

**Institute for Studies in Industrial Development
(Services) Bye-laws**

Chapter - I

Preliminary

1. Short Title and Commencement

- 1) These Bye-laws may be called the Institute for Studies in Industrial Development (ISID) Services Bye-laws.
- 2) They shall be deemed to have come into force on the 9th day of September 2000.

2. Application

- 1) These Bye-laws shall apply to every employee of the Institute.
- 2) Notwithstanding anything contained in sub-clause (1), the Board of Governors may, by agreement with any employee, make such special provisions regarding his/her conditions of service as it considers necessary and thereupon these Bye-laws shall not apply to such employee to the extent to which the special provisions are inconsistent therewith.

3. Interpretation

In these Bye-laws, unless the context otherwise requires:-

- 1) “Institute” means Institute for Studies in Industrial Development (ISID).
- 2) “Board” means Board of Governors of the Institute.
- 3) “Chairman” means the Chairman of the Board of Governors of the Institute.
- 4) “Personnel Committee” means the Committee constituted by the Board of Governors under rule 13 (a) of the Memorandum of Association & Rules of the ISID to advise the Board on personnel matters.
- 5) “Finance Committee” means the Committee constituted by the Board of Governors under rule 13 (a) of the Memorandum of Association & Rules of the ISID to advise the Board on financial matters.
- 6) “Research Advisory Committee” means the committee constituted by the Board of Governors under rule 13 (a) of the Memorandum of Association & Rules of the ISID to advise the Board on academic matters.
- 7) “Director” means the Director of the Institute.
- 8) “Joint Director” means Joint Director of the Institute under the rule 13(b) of the Memorandum of Association & Rules of the Institute, to assist the Director on financial matters and he is required to undertake budgeting and

monitoring of the receipts and expenditure and to respond to various formal and technical queries.

- 9) “Faculty” means Professors, Associate Professors, Assistant Professors, Visiting Professors, Honorary Professors, Emeritus Professors and such other staff included in this category from time to time by the Board of Governors.
- 10) “Research Support Staff” means Technical Assistants, Research Associates/Assistants and any other staff included in this category from time to time.
- 11) “Non-academic Staff” means all those employees belonging to Administrative and Library Staff and any other support staff included under this category from time to time.
- 12) “Pay” means the salary admissible on the relevant date and includes special pay, personal pay, dearness allowance, CCA, HRA and transport allowance but shall not include any other allowance, fee or honorarium.
- 13) “Personal Pay” means additional pay granted to an employee to save him from a loss of substantive pay in respect of a permanent post, due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, and/or exceptional circumstances on personal consideration.
- 14) “Special Pay” means an addition in the nature of pay to the emoluments of the post or of an employee granted in consideration of the particularly arduous nature of duties, or a specific addition to work or responsibility.
- 15) “Substantive Pay” means the pay to which an employee is entitled on account of a post to which he/she has been appointed substantively or by means of his/her substantive position in a cadre, other than special pay or personal pay.
- 16) “Subsistence Allowance” means a monthly grant made to an employee who is not in receipt of pay or leave salary.
- 17) “Honorarium” means a payment granted to an employee as remuneration for work of an occasional or intermittent nature.
- 18) “Leave Salary” means salary drawn by an employee immediately before proceeding on leave.
- 19) “Employee” means a person serving the Institute in any post specified in the *First Schedule*.
- 20) “Permanent Post” means a post carrying a definite rate of pay sanctioned without any time limit.
- 21) “Temporary Post” means a post having sanction for a specific period.

- 22) "Foreign Service" means service for which an employee receives, with the approval of the Controlling Authority, his/her pay from any source other than the funds of the Institute, provided that Institute employees temporarily placed in sponsored projects shall not be treated on Foreign Service.
- 23) "Borrowed Employee" means an employee of any other organisation whose services are obtained by the Institute on loan.
- 24) "Probation" means the period of assessment of an employee's fitness for substantive appointment to a permanent post during the first year of his/her service prior to confirmation, which may be extended or curtailed at the discretion of the Appointing Authority.
- 25) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence to a permanent post to which he/she has been appointed substantively.
- 26) "Selection Committee" in respect of a post means the Committee of that name constituted in accordance with these regulations.
- 27) "Schedule" means a schedule to these Bye-laws.
- 28) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments to that post under Bye-law (8).
- 29) "Sanctioning Authority" means:-
 - in relation to posts in Grades I-V the Director;
 - in relation to posts in Grades VI-X the Board of Governors
- 30) "Controlling Authority" means:-
 - in relation to posts in Grades I -VI the Director;
 - in relation to posts in Grades VI-X, Board of Governors;

Provided that all words and expressions used but not defined in these Bye-laws and defined in the Memorandum of Association and Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

Chapter - II

Creation and Gradation of Posts

4. Grades and Categories of Posts

The posts under the Institute shall be of the grades and categories specified in the First Schedule. The strength of each category of posts therein shall be such as may be determined by the Board of Governors on the recommendations of the Personnel Committee from time to time.

Provided that in case of emergency, the Chairman may, on the recommendation of the Director, create posts other than faculty positions within the framework of the approved budget and authorise the Director to make appointments thereto on such terms and conditions as he may determine. Provided further that such posts shall not be valid for a period exceeding six months unless the concurrence of the Board of Governors is obtained for this purpose.

5. The posts under the Institute shall be divided into groups as specified in the First Schedule.

The Board of Governors may direct:-

- 1) the creation of any new grade or category of posts;
- 2) the abolition of any grade or category of posts; or
- 3) the transfer of any category of posts from one grade to another and thereupon the First Schedule shall stand amended in accordance with such direction.

6. Number and Duties of Posts

The Sanctioning Authority in relation to any category of posts shall have, subject to the superintendence of any higher authority, the power:-

- 1) to determine the number of posts in that category;
- 2) to create or abolish any post in that category;
- 3) to determine whether any post created in that category shall be temporary or permanent;
- 4) to specify the period for which a temporary post is created; and
- 5) to determine the duties attached to any post in that category.

