



## **Service Rules Book**

**Jaypee Institute of Information Technology**

**NOIDA**

# **POLICIES & PROCEDURES**

## **Chapter-1 - INTRODUCTION**

### **1.1 Overview:**

The blue book defines and describes various policies, processes, procedures and rules to ensure effective management of the Institute's personnel. It covers the personnel policy, recruitment, compensation structure, staff development, and travel rules, evaluation and recognition, health and safety measures. It also covers the various service rules viz., attendance, hours of work, discipline, discharge, grievance mechanism, leave rules, employment, retirement, and personnel records. Various chapters underline the importance of introducing a mechanism for encouraging best practices in personnel policies.

### **1.2 Responsibilities:**

The Vice Chancellor/ Director(s)/Registrar /Finance Officer/ and or any other authority nominated by the Chancellor/Chairman Board of Management shall be responsible for ensuring that the various processes and procedures laid down in the blue book are implemented. Further, they must also ensure that the personnel affairs are conducted in an effective and orderly manner within framework of policies and responsibilities laid down by the Chancellor/ Chairman Board of Management/MOA and Regulations of the University from time to time.

### **1.3 Scope:**

These policies apply to the Jaypee Institute of Information Technology (JIIT), Declared as Deemed to be University u/s 3 of the UGC Act, 1956; hereinafter referred to as the Institute.

### **1.4 Interpretation/Definitions:** In these orders unless there is anything repugnant to the subject or context the following shall apply:

**Management:** shall mean the Board of Management or any Authority or officer of the Institute, designated by the Board of Management/ Chancellor, Byelaws, and Rules & Regulations of the Institute to exercise powers over specified functions.

**Authorities of the Institute:** The following shall be the authorities of the institute.

- (i) Academic Council
- (ii) Planning and Monitoring Board
- (iii) Finance Committee
- (iv) Board of Studies
- (v) Such other authorities as may be declared by the Rules to be authorities of the institute.

**Officers of the Institute:** Following shall be the officers of the institute;

- (i) Chancellor
- (ii) Vice-Chancellor
- (iii) Director(s)
- (iv) Deans of Faculties
- (v) Registrar
- (vi) Finance Officer
- (vii) Controller of Examinations
- (viii) Head of Department
- (ix) Such other officers as may be prescribed in the Rules of the institution deemed to be university.

**Competent Authority** means any Authority or officer of the Institute, designated by the Board of Management/Chancellor, Byelaws, and Rules & Regulations of the Institute to exercise powers over various functions. Normally, the Vice Chancellor being the Head of the Institution shall exercise all the powers and be the competent authority for various academic and administrative sanctions. However, he may delegate the powers to the Director / Dean / HODs or any other authority as deemed necessary for functional efficiency.

**Controlling Officer(s)** means Officer(s) who are appointed by the Board of Management or any person authorized by the Board to take decisions on its behalf to exercise control over various functions and delegated certain administrative and financial powers and responsibilities.

**Employee** means any person employed by the Institute on Regular Cadre (including those on probation), Deputation employees, Fixed Tenure employees, and those appointed after Superannuation or Temporary Contractual Cadre.

**Family** comprises spouse, dependent unmarried children, unmarried siblings and dependent parents of the employee. The dependents list may be modified by the employee, as and when required, after submission of proof in support of the reason and approval from the Vice Chancellor.

**Salary** means all the components of the pay and allowances admissible to an employee (compensation package) on a particular date.

**Pay** means Basic pay and DA but excludes all other allowances & other benefits.

**Day** for the purpose of calculating daily allowances, means the period of 24 hours from the time of departure from the Institute, in respect of any particular tour.

**Work Hours** The work hours will be laid down from time to time. For the purpose of General Administration, the timings to be followed in the Institute shall be as follows:

Mon – Friday	-	0900 hours – 1700 hours (9 AM) (5 PM)
Saturday	-	0900 hours – 1300 hours (9 AM) (1 PM)

For the purpose of leave Saturday shall be counted as a full day/unit.

However, to cope with the educational and professional work requirements before and beyond the normal working hours, the Institute may stipulate different timings for one or more employees or for any specific department of the Institute. Any such differential timings will be decided with approval of the Vice Chancellor and will be notified to the employees concerned.

**Attendance:** All employees of the Institute shall mark their attendance on a daily basis in the official attendance recording system of the Institute. Employees shall not absent themselves from their work without the permission of the Institute. All employees are expected to maintain punctuality in attendance. Habitual late attendance will render her/him liable to disciplinary action. The Institute shall define the attendance procedure and penalties thereof in case of default as applicable from time to time.

**ID Card:** The ID card is the property of the Institute and shall be used only for official purposes for confirming the identity of the employee within the Institute campus or for getting access to any unrestricted area of the Institute. It may also be used as identification at any outside organization for matters related to the Institute. Employees are required to always carry the ID card in person and produce it before any authorized official or security staff of the Institute as and when required. Any loss of the ID card shall be reported to the Institute immediately and request made for issue of duplicate ID card. The employee is required to surrender the ID card on expiry of validity period mentioned thereon or on cessation of service from the Institute.

**Legal Jurisdiction:** Notwithstanding anything that is being defined in the service rule book as given in the subsequent chapters, as may be modified from time to time, any dispute on interpretation of any part of this letter or the rules governing the service or otherwise, howsoever arising, the decision of the Institute thereon shall be final and binding. The legal disputes if any shall be settled within the jurisdictions of Gautam Budh Nagar, Uttar Pradesh.

# **PERSONNEL**

## **Chapter-2      TEACHING & NON-TEACHING STAFF**

### **2.1 General Policy:**

The personnel policies of JIIT are governed by its mission of building a world class Centre of Excellence with the best of talents from any where in the world. JIIT is an equal opportunity, merit based Institution, which does not discriminate on caste, creed, religion, nationality, color, and sex. Merit and performance is the sole criterion in selection and recognition of employees at all levels. JIIT is committed to provide a stimulating work environment, a competitive compensation package and excellent opportunities for career advancement. JIIT emphasizes on the continuing development of its personnel and offers various training and development programs designed to improve their scholastic attainments, work performance and over all career development.

JIIT is committed to the reservation and related policies as per the Govt. announce from time to time for the private un-aided Deemed Universities.

### **2.2 Need Identification, Job Description and Job Qualifications:**

A vacancy may arise on account of creation of a new position due to increase in student strength or creation of new faculty/programme, employee turnover, and increased workload in existing positions or expanded activities. The qualifications required for the position needs to be defined. The qualifications prescribed shall reflect the actual job requirements and generally follow the qualifications set by Board of Management. An objective criterion that includes education, experience, essential skills, competency level shall be defined and used in the entire selection process. Based on the scope of the position and depth of responsibilities, a decision on the level or classification of the position shall be made.

### **2.3 Staffing options and strategy:**

A vacancy may be filled up through regular employment or temporary employment, depending on factors including the job position and profile, availability of suitable candidates, and budgetary constraints. Internal transfers and/or promotions are other options that need to be examined.

### **2.4 Appointments:**

All appointments in the Institute shall be made in the following categories/cadres:-

- (i) Regular (On monthly rates)
- (ii) Fixed Tenure (Consolidated or monthly rates)
- (iii) Special appointments like Deputation/Visiting or part time faculty.
- (iv) Some functions/Jobs may be outsourced to the approved man power Agencies and terms & conditions of such man powers shall be controlled by such an Agency providing the manpower. Institution shall have no liability of any kind towards such manpower.

## **2.5 Appointment in Regular Cadre:**

Appointments in Regular cadre shall be of two types i.e. Teaching Staff and Non Teaching Staff.

- 2.5.1 **Teaching Staff** These include Vice Chancellor, Director(s), Dean(s), Professor(s), Associate Professor(s), Assistant Professor(s), Senior Grade, Grade-II & Grade-I. The designations assigned to the teaching staff may be revised in line with the pay commissions or Government policies as may be decided from time to time by the Management.
- 2.5.2 **Non Teaching Staff** These include Registrar, Dy. or Assistant Registrar(s), Administrative Officers/Staff, Financial Officer/Staff, Medical officers/Institutional Engineers, Lab Technicians/Assistants, Librarian/Dy. Librarian/Library staff etc or any other category of persons whose nomenclature may be decided by the Competent Authority from time to time.
- 2.5.3 **Non Teaching Staff (Specializing in Trades):** These may include Telephone Operators, Drivers, Annapurna Staff, any other staff not otherwise defined.
- 2.5.4 All Appointments shall initially be made for a probation period of one year. On completion of probation period the employee shall automatically be deemed to be absorbed in the regular cadre unless otherwise decided by the management.

## **2.6 Fixed Tenure Employees**

- 2.6.1 They are employees, who will be employed on a Tenure basis, on the terms and conditions given in their letters of appointment.
- 2.6.2 **Appointment on Superannuation:** Eminent persons in the specialized fields both academic and non-teaching may be appointed, after their Superannuation, for a specified period which may be extended at the sole discretion of the Management, on the terms and conditions decided mutually. Further, Emeritus appointment may be made at the discretion of the management.
- 2.6.3 **Temporary employment:** Wherever a job position cannot be filled by employment by the very nature and schedule of the job, the same may be filled by candidates other than regular cadre. Temporary employment shall be for a specified period and would stand terminated at the end of the specified period. Temporary employment of a candidate may be renewed, at the discretion of the Institute, subject to satisfactory performance during the tenure of initial temporary employment and further subject to such staffing need. No temporary employment shall carry or lead to any rights for regular employment and the same shall be ensured by including suitable provisions in the appointment letters.

## **2.7 Special Appointment:**

### **2.7.1 Appointment on Deputation:**

A person in the specialized field may be appointed on deputation either through selection/ search committee for a specified period, at the discretion of the Competent Authority on the terms and conditions decided mutually.

