadre.</p>

Name of the Post	Senior Lab Assistant (Computer)
Scale of Pay	Level 5
Classification	Non-Ministerial, Computer, Group C
Age Limit	32 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>Graduate in the relevant field with minimum 50% marks from a recognised university and 2 years experience,</p> <p style="text-align: center;"><u>OR</u></p> <p>Masters degree in the relevant field.</p> <p><b>Desirable</b></p> <p>work experience in the related field in a reputed organisation – public/ private in software/ hardware.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<p><b>50% by Promotion</b> failing which by direct recruitment.</p> <p><b>50% by LDE</b> failing which by Direct Recruitment.</p>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Lab Assistant working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 5 years regular service in the cadre.</p> <p><b>LDE</b></p> <p>Amongst Lab Assistants working in the pay scale of PB-1 5200-20200 GP 2400 with a minimum period of 3 years regular service in the cadre.</p>



Name of the Post	Lab Assistant (Computer)
Scale of Pay	Level 4
Classification	Non-Ministerial, Computer, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>Graduate in the relevant field with minimum 50% marks from a recognised university and Diploma in Computer Applications or in anyother relevant field,</p> <p style="text-align: center;"><u>OR</u></p> <p>Three year Diploma in Engineering in relevant field with minimum 50% marks and 2 years of experience in relevant field.</p> <p><b>Desirable</b></p> <p>Experience in ICT systems maintenance including desktops/ laptops/ networking systems or relevant area.</p>
Period of Probation	<b>One Year</b> for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

Name of the Post	Overseer-cum-Caretaker
Scale of Pay	Level 5
Classification	Miscellaneous, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <p>10th Standard with ITI Trade Certificate or an equivalent qualification in Electrical/ Civil/ Plumbing/ Airconditioning; and at least 3 years experience in the field, preferably in a Government department/ organisation or commercial establishment of repute; <u>OR</u></p> <p>3 year Diploma in Engineering with minimum 50% marks or an equivalent qualification in Electrical/ Civil/ Plumbing/ Air-conditioning</p> <p><i>Note:</i> Preference will be given to Ex-servicemen.</p> <p><b>Desirable</b></p> <p>Hands-on Experience of –</p> <p>i) Preparation of estimates of the construction, repair, maintenance and new works to be done in respect of Staff Flats, Office, Hostel buildings and Roads within the Institute and any other similar work;</p> <p>ii) Supervision of construction, repair, and maintenance works including civil, electrical, plumbing, carpentry, sanitary works, etc.;</p> <p>iii) Purchase and handling of engineering stores in respect of civil, electrical, sanitary and carpentry items, etc.;</p> <p>iv) Measurement of the works/ items done by the contractors and making the entries in Measurement Books;</p> <p>v) Verification of bills as per the approved DSR rates, prevailing market rates in accordance with the provision and other regulations applicable.</p>
Period of Probation	One Year for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

Name of the Post	Driver
Scale of Pay	Level 2
Classification	Miscellaneous, Group C
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Pass Secondary Institute Certificate (10th Standard) from a recognised Institute;</li> <li>2. Possession of a valid driving license of the motor vehicle and knowledge of motor mechanism(the candidate should be able to solve minor problems);</li> <li>3. At least 3 years experience of driving a motor vehicle.</li> </ol>
Period of Probation	One Year for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A

Name of the Post	Multi Task Staff *
Scale of Pay	Level 2
Classification	Miscellaneous
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<b>Essential</b> 1. Secondary Institute Certificate (10th Standard) or its equivalent examination from a recognised Institute;
Period of Probation	<b>One Year for Direct Recruit</b> Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	N.A
*Current posts of the Institute that comes under Multi Task Staff (MTS)	Office Attendant, Peon, Chowkidar, Safai Karamchari, Mali, Kitchen Assistant, Bearer; <b>Note:</b> In addition to the essential qualifications specified above, the following qualifications are required - <ol style="list-style-type: none"><li>1. For the post of <b><i>Chowkidar</i></b><ol style="list-style-type: none"><li>a. Experience in Armed Forces;</li><li>b. Training in Basic &amp; Refresher Course in Home Guards and Civil Defence;</li><li>c. ITI Trade Certificate from a recognised Institute which can be useful for working in the IEG</li></ol></li><li>2. For the post of <b><i>Mali</i></b>,<ol style="list-style-type: none"><li>a. conversant with gardening/ landscaping operations with agricultural background including operation of tools.</li></ol></li><li>3. For the posts of <b><i>Kitchen Assistant and Bearer</i></b>,<ol style="list-style-type: none"><li>a. Certificate course in Catering or Cooking from a recognised government Institute or a reputed Hotel or hands-on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute.</li></ol></li></ol>

Name of the Post	Head Mali (Garden Chowdhary)
Scale of Pay	Level 2
Classification	Miscellaneous, Group D
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Secondary Institute Certificate (10th Standard);</li> <li>2. At least 5 years experience as Skill Mali or an equivalent post in a University/ Research Institution/ Gardens maintained by Civic Bodies.</li> </ol>
Period of Probation	One Year for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Promotion</b> failing which by Direct Recruitment;
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<p><b>Promotion</b></p> <p>Multi Task Staff (Mali) working in the pay scale of PB-1 5200-20200 GP 1800 with a minimum period of 5 years regular service in the cadre;</p>

Name of the Post	Head Cook
Scale of Pay	Level 2
Classification	Hostel, Group C
Age Limit	35 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Secondary Institute Certificate or its equivalent examination from recognised Board/ Institution;</li> <li>2. Should have hands-on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute;</li> <li>3. Should possess sound health and clean habits.</li> </ol> <p><b>Desirable</b></p> <p>Certificate course in Catering or Cooking from a recognised government Institute or a reputed Hotel.</p>
Period of Probation	<b>One Year</b> For Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Promotion</b> failing which by <b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<b>Promotion</b>
	Cook working in the pay scale of 5200-20200 GP 1900 with a minimum period of 5 years regular service in the cadre.

**Note. New Recruitment Rule recommended on April 2, 2018**

Name of the Post	Cook
Scale of Pay	Level 2
Classification	Hostel, Group D
Age Limit	30 Years
Educational and Other Qualifications required for Direct Recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Secondary Institute Certificate (10th Standard) or its equivalent examination from recognised Board/ Institution;</li> <li>2. Certificate course in Catering or Cooking from a recognised government Institute or a reputed Hotel <u>Or</u> Should have hands-on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute.</li> </ol>
Period of Probation	One Year for Direct Recruit Extendable to one more year
Method of Recruitment whether by Direct Recruitment or by Promotion or by Limited Departmental Examination (LDE) and percentage of posts to be filled in by various methods	<b>Direct Recruitment</b>
In case of Recruitment by Promotion grades from which promotion to be made, in case of LED grades for which examination to be conducted	<b>N.A.</b>

**Schedule – III**  
**(Rule – Section 10 of Chapters II & III)**

**List of Post of the Academic and Non-Academic Staff of the Institute with Pay Matrix (as per 7th CPC and UGC Recommendations)**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Pay Matrix as per 7<sup>th</sup> CPC/UGC</b>
<b>A. Academic Staff</b>		
1.	Director	2,10,000/- fixed with Spl. All. 11,250/- p.m.
2.	Professor	14
3.	Associate Professor	13A
4.	Assistant Professor	10
<b>B. Supporting Research Staff</b>		
1.	Research Officer	10
2.	Research Analyst/Field Investigator/ Research Assistant Grade- I	7
3.	Research Assistant Grade – II	5
<b>C. Administrative Staff</b>		
	<b>Registrar</b>	<b>1</b>
1.	Academic Programme Officer	12
2.	Finance Officer	11
3.	Admn. Secretary (General)	11
4.	Accounts Officer	10
5.	Administrative Officer	10
6.	Training Course Secretary	10
7.	Administrative Assistant	7
8.	Senior Assistant/ Office Suptt./ Word Processor	6
9.	Assistant/U.D. Clerk	4
10.	Junior Assistant/Clerk-typist/ Office Attendant-cum- Techn.	2
11.	Driver	2
12.	Head Mali/Sports Mali cum-Helper/Head Cook	2
13.	Cook/MTS/ Kitchen Asst./Mess Bearer	1
<b>D. Secretarial Staff</b>		
1.	Senior Stenographer/ P.S. to Director	7
2.	Stenographer	6
3.	Steno-typist	4
<b>E. Library Staff</b>		
1.	Librarian	12
2.	Asst. Librarian	10



3.	Professional Assistant/ Documentarist	6
4.	Semi-Prof. Assistant	5
5.	Jr. Information and Library Assistant	2
6.	Multi Task Staff	2
<b>F.</b>	<b>Computer Unit</b>	
1.	Computer System Administrator	12
2.	Computer Programmer	10
3.	Data Assistant	5

## Schedule – IV

### (Rule – Section 17 of Chapter II)

#### **Guidelines for promotion under Career Advancement Scheme (CAS) for the Academic/ Research Staff at the ICSSR Research Institutes**

##### Stages of promotion under CAS for Academic/ Research Staff

- [1] Entry level Assistant Professors (stage I, with grade pay of Rs,6,000/-) would be eligible for promotion under the CAS through two successive stages (stage II, with grade pay of Rs,7,000/- and Stage III, with grade pay of Rs 8,000/-), provided they are assessed to fulfil the eligibility and performance criteria as laid out In Table- I of this document
- [2] An entry level Assistant Professor, possessing Ph.D. degree In the relevant scale shall be eligible, for moving to the next higher grade (stage II) after completion of four years of service as Assistant Professor.
- [3] An entry level Assistant Professor, possessing M.Phil. degree or equivalent Postgraduate degree in professional courses, approved by the relevant statutory body, such as LLM/M, Tech etc., shall be eligible for the next higher grade (stage II) after completion of five years of service as Assistant Professor.
- [4] An entry level Assistant Professor who does not have Ph.D. or M.Phil. or ether equivalent degree in relevant professional courses shall be eligible or the next higher grade (state II) only alter completion of SIX years of service as Assistant Professor,
- [5] The upward movement from stage I to stage II for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in Table-t of this document.
- [6] Assistant Professors who have completed five years of service in the second grade (stage II) shall be eligible, subject to meeting the API based PBAS requirements laid down in Table-t of this document, to move up to the next higher grade (stage III),
- [7] Assistant Professors completing three years of service in third stage (stage III) shall be eligible subject to the qualifying conditions and API based PBAS requirements, to move to the next higher grade (stage IV, with grade pay of Rs.9,000/-) and to be designated as Associate Professor.
- [8] Associate Professor completing three years of service in stage IV and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage V, grade pay Rs. 10,000/-) subject to satisfying the required credit points as per API based PBAS methodology, provided that no faculty other than those Ph.D. shall be promoted or appointed as Professor.

