

**IMI**  
**SERVICE RULES**

## Chapter 1: Preliminary

### 1.1 Short Title and Commencement

- (1) These service rules may be called Service Rules for International Management Institute.
- (2) *They shall be deemed to have come into force on 1<sup>st</sup> May, 2001. Any subsequent amendments made to these Rules will come into force with effect from the date of their approval.*

### 1.2 Application

- (1) These Service Rules shall apply to every employee of the Institute.
- (2) The personal pronoun 'he' used in these Rules will be deemed to imply 'she' as well, and *vice versa, as appropriate in the specific provision.*
- (3) Notwithstanding anything contained in clause (1), the Board/Director/Director General may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these Service Rules shall not apply to such employee to the extent to which the special provisions are inconsistent therewith.

### 1.3 Interpretation

- (1) In these Service Rules, unless the context otherwise requires :
  - a) "Registrar" means the Registrar of the Institute at the Headquarters; or Chief Administrative Officer (CAO) as the case may be.
  - b) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments;
  - c) "Board" means the Board of Governors of the Institute;
  - d) "Employee" means a person serving the Institute in any post specified in the First Schedule including faculty & staff members.
  - e) "Institute" means the International Management Institute.
  - f) "Pay" means the basic pay admissible on the relevant date and includes special pay and personal pay, but shall not include any allowances, fee or honorarium;
  - g) "Sanctioning Authority" means:
    - Director / Director General /*Management* Committee for all faculty members,
    - Director/Director General to be appointed by a Committee recommendation approved by Board.

- h) “Selection Committee” means
  - In relation to staff members, a Committee consisting of the Registrar & CAO and one other Professor nominated by Director/Director General.
- i) “Management Committee” means the Management Committee as described in the Rules and Regulations of IMI.
- (2) On all personnel matters, the Director/Director General may take action and inform the Board, as necessary.

## **Chapter 2: Creation and Gradation of Posts**

### **2.1 Grades and Categories of Posts**

- (1) The *posts* under the Institute shall be of the grades and categories specified in the First Schedule.
- (2) The Management Committee may direct:
  - (i) The creation of any new grade or category of posts;
  - (ii) The abolition of any grade or category of posts; or
  - (iii) The transfer of any category of posts from one grade to another.

And thereupon the First Schedule shall stand amended in accordance with such direction.

## **Chapter 3: Recruitment**

### **3.1 Appointing Authority**

- (1) Appointment to a post in the Institute shall be made:
  - (i) In the case of a post for staff members, by the Registrar & CAO;
  - (ii) In the case of a post faculty members by the Director/Director General;
  - (iii) In the case of a post in other Grades, by the Director/Director General with the approval of *Chairman*.
- (2) All faculty appointments will be reported to the Board at its next meeting

### **3.2 Methods of Recruitment**

- (1) Recruitment to a post in the Institute may be made:
  - (i) By recruitment from outside.
  - (ii) By recruitment from within.
  - (iii) By considering candidates from outside as well as from within.

(2) The Sanctioning Authority shall in each case determine/review and if necessary, modify from time to time the method by which a vacancy shall be filled.

(3) All appointments shall be made solely on the basis of merit.

### **3.3 Sources of Recruitment**

Appointment to any post for all the Grades may be made on the recommendation of a Selection Committee:

(1) As a normal practice appointment of blood relation should be discouraged, this is also to avoid conflict of interests in IMI.

(2) From amongst applicants registered for a period not exceeding one year with the Registrar & CAO.

(3) From amongst candidates applying in response to any advertisement.

(4) In certain cases, the Director/Director General on his own or on the advice of faculty may consider candidates who may not have applied for a vacancy.

(5) From amongst employees who are willing to be considered.

### **3.4 Qualifications**

(1) The qualifications for appointment to any post shall be such as may be determined by the Sanctioning Authority.

(2) For faculty positions, guidelines specified by AICTE shall normally apply.

### **3.5 Fitness**

Appointment to any post by recruitment *from outside* is subject to medical fitness, *selected* candidates shall be required to produce at their own cost a certificate of health from a medical practitioner approved by *the* Institute in this behalf.

## **Chapter 4 : Tenure**

### **4.1 Probation**

(1) Every person appointed to a post *in* the Institute after the commencement of these Service Rules shall be on probation in such post for a period of 6 months to one year. Provided that the Appointing Authority may, in any individual case, extend the period of probation. People with experience from industry/educational institution can be appointed without probation.

(2) Where a person appointed to a post *in* the Institute on probation is, during his period of probation, found unsuitable for holding that post, or has not

completed his period of probation satisfactorily, the Appointing Authority may :

- (i) In the case of a person appointed by recruitment *from outside*, terminate services forthwith.
- (ii) In the case of a person appointed *from within*, revert *him* back to the post held by him immediately before such appointment.

#### **4.2 Termination of Service**

- (1) The services of a temporary employee may be terminated by the Appointing Authority without assigning *any* reasons during the period of probation following the first appointment at any time without notice.
- (2) The services of a confirmed employee may be terminated by *the Appointing Authority on giving* a notice of three months or on payment of pay for such period as the notice falls short of three months, or without notice on payment of three months pay.
- (3) An employee who is given notice of termination of service under clause (2) *of this section* may be granted, during the period of notice, such earned leave as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

#### **4.3 Retirement**

- (1) An employee shall retire from the service of the Institute:
  - (i) On attaining the age of sixty-five years for faculty members and sixty years for others.
  - (ii) On being declared medically unfit for service by a Medical board to be designated by the Institute in this behalf.
  - (iii) On the imposition of penalty of compulsory retirement.

Provided, however, that it will be open to the Institute to re-employ, *with the approval of the Sanctioning Authority*, an employee, subject to physical fitness, on his superannuating for a period of one to three years at a time if his services are needed by the Institute. *The total period of re-employment shall not exceed five years. If the services of an employee are required by the Institute even beyond that period, then he may be permitted to continue on contract basis on a consolidated payment.*

- (2) The retirement shall take effect from the afternoon of the last date of the month in which an employee attains the age of superannuating instead of the afternoon of the actual date of superannuating. In case the date of birth of an employee falls on 1<sup>st</sup> of a month, he will be deemed to have retired with effect from the afternoon of the last date of *the* preceding month.

#### **4.4 Resignation**

- (1) An employee may, by notice of three months in writing addressed to the Appointing Authority, resign from the service of the Institute. During probation period on first appointment, the required notice period will be one month.
- (2) In case an employee resigns by giving a notice of shorter period than what is prescribed in clause (1) of this section, he will have to deposit salary for the period by which the notice falls short of the requirement or to be adjusted from terminal dues with the letter from employee. Gross salary may be considered for recovering shortfall in notice period post adjustment of PL if any.
- (3) The Appointing Authority may, if it deems proper in any special circumstances, relax the requirement relating to notice period and permit an employee to resign from the services of the Institute by notice of less than three months or one month, as the case may be, without having to deposit the salary as prescribed in clause (2) above.

### **Chapter 5: Pay and Allowances**

#### **5.1 Scale of pay**

The scales of pay for the posts *in* the Institute shall be as specified in the First Schedule.

#### **5.2 Initial pay**

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

An employee can also be appointed on a consolidated/retainship basis depending on the nature of work and requirement.

#### **5.3 Increment**

- (1) An increment shall not be drawn unless it is sanctioned in writing by the *Registrar & CAO for staff members and by Director/Director General for faculty*.
- (2) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory as *recorded in the appraisal report*.
- (3) The Director/Director General / Registrar & CAO *in case of posts of staff members the Managing Committee in case of other posts*, may in recognition of the exceptional merit of an employee sanction such additional increment(s) to *him* as may be *deemed* fit.

