

# BYE-LAWS

## 1. ACCOUNTS

1.1 The Account office of the INFLIBNET Centre shall be responsible for the proper compilation and maintenance of accounts of INFLIBNET Centre and for having them duly audited as per the Director.

# **BYE-LAWS**

1.2 The funds of the Centre as defined in the rule 42 of the Rules of the INFLIBNET Centre shall be deposited in Savings /Current or fixed deposit accounts with a nationalised bank or banks in the name of the INFLIBNET Centre.

All surplus funds of the Centre not immediately required for expenditure shall be deposited with banks as term deposit.

The aforesaid bank accounts (including term deposits) shall be operated in the following manner

DECEMBER, 1997

(a) All cash and payments paid into the bank over the signature of any one of the following persons namely

- i. The Director
- ii. The Joint Director/By. Director
- iii. Sr. Administrative Officer/Administrative Officer /Accounts officer
- iv. Any INFLIBNET Centre person nominated for this specific purpose, by the Governing Board.

(b) All disbursement and withdrawal cheques and other withdrawal orders on banks shall be signed by any two persons mentioned in (a) above. The Director may prescribe a ceiling limit to other approved officers of INFLIBNET Centre in (a) above authorised to sign the

**INFORMATION AND LIBRARY NETWORK CENTRE**

**UNIVERSITY GRANTS COMMISSION**

**AHMEDABAD-380 009**

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# BYE-LAWS

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All surplus funds of the Centre not immediately required for expenditure shall be deposited with banks as term deposit.

The aforesaid bank accounts (including term deposits) shall be operated in the following manner :

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  - i. The Director
  - ii. The Joint Director/Dy. Director
  - ii. Sr. Administrative Officer/Administrative Officer /Accounts officer
  - iv. Any INFLIBNET Centre person nominated for this specific purpose, by the Governing Board.
- (b) All disbursement and withdrawal cheques and other withdrawal orders on banks shall be signed by any two persons mentioned in (a) above. The Director may prescribe a ceiling limit to other approved officers of INFLIBNET Centre in (a) above authorised to sign the cheques and other withdrawals.

## BANK OVERDRAFT

The Governing Board can empower the Director and the Joint Director to make overdraft on the bank to the extent to be determined by the Governing Board.

## PAYMENTS

- 1.3(a) Payment by or on behalf of the Center exceeding a fixed amount to be decided by the Director from time to time shall ordinarily be made by account payee cheque. All cheques shall be signed by the person/persons duly authorised to do so by the Director. If the situation so demands the Director may authorise payment by account payee demand draft.

## ENDORSEMENT

- 1.3(b) All bills for payment shall bear an endorsement passed for payment which shall be signed by the Director or by an officer to whom the power has been delegated by the Director.

## IMPREST ACCOUNT

- 1.3(c) Imprest for specified amount as determined by the Director may be provided for cash payment to such person/persons as may be nominated by the Director from time to time. The person/persons concerned shall be accountable for such imprest.

## 1.4 FINANCIAL YEAR

The financial year shall be from 1st April to 31st March.

## 1.5 BUDGET ESTIMATES

Budget estimates for the ensuing year shall be finalized by the Governing Board before the end of October and forwarded to the UGC Which will show :

- i. Actual expenditure of the preceding year.
- ii. Actual expenditure upto August or any month prescribed by the Governing Board.
- iii. Revised Budget Estimates for the ensuing year.
- iv. Budget Estimates for the next year.

#### 1.6 SANCTION OF EXPENDITURE

All expenditure within the budget grant shall be approved and sanctioned by the Director or a member of the staff to whom the power is delegated by the Director.

#### 1.7 AUDIT

The Director will submit the names of companies, who have Chartered Accountants to conduct the audit. The Governing Board will choose a party to conduct the audit. They will be appointed for a two year term which will either be extended for another term or a new party appointed by the Governing Board. The auditor will submit the audited annual accounts alongwith the audit report which the Finance Committee and the Governing Board will consider and present the same to the Council of INFLIBNET Centre with their comments. Copies of Audited annual account and audit report shall also be forwarded to the UGC and the Registrar of Societies, Ahmedabad.

2. TERMS AND CONDITIONSS OF APPOINTMENT OF EMPLOYEES OF INFLIBNET CENTRE, CONDUCT RULES AND OTHER CONDITIONS OF SERVICE

2.1 APPOINTING AUTHORITY :

Appointing authority for all employees in INFLIBNET Centre will be as follows :

Governing Board :-

Posts in the grade of Rs.3,700 - 5,000 and above

The Director :-

Posts in the grade of Rs.3,000 - 4,500/3,000 - 5,000 and below

2.2 PROCEDURE OF APPOINTMENT :

For appointments to be made by the Governing Board there shall be a Selection Committee consisting of the Director, who shall be the Chairperson of the Committee, two experts and one expert nominated by the Chairperson, Governing Board. The proceedings of the Selection Committee shall be placed before the Chairperson, Governing Board, for approval.

For appointments to be made by the Director, there shall be a Selection Committee consisting of the Director or a senior member nominated by him/her who shall be the Chairperson of the Committee and three experts nominated by the Director of which at least one shall be from outside the Centre and drawing salary (salary last drawn or its equivalent in the current revised pay scales, in the case of retired personnel) higher than those of the posts concerned or of the rank of the Professor.

The appointment shall be made within the approved sanctioned strength. New posts likely to be filled every year shall be included in the budget and approved in the Governing Board through the Finance Committee.

Confidential reports on character and antecedents are to be obtained from the previous employer or the educational institution prior to employment.

### 2.3 TEMPORARY APPOINTMENT

The Director may appoint persons on a temporary basis for a period of upto six months in any sanctioned post for which he/she is the appointing authority. In case of sanctioned posts having higher emoluments, the permission of the Chairperson, Governing Board, will be necessary.

### 2.4 APPOINTMENT ON CONTRACT BASIS AND APPOINTMENT OF CONSULTANTS

The Director may appoint persons having total emoluments upto Rs.4,000.00 p.m. on contract basis or as consultants for a specified period in special circumstances. In case of persons to be appointed with higher emoluments, the permission of the Chairperson, Governing Board, will be necessary.

### 2.5 VISITING APPOINTMENT

The Director may appoint visiting Scientists/Technologists/Engineers on terms and conditions to be prescribed by the Governing Board.

### 2.6 APPOINTMENT ON DEPUTATION

The Director may take any person on deputation basis for a specific period for any post for which he/she is the appointing authority. For posts in the grade of Rs.3,700-5,000 and above the Governing Board's approval will be obtained.

### 2.7 ACCEPTANCE OF TERMS OF APPOINTMENT

Every employee of the Centre will accept in writing the terms and conditions of his/her appointment before joining the Centre. He/she shall make the following declaration duly witnessed :

***"I, hereby declare that I have read and understood INFLIBNET Centre Bye-laws, and I hereby subscribe to and agree to be bound by the provisions of the said bye-laws."***

## Oath of allegiance to the Constitution of India

Every employee should be required to take an oath or solemnly affirm his/her allegiance to the Constitution of India as by law established, at the time of his/her appointment to service of the INFLIBNET Centre.

## Declarations to be made by the employees.

Every employee shall be required at the time of appointment to make a declaration as laid down by the Government about his or her marital status.

### 2.8 PERIOD OF PROBATION

The employees of the Centre except those appointed on temporary basis or on contract shall be put on probation for a period of one year. At the end of this period the probation may be extended provided that the total period of probation is not more than two years. During the period of probation, the services of an employee may be terminated by the appointing authority without assigning any reason by giving a notice of one month in writing or one month's pay in lieu of.

### 2.9 CERTIFICATE OF PHYSICAL FITNESS

Every employee shall be medically examined and be certified fit for service by a medical board nominated by the Director prior to taking up his/her appointment. He/she may be allowed to join provisionally but no salary to be released until the certificate is provided by the employee.

An employee may be required at anytime to submit himself/herself to such medical examination as the Director may decide during his/her service, for reasons to be recorded.

### 2.10 EMOLUMENTS AND ALLOWANCES

The Governing Board shall fix the scales of pay and allowances of the staff of the Centre from time to time, subject to the concurrence of the UGC. Dearness allowance and other allowances will normally be paid in accordance

with the rates prescribed by the Government of India from time to time. The modality of payment of salaries, grant of increment, etc., will be in accordance with the prevailing rules of Government of India.

## 2.11 SUPERANNUATION

All regular employees except those appointed in a temporary capacity or on contract would continue in the post till the age of superannuation, namely, 60 years in the case of academic Staff (Scientific and Technical) and 58 years in the case of Non-Academic Staff (Administration and Supporting).

The auxiliary staff of the Centre in the Group 'D' pay scales (e.g. Rs.775-1150) would be given the benefit of superannuation at the age of 60.

Extension beyond superannuation may be granted by the Governing Board to the staff in special circumstances in accordance with the guidelines laid down by the Governing Board from time to time but in no case beyond the age of 65 years. Such extension will not however be given for more than 2 years at a time and such extension will not be given beyond the age of 60 years in respect of non-academic personnel (Administration and Supporting).

If any staff member having a continuing appointment at the INFLIBNET Centre is made Director then at the end of service as Director, he/she shall have the option to revert to his/her prior appointment, unless he/she has reached the age of superannuation. The age of superannuation of such employee will be according to the rules as applicable to other normal employees.

### 2.12.1. Termination of Service

- (a) In addition to the provisions contained in service conditions, the services of a permanent employee may at any time be terminated, if warranted by a reduction in the establishment resulting in the abolition of the post, by giving him/her three month's notice or pay and allowances for the period by which such notice falls short of the said period.

- (b) The services of a temporary employee of INFLIBNET Centre or an employee under probation shall be liable to termination at any time by a notice of one month in writing given by the appointing authority to the employee;

Provided that the service of any employee may be terminated forthwith and on such termination the employee shall be entitled to claim a sum equivalent to the amount of pay plus allowances for the period of notice at the same rates at which he/she was drawing them immediately before the termination of services or, as the case may be, for the period by which such notice falls short of one month.

In the case of Ad hoc/contract appointees, their services would be liable to termination without further notice on completion of the terms of appointment, and even earlier on one month's notice by either side.

#### 2.12.2. Resignation

A permanent employee of the Centre may tender his/her resignation to the Centre, subject to acceptance by the Centre, by giving not less than three months notice in writing. For an employee during the period of probation or for a temporary employee, the period of notice shall be one month.

The appointing authority, or the authority to whom the power has been delegated, may accept a shorter period of notice from a member of the staff in special circumstances. The resignation shall not become effective unless it is accepted by the competent authority and the employee concerned is relieved of this post in the INFLIBNET Centre.

Earned leave on full pay may be counted towards the period of notice required, and for any part not so utilised, pay and allowances may be paid at the discretion of the Director as per Government of India Rules.