### 2.7.2 Visiting/ Part Time Faculty:

- (i) **Overview:** Within the scope of academic programs, visiting faculty may be categorized as follows:
  - (a) Visiting Faculty assigned full responsibility for teaching a course during a semester/trimester
  - (b) Visiting Faculty invited for teaching a few sessions for a course
  - (c) Visiting Faculty invited for a public lecture/seminar/presentation etc

- (ii) **Faculty with Full Responsibility for Course:** Visiting faculty will be utilized under this category only if a suitable full-time faculty is not available. The Director(s)/ Dean (Academic) would be responsible for vetting the requirement given by the department and identifying a suitable visiting faculty from the list or panel that may be available or drawn as per requirement. Based on their recommendations the Vice Chancellor may approve the nomination of the visiting faculty. A standard contract would be used for making the appointment of such visiting faculty. Similarly standard payment schedule/rules would also be prepared and updated from time to time.

Visiting faculty would generally be required to perform all such duties as a regular faculty, for the purpose of academics to include Teaching, Invigilation during the examinations, Evaluation and such related activities. The visiting faculty shall be enrolled under specific terms and conditions that may be defined by the management. The working hours will commensurate to the contact hours in the class and allied academic duties.

A fresh appointment may be made with the same visiting faculty during the next semester/trimester at the discretion of the management.

- (iii) **Visiting Faculty invited for conducting a few sessions for a course:** In case it is so advantageous to hire a visiting faculty for few sessions, the invitation approved by Vice Chancellor along with formal letter of invitation, would be sent to the identified visiting faculty. Standard payment/ honorarium schedule/ rules would also be prepared and updated from time to time.
- (iv) **Visiting Faculty invited for public lectures/seminars etc:** Such invitation may be approved by the Vice Chancellor based on the recommendations of the Director(s)/Deans/HODs. Formal invitation shall be issued by the authority who may be delegated such responsibility. Honorarium for such faculty will be made as per the standard payment schedule.
- (v) **The payment / honorarium schedule:** for all types of visiting faculty shall be as per standard payment / honorarium schedule as approved separately by the Management and reviewed from time to time. The existing schedule of payment is as Appendix-A.

### 2.8 Selection and Appointment:

2.8.1 Selection Procedure: All selections will be made as per procedure laid down in the Regulations of the Institute.

- 2.8.2 **Recruitment notification and applications:** Depending on the strategy and scale of recruitment, the target group etc, the medium and scope of search efforts shall be decided. The job position shall be notified in one or more available options. Advertising in National dailies, local dailies, magazines/ journals, Institute web site/intranet, other websites/ recruitment portals, and recruitment through career fairs, campus recruitment, search firms (counselors) etc are options that need to be considered in deciding the recruitment strategy. The advertisements must clearly spell out the Job Description, Designations, Eligibility Criteria and Compensation package. Reservation policy for various categories as defined in Government orders from time to time must be included along with modified criteria for enrolments in such cases. The Advertisement must be distributed in National Dailies to cover the entire national region. To the extent possible, candidates shall be encouraged to post their application/ resume by due date. The applications received shall be screened initially by nominated short listing committees to verify the applicant's eligibility vis-à-vis the selection criteria. The shortlisted candidates shall be called for the interview.
- 2.8.3 **Interview, reference checks and selection:** Generally, interviews for any position will be conducted by a selection committee, constituted as per Regulations of the Institute. The interviews shall be administered in a standard and objective way with equivalent treatment of all candidates and uniform interview content. The members of the interview panel shall objectively evaluate a candidate's suitability for the position, desirably grading the candidate on well defined parameters as decided for the particular interview. Appropriate reference checks from at least two sources, one of which may be a previous employer wherever applicable, shall be made before the final absorption. All appointments shall be subject to approval by the Chairman Board of Management/Chancellor. All appointments shall thereafter be reported in succeeding meeting of the Board of Management.
- 2.8.4 All regular appointments for the faculty / non teaching positions shall be made initially on probation and on the terms and conditions provided in the appointment letters. The probation period shall be removed on its completion based on the recommendations and profile report from Director(s)/ Deans/ HODs & approval of the Vice Chancellor or it shall automatically be deemed to be removed in case nothing adverse is reported against the employee.
- 2.8.5 All selected staff shall be issued an appointment advice on a standard format as given in Appendix 'B & C' for faculty and staff respectively. The appointment letters will be issued after a employee joins the Institute. Specimen appointment letter for different categories of employees are annexed at Appendices 'B-1 to B-5' as detailed below.
- (i) Appt/B-1 Appointment letter for Regular Teaching Staff.
  - (ii) Appt/B-2 Appointment Letter for Contractual Faculty. The extension letter for contractual employee is given as Appendix B-2(i)
  - (iii) Appt/B-3 Appointment Letter for Visiting Faculty. Suitable modifications may be made in terms & conditions depending upon the nature of tenure/task.
  - (iv) Appt/B-4 Appointment Letter for Non-Teaching Staff



2.8.6 **Joining formalities and orientation:** At the time of joining, the candidate shall submit a joining report and other forms in the standard format of the Institute, along with all academic & experience credentials. Service certificates from previous employers and relieving letter from the immediate previous employer shall be obtained from the candidate at the time of joining. All new appointees should preferably be provided a suitable induction or orientation program to familiarize them with the Institute, its policies and procedures, and to provide work related information and support. The induction shall be carried out under respective HoD's. The recommended forms that an employee may fill at the time of joining are as per joining kit attached.

## **2.9 Seniority:**

The seniority of Regular/Fixed Tenure employees in same category/designation will be fixed as per following priority

- (i) From the date of joining. In case of joining on the same day, the person selected with higher basic pay will be senior. In case of same date of joining and basic pay the date of birth shall be applied to break the tie.
- (ii) From the date of promotion in a particular category/designation.
- (iii) In case of promotion of existing faculty and joining of new faculty in the same scale and on the same day, the date of joining the Institute will be reckon for seniority.
- (iv) Temporary Cadre employee, when relieved shall have no claim for employment at any other Unit of the Jaypee Education System as matter of right.
- (v) However, in special consideration and deference to the sponsoring group of companies all the employees appointed & working in other Units of the Jaypee Education System and later who get transferred/posted to the Institute, and later on appointed or absorbed in the Institute will be given the benefit of seniority, by counting their past service rendered in other units of Jaypee Education System for all purposes.

## **2.10 Inter Institute Transfers within Jaypee Education System Institutions:**

2.10.1 An employee in regular cadre of the Institute can be transferred to any other University/ Constituent Centre run by the Jaypee Education System and vice-versa. Their seniority will be maintained. In such cases old Institutes will forward his/her service particulars and the performance to the new Institute as per the format at Appendix-D. Further the employee shall be required to report arrival at the new location as per the details given in Appendix-D1

2.10.2 In such case of transfer following care shall be taken:-

- (i) The closed personal file including appraisal forms of the employee will be sent to the new Institute for purpose of reference in the event his/her fresh appointment.
- (ii) A new personal file will be started, at the Institute.

## **2.11 Personal Files:**

Personal file of all regular as well as Temporary Contractual employees shall be maintained properly by the Registrar Office of the Institute. All documents, which are required to be filed in the personal files, are listed at Appendix 'E'. The information and records in the personal file are confidential and shall not be accessed by non-authorized person. The files will be kept in safely by the Registrar. On transfer of a regular employee, the files will be closed and forwarded to the new Institute along with statement of account and leave record. The format for dependents to be declared by the employee at the time of recruitment is attached at Appendix 'F' and should be put in the personal file.

## **2.12 Performance Appraisal and Recognition:**

2.12.1 The Institute shall put in place an objective performance management system to evaluate the performance of its faculty and other staff on an ongoing basis. The goal of the evaluation system will be to assess the employee's performance vis-à-vis the roles and responsibilities assigned to her/him and consider incentives for good performers and initiate corrective steps in cases of unsatisfactory performance.

The employee evaluation shall generally be carried out on an annual basis or when an employee is due for confirmation on completion of a probationary period or such other occasion as deemed necessary by the Institute.

2.12.2 Formats for performance appraisal of Non Teaching staff are given at Appendix-G (Form-I for NT 1-2 and Form-II for NT 3-8). The performance appraisal will be initiated by the concerned HOD / immediate superior officer and reviewed / finalized by the VC.

2.12.3 Performance appraisal form for Faculty is given at Appendix-H. The reports will be initiated by the HODs / Directors. The review shall be as follows:

- (i) Dean (Academic) in case initiated by HOD of the department. The final review shall be endorsed by the Vice Chancellor.
- (ii) Vice Chancellor in case initiated by the Director.
- (iii) Chancellor may review any of the cases as may be desired.

2.12.4 Performance appraisal is the main basis for promotion, extension of contracts and incentive in the form of the special increments, lump sum payments and it is therefore essential that the reports initiated and reviewed are objective and substantiated with facts. Performance appraisal must indicate an unbiased assessment of individual's qualities and capabilities and must highlight demonstrated performance and achievement notice during the period of appraisal.

The recognition may be considered in various ways including promotion, enhancement in the compensation, and certificate of merit. The poor performers shall be advised to correct their performance and wherever necessary disciplinary measures including discharge from the service may be considered depending on the level of non-performance.

2.12.5 The period of appraisal shall be 01 July to 30 June (Academic Year) and the reports shall be initiated/ reviewed latest by 31 July. Thereafter, they must reach the Registry for records latest by 5 August.

**2.12.6 Special / Supplementary Promotion Board** may be held in the month of January / February in case required. In such a case the mid year appraisal may be obtained for all candidates to be considered for such promotions. The process shall remain the same as listed above. The promotions shall be made effective w.e.f. 01 January.

**2.13 Increments:**

- 2.13.1 Increments will be given to all regular as well as temporary cadre employees, including probationers, from 01 April of each year. However, first increment on the following 01 April, shall be allowed provided the employee has joined the Institute on or before 30<sup>th</sup> September of the previous year i.e. only when employee has completed at least six months service, including probation period.
- 2.13.2 For Contractual employees, the increment will start from 01 April of the following year after completing minimum one year of service with the Institute.
- 2.13.3 Employees promoted after 01 October of the proceeding year shall not be entitled to the annual increment. However, the VC may allow dispensation on case to case basis.
- 2.13.4 Re-fixation of salary/grade may be considered in deserving cases at the time of satisfactory completion of probation period in case of regular employees for which the cases shall be forwarded to the competent authority with full justification for approval.
- 2.13.5 In the case of employees who have reached maximum stage of basic pay in their grade, the Vice Chancellor will issue approval to continue granting him/her increment in the existing scale.