Chapter - III

Recruitment and Appointment

7. General

- 1) The qualification for appointment to various posts in the Institute and the method of appointment, whether by selection, promotion or by getting any borrowed employee shall be determined by the Board of Governors on the recommendations of the Personnel Committee.
- 2) All appointments by selection shall be made on the basis of the recommendations of a Selection Committee duly constituted by the Director for posts in Grades I-V and the Board of Governors for posts in Grades VI-X.
- 3) The Selection Committee shall recommend names of persons found suitable for the posts in order of merit to the Appointing Authority.

8. Appointing Authority

Appointment to a post under the Institute shall be made :-

- 1) in the case of a post in Grades I to V by the Director;
- 2) in the case of a post in grades VI to X by the Director on the recommendations of the Selection Committee and with the approval of Board of Governors; and
- 3) in the case of a post of Director (XI) by the Board of Governors.

9. Methods of Recruitment

- 1) Recruitment to a post under the Institute may be made :-
 - i) by direct recruitment
 - ii) by promotions; or
 - iii) by appointment of a borrowed employee.
- 2) The Appointing Authority shall in each case determine the method by which a vacancy shall be filled.

10. Recruitment:

- 1) Criteria for constitution of Selection Committee shall be decided by the Board of Governors.
- 2) Appointments by direct recruitment shall be made on the basis of recommendations of the Selection Committee constituted for that purpose by Selection Committee duly constituted by the Director for posts in Grades I-V and the Board of Governors for posts in Grades VI-X.
- 3) Appointments by promotion shall be made on the basis of merit-cum-seniority in accordance with the procedure laid down by the Board of Governors for the purpose, and no employee shall have a right to be promoted to any vacant post.
- 4) The Board of Governors may invite at its discretion, eminent scholars to be Professors in the Institute on such terms and conditions as it may deem fit.

- 5) Notwithstanding anything contained in these Regulations regarding recruitment of staff, the Director shall have the power, with the prior approval of the Chairman to recruit persons to non-academic posts on deputation on terms and conditions mutually agreed upon between the Institute and the parent employers of the persons concerned. Provided that such deputation shall not normally last for a period exceeding **six** years.
- 6) The Board shall have the power to appoint, Visiting Professors from other Universities or Research Institutes and also to have Professors, Senior Fellows and Fellows in exchange on such conditions as may be laid down by the Board of Governors from time to time.
- 7) The Director shall be empowered to appoint legal advisor and/or engage lawyers in court cases relating to the Institute or its officers/employees in relation to their official duties etc.; and to fix retainership fee.

11. Fitness

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

- 1) He/she produce at his/her own cost a certificate of health in the prescribed form from a medical practitioner out of the panel approved by the Board.
- 2) No person may be appointed to any post unless the Appointing Authority is satisfied that he/she possesses good character and antecedents by two referees out of the four referees names to be given by the candidate with whom he/she has worked to know his/her professional competence.

Chapter-IV

Tenure and Conditions of Service

12. Application and Scope

- 1) Every person holding a post at the Institute on the commencement of these Regulations shall, on such commencement, be deemed to have been appointed under the provisions of these regulations.
- 2) Any matter relating to the conditions of service of any employee, for which no provision is made in these regulations, shall be governed by the rules framed by the Board of Governors from time to time.

13. Probation

- 1) Every person appointed to a post under the Institute after the commencement of these Bye-laws whether by promotion or by direct recruitment shall be on probation in such post for a period of one year; provided that the Appointing Authority may, in any individual case, extend the period of probation.
- 2) In case a person appointed on probation is found unsuitable for the post during the period of probation or he/she fails to complete the period of probation satisfactorily, the Competent Authority may before the period of his/her probation comes to an end, either terminate his/her appointment in that post or extend his/her period of probation for a further period not exceeding one year.
- 3) Every person appointed to a permanent post under the Institute by direct recruitment or by promotion shall, on satisfactorily completing his/her period of probation, be eligible for substantive appointment to that post.

14. Temporary and Permanent Service

- 1) An employee shall be a temporary employee of the Institute until he is appointed substantively to a permanent post under the Institute.
- 2) An employee appointed substantively to any permanent post under the Institute shall be a permanent employee of the Institute.

15. Confirmation

Every person appointed on a substantive post at the Institute shall, on satisfactorily completing his/her period of probation, be considered eligible for confirmation in that post. Confirmation shall be made by written order passed by the Appointing Authority in this behalf.

16. Termination of Service

- (1) The service of a temporary employee may be terminated by the Appointing Authority without assigning reasons:
 - a) During the period of probation following the first appointment, at any time without notice.
 - b) After such period of probation, at any time by a notice of one month in writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's pay.

- (2) without prejudice to the provisions of clause (a) the services of a temporary employee shall terminate:
 - i) If his appointment is made for a specified period on the expiry of such period;
 - ii) If his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.
- (3) The services of permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months pay if the post to which he is substantially appointed is abolished.
- (4) An employee who is given notice of termination of service under clause (3) may be granted during the period of notice such earned leave as may be admissible to him and where the leave so admissible and granted is more than three month's his services shall be terminated on the expiry of such leave.

17. Seniority

- 1) A person appointed in a higher cadre shall be deemed senior to one appointed in a lower cadre.
- 2) In the same cadre, a person appointed on a substantive basis will be deemed senior to one appointed on a term basis.
- 3) In the same cadre, seniority of an employee shall be determined according to the length of his/her continuous service in a substantive capacity in the cadre.
- 4) Provided that where more than one appointment to posts in a cadre have been made at the same time, and an order of preference or merit is indicated by the Selection Committee or by the Board of Governors, as the case may be, the seniority of the persons so appointed shall be governed by the order so indicated.

