



IIMU

भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

गैर-शिक्षण स्थायी कर्मचारियों के लिए मानव संसाधन नियमावली

HR Manual for Non-Teaching Permanent Employees

PREFACE

The objective of this manual is to put together the HR policies and procedures for **Permanent Non-Teaching Employees** followed in the Indian Institute of Management Udaipur (IIMU) and the general rules and regulations these employees of the Institute would be governed by.

This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The Institute will notify all employees of such changes.

In all interpretations of any policies and procedures covered in the Manual, the Director's decision will be final and binding on all employees of the Institute.

Human Resource Department (HRD)

Date: 31.03.2023

Place: Udaipur

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Indian Institute of Management Udaipur HR Manual for Permanent Non-Teaching Employees

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CHAPTER – 01

Introduction to the Manual

1. This HR Policy Manual is applicable to the **Permanent Non-teaching Employees** of IIMU.
2. The preparation, release, and up keeping of this manual is the responsibility of the Human Resources (HR) Department or any official designated by the Director. The manual is subject to modification to reflect any changes that the Institute may decide to have in its HR policies from time to time.
3. The policies lay down in the manual and the subsequent amendments, if any, will supersede the relevant existing policies.
4. Clarification on the manual can be sought from the Human Resources Department.
5. On any matters concerning the service conditions of the employees that are not covered in this Manual, the Institute shall be guided by the rules, norms, and procedures as prescribed by the Government of India from time to time.

Definitions:

1. **Act** means **Indian Institute of Management Act 2017**.
2. **Institute** means the Indian Institute of Management Udaipur unless the context otherwise requires.
3. **Government** means the Government of India unless the context otherwise requires.
4. **State Government** means the Government of Rajasthan unless the context otherwise requires.
5. **Board** means the Board of Governors of the Institute.
6. **Director** means the Director of the Institute appointed by the Board or Government of India as per the IIM Act 2017.
7. **Chief of Administration** means the Chief of Administration (COA) appointed by the Institute who looks after overall administrative activities of the Institute.
8. **HR Department** means a department (group of officers and employees) or officer or employee or consultant designated by the Director to carry out Human Resource (HR) related functions of IIMU.
9. **Faculty** means Professor, Associate Professor, Assistant Professor, Professor of Practice and Full time Visiting Professor.
10. **Employee** means any person employed in the Indian Institute of Management Udaipur to do any professional, skilled or unskilled, manual or supervisory, technical or clerical work for hire or reward whether terms of contracts are express or implied, including part time workmen.
11. **Non-Teaching Employees** means regular Employees of the Institute under the domain of Administration, Technical and non- technical works.
12. **Non-Teaching Employees includes**
 - (a) Permanent non-teaching employees recruited through direct recruitment on regular pay scale on probation and confirmed after successful completion of the prescribed probation period,
 - (b) Probationer employees/ staff members recruited through direct recruitment on regular pay scale on probation and currently on probation period,
 - (c) Administrative employees do not include staff members deputed by the third party Workforce outsourcing agencies for certain tasks at the Institute.
13. **Trainee/ Intern** mean a person who is a learner and who may or may not be paid any type of allowance for training. These persons are not treated as employees of the Institute.
14. **Apprentice** means a person who is appointed under the Apprentice Act, 1961.
15. **Day** means calendar day beginning and ending at midnight but extends up to end of shift where the shift begins before the midnight or ends after midnight.

16. **Month** means calendar month, but for the purpose of calculation of salary and for its payment, if the management prescribes another period in respect of any employee or class or classes of workmen, it shall be such other period.
17. **Premises** mean premises belonging to the Institute.
18. **Notice** means notice in writing required to be given or to be displayed on the notice board of the Institute for the purpose of these Regulations.
19. **Notice Board** means display board or board maintained for the purpose of displaying notices in the Institute premises and includes physical as well as digital or soft or email board or boards maintained in the department/departments of the Institute.
20. **Selection Committee** means the Committee of Officers/Experts appointed by the Director to recommend personnel of various permanent posts by direct recruitment. The Selection Committee has powers and duties regarding recruitment, recommendations for appointment, fixation of salaries in the prescribed scales, other service matters of the employees are assigned and delegated by the Director from time to time. The Composition of the Selection Committee would be as follows:
 - (a) Chief of Administration (COA), Chairperson
 - (b) One Group 'A' Non-Teaching Employee, Member
 - (c) SC/ST/OBC Representative, Member
 - (d) HR Office representative, Member Secretary
21. **Departmental Promotion Committee (DPC)** means the Committee of Officers/Experts appointed by the Director to recommend personnel of various posts by promotion at the Institute. The DPC will evaluate the performance of the eligible candidates for the promotion and will submit its recommendations to the Director. Further, the Director will place the recommendations of DPC before the Board for approval. The Composition of the Departmental Promotion Committee (DPC) would be as follows:
 - (a) Dean (Programs), Chairperson
 - (b) SC/ST Representative, Member
 - (c) Subject Expert, Member
 - (d) Chief of Administration (COA), Member Secretary
22. **Salary** means either an amount paid every month in the prescribed pay scales which may be laid down by the Institute from time to time for the services rendered by the permanent non-teaching employee.
23. **Service Rules** means service rules of IIM Udaipur.
24. **Allowance** means payments under various heads depending on IIMU norms or government guidelines or events or instances during the period of employment and at the time of exit of employee from the employment.
25. **Reporting hierarchy** means a mechanism set for the reporting of work by the employees to the respective supervisors/officers.
26. **Employee Pay Level** means pay levels / pay matrix under 7th Central Pay Commission (CPC).
27. **Employee Group** means group designated to the employees based on the Pay Level under the 7th CPC, like Group A consists of Level 10 to 14, Group B consists of Level 6 to 9 and Group C consists of Level 1 to 5.

CHAPTER – 02

Recruitment Policy

HR Department or officer/employee designated for the HR functions/ activities needs to maintain organization structure of IIMU and the details regarding number of positions with Type of Employment, Designations, Level, Group, Grade, Class, Reservation Category (GEN/ SC/ ST/ OBC/ Physically Challenged/ Women etc.), Pay Level/ Pay matrix/ Pay Scale/ Remuneration/ Allowances/ Facilities, etc. provided to the employees depending on their type and terms of employment.

1. Classification of Permanent Non-Teaching Employees or Type of Employment:

Employee shall be classified as Permanent, Probationers and Deputation Employee.

- (a) **Permanent Employee: Permanent Employee** means any employee who is appointed by IIMU on permanent basis through direct recruitment as per the norms fixed by the IIMU from time to time in a pay scale / pay matrix fixed by the Government.
- (b) **Probationer Employee: Probationer Employee** means an employee who is provisionally employed on trial basis to be considered for permanent vacancy or post and has not completed probationary period fixed for him in that behalf and who has not received letter of confirmation in service from the Director or a person authorised in this behalf by the BOG.
If a permanent employee is employed as a probationer to new or higher post, he/she may, at any time, during the probationary period, be reverted to his original permanent post by an order in writing signed by the Director or by any person authorized by BOG in this behalf.
- (c) **Deputation Employee: Deputation Employee** means the persons appointed on deputation from amongst the employees of the other Central/ State Government departments, Central/ State Public Sector Undertakings, Central/ State Boards/ Corporations, Central/ State sponsored Societies, IIMs/ IITs, Central/State Universities, Deemed Universities, or Local authorities. The remunerations and perquisites drawn by the employees at their parent organization will be taken into consideration while appointing them on deputations in IIMU. The deputation of the employee will be for a specific period as per the time to time approval of the IIMU Governing Body. Such employee will not have any right to claim permanency or regularization of his/her employment in the IIMU after the expiry of the specified period of deputation.

2. Workforce Requisition / Creation of Position:

- (a) Planning for Workforce requirement is initiated by the concerned department by filling the **Workforce Requisition Form (WRF)**. The format of WRF is placed at **Annexure-02.01**.
- (b) According to the position required, the appropriate column should be filled in WRF form for type of employment like Permanent / Deputation/ Long Term Contract / Trainee/ Apprentice/ Outsourced employee is not at all on the payroll of IIMU, but with an objective to control the expenses, WRF is required to be filled up and approved by the Chief of Administration.
- (c) The proposal would have a brief description of the job to be assigned to the position. It should be with the Departmental Organization Chart. It should also include a justification for the creation of the position.
- (d) The WRF should capture all the details such as job functions, Requirement of Education, Experience, Other Skills, Age, Pay Level, Remuneration, tenure of employment, reservation etc. in a document called **Job Description (“JD”)**. A separate WRF should be filled for each position. A sample JD is placed at **Annexure-02.02**.
- (e) The creation of a new position with appropriate type of employment, designation, numbers, group, grade, reservation, level, paymatrix, remuneration, tenure of employment, reporting authority, appointing authority, hierarchy, JD etc. will be put up by the concerned department through proper channel to the HR Department and in turn to the Chief of Administration and Director for the approval. HR Department should see the parity and pay scales/ CTC in line with the existing positions.

- (f) After appropriate scrutiny of the requirement, the position will be approved in principle by the Director. In case of permanent employment, it will be sent to the BOG. In case BOG approves the requirement then only further process of recruitment can be started.
- (g) A proposal duly approved by the concerned authority has to be sent to the HR Department for further recruitment process.
- (h) Once the approval from the BOG/Director is granted to create the proposed position along with final recruitment rules of the position, the HR department would initiate the recruitment process as per the approved method of recruitment (Direct recruitment/ Promotion/ Deputation).
- (i) It is desirable to conduct a written test in consultation with the indenting department for the second scrutiny of the eligible candidates. The syllabus of the written test should be in line with the job requirement of the approved position. HR Department should prepare the draft of the appropriate syllabus, test methodology etc. and take approval of the Director for implementation.

3. Recruitment Process:

- (a) The Director may, by order, delegate the powers of appointment to a **Selection Committee** headed by the Dean/COA for the recruitment of the personnel **in Group A** from time to time.
- (b) The Director may, by order, delegate the powers of appointment to a **Selection Committee** headed by the Chief of Administration/ Faculty for the recruitment of personnel **in Group B and Group C** from time to time.
- (c) The recruitment of various permanent positions would be through **Open Recruitment** (wherein recruitment may be carried out by inviting applications through open advertisement, IIMU web site, job portals or through placement agency), promotion and deputation depending on the ratio mentioned in the Recruitment Rules for the permanent positions.
- (d) The **Recruitment Rules** for various permanent positions with the appropriate recruitment ratios for the recruitment through direct/ open recruitment, recruitment through promotion and recruitment through deputation needs to be created and placed before the BOG for approval.

4. Method of recruitment:

- (a) The recruitment for the posts will be made by ways of direct recruitment, promotion and deputation according to the ratio of the Recruitment Rules prepared for each post. The recruitment within the said ratio shall be subject to the policy of the IIMU as may be applicable from time to time.
- (b) Wherever ratios regarding recruitment are not specified in the respective columns of schedule prepared for each post the method of recruitment will be at the discretion of the Selection Committee.
- (c) The quotas, fixed for direct recruits, promotion and deputation shall be on the basis of the total strength sanctioned by the BOG for each post from time to time.
- (d) Wherever suitable or sufficient number of candidates are not available to fill the posts by promotion in proportion to the ratio fixed, the posts may be filled by direct recruitment or deputation.
- (e) Any person appointed on any post, in excess of the respective quota, will be deemed to have been appointed regularly.
- (f) Whenever sufficient number of direct recruits is not available against the direct recruitment quota, it shall be open to the management to fill up the post by deputation or on a contractual basis.
- (g) The ratios of the direct recruitment, promotion and deputation for different posts as mentioned in respective columns of the respective schedule will be followed by the IIMU to the extent practicable.
- (h) The upper age limits prescribed for direct recruitment will not apply in the case of the IIMU's permanent employees. This age relaxation will be available only to those employees of the IIMU who have rendered at least one year of service after confirmation.
- (i) The select list prepared by the Selection Committee or Departmental Promotion Committee

(DPC), as the case may be, will be generally valid for a period of one year.

5. Direct Recruitment:

- (a) The minimum qualifications required in the case of direct recruits for different posts will be shown in respective column against the respective posts in schedule.
- (b) The Director may, if he thinks expedient, direct that written examinations be held to assess the suitability of the candidates.
- (c) In case of permanent employees, the first appointment to a post in any Group by way of direct recruitment shall be made on probation for a period of two year. The period of probation shall be liable to be extended for one more year at the discretion of the appointing authority. However, the total period of probation on aggregate shall normally not exceed three years.
 - (i) On expiry of the probation period, if the employee is not confirmed in service by a written order, his period of probation shall be deemed to have been extended.
 - (ii) If the performance of an employee is not found satisfactory during the probation period, services of such an employee shall be liable to be terminated.
- (d) If any permanent employee of the IIMU is selected for a post carrying a higher scale of pay against the approved quota for direct recruitment and is appointed without any break in continuous service in the Institute, then such an employee shall, during the period of his fresh appointment to the post carrying higher scale to which he/she is recruited as above, be treated as being in the IIMU's continuous service and the benefit accruing thereby shall be admissible to him/her without prejudice to the rights of the IIMU with regard to the determination of probation and further on his/her probation being so determined under the relevant provision of these Rules, he/she shall revert back to the lower grade, retaining his seniority in that grade, other things remaining the same.

6. Open Recruitment:

The procedure for the open recruitment will be as follows:

Step-1: Advertisement & Publicity: HR Department/ Selection Committee will draft an appropriate short advertisement and Job Description (JD) for the purpose of recruitment. A sample Advertisement is placed at Annexure-02.03.

- The advertisement will be published in one national level English Newspaper for the recruitment of all the positions.
- The advertisement should also be published along with JD on the web site of IIMU.
- The advertisement may also be published along with JD on popular job portals like naukri.com etc.
- The advertisement should provide a link to the potential candidates to see the JD of the published position/s and also link to apply online, if possible.
- HR Department may publish the advertisement on various social media platforms to attract the candidates.
- HR Department may send the advertisement to the appropriate institutes to get wider publicity of the requirement.
- In most of the cases of direct recruitment, candidates are required to appear in the written test (competitive examination) process. Whenever a test is going to be conducted before the personal interview, the detail of the same including syllabus should be announced at the time of advertisement on the IIMU's web site.

General Instructions to the candidates:

The following "general instructions to be followed by the applicants at the time of making application" should also be placed on the IIMU's web site:

1. Nationality: Candidate must be a citizen of India.

2. Filled up application form-

- (a) Candidates who wish to apply for more than one post should apply separately for each post and

pay the fee (if applicable) for each post in the prescribed manner.

- (b) Advanced application without application fee (if applicable) shall not be taken into consideration.
- (c) Where posts are not available for candidates belonging to reserved categories, such candidates can apply against the unreserved posts; however, they shall be subject to the rules applicable to unreserved categories.
- (d) Even if posts are not reserved for female candidates, they can apply in the respective category.
- (e) Candidates belonging to SC and ST categories are exempted from paying application fee.

3. Date of birth:-

- (a) IIMU accepts either SSC certificate issued by the SSC Board OR Birth Certificate as proof of date of birth.
- (b) Date of birth mentioned in the application form cannot be changed subsequently during the recruitment process in any circumstances.

4. Age limit:-

- (a) Age will be reckoned on the last date for receipt of applications.
- (b) Upper age limits for the different posts depend upon the nature of duties, education qualifications and experience requirements. The upper age limits for direct recruitment at IIMU is as follows:

Sl. No.	Group (A/B/C) or Pay Matrix Level	Age Limits
(i)	Group C (Level 1 to Level 5)	30 Yrs
(ii)	Group B (Level 6 to Level 9)	35 Yrs
(iii)	Group A (Level 10)	40 Yrs
(iv)	Group A (Level 11)	45 Yrs
(v)	Group A (Level 12)	48 Yrs

- (c) Advertisement mentions upper age limit. Permissible relaxation is as follows:
 - (i) **Scheduled Castes (SC) and Scheduled Tribe (ST)** candidates (relaxation in upper age limit is permissible to the candidates of reserved category against which posts are mentioned in the advertisement): **5 years**
 - (ii) **Other Backward Class (OBC)** candidates (relaxation in upper age limit is permissible to the candidates of reserved category against which posts are mentioned in the advertisement): **3 years**.
 - (iii) **Economically Weaker Section (EWS)** candidates (relaxation in upper age limit is permissible to the candidates of reserved category against which posts are mentioned in the advertisement): **5 years**.
 - (iv) **General Category Female Candidates: 5 years**.
 - (v) **Scheduled Castes (SC) and Scheduled Tribe (ST) Class female candidates** (relaxation in upper age limit is permissible to the candidates of reserved category against which posts are mentioned in the advertisement): **10 years** (this relaxation covers the 5 years' relaxation for females).
 - (vi) **Ex-servicemen:** For group C actual service rendered in military plus 3 years. For group A & B maximum relaxation of 5 years in the upper age limit.
 - (vii) **Differently Abled Candidates: 10 years** for persons who have movement disability O.L. (One Leg affected) or O.A. (One Arm affected) or H.H. (Hearing Handicapped), which is more than 40% but less than 75% based on medical certificate issued by the Medical Board. Persons with other physical disability should not apply.
 - (viii) **Widow female candidates: 10 years**.

5. Educational Qualification:

- (a) Candidates must possess the required educational qualification on the last date of receipt of applications.
- (b) Candidate should have obtained the required education qualification from recognized

university / institute.

- (c) As and when asked by the Institute, the candidate will be required to produce self-attested copies of mark sheets (of all years / semesters) and degree certificate obtained from recognized university.
- (d) Candidate's request to provisionally accept the educational qualification will not be entertained.
- (e) If the candidate claims to possess equivalent educational qualification, such candidates will be required to submit orders establishing equivalence / authenticity.

6. Experience:

- (a) Required experience will be considered as on last day of application.
- (b) Experience shall be calculated as on the last date of receiving the application from the date/year of obtaining required educational qualifications.
- (c) In support of the experience mentioned in the application, candidates shall be required to produce a certificate mentioning duration of employment (days, months, years), basic pay and consolidated pay, nature of duties performed, experience obtained. Such certificate should be on the organization's letter head with signature of competent authority and date. Alternatively, candidates will be allowed to produce appointment letters.
- (d) No request to make change in the experience letter subsequently shall be entertained. No new certificate/ appointment letter in support of experience will be accepted once the application is submitted.

7. Scheduled Cast (SC), Schedule Tribe (ST) and Economically Weaker Section (EWS) candidates: -

- (a) Benefit of reservation shall be granted to the candidates belonging to SC, ST, OBC (NC) and EWS as per the norms declared by the Government from time to time.
- (b) Candidates belonging to the reserved category must mention their category in the application.
- (c) If the candidate fails to mention category in the prescribed column of application, his claim for reserved category shall not be entertained subsequently.
- (d) Candidates desirous of taking benefit of reservation must submit the copy of caste and relevant certificates in the prescribed format issued by the competent authority along with application. If the certificate is not submitted with the application, it will not be accepted subsequently and application shall be liable to be cancelled.
- (e) As per prevailing government rules, if reserved category candidates who are selected on their own merit without relaxed standards (such as age, experience, other qualification which is greater than the criteria set for unreserved category candidates), shall be considered for unreserved share of vacancies.
- (f) No request to make change in the category shown in the application shall be entertained.

8. Ex-Serviceman:

- (a) Ex-servicemen shall mention the details in the application form and relevant proforma.
- (b) Ex-servicemen shall attach the copy of discharge book with the application form without fail.

9. Differently Abled Person (DAP) Candidates:

- (a) DAP Candidates with physical disability should mention the details in the application form.
- (b) DAP Candidates with physical disability of 40% and more only would be entitled to reservation for Persons with Disabilities. Candidate who wishes to get benefit of Person with Disabilities should mention (1) blindness or low vision (2) hearing impairment (3) movement impairment or mental paralysis.
- (c) Even if reserved posts are not mentioned for persons with disabilities in the advertisement, candidates with certain kind of disabilities who may be fit as per the requirements for the post can apply against the advertisement. They will be entitled to age relaxation.
- (d) DAP Candidates with disabilities should submit a copy of certificate issued by the Superintendent of Government Hospital / Civil Surgeon / Medical Board in the format prescribed by the Government. If copy of certificate is not submitted, the same shall not be accepted subsequently and benefit of Person with Disabilities will not be granted.

10. Widow Candidates:

- (a) If a widow candidate has not remarried and wishes to take benefit of widow category, she will be required to submit an affidavit to the effect that she has not remarried.
- (b) Widow candidates shall be granted an age relaxation of 10 years.

Note: If the candidates belong to more than one category viz. reserved category, ex-serviceman, DAP, female or widow, she/he shall be entitled to the option which is the most beneficial.

11. No Objection Certificate:

- (a) Employees working with the government / semi-government / government undertaking Institute/ companies should submit their application directly to the Institute. They are required to inform their section/ department / office within 7 days of submitting the application. If the employer of the candidate does not give permission to the candidate to apply at least on or before the date of personal interview, such application shall be rejected and candidature shall stand cancelled.
- (b) Candidates employed with central government or any state government should apply through their department or should submit no objection certificate .
- (c) Candidate shall be required to submit no objection certificate issued by competent officer at the time of personal interview for verification of certificates.

12. Disqualified Candidates:

If a candidate is ever disqualified by government / semi government/ government undertaking organization, she/he should mention such details in the application form. If the disqualification period is in force, application of such candidate shall stand cancelled.