**2.14 Promotions/ Special Increment(s):**

An Individual who demonstrates exceptional and dedicated performance but stagnated in the basic pay may be considered for special increment(s) or lump sum payments, as approved, by the Promotion Committee.

**2.15 Promotion(s):**

- 2.15.1 Employees in Regular cadre shall be considered for promotion if fulfilling the norms laid for promotion as per schedule given below. All such promotions shall be in the same cadre in which employees have been appointed.
- 2.15.2 The general time schedule for finalizing the recommendations and orders for promotions/incentives shall be as under:-
- (i) Meeting of the Promotion/Screening Committee by End of August.
  - (ii) Recommendations of the Committee forwarded to the competent authority for approval latest by Mid of September.
  - (iii) Orders of the Competent Authority for promotions or Incentive or Special Increments to be communicated by 25<sup>th</sup> September.
  - (iv) Promotions to be effective w.e.f. 01 September of the same year, after approval of the competent authority.

2.15.3 The Promotion Committee(s) of the Institute shall comprise the following:-

(i) **Faculty**

Vice Chancellor - Chairman  
Director of the School/Campus  
Dean (Academics & Research)  
Head of respective Departments (if Professor)  
At least one external member (expert in respective fields)  
Any other Invitee, as decided by the management  
COO, JES, as special invitee.

(ii) **Non Teaching Employees**

Vice Chancellor - Chairman  
Director of the School/Campus  
Registrar  
Head of respective departments  
Any other Invitee, as decided by the management  
COO, JES, as special invitee.

2.15.4 **Norms for Selection and Promotion of Faculty:** The Norms to be followed by the Selection & Promotion committee(s) are generally based on the guidelines laid down by AICTE/UGC. These Norms have been considered and approved by the Board of Management. Norms to be followed are attached as Appendix 'I'. For promotion to the grade of Associate Professor and Professor the faculty members shall be put through the open selection process.

2.15.5 **Career Growth (NT Staff):** There is provision of Career growth for dedicated and hard workers demonstrating exceptional performance in order to avoid stagnation. Such employees, who stagnate in a particular scale, may be allowed special increments based on appraisal reports and recommendation of the promotion committee and conditions laid down. A career growth chart is placed at Appendix 'J'.

Allowing next increments shall not make one eligible to higher post in case the scale crosses the next grade scale. The promotion will be considered by the promotion committee once in a year, as per listed schedule.

**2.16 Pay fixation on Promotion:**

Pay shall be fixed by giving one increment in the existing grade and then fixing the pay at the same amount or nearest higher amount in the promoted grade, subject to condition that the total emoluments in the promoted scale are not less than one being drawn in the existing grade.

Additional increments, if necessary for this purpose may be allowed in the promoted grade. Alternatively norms laid down by the management from time to time, may be followed.

The letter to be issued on promotion is at Appendix-K

## **2.17 Training and Development Incentives / Financial Assistance:**

2.17.1 The Institute shall put in place a well conceived training and development/incentive program for its personnel at all levels with a view to improving performance in jobs and preparing for career development.

Continued development of its personnel is critical to the success of any educational and research institution. This support will be extended by encouraging personnel to participate in seminars, workshops, conferences, or enroll in degree programs or short duration certificate courses. The assistance may be provided by way of partial or full reimbursement of the costs of the events/programs. The reimbursement may be allowed either upon satisfactory completion of the training program/course or as and when the expenses are incurred. Whenever a job related training is considered, the HOD shall examine as to what extent a proposed training program is directly related to performance requirements of the employee's current assignment. Whenever a career development training program is considered, it shall be ensured that the training under consideration is related to an identified and planned training objective for career development of the employee.

2.17.2 Generally, the HODs shall forward a recommendation to the Vice Chancellor via Dean for any training program. Wherever the services of the employee concerned are not be available for certain period on account of her/his attending a training program, the HOD shall indicate the alternative arrangements proposed. The Vice Chancellor before approving shall satisfy himself of the following:

- (i) The training is beneficial to employee and the Institute.
- (ii) It is cost effective.
- (iii) Budget supports such sanction.
- (iv) No. of times, such benefit has been availed by the employee.
- (v) This should be within the conditions laid down by the Management.

2.17.3 In case of external training event the employee shall submit to the Institute a certificate of completion or the course/degree certificate issued by the training/educational institution.

## **2.18 Incentive Schemes:**

The incentive policies may be decided by the management and reviewed from time to time.

### **2.18.1 Financial Assistance Scheme For Participation In Conferences / Seminars/ Workshops Etc.**

Financial assistance may be provided for funding the participation in International / National Conferences to include 50-75 % of the travel cost along with Registration charges once in 2 years for International Events and twice per year for the National events. For availing the financial benefits for participation in an International Conference the employee should have put-in minimum of one year of service after joining. Applications for the Financial Assistance will be reviewed by a Committee consisting of Dean (A&R) along with HOD of the concerned department and one more HOD (minimum Professor level) of the allied department. The recommendations of the committee shall be viewed and approved by the Vice Chancellor / Chancellor as may be decided.

### 2.18.2 **Faculty Development Program**

The training programs may also be offered internally by the Institute at its facilities or offered externally at the designated location of the training/educational institution. The Institute shall put in place and implement an annual training plan for its employees.

### 2.18.3 **General Rules**

In certain cases, especially where the financial commitment for providing training to an employee is high, the Institute shall take an undertaking from the employee to serve the Institute for a minimum period during the post-training/course period, or else to refund to the Institute the cost incurred by it. The sanction letter will be forwarded to the Registrar and Finance for records.

## 2.19 **Discipline, Discharge, and Grievance Mechanism:**

2.19.1 All employees of the Institute are required to conduct themselves with discipline, décor and dignity both in the work place and outside including at organizations with which the Institute and the employee concerned has a professional relationship. All employees shall familiarize themselves with the rules and regulations of the Institute with respect to code of conduct and discipline and abide by the same.

2.19.2 Employees found to be violating the rules of conduct and discipline shall be subject to disciplinary action including suspension and termination from the service of the Institute. A misconduct may include absenting from duty without permission, taking up outside employment or private practice without required permission from the Institute, violation of the obligation to maintain secrecy, misconduct in the Institute campus, criminal misconduct or such other misconduct as per the rules and regulations of the Institute or the law of the land.

2.19.3 **Grievance mechanism:** The Institute shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment with the Institute. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor. Wherever necessary, the Vice Chancellor will institute a grievance hearing committee; members of which will be appointed by him.

Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor or Chairman Board of Management. The decision of the Vice Chancellor or authorities to whom case is referred in this regard will be final. Cases of such grievances dealt with shall be reported to the Board of Management for information.

## 2.20 **Code of Ethics and obligation to maintain secrecy:**

2.20.1 All employees must devote their full time to the Institute and not engage in any remunerative work unless specifically sanctioned by the Vice Chancellor.

2.20.2 All employees shall practice high standards of ethics in their employment with the Institute and in their discharge of their professional services. There shall not be any conflict of interest directly or indirectly and involving financial implications or otherwise, with regard to any of their conduct vis-à-vis the roles and responsibilities expected out of their employment with the Institute.

- 2.20.3 Soliciting or accepting or agreeing to accept any gift or benefit from any source by virtue of their holding employment in the Institute and/or holding certain position, except in cases permitted by the Institute, shall be deemed as unethical. Dealing on behalf of the Institute with a firm or business entity where the employee has a business interest and/or capital stake is considered an unethical practice.
- 2.20.4 **Obligation to maintain secrecy**: All employees are obligated to maintain secrecy of information that they acquire as part of their employment with the Institute. No employee shall while in service or after her/his retirement, resignation or discharge, except in accordance with any general or special order of the superior officers or in performance in good faith of the duties assigned to her/him communicate directly or indirectly any official document or information to any employee or any other outside person or organization to whom she/he is not authorized to communicate such document or information. No employee shall, except with the prior written permission from the Registrar, give evidence in connection with any inquiry conducted by any person, committee or authority. However this provision shall not apply to : (a) evidence given at an inquiry before an authority appointed by the Government, by Parliament or by a State legislature or Institute, or (b) evidence given at any judicial inquiry , or (c) evidence given at any departmental inquiry ordered by the Institute or any authority subordinate to her/him.

## **2.21 Superannuation:**

- 2.21.1 The employees in Regular cadre, except faculty shall retire from service on attaining the age of 60 years. The age of retirement of faculty is 65 years. The management, however, may at its sole discretion allow extension of services for a specified period on usual terms of appointment.
- 2.21.2 The date of retirement of employee shall be the last date of the month in which the employee attains the age of superannuation.
- 2.21.3 Format of letter to be issued to an employee proceeding on superannuation is attached at Appendix-'L'
- 2.21.4 The Office of Registrar will compile the list of employees, attaining the age of superannuation twice in a year i.e. by 31March and 30<sup>th</sup> September for employees retiring in following half & 1<sup>st</sup> of the next year respectively, and obtain sanction of the Management for extension, if any. Following action will be taken, thereafter:
- (i) Issue retirement order by 15<sup>th</sup> May /15<sup>th</sup> November for following half of the year/or first half of the next year respectively.
  - (ii) Issue orders for extension of services, if approved by 15<sup>th</sup> May/15<sup>th</sup> November for following half of the year or first half of new year respectively.

## **2.22 Resignation:**

- 2.22.1 A faculty members shall not ordinarily resign in the mid of the semester/trimester to avoid disruption of his/ her academic engagements. He/ She may be asked to complete the course requirements before being relieved.