18. Temporary Services

- 1) An employee of the Institute who is not on probation or is not holding a substantive appointment shall be a temporary employee.
- 2) The services of a temporary employee may be terminated by the Appointing Authority on a notice of one month in writing from either side, or on payment of one month's pay and allowances in lieu of such notice.
- 3) Without prejudice to the provisions of Regulation 18(1) the services of a temporary employee shall terminate.
 - i) if his/her appointment is made for a specified period on the expiry of such period unless the appointment is extended for a further period; or
 - ii) if his/her appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.
 - iii) if he/she fails to resume duty on the expiry of the maximum period of leave granted to him/her and after his/her explanation, if any, in reply to a show cause notice, which should be given in all such cases, has been taken into account.

19. Superannuation/Retirement

- 1) The age of superannuation shall be the completion of the age of sixty years for non-academic staff and sixty-two years for academic staff as per the UGC norms.
- 2) Provided that an employee shall superannuate on the last day of the month in which he/she was born.
- 3) Notwithstanding anything contained in Regulation 19(1), an employee shall retire from the service of the Institute on his/her being declared medically unfit for service by a medical board to be designated by the Board of Governors in this behalf. In case of retirement on medical grounds, the Board of Governors, may in their discretion, allow availing of the balance of medical or earned leave to the credit of the concerned employee.

20. Re-employment:

- 1) Re-employment in service beyond the age of Superannuation may be allowed by the Board of Governors to faculty and staff members on such terms and conditions as it may deem proper in the interest of the Institute. Such re-employment shall not be made as a matter of right but on the basis of merit.
- 2) Re-employment of persons can be on remuneration in addition to his/her superannuation /pensionary benefits.

21. Resignation/Termination of Service

- 1) When a permanent employee resigns from service he/she shall give not less than three months notice or three months pay in lieu of such notice.
- 2) Provided that the Institute may waive the condition of notice in whole or in part at its discretion.

22. Lien

A permanent employee of the Institute shall hold a lien ordinarily for not more than two years, on the post substantively held by him in the Institute where he/she has been appointed by any other organisation through the Institute.

- 1) Unless in any case it be otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- 2) Unless his/her lien is suspended or transferred under Regulation 22(3) an employee holding substantively a permanent post retains a lien on that post:
 - a) while performing the duties of that post;
 - b) while on deputation or holding a temporary post, or officiating in another post;
 - c) while on leave;
 - d) while under suspension; and
 - e) while under training.
- 3) a) The Institute shall suspend the lien of an employee on a permanent post, which he/she holds substantively if he/she is appointed in a substantive capacity :

- i) to a permanent post outside the cadre on which it is borne; or
 - ii) provisionally to a post on which another employee would hold a lien had his/her lien not been suspended under this rule.
- b) The Institute, may at their option, suspend the lien of an employee on a permanent post which he/she holds substantively, if he is sent on deputation or in circumstances not covered by the above clause (a) of this rule, is transferred, whether in a substantive or officiating capacity to a post in another cadre, and if in any of those cases there is reason to believe that he/she will remain absent from the post on which he/she holds a lien for a period of not less than three years.
- 4) An employee's lien on a post may in no circumstances be terminated, even with his/her consent, if the result will be to leave him/her without a lien or a suspended lien upon a permanent post.

Chapter - V

Pay

23. Scales of Pay

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

24. Initial Pay

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

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

- 1) If the employee has been drawing a higher pay in any other substantive appointment under the Institute immediately before his/her appointment to such post, pay will be fixed under FR/UGC Rules;
- 2) If he/she has previously served in the same post or any other post under the Institute on the same or identical time-scale of pay, and was drawing a pay higher than the pay admissible to him/her under clause (1), he/she shall draw such higher pay and the period of his/her duty in such post on such pay shall also be counted for purpose of increment;
- 3) Fixation of pay of an employee in case of revision of pay scales from time to time shall be such that no case an employee will get less than what he/she was getting in the pre-revised pay scale in his/her substantive post; and

25. Increments

- 1) An increment shall be due from the first of the month in which it falls due.
- 2) The Board of Governors may in recognition of the exceptional merit of an employee sanction such additional increments to the employee as it may deem fit.

26. Service for Increments

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

- 1) duty in that post or in any other post of the same or higher grade, whether continuous or not;
- 2) duty in an equivalent or higher post in foreign service;
- 3) leave other than extra ordinary leave; and
- 4) if he/she has previously served in the same post or in any other post under the Institute on the same or identical time-scale of pay, and was drawing a pay higher than the pay admissible to him under clause (1) he/she shall draw such higher pay and the period of his/her duty in such post on such pay shall also be counted for purpose of increment.

Provided that the Sanctioning Authority may direct that extraordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

27. Pay during Leave

- 1) An employee on casual leave or compensatory leave or quarantine leave shall draw pay as on duty.
- 2) An employee on earned leave, commuted leave, maternity leave or leave granted under proviso to Bye-law, shall draw pay at the average rate of pay drawn by him/her during the twelve months immediately preceding the commencement of the leave, or substantive pay whichever is more.
- 3) An employee on leave on half pay shall draw pay at half the average rate of pay drawn by him/her during the twelve months immediately preceding the commencement of the leave.
- 4) An employee on study leave shall draw pay at such rate as may be specified by the Board of Governors.
- 5) No pay shall be admissible to an employee on extraordinary leave.
- 6) An employee shall draw leave salary equivalent the pay drawn by him immediately before proceeding on earned leave.

28. Pay during Suspension

An employee under suspension shall, during the period of suspension, draw pay at half the rate admissible immediately before the commencement of the suspension.

29. Special Pay and Personal Pay, Honorarium and Fee

The Board of Governors may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

30. Drawal of Pay

- 1) An employee shall be entitled to the pay of the post to which he/she is appointed from the date on which he/she assumes charge of the post.
- 2) The pay and allowances to the employees of the Institute shall be payable on the last working day of the month to which they relate, except for the month of March, which shall, be payable on the first working day of April.
- 3) An employee resigning from the service of the Institute without the notice prescribed by the Bye-law shall not, unless the Controlling Authority directs otherwise, be allowed to draw pay due but not drawn.
- 4) Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.