## **5.4 Allowances and Benefits**

### **(1) Dearness Allowance**

Employees will be entitled to the payment of Dearness Allowance at rates decided by the Managing Committee from time to time or DA as announced by the Government.

### **(2) House Rent Allowance**

Employees will be paid House Rent Allowance at the rate of 35 per cent of basic pay. However, employees may opt for self-leased accommodation in the name of the Institute up to a maximum of 45 per cent of basic pay, in which case the employee will pay 10 per cent of basic pay and the Institute will pay the rest subject to a maximum of 35 per cent. An employee may take a Flat to be provided by the Institute in the Campus, subject to availability, in which case the employee will not receive any House Rent Allowance but will pay rent to the Institute at the rate of 10 per cent of basic pay.

### **(3) Transport /Conveyance Allowance**

Employees will be reimbursed expenses on transport / conveyance as specified in the Second Schedule. These limits may be revised by the Management Committee from time to time and the Second Schedule will stand amended accordingly.

### **(4) Retirement Benefits**

#### **(i) Contributory Provident Fund**

The benefit of Contributory Provident Fund will be extended to the employees as per statutory provisions. As the institute does not have a trust all PF settlements are with PF Commissioner. However, IMI will sign required forms and issue required letters to authorities to facilitate the process.

#### **(ii) Gratuity**

A. Gratuity will be granted for good, efficient and faithful service in the following circumstances:

- (a) Discharge on abolition of post
- (b) Permanent incapacity due to bodily or mental infirmity
- (c) Superannuation
- (d) Resignation/retirement after 5 years qualifying service, provided that

- Gratuity will not be payable to employees who resign from service before completing five years of service;

- Gratuity of an employee whose services have been terminated for any act *of* willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the *Institute*, shall be forfeited to the *extent* of damage or loss so caused;
  - Gratuity payable to an employee may be wholly or partially forfeited;
    - a) If the services of such employee have been terminated for riotous or disorderly conduct or any other act of violence on part, or
    - b) If the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, *provided* that such offence is committed by him in the course of his employment.
  - Except in the case of death, gratuity will be admissible only after five years qualifying service.
- B. The amount of gratuity will be equal to 0.6 month's emoluments for each completed year of service, or part thereof in excess of six months, subject to a maximum of 16½ times *the* monthly emoluments or *the limit specified in the Gratuity Act, 1972*, whichever is less.
- C. In the case of death, the amount of gratuity will be as calculated under B above or as worked out below, whichever be more.
- (a) During the first year of service, 2 months emoluments.
  - (b) After one year but before five years service, 6 months *emoluments*.
  - (c) After completion of five years but before 20 years of service, 12 months emoluments.
  - (d) *For* service of 20 years and more, half a month's emoluments for *every* completed half year of qualifying service, subject to a maximum of 33 times the *monthly* emoluments, provided the amount of death Gratuity shall in no case exceed *the limit specified in the Gratuity Act, 1972*.

NOTE: Emoluments for the purpose of this scheme shall mean last pay drawn (which term included basic pay, special pay, dearness allowances, leave salary, subsistence grant and wages in the case of non-salaried employees) drawn immediately preceding the date of quitting service or the date of his death. There will be no ceiling on reckonable emoluments for calculating the Gratuity.

(5) **Medical Expenses / Medical Allowance**

**Encashment of Medical Eligibility**

An employee can claim the unclaimed amount of their medical entitlement by year-end i.e. March every year **without production of any medical bills**. This amount will be part of taxable income of the employee and will be paid as one time Special Allowance after deduction of tax at applicable rates.

Effective from April 2012, the medical eligibility will be paid every month through pay-slip as medical allowance by dividing yearly eligibility by 12 based on last salary drawn. For getting tax benefit, the employee is required to submit medical bills upto Rs. 15,000/- (Rs. 20,000/- in the case of Senior. Citizens) by 10<sup>th</sup> March every year.

**Medical Allowance/Reimbursement Policy from April 2012**

Every employee is entitled for medical Allowance/Reimbursement of one month Basic+GP+DA based on salary drawn on the last day of preceding year. The Employee can claim reimbursement against bills upto Rs. 15,000/- (Sr. Citizen Rs. 20,000/-) and balance if any will be paid as Special Allowance through monthly pay-slip by dividing by 12. No separate reimbursement claim need to be made beyond Rs. 15,000/- or Rs. 20,000/- as the case may be. The reimbursement can be claimed by employee latest by 10th March and after that any unclaimed amount will be paid to employees after tax deduction along with March Salary.

**Illustration:-**

- 1) Employee X Eligible for Medical Benefit of Rs.55000
- 2) Less: Maximum reimbursement against bills Rs.15000
- 3) Balance (1-2) Rs.40000/-
- 4) Monthly allowance in pay slip (40000/12)Rs.3333/- (PM)

In the month of March every year:

Total Bills that can be submitted Rs.15000

Bills submitted till Feb of the year Rs.10000

In the month of March you will get Rs. 5000 as taxable

(Rs.3333+5000) = 8333/- taxable

(6) **Incentive Scheme for Faculty Members**

The performance of the faculty is measured in terms of work units earned by them. There are work units assigned for each of the activities performed by the faculty. A faculty member is expected to perform a minimum workload of 300 work units, which is equivalent to six courses<sup>1</sup> in each academic year<sup>2</sup>. Work units earned by the faculty member over and above the minimum level of 300 will be paid by the

<sup>1</sup> One course = 3 credits; 1 credit = 10 classroom contact hours

<sup>2</sup> Defined by April 1 to March 31, that is summer term, 1<sup>st</sup> term, 2<sup>nd</sup> term, and 3<sup>rd</sup> term. It will be effective from the academic year April 1, 2011 to March 31, 2012.

Institute @ Rs. 3,000 per work unit. The minimum work units from direct teaching in our long term academic programmes for a faculty member (IMI-D) is 150 work units.

As a part of this system, a faculty member is expected to prepare a plan of their activities in a given academic year. The Director General /Director I, keeping in mind the needs of the individual and the institution, will moderate this plan. The final plan will then be kept on the personal record of the faculty concerned. When the individual faculty will submit the plan for the next year, s/he also files a self-appraisal against the last year's plan and points out the areas of deviation and reasons thereof. This achievement versus the plan will be then factored together and the Director General/Director will offer feedback to the individual in terms of areas that may have room for improvement. The ultimate aims and objectives is to help a faculty member to grow as a professional and then this in turn may improve the academic quality of the institute.

It is expected that the process will bring some semblance of accountability and measurability in terms of output and performance of the faculty. The system of performance monitoring will be reviewed every year for further improvement. The intention is to provide some metrics for measurement of the output that is otherwise very intangible.

#### **Linking Activities to Work Units:**

The institutional activities that any faculty member is expected to perform, are converted into the work units to facilitate measurement and accounting. For this purpose, the following equivalences were finalised in a meeting attended by the Director General and Deans on September 12, 2011 at 4 pm in the Director General's office.