- 2.22.2 The terms and conditions controlling the resignations shall generally be as follows:
- (a) During the period of probation or extended period of probation, an employee may resign or his/her services can be terminated by the institute without assigning any reason by giving a notice or pay (Basic Pay & D.A.) equivalent to the one month, in lieu thereof.
  - (b) After absorption in the regular cadre, the employee may resign or his/her services can be terminated without assigning any reason with following :
    - (i) With a notice not less than three months or
    - (ii) With a minimum notice for a period till the end of semester/ trimester in which resignation/ termination shall become effective (i.e. the semester/trimester in which the last date of three months notice from the date of resignation/ termination falls)
    - (iii) The duration between para (i) & (ii) above shall be taken whichever is more.
    - (iv) Alternatively, the employee or institute will be required to pay the amount equivalent to the Pay (Basic Pay & D.A.) of 3 months.
- 2.22.3 The Competent Authority may approve the resignation with immediate effect or from any date prior to the last date of the notice period on completion of academic/assigned responsibilities as may be decided by the management and without any liability of the Institution for the notice pay in case no further assignment can be provided by the Institution for the entire notice period.
- 2.22.4 If the employee leaves the service of the Institute without notice, he/she will be liable to pay to the Institute amount equivalent to the Pay in lieu of the notice period. Steps may be initiated, as decided by the Management to effect recovery of due when employee abandons the service without taking clearance.
- 2.22.5 During the service if the employee absent yourself from the duties for a period of more than 30 days without information to the institute and without obtaining the required sanction from the competent authority for absence, then his/her services shall automatically stand terminated from the date of first absence and without any further notice.
- 2.22.6 No employee shall normally be entitled to withdraw his/her resignation once he/she has tendered the same. The resignation tendered by an employee shall be deemed to have been automatically accepted by the Vice Chancellor with effect from the date on which the notice period expires unless otherwise communicated by the designated Authority in writing. Depending on the circumstances of the case, it will be sole discretion on the part of the Competent Authority, to waive off or adjust the notice period against the leave due to the credit of an employee, if the employee requests for the same.
- 2.22.7 Format for letter accepting resignation is attached at Appendix 'M'.
- 2.22.8 The letter of experience and No objection to be issued is at Appendix N attached



## **2.23 Termination of Service and Discharge:**

- 2.23.1 Except, as may be specifically provided in the appointment, the Management may at any time discharge an employee from service or terminate his/her service, without assigning any reason by giving notice or by payment of pay in lieu of such notice as provided in his/her appointment letter.
- 2.23.2 In case of Contractual employees, their services will stand automatically terminated on the expiry of period specified in the appointment order or extension thereof if granted by the management.
- 2.23.3 In case an employee abandons or fails to rejoin the Institute within a period of 30 days without proper sanction on termination of his long leave like EOL, sabbatical, leave when not due etc. his / her services shall automatically stand terminated retrospectively from the date of commencement of such leave. Such an action is over and above the requirement of fulfilling the bond conditions that may have been signed by the employee before proceeding on such leave.

## **2.24 Leave /Vacation during Notice period**

The employee shall be entitled to avail maximum of 15 days leave due to his /credit during the entire notice period with a provision to avail maximum of five days at any one time. The employee shall not be allowed any vacations during the period of notice.

## **2.25 Clearance Certificate At The Time of Superannuation, Resignation, Termination, Discharge etc.:**

An employee at the time of leaving the services of the Institute for any reason shall have to obtain a clearance certificate testifying that no property belonging to the Institute is with him/her. The final settlement of dues will be made only when clearance certificate is obtained. Any amount which Institute has to realize from the employee shall be deducted from his/her dues at the time of settlement.

## **2.26 Service Certificate:**

A service Certificate to ex-employees may be given, if required. Format for service certificate is attached at Appendix 'O'.

## **2.27 Death:**

In case of death of an employee, Registrar Office will intimate the next of kin regarding the death, by the fastest means. It shall be ensured that all dues to the deceased are paid to his/ her nominees/ legal heirs as per law in the shortest possible time after all administrative and legal requirements are met. In the event of death an employee due to an accident while on duty, compensation under Workmen Compensation Act/ Group Accident Policy, as applicable, shall be arranged after completing all formalities.

## **2.28 Outside Employment and Positions/Consultancy:**

While the Institute may not discourage the employees from taking up non-elective positions of honor or trust, he/she shall keep his/her primary responsibility towards accomplishment of duties and responsibilities to the Institute on top of the priority. Whenever an

outside employment of a part-time nature or honorary position is offered to an employee, the same shall be taken up with the Chancellor for approval. Wherever such prior permission of the Institute could not be taken, the employee shall inform the Institute of such employment/position at the earliest opportunity. Wherever such part-time employment or honorary position is likely to result in conflict of interest with the her/his employment with the Institute, the employee concerned shall be advised to relinquish such employment/position with immediate effect. The decision of the Institute in such cases will be final and the employee will be bound to comply with the same. Further, no employee shall indulge in commercial activity or undertake paid work while being on the rolls of JIIT unless specific sanction for same has been obtained from the management. Honorarium based assignments like delivering of lecture / seminars etc. may be undertaken by employee with prior approval of the Vice Chancellor. However, no duty leave shall be permitted in such cases.

### **3.1 General:**

The Institute has designed a compensation structure consistent with its policy to attract and retain the best talent in all areas of its activities. Salary levels in similarly positioned academic institutions, general salary trends in the market, salary levels that reflect the duties and responsibilities of the position, quantum and quality of work performed by the employee, financial ability of the Institute etc are factors that go into the formulation of the compensation policy and structure. While formulating the compensation structure, the prevailing compensation structure at IITs has been taken as a basis and wherever necessary suitable improvements are made to make it more competitive and attractive.

### **3.2 The compensation package for employees shall normally include:**

#### **(a) Components**

- (i) Basic pay
- (ii) Dearness allowance
- (iii) House rent allowance
- (iv) Conveyance allowance
- (v) Leave Travel allowance
- (vi) Medical reimbursement
- (vii) Special allowance e.g. CCA or as decided mutually
- (viii) Contributory PF
- (ix) Gratuity
- (x) Other allowance, like Books & Periodicals, Soft furnishing and any other allowance as may be allowed at certain specified levels.

**(b) Consolidated Pay** & Allowances which generally equate to above components may be provided to the fixed tenure / contractual employees.

### **3.3 The Compensation Package / Pay scales applicable as on January 01, 2013 are attached as follows**

- |      |                    |              |
|------|--------------------|--------------|
| (i)  | Faculty            | Appendix 'P' |
| (ii) | Non Teaching Staff | Appendix 'Q' |

### **3.4 ALLOWANCES:**

#### **3.4.1 Dearness Allowance:**

This is applicable to employees of all grades, Contract Employees or Employee paid consolidated pay packages as specified in the terms of appointment. The allowance will be paid with monthly salary. The Board of Management shall be the approving authority for the rate of DA from time to time in the form of percentage of Basic Pay.

### **3.4.2 House Rent Allowance:**

House Rent Allowance is applicable to all employees except those who are provided family/bachelor accommodation by the Institute in the campus. The HRA shall be paid at the rate laid down in terms & conditions. In case wife and husband both are employed in the Institute and allotted the Campus accommodation; the HRA will be admissible to only one person who is getting the lower pay. However, HRA shall be individually be admissible in case of couple stays under own arrangements.

When the accommodation provided by the Institute is vacated by the employee, he/she will start getting H.R.A at the specified rate. Similarly when an employee occupies accommodation provided by the Institute, he/she will not get H.R.A from the date on which he/she occupies the accommodation.

### **3.4.3 Conveyance Allowance:**

Conveyance Allowance shall be admissible to select grade of employees as per the scale, at the specified rates along with monthly pay.

### **3.5 Reimbursable Allowances: these will include:**

#### **3.5.1 Leave Travel Assistance (LTA):**

- (i) LTA will be equivalent to one month's basic pay every year for self and family.
- (ii) The grade/pay as at the time of proceeding on leave shall be considered for the purpose of payment of L.T.A.
- (iii) Payment of LTA shall be controlled as follows:
  - (a) Period covering upto the end of first financial year. The LTA shall be paid on the pro-rata basis upto the end of the year in the month of March.
  - (b) The LTA shall be claimable thereafter every financial year as per the entitlement. The LTA shall be reimbursed only between Oct to Mar of the financial year though the journey may have been performed earlier during the year. However, clause at as (ii) above shall apply for calculating the LTA.
- (iv) Leave Travel Assistance shall be admissible to the employees who proceed on leave to any other place in India.
- (v) Employees and family members can travel on different dates, but the LTA shall be claimed together only once during a year.
- (vi) Employee may travel by any mode of travel, but claim shall be restricted to one month's basic. While traveling by air, the tickets must be produced along with the claim.
- (vii) In case wife & husband both are employed in the Institute, both can avail the facility but on different dates.
- (viii) The claim shall be put up duly countersigned by leave sanctioning authority. The following certificates will be endorsed:-

"I certify that I have actually spent the claimed amount on travel by self on leave and family for the Financial Year ....." .

### **3.5.2 Books & Periodicals**

This allowance is applicable to select grades at the rate laid down in the pay scales and may be revised from time to time.

### **3.5.3 Medical**

This allowance is applicable to all employees and subject to one month's basic pay. The details have been covered separately.

### **3.5.4 Provident Fund**

The allowance shall be admissible as per the details specified in the separate chapter.

### **3.5.5 Transport Facility or reimbursement in lieu thereof:**

Employees when called for duty on off days / holidays shall be provided institutional transport or reimbursed both way transportation charges. Further if they overstay beyond their duty time on working days, they may be provided institutional vehicle or be reimbursed one way conveyance charges. The rates shall be as specified by the Vice Chancellor or a Committee nominated by him from time to time.

### **3.6 Special Allowances:**

The management may approve any allowance for unspecified head as a special allowance. These may include allowances like academic grade pay, warden's allowance etc.

#### **Note:**

- (i) The above rules are applicable in general. However, the management may vary the scales or allow special allowances based on case to case basis in the terms of engagement.
- (ii) Any other special allowance e.g. Telephone, Mobile reimbursement may be sanctioned by the management, based on the terms & conditions mutually agreed upon.

### **3.7 Review of Pay Scales:**

The pay scales will be reviewed at the periodicity to be decided by the Management.

## **Chapter-4. TRAVELING RULES**

### **4.1 Eligibility:**

- 4.1.1 These rules shall cover for journeys performed for the Institutional work in India. Traveling allowance is granted to an employee to reimburse to him the expenditure incurred on account of movement directly related to the Institutional work such as tour, official duty, transfer to another Institute, temporary transfer, deputation for training, attending official meeting of Government/ Semi Government and other organizations duly approved by the Institute. Local journeys and other official business not covered above but approved by the competent authority of the Institute may also be covered for the purpose of traveling allowance.
- 4.1.2 Movement for conferences / seminars / symposia / any other invited event whether remunerative or non- remunerative shall not be eligible for the traveling allowance but may be considered under incentive / financial assistance scheme.