13. Compulsory Retirement, Removal, Retrenchment:-

If a candidate is ever given compulsory retirement, removal or retrenchment from the government service / government undertaking organization, she/he should submit the details in the application form.

14. Following applications shall be rejected. (This list is representative and not exhaustive).

- (a) Application not submitted as per online format
- (b) Particulars mentioned in the application are incomplete or irrelevant
- (c) Candidate has not uploaded signature in the online application,
- (d) Passport size photograph is not uploaded in the online application
- (e) Requisite fee (if applicable) is not paid with the application
- (f) More than one application is made for the same post
- (g) Candidates belonging to SC, ST, OBC (NC), EWS and Differently Abled Person have not submitted copy of certificate issued by competent authority.
- (h) Ex-serviceman has not submitted copy of discharge book/ NOC.
- (i) Candidate has not submitted copy of mark sheet / degree certificate in support of educational qualification.
- (j) Copy of S.S.C certificate or birth certificate is not submitted as a proof of date of birth.
- (k) Candidate has shown experience in the application form (by which eligibility is established) but has not submitted certificate/ copy of the appointment letter in support thereof the certificate does not have details of their employment period, basic pay, consolidated pay, type of experience and the certificate is not on organization's letter pad.

15. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested copies, an explanation regarding the discrepancy should be submitted.

If a candidate who is or has been declared by the Institute to be guilty of

- (a) Obtaining support of his candidature by any means,
- (b) Impersonating,
- (c) Procuring impersonation by any person,
- (d) Submitting fabricated documents,
- (e) Suppressing material information or making incorrect or false statements,
- (f) Resorting to any other irregular or improper means in connection with his candidature,
- (g) Using unfair means during the test,
- (h) Writing irrelevant matter including obscene language or pornographic matter in the answer sheet,
- (i) Misbehaving in any manner in examination hall, such as copying from other candidate's answer sheet, copying from book, guide, copy or any other printed or handwritten literature or talking or using symbolic language or helping other candidate to do copying,
- (j) Harassing or doing bodily harm to the staff employed by the IIMU to conduct the test,
- (k) Attempting to commit or abetting the IIMU of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself liable to criminal prosecution, be liable
 - (i) To be disqualified by the IIMU from selection and/or
 - (ii) To be debarred permanently or for a specified period by the IIMU from any examination or any interview
- (l) Before awarding punishment in the above act, IIMU will provide opportunity to the candidate / employee
 - (i) To submit explanation for specific averments leveled against him in the charge sheet or type of case
 - (ii) To submit defense statement in writing against the punishment
 - (iii) To make representation in person within prescribed time limit

Step-2: Processing/ Short listing of Applications:

- If candidates were asked to apply online on the web site of IIMU or any other appropriate IT platform then first of all, summary of applications containing basic detail entered by the candidates may be downloaded. The list may be used to carry out primary scrutiny and designation wise relevant applications may be downloaded and printed for further scrutiny. The applications must be provided unique application number and filed appropriately.
- In case candidates were asked to send their applications to the HR Department on the Official Address of IIMU, then also all designation wise applications may be provided unique application number and filed appropriately.
- All the applications received on or before the due date from the date of advertisement may be primarily scrutinized by the Selection Committee against the minimum eligibility criteria, recruitment norms and JD of the published position.
- The compiled statement showing the details of the applicants along with their CVs should be submitted to the Chief of Administration/ Selection Committee (as the case may be) in appropriate format covering unique sr.no., name, state, category, date of birth, educational qualifications and experience, email address etc.

Step-3: Preparing for the written test:

- In case the concerned post requires Written Test, IIMU shall ensure that an extremely objective test involving testing of professional knowledge, language skills, analytical ability, computer skills and sensitivity towards the cause of the Institute is properly designed and undertaken.
- Personnel Committee may identify appropriate experienced educationalist/ HR professionals/ recruitment agency and for each position in consultation with the indenting department to fix appropriate syllabus for the written test, set question papers and conduct the written test thereof to evaluate the required skill set among shortlisted candidates. Different question papers and

examinations will be conducted for different cadres of posts.

- Multiple Choice Questions (MCQ) based Question paper/s covering Subject Knowledge, English, Logical Aptitude, Reasoning Ability, Numerical Ability, General Awareness and Computer Awareness or such other relevant topics can also be used to assess various skill sets of the candidates.
- Short listed candidates will be informed through either phone or email address mentioned in the CV. Other candidates will not be individually informed. Candidates will be given at least 10 days' time for the next stage.

Step-4: Written Test

- As mentioned in the above step, in order to assess the communication skills, conceptual skills, working knowledge & clarity on the subject, working knowledge on IT and Office Automation Tools, general knowledge etc., a written test will be conducted.
- Tests will be held mainly in Udaipur or in important centers depending on the number of candidates.
- Based on the marks in the written test and criteria set up by the Selection Committee, candidates will be shortlisted for the personal interview (online/ offline) wherever applicable.
- In cases where the post does not require a Written Test, the above skills relating to analytical ability, social sensitivities, language and computer skills will be tested before the candidate is shortlisted for interview.

Step-5: Verification of Certificates during Personal Interview: -

- Original certificates mentioned in the letter for personal meeting should be produced by the candidates on the day of personal meeting. In case a candidate fails to produce the original certificates, he will not be eligible for participation in the interview.
- If certificates produced by the candidate in support of his/her educational qualification / experience / age/ cast etc. are found to be invalid at any stage, the candidature will be cancelled and appointment will be liable to be cancelled. Such candidates will be liable for proceedings under the Indian Penal Code. Therefore, candidates may be advised to produce the certificates to IIMU after careful scrutiny.

Step-6: Personal Interview (for Group A officers only)

- Selection Committee will frame with minimum three members with the approval of the Director.
- Selection Committee should have members with the required subject knowledge for the position being interviewed.
- External experts and professionals may be invited to assist the committee in this process.
- External experts would be eligible for an honorarium as decided by the Selection Committee (based on the expert experience and position being interviewed) and reimbursement of their actual travel expenses.
- Government norms on inclusion of members belonging to minority community and SC/ ST/OBC on interview panels will be kept in mind while constituting the Selection Committee.
- The personal interview will be conducted by the Selection Committee to assess overall knowledge and suitability of the candidate for the position.
- Selection Committee will allocate marks (as per the format provided by the Personnel Committee) to the candidates based on their performance in the interview.

Step-7: Preparation of Select List & Wait List

- Based on the overall performance of the candidates by way of marks obtained by the candidates in written test and personal interview; reservation-category wise select list and wait list will be prepared by the Selection Committee for the approval of the Director.

Note: The above steps of the recruitment process can be changed at the discretion of the Director considering the situation and position (vacancy).

One or more steps can be omitted or added in this process with the prior written permission of Director.

General norms for Interview & Selection Process:

1. Personal Interviews will be fixed as per the convenience of Selection Committee/ Interview panel members.
2. Candidates shortlisted for test/interview will be notified about it by detailed email.
3. The interview structure may involve skill test, personal interview, and/or group discussion/ debate/ quiz/ presentation.
4. HR department will ensure that after the interview, each of the panel members give their feedback in writing about the performance of the candidates in a particular format.
5. The HR Department will also collect feedback from referees as needed.

Final Selection

Final selection is made upon acceptance of the Selection committee's recommendations by the Director and the selected candidate is offered the position subject to submission of Medical Fitness Certificate at the time of joining

Fixation of Salary and other details:

The Selection Committee may propose, in consultation with HR Department/ COA, the employment type, tenure, pay and other allowances to the selected candidate/s for the approval of the Director.

CHAPTER – 03

Appointments on Permanent Positions

1. As per the norms of the Government of India, classification of permanent employees for salary and other purposes is as follows:

Sr.	Pay Matrix Level under 7 th CPC	Group
01	Level 10 & above	A
02	Level 6 to Level 9	B
03	Level 1 to Level 5	C

2. **Appointing Authority:** The appointing authority will appoint permanent officer/s or staff of IIMU. The concerned appointing authority will suspend, discharge, dismiss, or award any for the misconduct or for breach of the terms and conditions of his/her appointment.
3. The appointing authorities for various **permanent** positions will be as follows:

Sr.	Level	Appointing Authority
(a)	Level 10 to 14	Director
(b)	Level 6 to 9	Chief Of Administration
(c)	Level 1 to 5	Chief Of Administration

4. **Tenure of the permanent employees:** Permanent employees will be engaged as per the IIMU norms or the norms of the Government of India accepted by the BOG and the retirement age of these employees will be 60 years or as per the norms of the Government of India accepted by the BOG. Initially these candidates will be placed on the probation period of two year. Probation period can be extended further for another one year. During the period of probation this employee will be considered as Probationary Employee.
5. **Confirmation:** On successful completion of the probation period an employee will be confirmed in the service of IIMU. If the performance of the employee during the probationary period is not satisfactory, the services of the employee will be terminated. Confirmation on the post depends on the performance and contribution made by the employee during probation period.
6. **Resignation of permanent employees:** Permanent employee may resign from his/her post after giving three months' notice period which may be waived off or reduced by the Director on the merits of the case.
7. **Remuneration (Permanent Employees):** In case of permanent employment, IIMU will offer pay or remuneration, allowances, facilities, perks etc. as per the Government of India norms accepted by the BOG.
8. **Pay & Allowances to the Permanent Employees** who are recruited on direct recruitment basis under regular employment are entitled for the appropriate Pay Level/ Pay Matrix/ Pay Band and Basic Pay and all other allowances like Dearness Allowance, House Rent Allowance, Transport Allowance etc. declared by the Government of India.

9. Some details on the Level 1 to Level 14 under the 7th CPC at IIMU is as follows:

Sr.	Level: 7 th CPC	GP: 6 th CPC	Category	Group
01	Level 1	GP 1800	Clerical	C
02	Level 2	GP 1900	Clerical	C
03	Level 3	GP 2000	Clerical	C
04	Level 4	GP 2400	Clerical	C
05	Level 5	GP 2800	Clerical	C
06	Level 6	GP 4200	Supervisor	B
07	Level 7	GP 4600	Supervisor	B
08	Level 8	GP 4800	Supervisor	B
09	Level 9	GP 5400	Supervisor	B
10	Level 10	GP 5400	Class – I Officer	A
11	Level 11	GP 6600	Class – I Officer	A
12	Level 12	GP 7600	Class – I Officer	A
13	Level 13	GP 8700	Sr. Class-I Officer	A
14	Level 13A	GP 8900	Sr. Class-I Officer	A
15	Level 14	GP 10000	Sr. Class-I Officer	A

10. **Deductions from the Gross Salary of the Permanent Employees:** The remunerations under the terms of employment are subject to deductions under laws of the land and any other enactments that may be in force from time to time. IIMU may deduct all applicable Employee NPS Contribution, Professional Tax, TDS etc. from the monthly salary/ remuneration and/or any other payments wherever applicable. In case such deductions are missed out due to any reason, it can be recovered at later stage.
11. **Statutory Deductions:**
In case of Professional Tax, amount as per the law may be deducted from the Gross Salary of an employee and deposited for each employee by IIMU in the respective office.

CHAPTER – 04

Terms of the Appointments & Other details

1. **Offer Letter:** The offer letter may be issued to the selected candidate under the signature of appointing authority.
2. **Medical Examination:** Every employee at the time of his/her appointment will be examined by any Government Hospital, and his/her appointment will be subject to a satisfactory medical report.
3. **Joining Procedure:** Joining process involves the following:
 - (a) Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration'. The format of the joining form is placed at Annexure-04.01.
 - (b) Document of the following certificates and testimonial submitted by the candidate will be verified with the originals.
 - (i) Mark sheets from 10th to last qualified exam (educational & professional),
 - (ii) Passing certificates of exams,
 - (iii) Birth certificate,
 - (iv) Permanent address proof,
 - (v) Relieving letter and latest salary slip of the last organization served,
 - (vi) Medical certificate for fitness,
 - (vii) Copy of Aadhar card / PAN card / passport / driving license / election identity card / any other photo identity proof issued by State/Central Government,
 - (viii) Three photographs.
 - (c) Issuing of 'Joining Memorandum/Office Order'. The sample of the joining memorandum/ Office Order is placed at Annexure-04.02.
 - (d) Formal introduction to the Director / Dean (s)/COA and announcement to other concerned departments about the candidate's appointment.
 - (e) Registration with NPS Offices, if applicable.
4. **Issuing Identity card:**
 - (a) Every employee shall be provided with an identity card which, besides the name of employee, will have employee code number, photograph, and other relevant personal details.
 - (b) Identity cards are not transferable and shall be carried by the employee whenever he/she is on IIMU's duty either inside or outside the premises of the IIMU.
 - (c) Employee shall present the identity card for inspection to any person so authorised to inspect by the IIMU.
 - (d) Loss of identity card shall be immediately reported so that any possible misuse could be avoided, and a replacement card issued. Loss of Identity card on more than 2 occasions shall be viewed as a misconduct on the part of the employee.
 - (e) Employees are required to surrender their identity cards, badge, etc. on leaving the service of the IIMU. Surrender of Identity card is a requirement for final settlement of dues.
5. **Induction:** The selected candidates shall go through the induction process. The employees who joined the IIMU should be given on the very first day of joining all relevant materials like organisation structure of IIMU, name, contact number and email of all offices. Concerned HoD shall initiate the induction of the employees and arrange for the induction training of an appropriate period for the new employees.
6. **Service Book:** HR Department should maintain Service Book of all permanent employees. The format of the service book for the permanent employees should be as decided by IIMU or as per the norms of the Government of India.
7. **Address of the Employee:** The employee must inform the IIMU of his local residential address, permanent address and address for correspondence in writing. In case of any change in residential address or address for correspondence, the IIMU should be notified in writing failing which the last address shall be considered as correspondence address.

8. IIMU will record the age of every employee at the time of his/her employment and the entry of age in the personnel file is to be attested by the employee. Employees are required for this purpose, to produce any of the following documents in proof of their age:
- (a) Birth Certificate
 - (b) School Leaving Certificate
 - (c) Passport
9. **Consequence of Particulars being False or Suppressed:** If any of the particulars given by an employee before or at the time of appointment are subsequently found to be false or incorrect, or it is found that any of the material particulars asked for have not been disclosed by him/her, the appointment shall be deemed to have been obtained on misrepresentation and liable to be terminated summarily by the Appointing Authority, and every such termination shall be without prejudice to any other action that may be taken in respect thereof: provided that in every such case an opportunity to show cause shall be given to the employee concerned, before making an order of termination.
10. **Other conditions of the appointment:**
- (a) **Confidentiality:** Either during the tenure of the service/ contract or after completion of service/ contract, employee will not disclose any proprietary or confidential or classified information relating to the Project/ activities/tasks of IIMU without prior written consent of the competent Authority.
 - (b) **Conflict of Interests:** During the tenure of the service/ contract, employee will not engage either directly or indirectly in any other business or professional activities whether or not they may conflict with the activities assigned to him/her. In case it is found that employee is carrying out any kind of business activity or any kind of business association with anybody his/her service/ contract will get terminated after necessary departmental enquiry and conclusion of the case.
 - (c) **Notice Period:** In case employee want to resign from IIMU, employee need to serve the notice period as mentioned in the appointment letter (or minimum 3 months) or payment of notice period days' salary in lieu of such notice. This notice period can be waived off by the management in case of acceptable emergency / circumstances.
 - (d) Employee shall not engage in any act subversive of discipline in the course of his/her duty/ies in the property of IIMU or outside, and if employee were at any time found indulging in such act/s, IIMU reserve the right to initiate disciplinary action as is deemed fit, against employee.
 - (e) Employee shall be responsible for protecting the property of IIMU entrusted to employee in the due discharge of his/her duties and shall indemnify IIMU when there is a loss of any kind to the said property.
 - (f) Employee will be governed by the conditions as mentioned in his/ her appointment letter. IIMU however reserves the right to add, alter and amend the said service/ contract conditions as may be considered necessary from time to time.
 - (g) In case, particulars mentioned in employee's application or the documents submitted to IIMU are found to be false or unsatisfactory or not as per the Job Description (education qualification, experience etc.) mentioned during employee's engagement process, employee's appointment would be liable for termination at any time without any notice or any compensation in lieu thereof.
 - (h) IIMU expects employee to work with a high level of initiative, efficiency, honesty and economy. Employee will observe and confirm to such duties, directions and instructions as communicated to employee by IIMU or person as authorized by IIMU.
 - (i) Employee should not act any time, either during employee's service/ contract or thereafter, except with the prior written consent of IIMU, use for himself/ herself or divulge or disclose either directly or indirectly, to any person, firm, or body corporate, any know-how drawings or any trade secrets or any confidential information as to method or process in connection with any activity of IIMU or its Clients or any financial matter of IIMU or its clients or which employee may acquire during the course of the appointment, concerning the business,

- activities, affairs or the property of IIMU or its clients, nor will employee keep in employee's possession, or pass on to others without proper written consent of the management, any documents belonging to IIMU or its clients.
- (j) Employee will not enter in to any commitment(s) or dealings on behalf of IIMU for which employee have not express authority nor alter or be a party to any alteration of any principle or policy of IIMU or exceed the authority or discretion vested in employee without the previous written sanction of IIMU or those in authority over employee.
 - (k) Employee will be responsible for the safe keeping and to return in good condition and order all the properties of IIMU and its client (like computer, printer and such other equipment etc.) that may be in employee's use, custody or charge. Employee will hand over the charge of letter of Authority or Power of Attorney issued to employee or any property/material of IIMU in employee's possession at the time of cessation of employee's engagement with IIMU. Employee's last salary will be held till employee settle employee's accounts with IIMU including such hand over. For the loss of any property of IIMU and its clients in employee's possession, IIMU will have the right of assess on its own basis and recover the damages of all such material(s) from employee and to takes such other action as it deems proper (including police case) in the event of employee's failure to account for such materials or property to its satisfaction.
 - (l) For any kind of indiscipline, if desired by IIMU, employee may be placed under suspension pending enquiry in to the charges of misconduct or otherwise. The compensation for the suspension period will be paid to employee only when employee is found not guilty of any of the charges for which employee was suspended and not otherwise.
 - (m) IIMU considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstance. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found guilty of harassing or discrimination against a fellow employee or any human being and may result in termination of the service/ contract.
 - (n) On expiry of the service/ contract, employee is expected to settle all outstanding dues towards IIMU including liquidated damages, if any, at once. In case of any default / delay in settlement of the outstanding dues, IIMU will be free to recover such dues by appropriate means, with interest at the market rate.
 - (o) Employee will be governed by the Human Resource policies including conduct, discipline, and administrative orders and any such other rules or orders of IIMU and that may come in force from time to time.
 - (p) Employee can be transferred to any other location of IIMU.
 - (q) **Transfer:** Every employee is liable to be transferred from one position to another equivalent position; from one department/section to another department/section either temporarily or permanently at the discretion of the IIMU, without any additional remuneration or by way of increase in pay or allowances. In such a transfer, terms and conditions prevailing in the new placement will be applicable; however, his/her seniority will not be affected. **An Employee must be transferred from one department to another department on completion of maximum four year.** The same could be relaxed by the Director on case-to-case basis.
 - (r) No employee can during his/her service with the IIMU:
 - (i) Voluntarily or otherwise engage in giving information or advice on matters relating to the activities of the IIMU
 - (ii) Take office files and documents, books and other property belonging to IIMU or relating to IIMU's affairs outside the IIMU premises unless he/she is authorised by the IIMU to do so.
 - (iii) Except in the ordinary course of his/her duties, disclose any secrets, secret information or any other information or matter concerning the operations of the IIMU which is in the nature of a trade or business secret

- (iv) Communicate to public papers, journals, pamphlets or leaflets or cause to be disclosed at any time any information or documents official or otherwise, relating to the IIMU except with prior approval of the Chief Of Administration.
- (s) **Payment Of Salary.** Salary of employees will become due and payable on the last working day of each month.
- (t) **Deduction From Salary.** Deductions in salary/wages may be made for statutory compliance as well as late coming, unauthorized absence, against fines imposed etc.