**Table: Activities, Sub-activities and their equivalence**

<b>Activity</b>	<b>Sub Activity</b>	<b>Equivalent Work Units</b>	<b>Remarks</b>
<b>Long Term Academic Programmes:</b>			
PGDM / PGDHRM / Executive PGDM / PGDM (PT)	3 credit course	50	30 hours direct teaching at 1 work unit per hour plus 20 work units for course coordination and evaluation, Maximum of 6 hours of the total 30 hours can be conducted by other faculty for earning the full amount of 50 work units. If more than 6 hours of the total 30 hours are conducted by other faculty then 1 work unit per hour plus 20 work units for course coordination and
FPM	3 credit course	15	

			evaluation for a 3 credit will be earned. For courses with a credit load other than 3 credits, proportionate work units will be earned.  Points may be shared if the course is delivered by more than one lecturer
	Additional sessions such as guest lectures in a course, orientation program sessions, etc. - per hour of session conducted.	1	
	Evaluation of final project reports such as Executive PGDM 6 credit project and PGDM (PT) 6 credit field study – per report	1	
<b>MDP and Consultancy</b>			
Conducting MDP sessions	Per 90 minutes of session conducted in Delhi;	1	
	Per 90 minutes session conducted Outstations.	1.5	
<b>Coordination of MDPs</b>			
	Less than One Week	7	For coordination of programmes longer than 4 weeks the work units to be earned will be calculated proportionality to that earned for a 4 week programme. If more than one faculty member jointly coordinates a programme then work units will be earned proportionately.
	One week programme	10	
	Two weeks programme	15	
	Three weeks programme	20	
	Four weeks programme	25	
<b>Research &amp; Publications</b>			
	Paper in – Classified journals  Class – A Class – B Class – C	100 50 25	Affiliation: should mention IMI for the credit. Credit available only on publication. In case of joint authorship by more than one author, proportionate work units to be earned.

	Case Writing along with teaching note	25	Affiliation: should mention IMI for the credit. Should be cleared by International case clearing house such as ACRC. In case of joint authorship by more than one author, proportionate work units to be earned.
	<b>Book</b>		
	• Research (published by multinational publishers)	150	Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned.
	• Research (published by national/ South Asian publishers)	100	
	• Edited by the IMI faculty member (inclusive of all volumes; published by multinational publishers)	50	
	• Edited by the IMI faculty member (inclusive of all volumes; published by National/South Asian publishers)	50	
	Edited Volume (editor not from IMI) but paper contributed by IMI faculty		Affiliation: should mention IMI for the credit. In case of joint authors, proportionate credits only. In case of joint authorship by more than one proportionate work units to be earned.
	• Published by multinational publisher	15	Maximum two chapters in any edited book
	• Published by National/South Asian publishers	10	
	Book chapters		Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author proportionate work units to be earned.
	• Multinational Publisher	15	
	• National Publisher/ South Asian publishers	10	
	Full feature Articles in National/International Business News Paper/Magazine		Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned.
	• International	10	
	• National / south Asia	5	

	Editor of a Journal (non-IMI) Class – A Class – B	25 15	Affiliation: should mention IMI for the credit. In case of joint editorship by more than one editor, proportionate work units to be earned
	Guest Editor of a Journal ( non-IMI) Class – A Class – B	15 10	Affiliation: should mention IMI for the credit. In case of joint editorship by more than one editor, proportionate work units to be earned.
<b>Organising Conferences</b>			
	<ul style="list-style-type: none"> <li>• International Conference: Should be at least two-day event with minimum 25 research papers from paid delegates out of which at least 15 papers from foreign paid delegates</li> </ul>	75	The credit is available only when the conference results in a published edited book(s). In case of joint organization by more than one IMI organiser, proportionate work units to be earned.
	<ul style="list-style-type: none"> <li>• National Conference: There should be a two-day event of total 100 paid delegates</li> </ul>	40	The credit is available only when the conference results in a published edited book(s). In case of joint organization by more than one IMI organizer, proportionate work units to be earned.
	<ul style="list-style-type: none"> <li>• Round Table Conference: There should be one-day event of at least 25 registered delegates</li> </ul>	10	The credit is available only when the conference results in a published edited book/monograph. In case of joint organization by more than one IMI organizer , proportionate work units to be earned
<b>Fellow Programme/ Ph.D ( IMI and other Universities)</b>			
	Supervision of completed and successfully defended FPM/PhD Thesis– per thesis	25	In case of joint supervision by more than one IMI faculty supervisor, proportionate work units to be earned.

<b>Activity Heads</b>			
	Dean (Academic Programs)	150	
	Dean (Research), Dean ( Placement) and Dean ( MDP)	75	
	Chairperson – Admissions; Editor – GBR; Chairperson - Faculty Selection and Development; Chairperson - Accreditation & Ranking; Hostel Warden	50	

Consulting assignments undertaken by faculty will not be counted in work units. Net surplus from consulting will be shared as per rules of faculty getting two thirds and IMI getting one third.

Sponsored research will be treated as consulting.

International teaching/training billed in foreign currency will be treated as consulting.

Domestic teaching/training awarded by an external agency to an individual faculty, not exceeding 2 days in duration, will be treated as consulting. If it exceeds 2 days in duration it will be treated as MDP and work units will be calculated accordingly.

### **Typical Work Units for Faculty Members**

The faculty members are expected to generate output of 300 work units in a year. This norm is in line with the practices followed by top business schools. After 150 work units from teaching in long term academic programmes, faculty members are free to choose activities of their choices. Individual faculty would have the flexibility to design their own work plan depending on their personal choices subject to institutional requirements assigned by the Director General/Director. Each additional work unit beyond 300 will earn an incentive of Rs. 3,000/- (Rupees three thousand only) per work unit.

Maximum work unit under incentive scheme is 700. If any faculty member exceeds 700 work units in a particular academic year, the faculty concerned may be allowed to carry forward work units earned over and above 700 to the next year.

A Faculty member will not be eligible for any awards /incentive if h/she fails to meet the minimum requirement of 300 work units including 150 from teaching in long term academic programmes. The Director General/Director may counsel the faculty member concerned. This may be observed for next three years. The faculty member concerned may be advised to look for a job elsewhere if there is no further improvement in the matter.

### **Research Thrust**

All faculty members will be encouraged to develop a research focus. They

will be provided financial support to present papers in both national and international conferences, as per prevailing Institute guidelines, so as to have personal contact with other world class academics. Research grants of Rs. 100,000 will be provided to fund research proposals selected by the research council.

### **Annual Work-Performance Computation and Accounting**

The annual work plan that the faculty submits may henceforth indicate their activity mix and the break up of their workload. The following may apply:

1. Annual work plan to indicate how many work units under each activity head.
2. Annual work review to compute the actual number of work units accomplished.
3. Excess of work units completed may be
  - Encashed at the rates prescribed from time to time
  - Carried forward to next year and adjusted against the workload of that year
  - Carried forward to a special leave account (to be set up henceforth) at a rate that may be prescribed from time to time. The details of such a leave policy for faculty to take some time off from the regular activities to pursue special academic activities will be formulated.
4. Shortfall in work units to be
  - Carried forward to the next year and adjusted against the workload of that year Debited to a special leave account (the details of such a leave policy to be formulated)
5. Research output is an important requirement for career progression of the faculty.
6. Consistent and continued shortfall in work units to be adversely reported and factored in career progression.

The above norms reflect some activities that are easily measured while other equally important activities may escape due recognition. These norms will be modified from time to time to evolve into a better set of norms that captures faculty performance more accurately.

### **Implementation**

An academic year wise self statement proforma/instrument will be developed. The respective Deans may verify the details of activities carried out by the faculty concerned and then the documents may be submitted to the Registrar/CFO's office for further necessary action at their end.