### **4.2 Classifications of Members/Experts/Employees with reference to entitlement of TA/DA:**

<u>Category</u>	<u>Designation of Staff</u>
A-I	Outside members of Board of Management and Statutory bodies, Selection Committee Members, Chancellor, Vice Chancellor, Directors, Deans and Professors/NT-1A and NT-1 staff
A-II	Associate Professor / Assistant Professor and NT Staff up to NT-2
A-III	All other faculty members not covered in A-1, A-2 and NT-3 staff
B	All other Institute staff/technical cadre up to NT-7
C	All other Institute staff/technical cadre up to NT-8

**Note:** The category of contractual employees shall be covered in the equated grades as per the pay scale.

### **4.3 Traveling Allowance Entitlement:**

#### **4.3.1 Journey by Rail**

- (i) The employees shall travel by the shortest route. Entitlement or mode of travel for various categories of staff shall be under:

<u>Category of Staff</u>	<u>Entitlement</u>
A-I	AC First class/Executive class.
A-II & A-III	II AC 2 Tier /AC chair car.
B	AC 3 tier /AC chair car
C	2 <sup>nd</sup> Sleeper

- (ii) Those entitled to travel by AC 3 tier sleeper/ AC Chair car may travel by AC 2 Tier sleeper, where any of the train (s) connecting the origin and destination station connected by the Direct Shortest route do not provide these classes of accommodation.

- (iii) If an employee travels by a higher class than the entitled one, the fair by the entitled class will be given. However, if the Journey by higher class is approved by the Authority sanctioning the move in exigencies and Institutional interest the entitlement shall be of higher class. If an employee travels by a lower class than the entitled one, fare actually paid will be permissible.
- (iv) The employee shall travel by the shortest route.
- (v) Reservation charges shall be admissible. Cancellation charges shall be reimbursed if the journey is cancelled due to the reasons attributable to the work of the Institute or any other reason beyond the employee's control.
- (vi) In all the above cases the actual fare paid or the entitlement, whichever is less will only be admissible.

#### **4.3.2 Journey by Road**

- (i) Journey by Road shall be admissible in case, if places not connected by Rail or where journey by road is beneficial to the Institute (road mileage shall be allowed only from the Railway Station on the main line nearest to the destination or upto the railway station on main line from the originating station). The entitled railway fare shall be given from the originating station till the destination railway station on the main line. An employee may travel by any alternate means as per the choice and convenience but the claim shall be restricted / passed as per the entitlement defined in this para.

##### **Category of Staff**

A-I

A-II & A-III

B&C

##### **Entitlement**

AC Taxi or below

Taxi or below

Public Bus/ Fare Taxi /Autorikshaw / two wheelers / unless other means specifically approved by the controlling authority.

- (ii) For such travels subject to restrictions at (i) above, reimbursed mileage allowance admissible, except within NCR Region will be as under:
  - (a) Journey by own car/AC taxi (A1) Rs.16/- per km.
  - (b) Journey by own car/taxi (A2 &A3) Rs.14/- per km.
  - (c) Journey by Autorikshaw (Others) Rs. 8/- per km.
- (iii) Employees when required to use higher mode of transport due to non-availability may be allowed to do so by the move sanctioning authority.
- (iv) Employees attending official meeting /traveling to offices located at different places in NCR shall be reimbursed actual fares of entitled taxis/ auto rickshaw or allowed to road mileage for use of own car as per road mileage rates laid down whichever is less.
- (v) The road mileage rates shall be decided by a Committee constituted by the Vice Chancellor and reviewed periodically as required.

### **4.3.3 Journey by Air**

- (i) Officers in category A-1 (except Vice Chancellor) - may travel by air in economy class. The Vice Chancellor / Outside members of the board of management or statutory body equivalent to the status of Vice Chancellor shall be entitled to travel by the Business class. The higher class of travel may be approved by the approving authority.
- (ii) Officers in category A-II may travel by air (economy class), in case cheaper than the entitled rail fare. Otherwise relevant rail fare shall be reimbursed.

### **4.3.4 Use of Staff Car while on tour**

- (i) Staff Car can be used on tour with the prior approval of the Vice Chancellor.
- (ii) The family of the employee can accompany the official in the staff car with prior approval of the competent authority.

### **4.4 Daily Allowance (DA):**

- (i) Eligibility: All employees on official duties shall be eligible for Daily allowance if outstation journeys are undertaken for the purposes as given in section 4.1. These shall however, not be applicable for employees proceeding on conferences/seminars etc which are fully/partially funded by the Institute

- (ii) Entitlement for Food and Incidentals (DA)

A-I	Rs.1000/-per day (24 hours)
A-II & A-III	Rs.800/-per day (24 hours)
B & C	Rs.400/- per day (24 hours)

Where the free boarding and lodging facility is provided by the Institute or by sister concerns, employees will not be entitled to DA, even if they choose not to avail free boarding and lodging facility offered by the Institute.

- (iii) The above rates will be operative based on the duration outside headquarters as given below:

Upto 6 hours	Nil
More than 6 hours upto 12 hours	50% of the rates as specified above
More than 12 hours upto 24 hours	100% of the rates as specified above
Beyond 24 Hours	Every additional 24 hours or part thereof shall be governed as above

- (iv) The above rates shall be applicable only when the tour is to a place beyond 30 kms. (One way) from the place of posting (except within the NCR). For duty to a place less than 30 kms, (One way), the Vice Chancellor may stipulate rates and operative parameters, if necessary.



- (v) DA shall not be admissible for duties within municipal limits of cities where an employee is posted provided the duty is less than 6 hours.
- (vi) Period of tour shall commence when an employee leaves his/her place of posting and it ends when he/she returns to the same place from where he/she commences his/her journey.
- (vii) No reimbursement shall be permitted on account of Tobacco and Alcoholic drinks.
- (viii) Laundry and other such charges are included in Food and Incidental and shall not be paid separately.

#### **4.5 Entitlement-Stay:**

(i) <u>Grade</u>	<u>Other cities</u>	<u>Metropolitan cities</u>
A-I	Rs. 3000/-	Rs. 5000/-
A-II & III	Rs. 2000/-	Rs. 3000/-
B	Rs.1000/-	Rs.1500/-per day
C	Rs.300/-	Rs.750/-per day

- (a) Reimbursement as per actual limited to above shall be made on production of hotel bill/receipts.
- (b) Expenses on phone calls for official purpose only shall be reimbursed.
- (ii) Vice Chancellor may approve higher rates than the specified limits on case to case basis.
- (iii) The stay entitlement for the external members of the Board of Management / Selection Committees / Special Invitees shall be fixed by the sanctioning authority on case to case basis.

#### **4.6 Travel on Superannuation:**

An employee on Superannuation who has served for a minimum of 10 years before superannuation shall be entitled to reimbursement in advance as follows:

- (i) Movement of self: From present place of posting to hometown (place of residence) by entitled mode of travel.
- (ii) Movement of family: If family is staying with the employee at the present place of posting either in institute accommodation or own arrangement. From present place of posting to home town (place of residence) or to any other selected place of residence where the employee wishes to settle but not exceeding the distance to home town by the same mode of travel as applicable for employee.
- (iii) Conveyance of baggage shall be entitled equivalent to one months basic pay. Prior permission to move baggage and claim the reimbursement shall be obtained from the Vice Chancellor before movement.
- (iv) No Food and Incidental allowance (DA) shall be admissible for travel from place of posting to hometown (place of residence).

#### **4.7 Travel on Transfer:**

- (i) Movement of self: From place of posting to the new place of posting by the entitled mode of travel as on duty of the Institute.

(ii) Movement of family

- (a) If family is staying with the employee at the present place of posting either in Institute's accommodation or own arrangement and family will stay with employee at new place of posting either in Institute's accommodation or own arrangement
- (b) From present place of posting to the new place of posting by the same mode of travel as applicable for employee.
- (c) If family is staying with the employee at present place of posting either in Institute's accommodation or own arrangement but family will not stay with employee at new place of posting either in Institute's accommodation or own arrangement.
- (d) From present place of posting to the hometown (place of residence) by the same mode of travel as applicable for employee.
- (e) If family is not staying with the employee at present place of posting but will stay with employee at new place of posting either in Institute's accommodation or own arrangement.
- (f) From hometown (place of residence) to the new place of posting by the same mode of travel as applicable for employee.

(iii) **Conveyance of baggage**

Expenses on conveyance of baggage shall be admissible only in case of movement of family and not in case of movement of Employee, on production of bill/ receipt but limited to one month's basic whichever less. Permission to move baggage and claim the reimbursement shall be obtained from the Vice Chancellor prior to move.

- (iv) DA shall be entitled as on duty for self only

**4.8 TA Advance:**

- (i) The advance is admissible in all cases where TA is admissible.
- (ii) Advance may be drawn to cover expenditure of:
  - (a) Rail/road in normal admissible class,
  - (b) Daily allowance approved by the competent authority,
  - (c) Contingent charges for conveyance.Advance upto 75% of the above may normally be allowed.
- (iii) The advance will be recovered by adjustment to TA bill after completion of the Journey.
- (iv) No second advance for the same journey shall be admissible.
- (v) The above shall normally be adjusted within 15 days after completion of the tour.

**4.9 Conveyance Charges for Temporary Movement to place other than place of posting:**

These charges shall be admissible to all employees when called to attend the office temporarily or for a short duration at a place other than the place of posting. Normally institutional vehicle / pooled vehicle shall be used for the purpose. In case same is not available then the transportation charges shall be admissible as per the entitlement and scale given in the paras above. No DA shall be admissible. For the purpose of calculation the distance between the current place of duty / place of residence and temporary place of duty shall be taken into account whichever is less.

### **5.1 Definitions**

**“Holiday”** means a holiday declared as such by notification of the Institute.

**“Leave Year”** means the academic year of the Institute.

**“Vacation Employee”** means that employee who is entitled to the summer and winter vacations i.e. teaching staff. VC/ Director shall not be counted as vacation employees.