31. Research Projects and Consultancy Assignments

- 1) Unless expressly provided otherwise in these Bye-laws, an employee of the Institute shall in no case accept any work/project or assignment carrying any remuneration, honorarium, retainerhip, consultancy etc., from any source unless permitted in writing by the Director on the conditions prescribed by the Board of Governors, which are as follows :
 - i) In projects where the sponsoring agencies provide in the project budget an honorarium to the Project Directors in addition to the actual cost of

the project including Institute overheads, the honorarium provided in the project budget should be shared between the Institute and the faculty members working as Project Directors. The project director shall have to pay the Institute one third of the honorarium.

- ii) In the case of consultancy assignments providing a lump-sum fee payable to the Institute for the conduct of a study not bringing direct academic credit or output with authorship to individuals undertaking them, the surplus over the total of all expenditure incurred on the project (including notional cost of time spent by faculty and other Institute staff engaged in the projects and Institute overhead, may be shared between the Institute and faculty members assigned the work in the proportion of 1 : 2.
- iii) In any individual project the honorarium payable to Project Directors shall not exceed 15 per cent of the project budget.
- iv) In any particular year no faculty member shall be paid an honorarium in excess of one third of his/her total salary.
(This limit will be applicable only to the individuals share of the honorarium and will not include the Institute's share).
- v) This clause shall not apply to remuneration received for (a) delivering talks, lectures, writing papers for seminars, workshops, etc.; (b) undertaking examinership in Universities and other organisations and for setting papers; and (c) participating in official meetings of Central and State Governments and other public organisations as invitees.
- vi) Members of the administrative staff of the Institute may be granted, or permitted by the Director to accept, an honorarium as remuneration for extra work which is occasional in character and is either arduous or of special nature.

Chapter - VI

Allowances

32. Kinds of Allowances

The following allowances shall be admissible to an employee in accordance with the provisions of this chapter.

- 1) Dearness Allowance;
- 2) City Compensatory Allowance;
- 3) House Rent Allowances;
- 4) Leave Journey Allowance;
- 5) Travelling & Daily allowances;
- 6) Transport Allowance; and
- 7) Overtime Allowance.

33. Dearness Allowance

Dearness allowance shall be admissible at the rates of the Central Government and will be subject to such conditions as prescribed by it.

34. City Compensatory Allowance

City Compensatory Allowance shall be admissible to an employee serving at Delhi or New Delhi at the rates prescribed by the Central Government in various pay ranges.

35. House Rent Allowance

House Rent Allowance shall be admissible to an employee serving at Delhi or New Delhi at the rates prescribed by the Central Government.

36. Allowance during Suspension

An employee under suspension shall, during the period of suspension, draw house rent allowance admissible to him/her under Bye-law (35) and dearness allowance at half the rate admissible under Bye-law (33) and city compensatory allowance at the rate of admissible to him/her under Bye-law (34) immediately before the suspension.

Provided that the house rent allowance and the city compensatory allowance shall not be admissible unless the employee resided at the Headquarters of the Institute for substantial part of the month for which it is claimed.

37. Allowance during the Leave

1) House rent allowance and city compensatory allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:-

- a) During casual leave, compensatory leave or quarantine leave, the same as on duty.
- b) During leave with allowance for the first four months, the same as he was drawing immediately preceding the commencement of leave.

Provided that the city compensatory allowance shall not be admissible unless the employee resided at the Headquarters of the Institute for not less than half

of the month for which it is claimed, and in the case of house rent allowance he continues to actually incur the expenditure.

- a) Dearness allowance may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowance during leave will be based on the leave salary actually drawn.
- b) During study leave dearness allowance, house rent allowance and city compensatory allowance, whether in India or abroad will be regulated by the Board of Governors by special orders.

38. Leave Journey Allowance

Leave journey allowance shall be admissible to an employee in accordance with the provisions of the Institute's rules.

39. Travelling Allowance

Travelling allowance for journeys performed by an employee on duty outside India shall be such as may be determined in each case by the Board of Governors.

40. Daily Allowances

Daily allowances for each day of absence of an employee from the headquarters of the Institute on duty within India and outside India shall be admissible in accordance with the provisions of the Institute's rules.

41. Transport Allowance

Employees of the Institute are entitled for Transport Allowance at the rates as applicable to the Central Government Staff.

42. Overtime Allowance

The payment of over time allowance for extra work shall be allowed under prescribed conditions for specific categories of employees as per the ISID Rules.

43. Drawal of Allowances

- 1) Dearness allowance, city compensatory allowance and house rent allowance admissible to an employee for any month shall be payable with his/her pay;
- 2) Leave journey allowance shall be paid in accordance with the provisions of the Central Government rules;
- 3) Travelling allowance and daily allowance shall ordinarily be payable on the return of the employee to his/her headquarters;
Provided that the Director may sanction payment in advance of such sum as he/she deems fit towards such allowance; and
- 4) An employee resigning from the service of the Institute without the notice prescribed by Bye-law (21) shall not, unless the Controlling Authority directs otherwise, be allowed to draw the allowances due but not drawn.

Chapter - VII

Facilities

44. Medical Facilities

- 1) The employees of the Institute are covered under the Group Medi-claim Policy for insurance coverage of Rs. 2,00,000/- for his/her family consisting of self, spouse and two dependent children.
- 2) In addition, each employee will be allowed to get reimbursement of medical expenses for self and dependent family members to the extent of Rs. 10,000/- per annum for medicines, consultation fee and investigation charges for normal ailments which do not require hospitalisation.
- 3) Further, the Board also approved the reimbursement of such medical expenses, which necessitate hospitalisation but require constant medication, repeated investigation and frequent consultation with specialists, to the staff by the Director, over and above the limit of Rs. 10,000/-, on the recommendations of Committee consisting of the One Faculty Member, One Staff Members and *Finance Officer*, who will also be the Convenor.

Provided that payment be made only on production of certificate and receipt from a registered medical practitioner or physician or surgeon of Government Hospitals as may be, duly supported by cash memos for the purchase of medicines.