*This is effective from 15 September 2011 subject to change from time to time.*

### **(7) Leave Travel Reimbursement/ Allowance**

Up to one month's basic pay plus DA in a block of two years or two months basic pay in a block of four years, may be claimed by an employee as reimbursement of travel expenses for himself and dependent family members, put together, subject to the following conditions:

- (a) The employee will avail at least one week's PL from office for availing the leave travel benefit for himself. (7 days may include week-end holidays)
- (b) The employee will furnish the proof of journey or certificate to the effect that the amount has actually been spent. (Claims to be made in the prescribed form of leave travel benefit).
- (c) For self or for a member of the family, reimbursement of travel expenses for a particular trip will be sought by the employee from only one source.
- (d) Overseas travel is not allowed for LTA purpose. IT Act amendments from time to time is fully applicable.

**(8) Reimbursement of Expenses on Telephones and Books and Journals**

Faculty Members will also be entitled to re-imburement of expenses on telephones, and books and journals which may change from time to time. The present maximum amounts of reimbursement on these items are given in the Third Schedule.

*All income tax rules from time to time are applicable.*

**(9) Policy on Additional Educational Qualification by Staff Members**

IMI strongly believes in career development of individual staff members and encourages staff members to acquire additional qualification which will be beneficial to the institute and in their respective work areas. This policy is made to formalize criteria for such consideration. The Director and the Registrar will make final decision within the frame work defined as under.

- a) IMI will reimburse the only the tuition fee for agreed course for additional educational qualification that is 50% during the course and balance 50% only on submitting mark sheet and final certificate. If the course is spread over 2 to 3 years then disbursement will be after completing every such term (maximum of 50%) and only upon producing original and copy of final exam mark sheet and certificate entire tuition fee will be disbursed.
- b) Staff members must make a written application before commencement or enrolment to a course to Registrar and only those courses which are beneficial to IMI from work perspective will be considered. (Example finance staff opting for HR course will not be considered).
- c) Not all Distance education or correspondence courses will be considered under this policy. However, part-time courses will be considered, provided it is approved by the management that it will add value to IMI. Short term and certificate courses will not be considered both for the tuition fee reimbursement and recognition award.
- d) Extra increment concept for such successful candidates is replaced by a onetime reward of Rs. 5000/- along with IMI Certificate

## **(10) Annual Performance Appraisal System for Staff Members**

IMI will be rewarding individuals who delivers better to IMI. Towards achieving this goal, Performance Measurement System includes the following points starting from Goal Setting in the beginning of the year then mid-term review before finally appraising an individual and rating based on certain parameters defined. This system also identifies developmental needs of an individual to improve his/her skills for a career progression as a whole. Means, it will identify training needs of an individual to perform better in his/her function. I will also be requesting CFO to allocate training budget for staff members for the same in our annual budgeting process.

Though the initiative is from IMI management, it is a collective responsibility of every individual employee/ departmental heads to complete the process by the following dates.

Annual increments are also based on performance appraisal rating  
Goal Setting: Expected to be completed by 10th of March every year.  
Performance Appraisal and Rating by the 20th of March every year.  
Rewards and Recognition based on Performances have been introduced.

### ***Process to be followed: For Goal Setting***

#### **Step: 1**

Departmental Heads are advised to draw 5 Key Performance Areas (KPAs) for their department:  
Circulate the same to Team members of the department

#### **Step: 2**

Team Members must select 3 Key Performance Indicators (KPI) from those KPAs  
Make 2 more KPI's from areas other than their routine and normal (initiatives in other verticals/ Projects/Institutional building etc)  
Share the same with immediate supervisor's and get their consent and signature  
In case of individuals, who work in vertical like Academics, Research & Publication, MDP & Consulting, Placements and Corporate Relations-  
The Deans on their own may decide 3 KPA or delegate the same to a senior member in a team to draw KPA'.  
Sign the form themselves and submit the same to Registrar's office  
Filled up and duly signed forms are submitted to Registrar's office.  
Signed copy may be kept by an individual for mid-term review and annual appraisal process.

#### **Step: 3**

Department Heads- submits all the filled up and signed forms to Registrar's office.

### ***Process to be Followed: For Performance Appraisal***

#### **Step: 1**

Departmental Heads will do a mid-term review in the month of October (for a period up to 30th September)

Discuss Performance of individuals and ask them to do their self assessment

Advise improvement to an individual during mid-term review process.

#### **Step: 2**

Departmental Heads to do annual assessment and ratings for the team and ensure that distribution is done properly so that there is no forced ratings required.

Departmental Heads should also discuss various capabilities of an individual based on 6 areas like Entrepreneurial orientation, Project Management, Negotiation, Nurturing, Operational Excellence, Customer focus (including ownership)- Then identify developmental needs of an individuals and give them opportunity through training for various skills which are identified for growth.

#### **Step: 3**

Do the overall rating of an individual with parameters of Performance Assessment/Rating Sheet for KPI- 1 to 3 which shall be signed by the employee/ Supervisor and submit the same to the Reviewer.

Then every individual will be rated on remaining 2KPI's before finalizing by the Registrar

#### **Step: 4**

Reviewer will go through every form rated to explore the need for moderation or normalization required. Reviewer may consult a faculty expert if needed.

Increments/ rewards/special allowances & promotions will be decided based on the ratings

Ratings below 3 will go through the process of time bound Performance Improvement Plan.

## Chapter 6 : Conduct

### 6.1 Conduct

The Institute is committed to treating its employees fairly and the employees are expected to conduct themselves accordingly. Every employee, at all times shall:

- (1) Maintain absolute integrity,
- (2) Maintain devotion to duty, and
- (3) Do nothing which is unbecoming of a good employee.

### 6.2 Misconduct

Given below is a list of acts or omissions, which constitute misconduct :

Theft, fraud or dishonesty, taking/giving bribe, furnishing false information on any matter in connection with employment, willful insubordination or disobedience, unauthorized absence, habitual late or irregular attendance, negligence in duties, damage to IMI's property, drunkenness, riotous or indecent behaviour, gambling within the IMI's premises, sleeping while on duty, commission of any act which amounts to a criminal offence or involving moral turpitude, absence from appointed place of duty without sufficient cause, acting in a manner prejudicial to the interest of IMI, unauthorized communication of any official document, habitual indebtedness, insolvency, lending or borrowing money from *any* person/firm having official dealing with IMI, conviction by court of law, sexual harassment, etc.

The above list is only illustrative and not exhaustive.

### 6.3 Disciplinary Action

Disciplinary action can be initiated against any employee for misconduct, following the prescribed procedures of enquiry. However, punishment will be awarded after taking into account the gravity of misconduct and the previous record of the employee.

### 6.4 Punishments

Punishments can be in the form of *one or more of the following*:

- Warning
- Suspension
- Stoppage of Increments
- Dismissal form service

### 6.5 Disciplinary Authority

Registrar & CAO shall be the disciplinary authority for all employees other than faculty members and Director/ *Director General* shall be the appellate Authority. For Faculty Members, Director/*Director General* shall be *the* disciplinary authority and Board of Governors *shall* be the Appellate Authority.