**“Non-Vacation Employee”** means the employee who is not entitled for summer and winter vacations.

### **5.2 Types of Leaves:**

The following kinds of leaves are admissible:

- (i) Earned Leave/Vacations
- (ii) Casual Leave
- (iii) Duty Leave
- (iv) Leave when not Due
- (v) Extra-ordinary Leave (EoL)
- (vi) Sabbatical or Study Leave (with pay/reduced scale of pay)
- (vii) Maternity Leave
- (viii) Compensatory Off

### **5.3 General rules governing the leave:**

- (i) Leave is earned by duty only and cannot be claimed as a matter of right. When the exigencies of Institutional service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.
- (ii) Leave, unless otherwise mentioned, will be sanctioned by the Vice Chancellor or by such other appropriate authority to whom the Board of Management may delegate the necessary powers.
- (iii) No person on leave shall be permitted to accept a salaried appointment or undertake professional work or engage in trade or business during his/her leave period except with the prior written sanction of the Competent authority. However, employees on EOL without pay may accept the appointment with prior approval of the Vice Chancellor.
- (iv) Leave and Vacation (in case of Vacation Employee) which is earned by an Institute employee lapses automatically on his retirement or quitting the service in any manner, including removal or dismissal. However, in case an employee on superannuation is retained by the Institute as a contractual employee then the balance leave so accrued during the service may be continued in case there is no break in service.
- (v) An employee may be allowed leave just before retirement for the period not exceeding 30 days.
- (vi) Earned leave in excess of 30 days subject to maximum of 60 days may be sanctioned in exceptional circumstances like higher studies,

training, leave with medical certificate or when the leave is to be spent outside India. The next leave in excess of 30 days may not be sanctioned unless the period between the two sanctions is not less than 180 days.

- (vii) Leave to employees on fixed tenure appointment will be governed by the terms laid down in the respective appointment letters.
- (viii) EL & CL only will be sanctioned in units of half day. All other Leave shall be counted as full unit.
- (ix) Any type of leave shall not be sanctioned for remunerative work. In case of remunerative work the provisions outlined in chapter-II shall apply.
- (x) For the purpose of computation of period of actual service for calculation of entitlement of leave, all periods of leave like LWP, EoL etc. shall not count toward the actual service.

#### **5.4 Earned Leave/Vacations on Full Salary:**

5.4.1 Earned Leave for Non-Vacation Employee For Non-Vacation Employees, earned leave will be admissible @ 1 day per 12 days of period spent on duty – subject to a maximum of 30 days in a year. The employee may accumulate the leave.

5.4.2 Earned Leave for Vacation Employee Only such employees shall be entitled to be called as Vacation Employees as the Board of Management may decide from time to time. The teaching faculty, normally form part of vacation employees.

- (i) The Institute shall notify the duration of Vacation Leaves during winter and summer break or during mid semester breaks. Normally total number of Vacation Leave days in an Academic Year shall not exceed 60.
- (ii) A Vacation Employee shall be entitled to the number of Vacation Leaves announced in an Academic Year. However, for a fresh Vacation Employee, the number of Vacation Leave entitlement shall be on pro-rata basis, on the number of days of service i.e. 1:6 days of service, including Sunday/ holidays.
- (iii) A member of teaching faculty shall invariably be required to avail the vacation unless so required by the Institutional work. It is essential for the Head of Department to obtain an advance sanction from the Vice Chancellor to detain an employee during the vacations. Therefore, unless officially detained and approval of the Vice Chancellor is taken, the vacation employee shall deem to be on vacation, when declared.
- (iv) Vacation Employee can be detained during vacation period part or full) and assigned administrative or academic duties by the Vice Chancellor during the period of detention.
- (v) Vacation Employees who are detained for the Institutional work only and with prior approval of the Vice Chancellor during vacations shall get the benefit of Earned Leave @ 1 for 2 days of detention subject to maximum of 30 in a year.

### **5.5 Rules Governing the Earned Leave/Vacation:**

- (i) Salary to be drawn during earned leave will be the same as the employee was drawing immediately before proceeding on such leave provided the leave is due at that point of time.
- (ii) Unused Earned Leave shall be accumulated upto a maximum of 90 days Earned Leave, for the purpose of encashment.

### **5.6 Casual Leave:**

- (i) Casual Leave is intended to meet special and emergent circumstance and since it is treated as duty it will be on full salary.
- (ii) The amount of Casual Leave that may be granted to an employee shall not exceed 10 days in any Academic Year.
- (iii) In case of employees appointed for a period of less than one academic year, Casual Leave may be granted on a pro-rata basis i.e. one day for every 36 days of actual service.
- (iv) Casual Leave shall not be en cashed.
- (v) Normally Causal Leave shall not be sanctioned beyond 6 days at any time. However, sanctioning authority may waive off this clause under exceptional circumstances.
- (vi) Casual Leave shall not be combined with any other kind of leave or vacation, except Duty Leave. It may be combined with Sundays / Holidays.
- (vii) Holidays falling within the period of Casual Leave shall not be counted as Casual Leave.

### **5.7 Duty Leave:**

- (i) All employees may be granted Duty Leave, up to a limit of 10 days (Ten) in an Academic Year.
- (ii) Duty Leave may be taken for one or more of the following purpose:
  - (a) To deliver academic lectures of repute.
  - (b) To attend meeting of Committees, Boards, Faculties and other academic bodies of a University or of a Statutory Board/ UGC/ AICTE etc. directly related to institutional work.
  - (c) To attend academic Conferences, Symposia or congress recognized by the Institute.
  - (d) To attend meeting of Selection Committees and other Committees constituted by the Government, or other bodies recognized by the Institute;
- (iii) Duty Leave shall not be admissible
  - (a) To attend courts as jurors, assessors and witnesses.
  - (b) For remunerative work.
  - (c) Any work which is personal and not directly related to the Institute.
- (iv) Any duty / contingency not covered above may be sanctioned as a duty at the discretion of the Vice Chancellor.
- (v) Duty Leave will be sanctioned by the Vice Chancellor.

## **5.8 Leave when not Due (LWP):**

LWP may be granted to an employee for a period not exceeding maximum of 30 days at a time under following circumstances:

- (a) The employee does not have any leave due to him/her.
- (b) Total number of LWP in the entire service career does not exceed 120 days before 7 years of service, 240 days before 15 years of service and 360 days in the total career.
- (c) LWP normally shall be granted after the sanctioning authority has verified that the employee cannot rejoin the duty due to reasons beyond the control of the employee.
- (d) Employee shall not undertake any remuneration work during the LWP.

## **5.9 Extra-Ordinary Leave (EOL) without pay:**

Extraordinary leave without pay beyond 30 days, hereinafter called EoL, may be granted to an Institutional employee under following circumstances:

- (i) When no other leave is admissible.
- (ii) When the nature of exigency is proved beyond doubt that the leave is absolutely essential.
- (iii) Extraordinary leave shall be governed by following conditions:
  - (a) It may be combined with any other leave except casual leave provided the total period of continuous absence from the duty (including period of vacation when such a vacation is taken in conjunction with leave) shall not exceed one year. However, in exceptional cases, the EoL may be extended to a maximum of two years with the approval of Vice Chancellor.
  - (b) EoL shall always be leave without pay and allowances.
  - (c) EoL shall be granted maximum of two times in the entire service career of the employee. For the first time the EOL may be considered after the employee has put-in minimum of 5 years service with the Institute except in case of post maternity requirement. In case of post maternity requirement the maximum duration of EOL shall be 180 days or end of the following semester in which the maternity leave finishes. The EOL for the second time shall only be considered after completion of 7 years from the last date of previous EOL.
  - (d) During the currency of EoL, an employee may resign from the Institute service by giving three months notice to be received by the Vice Chancellor at least three months before the expiry of the leave. If no such notice is given and the employee does not join back the Institute for a period of 30 days, then his/her services will stand automatically terminated from the date he/she proceeded on EoL.
  - (e) During the currency of the EOL, the employee shall forfeit all benefits i.e. seniority for purpose of promotion. Further, the employee shall loose the following annual increments in case the EOL is beyond 180 days.
  - (f) The employee shall only be held on supernumerary strength of the institute.

## **5.10 Sabbatical or Study Leave (with pay / reduced scale of pay):**

- (i) Sabbatical or study leave hereinafter called Special Leave (SL) shall be applicable only for vacation employees. It shall be sanctioned for following purposes:
  - (a) To undertake study or research or other academic pursuit solely for the object of increasing the proficiency and usefulness to the higher education system.
  - (b) To pursue special line of study or research directly related to the work of the employee in the university or to make a special study of the various aspects of University organization and methods of education.
- (ii) The SL shall be governed by following conditions:
  - (a) The SL shall be granted after the employee have minimum of 5 years continuous service with the University.
  - (b) Period of the SL shall normally for one year. However, in exceptional cases, the SL may be extended to a maximum of 2 years with the approval of the competent authority.
  - (c) A teacher on SL shall not take-up during the period of SL any regular appointment under another organization in India or abroad. He/she may however be allowed to accept a fellowship or a research scholarship or adhoc teaching assignment with honorarium under information to SL sanctioning authority who may sanction the SL on reduced pay and allowances as given in succeeding paras.
  - (d) The number of employees to be granted SL at any point of time shall not exceed 5% of teachers strength in the department and should not restrict the academic requirement of the department.
  - (e) The SL shall be granted not more than two times during the entire period of service. Further, the second SL shall not be granted before completion of 7 years from the last date of the previous SL.
  - (f) The SL shall not be granted to the employee who is due to retire within 5 years of the date on which he/she is expected to return to duty after expiry of the SL.
  - (g) The SL shall be granted without or with pay with maximum of basic and DA only. No other allowances shall be admissible in case of the SL. The amount of scholarship / fellowship or other financial assistance to be received by the employee from the organization where he/she proposes to spend the SL shall be taken into account while determining the reduced pay on which the SL is being granted. The foreign scholarship / fellowship would be offset against the pay only if the fellowship is above the specified amount (Basic + DA) but taking into the account the cost of living for a family in which the study is to be taken. In case of Indian fellowship which exceeds the pay (Basic + DA) the pay would then not be allowed. Thus in case of Indian fellowship only the difference between the fellowship and pay shall be allowed subject to maximum of the pay.