CHAPTER – 05

Allowances to the Permanent Non-Teaching Employees

1. **Basic Salary:** As per the Pay Matrix Level under 7th CPC.
2. **Dearness Allowance (DA):** As declared by the Government of India from time to time and accepted by the Competent Authority.
3. **House Rent Allowance (HRA):**
 - (a) As per the policy of the Government of India and as declared by the Government of India from time to time and accepted by the BOG.
 - (b) Employees provided with the residential accommodation by the institute will not be eligible for HRA and will have to pay the license fee as prescribed by the Institute from time to time.
 - (c) All rules on HRA announced by GOI from time to time are applicable to IIMU permanent employees.
4. **Transport Allowance:**
 - (a) As per the policy of the Government of India and as declared by the Government of India from time to time.
 - (b) Differently abled employees as mentioned in the GR dated 31.08.1978 and subsequent orders in respect of various categories as mentioned in the GR are to be paid transport allowance at double the normal rate.
5. **Medical Allowance:**

Medical Allowance of **Rs. 50000 per annum** (Rs.4166 per month) fixed may be provided to the permanent employees without presenting any kind of medical bill/ service for the treatment of self, spouse and children. This medical allowance will be decided by the BoG from time to time.
6. **Telephone and Internet Allowance:**
 - (a) Telephone and Internet Allowance may be provided on monthly basis as per the following monthly limits to the permanent non-teaching employees:

Sr.	Level	Telephone and internet allowance (Rs.)
(i)	Level 10 & above	Upto 2500
(ii)	Level 6 to 9	Upto 1000
(iii)	Level 1 to 5	Upto 500

CHAPTER – 06

Children Education Allowance (CEA)

1. The scheme will be known as “Children Education Allowance Scheme”.
2. The Children Education Allowance (CEA) is admissible only if the children study in the recognised school.
3. Under this Scheme, one can avail the benefit up to a maximum of two eldest surviving children only.
4. The yearly fixed amount for reimbursement of Children Education Allowance is **Rs. 27,000 per child**.
5. The amount of ceiling of hostel subsidy is **Rs. 81000/- yearly**. To claim reimbursement of the Hostel Subsidy for an academic year, a certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirements that the certificate should mention the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipts (including e-receipts) which should indicate the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs. 6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy.
6. The reimbursement of Children Education Allowance for Divyaang children of employees shall be payable at the double the normal rates of CEA prescribed above in clause (b) i.e. Rs.54,000/- yearly (fixed).
7. The above rates/ceiling would be automatically raised by 25 % every time the Dearness Allowance on the revised pay structure goes by 50%.
8. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometres from the residence of the employee.
9. The upper age limit for Divyaang children has been set at 22 years. In the case of other children, the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.
10. CEA is allowed in case of children studying through Correspondence or Distance Learning subject to other conditions laid down herein.
11. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard, and the employee has not been granted CEA/ Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
12. The Children Education Allowance or hostel subsidy shall be applicable to the employee while he is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as “dies non” the employee will not be eligible for the CEA/Hostel subsidy for that period.
13. Reimbursement, as indicated above, will be applicable for expenditure on the education of school-going children only i.e., for children from nursery to twelfth class, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
14. The reimbursement of Children Education Allowance shall have no connection with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall be granted.
15. Under this scheme, reimbursement will be done once a year, after completion of the financial year.
16. In case the spouse of the Institute employee is a Government servant, only one of them can avail the reimbursement under the scheme subject to production of the certificate from the employer of the spouse that he/she is not claiming reimbursement under the scheme or in any other form.

17. Reimbursement can be made on the submission of the certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt (s) [including e-receipts] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.

CHAPTER – 07

Travelling Allowance & Daily Allowance

Travelling Allowance (TA) and Daily Allowance (DA) may be provided to the permanent non-teaching employees as per the following details:

1. **Travelling Allowance (TA)/ Daily Allowance (DA):**
For permanent non-teaching employees travelling for bonafide works of IIMU, TA/DA/conveyance charges will be allowed. Vehicles could be hired for performance of official work with the permission of the COA as per entitlement.
2. **TA for Attending Seminars, Conferences, Symposia, etc.**
As a general practice, when an employee is permitted by the COA to attend meetings, seminars and conferences, he/she would be entitled to TA as on tour as per the employee's entitlement in the IIMU. If any amount is payable by an outside agency to the employee, the same will be adjusted while passing the TA bill.
3. **Purpose of TA**
Travelling allowance should be so regulated that it should not be a source of profit to the recipient. It is in the nature of reimbursement of reasonable expenses incurred by an employee on travel and on halts out of station on official duty.
4. **TA Admissibility**
Travelling allowance shall be admissible only for journeys in connection with the bonafide work of the IIMU at the appropriate rate of eligibility. All journeys should be authorized by the Competent Authority.
5. **TA Advance**
The Competent Authority may sanction an advance for hotel allowance, lodging allowance, purchase of tickets, cash allowance, local conveyance and miscellaneous expenses to an employee proceeding on tour not exceeding 90 percent of the total estimated eligible expenditure. No advance will normally be granted if a previous advance remains unadjusted/ unsettled (except under special circumstances).
6. **Submission of TA Bills**
TA bills together with approved tour programme if not already submitted should be submitted within 30 working days after return from tour. If TA advance is drawn, excess if any, should be refunded immediately on return from tour and in any case within fifteen working days there-from. If the particulars of claim are not submitted within the specified thirty working days, the advance outstanding shall be deducted from the subsequent month's salary of the employee.
7. **Waiver of Vouchers/Ticket Details**
The Chief of Administration may waive the submission of vouchers/ particulars of PNR/ ticket numbers in cases where he is satisfied with the explanation for such non-submission.
8. **Disciplinary Action in case of Breach of TA Policy**
Breach of any of the above TA Policy by an employee shall be treated as misconduct and shall make him liable for disciplinary action.
9. **Domestic Travel Sanction**
A prior sanction is required for any travel (crossing the Udaipur city limits while on duty). The sanctioning authorities are as follows:

Sr.	Travel By	Sanctioning Authority
(a)	Level 10 & above	Director/ Chief of Administration
(b)	Level 6 to 9	Chief Of Administration
(c)	Level 1 to 5	Chief Of Administration

- For obtaining travel sanction, an employee needs to submit travel request form (**Annexure-07.01**)
- Any deviation in proposed travel plan concerning Dates / Mode of Travel / Class of Travel/ Stay / Head of Account etc. requires a revised travel sanction by the same/ appropriate sanctioning authority.
- In the absence of travel request form duly approved by sanctioning authority, no travel claim including air booking / train booking by agencies will be allowed.

10. Mode And Class of Travel

Entitlements by different mode of travel for journey on official tour/ training within the country to the **permanent employees** may be as follows:

Sr.	Level	Air	Rail	Rail (Raj.)	Rail (Sha.)	Road
(a)	Level 14 & above	Economy Class	AC – 1 Class	AC – 1 Class	Executive	Actual fare by AC Taxi / Ordinary Taxi / AC Bus/ Auto Rickshaw
(b)	Level 12, 13 & 13A	Economy Class	AC – 1 Class	AC – 1 Class	Executive	Actual fare by Ordinary Taxi / AC Bus/ Auto Rickshaw
(c)	Level 6 to Level 11	Economy Class	AC II Tier	AC II Tier	AC Chair Car	Actual fare by Ordinary Taxi / AC Bus/ Auto Rickshaw
(d)	Level 1 to Level 5	NA	AC III Tier Sleeper/ AC Chair Car	AC III Tier	AC Chair Car	Actual fare by Ordinary Taxi / AC Bus/ Auto Rickshaw

11. The travel entitlements are subject to following:

- 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.
- 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.
- In the 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.
- In case travel by own car, prior approval by the sanctioning authority of travel by road using own vehicle is required and the rate of reimbursement per kilometer travel would be as per the prevailing rates approved by IIMU. If a person travels by own car without prior approval in the travel request form, then the entitled class rail fare for the said travel will be reimbursed.
- If a person travels by a higher class (without prior approval in the travel request form) than the one for which he/she is eligible, will be reimbursed only fare for the entitled class.
- At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States, the permissible rates **for Level 14 & above** are as follows:
 - For journeys performed in own car/taxi Rs. 24/Km
 - For journeys performed by auto rickshaw/ own scooter etc. Rs. 12/Km
- At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States, the permissible rates **for Level 1 to 13A** are as follows:
 - For journeys performed by auto rickshaw/ own scooter etc. Rs. 12/Km

12. Daily Allowance (DA):

When IIMU permanent employees stay in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs, DA rates (Rs.) applicable are as follows:

Sr	Level	Hotel Accom. (Rs./ Day) X Cities	Hotel Accom. (Rs./ Day) Non X Cities	Food Bill (Rs./ day)	Rates of DA without supporting bills/ receipts	Local Conveyance Charges (Rs./day)
(a)	Level 14 & above	7500	7500	1200	1200	AC Taxi (Actuals)
(b)	Level 12 to 13A	4500	4500	1000	1000	AC Taxi (50Kms./day)
(c)	Level 9 to Level 11	2250	2250	900	900	Non AC Taxi (Rs.338/day)
(d)	Level 6 to Level 8	1000	750	800	800	Non AC Taxi (Rs.225/day)
(e)	Level 1 to Level 5	1000	450	500	500	Non AC Taxi (Rs.113/day)

- (i) Hotel accommodation includes incidentals like laundry, telephone, internet, Wi-Fi or any other facilities used at hotel.
- (ii) Payment for tips and hard drinks are not reimbursable.
- (iii) Rates of DA without supporting bills/ receipts mentioned above are the upper limit. The amount spent is to be certified and claimed. No bills required.
- (iv) In case the actual expenditure exceeds the approved limits as above, a special sanction is required from the Director.

13. DAILY ALLOWANCE WITHOUT BILLS / RECEIPTS

Daily Allowance (without bills / receipts) will be admissible only if there is no claim towards actual for hotel or food. Rate of D.A. without bills / receipts will be calculated as follows for the date of departure from / arrival to Udaipur:

S.No	Length of absence	Amount payable
(a)	If absence from headquarters is < 6 hours	30% of lumpsum amount
(b)	If absence from headquarters is in between 6 hours- 12 hours	70% of lumpsum amount
(c)	If absence from headquarters is > 12 hours	100% of lumpsum amount

14. SUBMISSION OF CLAIM

The claim for reimbursement of travel expenses incurred has to be submitted within three months from the last date of return journey failing which the amount of advance shall be recovered from the salary. If the claim is not submitted within three months, then the same will require approval from the travel request sanctioning authority.

15. PROOF OF TRAVEL TO BE SUBMITTED

Sr.	Mode of Travel	Requirement
(a)	By air	Boarding pass (if tickets are purchased by self) & air-ticket
(b)	By train	Train ticket/ticket no., train no., class of travel

(c)	By public transport	Ticket
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The following charges in respect of travel are reimbursable:

- Reservation charges for seat/sleeper berth.
- Tatkal Seva charges.
- Internet / e-ticketing charges for the tickets booked through the website of Indian Railways.
- Agency charges by the Traveller's service agents recognized by the Zonal Railways are reimbursable.
- Cancellation charges are reimbursable for official journeys, if done for official reasons.
- Expenses other than hotel, food and conveyance, would require approval from the travel sanctioning authority.
- If the hotel bill shows no. of pax to be more than one or a twin sharing or a double bedroom (with double occupancy) then the person has to certify that there was an official guest accompanying OR Single occupancy (single bed room) tariff certified by the hotel will be reimbursed OR 50 % of the actual amount will be allowed
- If food bills mentions sharing or no. of pax to be more than one, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.
- No separate bill for room service will be entertained. All services at hotel need to be included in the hotel bill. The bill for room service or restaurant, even if included in the hotel bill needs to have a detailed bill attached, else the same will not be paid.
- If the booking of the hotel is made through online booking sites or travel agents, proof of payment made by the claimant is required.
- The bills having ink which fades away must be submitted along with their photocopies.
- Wherever in the hotel bill, if there is any charge towards food by way of room service, restaurant bill, etc., the detailed bill is required.

16. International Travel

Prior sanction of the Director is must for all the international travels.

Sr.	Mode of Travel	Class of Travel
(a)	By air	Economy Class

(a) International Travel Entitlements

Sr.	Level	Air
(i)	Level 17 & Above	First Class
(ii)	Level 14 to 16	Economy Class
(iii)	Level 13 and below	Economy Class

Per diem:

Per diem as per UNDP rates approved by the Director from time to time will be paid for the days of actual stay. In case of stay in two cities on the same day, per diem of the later city will be allowed for the full day.

Lodging charge per day	150 USD*
Daily Allowance	75 USD*

* Note – DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs from time to time.

- Pickup/Drop from/to Airport/Duty point or Place of stay will be reimbursed extra on actual basis.
- Daily allowance will cover other cost including local travels, food and any other incidentals

incurred.

Journey Allowance: While travelling abroad, for journeys up to 12 hours, an allowance of US\$50 (one way) and for journeys more than 12 hours, an allowance of US\$100 (one way) will be paid as journey allowance. This is in addition to the per diem for actual stay. Since the journey allowance is being paid, no expenses during transit to airport, at the airports or in airlines will be reimbursed.

Other Expenses (on actual basis)

- Visa charges
- Medical Insurance
- Local Conveyance
- Accounts Office will admit only those expenses which are claimed explicitly in the Travel Claim Form.
- Expenses other than lodging, boarding and conveyance are included in the incidentals.
- If hotel bill shows no. of pax to be more than one or a twin sharing or a double bedroom then the person has to certify that there was an official guest accompanying OR Single occupancy (single bedroom) tariff certified by the hotel will be reimbursed OR 50 % of the actual amount will be allowed
- If food bills mention sharing or no. of pax to be more than one, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.
- If the booking of hotel is made through online booking sites or travel agents, proof of payment made by the claimant is required.
- The claims must be submitted with the classification of expenditure under the heads – lodging, boarding, travel along with dates.

17. Entitlement for journey by Sea/River Steamer:

Sr.	Level	Sea
(a)	Level 9 & above	Highest Class
(b)	Level 6 to 8	If two classes only, the lowerclass.
(c)	Level 4 to 5	If two classes only, the lowerclass. If three classes, the middle or second class If there be four classes, then the third class
(d)	Level 1 to 3	Lower class

Note: In case of travel by Sea/River Steamer which is not operated by Govt. authorized agencies, the total fare would be payable equivalent to Sea/River Steamer operated by Govt. authorized agencies.

CHAPTER – 08

Insurance

1. Group Personal Accident Insurance Scheme:

All permanent non-teaching employees of IIMU should be provided with the Personal and accidental Insurance. IIMU will pay annual premium for the **GROUP PERSONAL ACCIDENT INSURANCE POLICY** with the sum insured showed against the category of the employee:

Sr.	Level	Sum Insured (Rs.)
01	Level 1 & above	20 Lacs

2. Group Mediclaim Insurance Scheme:

All employees of IIMU should be provided with the Group Medical Health Insurance. This mediclaim policy may cover family of employee - self, spouse, non-earning children and non-earning parents.

The IIMU provides group medical insurance benefits for its employees with the help of General Insurance Companies (through tender process annually). The scheme would cover all permanent non-teaching employees of the IIMU and their family (max. six family members).

The Mediclaim Policy coverage at present is as follows:

Sr.	Level	Sum Insured(Rs.)
01	Level 1 & above	5 Lacs

Sum Insured may be changed from time to time with the approval of BOG.

CHAPTER – 9

Leave and Attendance for Permanent Non-Teaching Employees

IIMU's rules for maintaining attendance and leave policy.

1. Office Hours

- (a) The IIMU timings are from **09.00AM to 05.30PM** (Monday to Friday). Fifteen minutes of grace
- (b) period is given to face any unforeseen circumstances in the morning. This period of grace time, are nevertheless late but such late coming may be condoned unless it becomes a matter of frequent habit.
- (c) The Head of department are hereby notified to ensure that:
 - (i) The staff should take lunch break during specified hours (i.e. between 1:00 pm to 1.30 pm)
 - (ii) The staff should follow office time while coming to office and leaving the office.
 - (iii) The staff should punch their biometric in the terminal nearest to their department.
- (d) Late attendance up to an hour for not more than three occasions in a month may be condoned by the Supervisor. Half-a-day Casual Leave will be debited to the late coming on fourth occurrence. If the CL balance of the particular employee is nil, it will lead to deduction of EL.
- (e) If an employee does not improve on his punctuality; the IIMU may initiate disciplinary actions against the concerned employee in addition to the debiting of half-a-day's Casual Leave to his or her account.
- (f) It will be responsibility of the HoD to inform the HR office regarding his/her subordinates who remain absent from duty without informing or prior permission of the concerned authority. Such unauthorized absence, if not condoned, can mean break-in-service.
- (g) The HoD should inform the HR Office, if an employee has obtained permission to attend late or to leave office early.

(2) Procedure of grant of leave

- (a) The grant of leave to the IIMU employee is governed by the IIMU Leave Rules.
- (b) **Extent of Application:** This leave policy shall apply to all permanent non-teaching employees of IIMU. Employees who are on deputation from other organisations shall also be governed by these rules, unless the Competent Authority expressly excludes them in writing.
- (c) Leave cannot be claimed as a matter of right. Based on IIMU's requirement or Public Exigencies, leave can be denied as well.
- (d) The leave sanctioning authority may refuse or revoke leaves of any kind but cannot alter the kind of leave due and applied for. Alteration of leave is possible only if there is written request from the employee.
- (e) The reasons for leave and the leave address should invariably be indicated in the leave application.
- (f) All leave applications should be sent to the HR office for certifying the admissibility of leave and information regarding availability of leave substitute. The leave will however, be sanctioned by the Supervisor concerned and communicated to the HR Office.
- (g) Any planned leave for more than 2 days should be applied at least 10 days prior to the start of leave.
- (h) On return from leave of more than 5 days, the employee should report for duty to the HoD
- (i) Leave applications should be submitted to HR Office in the same month in which it is availed.
- (j) Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized.
- (k) When the exigencies of the IIMU so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it. Similarly, an employee already

on leave may be recalled by such authority when such an action is considered necessary in the interest of the IIMU.

(3) Extension of Leave

- (a) Requests for extension of leave should be avoided as far as possible. Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already sanctioned through the Supervisor concerned. It should not be assumed that an extension will always be granted.
- (b) If an employee is unable to resume duty on due date on account of any unforeseen circumstances, he/she must send an immediate intimation to the Concerned HoD stating the reason of his/her inability to attend Office on the due date.
- (c) Extension of leave without proper sanction will lead to the deduction of leave. No leave salary is admissible for the entire period of extension of leave without sanction and such period will not be counted under the qualifying service.
- (d) If employee is absent without proper sanction of leave, it will be treated as Extra Ordinary Leave Without Pay (EOLWP).

(4) Cancellation of Leave

- (a) Cancellation of leave by the employee should be applied in the format and should be approved by the supervisor.
- (b) Approved leave cancellation form has to be submitted to HR office on or before the date of start of applied leave or on the day of joining the duty (if the employee has curtailed his original leave).

(5) Kinds of Leave for Permanent Non-Teaching Employees

All types of leave and their rules prevailing for the permanent employees of the Government of India are applicable to the permanent non-teaching employees of IIMU.

(a) Leave Type 1: Casual Leave

- (i) Casual leave (CL) admissible to an employee is **eight days** for a calendar year, subject to the condition that not more than five days casual leave may be allowed at a time.
- (ii) In case of employee desirous to avail CL due to some contingency, the controlling officer must be informed at the first opportunity.
- (iii) For differently abled person, additional four Special Casual Leave are available. These should be utilized for specific requirements relating to the disability of the officials.
- (iv) Casual leave can be combined with Special Casual leave but not with any other kind of leave.
- (v) Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.
- (vi) Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.
- (vii) Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.
- (viii) Casual leave can be taken for half-day also. If CL is availed forenoon then the person must join duty by the end of lunch hours.
- (ix) Casual leave cannot be accumulated, and leave not availed of during any particular calendar year shall lapse at the end of that year.
- (x) If a person joins in the middle of a year, casual leave will be granted to him/her proportionately.
- (xi) As far as possible Casual Leave should not be kept unutilized till December. Taking longest duration of Casual Leave in last month results in disruption of work. If at all longer leave is required at least 10 days advance request be sent.
- (xii) LTC/Leave Encashment can be availed during Casual Leave.

(b) Leave Type 2: Earned Leave (EL)

- (i) Permanent Non-Teaching Employees are entitled to 30 days of Earned Leave. Fifteen days will be credited to his/her account on 1st of January and 15 days on 1st of July.
- (ii) The existing ceiling on accumulation of EL is 300 days.
- (iii) The credit rate is 2 ½ days per completed calendar month.
- (iv) Earned Leave can be availed up to 180 days at a time.
- (v) The credit for the half-year in which an employee joins the service in the middle of the year shall be afforded only at the rate of 2½ days per completed calendar month.
- (vi) Earned Leave will be reduced by 1/10th of EOL availed and/or the period of dies non during the previous half year, subject to a maximum of 15 days and to the extent of such credit only.
- (vii) The EL application has to be submitted for approval prior to 15 days of the start of leave to the head of department.
- (viii) Before the start date of EL, the approved leave form should reach to HR office.
- (ix) The leave form should be filled properly with no blanks left unfilled.
- (x) The credit for the half-year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of two & half days per completed calendar month up to the date of retirement or resignation.
- (xi) When an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of two & half days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service.
- (xii) When an employee dies while in service, credit of earned leave shall be allowed at the rate of two & half days per completed month of service up to the date of death of the employee.

(c) Leave Type 3 : Half Pay Leave

- (i) Half pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half-year in which an employee of the Institute is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year.
- (ii) The half pay leave to be credited every half-year will be reduced at the rate of one-eighteenth of the period of * *dies non*/suspension treated as dies non, during the previous half year, subject to a maximum of ten days.
- (iii) The credit for the half-year in which an employee of the Institute is due to retire/resigns will be afforded at the rate of 5/3 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- (iv) The credit for the half-year in which an employee is removed/ dismissed from service or dies in service will be afforded at the rate of 5/3 day per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed/dies.
- (v) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

**In service terms, “dies non” means a day, which cannot be treated as duty for any purpose. It does not constitute break in service. But the period treated as ‘dies non’ does not qualify as service for pensionary benefits or increment.*

(d) **Leave Type 4: Commuted Leave**

- (i) Commuted leave not exceeding half the amount of half pay leave due can be taken on medical ground.
- (ii) Commuted leave up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilized for an approved course of study certified to be in public interest.
- (iii) Commuted leave up to a maximum of 60 days can be granted to a female employee of the Institute in continuation of maternity leave without medical certificate.
- (iv) Commuted leave up to a maximum of 60 days can be granted without medical certificate to a female employee with less than two living children, on adoption of a child less than one year old.
- (v) If commuted leave is taken, twice the number of days availed should be debited in the half pay leave account.
- (vi) When an employee, granted commuted leave, quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him/her for further service or in the event of death, recovery should not be made.
- (vii) On joining back after completion of commuted leave due to medical reason, employee has to submit medical and fitness certificate on the day of joining along with leave application.
- (viii) In absence of timely submission of leave application with medical and fitness certificate, HPL will be debited.
- (ix) 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, to have the applicant medically examined on the earliest possible date.