[9] Minimum API scores required at different levels of promotion IS given at Table-I

Selection Procedure for Academic/ Research staff

- [1] CAS promotions from stage I to stage II and stage II to stage III in the grade of Assistant Professor shall be conducted by a "Screening-cum-Evaluation Committee". CAS promotions from Assistant Professor to Associate Professor and from Associate Professor to Professor shall be conducted by Selection Committees as specified for the direct recruitment of faculty positions. CAS promotions from stage V to stage VI shall be decided by a duly constituted Expert Committee.
- [2] The Screening-cum-Evaluation Committee for CAS promotions within different stages of Assistant Professors shall consist of:
- a) The Chairman of the Governing Body of the Institute
  - b) The Director of the Institute
  - c) Two subject experts in the concerned subject nominated by the Chairman of Governing Body

The quorum of this committee shall be three, including one subject expert.

- [2a] The constitution of Selection Committees for promotions to the grades of Associate Professor and Professor shall be the same as the cases of direct recruitment to these respective positions at the Institute.
- [3] The Screening-cum-Evaluation Committee or the Selection Committee as the case may be, on verification/evaluation of API score secured by the candidate through the PBAS methodology and an assessment of a candidate's achievements (through an interview in case of a selection committee) shall recommend to the Governing Body of the Institute about the suitability for the promotion of a candidate under CAS for implementation.
- [4] All the selection procedures shall be completed on the date of the Selection Committee/Evaluation Committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
- [5] CAS promotions being a personal promotion to the incumbent faculty holding a substantive sanctioned post, on superannuation of the individual Incumbent, the said post shall revert back to its original cadre.
- [6] The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee or Evaluation Committee for CAS promotions.

- [7] The Institute concerned shall send a general circular at least once a year calling for applications for CAS promotions from eligible candidates. The candidates shall offer themselves for assessment for promotion if they fulfil minimum API scores by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
- [8] An Institute may seek the opinion of external experts to evaluate the written work of the candidates before their applications are assessed by the Selection/Evaluation Committee.
- [9] If the candidates do not either fulfil minimum API scores in the criteria as per PBAS proforma or are not recommended by the selection/screening committee for promotion, will be reassessed only after a minimum period of one year.
- [10] a. If a candidate applies for promotion on completing of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility or from the date of implementation of the scheme, whichever is later. If a candidate fails to apply in spite of fulfilling the minimum eligibility conditions and in spite of the Institute providing him/her an opportunity to apply, his/her promotion will be effective from the date of successful assessment.
- b. If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applied on that date and is successful, his/her promotion will be affected from that date of application fulfilling the criteria.
- c. If the candidate does not succeed in the first assessment, but succeeds in a subsequent assessment, his/her promotion will be deemed to be from the later date of successful assessment.

Explanatory note for the Table and Annexures below

Every Institute will set up systems to verify the API related information required in these tables. This information will have to be documented and collated annually by the Institute's Internal Quality Assurance Cell (IQAC). IQAC may consider the special needs of an Institute, if any. In order to facilitate this process all, the members of the faculty shall submit the duly filled in Performance Based Appraisal System (PBAS) proforma to the IQAC annually. The candidate's self-appraisal and the recommendation of the IQAC will be placed before the selection/screening committee and the latter's decision on the matter is final.

API scores for Categories I and II shall be calculated annually and the average score for the assessment period will be taken into consideration. In case of Category III, however, total score for the entire assessment period will be considered.

API scores will be used for screening purpose only and will have no bearing on expert assessment of candidates in CAS.

The API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for CAS.

Sub-Category	Cap as % of API cumulative score in Application
III (A) Research papers (Journals, etc.) and III (B) Research publications (Books, etc.)	55%
III (C) Research Projects	20%
III (D) Research Guidance and III (E) Training Courses and Conference/ Seminar etc.	

**Table: 1**

Minimum API scores for the promotion of the Academic Staff in Research Institutes under Career Advancement Scheme (CAS)

	Asst. Prof. Stage 1 to 2	Asst. Prof. Stage 2 to 3	Asst. to Asso. Stage 3 to 4	Asso. to Prof. Stage 4 to5	Professor Stage 5 to 6
Category 1*  Teaching Learning Evaluation Related activities	50/ year	50/ year	50/ year	50/ year	50/ year
Category 2**  Co-curricular Extension and Profession related Activities	10/ year	10/	Year	10/	year
Category 3***  Research and Academic Contribution	50/ year  200/ assessment period	60/ year  300/ assessment period	70/ year  210/ assessment period	80/ year  240/ assessment period	90/ year  900/ assessment period
Expert Assessment	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee

\*As per the table in Annexure 1

\*\*As per the table in Annexure 2

\*\*\*As per the table in Annexure 3

## Annexure-I

Category-I: Minimum Scores of APIs towards Contribution to teaching, learning and evaluation related activities in CAS Promotions

Institutes will have the option of choosing any one of the following API tables(X or Y) depending on relative emphasis to teaching or research at the Institute's objective

Table - X

Sl. No.	Nature of Activity	Maximum Score
I-A	Classroom teaching (including lectures, tutorials, practical, contract hours)	40
I-B	Duties other than class-room teaching in excess of Institute's norms	10
I-C	Quality of Teaching	10
I-D	Curriculum Development and innovative and Participatory Teaching	20
I-E	Examination related duties	20
	Total Score	100
	Minimum API Score required	50

Table - Y

Sl. No.	Nature of Activity	Maximum Score
I-A	Participation in the execution of Institute's research projects, including writing of Research Proposals/Data Collection/ Data Analysis/ Reports/Working papers, etc.	50
I-B	Participation in teaching, including M.Phil. and Ph.D. course work, Research Methodology workshop, Training programs lectures and dissemination of research etc.	20
I-C	Organization of and participation in seminars/ workshop/conferences held under the aegis of the Institute	20
I-D	Editorial Work (such as, preparing the Institute's Annual Report, proof-reading research papers, working papers, journals published by the Institute)	10
	Total Score	100
	Minimum API Score required	50

## Annexure - 2

Category-2: API scores in CAS promotions towards Co-curricular, Extension and Professional Development Activities.

Sl. No.	Nature of Activity	Maximum Score
II-A	Co-curricular/extension activities, including sports/cultural activities, dissemination through media	10
II-B	Contribution to the collective functioning of the Institute, including participation in administrative and academic committees of the Institute	20
II-C	Professional Development Activities (such as participation in seminars and conferences, training courses, membership of associations, dissemination of general articles- those not covered in Category - III	10
	Minimum API Score required	10



### Research and Academic Contributions

Sl. No.	Nature of Activity	Details	Maximum API Score
III-A	Research Papers Published	Refereed Journals	15/ publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN no.	10/ publication
		Conference proceedings as full papers (abstracts not to be included)	10/ publication
III-B	Research Publication (books, chapters in books, other than refereed journals*	Text or reference books published by International publisher with an established peer review system	50/ sole author 10/ chapter in an edited book
		Subject books by national level publisher/ State and Central Govt. Publications with ISBN/ ISSN number	25/ sole author 5/ chapter in an edited book
		Subject Books by other local publishers with ISBN/ISSN numbers	15/ sole author 3/ chapter in an edited book
		Chapters contributed to edited knowledge-based volumes published by International Publishers	10/ chapter
		Chapters in knowledge-based volumes by Indian/National level publishers with ISBN/ISSN No.	5/ chapter
		Book review on publication	2/ chapter
<b>III-C</b>	<b>RESEARCH PROJECTS (Individually initiated)</b>		
III-C(i)	Sponsored Projects/ Carried out ongoing	Major Projects amount Mobilized with grants above 20.00 lakhs	25/ each project
	The points should	Major Projects amount Mobilized with grants above 10.00 and up to 20.00 lakhs	20/ each project
	Be distributed equality among the faculty associated with the project	Major Projects amount Mobilized with grants above 5.00 and up to 10.00 lakhs	15/ each project
		Major Projects amount Mobilized with minimum of Rs.3.00 lakhs up to 5.00 lakhs	10/ each project
		Minor Projects (amount mobilized with grants above Rs.25,000 up to 3.00 lakh	05/ each project
III-C(ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 2.00 lakh	10 per every Rs.1.00 lakhs and 2 per every Rs.2.00 lakhs respectively
III-C(iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency)	20/ each major project and 10/ each minor project

III-C(iv)	Projects Outcome/Outputs	Major Policy document of Govt. Bodies at Central and State Level	30/ each national level output / 50/ each for International level
<b>III-D</b>	<b>RESEARCH GUIDANCE</b>		
III-D (i)	M. Phil	Dissertation awarded only	3 / each candidate
III-D (ii)	Ph.D.	Degree Awarded	10/ each candidate
		Thesis Submitted	7 / each candidate
<b>III-E</b>	<b>TRAINING COURSES ATTENDED AND CONFERENCE/SEMINAR/WORKSHOP PAPERS PRESENTED</b>		
III-E(i)	Refresher courses, Methodology workshops, Training, Teaching - Learning – Evaluation Technology Programmes, Soft Skills development Programmes	(a) Not less than two weeks duration	20 / each
	Faculty Development Programmes attended (Max. 30 points)	(b) One-week duration	10 / each
III-E(ii)	Papers presented in Conferences/ Seminars/Workshops etc.**	Participation and Presentation of research papers (oral/poster) in	
		(a) International Conference	10 / each
		(b) National	7.5/ each
		(c) Regional/State Level	5 / each
		(d) Local – University / College Level	3 / each
III-E(iii)	Invited lectures/ talks/presentations for conferences	(a) International	10 / each
		(b) National	5 / each

\*Wherever relevant to a specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals -- by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 -- by 15 points; papers with impact factor between 5 and 10 - by 25 points.

\*\*If a paper presented in a conference/seminar is published in the form of proceedings, the points will accrue in the form of publication as in III-A.

Note: The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned faculty, the principal/first author/corresponding author/ mentor/supervisor of the faculty would share equally 60% of the total points and the remaining 40% would be shared by all other authors.