Chapter - VIII

Leave

45. Extent of Application

Leave is earned by duty only. For the purpose of this regulation a period spent in foreign service counts as duty, if contribution towards leave salary is paid on account of such period.

46. Sanctioning Authority

- 1) The Sanctioning Authority for earned/medical leave to employees shall be the Director in relation to Group I to V staff and the Chairman in the case of the Director.
- 2) The Sanctioning Authority for Study Leave and Extra-ordinary leave of over 3 months shall be the Board of Governors.

Provided where exigencies of the situation so demand, the Director with the approval of the Chairman of the Board, may grant study leave or extra-ordinary leave subject to the approval of the Board of Governors.

General Conditions of leave

Leave cannot be claimed as a matter of right. When the exigencies of Institute work so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it without assigning any reasons for the same.

- 1) Sundays and closed holidays may be prefixed or suffixed to the leave.
- 2) An employee on leave shall not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority which granted him the leave.
- 3) Absence without leave not in continuation of any authorised leave will constitute an interruption of service unless it is regularised by the sanctioning authority.
- 4) Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

48. Effect of Dismissal, Removal or Resignation on Leave at Credit

- 1) Except as provided in regulation (36) and this regulation, any claim to leave to the credit of an employee, who is dismissed or removed or who resigns from service, ceases from the date of order of dismissal or removal or from the date when his/her resignation is accepted.
- 2) Where an employee applies for another post under the Government of India, State Government or any University or Institute and if such application is forwarded through proper channel and the applicant is required to resign his/her post before taking up the new one, such resignation shall not result in the lapse of the leave to his/her credit.
- 3) An employee, who is dismissed or removed from service and is reinstated on appeal, shall be entitled to count for leave on the basis of his/her service prior to dismissal or removal, as the case may be.

49. 1) No leave shall be granted to an employee beyond the date of his/her retirement, or the date of his/her final cessation of duties, or the date of his/her resignation from service.

- 2) Where an employee retires on superannuation, the Institute shall pay cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his/her retirement, subject to a maximum of 300 days.
- 3) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attaining the age of superannuation while under suspension or while disciplinary proceeding is pending against him/her. On conclusion of the proceedings, he/she may be granted cash equivalent of earned leave, if the authority competent to grant it thinks it just and proper.
- 4) In case an employee dies while in service, the cash equivalent of leave salary in respect of earned leave to a maximum of 300 days, shall be paid to his/her nominee or his/her heirs.
- 5) An employee who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted cash equivalent of leave salary in respect of earned leave due and admissible, on the date of his/her invalidation from service upto a maximum of 300 days.
- 6) The cash equivalent of leave salary shall be calculated on the basis of pay plus dearness allowance. No other allowances (e.g. house rent and city compensatory allowances) shall be payable.

50. Combination of different kinds of leave

- 1) Except as otherwise provided in these Bye-laws, any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.
- 2) Casual leave shall not be combined with any other kind of leave admissible under these rules.

51. Conversion of leave

- 1) At the request of an employee, the authority which granted him/her leave may convert it retrospectively into leave of a different kind which was due and admissible to him/her at the time the leave was granted, but the employee cannot claim such conversion as a matter of right.
- 2) The conversion of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him/her in excess shall be recovered or any arrears due to him/her shall be paid.

52. Leave Account

The Institute shall maintain leave account for each employee in a prescribed form.

53. Leave not to be granted in certain circumstances

- 1) Leave may not be granted to an employee against whom disciplinary proceeding is pending.
- 2) Leave shall not be granted to an employee under suspension.

54. Types of Leave

The following kinds of leave shall be admissible to an employee of the Institute:

- 1) Casual Leave
- 2) Special Casual Leave
- 3) Compensatory Leave
- 4) Quarantine Leave
- 5) Earned Leave
- 6) Medical Leave
- 7) Leave on Half Pay
- 8) Extra-ordinary Leave
- 9) Study Leave
- 10) Duty Leave
- 11) Maternity Leave
- 12) Paternity Leave

55. Casual Leave

An employee may be granted casual leave of not more than 3 days at a time and of not more than 8 days in a calendar year.

- 1) Casual leave shall not be accumulated.
- 2) Casual leave may not be combined with regular leave of any kind.
- 3) Half day's casual leave may also be granted.

56. Special Casual Leave

- 1) An employee on consolidated salary shall be allowed special casual leave at the rate of 1/22 of the period on duty. He will not be entitled to any kind of leave.

Special Casual Leave to undergo Sterilisation Operation

- 1) An employee of the Institute who undergoes sterilisation operation under the Family Planning Scheme is entitled to avail six days special casual Leave for male employee and 14 days for female employees to enable him/her to take some rest after the operation.

The Board of Governors in the meeting held onagreed that the Institute employees who undergo sterilisation after having two surviving children may be granted a special increment in the form of personal pay not to be absorbed in future increase in pay either in the same post or on promotion to higher posts. The rate of personal pay is equal to the amount of the next increment due at the time of grant of the concession and remains fixed during the entire service. In the case of persons drawing pay at the maximum, the rate of personal pay would be equal to the amount of the increment last drawn.

57. Compensatory Leave

- 1) An employee required to perform duties on a Sunday or a closed holiday at the Headquarters shall be eligible for compensatory leave for a corresponding number of days. (Non-executives only)
Provided that compensatory leave shall not be granted to an employee for more than three days at a time and shall not be carried forward to the next calendar year.

58. Quarantine Leave

An employee may, on production of a Quarantine Certificate from a Medical or Public Health Officer, be granted quarantine leave for such period, not exceeding 30 days, as may in each case be necessary.

59. Earned Leave

- 1) The leave account of every employee shall be credited with earned leave in advance in two instalments of 15 days each on the first day of January and July of every calendar year.
- 2) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed the maximum limit of 300 days.
- 3) For periods less than six months, leave shall be credited at the rate of two and a half days for each completed calendar month of service.
- 4) The maximum earned leave that may be granted at a time shall be 180 days.
- 5) Earned leave may be granted for a period exceeding 180 days in the case of higher study, training, research and academic assignments or leave on medical certificate or when the entire leave so granted or any portion is spent outside India.