(e) **Leave Type 5: Extraordinary Leave**

- (i) Extraordinary leave is granted to an employee when no other leave is admissible or when other leave is admissible, but the employee applies in writing for extraordinary leave.
- (ii) Extraordinary leave cannot be availed concurrently during the notice period, when going on voluntary retirement.
- (iii) The Extraordinary leave without pay can be applied on personal ground only and the sanction of this leave will be at the sole discretion of the Director.
- (iv) If sanctioned, the extra-ordinary Leave without pay will be for the duration of maximum one year only.
- (v) Sanction of this leave is not automatic, but is subject to the exigencies of work at the Institute.
- (vi) The leave will be available only to those who are confirmed in the service, and who have put in a minimum of eight years' service in the Institute.
- (vii) This leave cannot be combined with any other type of leave.
- (viii) The leave can be availed at most on two occasions, but the total duration of leave availed on both the occasions put together should not exceed one year.
- (ix) Three months' advance notice is to be given to the Institute to avail of this leave.
- (x) For administrative purposes the absence from duty will be treated as extra-ordinary leave without pay as understood in leave rule in vogue for Government of India employees.

- (xi) Grant of Extraordinary Leave is on the specific understanding that if the employee does not re-join duty on the expiry of his leave, his appointment at the Institute will be treated as terminated.
- (xii) Limit: No leave of any kind can be granted for a continuous period exceeding five years.

(f) **Leave Type 6: Maternity Leave**

- (i) Admissible to married/unmarried female employees during—
Pregnancy: 180 days. - Admissible only to employees with less than two surviving children.
Miscarriage/abortion (induced or otherwise): Total of 45 days in the entire service. Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
- (ii) The leave is not debited to the leave account.
- (iii) It is granted on full pay.
- (iv) It may be combined with leave of any other kind.
- (v) Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to two years in continuation.
- (vi) Counts as service for increments.
- (vii) Counts as service for pension.
- (viii) Not admissible for 'threatened abortion'.
- (ix) The employee has to submit the Discharge Certificate and Copy of Birth certificate of the child after availing the maternity leave.

(g) **Leave Type 7: Paternity Leave**

- (i) A male Government servant with less than two surviving children, may be granted Paternity Leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- (ii) The Leave application should be submitted well in advance.
- (iii) The salary would be equal to last pay drawn.
- (iv) Paternity leave will not be debited to the leave account. This leave may be combined with any other kind of leave except casual leave as in the case of maternity leave.
- (v) Not to be refused normally.
- (vi) The employee has to submit the Discharge Certificate of Wife's hospitalization and Copy of Birth certificate of the baby at the time of applying for Paternity Leave.

(h) **Leave Type 8: Leave to female employees on adoption of child**

- (i) A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption from 22 July 2009. Child includes a child taken as ward under the Guardians and Ward Act, 1890 subject to conditions.
- (ii) During the period of child adoption leave, the female employee will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) Child adoption leave may be combined with leave of any other kind.
- (iv) Other conditions will remain as declared by the Government of India under the category of Child Adoption Leave.

(i) **Leave Type 9: Special Casual Leave.** Special Casual leave is admissible for participating in sports events, cultural activities, mountaineering / trekking expedition, family planning, union/association activities, natural calamities, bandhs, elections etc. The limit of Special Casual Leave under each category will vary as per the rules of Government of India and subject to approval of Leave Approving Authority.

(j) **Leave Type 10: Child Care Leave**

- (i) Permanent Non-Teaching Women employees who have put in at least one year of service may be granted Child Care Leave (CCL) by the Director for a maximum period of 730 days during her entire service for taking care of her two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.
- (ii) "child" means (a) a child below the age of eighteen years: or (b) a child below the age of twenty two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No.16-18/97-N.I.I. dated the 1st June. 2001.
- (iii) Grant of child care leave to a Permanent Non-Teaching Women employee shall be subject to the following conditions namely:
- (iv) It shall not be granted for more than three spells in a calendar year:
- (v) It shall not be granted for a period less than fifteen days at a time: and
- (vi) It shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer. Provided that the period for which such leave is sanctioned is minimal.
- (vii) During the period of CCL, Permanent Non-Teaching Women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (viii) The nature of CCL shall be like the earned leave and therefore Saturdays, Sundays and Gazetted Holidays etc falling during the period of Leave would also be counted as CCL as in case of earned leave.
- (ix) CCL shall not be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- (x) The period of willful absence or unauthorized absence shall not be converted into CCL.
- (xi) The period of earned leave or any other kind of leave already sanctioned or availed shall not be converted into CCL with retrospective effect.
- (xii) An application for grant of CCL by a woman employee already on Leave (other than CCL) within India or out of India, who submits her application for grant of CCL may be considered provided she submits her application one month before the expiry of Leave. If CCL is not sanctioned by the competent authority before the expiry of leave, she shall have to join her duty.
- (xiii) LTC shall not be applicable while on CCL. CCL is meant for the care of children, therefore LTC shall not be admissible while on CCL.
- (xiv) CCL be combined with any other leave if due and admissible.

(6) **Encashment of Earned Leave**

- (a) Encashment of EL is limited to 10 days on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
- (b) At the time of EL encashment, the balance at credit should be not less than 30 days after deducting the total number of leave, if any availed plus leave for which encashment was availed.
- (c) In case within the same block, one has availed both 'Home town' as well as 'anywhere in India' separately, encashment of leave is restricted to one occasion only.
- (d) To process the LTC advance/claim form or leave encashment, the request has to be submitted to the HR office.
- (e) After processing, the same will be sent to Accounts department for further process.

(f) The signed copy of the form will be sent to Accounts Department for further process.

(7) Public Holidays and Restricted Holidays

The Institute will observe public holidays and restricted holidays (2 days in a year) in a calendar year as approved by the Director based on list of holidays declared by the Government of India every year.

(8) Leave Address & Contact details during leave:

An employee proceeding on leave shall intimate to the Competent Authority his address and contact details like mobile number, landline number etc. during leave and shall keep the said authority informed of any change in the leave address.

(9) Authorities empowered to grant leave

Leave approval Authority for various positions at IIMU is as follows:

S.No.	Level	Leave Sanctioning Authority
(a)	Level 10 & above	Director/ Chief of Administration
(b)	Level 6 to 9	Chief of Administration
(c)	Level 1 to 5	Chief of Administration

Note:

1. HR Office will share leave balance with individual employee twice in a year which will be before 31st January and 31st July.
2. In case of any contradiction with Government of India rules, the Government of India rules will be followed.
3. For any further clarity, kindly connect with HR Office.
4. Any Paid Leave is not to be utilized for taking up any other work for monetary consideration. Violation of this principle shall be viewed as misconduct.
5. In case of any difference of opinion on any leave or related matter, decision of the Director will be considered as final.

CHAPTER: 10

Performance Review

The effective use of Workforce resources of any organization depends to a considerable degree, upon an effective Performance Management Program there. Evaluating people's performance is a complex process - which needs to be timely, fair, and consistent. Performance management is a critical and effective tool in the development and optimization of human resources in an organization. It helps people in the organization to consciously aim at improving upon the individual performance and thus increase organizational effectiveness.

1. The appraisal aims at documenting (i) the nature of work done, (ii) quality of work done, (iii) outstanding contribution made, (iv) conditions under which various tasks have been performed, (v) suggestions for improvements (appraisee's as well as appraiser's), and (vi) developmental needs.
2. The appraisal also aims at an assessment of the extent to which certain qualities (managerial and behavioral) considered as desirable for effective functioning as an employee at IIMU, are exhibited by the candidate. Such an assessment along with a performance review discussion by each appraiser with the appraisee officer is expected to help the appraisee officer to strengthen his competencies as employee.
3. The annual performance appraisal of employees requires a high degree of involvement of the employees in the form of listing his/her tasks, accomplishments, difficulties, developmental needs, etc. and discussing with the appraiser support requirements, etc. during the review period.
4. On the basis of the assessments made in the appraisal form, rewards (as and when applicable/possible) and development decisions (training, field visits, job-rotation, etc.) may be taken from time to time. Besides this, the appraisal process itself is intended to provide an opportunity for improving one's own effectiveness on the job through better planning, communication, and insights about job-performance.
5. The process of performance appraisal will start with exercise of distribution of Performance Appraisal Forms to the employees every year during March.
6. Employees who have completed minimum six months of service are identified for performance review.
7. Performance evaluation forms are written annually for the period from 1st April to 31st March and for all categories of the employees.
8. The Performance evaluation forms shall comprise of Personal Particulars (Section A), remarks of reporting authority (Section B) and remarks of reviewing authority (Section C). Personal particulars need to be filled in by the employee and submit to the reporting authority who is mainly superior to the employee concerned. Reporting Authority will further submit the filled in form to the Reviewing Authority. In both cases, they should have supervised the work for not less than 3 months. For computing the period of three months, any leave for a period of more than 15 days should be deducted. If they are under suspension they should write or review the reports within 2 months of date of suspension or one month of due date of completion of performance review forms, whichever is later. If the employee concerned happens to be a relative, reporting or reviewing should be done by the next higher authority.
9. The appraisee may be called by his/her supervisor for a performance review meeting where the performance of the appraisee is discussed at length and the discussions recorded. The appraisee is required to make an honest self-appraisal before having the discussion with the supervisor.
10. The assessment must be made on performance and behavior on job, which requires specific facts to be recorded before arriving at quantitative appraisal of employee.
11. The Reviewing Officer/HOD may make recommendations regarding priorities based on the performance of the person. It is mandatory for HOD to give justifications for their rating (less rating, i.e. 1-2 and extra ordinary, i.e. 9-10). While rating, there must be an attempt to differentiate the various members of the team based on their performance.

12. The performance evaluation forms of permanent non-teaching employees compiled by HR Department are submitted to the **Departmental Promotion Committee (DPC)** of the respective Group after approval of the Director for overall evaluation and recommendation for the promotion based on number of vacancies and the eligibility criteria for the promotions. As per the guidance/ instructions from the Director, HR Department needs to coordinate with respective DPC for preparation of necessary information and agenda thereof.
13. Annual Performance Appraisal Authority for various positions at IIMU will be as follows:

Sr.	Level	Reporting Authority	Reviewing Authority
1	Level 14 & Above	PRC (Performance Review Committee)	Director
2	Level 10 to 13A	Concerned HOD & COA	Director
3	Level 6 to 9	Concerned HOD / COA	COA/ Dean/ Director
4	Level 1 to 5	Concerned HOD	Chief Of Administration

14. **Annual Increment:** Chief of Administration may recommend and Director may approve annual increment as per guidelines of 7th CPC for permanent non-teaching employees.

CHAPTER: 11

Promotion Policy for Permanent Non-Teaching Employees

The Promotion Policy is a step in the direction of developing a comprehensive human resource framework for the IIMU. The Promotion Policy is one of the components of that framework specifically to address the issue of promotion of the permanent employees. For the Promotion Policy to be effective, it is important to develop a scientific appraisal system, staff training and development programme and link them with the promotion. As promotion is a process of reward, incentive, encouragement, appreciation of very good performance and enabling personal growth of an employee, it is important that IIMU takes up the responsibility of institutionalizing staff development and training so that the aspiration of the employee is balanced with the interest of IIMU.

1. The Policy in Brief for Group A/B/C:

- (a) The policy covers all the current permanent employees in their current levels of 7th CPC and promotion to them on next higher level as well as employees that may be recruited on permanent basis in future. The policy covers following levels under 7th CPC:

Sr.	Levels: 7 th CPC	Old GP under 6 th CPC	Group	Type
01	Level 1	GP 1800	C	Clerical
02	Level 2	GP 1900	C	Clerical
03	Level 3	GP 2000	C	Clerical
04	Level 4	GP 2400	C	Clerical
05	Level 5	GP 2800	C	Clerical
06	Level 6	GP 4200	B	Supervisor
07	Level 7	GP 4400	B	Supervisor
08	Level 8	GP 4600	B	Supervisor
09	Level 9	GP 5400	B	Supervisor
10	Level 10	GP 5400	A	Officers
11	Level 11	GP 6600	A	Officers
12	Level 12	GP 7600	A	Officers
13	Level 13	GP 8700	A	Officers

- (b) The policy is applicable to the permanent employees of all the levels.
- (c) At present, the appraisal period at IIMU is from 1st April to 31st March every year.
- (d) The Promotion Exercise for permanent officers and staff will be conducted once in a year/ once in two years or depend upon the requirement of the IIMU after completing process of Performance Appraisal forms of the previous year.
- (e) The policy is based on the principle of seniority, performance, educational qualification and fitment of an employee for the position on which an employee is being promoted.
- (f) At the lowest level, the promotion is entirely based on seniority and merit, with seniority getting reasonable weightage. At higher Levels, merit and background gain weightage.
- (g) Departmental Promotion Committee/s (DPCs) having appropriate members may be

framed by the Director to look into the promotion exercise of Officers and Staff separately.

- (h) IIMU would adopt a flexible cadre approach to provide growth opportunities and prevent stagnation.
- (i) The most important point in the Promotion Policy is number of vacancies available for the promotions. Any permanent position created in any organization brings along with certain permanent liabilities like Gratuity, Leave Encashment, Medical reimbursement/allowances etc. in addition to the regular monthly salary. As only limited permanent positions to be maintained, DPCs will look into the possibilities of awarding promotions to the Officers and Staff in line with the promotion policy approved by the Board of IIMU and suggest creation of some new higher positions and deletion of some current lower positions.
- (j) In the case of professional and technical positions or other post present or to be created in the future, which requires specific professional qualification and/or technical skills the same will be filled up with candidates who possess such professional qualification or skill or technical competence. For recruitment and promotions to such posts preference or weightage, as and when required, for an internal candidate shall be evolved, and the concerned DPC will finalize the criteria.
- (k) The promoted employee may be assigned a role /position based on his new pay level if the vacancy exists. Alternatively, the employee will continue to perform duties in the same role he/she was in before promotion with or without additional responsibilities as per the requirement of the IIMU.
- (l) The promoted employee will be on probation for one year. The period of probation shall be liable to be extended for one more year at the discretion of the appointing authority.
- (m) On expiry of the probation period, if the employee is not confirmed in the next position by a written order, his/her period of probation shall be deemed to have been extended.
- (n) If performance of an employee is not found satisfactory during the probation period, he/she may be reverted to the previous position/designation.
- (o) No additional vacancy will be created for the post from which the incumbent is promoted, unless the same is required by the IIMU.
- (p) In case the promoted employee leaves IIMU, recruitment for replacement would be done at the initial level (from which the employee was promoted) unless the nature of work carried out by the promotee was substantially different or higher. This would also be subject to requirement of the IIMU.
- (q) A seniority list and roster register of permanent employees needs to be maintained by IIMU from the date of joining and considering other aspects like date of birth, category of the employee (General/SC/ ST/NC-OBC/EWS) etc.
- (r) All permanent/ regular employees who complete a minimum period of service mentioned in the respective eligibility criteria at a post /level along with other criteria mentioned thereof can be considered for the promotion process/ exercise. This period would also include the probation period if any.
- (s) In each round of promotion, candidates who fulfill the minimum prescribed eligibility criteria would be subject to a shortlisting process based on criteria mentioned in this policy document.
- (t) There will be two types of promotion – (a) Promotion with only Level Change (b) Promotion with Level Change & Group Change. In case of promotion with Level Change & Group Change, written test will also be conducted and result thereof will also get weightage in addition to the other promotion criteria.

- (u) The shortlisted candidates would be invited by the concerned Departmental Promotion Committee (DPC) for interview or the test and interview depending on their promotion level.
- (v) The final merit list for promotion would be prepared mainly based on the eligibility criteria and fitment of the candidate for the promotion position. The fitment criteria may cover the following points,
 - Number of years of regular service in IIMU in the existing post/ level.
 - Score / Points based on the Overall Annual Performance ratings given by the reviewing officer for the minimum period of service in the Institute required for the promotion.
 - Demonstrated skills / knowledge in the present job.
 - Potential to excel at the next level and willingness to stretch.
 - Extent of all round experience gained by working in various departments of the Institute.
 - Honesty of the employee.
 - Behaviour with peers and superiors.
 - No involvement in any serious indiscipline at the Institute.
 - Marks obtained in the written test.
 - Performance in personal interview before the concerned DPC.
- (w) After promotion, staff member may be moved from one section/ department to another, depending on the need of IIMU. Such staff members may also be required to undergo relevant training as per present or future requirements of IIMU.
- (x) As the promotion is meant for high potential employees and in the current case as promotions are being given for elevation of limited working employees, the number of employees to be promoted in a year will be appropriately decided by DPC with proper justice and justification.
- (y) In case of ongoing disciplinary proceedings/currency of suspension/ongoing penalty period, the decision regarding promotion of the employee would be put on hold (using a sealed cover). The cover would be opened after the completion of the proceedings, if the employee is not awarded any penalty or after the completion of his/her penalty period in case any penalty other than censure is awarded. In case of suspension, the promotion would be implemented only on reinstatement after suspension provided there is no disciplinary proceeding pending or ongoing against the employee. In case there is no penalty imposed after the conclusion of disciplinary proceedings, the promotion would be implemented from the date on which the promotions were announced.
- (z) All recruitments for new positions created at the officer level in Group A may be filled through open competition on direct recruitment basis looking to the job requirement of those positions. Permanent non-teaching staff below pay level 10 not fulfilling the regular promotion criteria but desirous of moving from pay level 8/9 to pay level 10 will have to apply through open competition on direct recruitment basis, when the positions are announced to be filled by way of recruitment.
- (aa) The positions above pay level 13 in the officer cadre will be filled only through open competition on direct recruitment basis. Any officer desirous of applying for these positions can do so in open competition.
- (bb) As per instructions from the Government of India most of the Government departments which were mostly following Financial Year (April - March) based vacancy year system till 2017-18 for promotion to various grades, were required to shift to Calendar Year (January to December) based vacancy year from the year 2018 onwards. Consequently, the crucial date for determining eligibility also changed from 1st April to 1st January. With a view to enable timely holding of Departmental Promotion Committees (DPCs), where the recruitment has been shifted from financial

year-wise to calendar year-wise, it has been decided by the Government of India to relax the eligibility service prescribed in the Recruitment Rules/Service Rules (RRs/SRs) for these posts/cadre, as on the crucial date viz. 1st January, 2021, for upto a maximum period of 3 months. Relaxation in eligibility service is to be accorded in such cases where the employees would have been eligible for being considered for promotion as on 1st April, 2021, but due to change in the crucial date to 1st January, 2021, they become ineligible for being considered for promotion during 2021. Similar relaxation is permitted for vacancy years 2022 and 2023.

- (cc) Promotion Policy may be implemented with effect from the appropriate date after the approval of the Board.
- (dd) Promotion Policy may be reviewed on attaining five years from the date of implementation.

2. **Some important common promotion parameters or points for promotions:**

(a) **Length of Service/ Seniority:**

- (i) Seniority means the number of years spent by a permanent employee in a particular level from the Date of Joining in case of first time promotion exercise.
- (ii) The number of years spent by a permanent employee in a particular level from the Date of last promotion when no cumulative period is mentioned in the Promotion Rules of that level/position.
- (iii) The marks / score of seniority will be the number of years spent rounded to the nearest number. E.g., if years spent are 9.21 then marks would be 9 and if years spent are 9.58 then marks would be 10.
- (iv) The maximum marks for the number of years of experience at IIMU are capped as 20. So in case an employee has spent 22 years at IIMU the marks allocated would be 20 only.

(b) **Annual Appraisal/ Merit:**

- (i) Merit is one of the important components in the proposed scheme of promotion. An employee undergoes an annual performance appraisal. This annual performance appraisal has a ratings submitted by the supervisor. Merit score is derived from the ratings received by individual employee after each year's performance appraisal. For the purpose of promotion exercise this score may be an average appraisal score for the minimum service period mentioned in the eligibility criteria for promotion to a particular level/position.
- (ii) DPC may normalize the score in an appropriate manner at the time of review, in case members feel too many variations in the score awarded by various supervisors. E.g. supervisor of one department is liberal and another department is strict, then it may have effect on the promotions being awarded.
- (iii) In case, the employees' promotion is delayed due to non-performance/ low performance or any other reason, the performance appraisal score of the minimum number of years of service period mentioned in the eligibility criteria should be considered.

(c) **Educational Qualification:**

- (i) IIMU has specified required qualifications for all jobs. Apart from the qualification acquired at the time of joining, an employee acquires additional qualification during the period of consideration. So, for educational qualification, a maximum of ten points are earmarked for the purpose of promotion. Depending on a candidate's achievement in terms of qualifications, either prior to his/her recruitment or after joining the service, the DPC will grant him/her points as per the following:

Sr.	Qualification	Marks
(aa)	Successful completion of Bachelor's degree in any discipline from a recognized university	05
(ab)	Successful completion of Master degree in any discipline/PG Diploma/MBA from any recognized university or B. Tech or equivalent engineering degree or CA/CS/ICWA	08
(ac)	Successful completion with 60% marks in Master degree in any discipline/PG Diploma/MBA from any recognized university or B. Tech or equivalent engineering degree or CA/CS/ICWA	10

- (d) **Requirement of Average Eligibility Score.** Category wise average eligibility score for the required service period for promotion is as follows:

Sr.	Category	Promotion with Level change and Group change	Promotion with Level change <u>but</u> without Group Change.
(i)	General/ OBC/ Physically Challenged (PC)	75 out of 100 marks	70 out of 100 marks
(ii)	SC / ST	65 out of 100 marks	60 out of 100 marks

- (e) **Minimum Eligibility Criteria** in addition to the specific criteria for all promotions:

Any permanent employee of IIMU,

- (i) With minimum graduation from a recognized university at the time of review,
- (ii) With minimum years of service period in IIMU as mentioned against the promotion Level,
- (iii) With category wise average minimum eligibility score of performance appraisal reports required for the service period for promotion,
- (iv) Fulfilling all other promotion criteria.