## **Schedule – V**

(Rule – Sec.21 of Chapter II)

### **CONSULTANCY RULES\* (UPDATED)**

#### **Definition of Consultancy**

1.1. Consultancy involves preparation of papers or reports or other such documents based on deskwork or fieldwork for and at the invitation of government agencies, public sector agencies, donor agencies, international agencies, etc for a specified remuneration, irrespective of whether or not a contract is signed.

1.2. Examinations, lectures, selection committee and other professional work of the faculty are not to be included under consultancy.

1.3. Remuneration received for monographs, papers, lectures, evaluations, refereeing and other academic contributions are not to be included under consultancy in so far as they do not arise out of a contract for a consultancy.

#### **Approval of Consultancy**

2.1. All consultancy assignments by the faculty members should be undertaken with prior approval of the Director and Chairman, Board of Governors (BoG) of the Institute. Should the need arise in a specific case, the Chairman may constitute a three-member Committee comprising of the Director and two members of the Board of Governors to advise him\her on the request for consultancy.

2.2. Before accepting the consultancy, the faculty member concerned shall submit the following details to the Director for assessing the consultancy request:

- Period of consultancy;
- Name and address of the sponsoring agency;
- Title of the consultancy job;
- A brief description of the work to be done;
- The consultancy fee expected to be received for the work; and
- Copy of any draft contract.

A written and timely response to faculty who seek approval for taking up such a consultancy assignment must be provided within 15 days by the Director, conveying the decision of the Institute to accept or reject the submission, except under exceptional circumstances.

#### **Conditions of consultancy**

3.1. A faculty member will normally be allowed to spend a maximum of 45 days a year inclusive of summer vacation for consultancy. In special cases, the Chairman, Board of Governors, on the recommendation of the Director, may accord permission beyond 45 days.

3.2. The consultancy work should not interfere with the normal teaching/research work of the Institute and other duties which may be assigned to faculty members by the Director.

#### **Leave Rules Relating to Consultancy**

4.1. Ordinarily, all consultancies will be done by faculty members by taking earned leave or leave without pay.

4.2. Any leave without pay will be termed “consultancy leave” and will be allowed in addition to the extraordinary leave of a maximum of five years in a career allowed to each faculty, and also in addition to the two months per year of Study leave/academic leave allowed to the faculty.

4.3. Earned leave or leave without pay for the purpose of consultancy can be taken in two or three instalments, if the nature of work to be done so requires, with the prior approval of the Director.

4.4. For consultancies not exceeding 15 persons days of work spread at most over six months, which do not require travel outside the city, a faculty member can undertake consultancy without taking leave, provided the consultancy is for a Ministry of the Central Government or a planning/policy making body of the Central Government, or for a bilateral or a multilateral agency such as an UN agency or the World Bank/IMF or an equivalent organization.

#### **Sharing of Consultancy Fee**

5.1. For consultancies undertaken under earned leave or leave without pay, the faculty member will not be required to share the consultancy fee with the IEG.

5.2. For consultancies not exceeding 15 person days of work, for which the Director and Chairman BoG have given prior permission without taking leave, the consultancy fee will have to be shared with the Institute. Of the consultancy fees received by a faculty member in a year (to be counted from April 1 to March 31) in excess of Rs.30,000/-, 25% will be shared with the Institute.

5.3. The faculty member will receive 75% of total consultancy fee received by him/her and the balance of 25% of such amount shall be remitted to the institute.

Sharing of the consultancy fee with the institute, as mentioned in the above clause,

is applicable on the amount net of payment of applicable taxes.

All faculty members will be asked to give an annual statement of the total amount of consultancy fee received during the year, by source of payment and amount received from each source.

5.4. Honorariums received from lectures, monographs, papers, evaluations, refereeing and other academic contributions, unless they emerge from a consultancy contract, will not be counted as consultancies, and will not need to be shared with the Institute.

### **Use of Fund**

6.1. The consultancy fees shared by the faculty members with the Institute shall be remitted to the Institute's R & D fund or to any other fund of the Institute as decided by the Committee for Administration and Finance.

## **SCHEDULE – VI**

(Rule – Sec. 28 of Chapter II & Sec.26 of Chapter III)

### **POWERS OF THE DIRECTOR**

The following powers flow from the Memorandum of Association of the Institute of Economic Growth.

1. The Director shall be the Principal Executive and Academic Officer of the Institute and shall be entitled to institute or defend legal proceeding for or against the Institute.
2. The Director shall submit to the Board of Governors, before the end of each academic year a report on the working of the Institute.
3. He/she shall submit an audited statement of accounts for the completed year and financial estimates for the coming year.
4. He/she will have power to open an account or accounts in the name of the Institute in a bank or banks approved by the Governing Body, and operate on the same in accordance with such regulations as may be laid down by the Board of Governors from time to time.
5. He/she shall have the power to make temporary or part-time appointments to the staff of the Institute subject to subsequent confirmation by the Board.
6. He/she shall have such other powers as may be necessary for the proper exercise of his/her function as the Principal Executive and Academic Officer of the Institute.
7. He/she shall have such emergency powers as may be determined by the Board of Governors either by special resolution or under bye-laws framed for the purpose.
8. During any anticipated short absence of the Director, the Director shall with the approval of the Chairman authorize the senior most available Professor to function as the Acting Director. Here short absence would mean any absence on personal or professional grounds not exceeding (30) thirty days.

## **Schedule – VII**

(Rule – Sec.6 of Chapter V)

### **TA/DA Rules in respect of Regular and Contractual Staff**

#### **TRAVELLING ALLOWANCE (REGULAR AND CONTRACTUAL STAFF) RULES<sup>16</sup> 2018**

##### **I. Definitions:**

- (a). ‘Institute’ means Institute of Economic Growth (referred here in as IEG);
- (b). ‘Regular Staff’ means Teaching, Research and Non-Teaching staff appointed on pay scales on regular basis in any Unit/ Section of the Institute;
- (c). ‘Contractual Staff’ means Teaching, Research and Non-Teaching staff appointed on consolidated pay on contractual basis in any project or for a short term vacancy of the Institute;
- (d). ‘Travelling Allowance Rules’ means rules governing travelling allowance to the Regular and Contractual staff during the period of official duty/field visit for at the Institute except that TA on medical Treatment and retirement shall not be applicable for Contractual staff.
- (e). T.A. on tour is from duty point / residence at headquarters to duty point at the distant station and vice versa. It comprises-
  - (i) Fare for journeys by rail/road / air / sea;
  - (ii) Road mileage for road journey otherwise than by bus;
  - (iii) D.A. for the entire period of absence from headquarters including journey period.
  - (iv) Employees living in cities with UA (Urban Area) eligible for reimbursement of to and fro Taxi / Scooter charges from the residence in the UA to the Railway Station / Bus Station / Airport.

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<sup>16</sup> Approved by BoG on September 27, 2018.

## **I. Travel Entitlement within the Country:**

1. The travel entitlement for official tour/field visit will be as per detail given below:

<b>Regular staff drawing grade pay</b>	<b>Contractual staff of the rank of/drawing consolidated salary</b>	<b>Travel entitlement</b>	<b>Food charges not exceeding</b>	<b>Accommodation/ Guest house charges inclusive of all taxes (on production of Receipt)</b>
(1)	(2)	(3)	(4)	(5)
Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG + and above/ Level 14 and above as per 7 <sup>th</sup> CPC	All staff members drawing consolidated salary of Rs. 1,44,000/- or more of the rank of Senior Consultant/ Professor (Project).	Business/Club/Economy Class by air/AC First class by Train  (in case of premium/ Tatkal/Shatabdi/ Rajdhani Train as per available highest class)	Rs.1,200/-	Rs.7,500/-
Officers drawing grade pay of Rs. 7600, Rs. 8700 and Rs. 8900/ and AGP 9000/-Level 12, 13 and 13 A as per 7 <sup>th</sup> CPC	All staff members drawing consolidated salary of Rs. 1,31,000/- to Rs.1,75,000/- of the rank of Consultant/ Associate Professor (Project).	Economy Class by air/AC First class by train (in case of premium/Tatkal/ Shatabdi/Rajdhani Train as per available highest class)	Rs.1,000/-	Rs.5,000/
Officers drawing grade pay of Rs. 5400 and Rs. 6600/Level 9 to 11 as per 7 <sup>th</sup> CPC	All staff members drawing consolidated salary of Rs. 56,000/- to Rs.1,15,800/- of the rank of Junior Consultant/Assistant Professor (Project)/ Post-Doctoral Fellow.	Economy Class by air/AC II class / Chair car in Shatabdi Train	Rs.900/-	Rs.5,000/
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800/Level 6 to 8 as per 7 <sup>th</sup> CPC	All the staff members drawing Rs.35,000/-- Rs. 68,000/- of the rank of Senior Research Analyst/Research Analyst.	AC II class/ Chair car (in Shatabdi) by train.	Rs.800/-	Rs.2,500/
Officers drawing grade pay Rs. 2800 and below /Level 5 and below as per 7 <sup>th</sup> CPC	All the staff members drawing consolidated salary of Rs.20,000/- - Rs.39,000/- of the rank of Senior Field Investigator/Field Investigator/Steno-typist/Clerk Typist.	AC III class/Chair car by train.	Rs.700/-	Rs.2,500/-



2. Timing restrictions for reimbursement of food charges:

Sl	Length of absence	Amount payable
i.	If absence from the Institute is < 6 hours	30% of lump sum amount
ii.	If absence from the Institute is between 6 -12 hours	70% of lump sum amount
iii.	If absence from the Institute is > 12 hours	100% of lump sum amount

3. Accommodation charges: When an employee, on official duty/tour/field visit, makes his/her own arrangement for stay, he/she shall be entitled to draw Night Halt Charges @ 25% of the Hotel Rent rate [ref. Rule 1 column (5)].

*Note: The Travel entitlements are subject to following: -*

- i. With the approval of the competent authority, the entitlements specified in these travel rules maybe relaxed to meet work requirements, provided funds are available for the same. Reasons for relaxation may include principles of equity in basic amenities and services in field situations and safety considerations for staff, including women staff.
- ii. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- iii. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- iv. In respect of official work, an employee, who is not otherwise entitled to travel by Air, may be permitted by Director to do so by any airline, provide the cost of such Air travel does not exceed the Train fare to which the employee is entitled or if the work circumstances require it.
- v. Tatkal Charges, Travel Agent's Commission, Service Tax and Cancellation Charges (Subject to necessary justification) shall also be reimbursable.
- vi. Journey DA shall also be admissible, as per minimum Boarding Allowance rates for the actual period of journey.
- vii. For local journey, DA is only at half the rate.
- viii. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible.
- ix. D.A. is admissible for period of absence at tour station regularized as special casual leave

due to disturbances, imposition of curfew, etc.