## Chapter 7 : TA/DA

### 7.1 Entitlement for Travel on tour:

#### a. *Travel within India*

Category of employees	Travel by Air/Rail	Travel by Road
Faculty Members	Economy Class by Air I AC 2-tier sleeper by train	Taxi/AC Bus
Other officers and RAs	II AC 2-tier sleeper by train	-do-
Staff Members	First Class/IIAC 3-tier by train / Economy AIR for emergency with approval	Scooter/Bus
Attendants	Second Class Sleeper by train	Bus

#### Notes:

1. Professors may travel by AC first class in train or by hired car for two or more people for short distance.
2. Travel should be undertaken by the shortest route only except with prior approval of the Director/Director General/Registrar & CAO.
3. If traveled by a lower class than the entitled, actual fare paid will only be reimbursed.
4. Those entitled to travel by Taxi may use their own car and reimbursement by car or taxi will not exceed Rs.8/- per km. and Rs.4/- per km for scooter journey.

#### (b) *Travel Abroad*

Economy class air fare by an IATA approved airline will be paid by the Institute for international travel.

Concessional fares should be availed of wherever available.

Taxi fare between place of stay and airport and vice-versa or between airports in transit, visa charges, airport tax, etc, will be reimbursed as per actual

For travel by train or taxi/bus, actual fare will be reimbursed.

### 7.2 Daily Allowance

Entitlement for daily allowance and accommodation *during tours on official duty will be as given in the Fourth Schedule.*

### 7.3 Conditions

1. All tours should be sanctioned by Registrar & CAO for staff members and by Director/ Director General for faculty.

2. Director/Director General will have the powers to relax any of the limits to above entitlements for reasons to be recorded in writing.

## **Chapter 8: General**

### **8.1 Working Hours**

Working hours for the office staff will be 9.30 a.m. to 5.15 p.m. with 1.00 p.m. to 2.00 p.m. as lunch break. Depending on *the* nature of duty and exigencies of services, different timings may be specified *for any employee* from time to time.

### **8.2 Holidays**

Holidays to be observed by *the* Institute in a calendar year will be notified before *the* start of the *concerned* calendar year.

### **8.3 Attendance and late comings**

- (1) All staff members must report for duty *by* and leave IMI *after* the time fixed and notified for them. Staff members reporting late or leaving early by more than fifteen minutes but less than half an hour will forego one days' CL/PL for every three such occasions *in a month*.
- (2) In addition to above, staff members may be allowed short leave of not more than one hour with prior permission, for coming late or leaving early, twice a month, in exigency. However, half-day leave will be deducted for late coming or early leaving, which is more than one hour.

### **8.4 Leave**

A staff member and faculty who desires to obtain leave of absence shall apply *in* prescribed form. *The application should be submitted* in advance, except in special circumstances. Leave will be regularized as per the IMI leave rules *described in the Sixth Schedule*.

### **8.5 Service Record Book**

Matters relating to service such as employees No., Age, Date of Birth, Qualifications, etc. shall be entered into *the* Service Book of *every* employee. Entries *made in the Service Book* will be signed by the employee and attested by the authorized officer of the Institute.

### **8.6 Record of Age**

Every employee will indicate *his* date of birth and produce a *certified* copy of Matriculation/School leaving certificate, *or* record of Municipality or Local Authority. If *an* employee is not able to produce such *a* certificate then he may produce a certificate from *a* Govt. Medical Officers, not below the rank of an Asstt. Surgeon and an affidavit attested by Ist Class Magistrate or Oath Commissioner. The date of *birth* once entered in *the* service record will not generally be changed. However, if details given by an employee is not

matching with verification details, it is subject to change and disciplinary action will be taken in such cases.

#### **8.7 Special provision for existing employees**

Every person holding a post *in* the Institute at the commencement of these Service Rules shall, on such commencement, be deemed to have been appointed under the provisions of these Service Rules to the corresponding post in the First Schedule and shall draw the pay drawn by him immediately before such commencement.

#### **8.8 Residuary conditions of service**

Any matter relating to such conditions of service of an employee for which no provision *has been* made in these Service Rules shall be determined by the *Management Committee*.

#### **8.9 Power to relax**

Notwithstanding anything contained in these Service Rules, the *Management Committee* may, in the case of any employee, relax any of the provisions of these Service Rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Institute.

#### **8.10 Removal of doubts**

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these Service Rules, the decision of the *Management Committee* thereon shall be final.

**First Schedule**

**GRADES AND CATEGORIES**

<b>S.NO.</b>	<b>CATEGORY</b>	<b>PAY BAND</b> <b>Rs.</b>	<b>GRADE</b> <b>PAY</b> <b>Rs.</b>
1.	SAFAI KARAMCHARI	a) 2500 – 7400 b) 2000 – 7400 c) 1500 – 7400	1,650 1,000 700
2.	ATTENDANT/ELECTRICAN/PLUMBER/ DRIVER/LIBRARY ASSISTANT ETC.	a) 3000 – 20200 b) 2800 – 20200 c) 2600 – 20200	2,200 / 2,400 2,000 1,700
3.	SECRETARY/ SR. SECRETARY/ ASSISTANT LIBRARIAN/SR. LIBRARY ASSISTANT/ ACCOUNTS ASSISTANT ETC.	a) 4000 – 34800 b) 3500 – 34800 c) 3200 – 34800	4,200 / 4,600 3,000 2,500
4.	ACCOUNTS OFFICER/SR. EXECUTIVE/ MANAGER/SR.MANAGER / LIBRARIAN/ SR LIBRARIAN/ AVP- HRD ETC.	a) 12000 – 39100 b) 7000 – 39100 c) 5000 – 39100	7,600 5,000 4,800
5.	HEAD OF ACCOUNTS /FINANCE	a) 19000 – 41500 b) 13000 – 41500	7,900 7,650
6	PROFESSOR	37400 – 67000	10,500
7.	ASSOCIATE PROFESSOR	37400 – 67000	9,500
8.	ASSISTANT PROFESSOR	15600 – 39100	8,000
9.	SR. LECTURER / LECTURER	15600 – 39100	6,000

**Second Schedule**

**REIMBURSEMENT OF EXPENSES ON TRANSPORT / CONVEYANCE**

<b>S.NO.</b>	<b>CATEGORY</b>	<b>TRANSPORT / CONVEYANCE *</b>
1	SAFAI KARAMCHARI	Rs. 604 per month
2	ATTENDANT/ELECTRICIAN/PLUMBER/ DRIVER/LIBRARY ASSISTANT ETC.	Rs. 604 per month
3	SECRETARY/ SR. SECRETARY/ ASSISTANT LIBRARIAN/SR. LIBRARY ASSISTANT/ ACCOUNTS ASSISTANT ETC.	Rs. 2416 per month
4	ACCOUNTS OFFICER/MANAGER/ SR. MANAGER ETC.	Rs. 4832 per month
5	HEAD OF ACCOUNTS /FINANCE	Rs. 4832 per month
6	PROFESSOR	Rs. 5,000 per month
7	ASSOCIATE PROFESSOR	Rs. 5,000 per month
8	ASSISTANT PROFESSOR	Rs. 5,000 per month
9	SR. LECTURER / LECTURER	Rs. 5,000 per month

*For staff members, conveyance amount changes with DA variations, for faculty members, it is a constant figure paid as transport allowance.*

## **Third Schedule**

### **REIMBURSEMENT OF EXPENSES ON TELEPHONES AND BOOKS AND JOURNALS**

Faculty Members will be entitled to reimbursement of expenses on telephones and books and journals subject to the following limits:

- Telephone Reimbursement : Rs.1,000 per month
- Books, Journals and Periodicals : Rs.1,000 per month