- (f) **Others:**

- (i) Authorized officer/staff looking after HR Department will maintain the scorecard for all employees coming under the purview of this policy. HR Department will put up to DPC all those cases where employee has completed required years of service as mentioned in the eligibility criteria (including 3 months period of relaxation as mentioned earlier) and all other criteria mentioned for the eligibility in the promotion policy document. The effect of the promotion would be given from the date as decided by the DPC and based on vacancy available for promotion.
- (ii) Any administrative delay in decision making may not have any bearing on the effective dates as decided by DPC.
- (iii) In case of awarding promotion to the employees near to their retirement, employees retiring within 12 months' period from the date of completion of promotion cycle (i.e. 31st March) can be considered for such purpose with relaxation in promotion criteria, provided they have performed very well and obtained minimum required average merit score in last five years for the level/position on which an employee is being promoted.
- (iv) An employee obtaining a certain level of the score as enumerated hereafter in this policy becomes eligible for regular promotion.

3. Promotion Policy for Group C employees to Group C (only Level Change)

- (a) **Eligibility:** as mentioned in earlier point above.
The criteria for promotion recommendation are as follows:

Sr.	Particulars	Max. points
(i)	Length of Service/ Seniority	20
(ii)	Annual Appraisal	50
(iii)	Education Qualification	10
(iv)	DPC review / interactions/ interview	20
	Total	100

- (b) **Category wise Eligibility Score for promotion is as follows:**

Sr.	Category	Promotion with Level Change Only
1	General / OBC / PC	70 out of 100
2	SC / ST	60 out of 100

- (c) Following are the levels for Group C employees with minimum years of service for promotion to next level:

Sr.	Promotion Group	Promotion Level in 7 th CPC (GP in 6 th CPC)	Minimum years of service (as on 31 st March of the year) required in previous Level for promotion
(i)	C	Level 1 (GP 1800)	Entry in Group C.
(ii)	C	Level 2 (GP 1900)	3 years in Level 1
(iii)	C	Level 3 (GP 2000)	3 years in Level 2 or 6 years in Level 2/1
(iv)	C	Level 4 (GP 2400)	5 years in Level 3 or 8 years in Level 3/2
(v)	C	Level 5 (GP 2800)	5 years in Level 4 or 10 years in Level 4/3

4. Promotion Policy for Group C employees to Group B – Level 6 – Old GP 4200 (promotion with Level Change and Group Change):

- (a) **Methodology:** Written Test and Interview.
- (b) **Eligibility:** Any permanent Group C employee of IIMU,
- With minimum graduation from a recognized university,
 - Working in Level 5,
 - With minimum service period of 5 years in Level 5,
 - With category wise average minimum eligibility score of performance appraisal reports required for the service period for promotion,
 - Fulfilling all other promotion criteria.

- (c) **Syllabus:** The syllabus of the written test may be as follows:

Sr.	Topic	Marks
A	IIMU Systems & procedures (subject Knowledge of systems and procedures adopted by various departments of IIMU and general knowledge about IIMU)	Pass with min. 50% marks*
B		
Sr.	Topic	Marks
(i)	General English (Written and Spoken – equivalent to Higher English – Level B)	30
(ii)	Computer awareness (MS-Office-Word, Advance Excel, Power Point, Internet, E-Mail)	25
(iii)	Numerical ability (similar to Bank's clerk examination)	15
(iv)	Reasoning ability (similar to Bank's clerk examination)	15
(v)	General awareness (similar to Bank's clerk examination)	15
	Total	100

***Note:** The test for A & B may be conducted at same time, but it is mandatory for the candidate to acquire 50% marks in A. Once this criterion is fulfilled, marks for B may be seen. The syllabus may be changed from time to time depending on the Institutional requirement and should be announced at least 3 months in advance before the implementation.

- (d) **Agency for Training:** HR Department may select as per the standard procedure in consultation with DPC. It may be a third party agency having sufficient experience of conducting such training or training could be conducted in house under the guidance of DPC.
- (e) **Agency for Test:** HR Department may select as per the standard procedure in consultation with DPC. It may be a third party agency having sufficient experience of conducting such test or test could be conducted in house under the guidance of DPC.
- (f) The criteria for promotion recommendation may be as follows:

Sr.	Grade	Max. points
(i)	Length of Service/Seniority	05
(ii)	Annual Appraisal	50
(iii)	Educational Qualification	05
(iv)	Written Test (weightage)	20
(v)	DPC review / interactions	20
	Total	100

- (g) Category wise average minimum eligibility score for the required service period for promotion is as follows:

Sr.	Category	Promotion with Level Change & Group change
(i)	General / OBC / PC	75 out of 100
(ii)	SC / ST	65 out of 100

- (h) **Score Card:** The score card for each eligible candidate, who has cleared IIMU systems and procedure section, will be prepared as per the criteria mentioned above.
- (i) **Merit list:** The Merit list shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the level of promotion, it will be announced to the eligible candidates and they can appear for an interview before the DPC.

- (j) The DPC shall suggest promotion of the candidate based on the fitment and various points elaborated above in the Brief of Policy on the vacant position. While giving suggestions for promotion, DPC may also see the category wise (Gen/SC/ST etc.) promotion criteria.
- (k) **Validity of Score:** The score will be valid for two years.
- (l) **Others:** Employees taking test may be allowed to take two days of leave for preparation of the test with the prior approval of the respective supervisor. If vacancy could not be filled up with promotion process, IIMU can fill up the same (permanent position) by inviting open applications through advertisement.

5. Promotion Policy for Group B employees to Group B (only Level Change):

All promotion parameters and all the general points mentioned earlier are applicable.

- (a) **Eligibility:** Any permanent Group B employee of IIMU,
- (i) with minimum graduation from a recognized university at the time of review,
 - (ii) with minimum years of service period in IIMU as mentioned against the promotion Level,
 - (iii) with category wise average minimum eligibility score of performance appraisal reports required for the service period for promotion,
 - (iv) fulfilling all other promotion criteria.
- (b) **The criteria for promotion recommendation are as follows:**

Sr.	Particulars	Max. points
(i)	Length of Service/Seniority	20
(ii)	Annual Appraisal	50
(iii)	Education Qualification	10
(iv)	DPC review / interactions	20
	Total	100

- (c) Category wise average minimum eligibility score for the required service period for promotion is as follows:

Sr.	Category	Promotion with Level Change Only
(i)	General / OBC / PC	70 out of 100
(ii)	SC / ST	60 out of 100

- (d) Following are the levels for Group B employees with minimum years of service for promotion to next level:

Sr.	Promotion Group	Promotion Level (GP in 6 th CPC)	Min. years of service (as on 31 st March of the year) required in previous Level for promotion
(i)	B	Level 7 (GP 4600)	5 years in Level 6
(ii)	B	Level 8 (GP 4800)	5 years in Level 7 OR 10 years in Level 7/6
(iii)	B	Level 9 (GP 5400) (Non Officer Level)	6 years in Level 8 OR 11 years in Level 8/7

6. **Some important common promotion parameters for promotion on officers positions in addition to the parameters mentioned at staff promotions:**

Educational Qualification:

Institute has specified required qualifications for all jobs. Apart from the qualification acquired at the time of joining, a staff member should have acquired (if do not possess) minimum following educational qualification at the time of consideration on the position of Officer:

Sr.	Promotion Level	Minimum Educational Qualification
(a)	Level 10	Bachelor's degree plus post graduate diploma OR Master's degree OR B.Tech or equivalent engineering degree
(b)	Level 11	Relevant Bachelor's degree plus post graduate diploma OR Relevant Master's degree OR B.Tech or equivalent engineering degree OR Professional degree (e.g. ME/ MBA/ CA/ ICWA etc.)
(c)	Level 12	Relevant Master's Degree OR Professional degree (e.g. ME/MBA/CA/ICWA etc.)
(d)	Level 13	Relevant Master's Degree OR Professional degree (e.g. ME/ MBA/ CA/ ICWA etc.)

7. **Promotion Policy for Group B employees to Group A – Level 10 – Old GP 5400 (promotion with Level Change and Group Change)**

- (a) **Methodology:** Written Test and Interview.
- (b) **Eligibility:** Any permanent Group B employee of IIMU,
- With Bachelor's degree plus post graduate diploma **OR** post-graduation **OR** a good engineering degree from a recognized university,
 - With minimum service period of 6 years in Level 9,
 - With category wise average minimum eligibility score of performance appraisal reports required for the service period for promotion,
 - Fulfilling all other promotion criteria.

(c) **Syllabus: The syllabus of the written test may be as follows:**

Sr.	Topic	Marks
(i)	Communication	35
(ii)	Case Analysis and its Power Point Presentation	30
(iii)	Advance Excel Proficiency	25
(iv)	Mathematics	10
	Total	100

Note: The syllabus may be changed from time to time depending on the Institutional requirement. The syllabus may be changed from time to time depending on the Institutional requirement and should be announced at least 3 months in advance before the implementation.

- (d) DPC will prepare a merit list of candidates who score minimum marks (as per the category of the candidate) based upon the below mentioned criteria, which will be valid for 2 years:

Sr.	Grade	Max. marks
(i)	Length of Service/Seniority	05

Sr.	Grade	Max. marks
(ii)	Annual Appraisal	50
(iii)	Educational Qualification	05
(iv)	Written Test (weightage)	20
(v)	DPC review / interactions	20
	Total	100

- (e) Category wise average minimum eligibility score for the required service period for promotion is as follows:

Sr.	Category	Score
1	General / OBC / PC	75 out of 100
2	SC / ST	65 out of 100

- (f) Score Card: The score card for each eligible candidate will be prepared by the Chief of Administration Office / HR Department.
- (g) Merit list: The Merit list shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the officer cadre, it will be announced to the eligible candidates and they can appear for an interview before the DPC.
- (h) The DPC may suggest promotion based on the fitment of the candidate on the vacant position. While giving suggestions for promotion, selection committee may also see the category wise (Gen/SC/ST etc.) promotion criteria.
- (i) Validity of Score: The score will be valid for two years.
- (j) Others: If vacancy could not be filled up with promotion process, IIMU can fill up the same (permanent position) by inviting open applications through advertisement.

8. **Promotion Policy for Group A employees to Group A (only Level Change)**

All promotion parameters and all the general points mentioned earlier are applicable.

- (a) **Eligibility:** Any permanent Group A employee of IIMU,
- With relevant required Educational Qualification from the recognized university for the Level being promoted,
 - With minimum years of service period in IIMU as mentioned against the promotion Level,
 - With category wise average minimum eligibility score of performance appraisal reports required for the service period for promotion,
 - Fulfilling all other promotion criteria.
- (b) The criteria for promotion recommendation are as follows:

Sr.	Particulars	Max. points
(i)	Length of Service/Seniority	20
(ii)	Annual Appraisal	50
(iii)	Education Qualification	10
(iv)	DPC review / interactions	20
	Total	100

- (c) Following are the levels for Group A employees with minimum years of service for promotion to next level:

Sr.	Promotion Group	Level of promotion (GP in 6 th CPC)	Min. years of service (as on 31 st March of the year) required in previous Level for promotion
(i)	A	Level 11 (GP 6600)	6 years in Level 10
(ii)	A	Level 12 (GP 7600)	6 years in Level 11 OR 12 years in Level 11/10

9. Promotion Policy for Group A (Level 12) employees to Group A (Level 13):

All promotion parameters and all the general points including educational qualification requirement mentioned earlier are applicable.

- (a) **Eligibility:** Any permanent Group A employee of IIMU,
- With relevant required Educational Qualification from the recognized university for the Level being promoted,
 - with minimum service period of 8 years in Level 12 OR 14 years in Level 12/11,
 - with category wise average minimum eligibility score of performance appraisal reports required for the service period for promotion,
 - fulfilling all other promotion criteria.

- (b) The criteria for promotion recommendation are as follows:

Sr.	Particulars	Max. points
(i)	Length of Service/Seniority	20
(ii)	Annual Appraisal	50
(iii)	Education Qualification	10
(iv)	DPC review / interactions	20
	Total	100

- (c) Following are the levels for Group A employees with minimum years of service for promotion to next level:

Sr.	Promotion Group	Level of promotion (GP in 6 th CPC)	Min. years of service (as on 31 st March of the year) required in previous Level for promotion
1	A	Level 13 (GP 8700)	8 years in Level 12 OR 14 years in Level 12/11

10. Proposed Designations for various Levels:

Levels: 7thCPC	Group	General Admin	Accounts	Library
Level1	C	Office Assistant	Office Assistant(Accounts)	Stack Assistant
Level2	C	Jr. Assistant (Gr-I)	Jr. Assistant A/c (Gr-I)	Jr. Assistant Lib.(Gr-I)
Level3	C	Jr. Assistant (Gr-II)	Jr. Assistant A/c (Gr-II)	Jr. Assistant Lib.(Gr-II)
Level4	C	Sr. Assistant (Gr-I)	Sr. Assistant A/c (G-I)	Sr. Assistant Lib.(G-I)
Level5	C	Sr. Assistant (Gr-II)	Sr. Assistant A/c (G-II)	Sr. Assistant Lib.(G-II)
/////	/////	////////////////	////////////////	////////////////
Level6	B	Executive	Accounts Executive	Library & Information Executive
Level7	B	Senior Executive	Sr. Accounts Executive	Sr. Library & Information Executive
Level8	B	Assistant AO (Gr-I)	Assistant Accounts Officer (Gr-I)	Assistant Library & Inf. Officer- (Gr-I)
Level9	B	Assistant AO (Gr-II)	Assistant Accounts Officer (Gr-II)	Assistant Library & Inf. Officer- (Gr-II)
/////	/////	////////////////	////////////////	////////////////
Level 10	A	Administrative Officer	Accounts Officer	Assistant Librarian #
Level 11	A	Sr. AO (Gr-I)	Finance & Accounts officer	Deputy Librarian #
Level 12	A	Sr. AO (Gr-II)	Sr. Finance & Accounts officer	Librarian #
Level 13	A	Head*	Financial Advisor & Head Accounts Officer*	Head- Library* #

*** - The designation may be finalized/amended at par with the other IIMs**

- PhD Degree required.

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Summary:

	IIMU														
	Bird Eye View of the Draft Promotion Policy							Aug-		V.06					
Sr.	6th CPC	7th CPC	Group	Min. Education	Min. Years	OR	Marks	Marks	Marks	Marks	Marks	Marks	Gen/	SC/ST	
	GP	Level			of	Min. combined	for	for	for	for	for	for	OBC/	Score	
					in	Min. combined	Seniority	Appraisal	EQ	DPC	Test-1	Test-2	PC		
					previou	in previous					A	B	Score		
					Level	two									
					for	for									
1	180	1	C	Graduate	Entry	Entry									
2	190	2	C	Graduate	3 in LV	3 in LV	20	50	10	20			70	60	
3	200	3	C	Graduate	3 in LV	6 in LV	20	50	10	20			70	60	
4	240	4	C	Graduate	5 in LV	8 in LV	20	50	10	20			70	60	
5	280	5	C	Graduate	5 in LV	10 in LV	20	50	10	20			70	60	
6	420	6	B	Graduate	5 in LV		5	50	5	20	50%	20	75	65	
7	460	7	B	Graduate	5 in LV		20	50	10	20			70	60	
8	480	8	B	Graduate	5 in LV	10 in LV	20	50	10	20			70	60	
9	540	9	B	Graduate	6 in LV	11 in LV	20	50	10	20			70	60	
10	540	10 #	A	B+PGD OR M OR BE/ME	6 in LV		5	50	5	20		20	75	65	
11	660	11 #	A	Rel. M OR B+PGD OR BE/ME	6 in LV		20	50	10	20			70	60	
12	760	12 #	A	Rel. M OR Profe.	6 in LV	12 in LV	20	50	10	20			70	60	
13	870	13 #	A	Rel. M OR Profe.	8 in LV	14 in LV	20	50	10	20			70	60	
14	890	13A #	A				20	50	10	20			70	60	
15	1000	14 #	A				20	50	10	20			70	60	
	Note:														
	* - Needs to pass requisite tests/ exam.														
	IIMU Promotion Policy for Non Teaching Officers & Staff may be reviewed on attaining five years from the date of implementation.														

- PhD Degree required for the Library Cadre.

CHAPTER – 12

Training & Development

Training programme shall be categorized as:

Induction Training:

Induction for newly recruited employee shall cover detailed overview of IIMU and all departments, as appropriate.

General

HR Department will ensure the full details of the training programme for the employee as well as concerned HODs well before the commencement of the programme. Re-training may be organised, in consultation with the concerned HOD for employees whose performance in the training programme is found to be below average.

Training Report/Summary:

HR Department shall maintain records of all the training programmes organised which will have information on topics covered, training methodology, list of participants employees. Wherever appropriate feedback report and evaluation of participants shall also be maintained.

CHAPTER – 13

Leave Travel Concession

1. Leave Travel Concession is admissible to **permanent non-teaching employees** of IIMU with one year of continuous service on the date of journey and his/her family for journey performed by self or by the family as the case may be.
2. The concession is admissible in every calendar year for visiting home town for the first 8 years from the joining date of the employee.
3. The concession is admissible once in a period of two calendar years for visiting home town or once in a period of four years for visiting a place anywhere in India to be specified before availing of the concession on each occasion.
4. After completion of 8 years from the joining date of the employee, the concession is admissible once in a period of two calendar years for visiting hometown.
5. The block years for the purpose of this calculation shall be calendar years like 2018-21, 2022-2025 and so on.
6. The employees and their families, who are unable to avail themselves of the concession in a block of two years, maybe permitted to avail of the concession before the end of the first year of the next block. In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.
7. Home town means the permanent home town as given in the applications of the employees or such other place as declared by them supported by reasons such as ownership of immovable property, permanent residence of near relatives. The declaration of home town once made shall be treated final but in exceptional case the IIMU may allow one change during the career of an employee on the individual merits of the case.
8. “Family” for the purpose of leave travel concession means an employee’s wife or husband, as the case may be, two surviving children or stepchildren irrespective of whether they are residing with the employee or not. In addition, it also includes parents, stepmother, unmarried sisters, brothers and married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters who are residing with and wholly dependent on the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their father is either not alive or is himself dependent on the employee).
9. The restriction of two surviving children as indicated above shall not apply in case of multiple births after one child.
10. Not more than one wife is included in the term “family” for the purpose of leave travel concession.
11. In respect of places which are not connected by rail, the employees may travel by steamer/ air where an alternative means of travel is either not available or is more expensive. In such cases, the IIMU bears the same proportion of cost as in the case of rail journeys.
12. The liability of the IIMU for the cost of railway fare between Udaipur and the home town or a specified place other than the home town is limited to the share of the fare by the shortest route calculated on a through ticket basis.
13. The concession is restricted to journeys within India.
14. The concession is admissible only in the case of journeys performed by the employee during regular leave or casual leave as the case may be, irrespective of their duration.
15. Employees who are entitled to travel by Air under LTC may choose to travel by any airline subject to follow the guidelines provided by Govt. of India.
16. For sectors not covered by the LTC 80 scheme, the entitled employees may ensure that cheapest economy tickets by the shortest route are purchased by either booking through internet/airlines directly.
17. The employee should inform the designated personnel in the accounts department before

undertaking journey for which the concession under this scheme is claimed. They should produce evidence of their having actually performed the journey as claimed by them.

18. To enable the employees to avail of the concession, they may be granted an advance limited to 90% of the estimated amount which the IIMU would have to reimburse in respect of the cost of journey both ways to the home town or any specified place and back. Where the employees and members of the family avail themselves of the concession separately, the advance also may be drawn separately. The advance shall have to be refunded if the outward journey is not commenced within 60 days of the grant of advance. Travelling advance should be settled within one month of completing the return journey.
19. Rail Tickets/ Bus Tickets /Boarding pass need to be submitted for settling the account.
20. For the purpose of availing facility of LTC, permanent employees shall follow the OMs issued by the Government of India from time to time. In case of any deviation in IIMU rules from the Government of India, rules mentioned by the Government of India will prevail.

CHAPTER – 14

Retirement, Resignation Etc.