## 2.13 RETIREMENT BENEFITS

1. The retirement benefits for all new appointments in Administrative and support cadre on or after 19/05/96 would be governed by the General Provident Fund-Cum-Pension-Cum-Gratuity scheme rules laid down by the Government of India. Academic staff will be governed by the C.P.F.-cum-Gratuity scheme and will have option to come over to G.P.F.-Gratuity-Pension scheme only once during the tennure of their service.
2. Existing employees who have opted for G.P.F.-Gratuity-Pension Scheme shall continue to be governed by the GOI rules mentioned above.
3. All employees who are covered under C.P.F.-Cum-Gratuity Scheme and who were in service on 19/05/96 shall be deemed to have come over to G.P.F.-Gratuity-Pension Scheme with effect from 19/05/96 unless they specifically opt out to continue under the C.P.F.-Cum-Gratuity scheme. The change from Pension scheme to C.P.F. scheme is not allowed. The option once exercised shall be final.
4. Those employees who opt out to continue under the C.P.F.-Cum-Gratuity Scheme would be eligible for all retirement benefits in accordance with the provisions of Government of India rules.

The following Government of India Rules for retirement benefits are applicable to INFLIBNET Centre employees :

Pension : Central Civil Service Extraordinary Pension Rules 1937, amended from time to time.

Gratuity : Rules as contained in Rule 11 of the Liberalized Pension Rules.

General Provident Fund : G.P. Fund (Central Services) Rules, 1960, for the Central Government as amended from time to time.

Leave Encashment : The Employees of the Centre are eligible to get the benefit of Leave Encashment on

retirement/resignation as per Government of India orders amended from time to time.

#### 2.14 OBSERVANCE OF RULES/REGULATIONS

During the period of his/her service, each employee of the Centre shall observe the rules of the Centre and bye-laws made from time to time by the Governing Board and all standing orders/instructions issued by the Director.

#### 2.15 PERFORMANCE OF DUTIES

Each employee of the Centre shall perform such duties as may be assigned to him/her and shall carry out the directions of the Governing Board or the Director or of any person to whose authority he/she may be subject according to the rules and bye-laws of the Centre and the standing orders /instructions of the Director.

#### 2.16 WORKING HOURS

All employees of the Centre shall observe the scheduled hours of work including shift duties wherever applicable, during which he/she must be present at the place of duty. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.

#### 2.17 WORKING ON SUNDAYS/HOLIDAYS

The employees of the Centre can be called upon to perform duties as may be assigned by the competent authority beyond the scheduled working hours and on closed holidays and Sundays.

#### 2.18 TRADE/PRIVATE BUSINESS

An Employee of the Centre cannot engage directly or indirectly in any trade/business or undertake any other employment.

Any employee who has any pecuniary interest in any commercial/industrial body (except as a minority shareholder

in a Limited Corporate Body) having dealings with the Centre shall be required to declare his/her interest in such commercial/industrial organisation.

#### 2.19 PERMISSION TO LEAVE STATION

No employee of the Centre shall leave station without seeking prior permission of the competent authority. The employee shall indicate his/her contact address before proceeding out of station.

#### 2.20 UNAUTHORIZED ABSENCE

Willful absence from duty not covered by grant of leave may be treated as interruption in service.

### LEAVE PROVISIONS

#### 2.21 GENERAL

Leave cannot be claimed as a matter of right. When the exigencies so demand, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

#### 2.22 SANCTIONING AUTHORITY

The leave may be sanctioned by the Director/any other officer to whom this power has been delegated by the Director. The Director will be sanctioned leave by the Chairperson, Governing Board, except Casual Leave which can be availed by the Director on his/her own authority.

#### 2.23 TYPE OF LEAVE

All the employees of the centre would be entitled to Casual Leave, Special Casual Leave, Half Pay Leave, Earned Leave, Commuted Leave, Extraordinary Leave, Maternity Leave and Special Disability Leave etc. in accordance with the rules prescribed by the Government of India from time to time.

## 2.24 DEPUTATION ON DUTY

The period of absence from the Centre for employees attending conferences, symposia, seminars, schools etc. may be treated as duty if permitted/sponsored by the Centre.

## 2.25 GRIEVANCE REDRESSAL

A Grievance Redressal Cell would be set up in the Centre to take action on the grievances reported by the staff members. All such grievances shall be examined expeditiously as per procedures laid down for this purpose by the Governing Board from time to time.

## 2.26 OTHER CONDITIONS OF SERVICE

In respect of matters not provided for in these regulations, the rules regarding general conditions of service, pay, allowances, including travelling and daily allowance, leave salary, joining time, foreign service, and deputation in India as contained in Fundamental and Supplementary Rules and orders and decisions issued therein applicable to the Central Civil Services shall apply *mutatis mutandis* to the employees of the INFLIBNET Centre.

### 3. DISCIPLINARY ACTION/PROCEEDINGS

#### 3.1 AUTHORITY

The appointing authority, referred to hereinafter as Disciplinary Authority of the Centre can take disciplinary action against its employees for misconduct, misbehaviour, or breach of the terms and conditions of appointment and can impose either major or minor penalties on the employee. Minor penalties include (i) Censure (ii) withholding of promotion (iii) recovery from the pay and (iv) withholding of future increments of pay. The major penalties would include (i) compulsory retirement (ii) removal from service and (iii) dismissal from service.

#### 3.2 DISCIPLINARY PROCEDURE

Before imposing any penalty, the employee should be given a copy of the charge-sheet with statement of imputations of misconduct. He/She should be given a reasonable time to defend himself/herself provided that this requirement can be waived because the facts on the basis of which action has to be taken have been established in a court of law or where he/she has absconded or it is for any other reason impracticable to communicate with him/her. After receiving the defense from the employee, the Disciplinary Authority may either pass appropriate orders (in case only minor penalties are proposed) or may institute an inquiry against the employee. The inquiry should be conducted by the Disciplinary Authority or by an Inquiry Officer appointed by it. A Presenting Officer to present the charges should also be appointed. The Inquiry Officer will submit his/her report on each of the articles of charges to the Disciplinary Authority who may either accept the findings or disagree with the findings and make a final order.

#### 3.3 APPEAL

An employee can prefer an appeal to the Governing Board, referred to hereinafter as the Appellate Authority, against an order of penalty imposed upon him/her by the Disciplinary Authority. For employees for whom the Governing Board is the appointing authority, the President of the Council would act

as the Appellate Authority. The appeal should fulfill the following requirements :

- (a) It should contain a concise statement of the grounds on which the appeal is based, and should not contain any impolite or unparliamentary language.
- (b) It should specify the nature of relief which is being sought.
- (c) It should be submitted to Appellate Authority within a period of three months from the date on which the appellant has received a copy of the order appealed against.

The appeal may be submitted direct to the Appellate Authority and a copy may also be endorsed to the authority who has passed the order so that it can be forwarded with complete records and comments thereon to the Appellate Authority.

#### 3.4 CONSIDERATION OF APPEAL

The Appellate Authority would consider the following points in regard to the appeal :

- (a) Whether the prescribed rules have been complied with and if not, whether such non-compliance has resulted in failure of justice.
- (b) Whether the findings of the Disciplinary Authority are warranted in the circumstances of the case, and
- (c) Whether the penalty imposed is adequate, inadequate or severe.

Thereafter, the Appellate Authority is required to pass a speaking order either setting aside, reducing, or enhancing the penalty. The Appellate Authority shall not impose any enhanced penalty unless the appellant is given an opportunity to make any representation within 60 days from the date he/she has been given the said opportunity.

The Disciplinary Authority shall immediately implement the orders of the Appellate Authority notwithstanding anything contained in the service condition.

### 3.5 APPEAL ON ORDER OF APPELLATE AUTHORITY

There shall be no further appeal against any order made by the Governing Board.

### 3.6 SUSPENSION

The Director may suspend any employee pending inquiry or investigation of allegations of misconduct against him/her and/or where disciplinary action against him/her is contemplated or is in progress. Suspension shall not be treated as punishment.

The pay and allowances of the employees during their suspension will be regulated on the basis of the rules and orders of the Government of India.

### 3.7 DEEMED SUSPENSION

An employee of the Centre detained in custody on a criminal charge or otherwise for a period exceeding 48 hours or sentenced to a term of imprisonment exceeding 48 hours, will be deemed to have been placed under suspension with effect from the date of commencement of detention/imprisonment, and shall remain so suspended till his/her re-instatement by the competent authority. However, issue of a formal order of suspension will be necessary.

### 3.8 REINSTATEMENT

An employee can be reinstated after suspension/compulsory retirement/removal/dismissal if disciplinary proceedings are withdrawn or if acquitted by a court of law, on the basis of a final decision of the Appellate Authority. On such reinstatement the competent authority may consider treating the period of absence as duty. The employee would also be eligible to receive full pay and allowances for this period if the employee is exonerated. In cases where the employee is not fully exonerated, proportionate pay and allowances as prescribed by the competent authority may be given.

In all exigencies which are not covered by these rules, rules prescribed by the Government of India applicable to the Central Civil Services shall apply mutatis mutandis to the employees of the INFLIBNET Centre.

#### 4. NORMS AND PROCEDURE FOR PROMOTION/ASSESSMENT

This is a scheme for periodic assessment of staff and selection procedure for promotion of staff according to merit and achievements.

##### 4.1 GENERAL

The Centre will have two streams viz : (1) Academic (Scientific and Technical) and (2) Non-Academic (Administration and Auxiliary/supporting staff).

- (a) Forms used for evaluation for different categories will be distinguished by putting A for Academic and NA for others, e.g. CR(A), CR(NA) etc.
- (b) Experts appointed for the purpose of assessment and promotion associated with the work should preferably be/have been at least two ranks senior to the employee concerned.
- (c) The promotion procedure, in general, will not be carried out for a candidate who is abroad or on any type of leave (except duty leave) and can not join duty before the promotion procedure starts.

##### 4.2 ACADEMIC PERSONNEL

###### 4.2.1. Annual Assessment and Confidential Reports

The annual assessment of each employee (in the case of academic staff) will be done regularly once a year in the following manner :

- (a) The annual assessment will be done by grouping the staff in two groups. Group A will consist of all persons who joined the Centre from April 1 to September 30 and Group B of persons joining between October 1 and March 31. The assessment work of Group A/B persons will be initiated by July 31/January 31 and completed by September 15/March 15. For the persons under probation, assessment will be completed one month before the close of the probation period.

- (b) The employees will fill a Self-Assessment Form (SAF) in the month of July/January, depending on the date of joining (see previous para). The Assessment Form (AF) for each employee is to be independently filled by an Assessor assigned by the Director for each person. The Assessor will normally be a person with whom the employee was associated during the period in question.
- (c) Confidential Reports (CR) are to be filled every year by a person designated by the Director. Confidential Report will take into account Self- Assessment form and the forms filled by assessors, besides other things. For all persons in the grade of Rs.3700-5000 and above, CRs will be filled by the Director.
- (d) The CR form will have an overall performance index which will be graded as A + (Extraordinary=10), A (Outstanding=9), B+ (Very Good=8), B (Good=7), C+ (Average=6), C (Below Average=5), D (Unsatisfactory=4)

#### 4.2.2. Eligibility for promotion

The eligibility for promotion will be determined by performance as given by the Annual Performance Index (API) in the CR. Total Performance Index (TPI) will be the sum of annual performance indices from the date of joining or last promotion (whichever is later) to the date of evaluation.

The first evaluation after joining the Centre has special significance. The exceptional cases, where early promotion is considered necessary, would be referred to the Governing Board.

#### 4.2.3. Screening Committee

The Screening Committee will recommend the candidates whose cases are to be presented to the Selection Committee constituted as per the bye-laws of the Centre.