## Fourth Schedule

### ENTITLEMENT FOR DAILY ALLOWANCE AND ACCOMMODATION

<b>This new Domestic Travel Policy of IMI, supercedes earlier policy forming part of service rule. This policy comes into effect from 15<sup>th</sup> August 2007.</b>				
S.No.	Category of Employee	Hotel Boarding & Lodging (Max/Limit) (in Rs.) per day	DA (in Rs.) per day	Own stay arrangements Rs. per day
1	<u><i>FACULTY MEMBERS &amp; GM</i></u> ▪ Capital Cities ▪ Others	4000 3000	500 400	1200 1000
2	<u><i>OTHER OFFICERS/RA's</i></u> ▪ Capital Cities ▪ Others	3800 2800	400 300	1100 900
3	<u><i>STAFF GRADE IV&amp;V/STUDENTS</i></u> ▪ Capital Cities ▪ Others (Ordinary Hotel)	900 600	300 200	400 300
4	<u><i>ATTENDANTS GRADE I TO III</i></u> ▪ Capital Cities ▪ Others	700 400	250 200	300 300

- As boarding & lodging has combined limit, lodging can be in a hotel, food bill can be of any other Restaurant. However, combined expenses with supporting should not exceed Boarding and Lodging limits stated above.
- Conveyance both Airport to destination and local conveyance at actual with supporting wherever possible to be submitted along with tour/travel claims
- DA Calculation will be from time the tour started to the time tour ended. Minimum 12 hrs is a must for DA eligibility.  

$$< 12 \text{ hrs} = \text{DA} = 0 \qquad > 12 \text{ hrs} = \text{DA} = 100\% \text{ for the day.}$$
- When own arrangement is made for stay, no DA is payable. However, flat amount for own stay arrangement is payable as per above chart. In such cases NO SUPPORTING IS REQUIRED.

- In case of sponsored program in which lunch and accommodation is taken care by clients, 50% of DA is payable to cover Dinner and Miscellaneous expenses. DA covers all food and miscellaneous expenses in normal cases. Hotel Bill / Invoice are mandatory supporting documents in all cases.
- All Travel bills have to be submitted and settled with 15 days of completion of travel.

### **DOMESTIC TRAVEL**

	<b>Category of Employee</b>	<b>Travel/ Air-rail</b>	<b>Travel Road</b>
I	Faculty Members/GM	AIR-Economy Rail-I & II tier sleeper	TAXI/AC Bus
II	Other Officers and RAs	Rail- A/C 2 Tier sleeper	TAXI/AC Bus
III	Staff	Rail- A/C 3 Tier sleeper	BUS / SCOOTER
IV	Attendants	Rail -Second class sleeper	BUS
V	Students nominated for any Program/Seminar/Conference etc.	AC III Tier or Apex Air fare closer to AC III Tier	A/C BUS

#### **Note:**

1. TRAVEL BY SHORTEST ROUTE. Exception at the approval of the Director.
2. As far as possible, all individuals should use APEX/ lowest fare basis for Air tickets.
3. Only actual fare paid will be reimbursed in case of travel lower class than the entitlement.
4. A/C First class in train allowed for Category I.
5. Those who are entitled to travel by Car can use their own car and take reimbursement of Rs.8/- per km. In case of Scooter it is Rs.4/- per km.

**FOREIGN TRAVEL POLICY**

Following foreign travel policy comes into immediate effect, which supercedes all earlier practices and verbal policies.

**A. Eligibility Criteria**

1. Only permanent employees of IMI are eligible to travel once in 2 years on IMI account. Incase of joint paper by 2 or more authors, it is not transferable/substitutable in nature even if one author is not able to make it for any reason and informed the institute in writing to that effect.
2. Travel is permissible only when the paper is accepted in any institution/university of repute or a conference which will add value to faculty/staff and IMI and confirmed in writing.
3. Incase of **IMI sponsored** cases eligibility criteria of **once in 2 years** is applicable. Incase of **Third party sponsored** (expenses borne by third party/client/customer) the condition of **2 years is not applicable**.
4. Incase of foreign travel which are on sharing basis, **Institute will contribute 1/3<sup>rd</sup> of total expenses if faculty funds the remaining from the share of their consulting and training revenue.**
5. The condition of 2 years does not apply for travels at the instance of clients where such expenses are fully borne by the third party.

**B. Approval Process & Documents required**

1. Prior approval of the Director is a must in all such cases.
2. Person who is undertaking such travel shall, provide necessary justifications for such travel.
3. Prior approval of budgeted expenses is mandatory and not more than 15% of variation in actual is permissible in any case.
4. Re-scheduling to emergencies shall be at the discretion of the Director in rare cases.

**C. Travel/ Boarding/Lodging/Miscellaneous Expenses**

1. Travel arrangement and stay shall normally be arranged through IMI approved vendors and No Direct Air-ticket both for individual and bulk booking shall be allowed. If there are many participants for a program, Travel agent should suggest group booking rates by the shortest possible route for the destination. Travel agent to inform free tickets/group booking rates/point earned clauses in advance.

2. Air tickets for all international travel should be through shortest possible route with lowest economy fare. No individuals can direct travel agents to book their preferred air- lines or route.

For example a trip to Long Beach via Orlando city, It has to be New Delhi- New Jersey (NY)-Orlando being shortest route and air line to be used continental and not ND-Dubai- NY(Emirates) and low fare local flight like Jet Blue can be used by travel agent depending on fare/refund status etc

3. Any boarding and lodging related shall be clearly backed up by invoices/bills for such overseas stay and incase it is a negotiated deal with a vendor, it has to be in the form of an invoice of vendor who are in that line of business backed up by supporting for stay in hotel

For example a travel agent/vendor who is only in travel business can submit an invoice for travel along with supporting of air travel/ cruise travel and not for boarding & lodging abroad. In other words, vendor raising a bill on IMI for such travel must be in the same line of business including holiday & resort booking business. (Example: vendor like Travel 4 less-if the billing is done for boarding & lodging for such trips, it has to be clearly backed up by hotel bills for stay as supporting for such bills raised on IMI) Invoice supporting for Hotel stay is mandatory to establish authenticity of the voucher and transaction as well.

4. Daily Allowance of 100\$ per day is basically paid to cover food & all miscellaneous expenses an individual has to incur during the travel and no other miscellaneous expenses for food/snacks can be claimed for the same.
5. However, if there is a porter expense at an airport (once during the travel) can be considered on declaration. Incase of group programs where dinner is hosted and which is part of program budget (tips can be a budget head of expenses and can be claimed from IMI).This is not applicable for individuals for their presentation of papers & conferences.
6. Normally, all claims for B&L must have proper supporting like invoice/bill of the same hotel. For lodging, IMI will bear the stay and at most break-fast cost. Lunch & Dinner to be covered by DA of 100\$ paid to individuals.
7. If the payment for Travel, B&L and out of pocket expenses are borne by third party, bills/invoices have to be submitted to such third parties by the service provider. In such cases these bills need not be submitted to IMI. In case of sponsored program in which lunch and accommodation is taken care by clients, 50% of DA is payable to cover Dinner and Miscellaneous expenses. DA covers all food and miscellaneous expenses in normal cases. Hotel Bill/ Invoices are mandatory supporting documents in all cases.