- (h) The leave shall not be combined with any other type of leave.
- (i) The faculty granted such SL shall be eligible to the benefit of annual increment. But same shall be given only on return from such leave without any arrears.
- (j) The SL shall count as a service for the purpose of gratuity provided the employee rejoin the University on expiry of the said SL.
- (k) If employee availing the SL shall furnish a bond that he/she shall serve the University for a continuous period of atleast 3 years from the date of his/her returning to duty after expiry of the SL failing which he/she shall be required to return the entire amount of pay granted to the employee since the commencement of SL besides any financial assistance (like travel or registration expenses etc) that may have been granted along with the SL.
- (l) The employee availing the SL shall be required to submit to the Vice Chancellor 6 monthly report of progress in his/her studies from his/her supervisor or head of University. If the report is not received within specified time the payment of SL pay may be deferred till receipt of such clause.
- (m) On completion of SL the employee shall render a certificate from the organization where he/she availed the SL showing the presence of the employee with that organization.
- (n) During the currency of SL, an employee may resign from the University service by giving three months notice to be received by the Vice Chancellor at least three months before the expiry of the SL. However, the conditions regarding repayment as per terms of bond at (k) above shall apply first. If no such notice is given and the employee does not join back the University for a period of 30 days, then his/her services will stand automatically terminated from the date he/she proceeded on SL.

### **5.11 Maternity/Paternity Leave:**

Women employees of Institute are entitled to 90 days of maternity leave, after putting in minimum one year service in the Institute. Similarly the male employee may be granted 10 days paternity leave after minimum one year of service in the Institute. The paternity leave will be sanctioned after the delivery of child. The maternity leave shall ordinarily be sanctioned 45 days before and after 45 days after confinement. However, this may be varied at the discretion of Vice Chancellor subject to the medical fitness certificate provided by the concerned women employee that she is fit to continue with the service for period later than 45 days. A female employee can avail maternity leave maximum twice in the service or for upto two living children. The maternity leave will be granted based on medical certificate and employee must provide fitness certificate on rejoining. The Maternity Leave can be combined with vacations, EL or EOL.



### **5.12 Compensatory Off**

There shall be time when faculty or staff may be called for the Institutional work on a Sunday or Holiday (other than vacation days). In such cases compensatory off day shall be permitted with following conditions:

- (i) The employee shall be provided with the transport allowance as applicable.
- (ii) The employee may opt for grant of EL in lieu on one on one basis or,
- (iii) The employee may opt for a compensatory off on any other working day. The institutional work should not be jeopardized while availing of compensatory off. The compensatory off may be allowed by the approval of VC.

### **5.13 Leave Encashment:**

- (i) Accumulated earned leave may be encashed when the employee leaves the service.
- (ii) Leave encashment is permissible, provided employee has served the Institute for a minimum of 5 years and for the regular employees.
- (iii) In case of continuous employment with the Institute after the laid down age of superannuation, the leave encashment benefit shall be carried forward for the balance service as fixed tenure employee.
- (iv) Encashment will be corresponding to the average of last 10 months salary before the employee is relieved.
- (v) The accumulated earned leave may be encashed maximum upto 90 days.

### **5.14 Leave Procedure:**

- (i) An employee who desires to obtain leave of absence shall apply giving specific reasons thereof to the Controlling Officer, and also the address while on leave. The application for leave shall be in the form prescribed.
- (ii) Application form duly filled will be got endorsed from the office of the Registrar, indicating leave due on the proposed date of proceeding on leave, before submitting the same to the Sanctioning Authority.
- (iii) Application of leave for less than four days duration shall be submitted to the Competent Authority at least 24 hours in advance.
- (iv) Application of leave for more than four days duration shall be submitted to the Competent Authority at least 7 days in advance.
- (v) Except in emergency, no employee shall proceed on leave unless he/she has obtained the sanction of leave.
- (vi) Leave is not a matter of right and can be refused by the Competent Authority without assigning any reason.
- (vii) In the event of an employee desiring extension of his/her leave originally granted, he/she shall submit an application or letter or telegram to the Institute well before the expiry of the period of leave originally granted to him/her. The Competent Authority on receipt of his/her application/letter/telegram shall inform the employee, whether the extension of leave applied for has been sanctioned or rejected.
- (viii) The certificate of posting by the Post Office shall be deemed to be sufficient proof of a reply having been sent to the employee in this regard.

- (ix) No leave with salary will be sanctioned for any period of conviction in police lock-up or in police remand or detention under any law or Govt. ordinance or notification.

**5.15 Absence without Leave :**

An employee who remains absent from duty for a consecutive period of 30 days (inclusive of weekly Holiday, National and Festival Holidays) without permission of the Competent Authority, shall be deemed to have abandoned the employment and his/her service shall stand automatically terminated at the expiry of the period of said 30 days without any notice.

**5.16 Leave Sanctioning Authorities:**

The Vice Chancellor shall lay down leave sanctioning authorities for Institute employees. However, extension of leave or EoL or LWP shall in all cases be sanctioned by the Vice Chancellor or Chancellor as the case may be.

**5.17 Leave Programme:**

It is desirable to work out a leave programme for all key personnel for a year so as to ensure that there is no disruption in the work and adequate manning is ensured during working session. It shall be endeavored specially by faculty & technical staff that leave is finished during non working season except for unavoidable reasons when leave during working season may be sanctioned, only after approval of the Vice Chancellor.

A faculty or any other staff before forwarding his/her leave application shall submit the alternate arrangement for academic activities alongwith the leave application. The alternate arrangement, so made shall be countersigned by the alternate faculty/staff.

**5.18 Maintenance of Leave Records:**

Office of the Registrar shall maintain leave record of all the employees. If an employee fails to join duty after expiry of the leave period and application for extension is not received or the extension requested has not been sanctioned by the Institute as the case may be, the following action shall be taken:-

- (i) Send an email / hard copy to informing the employee to rejoin by specific date failing which his/her services shall be terminated. Or
- (ii) Terminate his/her services after 30 days of overstay as a loss of lien.  
Or
- (iii) If an individual reports to the Institute after overstay within a reasonable period of one month, his/her case regarding continuation in service or termination of service shall be decided on merit.

**5.19 Holidays:**

- (i) The Institute shall remain closed on all Sundays.
- (ii) The Institute shall decide its list of holidays based on the national holidays, festival holidays and restricted holidays. The list of holidays for the academic year will be announced by the Institute.

**6.1      General:**

The Institute shall endeavor to put in place all necessary precautions and systems to safeguard safety and health of all its personal.

Medical expenses for the purpose of reimbursement shall mean comprehensive medical cover, involving out-patient and specialized treatment, inclusive of all necessary pathological, radiological and other methods of diagnosis besides Consultation and treatment by the authorized medical attendant;

**6.2      Reimbursement of Medical Expenses:**

- (i) The medical expenses incurred by employee on his/her and his/her family's including dependents treatment will be reimbursed limited to one month Basic pay in a financial year. The following expenses can be reimbursed: -
  - (a) Medicine prescribed by the authorized medical attendant but shall exclude preparations, which are primarily tonic, food, toiletries or disinfectants.
  - (b) Charges, on account of treatment in hospital, whether Government or Private, Medical Institutions or Nursing Homes both specialist or ordinary and including maternity charges.
- (ii) Expenses on medical insurance if taken by employee for himself/herself and/or the family, shall also be treated as medical expenses reimbursable as per sub para (a) above.

**6.3      Claims / Disbursement:**

- (i) The accounts section shall disburse the medical expenses reimbursement equated to one month's basic in EMI for the whole year.
- (ii) Employee seeking exemption of Income Tax as applicable under the rules of medical reimbursement shall be required to submit the medical bills to the accounts office which intern shall take the same in consideration while computing the TDS.
- (iii) In case wife and husband both are employed in the Institute, the medical expenses shall be reimbursed to both the employees.

**6.4      Accident:**

- (i) In case, an employee meets an accident while on duty only then his/her medical expenses and period of absence will be regulated as mentioned below.
- (ii) All accident cases shall be referred to hospital covered under medical claim policy of the Institute/Government hospital except under very special circumstances the case may be sent to a private hospital with prior sanction of the Vice Chancellor.

- (iii) All medical expenses other than covered under med claim policy incurred in connection with treatment shall be borne by the Institute.
- (iv) The period of absence on medical grounds upto a maximum period of 45 days resulting from the major accident making the employee immobile shall be treated as special leave with full salary. Thereafter the period shall be treated as leave without pay.

#### **6.5 Med claim Card:**

All the employees of IIIT-Noida are currently covered under Medclaim policy (to the extent supported by Jaiprakash Associates Limited as a part of extended benefit to the employees of all units/extended units under the aegis of JAL or JSS) and are provided Medclaim card for self and dependents (wife & two children). The salient features for medclaim policy (varying depending upon contract) are received and circulated from time to time. Registrar's office will be the coordinating agency for obtaining the med claim policy cards. Employees should thereafter liaise with the coordinator / TPA at the hospital to avail the facility of medical insurance. The medclaim policy coverage may cease in case so decided by the management of JAL.

#### **6.6 Use of Institutional Medical Officers Facilities:**

The employees may consult the Institutional medical officers in case of sickness, free of charge. The medical officer, shall provide medicines for one day. Balance medicines can be bought by the employee.

**7.1      For Traveling on Duty:**

- (i) An employee proceeding on official tour may be granted advance up to 75% of the anticipated expenses to meet traveling and other expenses.
- (ii) An employee shall be required to submit the TA bill on completion of journey within 7 days from completion of journey, failing which advances will be recovered from the next month's salary.

**7.2      For Exceptional Circumstances:**

- (i) Advances to the employees may be granted under exceptional circumstances and extent as specified below:-

Sl. No.	Type	Purpose	Amount (Net pay/ months)	Remarks
1	Medical Advance	Self and Dependents	Three	This will be considered on the basis of certificate given by an authorized medical practitioner. Reasonableness to the estimated expenditures will be verified by Institute's Doctor.
2	Matrimonial Advance	For dependent daughter's/sister's marriage	Three	On production of proof such as wedding card.
3	Other Advances	(a) Natural calamity or other justifiable reason	Two	Proof to be furnished after meeting the requirement within a month of advance.