1. Retirement

- (a) The age prescribe for retirement on superannuation is 60 years for the permanent non-teaching employees of IIMU.
- (b) Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.
- (c) **Exception:** An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- (d) The day of retirement on superannuation will be deemed as a working day.
- (e) In case of premature/voluntary retirement, the day of retirement will be treated as a 'non-working day'; in all other cases it will be a working day.
- (f) **Relinquishment of charge on a Holiday:** An employee retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday. The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.
- (g) **Regulation of claims to pension or family pension:** Any claim for CPF/Pension/Gratuity/NPS/ Family Pension benefits will be regulated on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death.
- (h) **Employment after retirement under a Foreign Government:** A pensioner, who immediately before his retirement was a Group A employee should not accept any employment under any Government outside India without the prior sanction of the IIMU. No pension is payable during the period of such appointment accepted without prior permission or for a longer period as may be ordered by the IIMU.
- (i) **Period counted as a qualifying service**
 - (i) Qualifying service of an employee commences from the date he/she takes charge of the post to which he/she is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.
 - (ii) All kinds of leave with leave salary
 - (iii) Extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/re-join duty on account of civil commotion or for prosecuting higher technical and scientific studies. This period automatically counts as qualifying service without and express sanction for this purpose
 - (iv) Service on probation followed by confirmation
 - (v) Suspension followed by minor penalty
- (j) **Period counted as a non-qualifying service**
 - (i) Service rendered before attaining the age of 18 years.
 - (ii) Service as Apprentice.
 - (iii) Unauthorized absence treated as 'dies non'.
 - (iv) Overstay on leave/joining time not regularized as leave with leave salary.
 - (v) Extraordinary Leave without medical certificate other than extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies.
 - (vi) Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

2. Resignations

Employees of the IIMU may resign from the IIMU as per the provisions contained in their appointment letter. While the IIMU would be interested to settle all the outstanding dues, as early as possible, no outstanding dues will be settled unless a properly endorsed clearance form is submitted by the employee concerned.

(a) Retirement benefit to permanently absorbed employee:

When an employee of an organisation under the control of the Government of India is permanently absorbed at IIMU the past service will count for retirement benefits at IIMU provided the transfer is certified to be in the public interest and also subject to the following conditions:

- (i) The transfer is made with the consent of parent institution;
- (ii) The IIMU shall be the sole judge to decide as to whether the absorption is in the public interest or not;
- (iii) The parent institution pays the capitalised value of pension and gratuity in respect of past service of the employee in that institution to IIMU at the time of his permanent absorption; and

(b) Technical Resignation

- (i) The resignation is treated as a technical formality where an Employees has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign from the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the Employees has not mentioned the word "Technical" while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the Employees to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on ad hoc basis.
- (ii) This benefit is also admissible to the Employees who have applied before joining the Institute and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfilment of the following conditions:-
 - (aa) The Employees should intimate the details of such application immediately on her joining;
 - (ab) The Employees at the time of resignation should specifically make a request, indicating that he/she is resigning to take up another appointment under Government for which he/she had applied before joining the Government service;
 - (ac) The authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, her application would have been forwarded through proper channel.
- (iii) In case of Technical Resignation it is very much important that both Government Organisations/ Institutes, one which is relieving the Employees and another which is accepting the Employees, accepts in writing that Employees's resignation is a Technical Resignation and necessary respective amount calculated under various heads needs to be transferred from relieving organisation to receiving organisation.

- (iv) **Carry forward of Leave benefits:**
 - (aa) Technical resignation shall not result in the lapse of leave to the credit of the Employees. The balance of unutilised CCL as well as all other leaves of the kind due & admissible will be carried forward. If leaves are merely transferred and not encashed by the Employees then relieving Institute may have to deposit amount equivalent to the leave encashment.
 - (ab) In case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the Employees shall be granted cash equivalent of leave salary in respect of EL & HPL at his credit subject to overall limit of 300 days.
 - (ac) A Employees taking up an appointment in a Central public enterprise will be entitled to encashment of earned leave to his credit at the time of acceptance of his resignation from Institute service, subject to a limit of 180 days. Half pay leave will stand forfeited.
- (v) **Carry forward of LTC:** Entitlement to LTC may be carried forward in case of an Employees who joins another post after having submitted Technical Resignation. In case of a Employees who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, Employees will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus, if a Employees joins another Department after serving in the Institute for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.
- (vi) **Protection of Pay and Increment:** In cases of appointment of a Employees to another post in Government on acceptance of technical resignation, the protection of pay is given. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the post he holds substantively. Past service rendered by such a Employees is taken into account for reckoning of the minimum period for grant of annual increment in the new post/ service/ cadre.
- (vii) **Gratuity:** The appropriate Gratuity amount to be transferred by the relieving organisation to the receiving organisation.
- (viii) **Seniority:** On technical resignation seniority in the post held by the Employees on substantive basis continues to be protected. However, in case of a Employees deciding to rejoin his substantive post, the period spent in the another Department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.
- (ix) **New Pension Scheme (NPS):** In case of 'Technical Resignation' of Employees covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN, will be carried forward to the new office.

CHAPTER – 15

Gratuity & Leave Encashment

1. Gratuity:

- (a) All rules followed by the Government of India for the payment of Gratuity to the employees is followed by IIMU.
- (b) Gratuity shall be granted for good, efficient and faithful service to whole time **permanent non-teaching employees** of the IIMU and shall **exclude** the following:
 - (i) Casual employees; Part time employees;
 - (ii) Employees on deputation; and
 - (iii) Apprentices and trainees.
- (c) Gratuity will be admissible only after five years of qualifying service.
- (d) It shall be granted in the following circumstances:
 - (i) Discharge on abolition of post;
 - (ii) Permanent incapacity due to bodily or mental infirmity;
 - (iii) Superannuation at the age of 60 years;
- (e) Qualifying service is calculated and expressed in completed half years. Fraction equal to three months and above shall be treated as one half year. Fraction of less than 3 months will be ignored.
- (f) Gratuity shall not be admissible to an employee whose services are terminated for misconduct, insolvency or inefficiency.
- (g) Gratuity shall be equal to one-fourth of the monthly emoluments (last Basic Pay + DA) for each completed six monthly periods of service subject to a maximum of 16½ times of the emoluments or **Rs.20 lacs whichever is less and as per Government norms**
- (h) **In case of death**, the amount of gratuity shall be calculated under (para 7) or as worked out below, whichever be more:

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

- (i) **For the purpose of gratuity, “family” covers following members:**
 - (i) Wife in the case of a male employee;
 - (ii) Husband in the case of female employee;
 - (iii) Sons including step children and adopted children;
 - (iv) Unmarried and widowed daughters;
 - (v) Brothers below the age of 18 years and unmarried and widowed sisters including step brothers and step sisters;
 - (vi) Father;
 - (vii) Mother;
 - (viii) Children of a pre-deceased son.
- (j) Every employee shall make a nomination in the appropriate form conferring on one or

more persons of his family the right to receive the gratuity in the event of his death while in service or after quitting service but before payment of gratuity is made, indicating the shares payable to each member.

- (k) In the case of an employee having no family, the nomination may be made in favour of a person, or persons, or a body of persons, corporate or incorporate.
- (l) In the event of there being no nomination, the gratuity on death may be paid in the manner indicated below:
 - (i) If there are one or more surviving members of the family as mentioned below, it may be paid to all such members other than any such member who is widowed daughter, in equal shares.
 - (aa) Wife in the case of a male employee;
 - (ab) Husband in the case of female employee;
 - (ac) Sons including step children and adopted children;
 - (ad) Unmarried and daughters;
 - (ii) If there are no such surviving members of the family but there are one or more surviving widowed daughters and/or more surviving members of the family as mentioned below, the gratuity may be paid to all such members, in equal shares.
 - (aa) Brothers below the age of 18 years and unmarried and widowed sisters including step brothers and step sisters;
 - (ab) Father;
 - (ac) Mother;
 - (ad) Married daughters; and
 - (ae) Children of a pre-deceased son.

2. Leave Encashment to the Permanent Employees:

Leave encashment is available on maximum 300 days of unutilized Earned leave (EL) to the permanent employees.

Payment = [Last Basic Pay+ DA] / 30 x No. of unutilized EL

3. National Pension System (NPS):

The Central Government has introduced the Defined Contribution based Pension System known as the National Pension System (NPS) replacing the Defined Benefit Pension with effect from January 01, 2004 vide its notification Ministry of Finance (Department of Economic Affairs) OM No 5/7/2003 PR Dt 22/12/2003.

National Pension System (NPS) is a contributory pension system whereby contributions from subscribers along with matching contributions from the organisation, are collected and accumulated in an individual pension account of the employee. This scheme may be made available to the permanent employees joining IIMU.

4. Transport Allowance on Retirement of a permanent employee will be paid by IIMU as per the rules of the Government of India in this regard.

- (a) When the retired employee settles down in a station exceeding 20 kms, Institute pays the following:
 - (i) Composite Transfer Grant (CTG) equal to 80% of the last month's Basic Pay.
 - (ii) Actual eligible economy fares for self and family for journey as per LTC rules.
- (b) When the retired employee settles down in a station not exceeding 20 kms. Composite transfer grant (CTG) equal to one-third of the last month's Basic Pay.
- (c) Cost of transportation as per the following entitlement:

Level	By Train/ Steamer	By Road
Level 12 & Above	6,000 kg by goods train/ 4-wheeler wagon/ 1 double container	Rs.50/Km
Level 6 to 11	6,000 kg by goods train/ 4-wheeler wagon/ 1 double container	Rs.50/Km
Level 5	3000 Kg	Rs.25/Km
Level 1 to 4	1500 Kg	Rs.15/Km

- (d) Time limit: The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement.
- (e) For more detail refer to the Ministry of Finance, Department of Expenditure O. M.NO.,19030/1/2017-E.tV dated 10.07.2017.

CHAPTER – 16

Scheme for Compassionate Appointment of Dependents of Employees

1. Object

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of IIM Udaipur employee dying in harness or who is retired on medical grounds, thereby leaving his/her family in penury and without any means of livelihood, to relieve the family of IIM Udaipur employee concerned from financial destitution and to help it get over the emergency.

2. To Whom Applicable

To a dependent family member of an IIM Udaipur employee who

- (a) Dies while in service (including death by suicide); or
- (b) Is retired on medical grounds before attaining the age of 55 years (certified by the medical board of the institute)

Note I: "Dependent Family Member" means:

- (a) Spouse; or
- (b) Son (including adopted son); or
- (c) Daughter (including adopted daughter); or
- (d) Brother or sister in the case of an unmarried employee

-- who was wholly dependent on the IIM Udaipur employee at the time of his/her death in harness or retirement on medical grounds, as the case may be.

Note II: "IIM Udaipur employee" for the purpose of these instructions means an IIM Udaipur employee appointed on a regular basis and who is not on probation, and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis

3. Authority Competent to Make Compassionate Appointment

The Board of Governors of the IIM Udaipur. However, the Chairman, Board of Governors may approve appointments on behalf of the Board.

4. Posts to Which Such Appointments Can Be Made

Group 'C' (Entry Level) posts against the direct recruitment quota. No compassionate appointment will be made in Group 'A' & 'B' posts.

5. Eligibility

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

6. A. Exemptions

Compassionate appointments are exempted from observance of the following requirements: -

- (a) Recruitment procedure of the Institute including facing a Selection Committee.
- (b) The ban orders on filling up of posts issued by the Ministry of Education.

B. Relaxations

- (a) Upper age limit can be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.
Note I: Age eligibility shall be determined with reference to the date of application and not the date of appointment.
- (b) The Board may relax temporarily educational qualifications as prescribed in the relevant recruitment rules in the case of appointment at the lowest level that is Group 'C' Attendant post (or equivalent).
- (c) In the matter of exemption from the requirement of having working knowledge on Computer Word Processing those appointed on compassionate grounds to the post of Deputy Manager or equivalent will be required to qualify a test on Word Processing within 1 year failing which, they are liable to be terminated.
- (d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of Office In-charge, she will be placed in Group 'C'- Level-1 of 7th CPC directly without insisting on fulfilment of educational qualification norms, provided the Director is satisfied that the duties of the post against **which** she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of Office In-charge only. However, the subsequent promotion, MACP etc. will be admissible to such incumbent only after she acquires the qualifications prescribed for direct recruit.

7. **Determination/Availability of Vacancies.** Compassionate appointments can be made up to a maximum of 5% of vacancies falling under direct recruitment quota in Group 'C' (including technical posts) that have arisen in the year. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/OBC/General depending upon the category to which he/ she belongs.

8. Belated Requests for Compassionate Appointment

(a) Institute can consider requests for compassionate appointment even where the death or retirement on medical grounds of an IIM Udaipur employee took place long back, say two years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the IIM Udaipur employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection.

(b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of an IIM Udaipur employee and not the age of the applicant at the time of consideration.

9. **Widow Appointed on Compassionate Grounds Getting Remarried.** A widow appointed on compassionate grounds will be allowed to continue in service even after remarriage.

10. **Missing IIM Udaipur Employee.** Cases of missing IIM Udaipur employees are also covered under the scheme for compassionate appointment subject to the

following conditions: -

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the IIM Udaipur employee has been missing, provided that:
 - (i) an FIR to this effect has been lodged with the Police,
 - (ii) the missing person is not traceable, and
 - (iii) the competent authority feels that the case is genuine.
- (b) This benefit will not be applicable to the case of an IIM Udaipur employee: -
 - (i) who had less than two years to retire on the date from which he/ she has been missing; or
 - (ii) who is suspected to have committed fraud or suspected to have joined any terrorist organization or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing IIM Udaipur employee also would not be a matter of right as in the case of others and it will be subject to fulfilment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme.
- (d) While considering such a request, the results of Police investigations should also be taken into account.

11. Procedure

- (a) The proforma as prevalent in the GoI is to be filled up by any applicant for a compassionate appointment.
- (b) The Director will appoint a committee who will examine the cases received in a half-year. This may include meeting the applicant, verifying the contents of the applicant. The committee will submit a report which will include its recommendations.
- (c) The recommendation of the committee will be placed before the Board in its next meeting and the Board will take a decision.
- (d) There may be situation where cases may be more than the vacancies. In this situation, Compassionate appointment on regular post shall be given to the highest score earner by following the point system prevalent in Government of India.

12. Undertaking

A person appointed on compassionate grounds under the scheme should give an undertaking in writing that he/ she will maintain properly the other family members who were dependent on the IIM UDAIPUR employee in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

13. Request for Change in Post/Person

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore.

CHAPTER – 17

Welfare Activities

The IIMU may constitute a **Staff Welfare Committee** chaired by the Director. Below are the details of the activities that can be carried out by the Welfare Committee:

1. Employees Annual Health Check-Up

General health check-up for the employees of the IIMU and their spouse who are above 35 years may be organized by the Staff Welfare Committee at a designated hospital in Udaipur. The expense on this account may be added into the annual budget of IIMU.

2. Staff Development Policy

Staff Development Policy introduced for all the non-teaching employees to improve their learnings. The detailed policy regarding Staff Development has been circulated. The brief details of entitlement is as follows:

- (a) Rs. 1 Lakh (Rupees One lakh only) per financial year (April-March) for each member in Level-10 and above as per the pay matrix defined in 7th CPC.
- (b) Rs. 50,000/- (Rupees Fifty thousand only) per financial year (April-March) for each member in Level 6-9 as per the pay matrix defined in 7th CPC.
- (c) Rs. 25,000/- (Rupees Twenty-five thousand only) per financial year (April-March) for each member in Level 1-5 as per the pay matrix defined in 7th CPC.

3. Subsidised Food. IIMU provides subsidised food to its employees.

4. Subsidised Transport Facility. IIMU provides subsidised transport facility to its employees.

5. Team Building Initiatives: IIMU has taken team building initiatives. A few are appended below:

- (i) One family trip with the team
- (ii) Two lunch with the team
- (iii) T-Shirt/Track-suits/Hoodies each per year.

CHAPTER – 18

General Conduct and Disciplinary Actions

All employees of the Indian Institute of Management Udaipur (“IIMU”) will be expected to strictly follow the rules and regulations of the IIMU as promulgated and modified from time to time.

1. Speeches/ Presentations in Public Seminars/ Conferences.

A. All employees are required to seek prior written approval from the Director of the IIMU for making speeches and presentations in public seminars and conferences mentioning following details:

- (i) Date and venue of the Seminars/Conferences
- (ii) Purpose and theme of the Seminars/Conferences
- (iii) Brief outline of the proposed presentation/speech
- (iv) Likely audience
- (v) Reason for participation

B. After their participation in the seminar, they will be required to submit a report of their assessment of their speeches/ presentations.

2. Communication to the Media

A. Chief of Administration or a designated Officer for the Public Relations (PR) Activity known as PR Officer of the IIMU will manage all communications with the press, in co-ordination with the Director. Direct interaction with the press will be only handled by the Director. All queries from the media either through their representatives or otherwise should be referred to the PR Officer.

B. An employee shall not directly/indirectly deal with media on IIMU related matters without prior written authorization to do so from the PR Officer of the IIMU.

C. Use of internet or any other medium to reveal sensitive information on social media platform, blogging, streaming platform or any other platform is strictly prohibited.

3. Protection & Proper Use of IIMU Assets

A. All employees are expected to take good care of IIMU’s assets and ensure their efficient use. All assets of the IIMU shall be used only for legitimate business purposes.

B. Theft, carelessness, and waste of resources of any kind will be viewed seriously.

4. Drugs/Smoking/Alcohol/Weapons

A. Anyone taking drugs/consuming alcohol/smoking in offices or is in possession of weapons will be committing a disciplinary offence, which will be dealt with in accordance with the IIMU’s Disciplinary Action Procedure.

B. An employee may, on reasonable suspicion, be asked to undergo drug/alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the IIMU.

5. Conduct Rules

A. [Do's] – Every Employee shall

- (i) maintain absolute integrity at all times.
- (ii) maintain absolute devotion to duty at all times.
- (iii) maintain independence and impartiality in the discharge of duties.
- (iv) observe proper decorum at the workplace and/or at any place the employee is representing IIMU in an official capacity.
- (v) promptly report to his/her superior any civil/criminal case against him/ her, if any, in any Court/ Tribunal/ other judicial or quasi-judicial authority, whether in India/outside India and the circumstances connected therewith.
- (vi) maintain political neutrality in their official dealings involving IIMU.
- (vii) act in accordance with IIMU policies as may be applicable from time to time.
- (viii) maintain courtesy while dealing with the general public in IIMU's official capacity.
- (ix) represent that he/she is not in breach of any contract with any third party or restricted in any way in an employees' ability to undertake or perform his/her duties towards IIMU. Any liability arising out of any agreement/arrangement between the employee and the third party shall be solely borne by the employee himself/herself and IIMU shall in no way be concerned/liable for any such liability.
- (x) immediately inform IIMU of any conflict (potential/actual) between his/her interest and those of IIMU. Where IIMU is of the opinion that such a conflict does or could exist, it may direct an employee to take appropriate action(s) to resolve such a conflict, and an employee shall comply with such instructions.
- (xi) for the purpose of performing his/her duties will have access to email, internet, IIMU assets (desktop, laptop, mobile phones etc.) and other IIMU infrastructure. An employee shall ensure that at all times his/her use of such facilities meets the ethical and social standards of the workplace. Further, an employees' use of such facilities must not interfere with his/her duties and must not be illegal or contrary to the interests of IIMU.

B. [Don'ts] No Employee shall

- (i) indulge in acts detrimental to the interest of IIMU.
- (ii) adopt dilatory tactics in his/her dealings with the public in IIMU's official capacity.
- (iii) associate or join any banned organizations or any organization indulging in any activity which is prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- (iv) accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with IIMU.
- (v) appear at any place the employee is representing IIMU in a state of intoxication.
- (vi) indulge in any act of sexual harassment of any kind at workplace.
- (vii) enter into any private correspondence with Foreign Embassies or Missions or High

Commissions on behalf of IIMU.

(viii) willfully insubordinate or disobey, whether alone or in combination with others to any lawful and reasonable order of a supervisor.

(ix) indulge in any kind of theft, or dishonesty in connection with the IIMU activities or property.

(x) willfully damage IIMU's goods or property.

(xi) take or give bribes (in cash or otherwise) or any illegal gratification.

(xii) a habit of late attendance.

(xiii) breach any law(s) applicable at the IIMU.

(xiv) be involved in any habitual negligence or neglect of work.

(xv) have a habit of frequent repetition of any misconduct or omission.

(xvi) organise labour strikes at workplace and/or incite others to organise such labour strikes at the workplace in contravention of the provisions of any applicable law in force from time to time.

(xvii) act in a manner prejudicial to the interests of the IIMU.

(xviii) be involved in any drunkenness, riotous, disorderly and/or portrayal of indecent behaviour in the premises of the IIMU or outside such premises where such behaviour is related to or connected with the employment.

(xix) be involved in any gambling within the premises of the IIMU or any other place of work.

(xx) do any smoking (including e-cigarettes) within the premises of IIMU or at any other place of work.

(xxi) collect, without the permission of the competent authority, any money (within the premises of the IIMU or at any other place of work) except where such employee has been authorised by the competent authority to do so.

(xxii) Sleeping while on duty.

(xxiii) be involved in any act which amounts to a criminal offence involving moral turpitude or otherwise.

(xxiv) remain absent from his/her appointed place of work without permission or sufficient cause.

(xxv) act subversive of discipline or good behaviour.

(xxvi) misuse any funds obtained from IIMU for any purpose other than for which it was granted by IIMU.

(xxvii) be involved in any incident of assault or abusing or insulting any of the officers or employees of the IIMU within the premises of office or other place of work or outside.

(xxviii) interference in the work of other employees.

(xxix) write any anonymous or pseudonymous letter criticizing the Management or any other officer/ employee of the IIMU.

(xxx) spread false rumours or give false information or make defamatory statements (written or oral) which tend to bring IIMU or its management/ officers/ employees into disrepute.

(xxxi) carry any business, whether for gain or otherwise (in partnership or otherwise).

(xxxii) willfully fail to appear before medical board of IIMU (or any other medical facility, as may be decided by IIMU from time to time), when called upon to do so.