- x. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour.
  - xi. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour / temporary transfer / training. No D.A. beyond 180 days.
  - xii. Tour ends on return to headquarters. If a second journey commences on the same day on which an official return from tour, each tour may be calculated separately but the total D.A. for the overlapping day of two tours should be limited to one.
  - xiii. The above rules will be applicable subject to availability of budget provisions in the project.
4. Hiring of Vehicles: Subject to the existence of budget provisions, hiring of an appropriate vehicle (including A.C. Taxi) for field work may be permitted with prior approval of the Director.
5. Mileage Allowance for Journey by Road:
- (a) At places where specific rates have been prescribed:

Pay Level in Pay Matrix (7 <sup>th</sup> CPC)	Entitlements
14 or above	Actual fare by any type of public bus including AC bus <b>OR</b> At prescribed rates of AC taxi when the journey is actually performed by AC <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto-rickshaw, own Car, scooter, motorcycle, moped, etc.
6 to 13	Same as above with the exception that journey by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus. <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto-rickshaw, own Car, scooter, motorcycle, moped, etc.
3 and below	Actual fare by ordinary bus only. <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto-rickshaw, own scooter, motorcycle, moped, etc.

- (b) At places where no specific rates have been prescribed either by the Directorate of Transport of the Concerned State or of the neighbouring States:

For journey performed in own car/taxi	Rs.24 per km
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For journey performed by auto-rickshaw, own scooter etc.	Rs.12 per km
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**Sharing of auto/taxi:** For travel by shared taxi/auto, the entitlement will be the actual share limited to half the mileage otherwise admissible.

6. Travel for Medical Examination/Treatment: If the Medical practitioner treating the employee or any member of his family eligible for the benefit under the Medical Attendance Rules recommends a journey to be undertaken by the person under treatment to another place for the purpose of specialized treatment at a hospital or a clinic, then the expenses incurred on the journey to and from that place for the patient and an attendant if need be will be reimbursed subject to the travel being by the mode and class (not higher than AC 2-TIER by train in any case) admissible for journeys on tour by the employees.
7. Advance: An employee proceeding on journeys on tour under these rules may be granted advance to meet the cost of travel and other reimbursable expenses.
8. Submission of TA bill: (a). When advance is taken, T A bill for adjustment of the actual expenses against the advance should be submitted within one month of completion of the journey. Otherwise, the advance will be liable to be recovered from the employee's salary. (b). When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.
9. T.A. Entitlement on Retirement: TA on Retirement includes 4 components: (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.
  - (a). Travel Entitlements is as prescribed for tour/transfer, except for international Travel, will be applicable in case of journeys on retirement.
  - (b). Composite Transfer Grant (CTG). The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of '100% of last month's basic pay. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

## **II. Travel Entitlement Outside the Country**

### **A. Entitlement**

Foreign Travel will be permitted for research work or for dissemination of project research findings at international workshops provided a line item exists in the project subject to the following norms:

1. All international travel programmes need prior approval of the Director.
2. The Institute shall pay for visa charges and medical insurance for approved trips for the approved duration.
3. In respect of official work, an employee, who is not otherwise entitled to travel by Air, may be permitted by Director to do so by any airline.
4. In all such cases, in the event of cancellation of journey, the cost of cancellation would be borne by the Institute only if it is for official reasons or due to extraordinary circumstances.
5. The rules pertaining to per diem for lodging may be applied only to short term travel by employees up to a maximum of 20 (twenty) days stay for attending an international workshop, conference or official meeting. In exceptional cases, the limitation of maximum of twenty days stay may be relaxed at the discretion of the Director. However, in all cases, sanction of expenditure would be subject to the availability of funds.
6. The rules pertaining to per diem for boarding and lodging will be as under: -

S.No.	Period for attending an international workshop, conference, or official meeting	Per diem (Meals, Incidental and local conveyance)  (US \$)	Lodging	
			Without producing receipt (US \$)	With production of receipt (subject to maximum ceiling of US \$ 200 per day).
A.	Up to 20 days	100	50	actual

Note:

1. Per Diem @ US \$ 70 per day and Lodging charges @ US \$ 50 per day will be reimbursed against claim without producing of supporting vouchers.
2. In the case of sponsored trips/conference where sponsor is covering lodging and/or meals & incidentals in full then the Institute will not reimburse that part of Per Diem and Lodging charge.
3. In the case of partial sponsored trips, the Institute will reimburse the difference as per the following rates:
  - (a) Where only accommodation is provided -US \$ 70 per day.
  - (b) Accommodation with breakfast -90% of Per Diem.
  - (c) Accommodation with breakfast and one meal -50% of Per Diem

(d) Accommodation with all meals

-30% of Per Dem

4. The maximum per diem for lodging in special case may be relaxed at the discretion of the Director.

## **II. Other provisions**

Other provisions of TA/DA rules, which are not specified in these rules of IEG, shall be the same as approved by the Government of India/University of Delhi from time to time for staff under different grade pay.

In case of all externally funded projects, the competent authority, on the recommendation of the concerned faculty in charge / PI can relax the TA / DA rules as mentioned above, provided the funding is available and/or the work requires it.

## Schedule – VIII

(Rule – Sec.7 of Chapter V)

### INSTITUTE OF ECONOMIC GROWTH

#### Travel and Research Grant Rules (TRGR)-2022<sup>17</sup>

and

#### Post-Doc Early Career Research Development Grant (PDECRDG)-2022

No.	Rules
1)	Travel grants will be provided for presenting full papers in conferences organized by reputed academic institutions/ universities/ professional societies. Funding will be allowed for international conferences and up to one domestic conference per year.
2)	Eligibility and Budget: Applicants must have been employed at IEG for at least one year (not counting any leave periods of over 1 month) prior to the conference date to be eligible for consideration. Further, because of its high cost, funding for international travel is intended mainly for long term faculty of IEG and those expected to leave the Institute within one year after the international travel will not be considered.
	<b>Allocation of grant for TRGR</b> The TRGR limit will be for Rs.3.00 lakh for every block period of every three years, where the maximum amount to be re-imbursed would be up to 1 lakh each year. The TRGR may be made available to every faculty member including the Director on a reimbursable basis to meet the travel and per diem as per IEG Travel Rules to domestic/ international conference registration/ travel, journal submission fees, to re-imburse expenses for membership fees of various professional bodies. This is subject to the provision that Faculty members do not have sufficient allocations for such requirement in his/her project grant. <b>Allocation of grant for PDECRDG</b> Further, a cumulative fund of 2 Lakhs may be budgeted annually but only for Post Doc use, in a separate Post-Doc Early Career Research Development Grant (PDECRDG) for the same purpose, where approval will be granted on a case by case basis.
3)	Only one author per paper will be considered for the grant.
4)	The theme of the Conference/ Workshop should fall within the IEG research themes and help to strengthen the professional careers of the individuals in their areas of specialization.
5)	Paper presentation must be substantial. Poster presentation or a few minutes presentation of abstract/summary will not be eligible for Travel and Research Grant Rules (TRGR)/Post-Doc Early Career Research Development Grant (PDECRDG).
6)	Applicant should first try for funding from non-IEG sources and from their projects.
7)	Applicants must bring out their funded paper as a IEG Working Paper or Discussion Paper within 2 months from conference date. They should acknowledge receipt of IEG Travel and Research Grant Rules (TRGR) for the paper on the title page of the Working/Discussion paper. Applicants are also strongly encouraged to present their paper as a faculty seminar at IEG prior to presenting it at the international conference.

<sup>17</sup> Approved by BoG on September 28, 2022.

8)	Funding applications will be prioritized by following considerations:
(i)	Whether applicant has received partial funding from other sources.
(ii)	Whether the full paper was refereed by the conference before acceptance.
(iii)	Quality of Conference (Committee may prepare a list of "excellent" conferences that will receive priority consideration. This list will be made available to all faculty members. The list may be referred to the Academic Committee for approval, if needed)
(iv)	Quality of paper
9)	International conference participation should lead to increased publications in refereed journals. Scholars whose last international conference presentation does not lead to publication in refereed journal will go down in priority. Someone whose last 2 international conference findings did not lead to publication in refereed journal will not be considered for 2 years and his/her future funding requests will require evaluation of their paper by two professors and their recommendation that the paper is likely to lead to publication in refereed journal. Someone, whose last 3 international conference funding's have not lead to publication in refereed journals, will not be considered for any further international travel funding from IEG. (These conditions can be relaxed to some extent in case of applicants who have published papers in refereed journals since IEG funded international travel even if these are not the ones they got funding for). Similarly, participants of IEG funding International training programmes should show some refereed publications following the training.
10)	<p><b>How to Apply</b></p> <p>A travel grant application can be made with the following documents:</p> <ul style="list-style-type: none"> <li>• A copy of the invitation for presentation of paper</li> <li>• The conference's "Call for Papers" and any other details of the selection criteria of the conference.</li> <li>• A copy of the paper which is accepted for presentation</li> <li>• List of publications (including IEG working and discussion papers) for last 4 years and all international conferences attended over the last 4 years (or attach your CV).</li> <li>• Application should be made within 15 days of acceptance of the paper for conference presentation or at least 2 months prior to the conference date, whichever is later.</li> <li>• Applications should be sent to the Travel Committee through the <b>Director</b>.</li> </ul> <p><b>Decision</b></p> <p>The Travel Committee will arrive at a decision keeping in view the above rules. Normally Travel Committee should make its decisions in no more than 30 days of application. In urgent cases, committee should try to make its decision in 15 days.</p>
11)	The committee may consist of two IEG faculty (both or at least one should be a Professor) appointed by the Director in consultation with the Academic Committee and Ex-Officio Finance Officer. Members would have tenure of 2 years.
12)	These Rules will be reviewed after every 3 years from the date of first approval by the BoG and thereafter.