60. Leave on Medical Certificate

- 1) An employee may be granted leave on medical certificate not exceeding twelve months on full average pay during his/her entire service. Such leave shall be given only on production of a medical certificate from a registered medical practitioner defining as clearly as possible the nature and probable duration of illness.

Provided that when the maximum period of twelve months is exhausted, the Board of Governors may, in exceptional cases, grant further leave not exceeding six months in all during the entire service on production of a medical certificate from a medical officer as may be specified by the Board. Such leave shall be on half average pay.

- 2) No leave may be granted under this Regulation, unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.
- 3) Leave on medical certificate shall be limited to a maximum of three months at a time on the certification of a registered medical practitioner. When the duration of the leave on medical certificate exceeds three months, the authority competent to grant leave may require certification by a specified medical officer.
- 4) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting any specified medical officer to have the applicant medically examined at the earliest possible date.

61. Leave on Half Pay

- 1) An employee shall be eligible for leave on half pay for 20 days for each completed year of his/her service.

- 2) An employee may be granted leave on half pay on a certificate of sickness from a medical practitioner approved by the Personnel Committee in this behalf.
Under Services Bye-law (60) the existing practice of accepting certificates of sickness for leave by any registered medical practitioner may continue, the Director will have the discretion to ask for a medical certificate from any other hospital at the employee's cost.
- 3) Leave on half pay on a certificate of sickness commuted to leave on average pay for a period not exceeding half the period of leave due on half pay. The leave account of the employee will be debited for twice the period of such commuted leave.
- 4) Half Pay Leave shall be allowed to be commuted during the entire service where such leave is utilised:
 - i) up to a maximum of 90 days if utilised for an approved course of study.
 - ii) up to a maximum of 60 days for a female employee if it is in continuation of maternity leave.
- 5) In case of death in harness, the cash equivalent of the leave salary that the deceased employee would have got had he/she gone on earned leave on the date of death shall be given to his/her family subject to a maximum leave salary for 180 days. Such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

62. Extra-ordinary Leave

- 1) The Board of Governors may, grant Extra-ordinary leave to an employee:
 - i) when no other leave is admissible;
 - ii) when other leave is admissible, but the employee applies in writing for the grant of extra-ordinary leave.
- 2) The Board of Governors may grant to an employee extra-ordinary leave to hold an appointment or a fellowship under a Government or a University or a Research Institute or other similar important institutions, if in the opinion of the Board of Governors, such leave does not prejudice the interests of the Institute.
- 3) Extra-ordinary leave can be granted only to an employee who has been confirmed in the post held by him/her and has served the Institute for a period of at least two years.
Provided the Board of Governors may grant exemption for the requirement of two years service in some exceptional cases.
- 4) Extra-ordinary leave may be granted for a maximum period of five years during the whole service and not more than three years at a time except when an employee is elected or nominated to Parliament or the State Legislature. In all cases of nomination or election to the Parliament or State Legislature, the employee concerned will be required to proceed on leave.

Provided that any subsequent spell of extra-ordinary leave shall not be granted until after the expiry of (i) five years after return from a previous spell of extra-ordinary leave if the period of such leave was one year or more; (ii) three years after return from a previous spell of extra-ordinary if the period of such leave was less than one year.

Provided further that the condition of five/three years gap between two spells of extra-ordinary leave may not be applied in the case of employees who proceed on extra-ordinary leave upto one month.

63. Study Leave

- 1) Study leave may be granted to an employee to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or technical subject having a direct and close connection with the sphere of his/her study.
- 2) Study leave may also be granted for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage to the Institute and is related to the sphere of duties of the employee.
- 3) Study leave shall not be granted unless it is certified by the authority competent to grant leave that the proposed course of study or training shall be definite advantage from the point of view of Institute's interest.
- 4) Study leave shall not ordinarily be granted to an employee (i) who has rendered less than 3 years service in the Institute (ii) who is due to retire or has the option to retire, from the service of the Institute within two years of the date on which he is expected to return to duty after the expiry of the leave.
- 5) Study leave shall not be granted to an employee with such frequency as to remove him from contact with his/her regular work or to cause cadre difficulties owing to his/her absence on leave.
- 6) An employee granted study leave under provision of the Bye-law will be required to execute a bond for serving the Institute for a minimum period of three years after his/her return from study leave. The salary during the period may be regulated with reference to the Government of India Rules in this matter.

64. Leave on Duty (Academic Leave)

The members of the faculty may be granted 'duty leave' up to 12 days in a calendar year for attending to academic work not connected with the official duties of the Institute, such as, attending conferences, congresses, symposia and seminars, meetings of the board of studies of universities, selection committees, delivering lectures at sister professional or academic institutions etc., and the leave is termed as "Academic Leave" or "Duty Leave".

65. Maternity Leave

- 1) A female employee with less than two surviving children of the Institute may be granted maternity leave for a period of 135 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 2) Maternity leave may also be granted in case of miscarriage, including abortion, subject to the following conditions.
 - a) the leave does not exceed 45 days; and
 - b) the application for the leave is supported by medical certificate as laid down in Regulation 60.

- 3) Maternity leave may be combined with leave of any other kind (except casual leave), but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- 4) Maternity leave shall not be debited to the leave account.

66. Paternity Leave

Male employee of the Institute with less than two reviving children is eligible for 15 days paternity leave during his wife's confinement. Paternity leave may be combined with any other kind of leave except casual leave and the leave will not be debited leave account.

Chapter - IX

Retirement & Other Benefits

67 Contributory Provident Fund

An employee other than a borrowed employee shall be entitled to the benefits of the Contributory Provident Fund of the Institute subject to and in accordance with the provisions in the *Schedule*.