The Screening Committee consisting of the Director (or his/her nominee) and one person either from Scientist cadre or Engineer cadre nominated by the Director will

evaluate all the data and the information contained in the CR forms and any other relevant information.

The Total Performance Index which is the sum of API's should be greater than a qualifying norm N to be considered by the Screening Committee, for basic eligibility for the recommendation for promotion. The following norms are prescribed.

The qualifying norm N will be 25 for grade upto Rs.1640-2900, 33 upto Rs.3000-4500 and 40 for all higher grades upto Rs.4500-5700. Person cannot be considered in the year in which his/her performance index is below 6. Persons in the grade of Rs.2000-3500 having M.Lib/M.Lib.ISc/Eqvt. qualifications will be promoted to the grade of Rs.2200-4000 after one year if their API is 7 or above.

Additional qualification acquired, after getting the permission from the Centre to pursue the course, may be considered for an additional increment, if the Centre feels that the qualification is useful for its activities and the person concerned had obtained more than 55% marks (5% relaxation for SC/ST) in the degree/diploma acquired. It can be given only at the time of promotion and if decided by the Selection Committee.

For persons doing part-time study/correspondence courses, it will be considered only if the person concerned had maintained a good performance index in the Centre during the period of his/her studies, and not neglected the responsibilities.

The procedure for promotion of a person at levels higher than the ones covered above will be different. This will normally be after five years or on attainment of stagnation in the grade whichever is earlier. The employee will be asked by the Director to submit a self-assessment together with a panel of referees. The referees' report will be obtained from some referees on the panel suggested by the candidates and some

appointed by the Director. The case will be referred to a duly constituted selection committee with at least two external members.

#### 4.3 ADMINISTRATIVE AND SUPPORTING STAFF

The Recruitment Rules for the Administrative and supporting staff have provision for vacancy based promotion scheme and/or other schemes approved by the Governing Board from time to time in concurrence with the UGC. A post may be filled by promotion/recruitment/deputation in accordance with the provisions of Recruitment Rules.

##### 4.3.1. Annual Assessment

The Annual Confidential Reports of the non-academic personnel will be written for each financial year, or part thereof as the case may be, in the format prescribed for this purpose. The employees will fill a Self Assessment form (SAF) by April 15th and the assessment work would be completed by May 15th. For the persons under probation, assessment will be completed one month before the close of the probation period.

The provisions of the bye-laws 4.2.1 (c) and (d) should also be applicable to administrative and supporting staff.

##### 4.3.2. Eligibility for promotion

The eligibility for promotion would be determined by the Recruitment Rules as approved by the Governing Board (Annexure III).

The Scientific and Technical staff may be considered for lateral induction to another stream if recommended by the Screening Committee.

##### 4.3.3. Screening Committee

The Screening Committee consisting of the Director (or his/her nominee) and one person from the Administrative staff nominated by the Director will evaluate all the data and information contained in the CR forms and any

other relevant information. The Screening Committee shall judge the suitability of the employees for

- (a) promotion to 'selection' as well as 'non-selection' posts;
- (b) Confirmation in their respective grades/posts;
- (c) Consideration of cases for crossing the Efficiency Bar.
- (d) recommendation to the Selection Committee for the consideration of promotion.

The Selection Committee (or alternatively called Departmental Promotion Committee DPC) would consist of the Director or a senior officer nominated by him/her as the Chairperson of the Committee, and three experts nominated by the Director of which at least one shall be from outside the Centre. The directive of Government of India regarding recruitment of SC/ST/OBC would be followed in constituting the DPC. The composition of the DPC considering the crossing of EB would be same as that for promotion.

#### 4.3.4. Procedure to be observed

The promotion procedure to be observed would be in accordance with the Governing Board directives issued from time to time. Reservation and other benefits in the matter of making promotions to the employees belonging to the Scheduled Caste/Scheduled Tribes and other special categories shall be in accordance with Government of India directives.

#### 4.3.5 Additional Qualifications

Addition qualification acquired, after getting the permission from the Centre to pursue the course, may be considered for an additional increment, if the centre feels that the qualification is useful for its activities and the person concerned had obtained more than 55% marks (5% relaxation for SC/ST) in the degree/diploma acquired. It can be given only at the time of promotion and if decided by the selection committee.

- 4.4 (a) Pay scales for Academic and Non-Academic staff are given in Annexure I and II respectively.
- (b) Persons who were appointed in pay scales different from the scales given in Annexure I and II respectively will continue to draw these scales as personal to them.
- (c) The Recruitment Rules for Administrative and Supporting Staff are given in Annexure III.
- (d) Age limit for departmental candidates for direct recruitment will not apply.
- (e) Relaxation of age limit in respect of reserved category and ex-serviceman will be applicable as per the policy of the Central Government.
- (f) The appointing authority may relax any of the conditions mentioned above after recording reasons for doing so.

PAY SCALES AND MINIMUM QUALIFICATIONS FOR RECRUITMENT OF SCIENTIFIC & TECH. STAFF

ANNEXURE -I

<u>DESIGNATION</u>	<u>PAY SCALES</u>	<u>MINIMUM QUALIFICATIONS FOR RECRUITMENT</u>	<u>MAX. AGE</u>
Data Entry Operator-I	1200-30-1440-EB-30-1800	ITI Certificate	25 Yrs
Data Entry Operator-II	1320-30-1560-EB-40-2040	ITI+3 yrs. exp.	25 Yrs
Data Entry Operator-III	1400-40-1800-EB-50-2300	ITI+6 yrs. exp.	30 Yrs
Scientific & Technical Asstt. I	1400-40-1600-50-2300-EB -60-2600	DCA/B.Lib/B.Lib.Isc.	30 Yrs
Scientific & Technical Asstt.II	1640-60-2600-EB-75-2900	DCA/B.Lib/B.Lib.Isc.+ 4 Yrs. experience	30 Yrs
Scientist A	2000-60-2300-EB-75-3200 -100-3500	M.Lib./M.Lib.Isc./Eqvt.. OR DCA/B.Lib./B.Lib.Isc + 8 Yrs. experience	30 Yrs
Scientist B	2200-75-2800-EB-100 -4000	B.E./MCA OR M.Lib./ M.L.Isc./Eqvt. +1 Yrs.exp.	35 Yrs
Scientist C	3000-100-3500-125-4500	Ph.D. OR M.E. + 2 Yrs exp OR B.E./MCA + 5 Yrs exp. OR M.Lib./M.L.Isc./Eqvt.+ 6 Yrs. Experience.	40 Yrs
Scientist D	3700-125-4700-150-5000	Ph.D. + 4 Yrs. exp. OR M.E. + 6 Yrs. exp. OR B.E./MCA + 9 Yrs. exp. OR M.Lib/M.L.Isc Eqvt. + 10 Yrs. experience	45 Yrs
Scientist E	4500-150-5700	Ph.D.+9 Yrs. exp. OR M.E. + 11 Yrs. OR B.E./MCA + 14 Yrs OR M.Lib/M.L.Isc/eqvt.+15 Yrs experience	45 Yrs
Scientist F	5100-150-5700-200-6300		
Scientist G	5900-200-7300		
Distinguished Scientist	7300-7600		

ANNEXURE II

PART II : PAY SCALES FOR ADMINISTRATIVE AND AUXILIARY STAFF

AUXILIARY STAFF

SR. NO.	PAY SCALES	DESIGNATION
1.	775-12-870-14-955-15-1030-20-1150	Auxiliary Staff I
2.	950-20-1150-EB-25-1400	Auxiliary Staff II
3.	1200-30-1560-EB-40-2040	Auxiliary Staff III
4.	950-20-1150-EB-25-1500	Driver
5.	1200-30-1440-EB-30-1800	Driver Grade - II
6.	1320-30-1560-EB-40-2040	Driver Grade - I

ADMINISTRATIVE STAFF

SR. NO.	PAY SCALES	DESIGNATION
1.	1200-30-1560-EB-40-2040	Assistant (Accounts, Stores, Purchase, Personnel)
2.	1200-30-1560-EB-40-2040	Stenographer
3.	1400-40-1600-50-2300-EB-60-2600	Senior Assistant (Accounts, Stores, Purchase, Personnel)
4.	1400-40-1600-50-2300-EB-60-2600	Personal Assistant
5.	2000-60-2300-EB-75-3200-100-3500	Section Officer (Accounts, Stores and Purchase, Personnel)
6.	2000-60-2300-EB-75-3200-100-3500	Personal Secretary
7.	2200-75-2800-100-4000	Administrative Officer - A.O. Grade I (Finance & A/cs, Stores & Purchase, Personnel, Estate)
8.	3000-100-3500-125-5000	Admn. Officer (Sr. Scale)
9.	3700-125-4950-150-5700	Sr. Administrative Officer - A.O. Grade II (Finance & A/cs, Stores & Purchase, Personnel, Estate)

# RECRUITMENT RULES FOR ADMINISTRATIVE AND SUPPORT STAFF FOR INFLIBNET CENTRE

ANNEXURE III-1

SR. NO.	INFLIBNET DESIGNATION	CLASSIFICATION	SCALE OF PAY	WHETHER SELECTION OR NON SELECTION POST	AGE LIMIT FOR DIRECT RECRUITMENT (for cent. & state govt. Autonomous bodies, university employees)	EDUCATIONAL & OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITMENT	WHETHER AGE & EDUCATIONAL QUALIFICATION FOR THE DIRECT RECRUITMENT IS APPLICABLE FOR PROMOTION
1	2	3	4	5	6	7	8
1.	Auxiliary Staff-I	Group D	775-12-870-14-955-15-1030 20 1150	N.A.	25 years (35 years)	8th Class Pass + Three years experience	N.A.
2.	Auxiliary Staff-II	Group C	950-20-1150-EB-25-1400	non-selection	30 years (35 years)	Matriculation or equivalent with three years of experience in related field.	Education qualification required.
3.	Auxiliary Staff-III	Group C	1200-30-1560-EB-40-2040	non-selection	30 years (35 years)	Intermediate or equivalent with five years experience as Library attendant/Lab attendant/Despatcher in Govt./Univ./Autonomous Body	N.A.
4.	Assistant	Group C	1200-30-1560-EB-40-2040	N.A.	25 years (35 years)	A Bachelor's degree of a recognised university with three years experience in the field of Purchase & Stores/Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed private firm	N.A.
5.	Senior Assistant	Group C	1400-40-1600-50-2300-EB-60-2600	non-selection	30 years (35 years)	A Bachelor's degree of a recognised university with at least second class with five years experience in the field of Purchase & Stores/Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed private firm.	N.A.