**INSTITUTE OF ECONOMIC GROWTH  
UNIVERSITY OF DELHI, NORTH CAMPUS  
DELHI – 110 007**

**APPLICATION FOR SEEKING FINANCIAL ASSISTANCE UNDER:**

**TRAVEL AND RESEARCH GRANT RULE (TRGR) FOR THE DIRECTOR &  
FACULTY**

**AND**

**POST-DOC EARLY CAREER RESEARCH DEVELOPMENT GRANT (PDECRDG)  
TRAVEL AND RESEARCH GRANT FOR DIRECTOR & FACULTY**

1. Name of the Applicant: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Date of Joining IEG: \_\_\_\_\_
4. Name of Event Conference/Workshop: \_\_\_\_\_  
\_\_\_\_\_
5. Dates of the Event: \_\_\_\_\_
6. Name and Address of Organizers: \_\_\_\_\_  
\_\_\_\_\_
7. Attach a letter of Invitation/Email of acceptance of Paper with Details of Financial Assistance from the Organizer: \_\_\_\_\_  
\_\_\_\_\_

**Note: Only one paper will be considered for the grant.**

8. Block period for the Grant: FY 2023-24/2024-25/2025-26/ \_\_\_\_\_
9. Block period for which Grant is Applied: \_\_\_\_\_
10. Do you have a Travel Fund available from any of your Projects: (Yes/No)?  
If Yes, please indicate amount of funds available \_\_\_\_\_
11. Amount of funding received/sanctioned from other sources, if any: \_\_\_\_\_
12. Number of Days of Leave Requested, if any \_\_\_\_\_
13. Amount of Grant Requested with Details. Fill the Appropriate Line Item:
  - a. Travel Expenses: \_\_\_\_\_
  - b. Visa Fee: \_\_\_\_\_
  - c. Lodging: \_\_\_\_\_



- d. Per diem: \_\_\_\_\_
- e. Journal Submission fee: \_\_\_\_\_
- f. Membership fee: \_\_\_\_\_

14. Justification for Attending the Proposed Programme:

\_\_\_\_\_  
\_\_\_\_\_

15. The following documents are to be submitted with this application, whichever is Applicable.

- (i). A copy of the paper which is accepted for presentation.

**Note:** Application should be made within 15 days of acceptance of the paper for conference presentation or at least 2 months prior to the conference date, whichever is later.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Section: \_\_\_\_\_

Head of the Section (For Recommendation)

Academic Programme Officer

Finance Officer

\_\_\_\_\_  
For Official Use:

Unspent amount of Grant for Current Block \_\_\_\_\_

Finance Officer

Academic Programme Officer

TRG & PDECRDG Committee

## Schedule - IX

(Rule – Sec.15 of Chapter V)

### Delegation of Financial Powers to the Staff

1. Delegation of Financial Powers to the Staff

Sl.No.	Financial Power Delegated to:	Amount (Rs.)
1.	Finance Officer	5,000.00
2.	Warden	5,000.00
3.	Accounts Officer	2,500.00
4.	Administrative Officer	2,500.00
5.	Overseer-cum Caretaker	2,500.00

2. Provision for sanction of impress money to be retained for day to day official use by the sections:

Sl.No.	Name of the Section	Amount (Rs.)
1.	Accounts Section	20,000.00
2.	Administrative Section (Central Office)	20,000.00
3.	Overseer	20,000.00
4.	Warden Hostel	5,000.00
5.	Computer System Administrator	5,000.00

## **Schedule – X**

(Rules – Sec.20 of Chapter V)

### **Rules for Affiliation**

- [1] The Government of India's clearance is necessary with regard to research work and stay in India of the period of affiliation for research scholars who are not Indian citizens.
- [2] Affiliation will be without any financial implications for the Institute.
- [3] The Academic Committee will nominate a contact person from among its faculty with whom the scholar is expected to be in regular touch.
- [4] The Institute will provide library facilities for research scholars.
- [5] Scholars are welcome to attend seminars and lectures at the Institute and also present their research findings at the faculty seminars and workshops.
- [6] On their part, affiliated scholars are required to:
  - (a) Give at least one seminar on the subject of her/his research at the Institute during her/his period of affiliation here.
  - (b) Give a copy of the research report/paper/thesis for the Institute library. In the case of Ph. D. thesis, this could be sent to the IEG later on completion.
- [7] Scholars are requested to give to the Institute's computer unit (on a voluntary basis), a copy of primary data collected by them, after they have completed their own analysis, so that other wanting to explore further aspects of the data may benefit from it.
- [8] In cases where the finances of research projects of affiliated scholars are channeled through the Institute, normal procedures of administering research projects in the Institute will apply, and all papers will be routed through the contact person who will be a permanent faculty member of the Institute.
- [9] For Foreign based Scholars: Office space with connectivity (the scholars may get their lap-tops connected to the system): IS \$ 100 per month. If the Scholar also requires a desktop computer to be installed in the room, there would be an additional charge of US \$ 100 per month. If the Scholar uses office space for 15 days or less, the charge will be US \$ 50 with connectivity only and US \$ 100 for office space along with a desktop computer.
- [10] For Scholars from India: Rates will be decided by the Committee as and when such a case of affiliation comes up.

## Schedule – XI

(Rules – Sec.21 of Chapter V)

### **Rules for Allotment of Staff Quarters<sup>18</sup>**

1. (a). The allotment of housing accommodation shall be made by the House Allotment Committee (HAC).

(b). Composition of HAC shall be as under:

S. No.	Member	Designation in the Committee
1.	Ex-Officio, Chairman of the BoG of the IEG	Chairman
2.	Ex-Officio, Director of the IEG	Member
3 & 4.	Two members nominated by the Board from amongst the working members	Member
5.	One non-working member from the BoG	Member
6.	One staff member from amongst from non-faculty member of the staff with Grade Pay Rs.1800 to 2800 (to be elected from amongst them).	Member
7.	One member from amongst the non-faculty members of the staff above Grade Pay Rs.2800 (to be elected from amongst them).	Member
8.	Ex-Officio, Administrative Officer	Member Secretary

(c). All members other than two working members (nominated by the Board) of the Committee shall have a term of three years each. The Working Members' term would be co-terminus with their membership in the Board of Governors.

(d). The allotments can ordinarily be made by the Committee consisting of internal members chaired by the Director. The allotment, thus, made will be effective with the approval of the Chairman.

2. The allotment of accommodation shall ordinarily be made to regular and whole-time members of the Institute's staff. However, persons appointed to work for a fixed tenure of a year or more will be considered eligible for accommodation, subject to the prescribed rules regarding seniority, equivalent salary slab etc.. Besides, Research Supporting Staff appointed to work for tenure of more than 3 months will be considered eligible for accommodation in D-Block. Whenever, a notice for allotment for flat is issued, the temporary allotment of flats in D-Block will also be notified for allotment to regular employees.
3. (a) An employee who owns a house in Delhi within a radius of 10 kms. (crow's flight) from the Institute, shall not be allotted accommodation by the Institute.

<sup>18</sup> Recommended by HAC on 9.3.2016 & 18.4.2016 and approved by the BOG vide Agenda Item No.12 of its meeting held on 23.8.16.

- (b) An employee who owns a house within a radius of 10 kms. from the Institute and who is already in occupation of the Institute accommodation would continue to occupy the accommodation already allotted to him/her. However, he/she would not be eligible for better/higher type of accommodation.
- (c) License fee is defined as admissible HRA plus a flat rate as approved by the Board of Governors from time to time. Amended License Fee (flat rate) is as given below:

**License Fee (flat rate) for Staff Quarters<sup>19</sup>**

Type	Entitled Block	Living Area (in Sq. mtrs)	Level as per Pay Matrix as per 7 <sup>th</sup> CPC	Licence Fee (flat rate) as per VIIIth CPC(per month) w.e.f. 01.07.2021
I	D-1 to D-12	34.28	Level -1 to Level -3	Rs.370/-
	D-13 – D-24	31.86		
II	C-2 & C-4	46.74	Level -4 & Level -5	Rs.370/-
	C-1 & C-3	49.11		Rs.560/-
III	B-1 & B-3	66.02	Level -6 to Level -10	Rs.750/-
	B-2 & B-4	64.28		
IV	B-5 & B-7	85.35	Admin Level-11	Rs.790/-
	B-6, B-8, B-9 & B-10	79.59	Faculty Level-11 & 12	
V	A-10, A-12, A-14 & A-16/F.F	95.53	Admin Level-12 & 13 Faculty Level - 13A	Rs.1,400/-
VI	A-11, A-13, A-15 & A-9/G.F.	104.82	Level -14	Rs.1,400/-
	A-7/G.F. A-8/F.F. Warden	126.62 132.36	Level -14	Rs.1,490/-
	A-2, A-4, A-6/F.F. A-1, A-3, A-5/G.F.	142.88 143.98	Level -14	Rs.1,840/-

<sup>19</sup> Amended at HAC meeting dated 26.7.2021

**License Fee for servant quarters and garage<sup>20</sup>**

1.	License fee for Servant Quarter	Rs.300/-p.m.
2.	License fee for Garage	Rs.200/-p.m.

4. (a) One Type-VI Flat (Flat No. A-1)<sup>21</sup> and adjoining garage and servant quarter shall be permanently reserved for the Director. However, if the Director does not wish to occupy this reserved accommodation, the same will be allotted temporarily to a Visiting Fellow. If there is no Visiting Fellow, the reserved accommodation can be allotted temporarily to an employee eligible for this type of accommodation at the Chairman's discretion initially for a period not exceeding one year. The said incumbent shall be required to vacate the allotted accommodation as and when required for the use of the Director at one month's notice. However, only the Director shall be eligible for allotment for both the adjoining Garage and Servant Quarter.
- (b) Besides the Director, essential staff for allotment on priority basis shall consist of the Head of Administration/ Finance<sup>22</sup>, Senior Programmer, Head of Library, one Chowkidar and one Driver.
- (c) <sup>23</sup>One of the eligible category flats be allotted on priority basis to a fully disable regular employee of the Institute (definition of fully disable person be sought from Disability Council). In case of regular employee of the Institute with partial disability or on medical ground flat of appropriate eligible category may be temporarily allotted up to a maximum period of one year on an independent assessment of the Institute. Penal rent will be charged of non-vacation of the temporary allotment after one year as prescribed under rule 13 (c).
5. Whenever a flat is vacant/likely to be vacant due to retirement/consequential allotment, it shall be notified. The Committee shall be authorized to make consequential allotments<sup>24</sup>.
6. The type of accommodation to be allotted to employees will be as under<sup>25</sup> :

Type	Entitled Block	Living Area (in Sq. mtrs.)	Class of residence	Level as per Pay Matrix as per 7 <sup>th</sup> CPC
I	D-1 – D-12	34.28	1 Room Flat	Level -1 to Level -3
	D-13 – D-24	31.86		
II	C2 & 4	46.74	1 Bed Room Flat	Level -4 & Level -5
	C1 & 3	49.11	1 Bed Room Flat	

<sup>20</sup> Amended at 157<sup>st</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.