68 Gratuity

- 1) A permanent employee who has completed five years' qualifying service and whose service under the Institute is terminated under Clause (3) of bye-law (16) or who retires under sub-clause (i) and (ii) of bye-law (19) may be paid a gratuity equal to one half of the emoluments of the employee for each completed year of his/her qualifying service.
- 2) If a permanent employee who has completed five years qualifying service dies while in the service of the Institute, such member or members of his/her family as may have been nominated by him/her in this behalf in the manner prescribed by the Director, may be granted gratuity equal to one half of the emoluments of the employee for each completed year of his/her qualifying service, subject to a minimum of 33 times the emoluments at the time of his/her death.
- 3) The amount of gratuity admissible under clauses (1) and (2) shall in no case exceed 16½ times the emoluments of the employee or Rs. 3,50,000/- whichever is less.
- 4) For the purpose of this bye-law :-
 - i) 'emoluments' means the monthly pay to which the employee may be entitled at the time of termination of his/her service or his/her retirement or his/her death, as the case may be.
 - ii) 'qualifying service' means continuous service under the Institute as a permanent employee or as a temporary employee.
 - iii) 'family' should not include relations other than the wife husband, children or parents of the employee.

69. Group Saving Linked Insurance Scheme for the Employees of ISID

The Institute has adopted the Group Savings Linked Insurance Scheme introduced by the Life Insurance Corporation of India which provides for:-

- i) Higher life insurance cover;
- ii) Regular savings; and
- iii) Attractive return.

The Insurance granted is on a graded pattern as shown below :-

Category	Pay Scale	Pay Scale	Premium cover proposed (Rs.)	Monthly premium Payable (Rs.)
A	Basic Pay of Rs. 3700 & above	Basic Pay of Rs. 12000 & above	2,00,000	200.00
B	Basic Pay of Rs. 2200 & above	Basic Pay of Rs. 8000 & above	1,40,000	140.00
C	Basic Pay of Rs. 1400 & above	Basic Pay of Rs. 5000 & above	90,000	90.00
D	Basic Pay below Rs. 950	Basic Pay below Rs. 3050	50,000	50.00

The scheme is effective from 01-07-2006 and from that day onwards the employees are covered under the scheme and contributions are recoverable from their salary.

The scheme is applicable to the existing employees and any employee joining ISID after this date would be covered only from next anniversary. The details of category wise premium will be as under.

Category	Amount of Insurance Cover	Mly. Risk Covering Premium	Mly. Saving Portion	Total Mly. Premium
A	2,00,000	70.00	130.00	200.00
B	1,40,000	49.00	91.00	140.00
C	90,000	31.50	58.50	90.00
D	50,000	17.50	32.50	50.00

The monthly contribution collected by the LIC will comprise an average monthly premium for life insurance coverage plus twice of that monthly average premium towards saving portion. The saving portion will be accumulated with the LIC at an attractive rate of interest. In the event of unfortunate death of a member covered under the scheme, the dependants shall be entitled to the life insurance benefit as applicable to the members category plus the amount accumulated with interest in the saving fund account of the member. In case of survival upto the normal retirement date or early withdrawal by resignation or termination of services, the total accumulated amount with interest lying to the credit of the member in the saving fund account shall be payable to the employee concerned.

Chapter - X

Conduct and Discipline

70. Conduct

- 1) Every employee shall at all times maintain absolute integrity, devotion to duty; shall abide by and comply with the rules and regulations of the Institute and all orders and directions of the superior authority. He/she shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the course of discharging his/her duties.
- 2) Every employee shall endeavour to promote the interests of the Institute and shall not act in any manner prejudicial thereto.
 - a) No employee shall enter into or contract a marriage with a person having a spouse living; and
 - b) No employee having a spouse living shall enter into or contract a marriage with any person.
- 3) No employee shall absent himself/herself from his/her duties without the permission of the Controlling Authority.
- 4) No employee shall absent himself/herself from his/her Headquarters overnight without obtaining permission for leaving station from the controlling authority.
- 5) The following acts and omissions will amount to misconduct.
 - a) Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
 - b) Theft, fraud, or dishonesty in connection with the Institute business or property;
 - c) Unethical professional behaviour;
 - d) Acts subversive of discipline-riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline;
 - e) Habitual late attendance without reasonable cause;
 - f) Negligence or neglect of work or duty;
 - g) Habitual absence without permission and overstaying leave; and
 - h) Conviction by a criminal court.

71. Penalties

The following penalties may, for good and sufficient reason be imposed on an employee:

1) Minor Penalties

- a) Censure;
- b) Withholding of promotion;
- c) Recovery from pay of whole or part of any pecuniary loss caused by an employee to the Institute by negligence or breach of orders; and
- d) Withholding of increments of pay.

2) Major Penalties

- a) Reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the employee will earn increments during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing future increments of his pay;

- b) Reduction to a lower time-scale of pay, grade or post which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post from which he/she was reduced, with or without further directions regarding conditions of restoration to the grade or post from which the employee was reduced and his/her seniority and pay on such restoration to that grade or post;
 - c) Compulsory retirement;
 - d) Removal from service which shall not be a disqualification for further employment; and
 - e) Dismissal from service, which shall be a disqualification for future employment.
- Provided that in all cases of compulsory retirement, removal or dismissal from service no prior notice or payment in lieu thereof will be required to be given.

72. Authority to impose a penalty

The Appointing Authority may impose on an employee any of the penalties specified in regulation 70.

73. Procedure for imposing penalties

- 1) No order imposing any penalty on an employee shall be passed, except after:
 - a) The employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he/she may wish to make; and
 - b) Such representation, if any, is taken into consideration by the authority imposing the penalty.
- 2) In the case of a major penalty, the employee shall have the right to ask for a personal hearing or enquiry. No order imposing such a penalty shall be passed except after the desired enquiry has been held and an opportunity has been given to the employee to make any representation against the penalty proposed to be awarded in the light of the findings of the enquiry officer and the disciplinary authority conclusions thereon.