ANNEXURE III-1A

SR. NO.	PERIOD OF PROBATION (for direct recruitments)	METHOD OF RECRUITMENT, WHETHER BY DIRECT RECRUITMENT OR BY DEPUTATION/TRANSFER & PERCENT OF VACANCIES TO BE FILLED VARIOUS METHODS OF PROMOTION	IN CASE OF RECRUITMENT BY PROMOTION/ DEPUTATION/TRANSFER/GRADES FROM WHICH PROMOTION/DEPUTATION TRANSFER IS TO BE MADE	COMPOSITION OF DPC OR SELECTION COMMITTEE
1	9	10	11	12
1	1 year extendable to 2 years	100 % by direct recruitment	not applicable	As per bye-laws clause 2.2. of INFLIBNET Centre
2	1 year extendable to 2 years	100 % by promotion failing which by direct recruitment	5 years continuous regular service in the grade of 775-1150 as Auxiliary I	As per bye-laws Clause 2.2 of INFLIBNET Centre
3	1 year extendable to 2 years	100 % by promotion failing which by direct recruitment.	5 years continuous regular service in the grade of 950-1400 as Auxiliary II	As per bye-laws Clause 2.2 of INFLIBNET Centre
4	1 year extendable to 2 years	100 % by direct recruitment	Not applicable	As per bye-laws Clause 2.2 of INFLIBNET Centre
5	1 year extendable to 2 years	50 % by promotion and 50 % by direct recruitment	5 years continuous regular service as Admn. Assistant I in the grade of 1200-2040	As per bye-laws Clause 2.2 of INFLIBNET Centre

RECRUITMENT RULES FOR ADMINISTRATIVE AND SUPPORT STAFF FOR INFILIBNET CENTRE

ANNEXURE III-2

SR. NO.	INFILIBNET DESIGNATION	CLASSIFICATION	SCALE OF PAY	WHETHER SELECTION OR NON SELECTION POST	AGE LIMIT FOR DIRECT RECRUITMENT (for cent. & state govt. Autonomous bodies, university employees)	EDUCATION AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITMENT	WHETHER AGE & EDUCATIONAL QUALIFICATIONS FOR THE DIRECT RECRUITMENT IS APPLICABLE FOR PROMOTION
1	2	3	4	5	6	7	8
6.	Section Officer	Group B	2000-60-2300-EB-75-3200-100-3500	selection	35 years (40 years)	<p>Master's degree of recognised university with five years experience in Personnel/Purchase &amp; Stores/ Finance/Accounts/General Administration in a University/Govt./Autonomous Body/reputed Pvt. firm</p> <p align="center">OR</p> <p>A Bachelor's degree of a recognised university with second class and 8 years experience in related field.</p> <p align="center">OR</p> <p>A Bachelor's degree of a recognised university with at least second class and a pass at the final examination of Instt. of Chartered Accountants or a pass in SAS examination conducted by the Comptroller and Auditor General of India or equivalent thereof with three years experience in general administration/finance and accounts in a University/Govt./Autonomous Body/Public or Private Sector Undertaking.</p>	N.A.

ANNEXURE III-2 A

SR. NO.	PERIOD OF PROBATION (for direct recruitments)	METHOD OF RECRUITMENT-WHETHER BY DIRECT RECRUITMENT OR BY DEPUTATION/TRANSFER & PERCENT OF VACANCIES TO BE FILLED VARIOUS METHODS OF PROMOTION	IN CASE OF RECRUITMENT BY PROMOTION/ DEPUTATION/TRANSFER/GRADES FROM WHICH PROMOTION/DEPUTATION TRANSFER IS TO BE MADE	COMPOSITION OF DPC OR SELECTION COMMITTEE
1	9	10	11	12
6	1 year extendable to 2 years	100 % by promotion failing which by direct recruitment	5 years continuous regular service as Administrative Assistant II in the grade of 1640-2900.	As per bye-laws Clause 2.2 of INFLIBNET Centre

RECRUITMENT RULES FOR ADMINISTRATIVE AND SUPPORT STAFF FOR INFLIBNET CENTRE

ANNEXURE III-3

SR. NO.	INFLIBNET DESIGNATION	CLASSIFICATION	SCALE OF PAY	WHETHER SELECTION OR NON SELECTION POST	AGE LIMIT FOR DIRECT RECRUITMENT (for cent. & state govt. Autonomous bodies, uni employees)	EDUCATION AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITMENT	WHETHER AGE & EDUCATIONAL QUALIFICATIONS FOR THE DIRECT RECRUITMENT IS APPLICABLE FOR PROMOTION
1	2	3	4	5	6	7	8
7.	Steno-grapher	Group C	1200-20-1560-EB-40-2040	N.A.	25 years (35 years)	A Bachelor's degree of a recognised university with a min. speed of 80 wpm in shorthand and 40 wpm in typing. Three years experience as Stenographer in Univ./Govt./Autonomous Body/Reputed Pvt. firm. Experience in computer operation/data logging essential.	N.A.
8.	Personal Assistant	Group C	1400-40-1600-50-2300-EB-60-2600	non-selection	28 years (35 years)	A Bachelor's degree of a recognised university with a minimum speed of 100 wpm in shorthand and 40 wpm in typing. Five years experience as Stenographer in Univ./Govt./Autonomous body/Reputed Pvt. firm. Experience in computer operation essential.	N.A.
9.	Personal Secretary	Group B	2000-60-2300-EB-75-3200-100-3500	selection	35 years (40 years)	A Bachelor's degree of a recognised university with a minimum speed of 120 wpm in shorthand and 40 wpm in typing. Eight years experience as Personal Assistant in Univ./Govt./Autonomous Body/Reputed Pvt. firm. Experience in computer operation essential.	N.A.

ANNEXURE III-3 A

SR. NO.	PERIOD OF PROBATION	METHOD OF RECRUITMENT-WHETHER BY DIRECT RECRUITMENT OR BY DEPUTATION/TRANSFER & PERCENT OF VACANCIES TO BE FILLED VARIOUS METHODS OF PROMOTION	IN CASE OF RECRUITMENT BY PROMOTION/ DEPUTATION/TRANSFER/GRADES FROM WHICH PROMOTION/DEPUTATION TRANSFER IS TO BE MADE	COMPOSITION OF DPC OR SELECTION COMMITTEE
1	9	10	11	12
7.	1 year extendable to 2 years	100 % by direct recruitment.	Not applicable.	As per bye-laws Clause 2.2 of INFLIBNET Centre
8.	1 year extendable to 2 years.	50 % by promotion and 50 % by direct recruitment.	5 years continuous regular service in the grade of 1200-2040 as Stenographer.	As per bye-laws Clause 2.2 of INFLIBNET Centre
9.	1 year extendable to 2 years	100% by promotion failing which by direct recruitment.	5 years continuous regular service in the grade of 1400-2600 as Personal Assistant.	As per bye-laws Clause 2.2 of INFLIBNET Centre

RECRUITMENT RULES FOR ADMINISTRATIVE AND SUPPORT STAFF FOR INFLIBNET CENTRE

ANNEXURE III-4

SR. NO.	INFLIBNET DESIGNATION	CLASSIFICATION	SCALE OF PAY	WHETHER SELECTION OR NON SELECTION POST	AGE LIMIT FOR DIRECT RECRUITMENT (for cent. & state govt. Autonomous bodies, uni employees)	EDUCATION AND OTHER QUALIFICATIONS REQUIRED FOR DIRECT RECRUITMENT	WHETHER AGE & EDUCATIONAL QUALIFICATIONS FOR THE DIRECT RECRUITMENT IS APPLICABLE FOR PROMOTION
1.	2	3	4	5	6	7	8
10.	Driver	Group C	950-20-1150-EB-25-1500 (55% of total driver's strength)	N.A.	30 years (35 years)	8th Class pass. Must have valid driving license for light motor vehicle and five years driving exp.	N.A.
11.	Driver Grade II	Group C	1200-30-1440-EB-30-1800 (25% of total driver's strength)	non-selection	Not applicable	Not Applicable	N.A.
12.	Driver Grade I	Group C	1320-30-1560-EB-40-2040 (20% of the total driver's strength)	non-selection	Not applicable	Not Applicable	N.A.
13.	Administrative Officer Grade I	Group A	2200-75-2800-100-4000 upto 50% of the vacancies be placed in the higher scale of 3000-5000 after 8 years of continuous regular service.	selection	40 years (45 years)	Master's degree with 55% marks, with five years experience in personnel/purchase & stores/Finance & Accounts in Govt./University/Autonomous Body.	N.A.
14.	Administrative Officer Grade II	Group A	3700-125-4950-150-5700	selection	45 years (50 years)	Master's degree with 55 % marks with eight years experience in personnel/purchase & stores/finance & Accounts in govt./university/autonomous body.	N.A.

ANNEXURE III-4 A

SR. NO.	PERIOD OF PROBATION	METHOD OF RECRUITMENT-WHETHER BY DIRECT RECRUITMENT OR BY DEPUTATION/TRANSFER & PERCENT OF VACANCIES TO BE FILLED VARIOUS METHODS OF PROMOTION	IN CASE OF RECRUITMENT BY PROMOTION/ DEPUTATION/TRANSFER/GRADES FROM WHICH PROMOTION/DEPUTATION TRANSFER IS TO BE MADE	COMPOSITION OF DPC OR SELECTION COMMITTEE
1	9	10	11	12
10.	1 year extendable to 2 years	100 % by direct recruitment.	Not applicable	As per bye-laws Clause 2.2 of INFLIBNET Centre
11.	N.A.	100% by promotion subject to passing of trade test.	9 years continuous regular service in the scale of Driver 950-1500	As per bye-laws Clause 2.2 of INFLIBNET Centre
12.	N.A.	100 % by promotion subject to passing of trade test.	6 years continuous regular service in Driver grade II or 15 years continuous regular service in Grade II & ordinary grade put together.	As per bye-laws Clause 2.2 of INFLIBNET Centre
13.	1 year extendable to 2 years	50 % by direct recruitment and 50 % by promotion. Failing which by transfer on deputation.	5 years continuous regular service experience in the scale of 2000-3500. Must pass written test in Accounting/ Purchase procedure and rules/service regulation.	As per bye-laws Clause 2.2 of INFLIBNET Centre
14	1 year extendable to 2 years	75 % by direct recruitment and 25 % by promotion. Failing which by transfer on deputation.	8 years continuous regular service experience in the scale of 3000-5000 as Administrative Officer Grade I	As per bye-laws Clause 2.2 of INFLIBNET Centre

5. HEALTH SCHEME

The employees of INFLIBNET Centre and their families will be covered by a Health scheme. The details of the scheme shall be laid down by the Governing Board from time to time. The details of the scheme to be followed at present are given in Annexure-A.

## 6. ADVANCES, LOANS AND OTHER BENEFITS

### 6.1 HOUSE BUILDING ADVANCE (HBA)

The employee of the Centre may be given house building advance within the provision made in the budget each year, as per rules and conditions laid down by the Governing Board from time to time. A member eligible for grant of such an advance will be paid as per the Government of India Rules in force. Confirmed staff member will be eligible for such loan on completion of 3 years of continuous service. The rules and conditions for HBA will be framed based on the HBA scheme of the Government of India and all sanction would be regulated by these rules.

### 6.2 LOAN FOR PURCHASE OF CONVEYANCE

The Centre will follow the rules applicable to the employees of the Government of India in this regard.

### 6.3 OTHER LOANS

The employees of the Centre will be entitled to draw all the advances/loans as admissible to Central Government employees and such advances/loans will be paid/recovered as per Government of India Rules issued from time to time.

### 6.4 CARRY-OVER BENEFITS

An employee who has joined the Centre from any university, Government Department, Government supported institution or similar organisation will carry over accrued benefits which are available in INFLIBNET provided the parent organisation transfers them.

### 6.5 MOVING EXPENSES

The Governing Board may reimburse the actual travel and moving expenses of an employee who has joined from a permanent position from another university, Government or Government supported institution to an extent not exceeding the expenses covered by the Government of India Rules.