8. All local conveyance claimed shall have Taxi cards/taxi slips filled in with rate with signature where ever possible to be submitted along with the claim. Travel expenses claim vouchers need to reflect.
9. The maximum limit for any foreign travel is Rs.1,75,000/- which cover all expenses of Travel, Boarding, lodging, DA, Conveyance, Registration/Delegate fee.
10. All travel expenses must be settled within 15 days of completion of such travel in a format which covers the following points (formats will be available with Accounts Office till such time they are kept in intranet in a downloadable format)
  - a) Travel cost, even if it is directly paid by IMI to the vendor. (Mention paid by IMI Directly)
  - b) Boarding & Lodging cost even if it is directly paid by IMI to the vendor (Mention paid by IMI directly)
  - c) DA & expenses claimed
  - d) Total Expenses for the trip
  - e) Advance taken for the trip
  - f) Amount payable or Receivable
  - g) All conversions to INR to be done and INR value to be arrived before submission

**LEAVE RULES**

**1. Short Title and Commencement**

These rules may be called the International Management Institute- Leave Rules. They shall come into force from 1<sup>st</sup> January, 2001. *Any subsequent amendments made to these Rules will come into force with effect from the date of their approval.*

**2. Scope of Application**

These Rules shall apply to all full-time employees of the Institute except those engaged on contract terms. Those engaged on part-time/casual basis will also not be governed by these Rules.

Note: - Employees engaged on contract or part-time/casual basis will be governed by the terms of their contract.

**3. Definitions**

In these Rules, unless there is anything repugnant in the subject of context :

- a) “Institute” means the International Management Institute.
- b) “Board” means the Board of Governors of the Institute.
- c) “Competent Authority” with reference to exercise of any power under these Rules means the Officer or Authority to whom such powers are delegated either in general or in particular.
- d) “Registered Medical Practitioner” means any person registered as such under any law for the time being in force and includes any practitioner in the fields of *Allopathy*, *Homeopathy*, *Ayurveda* or *Unani System of Medicine*.
- e) “Government Hospital” means any hospital *established* by any authority under the control of Centre or State Government, Municipal Authorities, autonomous body, public sector undertaking or a hospital recognized by the *Institute* as such.
- f) “Pay” means the amount drawn monthly by an employee as basic pay and will also include special pay, personal pay, or such other emoluments specifically classified as pay by *the Institute*.

**4. General Conditions**

- 4.1** Leave cannot be claimed as a matter of right. When the exigencies of service so requires, leave of any kind may be refused or revoked by the authority

competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for, except at the request of the employee.

- 4.2 An employee's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.
- 4.3 An employee on leave shall not take up any other service or accept any employment.
- 4.4 An employee who is dismissed or removed from service and is reinstated on appeal or revision shall be entitled to count for leave his service prior to dismissal or removal as the case may be.
- 4.5 Periods of unauthorized absence will not count for earning leave.
- 4.6 In the case of a person re-employed after retirement, the provisions of these Rules shall apply as if he had entered service for the first time on the date of his re-employment.
- 4.7 Prefixing and suffixing holidays to leave shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically with-held. In the case of leave on Medical Certificate, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday, he shall automatically be allowed to suffix such holidays to his leave and such days shall not be counted as leave.

## **5. Grant of and Return from Leave**

- 5.1 Any application for leave or for extension of leave shall be made in Form-I to the authority competent to grant leave.
- 5.2 A leave account shall be maintained in Form-2 for each employee.
- 5.3 No leave shall be granted to an employee until a report regarding its admissibility has been obtained from the authority maintaining the leave account.
- 5.4 An application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner defining as clearly as possible the nature and duration of the illness.
- 5.5 The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon *or a reputed medical expert* to have the applicant medically examined on the earliest possible date.
- 5.6 The authority competent to grant leave may, at its discretion, waive the *requirement of* production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on Medical Certificate and shall be debited against leave other than leave on medical grounds.

- 5.7** No employee who has been granted leave on Medical Certificate will be allowed to return to duty until he has produced a medical certificate of fitness from a Registered Medical Practitioner.
- 5.8** All employees who intend to leave the station on being granted leave will notify their leave address to the officer under whom they are *working*. They will also communicate immediately any change in address, which may occur while on leave.
- 5.9** An employee who absents himself from duty without proper leave or she does not resume duty immediately after the expiry of leave sanctioned to him will be viewed as absent without leave and hence not entitled to any pay or leave salary, besides rendering himself liable to disciplinary action.

## **6. Kinds of Leave Due and Admissible**

### **6.1 Casual Leave**

- (1) Casual leave is intended to cover casual absence of the employee for personal reasons. Casual leave will be allowed for 7 days in a calendar year. This will be non-cumulative in nature and, if not availed of during the year, shall lapse.
- (2) Casual leave will be granted in units of half day or full day as may be applied for, the lunch interval will be taken as the dividing line.
- (3) Casual leave can not be combined with any other leave, and maximum permissible limit at one point is 3 days excluding prefix and suffix holidays.
- (4) Saturdays, Sundays and Holidays falling within the spell of casual leave will not be debited to the casual leave account. Casual leave can be combined with Saturdays, Sundays and holidays.

### **6.2 Special Casual Leave**

Special casual leave falls outside the normal leave and may be granted to meet special situations but not for domestic or personal reasons as in the case of casual leave. Special casual leave may be granted at the discretion of *the* Director/Director General, in the cases mentioned below:

- (1) Employees who undergo sterilization operation under the family welfare scheme may be granted Special Casual Leave not exceeding six days.
- (2) To regularize absence on account of natural calamities and civil/political disturbances and infectious diseases. Each case will be considered on merits by the competent authority.

### **6.3 Privilege Leave**

- (1) All employees governed by these Rules, except faculty members, will be eligible for privilege leave of 30 days in a calendar year.

- (2) Every employee's privilege leave account shall be credited with privilege leave in advance in *two* installments of 15 days each on the first day of January and July of every calendar year, provided that in the half year in which an employee joins service of the Institute or quits service due to retirement or resignation etc., credit shall be afforded to his leave account at the rate of 2½ days for each completed calendar month of service which he is likely to render during the half year.
- (3) If an employee has availed of extra-ordinary leave and/or some portion of absence has been treated as dies-non in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10<sup>th</sup> of the period of such leave and dies-non (*1/20<sup>th</sup> for faculty members*) subject to a maximum of 15 days (*7.5 days for faculty members*).
- (4) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject of the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- (5) The maximum amount of privilege leave, which may be granted at a time, will be 120 days.
- (6) Intervening Saturdays, Sundays and holidays falling within the period of privilege leave will be counted as privilege leave.
- (7) PL can be combined with ML.
- (8) In case of overseas travel for paper presentation one cannot club any type of leave for more than 5 days.

#### **6.4 Medical Leave**

All *employees* will be eligible for medical leave of 10 days in a calendar year.

Credit to medical leave account *will be* made in advance as under:

- (1) On entering service, 5/6 days per month for each completed calendar month from the date of joining to the immediately following 01 January/01 July, rounded up *to* the nearest full day;
- (2) Thereafter, 5 days on each 1st January and 1st July every year; and
- (3) On *the* date of retirement/resignation/removal from service/ dismissal/ death while in service, at the rate of 5/6 days per month for each completed calendar month in the relevant half year, rounding up to the nearest full day.

Medical leave may be granted on medical certificate subject to the conditions that *the* authority competent to grant leave is satisfied that there is a reasonable prospect of *the* employees returning to duty on its expiry. ML upto 3 days can be availed without medical certificate.

## **6.5 Maternity Leave**

- (1) A female employee having less than two surviving children may be granted maternity leave by an authority competent to grant leave, for a period of 135 days from the date of its commencement subject to production of medical certificate. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Maternity leave beyond 90 days is subject to management approval. Maternity leave is permitted for only 2 children (Maximum).
- (2) Maternity leave may also be granted in case of miscarriage including abortion, subject to the conditions that:
  - (i) The leave does not exceed 45 days in the entire service; and
  - (ii) The application for leave is supported by a medical certificate.
- (3) Maternity leave shall not be debited against the leave account.