<sup>21</sup> Amended at 154<sup>th</sup> Meeting of the Board of Governors held on 04<sup>th</sup> March, 2011.

<sup>22</sup> Amended at 131<sup>st</sup> Meeting of the Board of Governors held on 27<sup>th</sup> April, 2003.

<sup>23</sup> Added at HAC meeting dated 9.3.2016.

<sup>24</sup> Amended at HAC meeting dated 9.3.2016.

<sup>25</sup> Amended at HAC meeting dated 26.7.2021.

III	B1 & 3 B2 & 4	66.02 64.28	2 Bed Room Flats (Old)	Level - 6 to Level-10
IV	B5 & 7 B6, 8, 9 & 10	85.35 79.59	2 Bed Room Flats (New)	Level-11 & Faculty Level 12
V	A10, 12, 14 & 16 (F.F)	95.53	3 Bed Room Flats (New)	Admin Level 12 & 13 Faculty – 13A
VI	A 11, 13, 15 & 9 (G.F.)	104.82	3 Bed Room Flats with study room.	Level -14
	A 7 (G.F.), A8 (F.F.) Warden	126.62 132.36	3 Bed Room Flats with study room.	Level -14
	A2, 4, 6 (F.F.) A1, 3, 5 (G.F.)	142.88 143.98	3 Bed Room Flats with study room.	Level -14

7. (a) In case there is no member of the staff eligible for the allotment of an accommodation which is available for allotment, *no temporary allotment* of the class of accommodation may be made to a member of the next higher or lower category<sup>26</sup>.
- (b) The allotment of Guest House will be under the purview of the Director and not in purview of HAC<sup>27</sup>.
8. The allotment of accommodation, except as provided in Rule 4, will be made on the basis of length of service in the Institute in respect of Type-I to Type IV. In respect of Type V and Type-VI, however, the allotment shall be on the basis of the seniority in the Grade Pay as on 1<sup>st</sup> July at the Institute. The lists for allotment shall be drawn on the basis of following criteria.:
- (a) The eligibility for allotment of accommodation for Type-I, II, III and IV shall be the date of entry into qualifying Grade Pay and the seniority shall be the length of service in the Institute.
- (b)-(i) The eligibility for Type V and VI shall be date of entry into Grade Pay and the seniority shall be length of service in the Grade Pay<sup>28</sup> at the Institute.
- (ii) Administrative Staff shall be eligible for 1/3<sup>rd</sup> of the total number of flats in Type IV. The eligibility and seniority for allotment shall be as in 8 (a).
- (iii) Faculty Staff shall be eligible for 1/4<sup>th</sup> of the total number of flats in Type-III. The eligibility and seniority for allotment shall be as in 8 (a).
- (c) <sup>29</sup> The current and new academic (teaching) and administrative (non-teaching) staff in Level-10 to be eligible for Type-IV New B-Block flats subject to a

<sup>26</sup> This will not affect temporary allotment made prior to the HAC meeting 18.4.2016.

<sup>27</sup> Amended at HAC meeting dated 18.4.2016.

<sup>28</sup> Amended at HAC meeting dated 18.4.2016.

<sup>29</sup> The rule was amended in the Board of Governors at its 182<sup>nd</sup> meeting held on 7.05.2024.

50 per cent cap. Currently, there are six flats in Type-IV New B-Block: four (4) are for faculty, and two (2) are for administration (Pay Matrix Level-10, 11 and 12). With the 50 per cent cap, out of 4 flats for faculty, not more than two for Level 10 will be allocated, and out of two (2) flats for administration, not more than one for Level 10 will be allocated.

Note under 8 (b):

- (i) Separate list be drawn for faculty and non-faculty staff with their dates of eligibility for Type-III and Type-IV flats.
  - (ii) The name of the employee shall not be deleted from the list of the lower categories of accommodation so long as he/she does not get some accommodation in the higher category to which he/she may become entitled later on.
  - (iii) The allotment of Type-III and Type IV flats where  $\frac{1}{4}$ th and  $\frac{1}{3}$ rd of the total number of flats are reserved for faculty and administration staff respectively, shall be made in such a way so as to minimize deviation from the norms of  $\frac{1}{4}$ th and  $\frac{1}{3}$ rd of total number of flats for faculty and administration in the respective category.
- (c) The seniority of employees in a particular Pay Matrix Level will be determined with reference to emoluments drawn. In the instance of two employees in the same Pay Matrix Level and drawing same emoluments, the date of joining will determine seniority. In the instance that both the emoluments and date of joining are the same, seniority shall be determined in accordance with position in the merit list drawn by the selection committee at the time of appointment or if such a list does not exist or apply, with reference to the date of joining the Institute in a regular/permanent position will determine seniority, failing which seniority will be determined by age [Date of Birth].

Note under 8 (c):

- (i) In allotment of Type-VI flats, the House Allotment Committee shall be guided by the seniority in the pay block and the gradation provided within the Type-VI flats.
- (ii) The four servant's quarters and four garages attached to the Type-VI flats will be available at a monthly license fee<sup>30</sup> of Rs.300/- and Rs.200/- respectively (or as may be revised by the Board of Governors from time to time) to allottees entitled to Type-VI accommodation. The first preference in allotment will be to the occupants of the adjacent flats and only if they do not wish to utilize these facilities, would the allotment be made in favor of occupants of other Type VI flats. An applicant will be eligible for allotment

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<sup>30</sup> Amended at 157<sup>st</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.



of either servant quarter or garage except the Director, who shall be eligible for both.

(iii) The Committee shall be guided by seniority in the allotment of ground floor flats in other types of accommodation as well (i.e. Type-I, II, III and IV).

(iv) In exercise of these rules, no existing allottee shall be re-allotted a lower type of accommodation.

(v) The House allotment Committee, while making allotments shall ensure mobility between different types and sub-types of accommodation in order to improve the housing situation.

9. Allottees may be permitted to change their allotted accommodation by mutual agreement (accommodation of the same type) but with the written approval of the Director who shall consult the Chairman of the House Allotment Committee.
10. An employee to whom accommodation has been allotted shall convey his /her acceptance of the allotment normally within 10 days of the receipt of the order of allotment. If an allottee fails to accept the accommodation as above, the allotment made shall be cancelled.
11. (a) Any member of the staff already in residence of a type of accommodation other than that to which he/she is eligible shall, whenever vacancy arises, be allotted Class/type of accommodation to which he/she is eligible. If he/she does not accept the allotment, the Director, in consultation with the Chairman, may cancel his/her existing allotment.  
  
(b) If an employee, other than those already in residence who has been allotted accommodation does not accept the allotment , as per conditions mentioned under Clause 10, he/she shall not be eligible for fresh allotment for a period of one year.
12. The allotment shall be effective from the date of occupation by an allottee or from one month from the date of receipt of the order of allotment, whichever is earlier. Further extension of time, not more than two months in case of genuine requests may be considered by the Director. Thereafter, if the allottee fails/denies to occupy the flats later, license fees as applicable may be charged for the period beyond one month initially permitted<sup>31</sup>.
13. An allotment shall be treated as cancelled in the circumstances mentioned below:
  - (a) When an allottee has ceased to be in service of the Institute.
  - (b) When an allottee has taken leave for a period exceeding 12 months unless the Board of Governors specifically decide otherwise;

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<sup>31</sup> Recommended at the House Allotment Committee at its meeting held on May 9, 2013 and approved at 161<sup>st</sup> meeting of BOG vide agenda item 10 held on 16.9.2014.

However, in special circumstances, an allottee may be permitted to retain the accommodation beyond the period of service at the institute subject to the following terms and conditions :

Existing rules		(Amended rules)	
<u>CIRCUMSTANCES</u>	<u>PERIOD</u>	Period of extension beyond initial extension	<u>LICENCE FEE PAYABLE</u>
1) Termination of service	One month	No change	Licence fee as defined in Clause 3 Note (I)
2) Resignation from the service	Three months	No change	Licence fee as defined in Clause 3 Note I
3) Retirement from service on attaining the age of superannuation/ Voluntary	Three months	Extension beyond the first three months could be permitted for a maximum up to three more months, in exceptional circumstances, by the Director, IEG	Licence fee as defined in rule 3 (c) admissible on last pay drawn.
4) Death	For a period of three months.	No Change	No licence fee except flat rate as defined in rule 3 (c).

- (c) The retention of accommodation by an allottee beyond the permitted period as specified above would be considered to be unauthorized and he/she would be liable to be evicted from the premises. In addition, in such an event he/she would also be liable to pay License Fee at ten times the License fee as provided in Clause-20. The License fee would be enhanced to twenty times if the accommodation is retained beyond a period of 12 months after the expiry of the permitted period as specified above.
- (d) If the spouse of an allottee of IEG Staff Quarter, as the case may be, who is an allottee of a residence under these rules is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, he or she, as the case may be, shall surrender any one of the residences within one month of such allotment.

Provided that this clause shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any court.

An employee of the Institute shall not hold an allotment at the Institute and another from a pool at the same station to which these rules do not apply for more than one month.

- (e) If an allottee does not reside in the house allotted to him/her except when he/she is on leave/deputation/ holiday and resides elsewhere in the same city, his/her allotment will stand cancelled.
14. Every person to whom accommodation has been allotted shall maintain the allotted premises in clean and sanitary condition to the satisfaction of the authorities of the Institute.
15. a) The allottee shall be responsible for any damage beyond fair wear and tear of all fittings and fixtures provided in the allotted premises, during the period for which the residence has been and remains allotted to him/her.
- (b) The occupant(s) (Allottee and his/her dependents) shall maintain harmonious relations with neighbours and maintain peace in the campus.
16. (a) The allottee shall not: (1) sublet whole or part of the premises or part with the possession, with or without consideration of rent, of the whole or part of the premises or any other out houses flats thereto; (2) construct temporary or unauthorized structures in any part of the allotted premises; (3) use the allotted premises or part thereof for any purpose other than for which they are meant; (4) make unauthorized extensions from electric or water connections or tamper with them; (5) use Staff Quarters/Flats for commercial purposes; (6) use the common space for unauthorized or commercial activities.
- (b) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises by the allottee, period of thirty days shall be allowed to the allottee, and any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of thirty days from the date of the orders for cancellation of the allotment whichever is earlier. All allottees shall provide the office with the list of their family members and other members residing with them on 1<sup>st</sup> July every year or any change in this within the year. Allottee shall also provide the office with information regarding servants or domestic help staying in the staff quarter.
17. Every allottee shall, at all reasonable times, permit any officer of the Institute or employee of the maintenance services to enter the allotted premises for inspection etc.
18. If any person to whom a residence has been allotted commits breach of any of these rules, or uses or permits the premises to be used for any purpose which the Director considers to be improper, the Director, in consultation with the Chairman, House Allotment Committee, may :
- (a) require him/her to vacate the premises; and
- (b) declare him/her ineligible for Institute's accommodation for a period as may be specified in each case.