6.6 LEAVE TRAVEL CONCESSION

Employees will be entitled to those benefits as per the rules framed by the Government of India from time to time.

6.7 AD-HOC BONUS

Ad-hoc bonus will be paid as per the guidelines laid down by the G.O.I. from time to time.

6.8 TA/DA

TA/DA to employees on trip for official purposes will be paid as per rules laid down by the Governing Board from time to time in accordance with the rules of the Government of India.

6.9 HOUSE RENT

House Rent/License Fee deduction will be as per the Government of India rules framed from time to time.

6.10 CHILDREN'S EDUCATION ASSISTANCE

The employees of the Centre will be entitled to children's education allowance and reimbursement of tuition fees in accordance with the rules and rates prescribed by the Government of India from time to time.

7. PURCHASE PROCEDURES/RULES.

The Purchase procedures/rules shall be laid down by the Governing Board from time to time. The details of the purchase procedures/rules to be followed at present are given in Annexure-B.

## 8. STUDY LEAVE RULES

Study leave may be granted to Centre's employees to undergo, in or out of India a special course consisting of higher studies or specialised training in a professional/technical subject having a direct and close connection with the sphere of his/her duties or research in a relevant area. Study leave may also be granted for the studies which are capable of widening his/her mind and improving his/her ability as an employee of the Centre.

The study leave is normally not to be granted to an employee beyond the age of fortyfive years. It may also be denied if it removes him/her extensively from contact with his/her regular work and causes difficulty to the Centre.

The employee should have satisfactorily rendered not less than five years of regular continuous service including the period of probation. The maximum period of leave is 24 months in the entire service and may be granted at a stretch or in different spells.

In India, leave salary would be equal to last pay plus DA, CCA, HRA. Stipend, scholarship or remuneration during the study leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during half pay leave. The leave salary for study abroad would be fixed as per guide lines provided by the UGC for university teacher's study leave rules.

If the person after availing of study leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty, he/she should refund (i) the actual amount of leave salary and other expenses incurred by the Centre, and (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign foundations. Requisite bonds in the prescribed forms are to be executed by the employee. The period in the bond can be prorated if the person serves for a while and takes up some other assignment in the country.

In the Academic cadre, INFLIBNET assessment-based promotion scheme is based on evaluation of the annual performance of the employee against his/her involvement in various activities of the Centre. In case of study leave for periods longer than six months in an academic year, the performance for that year will not be considered in evaluating the Total Performance Index.

## 9. INFLIBNET "CONDUCT RULES"

### 9.1 SHORT TITLE, COMMENCEMENT AND APPLICATION

- 9.1.1. These Rules may be called "INFLIBNET Conduct Rules"
- 9.1.2. These Rules shall apply to every person appointed (other than the person engaged through a Contractor) in connection with the affairs of the Centre, except for the person employed in the Centre on deputation/foreign service, who shall continue to be governed by the Conduct Rules applicable to him/her in his/her parent office.
- 9.1.3. If the services of an employee are placed by the Centre at the disposal of Central Government/State Government /Public Sector/Autonomous Body and other local authorities, for the purpose of this Rule, he/she will be serving under the Centre notwithstanding that his/her salary is drawn from a source other than funds of the Centre.

### 9.2 DEFINITIONS AND CLASSIFICATION OF POSTS

- 9.2.1 Definitions : In these rules, unless the context otherwise requires :-

- a. "Centre" means INFLIBNET Centre
- b. "Employee" means any person appointed by the Centre to any post (other than the person engaged through a contractor) in connection with the affairs of the Centre.
- c. "Members of family" in relation to an employee includes :
  - i. the wife or husband, as the case may be, of the employee, whether residing with the employee or not, but does not include a wife or husband, as the case may be separated from the employee by a decree or order of a Competent Court;

ii. son or daughter or step-son or step-daughter of the employee or adopted children and wholly dependent on him/her but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived under any law;

iii. any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband and wholly dependent on the employee.

d. "Prescribed authority" means

i. The President of the Council of the Centre in the case of Director.

ii. The Director in the case of all employees of the Centre.

#### 9.2.2 Classification of posts :

The posts classified by the Government of India from time to time.

### 9.3 GENERAL

9.3.1. Every employee of the Centre shall at all time

i. maintain absolute integrity of character.

ii. maintain devotion to duty and

iii. do nothing which is unbecoming of a public servant

9.3.2 Every employee of the Centre holding a supervisory post shall take all possible steps to ensure the integrity of Character and devotion to duty of all employees under his/her control and authority.

### 9.4 MISCONDUCT

Without prejudice to the generality of the term "Misconduct", the following acts of omission and commission shall be treated as misconduct.

- 9.4.1      Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- 9.4.2      Infidelity,            unfaithfulness,            untrustworthiness, dishonesty, theft and fraud or dishonesty with the Centre's business or property.
- 9.4.3      Acting in a manner prejudicial or likely to be prejudicial to the interest of the Centre or to the reputation of the Centre.
- 9.4.4      Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- 9.4.5      Absence without leave or over staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper satisfactory explanation.
- 9.4.6      Habitual late or irregular attendance.
- 9.4.7      Neglect of work or negligence in the performance of duty including malingering or slowing down of work or obstructing work of the employees.
- 9.4.8      Gambling within the premises of the Centre and attending to duties after consuming alcoholic beverages.
- 9.4.9      Commission of any act which amounts to a criminal offense involving moral turpitude.
- 9.4.10     Absence from the employee's appointed place of work without permission or sufficient cause.
- 9.4.11     Commission of any act subversive of discipline or of good behaviour.
- 9.4.12     Indulgence in proselytisation (canvassing conversion from one religion to another)

9.4.13 Non vacation of accomodations allotted by the Centre whenever ordered to do so as per Centre's Rules.

9.4.14 Non maintenance of family properly.

9.5 EMPLOYMENT OF NEAR RELATIVES OF THE EMPLOYEES OF THE CENTRE

9.5.1 No employee shall use his/her position or influence directly or indirectly to secure employment for any person related, whether by blood or marriage to the employee or to the employee's spouse, whether such a person is dependent on the employee or not.

9.5.2 No employee shall, except with the previous sanction of the Competent authority, permit his son, daughter or any member of the family to accept employment with any private firm with which he/she has official dealings or with any other firm, having official dealing with the Centre.

Provided that whether the acceptance of the employment, can not await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority to whom the matter shall be reported forthwith, within 30 days.

9.5.3 No employee shall in the discharge of his/her official duties deal with any other person if any member of his/her family is employed in the Centre or under that person or if he/she or any member of his/her family is interested in such matter or contract in any other matter and the employee shall refer every such matter or contract to his/her official superior and the matter of the contract shall thereafter be disposed off according to the instructions of the authority to whom the reference is made.

## 9.6 DEMONSTRATIONS AND STRIKES

- 9.6.1 No employee of the Centre shall engage himself/herself or participate in any demonstrations which involves incitement to an offense.
- 9.6.2 Resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his/her service or the service of any other employee.

## 9.7 UNAUTHORISED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of the Centre or in the performance in good faith assigned to him/her, communicate directly or indirectly any official document or any part thereof or information to any officer or other employee or any other person to whom he/she is not authorised to communicate such document or information.

## 9.8 CONNECTION WITH PRESS OR RADIO OR TV

- 9.8.1 No employee of the Centre, shall, except with the prior sanction of the competent authority, own wholly or in part or conduct or participate in editing or management of any newspaper or other periodical publication.
- 9.8.2 No employee of the Centre shall except with the prior sanction of the competent authority or the prescribed authority or in the bonafide discharge of his/her duties participate in a radio or TV broadcast or contribute any article or write any letter either in his/her own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

## 9.9 CRITICISM OF GOVERNMENT AND THE CENTRE

No employee shall in any radio or TV broadcast or in document published under his/her name or any other person or in any communication to the press or in any public utterances, make any statement;

Which has the effect of adverse criticism of any policy or action of the Central or State Governments or of the Centre,

OR

Which is capable of embarrassing the relations between the Centre and the Public.

Provided that nothing in these rules shall apply to any statement made or views expressed by an employee of a purely factual nature which are not considered to be of a confidential nature in his/her official capacity or in due performance of the duties assigned to him/her.

Provided further nothing contained in this clause shall apply to bonafide expression of views by him/her as an office bearer of a recognised trade union for the purpose of safeguarding the condition of service of such employees or for securing an improvement thereof.

## 9.10 GIFTS

- 9.10.1. Save as otherwise provided in these rules, no employee of the Centre shall accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift.

### Explanation:

The expression "Gift" shall include free transport, board, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the employee.

9.10.2 Dowry

No employee of Centre shall :-

Give or take or abet the giving or taking of dowry or demand directly or indirectly from the parent or guardian or a bride or bridegroom as the case may be, any dowry.

9.10.3 Defination of Dowry

In this Act, "Dowry" means any property or valuable security given or agreed to be given either directly or indirectly as defined by G.O.I.

9.11 PRIVATE TRADE OR EMPLOYMENT

9.11.1 Subject to the provisions of this sub-rule, no Centre's employee shall, except with the previous sanction of the Centre :

- engage directly or indirectly in any trade or business or
- negotiate for or undertake any other employment or
- hold an elective office or canvass for a candidate or candidates for an elective office in any body, whether incorporated or not or
- canvass in support of any business of insurance agency /commission agency etc., owned or managed by any member of his/her family or
- take part except in the discharge of his/her official duties in the registration, promotion or management of any bank or other company registered or required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or of any cooperative society for commercial purposes.

9.11.2. A Centre's employee may without the previous sanction of the Centre :

- a. Undertake honorary work of a social or charitable nature
- b. Undertake occasional work of a literary, artistic or scientific character
- c. take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreation activities registered under the Societies Registration Act, 1860 (21 of 1960) or any other law for the time being in force.
- d. take part in the registration, promotion or management not involving the holding of elective office) of a co-operative society substantially for the benefit of Government Servant registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force:

provided that :-

- i. he/she shall discontinue taking part in such activities if so, directed by the Centre and
- ii. in a case falling under clause (c) or clause (d) of this Sub-rule, his/her official duties shall not suffer thereby and he/she shall within a period of one month of his/her taking part in such activity report to the Centre giving details of the nature of his/her participation.

9.11.3 Every employee of the Centre shall report to the Centre, if any member of his/her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

9.11.4 Unless, otherwise provided by general or special order of the Centre, no employee may accept any fee for any work done by him/her for any private or public body or any private person without the sanction of the prescribed authority.

## 9.12 MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

9.12.1. Every employee on his/her first appointment after the date of issue of this sub-rule or who is in service on the date of issue of this sub-rule shall submit a return of his/her assets and liabilities on the forms prescribed in the schedule giving full particulars regarding :-

- the immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgaged either in his/her own name or in the name of any other persons;
- Shares, Debentures and Cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her;
- other movable property inherited by him/her or similarly owned, acquired or held by him/her and; debts and other liabilities incurred by him/her directly or indirectly.

### Note-I

In all returns, the value of those items of movable property worth less than Rs.5000/- may be added and shown as lumpsum. The value of articles of daily use, such as clothes, utensils, crockery, books etc., need not be included in such return.

### Note-II

Sub-rule (9.12.1) shall not ordinarily apply to employees holding class-IV posts but the Centre may direct that it shall apply to any such employee or class of such employees.