(xxxiii) abet or attempt to abet any act which amounts to misconduct.

(xxxiv) discuss/ disclose his/her compensation to other employees of IIMU.

(xxxv) take any dual employment whether for gain or otherwise.

(xxxvi) directly or indirectly, on his/her own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of IIMU with whom an employee had dealings, personal contact or supervised while

performing an employees' duties or otherwise, to terminate their employment relationship with IIMU;

(xxxvii) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the IIMU or of its affiliates;

(xxxviii) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of IIMU or any organization where an employee has been taken or sent for training, deputation or secondment or professional work by IIMU;

(xxxix) provide or attempt to provide professional services similar to those provided by IIMU to its current or prospective customers, with whom an employee (i) had business interactions or any other dealings on behalf of IIMU during the employment with IIMU and/or (ii) had been directly associated with the customer in relation to a project.

(xl) sign any contract or agreement that binds IIMU or creates any obligation (financial or otherwise) upon IIMU. Employee shall also not enter into any commitments or dealings on behalf of IIMU for which the employee has no express authority nor alter or be a party to any alteration of any principle or policy of IIMU or exceed the authority or discretion vested in the employee without the previous sanction of IIMU.

(xli) during the period of employment draw, accept or endorse any cheque or bill on behalf of IIMU or, in any way, pledge IIMU's credit except so far as he/she may have been authorized by IIMU to do so, either generally or in any particular case.

(xlii) use the name and/or trademark/logo of IIMU or its associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any manner which is detrimental to the interest, image and goodwill of IIMU and its affiliates without prior written consent of IIMU.

(xliii) make any false, defamatory or disparaging statements about IIMU, or the employees, officers or directors of IIMU that are reasonably likely to cause damage to any such entity or person.

6. Employee Arrested for Criminal Offence

A. An employee who is arrested on a criminal charge or is detained by a competent authority in pursuance of any process of law, may, if so, directed by the Court/ Tribunal/ Statutory Authority, be considered as being or having been under suspension from the date of his/her detention, upto such date or during such other period, as the Court/ Tribunal/ Statutory Authority may direct.

B. Any payment made to such employee shall be subject to adjustment of his/her pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as the period of duty or leave.

C. Provided that full pay and allowances will be admissible (subject to deduction of payment made during the time of suspension, if any) only if the employee is declared by Court/ Tribunal/ Statutory Authority to be:

(i) treated as on duty during such period; and

(ii) acquitted of all allegations or satisfies the Court/ Tribunal/ Statutory Authority in the case of his/her release from detention or his/her detention being set aside by such Court/ Tribunal/ Statutory Authority, that he/she had not been guilty of improper conduct resulting in his/her detention.

D. An employee shall be liable to be dismissed in case of conviction by Court/ Tribunal/ Statutory Authority of any criminal offence whether involving moral turpitude or otherwise. Further, an employee would also be liable to be dismissed in case any action of the employee would have an adverse impact on the affairs of IIMU. The decision of the Director of IIMU shall be conclusive and binding on the employee.

7. Rules On Disciplinary Action

A. Applicability:

These rules are applicable to all the employee classified as permanent non-teaching employees, probationers and on deputation. Trainee and apprentice are not considered as employees.

The acts mentioned under Clause 5(b) and/or any other acts, omission and/or any other behaviour of the employee which shall amount to misconduct as per the ordinary meaning of the term as per a reasonable prudent man's interpretation shall also be considered as misconduct for the purpose of this manual.

B. Penalties:

Notwithstanding anything contained in any other regulation, and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided) be imposed on any employee of the IIMU.

Minor penalties that can be imposed in accordance with the relevant regulations of IIMU are:

- (a) Censure and/or any other written communication reprimanding the condemned act;
- (b) Withholding of increments or promotion with or without cumulative effect as per the relevant guidelines;
- (c) Recovery from; his/her pay of the whole or part of any pecuniary loss caused by him to the IIMU by negligence or breach of orders;

Major Penalties that can be imposed in accordance with the relevant regulations of IIMU are:

- (a) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period; the reduction will or will not have the effect of postponing the further increments of pay;
- (b) Reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he/she was reduced, with or without further direction regarding conditions of restoration to the grade or post or service from which the employee was reduced and his/her seniority and pay on such

restoration to that grade, post or service;

(c) Compulsory retirement;

(d) Removal from service except that it shall not be a disqualification for future employment under IIMU;

(e) Dismissal from Service which shall ordinarily be a disqualification for future employment under IIMU;

Explanation: The following shall not constitute a penalty within the meaning of this regulation:

(a) Discharge of an employee for failure to pass any examination or test or a medical test prescribed for fresh appointment to any category of post;

(b) Compulsory retirement of an employee in accordance with the provision relating to superannuation or retirement;

(c) Termination of service or reversion to a lower category or post of an employee appointed or promoted on probation either during or at the end of the period of probation;

(d) Discharge of an employee under regulation 19 or as a measure of retrenchment for want of vacancy;

(e) Termination of service of an employee employed under a contract or agreement in accordance with the terms of such contract or agreement or in the case of an employee appointed for a specific period, at the end of such period;

(f) Reversion of an employee promoted from a lower post to a higher post to such lower post for want of vacancy;

(g) On-promotion of an employee after consideration of his/her case for promotion; whether on a regular or on ad-hoc basis to a post to which he/she is eligible for being considered;

(h) Replacement of the services of an employee whose services had been borrowed at the disposal of his/her parent organization.

B. Suspension:

The appointing authority, the disciplinary authority or any other authority empowered in this behalf by the Board, by order, may place a faculty member under suspension:

1. where a disciplinary proceeding against him/her is contemplated or remains pending or;

2. where in the opinion of the authority(s) aforesaid, he/she has engaged himself/herself in activities prejudicial to the interest of the security of the Country; or

3. where a case against him/her in respect of any criminal offence is under investigation, inquiry, or trial.

4. A faculty member shall be deemed to have been placed under suspension by an order of appointing authority:

a) With effect from the date of his/her detention, if he/she is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

OR

b) With effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent on such conviction.

5. Where a disciplinary proceeding against an Employee is contemplated or is pending or where criminal proceedings against him/her in respect of any offence are under investigation or trial and the IIMU authorities are satisfied that it is necessary or desirable to place the Employee under suspension, he/she may, by an order in writing, be suspended with effect from such date as may be specified in the order.

6. An Employee who is placed under suspension shall, during the period of such suspension, be paid a subsistence allowance at the following rate, namely:

a) Where the enquiry contemplated or pending is departmental the subsistence allowance shall, for the first ninety days from the date of suspension, be equal to one half of the basic pay, dearness allowance and other compensatory allowances to which the Employee would have been entitled if he/she was on leave with pay. If the departmental enquiry gets prolonged and the Employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourths of such basic pay, dearness allowance and other compensatory allowance.

Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the Employee, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of such basic pay, dearness allowance and other compensatory allowances.

b) Where the enquiry is by an outside agency or where criminal proceedings against an Employee are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his/her basic pay, dearness allowance and other compensatory allowances to which the Employee would have been entitled to if he/she was on leave. If such enquiry or criminal proceeding gets prolonged and the Employee continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three-fourths of such pay.

Provided that where such enquiry or criminal proceedings are prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the Employee the subsistence allowance shall, for the period exceeding one hundred and eighty days, be reduced to one-fourth of such salary.

8. Enquiry Proceedings:

A. If any Employee is found violating the terms contained in these Guidelines or any complaint/report is filed against any Employee for such non-compliance for violation of these Guidelines, an official (non-teaching member) authorised by the Director ("**Grievance Officer**") shall check the prima facie facts available to him and make a decision as to the maintainability of the violation/grievance. The Grievance Officer may ask for additional documents/ information to arrive at this decision.

B. If the Grievance Officer so decides that the grievance is not maintainable and does not forward the same to the Grievance Redressal Committee ("**Committee**"), then the complainant has an option to appeal against the decision of the Grievance Officer with the Chairman of the Committee, who will take a decision within 7 (seven) days from the date of receipt of such appeal.

C. If the Grievance Officer is satisfied that a grievance exists, he shall forward the same to the Committee.

D. The Committee upon receipt of a grievance, may take an interim action basis the prima facie facts available to them.

E. An inquiry and investigation shall be conducted by the Committee and a report shall be prepared within a period of 30 (thirty) days. The Committee shall share a copy of the report with the complainant, accused and the Director. The Committee has the power to take the services of any external consultant for the purpose of inquiry/ investigation.

F. During the inquiry and investigation, the accused shall be provided an opportunity to be heard and present his case to the Committee. The accused shall have the right to be represented by another Employee of the Institute.

G. Basis the severity of the violation, repetition of an offence and the other findings of the investigation, the Committee shall decide upon the penalty to be imposed i.e. minor penalty or major penalty.

H. The report shall include the details of the complainant, accused, members of the Committee handling the case, details of the violation, findings of the inquiry and investigation and the penalty shall be mentioned in the report.

I. All the proceedings and the final report should be in English language.

9. Appeals:

A. The complainant or the accused against whom a penalty has decided shall have a right to appeal against any order passed against him/her to the Director of the Institute within a period of 15 (fifteen) days. If the Director is a party to the case, then the appeal shall be made to the Board. Every appeal shall comply with the following requirements.

- (i) It shall be written in English, or, if not written in English, it shall be accompanied with a translation in English and shall be duly signed.
- (ii) It shall be couched, in concise, polite language and be free from irrelevant matter.
- (iii) It shall be accompanied by the report of the Committee.
- (iv) It shall specify the relief desired.

B. Consideration of Appeals

In case of an appeal against an order, the Director/ Board, as the case maybe, shall consider:

- (i) Whether the procedure prescribed in the preceding clauses have been complied with, and if not, whether such non-compliance has resulted in a miscarriage of justice,
 - (ii) whether the findings are justified, and
 - (iii) whether the penalty imposed is excessive, adequate or inadequate and shall pass an order:
 - (iv) Setting aside, reducing, confirming, enhancing the penalty, or
- (b) Remitting the case to the Committee with such directions as he may deem fit depending upon the circumstances of the case.

Provided that the Director/ Board shall provide an opportunity of being heard to both the parties before arriving at any decision.

The Director/ Board shall complete the above mentioned process within a period of 15 (fifteen) days from the receipt of the appeal.

C. Implementation of orders in Appeal

The Committee or any person designated by the Committee shall ensure the execution and compliance of the orders passed by the Director/ Board.

D. Review of orders in disciplinary cases

The Director, on suo-moto basis may call for the records of the case in a disciplinary proceedings, and can review any order passed in such a case, and pass such orders as it deems fit, as if the Employee had preferred an appeal against such an order, but no such review will be undertaken three months after the date of the issue of order.

E. Board's power to review

- (i) Notwithstanding anything contained above, the Board may, on its own motion, after calling for the records of the case, review any order which is made or is appealable under these Guidelines.
- (ii) An Employee, who has been discharged, dismissed or imposed with any of the punishments by an order passed by the Director, can make a request to the Board for reconsideration of its decision, within 10 (ten) days from the date of receipt of the decision of the Director. The Board after consideration shall communicate its decision to the Employee concerned. Once such decision is communicated, it shall be final and binding on the parties and no further appeal will lie against such a decision of the Board.

a. Pay and Allowances on Acquittal

If an Employee of the Institute has been acquitted, the Director/ Board, as the case may be, may grant for the period of absence from duty:

- a) if he/she is fully exonerated, the full pay and allowance (if any) to which he/she would have been entitled

or

- b) if not fully exonerated, such proportion of such pay and allowances (if any) as the Director/ Board may prescribe.

The period of absence from duty will be treated as period spent on duty in case of (a) above and it will not be treated as period spent on duty in case of (b) above unless the Director/ Board directs to the contrary.

(c) Procedure for disciplinary proceedings after retirement

If any proceedings are pending against any Employee, and that Employee retires or resigns during such pendency, then the full and final payment including any retirement benefits shall be withheld until the completion of the proceedings.

10. Confidentiality

During the course of employment with the Institute, an Employee shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, Employee lists and any other personally identifiable information about any Employee of the Company or its affiliate or personally identifiable information of its

customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Manual and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect Institute to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

An Employee agree that he/she may receive in strict confidence all Confidential Information of the Institute, its affiliates or its clients or prospective clients of the Institute or its affiliates. An Employee further agrees to maintain and to assist Institute in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use. All such Confidential Information shall remain the sole and exclusive property of the Institute, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted.

An Employee further agrees and confirm that, he/she will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with an Employee;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with Institute's prior written consent;
- c) treat all such Confidential Information with the same degree of care that an Employee accord to his/her own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with an Employee;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of Institute or are in direct or indirect competition to Institute);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to Institute;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to Institute, its affiliates or its customers/Employees/students etc.

If an Employee is served with a court or governmental order requiring disclosure of any part of such Confidential Information, an Employee shall, unless prohibited by law, promptly notify Institute before any disclosure and cooperate fully (reasonable expense to be borne by Institute) with Institute and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by Institute.

Upon cessation of employment with Institute or on a written request of Institute, whichever is earlier, an Employee shall return or destroy (at Institute's option) any part of such Confidential Information that consists of original, and copies of, source material provided to an Employee and still in his/her possession and, if requested by Institute, shall provide written confirmation to Institute to that effect.

An Employee shall not, whether during the employment and/or after cessation of the employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of his/her duties and responsibilities, or as required by law, any confidential information, messages, data or trade secrets acquired by an Employee in the course of an Employee's employment with Institute.

If an Employee is found to be in breach of this clause, Institute reserves the right to take disciplinary action against such Employee, including right to terminate the employment without notice.

Employee hereby acknowledge and agree that the duration and scope of the covenants contained herein are fair and reasonable. Accordingly, an Employee and **Institute** agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

ANNEXURE - I

LIST OF APPOINTING AUTHORITIES, PUNISHING AUTHORITIES AND APPELLATE AUTHORITIES FOR DIFFERENT CATEGORIES OF EMPLOYEES

Sr. No.	Level	Appointing Authority	Authority competent to impose penalty	Appellate Authority
1	Teaching Faculty	Director	Grievance Redressal Committee and above	Director. If the Complaint is against the Director, then to the Board
2	Non-Teaching Employees	Chief of Administration	Grievance Redressal Committee and above	Director. If the Complaint is against the Director, then to the Board

CHAPTER – 19 Grievance Policy

1. Statement

The Institute is committed to maintain good relations with its Employees and among the Employees. The Institute understands that any Employee may face a grievance at the workplace, or have disagreements among themselves. The Institute to minimize the same and to resolve such grievances have created a Grievance Redressal Committee.

2. The System

- A.** A non-teaching member of the Institute will be designated as the Grievance Officer (Level 10& above), who will coordinate and administer the grievance handling process in addition to documenting the same.
- B.** The Grievance Officer upon receipt of a complaint shall prima facie check the prima facie facts available to him and decide the maintainability of the complaint. Upon being satisfied with the maintainability of the complaint, the Grievance Officer shall forward the complaint to the Committee.
- C.** The Board of Governors shall constitute a Grievance Redressal Committee to deal with the grievances of the Employees.
- D.** The Grievance Redressal Committee will be responsible for addressing all the grievances submitted by the Grievance Officer.

3. Composition of the Grievance Redressal Committee

The Committee shall compose of 5 (five) members in the following manner:

- A.** 2 members shall be teaching faculty. Out of these two, one must be a female.
- B.** 3 members shall be non-teaching employees. Out of these three, one must be a female.
- C.** Out of the total members, one member must be a representative of the SC/ST community.
- D.** The Chairman of the Committee shall be a teaching faculty.

The quorum for the meeting of the Committee shall be the presence of 3 members. Provided that at least one female member and at least one teaching faculty member must be present to constitute a valid quorum.

4. Process & Procedure:

The process and procedure for redressal of grievance shall be as provided under Chapter 18.

5. Summary

IIMU is committed in providing a fair and grievance free work environment for the staff and officers of the IIMU. In formulation of this policy, IIMU intends not only to handle grievances of its staff and officers but also look at ways and means of reducing the grievances at IIMU.

Chapter 20 Samman- Internal Committee

The objective of Samman – Internal Committee goes beyond what is mandated by the Act and rules:

Samman is not only confined to dealing with complaints of Sexual Harassment towards women but also towards members of other genders and to work for creating awareness, sensitization, counselling, and educating about gender issues.

The Samman Policy will be followed in conjunction with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) and other relevant guidelines.

What is Sexual Harassment?

According to the Supreme Court of India, sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other physical, verbal, or non-verbal conduct of a sexual nature.

Sexual Harassment takes place if a person:

- Subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching etc.
- Makes an unwelcome demand or request (whether directly or by implication) for sexual favors from another person, and further makes it a condition for employment/payment of wages/increment/promotion etc.
- Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks etc.
- Shows a person any sexually explicit visual material, in the form of pictures/cartoons/pin-ups/calendars/screensavers on computers/any offensive written material/pornographic emails, etc.
- Engages in any other unwelcome conduct of a sexual nature, which could be verbal, or even nonverbal, like staring to make the other person uncomfortable, making offensive gestures, kissing sounds, etc.

As an institute, we have a strict policy with a clause of disciplinary action against sexual harassment (based on the Vishaka guidelines) and it applies to everyone in the institute.

If any employee face any of the above-mentioned kind of behavior, reach out to Samman on samman.IC@iimu.ac.in

NCW Women's Helpline: 7827170170

For more information visit <https://ncwwomenhelpline.in/>

Chapter 21 Housing Policy

I. ALLOTMENT RULES

1. Type of House – Type B

2. Eligibility. Type B houses are meant for regular administrative staff of the Institute.

Exceptions may be made in cases where the Director is convinced of the genuine need

of some special category of employees.

3. **Priority Date**

Allotment for Residential Accommodation at IIMU will be made in order of date of joining the Institute (those joining earlier would be placed higher on the list). Where the date of joining of two or more employees is the same, allotment among them shall be determined on the basis of the scale of pay. In the event of same scale of pay, the allotment will be based on date of birth.

4. **Allotment of Houses**

As and when a house is vacant and made available for allocation, the Director/ Dean/ Chief of Administration will communicate the allotment to the concerned non-teaching permanent employees/employee. In general, once an employee is allotted a house, he/she will not be allowed for transfer of house. However, an employee can seek for transfer of house, subject to availability and approval from a competent authority, in case he/she or other members in the family, have difficulty in accessing the allotted house.

5. **Date of Joining List**

The Administration of the Institute will maintain the list for allotment of houses as per the date of joining of non-teaching permanent employees.

6. **Non-acceptance of Allotment**

If an employee does not accept the offer of the allotment of the house within fifteen days or fails to take possession of the house after acceptance within one month from the date of receipt of the letter of allotment, then his/her name will be shifted to the bottom of the waiting list. Exceptions to this will be made with respect to employees who are away for a short duration on an Institutional commitment and is unable to occupy the house within the prescribed time frame. In such a case, the abovementioned time limits may be accordingly extended.

7. **Retention of Campus House**

- (a) An employee who is allotted a house is permitted to retain the same till,
 - (i) He/ she remains an employee of the Institute, or
 - (ii) He/ she decides to stay outside the campus, or
 - (iii) The Institute cancels the allotment
- (b) If a person goes on leave of absence or on deputation for a period not exceeding one year, he/she can either retain the house for the period of his/her leave on payment of the license fees. The employee can let the Institute use the house (full or part) during his/her absence on payment of proportional license fees, till he/ she returns
- (c) If a person goes on leave for a period exceeding one year he/she will have to surrender the house to the Institute from the date the leave commences, but his/her place on the allotment list will be continued to be determined based on original joining date.
- (d) If a house becomes available and a non-teaching permanent employees is due to return in a month's time the same will be retained for allotment to the person. The allotment letter will be issued only when the non-teaching permanent employees

returns and rejoins the Institute.

- (e) The other occasions/events on which an employee would be allowed to retain the house and the permissible period for retention of accommodations on each of such occasions are given below. During the retention period the employee shall pay the applicable licence fee and ensure that the accommodation is required for bona fide use of the employee or members of his/her family:

Events	Permissible period for retention of accommodation
Transfer	Two months (or) up to six months with special permission from Competent Authority
Leave preparatory to retirement	For the full period of leave on full pay subject to maximum of 240 days
Unauthorized absence which results in break in service	One month
Any kind of leave which qualifies for payment of house rent allowance in full	Full period of leave
Maternity Leave	For the period of maternity leave plus the childcare leave as applicable in continuation
Leave on medical grounds	Full period of leave
Earned leave	Full period of leave
Deputation outside India	For the period of deputation but not exceeding six months
Study leave/research in or outside India	For the period of study leave/research but not exceeding six months.

8. **House Rent Allowance**

An employee who has accepted the letter of allotment of house will not be eligible for House Rent Allowance from the date on which he/she occupies the house or one month from the date of acceptance of the letter of allotment, whichever is earlier.

9. **Payment of License Fee**

In every case, the allottee shall be deemed to be a licensee and not tenant. Licence Fee, as fixed by the Government of India from time to time, will be recovered from the employee. Licence Fee will be calculated on the basis of the area of accommodation actually allotted irrespective of the basic pay of the employee concerned.

10. **Electricity, Water and Conservancy charges, etc.**

Electricity charges will be recovered at actual. There will be additional charges for services like, Water Supply, Road and Street Lighting, Government Educational Cess, Swatch Bharat Cess, Municipal Tax, etc. These charges will be deducted from the salaries of the occupants each month.