## **6.6 Extraordinary Leave**

- (1) Extraordinary leave upto the limits given below may be granted to an employee in special circumstances:
  - (i) When no other leave is admissible; or
  - (ii) When other leave is admissible but the employee applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave may be granted upto the following limits:
  - (i) Upto three months on any one occasion on grounds other than illness.
  - (ii) Upto six months on any one occasion on medical certificate for diseases other than TB, Leprosy and Cancer.
  - (iii) Upto eighteen months on any occasion in case of treatment for TB, Leprosy and Cancer.
  - (iv) Upto twenty four months on any one occasion for a study in *Institute's* interest.

## **6.7 Terminal Leave**

- (1) An employee, who is retired by the Institute by giving him pay and allowances in lieu of notice, may apply for leave within the period for which such pay and allowances were given, and where he is granted leave, the leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.
- (2) Where the service of an employee is terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted privilege leave to his credit subject to a maximum of three hundred days even though such leave extends beyond the date on which he ceases to be in service.

Provided that the leave so granted to such *an* employee, other than an employee *who was* re-employed after the date of retirement, does not extend beyond the date of retirement.

## 6.8 Compensatory Leave

1. As a matter of policy everyone is expected to work minimum 40 to 48hrs in a week to ensure smooth functioning of essential services of the institute.
2. Eligibility: staff members should have put in minimum 2 hours for a half a day CO and above 4 hours for a full day CO.
3. Maximum CO: compensatory off to an employee is 5 days a month to be availed in maximum 3 months incase of Attendants and Safai Karmacharis and 2 months incase of other staff members.
4. Discretion: Management at it's discretion, depending on the work load factor and essential service requirements, may ask staff members to take compensatory off on certain dates for minimum staff requirement to run the institution.

### Summary of Leave with Guidelines

All leaves are calculated on Calendar year basis - January to December		
Leave Type	Eligibility	Guide Lines
Casual Leave (CL)	7 days	Can not be clubbed with any other leave- at a stretch not beyond 3 days.
Previlage Leave (PL)	30 days	Can be combined with only Medical Leave- intervening holidays will be counted* only prefix & suffix allowed.
Medical Leave (ML)	10days	ML upto 3days can be availed without medical certificate, beyond 3 days doctor's certificate needs to be produced.
Maternity Leave (ML)	135days	Discretion of the management above 90 days and twice maximum during the service.
Compensatory Holidays (CH)	For staff only	Can be clubbed with any leave except CL but intervening holidays will be counted.
Short Leave/Early going (SL/EG) (by definition SL/EG is in one hour)	2 days a month	2 days a month- beyond 2 days CL debit
Late Coming (LC)	3 days a month	3 days a month- beyond 3 days CL debit
Note:		Entitlement for compensatory off has to be exactly as per days worked -either half a day or full day.

## 7. Leave Salary

An employee who proceeds on leave is entitled to leave salary as detailed below:

Kind of Leave	Leave Salary
(1) Privilege Leave	Leave salary equal to the pay drawn immediately before proceeding on leave.
(2) Medical Leave	Leave salary equal to the amount specified in (1) above
(3) Extraordinary Leave	No leave salary

## 8. Encashment of Privilege Leave

### 8.1 Encashment during course of employment

- (1) An employee who has completed one year of service in the Institute will have the option to encash his privilege leave.
- (2) Minimum period of leave to be encashed at a time will be 10 days, and maximum *period will be* 30 days or half the leave standing to the credit of the employee, whichever is less.
- (3) Only privilege leave will be encashable and not any other kind of leave.
- (4) There should be at least 10 days leave at the credit of the person after encashment.
- (5) Encashment of leave will be permissible only once in a calendar year.
- (6) For the period of leave encashment, an amount equal to the total of the following elements of emoluments to which the person was entitled on the date of application would be admissible:
  - (i) Pay
  - (ii) Dearness pay/Dearness allowance
- (7) The amount payable towards encashment of leave will not be reckoned as wages/salary for *the* purpose of provident fund, bonus, house rent *allowance*, reimbursement of *medical/leave travel expenses*, etc.
- (8) The *benefit* will not be admissible to a person under suspension.

### 8.2 Encashment of un-utilised privilege leave on the date of retirement

Cash equivalent of privilege leave standing to the credit of an employee at the time of retirement not exceeding 300 days shall be paid to him as *a* one time payment. The cash payment will be equal to the leave salary as admissible for privilege leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable. This *benefit* will also be

applicable in case of persons whose services are terminated on account of retrenchment/abolition of posts or who resign from service and are not granted terminal leave.

### **8.3 Encashment of leave in case of death of an employee**

In case an employee died while in service, the cash equivalent of leave salary that the deceased employee would have got had he proceeded on *privilege* leave, that would have been due and admissible to him but for death, on the date immediately following the death, and in any case not exceeding leave salary for 300 days, shall be paid to his family. Dearness pay/dearness allowance admissible on the leave salary shall also be paid to the family of the deceased but no city compensatory allowance or house rent allowance would be paid.

**8.4** The competent authority in case of sub rule 8.1 above will be the leave sanctioning authority while that in case of sub-rules 8.2 and 8.3 above, Director/Director General.

### **9. Leave Sanctioning Authority**

Notwithstanding anything contained in these Rules, the Director General / Vertical Deans shall be the competent authority for sanctioning leave to the faculty members. Leave for others will be sanctioned, except where specifically provided otherwise, by their respective verticals *or* Registrar & CAO, except that casual leave not exceeding 3 days in the case of employees in *Grades I and II* will be sanctioned by *the* Officer under whom the employee is working.

### **10. Advance of Leave Salary**

An employee proceeding on leave for a period *of* not less than thirty days may be allowed by an authority competent to grant leave, an advance *against* leave salary, upto a month's pay and allowances, admissible on that leave, subject to deductions on account of income tax, provident fund, house rent, recovery of advances, etc. The advance should be adjusted in full in the leave salary bill in respect of *the* leave availed of. In case where the advance cannot be so adjusted in full, the balance will be recovered from the *salary* *or/and* leave salary.

### **11. Setting of Leave towards Notice Period**

Where an employee resigns *from* his post of his own *volition*, and is required to give notice under the terms and conditions of his appointment or deposit pay and allowances for a specified period in lieu thereof, the employee may be permitted, at *the* discretion of the Director/Director General, to set off the *privilege* leave admissible to him on the date of leaving service towards the notice period to the extent possible. But no other type of leave shall be set off for shortfall of Notice Period.

**12. Recall to duty before expiry of leave**

In case an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The employee shall be entitled to be treated as on duty from the date on which he starts from the station where he is spending leave and to draw (i) traveling allowance as admissible under the T.A. rules for the journey and (ii) leave salary until he joins *duty*, at the same rate at which he would have drawn it but for recall to duty.

**13. Repeal and Savings**

- (1) On the commencement of these Rules, every rule, regulation or order (hereafter referred to as *the* old rule) in force immediately before such commencement shall cease to operate.
- (2) Notwithstanding such cessation of operation, anything *done* or any action taken or any leave earned by or granted to or accrued to the credit of an employee under the old rule shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these Rules.

**14. Interpretation**

In regard to doubts, if any, in the interpretation or application of these Rules, the decision of the Director/Director General / *Management Committee* in the matter shall be final.