- The first return in respect of an employee on his/her first appointment shall be as on the date of such appointment and shall be submitted within three months from that date and every such return, after the first, shall be submitted as on and by the date specified in clause (C) in respect of return after the first return.

- 9.12.2 No employee shall, except with the previous knowledge of the Centre acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his/her own name or in the name of any member of his/her family.
- 9.12.3 Where an employee enters into a transaction in respect of movable property either in his/her own name or in the name of a member of his/her family, he/she shall within one month from the date of such transaction report the same to the Centre, if the value of such property exceeds Rs.10000/- in the case of an employee holding any Class I or Class - II post or Rs.5000/- in the case of an employee holding any Class III or Class IV post. Previous sanction of the Centre is necessary in case any such transaction is to be made with a person having official dealings with the employee.
- 9.12.4 The Centre or the prescribed authority may, at any time, by general or special order, require an employee to furnish within a Period specified in the order a full and complete statement of such movable or immovable property held or acquired by him/her or on his/her behalf by any member of his/her family as may be specified in the order. Such statement shall, if so required by the Centre or by the prescribed authority, include details of the means by which or the source from which such property was acquired.

#### 9.13 VINDICATION OF ACTS & CHARACTER OF EMPLOYEES

- 9.13.1 No employee shall, except with the previous sanction of the Centre, have recourse to any Court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- 9.13.2 Nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity. If such an action is taken, the employee shall submit a report to the prescribed authority regarding such action.

#### 9.14 CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service in the Centre.

#### 9.15 RESTRICTIONS REGARDING MARRIAGE

As per rules framed by G.O.I. from time to time.

#### 9.16 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall -

- Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being;
- take due care that the performance of his/her duties are not affected in any way by the influence of any intoxicating drink or drug;
- refrain from consuming any intoxicating drink or drug in a public place;
- not appear in a public place in a state of intoxication and
- not habitually use any intoxicating drink or drug to excess

##### **Explanation**

For the purpose of this rule "public place" means any place or premises (including a conveyance) to which the public have or permitted to have access, whether on payment or otherwise.

#### 9.17 CONTACTS IN GENERAL

The Centre's employees should exercise the utmost discretion in their contacts with foreign correspondents, members of foreign missions/organisations and other foreign nations. No employee who has not been specially authorised in this behalf by the Centre should meet representatives of the press and give information. As a further safeguard, any employee who might have occasion to meet representatives of the press should immediately submit a gist of the subject discussed to the Centre.

## 10 RULES FOR ALLOTMENT OF THE CENTRE'S ACCOMMODATION

### 10.1 SHORT TITLE AND APPLICATION

- (a) These Rules may be called as the Rules for the allotment of the Centre's accommodation.
- (b) They shall come into force on the date of approval by the Governing Board. Addition/Amendment approved by the Governing Board from time to time shall take effect from the date they are approved unless otherwise specified.

### 10.2 DEFINATION

10.2.1 "Centre" means INFLIBNET Centre

10.2.2 "Employee" means full time Centre's employee appointed on a regular basis, on a regular scale of pay and does not include persons appointed on project schemes, adhoc basis and on deputation.

#### Explanation

Deputationists holding essential and academic posts may be considered for allotment by the Director.

For the purpose of rules 10 and 12 the expression "Employee" includes unless the context otherwise requires, a member of his/her family.

10.2.3 "Family" means the wife or husband, as the case may be and the children, step children, legally adopted children, parents, brother and sister of the employee as ordinarily reside with and or dependent on the employee.

10.2.4 "Date of Joining" means the date on which an employee joins the Centre against a permanent post in the regular scale of pay.

10.2.5 "Pay" for the purpose of determining the eligibility for a clause of residents shall include as specified by Government of India.

- 10.2.6 "Emoluments" for the purpose of recovery of license fee shall include Pay and Allowances as specified by Director of Estates-GOI for general pool accommodation.
- 10.2.7 "Priority Date" - Whenever a staff member becomes entitled to a particular type of accommodation, he/she would have date of priority from the date of entry into the pay as prescribed for eligibility for allotment of the type for eligibility pay of Rs.3600 and above. For other types, the date of joining will be the priority date of the employee.
- 10.2.8 "Allotment" means, grant of a license to Centre's employee to occupy accommodation constructed for the purpose of employee's residence excluding Hostel, Flatlet and Guest House in the Centre's campus.
- 10.2.9 "Preference in allotment" - Employee who is more involved in any round the clock operation at the Centre will get preference in allotment of accommodation.
- 10.2.10 "License Fee" means the sum of a money payable monthly in respect of any type of accommodation allotted to an employee under these rules and shall be such as may be decided from time to time by the GOI.
- 10.2.11 "Type" in relation to an employee means the type of residence to which he/she is eligible.
- 10.2.12 "Cut-off-date" the date which is considered for determining pay of the employee for allotment consideration by Directorate of Estates-New Delhi and may be changed from time to time when the notification is received.
- 10.2.13 "Sub-letting" includes sharing of an accommodation by an allottee with any other person with or without payment of license fee by such other person but sharing of accommodation with close relations will not be treated as subletting.
- 10.2.14 "Close Relation" - the following relation will be treated as close relation:-

- a) Father, Mother, Brothers, Sisters, Grand Father, Grand Mother, Grand sons and Grand daughters.
- b) Uncles, Aunts, First cousin, nephew, niece, directly related by blood.
- c) Father-in-law, Mother-in-law, Sister-in-law, Son-in-law, Daughter-in-law.
- d) Relationship established by legal adoption.

### 10.3 ELIGIBILITY

- 10.3.1 No employee shall be allotted an accommodation under these rule, if the spouse has already been allotted a residence by the Centre, GOI, Autonomous body, Public Sector Undertakings or any local bodies at same station, unless such accommodation is surrendered simultaneously provided that this sub-rule shall not apply where the Husband and the Wife are residing separately in the persuasion of an order of Judicial separation made by any Court of Law.
- 10.3.2 Where two employees in occupation of separate accommodation allotted under this Rule marry each other, they shall within one month of the marriage surrender either of the residences allotted to them.

### 10.4 CLASSIFICATION OF ACCOMMODATION

The living area for different types of accommodation for various pay ranges will be as per GOI rules.

### 10.5 ALLOTMENT PROCEDURE

- 10.5.1 Constitution of Accommodation Allotment Committee :-  
Director, INFLIBNET Centre may constitute an Accommodation Allotment Committee consisting of three or more Members for allotment of accommodation from time to time . The functions of the Committee are furnished below:-
  - a. To decide allotment of accommodation under the provisions of this Rule.

- b. To ensure proper utilization of accommodation.
- c. To recommend for cancellation of allotment and take any other action against the allottee for breach of Rules and conditions for allotment of accommodation.
- d. To recommend on all other matters relating to Centre's accommodation as may be referred to it from time to time by the Centre.

#### 10.5.2 Allotment

- a. An accommodation on falling vacant or becoming available for occupation shall be allotted to an employee on the basis of priority and preference in allotment recommended by the Accommodation Allotment Committee.
- b. No accommodation of higher type than the entitlement shall be allotted to an employee except in special case where by doing so, more employees can gainfully be accommodated in the Campus. In that case, based on the availability, a higher category of accommodation may be allotted to the employee having basic pay closest to the lower limit of particular type of accommodation and license fee will be charged as per the type of accommodation allotted.
- c. Ten percent of the total accommodation may be allotted at the discretion of the Director for out of turn allotment to the employee/visiting faculty and or deputationists as the case may be.

#### 10.5.3 Acceptance of Allotment

The employee of the Centre to whom the allotment order is issued, will be required to convey his/her acceptance within eight days of the receipt of allotment order and take possession of the accommodation within seven days from the date of acceptance. The allotment order shall stand cancelled automatically if he/she fails to do so and shall not be eligible for another allotment for a period of at least six months. Liability for license fee will commence

from the date of occupancy or fifteenth day from the date of receipt of the allotment order whichever is earlier.

10.6 PERIOD FOR THE VALIDITY OF THE ALLOTMENT AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

10.6.1 An allotment of accommodation ordinarily shall continue in force until the employee ceases to be in Centre's service. However, the Director can cancel allotment, if the employee breaches any of the terms and conditions of allotment, in the interest of the Centre.

10.6.2 Allotment of an accommodation shall be cancelled automatically on the happening of any of the following "events" mentioned below. The employee or members of his/her family, as the case may be, may be allowed a grace period mentioned against each event to vacate the premises. The grace period will however, not confer any right on the allottee or members of his/her family.

CONCESSIONAL PERIOD FOR FURTHER RETENTION OF RESIDENCE

SR No.	EVENTS (I)	PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE (II)
1.	Resignation, dismissal, removal or termination of service or unauthorised absence without permission.	01 month
2.	Retirement or terminal leave.	04 months
3.	Death of Allottee	12 months
4.	Lien/Deputation on Foreign service in India.	02 months
5.	Leave (Other than leave preparatory to retirement or specified elsewhere	04 months

SR No.	EVENTS (I)	PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE (II)
6.	Maternity Leave	For the period of maternity leave plus leave granted in continuation, subject to a maximum of five months.
7.	Leave preparatory to retirement	For the full period of leave on full pay subject to a maximum of 180 days.
8.	Study leave in or outside India	<p>In case of occupation of an accommodation below entitlement for the entire period of study leave.</p> <p>In case of occupation of the entitled type of accommodation for period of study leave but not exceeding six months; if study leave extends beyond six months, the Officer may be allotted alternative type of accommodation below his/her entitlement, on the 1st of six months or from the date of commencement of study leave if desired by allottee</p>
9.	Leave on Medical grounds	For the full period of sanctioned leave.
10.	On proceeding on training or Deputation arranged by the Centre.	For the full period of training/deputation.

10.6.3 An employee who has retained the accommodation by virtue of the concession under item 1 or 2 of the Table of sub-rule 10.6.2 shall, if reemployed, within the period specified in the said table, be entitled to retain that residence and he/she shall also be eligible for any further allotment of accommodation under these rules:

Provided that if the emoluments of the employee on such reemployment do not entitle him/her to the type of accommodation occupied by him/her, he/she shall be allotted a lower type of accommodation.

10.6.4 Any staff member retaining accommodation beyond the permissible limit as laid down under the relevant event mentioned would be required to pay damage fee for the period at the rate notified by the Directorate of Estates, GOI from time to time , unless he/she has sought and obtained prior approval from the authority for the retention of the accommodation at the normal license fee.

10.6.5 Notwithstanding anything contained in sub rule 10.6.2, when an employee is dismissed or removed from service or when his/her service has been terminated and the Centre is satisfied and it is necessary or expedient in the interest of the Centre to do so, the Centre may cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to item 1 of the table above of sub rule 10.6.2.

#### 10.7 PROVISIONS RELATING TO LICENCE FEE

10.7.1 Where an allotment of accommodation has been accepted, the liability for license fee shall commence from the date of its occupation or the seventh day from the date of acceptance of the allotment order, whichever is earlier.

10.7.2 An employee who, after acceptance of the accommodation fails to occupy the same, then he/she will be liable to pay license fee from the seventh day of acceptance of the allotment order failing which the allotment shall stand cancelled in terms of Rule 10.5.3.

Provided nothing contained herein shall apply where the Centre certifies that the accommodation was not ready for occupation and as a result thereof the employee could not occupy the same within the period aforesaid.