II) GENREAL CONDITION

1. If an allottee retires (including voluntary retirement) or resigns or is dismissed or removed from service, the allotment shall be cancelled from the date of retirement, resignation, dismissal or removal, provided that the Director will have the discretion to extend the period of retention in appropriate cases for up to two months after the date of retirement, resignation, dismissal, or removal, and on such terms and conditions he/she deems fit.
2. If an allottee dies, the allotment shall be cancelled from the date of death, provided that the Director will have the discretion to extend the period of retention by the family of the deceased in appropriate cases for up to four months after death of the allottee. During such occupation the rent last paid by the deceased allottee will be payable to the Institute.
3. An allottee who wants to vacate the house shall give at least thirty days' notice in writing to the Chief of Administration. If he/she does not do so, he/she will be responsible for payment of licence fee for that period or the number of days by which the notice given by him/her falls short of thirty days.

An employee who surrenders the house shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.
4. The employee shall not sublet or transfer the house allotted to him or her, or any portion thereof of the out-houses, apartment thereto, if any.
5. An allottee shall not use the house for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a lean and hygienic condition.
6. There shall be no improper use of any allotted house. For the purpose of this rule, improper use shall include:
 - (a) Unauthorized addition to/or alteration of any part of the house or premises.
 - (b) Prior intimation must be given to the Estate department before making any modifications.
 - (c) The basic structure and design of the house must not change due to any modification.
 - (d) Any modification done in the house must be reversible.
 - (e) The house must be handed over in the same condition as it was at the time of allotment.
 - (f) No additions/ removals can be done in the designated common areas that may give an impression of that area being an individual area. Also, any common area cannot be used as an exclusive individual area.
 - (g) Using the house/premises or a portion thereof for purposes other than for strictly residential purposes.
 - (h) Unauthorized extension from electricity and water supply and other service connections or tampering therewith; and
 - (i) Using the house or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the house in such a way as to detract from the appearance of the campus.

Any improper use of a house could lead to cancellation of the allotment. In case, the residents use the house for any commercial activity, the allotment will be cancelled, and possession of the house will be taken over by the Institute forthwith.

7. The allottee shall personally be responsible for loss of or any damage to, beyond fair wear and tear, the building-fixtures, furniture, sanitary fittings, electrical installations, fencing, etc. provided therein, during the period of his or her occupation of the house.
8. The allottee shall allow the Estate Staff of the Institute or the workers of authorized contractors to have access to the house at all reasonable hours to inspect building, the water supply, sanitary or electricity installation, fixtures, and furniture and to carry out such normal repairs thereto as the Estate Supervisor may consider necessary for the proper maintenance of the house
9. The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and shall forthwith report to the maintenance staff any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
10. Any incidence of infectious disease in the house must immediately be report to the Medical Officer/Chief of Administration of the Institute, and all precautions must be taken to prevent the spread of the infection.
11. No inflammable material should be stored in the houses.
12. The allottee will be responsible for all the residents of the house including servants abiding by these rules.
13. On any question of interpretation of these rules, the Director's decision will be final.
14. The Director, with approval from the Board of Governors or after consultation with a Admin committee, will have the authority to modify these rules at any time.

III) Occupation of Campus House Beyond Date of Retirement

One year prior to the actual superannuation of an employee, he/she should be informed, in writing, by the Director/Chief of Administration, as the case may be, the impending retirement and the necessary formalities to be completed before the retirement. It may be mentioned that due to limited number of houses it may not be possible for the Institute to allow superannuated employee to retain the house beyond two months after retirement. One should plan for timely vacation of the campus house. In case one wants to stay in the Institute house beyond the permissible period of two months and is granted permission by the competent authority the following charges will be levied.

1. Retention up to two months will be at normal license fee.
2. The above charges will be reviewed as and when desired by the Institute.
3. No retention beyond six months will be allowed. If an employee continues to occupy an accommodation without official permission, measures like withdrawal of common facilities will be considered.
4. The retirement benefits such as gratuity, leave salary, etc. should be paid to a superannuated employee only on vacation of the Institute house. Looking into the overall interest of the Institute, Director may use his discretion in these matters.

IV) Transfer of campus house to spouse after superannuation of one of them, if both are employed in IIMU

When an employee retires (including voluntary retirement) from service, his/her spouse, if employed, in IIMU may be allotted the campus house on payment of normal licence fee, if he/she is entitled for it and, if not, an alternate accommodation of entitled type may be

allotted subject to availability on payment of normal licence fee irrespective of whether spouse had been residing with the allottee subject to the following conditions:

- 1) In case the spouse was residing with the retiring allottee, he/she has not drawn HRA for this period; and
- 2) Request for regulation/allotment of alternative accommodation may be considered in case the spouse joins the Institute service in an eligible office even after the date of retirement of the allottee, provides he/she joins within the permissible period of retention and the accommodation in occupation has not been vacated.

V) Consequent of breach of rules and conditions

Any violation to the terms and conditions of occupation of campus house by the allottee shall be considered as breach and the Institute shall be free to take action including cancellation of allotment.

Wherever the procedures/rules are not clear or silent, the Institute will follow the Government of India rules in force for allotment of campus houses.

VI) Policy of Licence and Furniture Fees

1. All the non-teaching permanent employees and officers were given official accommodation in the city and the institute is charging the following: -

- i. License fee : Rs.875/- pm
- ii. Furniture fee : Rs.147/- pm

Total : Rs.1048/- pm *

This amount will be changed regularly and will be intimated by the Estate Dept.

2. The institute has reviewed regarding the license /furniture fees pertaining to the Campus Housing at Balicha as per Govt. India, Ministry of Urban Development, Directorate of Estates, OMNo.18011/2/2015-Pol.III dated 19th July 2017 (copy is attached for ready reference)

The revised license/furniture fees is as under.

Sr. No.	Name of Housing/ accn	Type of accn as per IIMU.	Built area in Sqmtr	Type of accn. as per GOI nomenclature	Revised Licence fees as per GOI	Revised Furniture fee @ 20% on F (1, 2 &3)	Total (F+G) *
A	B	C	D	E	F	G	H

1.	Faculty Housing	Type I	237.30 Sqmtr	VB	1560.00	312.00	1872.00
2.	Visiting faculty Housing permanent	Type II	115.15 Sqmtr	VA	1190.00	238.00	1428.00
3.	Staff Housing	Type III	156.00 Sqmtr	VA	1190.00	238.00	1428.00

*Subject to revision time to time as per Govt.of India notifications.

The non-teaching permanent employees members who have shifted to the campus housing will be charged as above from the month of September 2018 onwards.

References: - Vide email dated on Sept. 04'2018

3. The revised license/furniture fees is as under

Sr. No.	Name of Housing/accn	Type of accn as per IIMU	Built area in Sqmtr	Type of accn. as per GOI nomenclature	Revised Licence fees as per GOI	Revised Furniture fee @ 20% on F (1, 2 &3)	Total (F+G)
A	B	C	D	E	F	G	H
1.	Faculty Housing	Type I	237.30 Sqmtr	VB	1840.00	312.00	2152.00
2.	Visiting faculty Housing permanent	Type II	115.15 Sqmtr	VA	1400.00	238.00	1628.00
3.	Staff Housing	Type III	156.00 Sqmtr	VA	1400.00	238.00	1628.00

*Subject to revision time to time as per Govt.of India notifications.

The non-teaching permanent employees members who have shifted to the campus housing will be charged as above.

VII Policy of Electrical charges

1. Procedure for charging Electricity consumption in the campus housing

- All the residences have been installed with independent electrical meter.

- (b) On the last day of the month representative of M/s Quess records the consumption of electricity in presence of any flat member and authenticated by estate officer.
- (c) It has been decided that institute will charge prevailing domestic charges per unit as per Ajmer Vidyut Vitran Nigam Ltd.
- (d) The existing charges are as follows and subject to revision as per Ajmer Vidhyut Vitran Nigam Ltd. Time to time.

Unit	Charges
First 50 Unit	Rs.3.50 /-per unit
50 to 150 Units	Rs.5.45/-per unit
151 to 300 Units	Rs.5.70/-per unit
301 to 500 Units	Rs.6.00/-per unit
500 & above	Rs.6.93/-per unit

2. In the view of the above, please note the revised Domestic Electric Charges for residents is as follows and it will be effective from 1st October 2020. These rates are subject to revision as per Ajmer Vidyut Vitaran Nigam Limited (AVVNL) from time to time.

Electricity Consumption	Current Rate	New Rates
First 50 units	03.50	04.75
50 to 150 units	05.45	06.50
151 to 300 units	05.70	07.35
301 to 500 units	06.00	07.65
500 & above	06.93	07.95

3. The billing amount is communicated to the resident and the details will be forwarded to Finance department. The Finance department will deduct the amount from salary of next month from the concerned resident.

4. However, the CAG query regarding the current Electricity charging policy in Residential houses where as per the existing policy only per unit amount was charged. The Vidyut Shulk and the Sthai Shulk is borne by the institute. This policy was deliberated in the 4th Admin committee held on 27th August 21 and it was decided that the Vidyut Shulk and the Sthai Shulk from 1st October onwards the Vidyut Shulk and the Sthai Shulk will also be included in the monthly bills for the Residents.

Electricity Consumption	New Rates	Vidyut Shulk	Sthai Shulk per month
First 50 units	04.75	.40	230/
50 to 150 units	06.50	.40	230/
151 to 300 units	07.35	.40	275/
301 to 500 units	07.65	.40	345/
500 & above	07.95	.40	400/

Reference – 4th Admin Committee meeting held on 27th August 21

Chapter 22

Booking Of Visiting Faculty Housing (VFH) Accommodation for Personal Guests

The VFH charging policy was discussed in the 15th Admin Committee Meeting held on 2nd February 21. Following are the updated charges that will be applicable from 5th February 2021 onwards.

Type of Visitor	Charges in Rs	Facilities
Institute funded project including FDA	1000 plus taxes /day	Including food, electricity, and housekeeping
External Faculty	2000 plus taxes /day	Including food, electricity, and housekeeping
Residents guest	750 plus taxes /day	Including food, electricity, and housekeeping
Monthly basis (for Faculty who are invited for Institute Research etc.	12000 plus taxes/ month	Excluding food

Please note the following.

(a) All the Faculties/ staff members may book VFH subject to availability.

(b) Charges of food as per current institute norms Additionally, taxes @ 5% (GST) shall be charged. This payment shall be made directly to **M/s Quess Hotel Pvt. Ltd. by cash.**

(c) Request for booking shall be forwarded to @ booking@iimu.ac.in only at least three days in advance..

References: - Vide email dated on 15th February' 2021.

Chapter 23

Residential Area GYM Guidelines

Preface- A GYM for Campus Residents has been in use in the Residential housing area. This is located beside the residential house A07. Initially we have installed few equipment's, which will be periodically serviced.

Gym is open 24hrs. A CCTV camera has been installed for overall safety and security.

Housekeeping is done daily once.

GYM is for all residents of the campus. However please note that supervision of parents/Guardians is mandatory for children.

Dress code and hygiene pre-requisite

1. All users are advised to carry a sweat towel.
2. Wear clean clothes while working out.
3. Kindly wear appropriate footwear and clothing.

Equipment Etiquette

4. Place dumbbells and other equipment's back on the rack in the slots where they belong and always remove your weights from the machines.
5. Do not sit on equipment between sets. Allow others to work out.
6. Do not use weights while on cardio equipment.
7. Misusing the equipment can result in injury and/or damage to the equipment; follow directions and instructions.
8. Do not use the treadmill barefooted.
9. Kindly keep the noise levels to minimum
10. Please keep cell phone usage to a minimum.
11. Kindly care for the convenience of fellow users.

General Instructions

12. You are requested to keep the equipment clean after use.
13. Switch off the AC and lights if you are the last person to exit the gym.
14. GYM user safety is their responsibility.
15. Each individual is responsible for their personal belongings.
16. All users are requested to sign in the register kept at the Gym.
17. All users may write the feedback if any, in the register kept at the Gym

Chapter 24

Creche Facility

Admission Policy

1. **Eligibility:** Admission to crèche is open to children of Faculty, Permanent Staff, Research Associates, Academic Associates, and IIMU Contract Staff on a first-cum-first served basis up to a capacity of 20. Employee children (without distinction on status) are prioritized over students' children as the creche is a workplace requirement under the Maternity Benefits Act, 2017. Thus, if there is space, children of Students of long duration programs may be accommodated. The Crèche facility is **not** available to the following: children of relatives and grandchildren of above-mentioned categories, children of Executive Education Programme participants.
2. **Age Limit:** A child needs to be at least 09 months to be admitted to the crèche. The cut off age is 6 years of age.
3. **Part Time Admission:** Part time admission is not permitted. Once the admission is effective the monthly fee will be charged till the formal withdrawal is requested by the parents. Even if children are sent to crèche for one/two days in a week, full amount of Rs. 300/- will be charged as fee.

Fee:

1. Present monthly fee per child is Rs. 300/- for all categories as mentioned above including IIMU contract employees.
2. The Creche coordination Committee reserves the right to revise the fee as and when required.

Salary of Creche Teachers/ Maids:

1. The teachers and maids are employed on consolidated/ daily wages through the vendor – Pinecones Pre-school.
2. The wages will be governed by the contract with Pinecones Pre-school.

Guidelines

1. **Crèche Timings:** -
 - (a) Crèche opens from 8:30– 6:00 PM on regular working days (Mon-Fri).
 - (b) On Saturday and government holidays the creche will be open between 9:00 AM – 4:30 PM.
 - (c) Creche will be closed on Sunday. Parents are expected to pick their children by the closing time.
 - (d) Any delay beyond 5 minutes from closing time is chargeable at Rs.50 every 15 minutes of delay.
2. **Guidelines for a newly admitted child:**
 - (a) A new child may be transitioned into the crèche by leaving the child for a few hours every day and gradually increasing the number of hours spent.
 - (b) Parents are not allowed inside the crèche at any time, even during the transition period.

The crèche staff is well trained in handling the transition period, it is in the best interest of the child and the parent to cooperate with them.

3. Meal and feeding policy:

- (a) The crèche staff will strictly adhere to the timings for breakfast/lunch/snack detailed in the Crèche schedule.
- (b) Parents can use the schedule as a reference for sending tiffin boxes for their children

4. Sick child policy:

- (a) A sick child needs to be fever free for 24 hours before he/she can be sent to the crèche.
- (b) If your child shows symptoms of sickness in the crèche, the staff will call you to pick up the child. The child will need to be picked up within one hour of calling.
- (c) The crèche staff is not authorized to administer any medicine to the children.

5. Other Policies:

- (a) Parents are not allowed inside the Crèche, as this creates distress for young children whose parents are not present at the time.
 - (b) Parents are requested NOT to tip the staff as it creates an unhealthy atmosphere in the crèche.
 - (c) Any complaint/suggestion regarding the crèche should be communicated to the committee members by e-mail.
 - (d) Parents are requested not to send personal toys and plaything to the crèche. Similarly, the toys and books from the crèche cannot be taken out of the facility.
6. Withdrawal from crèche. Parents should fill up the withdrawal slip when the child is removed from the crèche. This will ensure that the accounts department discontinues the deduction of crèche fee from the salary as soon as the child stops attending the crèche.

Crèche Holiday: As per the observed by the Institute (closed holidays).

The crèche will remain closed on these days in addition to other institute approved holidays.

Contact information: Internal ext. 232 External phone number: 0294-2477232

Chapter 25 Facilities at IIMU Campus

1. Primary Medical Healthcare Centre

The institute has signed a MOU with GBH American Hospital for establishing and operating primary health centre at our Balicha campus.

The details are as following:

(a) **Doctor** – GBH American Hospital will depute one doctor on all working days that is from Monday to Saturday between 3:00 PM to 7:00 PM at the primary centre.

Lady Doctor	3 days
Male Doctor	3 days

(b) **Nursing Assistant** – GBH American Hospital will depute one Nursing Assistant at all the times that is 24*7 in primary centre.

Lady Nursing Assistant	08:00 AM 04:00 PM
Male Nursing Assistant	12:00 Noon to 08:00 PM
Male Nursing Assistant	08:00 PM to 08:00 AM.

The single point contact no of Nursing Assistant is - **7742268804**.

(c) **Ambulance** - Dedicated ambulance is kept at campus. It is parked near dining hall.

(d) **Drivers for Ambulance** – GBH American Hospital has deputed one driver per shift hence driver will be available with ambulance at all times. The single point contact no. of driver is – **7742268897**

(e) **One-point contact no. of GBH American Hospital at city** - 9314402333

The above number may be used whenever any member goes to city hospital for consultancy/treatment.

(f) **Regarding Charges** – Doctor consultancy is free at primary centre however few charges are prescribed for certain tests/treatment. The list of such charges is displayed on the notice board at primary centre.

(g) **Regarding Medicine** – The Nursing Assistant will help to provide the medicine from the market on payment basis.

2. **ATM**. One ATM is installed in campus premises for usage of the community.

Workforce Requisition Form

Type of Appointment:	Permanent	Deputation	Long Term Contract	Short Term Contract
(tick ✓ as per your requirement)	Temporary	Trainee	Apprentice	Outsource
Name of Department				
Name of the Sub Department				
Position Required				
Educational Qualification		Any Particular Competence/ Skills required		
Experience (No. of years) & Details		Proposed CTC/ Pay Scale	For Contractual & Other Positions: CTC / Stipend per month: ₹.	
			For Permanent Position: Pay Level : Approx. Monthly Salary: ₹.	
No. of position		Age (Years)	Min.:_____ Max:_____	
Tenure (tick ✓ as per your requirement)	Years:___Months:___	Reporting to (Name & Position)		
Justification (whether a new position or replacement)				
Nature of job Please attach JD				
Indicate the organogram wherein the intended position				
Name of Intender		Signature:		
Approved/ Not Approved :		Approved/ Not Approved :		
Chief Of Administration		Director		

Sample Job Description
Applications are invited for the post of Accounts Executive

Indian Institute of Management Udaipur invites application for the following non-teaching positions on Direct Recruitment basis:

S.No.	Position	Pay Details	No. of Posts
1	Accounts Executive	Level-6 with basic pay Rs. 35,400/- plus applicable allowance	01 (UR)

Detailed information for above position is as follows:

Accounts Executive: One post (UR)

- Pay Scale : Level - 6
- Upper Age Limit: 30 Years as on closing of the date of advertisement

Qualification and Experience:

Bachelor's Degree (10+2+3) with minimum 60% marks or its equivalent grade and qualified Chartered Accountant (CA) from the Institute of Chartered Accountants of India and one year of post-qualification experience. Candidate should be familiar with computerized accounting environment and experience in working finance and accounts functions.

The candidate should be proficient in Language both in English and Hindi. Candidate should have expertise in MS Excel, Word, and PowerPoint.

Job Profile:

Accountable for various financial functions such as day to day accounting, preparation, and maintenance of accounts, Periodic Cash Flow Statements, processing of bills, budgeting, investments, MIS reporting, Compliances related to GST, Income Tax, Government Grants, GeM and audit coordination Microsoft D365 ERP/PFMS/ General Finance Rules, Accounting for Government Grant, Income Tax, GST, FCRA etc. Any other relevant work assigned by the Competent Authority from time to time.

Annexure 2.03

Sample Advertisement



भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

IIM Udaipur invites applications for various non-teaching positions on direct recruitment basis. Please check the link <https://www.iimu.ac.in/media/jobs-at-iimu> for detailed terms and conditions.

Last date to submit the online application is **4th February 2022**.

Sd/-
Chief of Administration

Indian Institute of Management Udaipur, Balicha,
Udaipur-313001, Rajasthan, India.



Sample Joining Form

The Chief of Administration
Indian Institute of Management Udaipur
Udaipur (Raj) - 313001

Sub: Joining Report – IIM Udaipur

Dear Sir/Madam,

In response to your appointment letter
no.....dated....., I would like to inform you that I have
joined the institute on(FN/AN) as in
.....department.

I thank you for providing me the opportunity to serve the institute. I will perform my duties
sincerely, honestly and to the best of my abilities.

Please accord and oblige.

Thanking you.

Yours faithfully

(Signature of Candidate)

This is to confirm that Mr/Ms..... has joined the institute
as.....on..... (FN/AN) and reported to me.

(Signature of Reporting Officer)
(Date)

(Name of Reporting Officer)

--

Coordinator- Human Resources

Chief of Administration

Joining memorandum/Office order

Mr/Ms _____ has been appointed as **Designation** at IIM Udaipur as per the terms and conditions laid down in his offer letter No. ____ dated _____.

He has joined the duty on _____.

Chief of Administration

Copy to: -

1. Directorate Office
2. Dean
3. Finance & Accounts Officer
4. All faculty & Staff members through email
5. Person concern
6. System Admin for website updation
7. Personal File

Annexure 7.01

Travel Advance Request form			
Date		Place	
Name of the Employee		Designation	
Purpose of Travel			
Places to Travel			
Names of Other Employees travelling with you	1.		
	2.		
	3.		
Date of Departure		Time of Departure	
Estimate / Actual Date of Return		Estimated / Actual Time of Return	
Total Number of Days		Total Number of Hours	
Mode of Travel	By Air/ Rail/ Road/ Any other Arrangement		
Place of Stay/ Halt			
Advance Amount Required			
Cash	Rs.		
Cheque No.	Date of Cheque/ DD	Bank / Branch Name	Amount Rs.
Prepared by / Claimant	Verified by	Authorised by	
	Date	Date	
	Signature under seal	Signature under seal	

www.iimu.ac.in



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