19. An allottee shall on occupation or vacation of the residence sign an inventory of fixtures and fittings in the residence. Such an inventory shall be prepared by Institute and signed by him/her on behalf of the Institute.
20. License fee shall be defined as the amount of admissible House Rent Allowance (HRA) to the employee concerned plus a flat rate as approved by the Board of Governors from time to time. The license fee shall be deducted from the salary of the employee every month.
21. When an employee who has been granted extra-ordinary leave (leave of absence without pay) is permitted to retain the residence allotted to him/her during the period of the leave, license fee shall be recovered from the person on the basis of the basic pay which he/she would have drawn had he/she stayed at the Institute during the said period of the leave.
22. In the interest of the Institute the Director in consultation with the Chairman may if the situation so requires alter the existing accommodation of an allottee by providing him /her with equivalent alternative accommodation.
23. If any question as to interpretation of these rules arises, the decision of the House Allotment Committee shall be final.

## Schedule – XII

(Rule – Sec.22 of Chapter V)

### Rules for Scholarships/ Book Grants from Staff Welfare Fund<sup>32</sup>

Rule No.	Rule												
1	<b>Scholarship</b>												
(a)	One scholarship of Rs. 2,500/- (Rupees two thousand five hundred only) p.a. to a boy (Son of the Staff Member) studying in class XI & XII, who has passed the previous Class annual examination with a minimum of 61% marks / grade - B2.												
(b)	Two scholarships of Rs. 2,500/- (Rupees two thousand five hundred only) each p.a. to girls (Daughters of Staff members) studying in class XI & XII, who have passed the previous Class annual examination with a minimum of 61% marks / grade B – 2.												
2	<b>Book Grants</b> Three Book Grants of Rs. 1,000/- (Rupees one thousand only) each are to be awarded to wards (Son / Daughter of Staff Members) (one time in a year).												
(a)	One book grant to the student of Class – Ist to Class - Vth who secured highest marks/grade.												
(b)	One book grant to the student, who secured highest marks/grade from Class-VI th to Class-VIIIth.												
(c)	One book grant to the student who secured highest marks/grade from Class-IX to Class -XIIth.												
3	A maximum of two children from a family of IEG Staff member can be awarded scholarships/book grants. However, any number of children of a family may apply for the scholarships/book grants.												
4	In case there is no applicant for a particular category of scholarship/book grants, the unutilized amount of scholarship/book grants may be applied towards additional awards to eligible applicants under other category. This will be open for boys and girls students.												
5	<b>Eligibility</b>												
	The employees of the Institute (regular/contractual) whose gross salary not exceeding Rs.50,000/- per month (BP + GP + DA). For all such employees, the minimum length of service with IEG will have to be at least 6 months, for their wards to become eligible for Scholarship/book grant.												
	<b>Note: Grading System</b>												
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Marks Range</th> <th style="text-align: center;">Grade</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">91-100</td> <td style="text-align: center;">A1</td> </tr> <tr> <td style="text-align: center;">81-90</td> <td style="text-align: center;">A2</td> </tr> <tr> <td style="text-align: center;">71-80</td> <td style="text-align: center;">B1</td> </tr> <tr> <td style="text-align: center;">61-70</td> <td style="text-align: center;">B2</td> </tr> <tr> <td style="text-align: center;">51-60</td> <td style="text-align: center;">C1</td> </tr> </tbody> </table>	Marks Range	Grade	91-100	A1	81-90	A2	71-80	B1	61-70	B2	51-60	C1
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<sup>32</sup> Recommended by SWC on November 20, 2013 and approved by the Director on 20.01.2014.

## RULES FOR FELLOWSHIP FROM PROF. D.U. SASTRY ENDOWMENT FUND<sup>33</sup>

<b><u>Rule no.</u></b>	<b><u>Rules</u></b>
1.	This fellowship will be known as Professor D.U. Sastry Fellowship for higher education of girl child of the employees of the Institute (regular/contractual) whose gross salary not exceeding Rs.50,000/- per month (BP + GP + DA).
2.	For all such employees, the minimum length of service with IEG will have to be at least 6 months, for their daughters to become eligible for applying for the award.
3.	Girl child of a contractual employee through Contractor will not be eligible for this award.
4.	Only one award will be given in a year to girl about to enrol for a college or diploma course, from a recognized institution or (b) pursuing in a college or diploma education for at least one year.
5.	In case the parent of the selected candidate leaves the IEG, the award will be discontinued on a pro-rated basis.
6.	A sum of Rs.5,000 per annum will be given as fellowship for a maximum of three years to the girl child who intends to do graduation or a diploma course of one year or more (one year or more duration for diploma).
7.	Scholarship will only be given to the candidate who will not be drawing fellowship from other sources.
8.	The staff welfare fund committee will review the cases from time to time.
9.	The interest income from Principle amount of Rs.2,00,000/- will be used for awarding this fellowship.
10.	If there is no suitable candidate for one year, the money will be added to corpus fund. The amount of unspent/unutilized balance during the year to be kept separately as "Accumulated Excess of Interest Income over Expenditure".
11.	The Staff Welfare Committee can decide to award two (or more) grants in a subsequent year depending on its discretion and depending upon the availability of the funds.
12.	The money for the award will be given only at the end of each academic year provided the scholarship winner passes the exams for that year.

<sup>33</sup> Recommended by SWC on November 20, 2013 and approved by the Director on 20.01.2014.

## **Schedule – XIII**

(Rule – Sec. 2 Chapter VI)

### **Contractual Staff Service Rules**

#### **1. Definitions:**

- (a). ‘Institute’ means Institute of Economic Growth (referred here in as IEG);
- (b). ‘Contractual Staff’ means Teaching, Research and Non-Teaching staff appointed on consolidated pay on contractual basis in any project or for a short-term vacancy of the Institute;
- (c). ‘Service Rules’ means rules governing procedure for appointment and other benefits admissible to the Contractual staff of the Institute;
- (d). ‘Date of applicability of the rules’: These Rules will be effective from the date of approval by the Board of Governors of the Institute.

#### **2. Procedure for appointment:**

- (a). Any appointment for the tenure of more than a year will be made through open selection after making an open advertisement in leading newspapers and placing it in the Institute’s website;
- (b). Any appointment for a period exceeding three months up to a year shall be made on the basis of open selection calling applications through notification on the Institute Notice Board;
- (c). The Director shall have power to appoint ad hoc/temporary/daily wages/contractual staff for a period not exceeding three months on recommendation of the Principle Investigator/Authorised Faculty in the Project/Head of the Section.
- (d). IEG undertakes a large number of projects from various government and non-government funding agencies. Therefore, the Director shall have the power to relax recruitment rules and corresponding pay structures for appointing project based hires.

#### **3. Effective date of appointment** to the post shall be from the date of joining by the candidate;

#### **4. Resignation:** Subject to the acceptance of resignation by the Director a Contractual employee may, by notice of 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 Contractual employee to resign the service on notice of less than one month.

The notice period required to be given by the employee can be waived by the Director under special conditions<sup>34</sup>.

## 5. Termination of Service

The services of a contractual employee may be terminated 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 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.

**6. Provident Fund:** The Contractual staff will be eligible to be enrolled as a member of the “Institute of Economic Growth Employees Provident Fund” as per rules governing the Fund from the date of their joining the Institute.

**7. Leave Rules:** The following leave<sup>35</sup> rules will be applicable for the Contractual staff:

- (a). Casual Leave: 8 days in a year
- (b). Earned Leave: 12 days in a year
- (c). Maternity Leave<sup>36</sup>: Maternity leave may be granted to contractual women teaching and non-teaching employees engaged for a fixed term by the Institute for a maximum period of 26 weeks within the specified period of such fixed term engagement. Further, the eligibility for maternity leave may be made available for women with less than two surviving children

Note: (i). leave earned in a project of one Principal Investigator shall not be carried forward if the appointment is made in the project of another Principal Investigator in the Institute.

(ii). Contractual staff will not be entitled for encashment of any kind of leave<sup>37</sup> on completion of the contractual appointment.

**8. Medical Rules:** These rules will be applicable for the contractual staff appointed for a minimum period of one year from the date of appointment.

(a) The provision of Approved Medical Attendants, Hospitals and reimbursement of

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<sup>34</sup> Agenda Item 2 of 145<sup>th</sup> meeting of the Board of Governors of the IEG held on Sept.2, 2008.

<sup>35</sup> Approved by the BoG at its 162<sup>th</sup> meeting held on February 25, 2015.

<sup>36</sup> As per notification No.Estab.I/Mat.Leave/Contract/2019/2917 dated 4-1-2022 of University of Delhi..

<sup>37</sup> Approved by the BoG at its 136<sup>th</sup> meeting held on April 1, 2005.



medicines/test/treatment applicable to regular staff will also be the same for the contractual staff except the total reimbursement will be restricted to Rs.15,000/- (Rupees fifteen thousand) per annum in a financial year for the contractual staff working on consolidated salary including their dependents.

- (b) The Institute will reimburse annual premium with a ceiling of Rs.4,500/- p.a.<sup>38</sup> paid on medical policy of staff including dependents for a maximum value of Rs.3,00,000/- (Rupees Three Lakhs only) subject to budgetary provision in the budget.

Note: As per extant instructions, the current Income Ceiling Limit for dependency of the family members (other than spouse) is Rs.3500/- p.m. from all sources including Pension/Family Pension and Pension equivalent of DCRG plus the amount of Dearness Relief admissible on Rs.3500/- as on the date of consideration.