Where an employee, who is in occupation of an accommodation is allotted another accommodation and he/she occupies the new accommodation, the allotment of the former accommodation shall be deemed to be cancelled from the date of occupation of new accommodation. He/she may however retain the former accommodation without payment of license fee for that day and the subsequent day for shifting.

10.8 PERSONAL LIABILITY OF THE EMPLOYEE FOR PAYMENT OF LICENCE FEE TILL THE ACCOMMODATION IS VACATED AND FURNISHING OF SURETY BY TEMPORARY EMPLOYEES

- 10.8.1 The employee who has been allotted an accommodation shall be personally liable for the payment of license fee, water, electricity and other common charges like staircase light, if any and for any damage beyond normal wear and tear caused thereto or to the furniture, fixtures or fittings provided therein by the Centre during the period for which the residence remains allotted to him/her or where the allotment has been cancelled under any of the provisions in the Rules, until the residence alongwith the out-houses appurtenant thereto has been vacated and full vacant possession thereof has been restored to the Centre.
- 10.8.2 Where the employee to whom an accommodation has been allotted is not a permanent employee, he/she shall execute a surety from a permanent employee of the Centre for due payment of license fee and other charges due from him/her in respect of such accommodation,
- 10.8.3 If the surety ceases to be in Centre's service or becomes insolvent or ceases to be available for any other reasons, the employee shall furnish a fresh bond executed by another surety within thirty days of such an event and if he/she fails to do so, the allotment of accommodation to him/her shall unless otherwise decided by the Centre, be deemed to have been cancelled with effect from the date of the event.

## 10.9 SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

- 10.9.1 An employee may at any time surrender accommodation by giving intimation so as to reach the centre atleast ten days before the date of its vacation. The allotment of accommodation shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Centre or the date specified in the letter, whichever is later. If the employee fails to give the notice he/she shall be responsible for the payment of the license fee for ten days or the number of days by which the notice given by him/her falls short of ten days, provided that the Centre, decides to accept a notice for a shorter period.
- 10.9.2 An employee who surrenders the accommodation under sub rule 10.9.1 shall not be considered again for allotment of Centre's accommodation for a period of atleast six months from the date of such surrender.

## 10.10 MAINTENANCE OF ACCOMMODATION

The employee to whom an accommodation has been allotted shall :-

- maintain it to the satisfaction of the Centre;
- Keep it in such a manner that it does not become public nuisance;
- not grow any tree, shrubs or plants nor cut or chop off any existing tree or shrubs in any garden, courtyard or compound attached to the residence except with the

Prior permission in writing of the Centre. Any trees, plantation or vegetation grown in contravention of this rule may be removed by the Centre at the cost of the employee concerned;

- shall not use the Premises for any purpose other than accommodation;
- shall not use the premises against any rules or byelaws of AMC, AUDA or any other local authority whatsoever and

- shall not make any additions or alterations in the Premises allotted.

The Centre has the right of entry into the premises at all reasonable hours for the purpose Of Inspection without prior notice.

#### 10.11 SUBLETTING AND SHARING OF ACCOMMODATION

- 10.11.1 No employee shall share/sublet the accommodation (including outhouses and garages) allotted to, him/her except with the prior written permission of the Centre and on such conditions as may be stipulated by it;

If the employee is using the outhouses for the accommodation of his/her servant then he/she will furnish the particulars of the servant to the Administrative Officer of the Centre.

- 10.11.2 No employee shall sublet a part or the whole of his/her accommodation, except in the case when an employee is proceeding on long leave or deputation/training, in which case another person (with a written Permission from the Centre) can be kept as a caretaker.

- 10.11.3 The allotment of a residence of an employee shall be cancelled, if he/she sublets or shares the accommodation with another employee without obtaining prior written permission of the Centre.

#### 10.12 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

- 10.12.1 If any employee, to whom an accommodation has been allotted, unauthorisedly sublets the residence or charges rent from the sharer or makes any unauthorised addition or alteration in any part of the residence or uses the residence or any portion thereof for any purpose other than the residence or tampers with the electric or water connections or commits any other breach of the rules in this regard or of the terms and conditions of the allotment or uses the residence or premises for any purpose which the centre considers to be improper or conducts himself/herself in a manner which in the opinion of the Centre is prejudicial to the

maintenance of harmonious relations with his/her neighbours or has knowingly furnished incorrect information in any application or written statement with a view to secure the allotment, the Centre, may without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the residence.

- 10.12.2 If an employee who has been allotted an accommodation is found, in contravention of these rules, to have shared or sublet the entire residence or any portion thereof, or any of the outhouses, garages appurtenant thereto, his/her allotment will be treated as cancelled and he/she would be required to vacate the residence within one month of its cancellation. The employee or person staying in it unauthorisedly would be treated as unauthorised occupant. Without prejudice to any other action that may be taken against such an employee, he/she shall be charged from the date of cancellation of allotment ten times the prescribed license fee for a period of two months and fifteen times subsequently. If the unauthorised sharing/subletting is not brought to an end or the residence is not vacated at the end of the two months from the date of cancellation, the defaulting employee may also be debarred from sharing a residence with another employee of the Centre for a period of one year and will also be liable to be proceeded against under the provisions of Public premises (Eviction of unauthorised Occupants) Act, 1971.
- 10.12.3 Any outside person staying with the employee unauthorisedly shall be treated as trespasser and appropriate action will be taken against him/her by the Centre.
- 10.12.4 Where the allotment of an accommodation of an employee is cancelled for his/her conduct prejudicial to the maintenance of harmonious relations with neighbours, he/she may at the discretion of the Centre, be allotted another residence of the same type at any other place.
- 10.12.4 The Centre may take all or any of the action under subrules above, and declare the employee who commits a

breach of the rules and instructions issued to him/her, to be ineligible for allotment of a residence for period not exceeding three years.

#### 10.13 INVENTORY OF RESIDENCE

The employee who has been allotted an accommodation shall verify inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the Centre at the time of its vacation.

#### 10.14 CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THE RULES

Any accommodation which was allotted under the rules then in force, i.e., before the commencement of these rules, shall be deemed to have been allotted under these rules not withstanding the fact that the employee to whom it had been allotted was not entitled to an accommodation of that type and all the preceding provisions of these rules shall apply in relation to that residence and that employee accordingly.

#### 10.15 INTERPRETATION OF RULES

If any question regarding the interpretation of Rules arises, it will be decided by the Director keeping in view the recommendations of the House Allotment Committee.

## 11. SALARY AND ALLOWANCES DURING TRAINING

### 11.1 TRAINING UNDER HUMAN RESOURCES DEVELOPMENT PROGRAMME

- (a) The persons sent for training abroad under the Human Resource Development Programme (HRDP) for a period upto one year will be paid maintenance allowance as per Government of India (Ministry of External Affairs) Rules. For periods exceeding one year, special approval of the Chairperson would be necessary.
- (b) The Centre will follow UGC Rules for teachers, as modified by UGC from time to time, in regard to the payment of salary allowances during training under HRDP.
- (c) The persons proceeding abroad for training shall be required to execute a bond in the prescribed form. The bond period will be three years if the period of training is upto six months only and four years if the period of training exceeds six months. In case a person is sent under HRDP more than once, a new bond is to be taken on each occasion and if there is any overlap, the previous bond will be treated as cancelled.

The lumpsum amount of refund in the case of default shall include all monies paid to the employee or expended on his account during training such as cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the Centre/foreign govt./foreign agency concerned.

- (d) For persons going for training/attending conferences etc. for a short period upto one month, no bond would be required.

11.2 Scientists/Trainees may be paid Rs.3000/- per month as stipend during the period of training.

## Annexure-A

The following employees of the Centre will be eligible for the medical benefits under the Health Scheme :

- i. All regular employees of the Centre and persons on deputation including their dependents as defined in A.1
- ii. All persons appointed as Research Scientists and their dependents as defined in A.1.
- iii. All persons appointed as Research Associates and
- iv. Persons employed on contract basis.

Medical benefits upto OPD level would be available for self only for the Training Course Participants and Research Fellows.

### A.1 FAMILY ENTITLEMENT

The following family members of the employee will be entitled for the benefits of the Health Scheme : wife or husband, as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers, children and step children wholly dependent on the employee.

### A.2 AUTHORISED MEDICAL OFFICERS :

The employees would be allowed to obtain medical treatment only from registered medical practitioners duly authorised by the Centre and henceforth called the Authorised Medical Officers. Consultation fee would be as recommended by a Medical Board approved by the Governing Board from time to time. The Medical Board would be constituted by the Director with Medical Experts and two officers from the Centre. Charges for clinics, diagnostic tests etc. would be as approved by the Governing Board.

A.3 SPECIALISTS :

Employees of the Centre will be able to consult the specialists on the recommendations of the Authorised Medical Officers. The rates of the fees to be reimbursed for consultation will be approved by the Governing Board. (See A.2)

A.4 HOSPITALISATION :

Employees of the Centre will be able to go to any hospital /clinic/nursing home. The reimbursement, however will be limited to the rates prevalent in Gujarat Research & Medical Institute, Ahmedabad or any other hospital approved by the Governing Board. This is a Public Charitable Institute which is approved by many Government Organisations at Ahmedabad. Treatment can also be availed from hospitals run by the State Government, Municipality corporation, or Public trust or any other hospital approved under CSMA, Government of India and State Government rules at scheduled rates.

A.5 EMERGENCY :

In emergency cases, an employee may go to any specialist/hospital directly but the reimbursement will be made if the Authorised Medical Officers certifies that it was essential to meet the emergency situation. However reimbursement will be limited as per the provisions laid down in A.4.

A.6 OPHTHALMOLOGICAL AND DENTAL CLINIC TREATMENT :

Reimbursement will be allowed if the beneficiary is referred by the Authorised Medical Officer.

A.7 SYSTEM OF MEDICINES

Employees will be free to use any system of medicines; Allopathy, Homeopathy, Ayurvedic and Unani Medicines, provided the doctor being consulted is approved by the Centre.

A.8 EMPLOYEES FALLING ILL WHILE OUTSIDE AHMEDABAD

If the employee or the family member falls ill while he/she is on duty or lives outside Ahmedabad, reimbursement will be permissible for treatment obtained from Registered Medical Practitioners but will be restricted to the approved rates.

A.9 TREATMENT ABROAD

Employees going on duty outside the country will be required to take medical insurance before leaving the station, the cost of which will be borne by the Centre. Any claim for the treatment abroad will be referred to the Governing Board. The cost of medical insurance for accompanying family members will have to be borne by the employee except in cases where the employee is posted abroad.

A.10 MEDICAL FACILITY AFTER RETIREMENT

The Health Scheme will also cover retired employees of the Centre. However, the benefits will only be available to the employee and his/her spouse and not to any other family member.

A.11 REIMBURSEMENT

Claims for reimbursement of medical expenditure will be submitted on prescribed forms along with essentiality certificate, prescription, cash memo, receipts for hospitalisation, treatment and pathological tests (if any) and the lists of medicines within three months of completion of spell of sickness. Delay exceeding three months may be condoned as a special case by the Director keeping in view the instructions contained in the CS (MA) Rules, 1944 and orders.

The Cash memos for purchase of medicines prescribed by specialists must be countersigned by the Authorised Medical Officer and the essentiality certificate must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine.