- (ii) Terms and conditions for advances under exceptional circumstances:
  - (a) Only employees who have completed one year of service in the Institute will be eligible for advance.
  - (b) Recovery will be effected in maximum of nine equated monthly installments, from the salary for the month succeeding the month in which the advance is drawn. The recovery scheduled will be specified by the sanctioning authority while granting the advance.
  - (c) Application of advance shall be considered only if the total monthly deductions from the salary of employee do not exceed 50% of his salary after taking into account the recovery of applied advance if sanctioned.
  - (d) Format for application of advance is as per Appendix-R.

**8.1 General:**

The provisions of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder are applicable to JIIT, Noida. JIIT is registered with the Provident Fund Commissioner, **Employees' Provident Fund Organisation**, Sub Regional Office, Noida, UP (A Statutory body under by Ministry of Labour & Employment, Govt. of India).

**8.1.1 Misc. Schemes of the EPF Act (EPF/EPF)**

Salient features of the Schemes framed under the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 are given below:

**8.2 Employees Provident Funds Scheme (EPF)****8.2.1 Admissibility**

The benefit of Employees Provident Funds Scheme shall be admissible to all the eligible employees (as per section 2.4 (i) & (ii) under this scheme. The Employees contribute @12% of his/her pay (basic pay + dearness allowance) towards Provident Fund. The employer (JIIT) contributes equal amount. The employer's share is divided into the pension scheme (EPS) and EPF as per the rules governing the EPF scheme. The EPF funds accounts of the JIIT are being maintained with the Provident Fund Commissioner, **Employees' Provident Fund Organisation**, Sub Regional Office, Noida, UP (A Statutory body under by Ministry of Labour & Employment, Govt. of India).

**8.2.2 Nomination**

- (i) An employee on appointment is required to fill up the Nomination and Declaration form, under the Employees' Provident Fund Scheme (EPF), in triplicate in prescribed form, 'FORM 2 (Revised)' in consequence of introduction of EPS, and submit to the personnel Deptt (Registrars' Office). Personnel Deptt will keep one copy of the same in the personal file of the employee and forward two copies to Accounts Section (PF Cell). The purpose of Nomination and Declaration form is to confer the right to the nominated person to receive the amount that may stand to his/her credit in the provident fund and to facilitate release of pensionary benefits due under the Employees' Pension Scheme (EPS) to the entitled member of family in the event of his/her death.
- (ii) A member of EPF who is married and / or his/her father/mother is/are dependent upon him/her can nominate one or more persons belonging to his/her family as defined below :-
  - (a) In case of male member, his wife, his children, his dependent parents and his deceased son's widow/children.
  - (b) In case of a female member, her husband, her children, her dependent parents, her husband's dependent parents, her deceased son's widow/children.

- (iii) A member may in his/her EPF nomination distribute the amount that may stand to his/her credit in the EPF amongst his/her nominees at his/her own discretion.
- (iv) If a member has a family at the time of making EPF nomination, the nomination shall be in favour of one or more persons belonging to his/her family. Any nomination made by such member in favour of a person not belonging to his/her family shall be invalid.
- (v) If at the time of making nomination the member has no family, the nomination may be made in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his/her family.
- (vi) Where the EPF nomination is wholly or partially in favour of a minor, the member may, for the purpose of this scheme, appoint a major person of his/her family to be the guardian of the minor nominee in the event of the predeceasing the guardian so appointed.
- (vii) If the employee wishes to change the prior nomination, he/she is required to fill-up again the prescribed 'Form-2(Revised)'.

### **8.2.3 Previous Employment**

For declaration and confirmation of previous employment, employees are required to fill-up Form No. 11. Form duly filled and signed by the employee shall be submitted to the Accounts Section for submission of the same to PF office.

8.2.4 **Statement of EPF** - The same is available online at [www.epfindia.gov.in](http://www.epfindia.gov.in).

### **8.2.5 Loan from Provident Fund**

The employee may take loan from his/her provident fund account for the following purposes for such amounts as eligible/specified in the Employees Provident Fund Scheme:-

- (i) Purchase of a dwelling house/flat or construction of a dwelling house including acquisition of suitable site for the purpose.
- (ii) Medical treatment of a family member for the specified deceases/ surgery.
- (iii) Marriage of the members' daughter/son, marriage of sister/brother wholly dependent on member or post matriculation education of his/her son/daughter.

### **8.2.6 Withdrawal from Provident Fund**

Any employee leaving the University/Institute due to any reason is eligible for withdrawal of his/her PF accumulations and benefits under Employee's Pension Scheme subject to his/ her eligibility as defined in the Schemes. For this purpose, the employee who leaves the University/ Institute, shall fill up Form No. 19 & 10C and submit to Accounts Section for the necessary certifications. The duly certified Form shall then be deposited by the employee with the PF office (Sub Regional Office, Noida). On receipt of the withdrawal request from the member employee, PF office (Sub Regional Office, Noida) will pay the amounts payable as per rules, to member Employees' designated Bank account directly .

### **8.2.7 Withdrawal of Provident Fund of a deceased member to whom payable:**

On the death of a member before the amount standing to his/her credit has become payable or where the amount has become payable before payment has been made –

- (i) If a nomination has been made by the member, the amount standing to his/her credit in the fund or that part thereof to which the nomination relates, shall become payable to his/her nominees in accordance with such nomination.
- (ii) If no nomination subsists or if the nomination relates only to a part of the amount standing to his/her credit in the fund, the whole amount or part thereof to which the nomination does not relate as the case may be, shall become payable to the members of his/her family in equal shares subject to rule made there to.

## **8.3 Employee's Pension Scheme:**

### **8.3.1 General**

The Pension Scheme shall be as applicable and under the rules of EPF Deptt. of Govt. of India. The purpose of the Family Pension Scheme is to provide pension to the Employee for his old age after retirement/ on death of the employee, to provide pension to his family including children. An amount equal to 8.33% of employees' pay (Limited up to Rs. 6500/-) is pooled into the Employees Pension Scheme (EPS) from the Employers' contribution to EPF amount.

With the implementation of the Employee's Pension Scheme, 1995 (EPS) with effect from 16.11.95 pension is payable under the EPS on death/disablement while in service/on superannuation/retirement depending upon the number of years of service put in but subject to minimum 10 years of continuous service.

### **8.3.2 Nomination and pension eligibility**

- (i) All employees on appointment are required to fill up the Nomination and Declaration form as mentioned herein above under EPF.
- (ii) On the death of a member of the Employee's Pension Scheme the EPS benefits are admissible to only the spouse (till death or remarriage) and/or at a time up to two children (including legally adopted by member) and running from eldest to youngest child till the child attains the age of 25 years.
- (iii) If the member has got no family, the pension, on the death of the member will be payable to the nominee as would have been admissible to widow.

### **8.3.3 Amount of Pension**

Pension shall be payable to all eligible members of the EPS by the Govt of India thru EPF Office, amounts calculated as per the rules laid down under the EPS scheme. The amount of pension shall be payable as per eligibility/ Pensionable Service/Pensionable amount subject to the EPS rules as amended from time to time.



**9.1 General**

All employees, both Teaching and Non-Teaching, of the JIIT, Noida shall be entitled for the Gratuity as per the Gratuity Act, 1972 as amended by from time to time.

**9.2 Eligibility/ Eligible Service:**

Employee shall be eligible for Gratuity if he/she has completed minimum five of service with JIIT. Part of one year in excess of 6 months shall be counted as one year. When the termination of employment is due to death or disablement, minimum qualifying period of 5 years shall not be necessary.

The **Eligible Service** for JIIT Noida shall be determined as follows;

- (i) In case of **'New Entrant'** on/after 01/07/2005 the 'actual service' shall be treated as Eligible Service. The total actual service shall be rounded off to the nearest year, the fraction of services for six months or more being treated as one year and the fraction of services less than six month is ignored.
- (ii) In the case of **"Existing Staff"** (Staff transferred from JSS/ Jaypee Group companies to JIIT, Gratuity shall not be payable for the 'past service' i.e. pre - deemed university period. The date of joining of "Existing Staff" at JIIT, Noida (Deemed University) shall be deemed/taken as 1<sup>st</sup> July, 2005.
- (iii) In the case of **"Transferred Staff"** (Inter university transfers under the umbrella of JES). The date of joining at the respective Institutes of the JES, shall be deemed to be the joining date for the purposes of payment of gratuity, however, the same shall be subject to clause 11.1(i)&(ii) mentioned herein above.

**9.3 When Payable:**

The Gratuity shall be payable on Superannuation or Retirement or Resignation or on the death / disablement due to accident or disease.

**9.4 To whom payable:**

Gratuity shall be payable to Employee himself. In case of his/her death, it shall be payable to the nominee as per nomination or to the legal heir (s).

**9.5 The gratuity shall be calculated as under:-**

Last Pay drawn (Basic Pay plus DA) x 15 x No. of years of service divided by 26.

**9.6 The maximum amount of the Gratuity payable to the employee shall be Rs.20,00,000/Only (Amendment Act 2018 Notification 2018 dated 13 November 2018).**

**10.1 Family Accommodation:**

The allotment of family accommodation on campus is limited to married persons of the level of Lecturer and above to the extent of availability of residences. As the accommodation is limited hence the allotment shall be made on the basis of applications received and recommendations of the Administrative Officer and approval of the Vice Chancellor.

**10.2 Classification of Accommodation:**

- |   |   |
|---|---|
| (i) Professors, Associate Professors                            | Type A-1 (Three Bed Room Flat)                                |
| (ii) Assistant Professors<br>(Senior Grade, Grade-II & Grade-I) | Type A-2 (Two Bed Room Flat)                                  |
| (iii) For Non Teaching Staff                                    | To be decided by the<br>Management in terms and<br>conditions |

**10.3 Terms & Conditions for allotment of Faculty Accommodation:**

- (i) HRA would not be payable to the Allottee
- (ii) Free of cost of Electricity consumption up to 300 units (cumulative) to allottee of type A-1 accommodation.
- (iii) Free of cost of Electricity consumption up to 200 (cumulative) units to allottee of type A-2 accommodation.
- (iv) Payment of electricity charges in excess of the above limit shall be at the rate to be admissible from time to time.
- (v) Water charges will be payable as admissible from time to time.

10.4 Format of Letter of allotment is at appendix 'S'. The Letter will be issued by the Administrative Officer.