- 9. Designation, qualification for the post and Salary Slab:** The designation, qualification for the post and consolidated salary slabs for contractual staff are given in the table with this rule. However, these are for reference only provided funds are available. The pay of contractual staff and number of post will be fixed subject to budget provisions in the respective project. In cases where there is specific guidelines/provision for salary slab of contractual staff in a specific project which is less than of these slabs, then the slab specified in those guidelines of the respective funding agency/project shall be applicable.

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<sup>38</sup> Amended as per circular no.IEG/FA-01112009-10/11 dated January 5,2010 as approved by the Chairmen BOG on December 3, 2009.

Table of designation, qualification for the post and salary slab of contractual staff:

S.No.	Designation	Qualification	Proposed Consolidated Salary Slabs <sup>39</sup>	Unit
(1)	(2)	(3)	(5)	(6)
a.	Sr. Consultant/ Professor (Project)	At par with Professor's qualifications	2,25,000- 2,70,000	3% of pay rounded to next Rs.10/-
b.	Consultant/ Associate Professor (Project)	At par with Associate Professor's qualifications	2,00,000- 2,50,000	3% of pay rounded to next Rs.10/-
c.	Junior Consultant/Assistant Professor (Project)	At par with Assistant Professor's qualifications	1,00,000- 1,35,000	3% of pay rounded to next Rs.10/-
d.	Senior Post Doctoral Fellow	At par with Associate Professor's qualifications	1,25,000- 1,75,000	3% of pay rounded to next Rs.10/-
e.	Post Doctoral Fellow	At par with Assistant Professor's qualifications	85,000- 1,00,000	3% of pay rounded to next Rs.10/-
f.	Sr. Research Analyst/ Sr. Field Investigator/ Research Officer/ Project Officer/ Administrative Assistant	2 <sup>nd</sup> Class M.A./M.Sc./M.Com. with specialization and experience of conducting research in the subject matter	50,000- 85,000	3% of pay rounded to next Rs.10/-
g.	Research Analyst/ Sr. Assistant	2 <sup>nd</sup> Class M.A./M.Sc./M.Com. specialization in the subject matter	45,000- 60,000	3% of pay rounded to next Rs.10/-
h.	Field Investigator/ Project Assistant/ Assistant/ Steno-Typist	B.A./B.Sc./B.Com with Knowledge and Experience in the relevant job	35,000 – 53,000	3% of pay rounded to next Rs.10/-
i.	Field Investigator/ Word Processor/ Data Entry Operation/Clerk- Typist	B.A./B.Sc./B.Com with Knowledge in the relevant job.	25,000 – 40,000	3% of pay rounded to next Rs.10/-

<sup>39</sup> Revision Proposed to be applicable from the date of approval of the Service and Financial Rules.

**10.** The Director may relax terms and conditions of appointment, qualification and pay (e.g. pay protection) in respect of an appointment of an experience/specialized persons and under special circumstances on the recommendation of Principal Investigator/Head of the Section/ Selection Committee. In case the contractual appointment is against any positions having pay scale, in such case pay drawn in previous employment shall be protected.

**11. Conduct and Discipline:**

- (a) All contractual 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. She/he shall not absent himself from duty without prior permission except in case of an emergency or his own sickness. She/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) 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.

**12. General:** In regard to matters not specified or referred to in these rules, decisions/ regulations of the Committee on Administration and Finance (CAF)/ Board of Governors (BOG) for contractual staff will be applicable.

## **Schedule – XIV**

(Rule – Sec.4 of Chapter VI)

### **Medical Facilities for the Retired Employees**

#### **IRSHS Rules 2012**

*(As Amended in 2019)*

#### **1. Short title:-**

These rules may be called the rules for “IEG’s Retired Staff Health Scheme 2012”. In short they shall be referred as “IRSHS Rules 2012”.

#### **2. Commencement :-**

Rules shall be deemed to have come into force on the date of approval of the Board of Governors of the IEG.

These Rules stand implemented w.e.f. March 2, 2012, the date of approval of the Board of Governors of the Institute in its 156<sup>th</sup> meeting.

#### **3. Definitions: In these rules, unless the context otherwise requires –**

- a. “IEG” means Institute of Economic Growth;
- b. “IEG Staff” means regular employees of the Institute of Economic Growth;
- c. “Member of the Scheme” is IEG staff who is enrolled under the Scheme;
- d. “Existing Scale” in relation to a staff means the pay scale/level applicable to the post held or, personal scale/level given to employee, whichever be the case, as on the date of implementation of these Rules/ on the date of joining whether in substantive or officiating capacity;
- e. “Pay in the Pay Band/ Level” means pay drawn by the employee in the running pay bands/levels;
- f. “Family of the Member” includes spouse only. No other member of the family will be entitled for this Scheme;
- g. “Out-Patient Department (OPD) Expenses” include consultancy fee of the doctor/ fee paid to the hospital/ clinic, cost of admissible medicines and investigations;
- h. “In-Patient Department (IPD) Expenses” include expenditure on hospitalization;
- i. “Insurance Premium” means annual premium paid on health insurance policy;
- j. “Year” for the purpose of reimbursement of OPD/IPD expenses and/or Insurance Premium shall be the financial year;
- k. “Schedule” means a schedule annexed to these Rules.

#### 4. Eligibility

- a. All the IEG staff are eligible to be member of the Scheme
- All the IEG staff who were in the service of the Institute on the date of implementation of the Rules could opt for the scheme. To be member of the Scheme, these staffs were required to submit duly filled specified form (Schedule I) in the specified time period.
  - Staff, who joined the Institute after the date of implementation, shall be compulsory enrollee of the Scheme.
- b. These Rules shall not apply to
- The temporary/ project staff though drawing salary on regular pay scales;
  - Contract staff;
  - Part time staff;
  - Persons paid out of contingencies;
  - Persons re-employed in service after retirement on superannuation;
  - Persons working through Outsourcing Agency;
  - Representative/ Consultant serving to the IEG in whatsoever manner;
  - Any other class or category of persons whom the Board of Governors may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

#### 5: Sources of Fund for the Scheme:

- a. The sources of the fund shall be contribution from the members of the Scheme and the Institute, earnings from the investment of the fund and other receipts. Other receipts can be additional contribution from working/ retired employees and Institute, grants from government departments/ agencies, endowment fund, gifts, donations, benefactions and transfers of properties both movable and immovable from donors, benefactors, testators, charitable institutions, trusts, corporates, companies, Institutes, individuals etc.

Rates of contribution for the members of the Scheme are

<i>Academic Grade Pay/ Grade Pay/ Pay Level Drawn by the Staff</i>	<i>Monthly Contribution for the IRSHS (Rs.)</i>
Rs.1800 - Rs.2800 <b>or</b> Level 1 – 5	250/-
Rs.4200- <b>or</b> Level - 6	450/-
Rs.4600 - Rs.7000 <b>or</b> Level 7 – 11	650/-
Rs.7600 and above <b>or</b> Level 12 and above	1000/-

- b. The minimum contribution of the members of the Scheme<sup>40</sup> who have not completed 10 years of regular service by the date of retirement on superannuation/ on the date of death in service is as below:

Academic Grade Pay/ Grade Pay/ Pay Level Drawn by the Staff	Contribution to be Completed till the Retirement (Rs.)
Rs.1800 - 2800 <b>or</b> Level 1 – 5	30,000/-
Rs.4200 <b>or</b> Level - 6	54,000/-
Rs.4600 – 7000 <b>or</b> Level 7 – 11	78,000/-
Rs.7600 and above <b>r</b> Level 12 and above	1,20,000/-

If the contribution paid by the staff on monthly basis does not add up to the specified amount by the time of retirement/ death in service, member/spouse shall pay the remaining amount to be beneficiary of the Scheme.

- c. As and when CGHS/ WUS Health Centre, University of Delhi revises monthly/one time contribution, the same shall be applicable for the members of the IRSHS.
- d. The IEG shall contribute Rs.1,20,000/- (Rupees one lakh and twenty thousand only) at the time of retirement/death in service of the member of the Scheme.

As and when member's one-time contribution given in Rule 5 (c) goes up, IEG's contribution shall be increased at par with the amount of the contribution of members in the Academic Grade Pay/ Grade Pay of Rs.7600/- and above or, Level 12 and above.

- e. Institute will manage the income, investment and expenditure of the fund in the name of the "IEG Retired Staff Health Scheme (IRSHS)". In case of any shortfall in the fund of the Scheme, the IEG shall provide additional grant to meet the deficit.

## **6: Investment of the fund**

The fund amount of the Scheme shall be invested in safe securities and deposits.

## 7. Beneficiaries under the IEF Retried Staff Health Scheme (IRSHS)

- (a) All those members of the scheme who are retired from the service and their family shall be the beneficiaries of the scheme. However, member of the scheme shall have to submit duly filled prescribed form appended to the Rules (Schedule II) and register himself/herself as beneficiary of the scheme at the time of retirement. Upon the death of the member, his/her family i.e. spouse have to submit duly filled prescribed form (Schedule II) to be the beneficiary.
- (b) All the members of the Scheme and their spouses, who are registered as beneficiaries wherever they are settled in India, shall be reimbursed their medical expenses as per the provisions of these Rules subject to submission of the claim in a prescribed form appended to the Rules (Schedule III)
- (c) In case the member of the Scheme is employed after retirement from the service of the IEG and is on receipt of medical facility from this employment then the benefit under the scheme shall stand suspended till the competition of such employment.

## 8. Reimbursement for OPD expenses and Insurance premium

- a. OPD/IPD expenses and/or insurance premium paid by the member *and/or* family are reimbursed subject to a *ceiling of Rs. 45,000/-* (Rupees Forty-five Thousand only) *annually*. OPD/IPD expenses are reimbursed as per CGHS/DU-WUS Rules subject to production of actual bills. Insurance premium is reimbursed subject to production of copy of the actual premium paid. This annual reimbursement limit shall be automatically raised by 25% (rounded to Rs.100/-) as and when the members contribution increases by 50% of the prevailing contribution.
- b. In case there is no claim by a beneficiary in a particular year, the amount will lapse.
- c. In the first year of retirement the reimbursement will be on proportionate basis from the month following retirement to March of the next year.

Schedule annexed to IRSHS Rules 2012  
(As Amended in 2019)

Schedule no. I	Form for exercising option at the time of implementation of the Scheme
Schedule no. II	Form to register as beneficiary of the Scheme.
Schedule no. III	Form to claim OPD/IPD/Insurance expenses.