The office will maintain a register in respect of individual employee claiming reimbursement of medical expenses in the prescribed form (available in the CS(MA) Rules, 1944).

A.12 SCHEDULED CHILDREN'S VACCINES

In the case of scheduled children's vaccines, the vaccine can be obtained directly from the doctor. The vaccine charge will be reimbursed if the doctor's receipt for vaccine and injection charges mention the batch number of the vaccine.

A.13 INJURY WHILE PERFORMING OFFICIAL DUTY

In case of injury to an employee while handling hazardous equipments in course of official duty, the medical reimbursement will be made on actual certification by the competent authority of the Centre. A committee with at least two experts from the Medical Board and two officers of the Centre would be constituted by the Director to scrutinize such claims.

A.14 SPECIAL PROVISIONS

In case of certain major ailments requiring medical treatment outside Ahmedabad, CSMA rules will be followed.

A.15 POWERS TO RELAX THE RULES

Where the Director is satisfied that the operation of these rules causes undue hardship in any particular case, he/she may for reasons to be recorded in writing, dispense with or relax the requirements of that rule to the extent, he/she may consider necessary for dealing with such case provided that such relaxation is made with the approval of the Chairperson, Governing Board.

Annexure - B

The following purchase procedures/rules shall be followed in INFLIBNET Centre.

**B.1 INDENT ORIGINATION**

- B.1.1. All indents shall be prepared in the prescribed form. Indents should be initiated by an Officer not below the rank of Scientist-A.
- B.1.2. Separate indents shall be raised for materials/equipments.
- B.1.3. Items falling under different categories shall not be mixed up in the same indent.
- B.1.4. It should also be ensured by the indenting authority that maximum possible consolidation of the requirements of each item is made out, as far as possible.
- B.1.5. In respect of indents for proprietary/specified brand goods, the indent should include the Proprietary Article Certificate/Specified Brand Goods Certificate signed by the Head of the group with technical reasons for the choice of such goods only.
- B.1.6. Emergent Indents : Where stores are required to be procured emergently, the indent should be boldly marked "EMERGENT". Unless absolutely necessary and essential, indents should not be marked in this fashion. The quantities indented should be kept to the minimum consistent with emergent requirements.
- B.1.7. In case of change of specification of an indented item, requiring revised or fresh quotation, a fresh indent should be given by the indenter cancelling the item in the original indent.

**B.2 INDENT APPROVAL**

- B.2.1. In cases where the estimated total value of an indent is upto Rs.15,000/-, it shall be approved by an authorised officer nominated by the Director. In case

where the total value of an indent exceeds Rs. 15,000/- it shall be approved by the Director.

- B.2.2. In case of emergent indents where the total value of an indent does not exceed Rs.5,000/-, the same shall be approved by an authorised officer nominated by the Director. In cases where the value of such an indent exceeds Rs. 5,000/-, approval of the Director will be required.

B.3 TENDERING PROCEDURE & LIMITS

- B.3.1 Low Value Purchase : At the discretion of purchase office, where the value of an indent does not exceed Rs.2,000/-, procurement can be effected against cash payment. However, the person who is purchasing from the market will have to survey the market, consult authorised dealer/stockist and make purchases based on technically suitable lowest offer. Necessary statement is to be recorded on the cash memo and material has to be recorded in the day book. Cash purchases above Rs.1,000/- but not exceeding Rs.5,000/- can be allowed with prior approval of the Director.
- B.3.2. Telephonic Quotations : Where the total value of an indent exceeds Rs.2,000/- but does not exceed Rs.5,000/-, quotations may be obtained by telephone from at least three firms and the same should be recorded in writing by the Purchase Officer.
- B.3.3. Purchase against Indent value exceeding Rs.2000/- upto Rs.10,000/- : Minimum three quotations are to be obtained as far as possible. Head of the Division of the indenting officer will examine the quotation and give recommendations.
- B.3.4. Purchase against Indent Value exceeding Rs.10,000/- upto Rs.50,000/- : Quotations should be obtained from at least four parties as far as possible. Purchase Committee shall examine the case and give recommendations.
- B.3.5. Purchase against Indent exceeding Rs.50,000/- upto Rs.1,00,000/- : Minimum of five quotations should be obtained as far as possible. The Purchase Committee shall examine the case and make recommendations.

B.3.6 Public Tender : Where the total estimated value of an item exceeds Rs.1 lakh in case of indigenous items and Rs.2 lakhs in case of imported items or where the estimated value of an indent exceeds Rs.2 lakhs in case of indigenous items and Rs. 4.lakhs in case of imported items, purchase shall be made by issuing Public tender. If the Public Tender is to be dispensed with, reasons should be recorded in writing . Purchase Division shall refer such proposals to the Director for a final decision.

(Total estimated value of an item means unit value of an item multiplied by the quantity of the item required.)

B.3.7. Rate/Running Contracts : Rate/Running Contracts can be entered into, based on public tender, or limited tender following the procedure and guidelines specified in paras B.3.6 & B.3.8 of these Purchase Procedures for a period of 12 months or any specified period and acted upon.

B.3.8. Limited Tender : Where the total estimated value of an item does not exceed Rs.1 lakh in case of indigenous items and Rs.2 lakhs in case of imported items or where the estimated value of an indent does not exceed Rs.2 lakhs in case of indegenous items and Rs.4 lakhs in case of imported items, purchase may be made by Limited Tenders by issuing enquiries to at least seven firms. The Purchase Division shall, however, ensure that the field is adequately covered. In cases where the number of firms is less than seven, the enquiries shall be issued to all known firms in the line with proper recording on the file.

B.3.9. Purchase of Proprietary/Specified Brand Goods : Purchase of proprietary/specified brand goods may be made on single tender basis from the manufacturers or from their authorised distributors or agents for items convered under B.3.3 to B.3.5. The Purchase Committee will have to make a special recommendation to the Director for accepting single quotation.

B.3.10. Procurement of Stores on DGS & D Rate Contracts : Where

DGS & D rate contracts exist, the agency of DGS & D shall be used where expedient.

B.4. EMERGENT PURCHASE AGAINST INDENTS SO MARKED VIDE PARA B.1.6

B.4.1. In case of emergent indents where the total value of the indent exceeds Rs.2,000/- but does not exceed Rs.5,000/-, the Purchase Division should obtain quotations from at least three firms as far as possible, by telephone/telex/telegram. In the case of telephonic quotations, the same are to be recorded in writing by the Purchase Officer. If it is not possible to obtain three quotations, the reasons therefore should be recorded by the Purchase Officer and procurement may still be effected after getting approval of the Director.

B.5 TENDER OPENING

B.5.1. All public tenders should be opened in the presence of the attending tenderers or their authorised representatives. Accounts representative should be associated at the time of opening such tenders. All other tenders should be opened and initiated by a tender committee consisting of representatives from purchase, accounts and administration.

B.6. ACCEPTANCE OF LATE TENDERS

B.6.1. Late/Delayed Tenders : Late tenders (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offers shall not be considered.

B.6.2. When the tenders are under examination, no other authority should be allowed to make queries or call for reports as, apart from the impropriety involved, these lead to delays in taking decisions.

- B.6.3 In respect of both late and delayed tenders, the envelopes containing the postal markings be retained in the file along with the offers.

**B.7 INDENTOR'S RECOMMENDATIONS**

- B.7.1. Recommendations on offers shall be made by the originators of the indents. In cases where an offer other than the lowest is proposed to be accepted, such recommendations should be duly confirmed by the officers who approved the indents in the first instance. In the case of rejection of lower offers, the reasons should be recorded specifically.
- B.7.2. After getting the indenter's recommendations, the Purchase Wing will process the case further and obtain the approval of the competent authority/Purchase Committee, as constituted by the Director.
- B.7.3. In cases where the proposal is for purchase of standard/shelf items, such as office equipment, air-conditioners, furniture, lubricants, tyres and tubes, etc., the Purchase may itself finalise recommendation on the basis of lowest offers where such offers are exactly identical to the indenter's requirements without reference to the indenter. In case of differences or any variation or in case of doubt, the offers may be referred to the indentors.

**B.8 PURCHASE APPROVAL POWERS**

- B.8.1. The Director or officer(s) authorised by the Director shall have powers to approve purchase and for award of contracts after following the purchase procedures.

**B.9 REPEAT ORDERS**

Repeat Order may be placed on the following conditions :

- B.9.1. Within six months from the date of the original order.
- B.9.2. The items to be ordered again should be of identical specifications.
- B.9.3. The Purchase should be satisfied that there is no downward trend in the market price.

(x)

- B.9.4 The quantity to be ordered shall not exceed the quantity in the original order.
- B.9.5 The original order should not be an 'emergency' order or an order placed on "Preferred Delivery" basis.
- B.9.6 Normally efforts should be made to obtain quantity discount from the supplier.
- B.9.7 The value of the Repeat Order should not exceed Rs.2,00,000/-.

B.10 PROCUREMENT OF GOODS FROM GOVERNMENT DEPARTMENT ETC.

- B.10.1 Sometimes it may be necessary to procure goods from Government Departments/Undertakings/Autonomous bodies, when such materials are difficult to procure or are not readily available from the market. In such cases it is not necessary to resort to normal tendering modes, but instead purchase can be effected based on the rates given by the above sources. Such purchase will be treated in the same way as purchase of items on single tender basis as in the case of proprietary items, etc.

B.11 DEVELOPMENTAL ORDER

- B.11.1. For specialised items where order can not be finalised by inviting quotations or when it is necessary to establish a parallel indigenous source of supply, negotiations may be carried out with the probable supplier(s) and developmental order placed with the approval of the Director.

B.12 LIST OF SUPPLIERS FOR VARIOUS CATEGORIES OF STORES

- B.12.1. A list of recognised and reputed suppliers shall be built up and maintained by the Purchase Division. The same should be reviewed and amended periodically.

B.13 PURCHASE COMMITTEE

- B.13.1. Purchase Committee consisting of at least three persons will be constituted by the Director. It will review purchase files of indents whose value exceeds Rs.10,000/- and make recommendations to the Director,

or officer authorised by the Director for his/her approval. Indenting officer or Head of the indenting officer's division may be invited to purchase committee meeting.

THE FOLLOWING GUIDELINES ARE GIVEN FOR THE PURCHASE COMMITTEE.

- B.13.1.1 It should be verified whether sufficient budget provision exists to cover the amount of the Purchase Orders.
- B.13.1.2 It should be ensured that all the requirements of the Purchase Procedure have been completed right from the indent stage to the final stage of the Purchase Order.
- B.13.1.3 It should be checked whether the lowest offer is accepted and in case the lowest offer is not accepted, reasons for the same are recorded in writing by the authority competent to decide the case and the same are available in the file for reference.
- B.13.1.4 In respect of Purchase Orders pertaining to proprietary/specified brand goods, it should be verified that the requisite certificate has been given in the prescribed form.

Note : The following cases need not be referred to the Purchase Committee:

- (a) Emergent purchase.
- (b) Repeat Orders.
- (c) Amendment to Purchase Orders not involving financial implications.
- (d) Cancellation of order in part or in full and reinstatement of cancelled Order.
- (e) DGS & D Rate Contracts.
- (f) Direct Orders placed at DGS & D Rate Contract prices.