74. Suspension

- 1) An employee of the Institute may be placed under suspension if
 - i) he/she has been refused bail and has been sentenced to prison on a criminal charge being prosecuted against him/her;
 - ii) on the basis of prima facie evidence available against him/her the controlling authority has good reason to believe that the employee has been guilty of gross misconduct or of bribery or corruption, which, if proved, would lead to his/her dismissal or removal.
- 2) In all cases where there are reasons to believe that the employee, if allowed to continue in active service, might attempt to tamper with the evidence or hamper the prosecution or enquiry he/she should be required to proceed on leave as may be due to him/her or if there is not enough leave to his/her credit, on extraordinary leave. If he/she refuses to proceed on leave he/she may be suspended.

Provided that the order of suspension shall cease at the end of six weeks of its operation unless the employee has in the meantime been communicated the charges on which the enquiry was contemplated.

75. 1) An employee under suspension shall be entitled to the following payments:
- a) A subsistence allowance equal to the leave salary which the employee would have drawn if he/she had been on leave on half average pay or on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.
 - b) Any other compensatory allowances admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawal of such allowances.
 - c) Provided that where the period of suspension exceeds six months the authority which made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows:
 - d) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the Institute's employee.
- 2) No payment under sub-rule (1) shall be made unless the employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation, and has not earned remuneration therefor during the period under suspension.

76. Special provision regarding Borrowed Employee

- 1) Where an order or suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.
- 2) In the light of the findings of the disciplinary proceedings taken against such employee :
 - a) If the authority imposing the penalty is of the opinion that any of the penalties specified in regulation 70 should be imposed on him/her it shall re-place his/her services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
 - b) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him, it may, after consultation with the lending authority, pass such orders on the case as it deems necessary. Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be re-placed at the disposal of the lending authority.

Chapter - XI

Appeals and Review

77. Appellate authorities

An appeal shall lie from any original order made by :

- a) the Director to the Chairman; and
- b) the Chairman to the Board of Governors.

78. Period of limitation for Appeals

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

79. Form, contents and submission of appeals

- 1) Every employee preferring an appeal shall do so separately and in his/her own name.
- 2) The appeal shall be addressed to the Appellate Authority and shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- 3) Every appeal shall be submitted to the Director who shall, unless he/she is himself/herself the appellate authority transmit it to the Appellate Authority.

80. Consideration of appeals

The Appellate Authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity for making any representation, which he/she may wish to make against such enhanced penalty.

81. Review

The Board of Governors may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case.

Provided that an order imposing an enhanced penalty shall not be passed unless the person concerned has been given an opportunity of making any representation, which he may wish to make against such enhanced penalty.

- 82.** The Board of Governors shall make appropriate regulations in respect of any matter not specifically provided for in these Regulations.

83. Orders on Re-Instatement

Where an employee who has been dismissed or suspended, is reinstated, the authority reinstating him/her shall make an order specifying:-

- 1) whether the employee may draw for the period of his/her absence from duty any pay and allowances in addition to the pay and allowances admissible under bye-laws (28) and (36).
- 2) whether such period may be treated as duty for all or any purpose.

Chapter - XIV

Miscellaneous

84. Special provision for existing employees

Every person holding a post under the Institute at the date of commencement of these Bye-laws shall, on such commencement, be deemed to have been appointed under the provisions of these Bye-laws to the corresponding post in the First Schedule to be specified wherever necessary by the Director, and shall draw the pay drawn by him/her immediately before such commencement.

85. Authentication

All orders and decisions of the Board of Governors and of the Sub- Committees shall be authenticated by the signature of the Director or by such other authority as may be specified by the Board of Governors in this behalf.

86. Holidays, working days and working hours

The Institute shall observe such holidays, working days and working hours as are observed by the Secretariat of the Government of India located in Delhi and such other holidays, working days and working hours as may be determined by the Board of Governors.

87. Service books and character rolls

- 1) The Institute shall maintain a service book and a character roll of each employee in such form and setting out such particulars as may be prescribed by the Board of Governors.
- 2) The entries in the service book of an employee shall be made by the Controlling Authority.
- 3) The entries in the character roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Controlling Authority with his/her remarks.

88. Residuary conditions of service

Any matter relating to the conditions of service of an employee for which no provision is made in these Bye-laws shall be determined by the Board of Governors.

89. Empowering Director to approve of increased dearness allowance and other allowances to the staff of the Institute

The Board of Governors in its meeting held on December 10, 1996, the Director of the Institute is authorised to take decision in the light of the Central Government orders on matters concerning dearness allowance and other allowances where the Institute has already decided to follow the Government's practice. Such decisions are in due course reported to the Board of Governors for their ex-post-facto approval.

90. Application of UGC conditions to Institute Academic Staff

In pursuance of the decision of the Board of Governors in the 3rd meeting held on September 27, 1988 the Institute shall follow UGC pay scales for the academic staff.

91. Power to Relax

Notwithstanding anything contained in these Bye-laws, the Board of Governors may, in the case of any employee, relax any of the provisions of these Bye-laws to relieve him/her of any undue hardship arising from the operation of such provisions, or in the interest of the Institute.

92. Removal of doubts

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these Bye-laws, the decision of the Board of Governors thereon shall be final.

**Institute for Studies in Industrial Development
New Delhi**

FIRST SCHEDULE

Schedule of Posts and Pay Scales

SN.	Position	Pay Scale	Grade
1	Director	(25,000/- Basic Pay)	
2	Professors	(16,400-450-20,900-500-22,400)	X
3	Registrar	(16,400-450-20,900-500-22,400)	X
4	Associate Professors	(12,000-420-18,300)	IX
5	System Analyst	(12,000-420-18,300)	
6	Estate Officer	(12,000-420-18,300)	
7	Assistant Professors (Senior Scale)	(10,000-325-15,200)	VIII
8	Finance Officer	(10,000-325-15,200)	
9	Programmer (Senior Scale)	(10,000-325-15,200)	
10	Assistant Professors	(8,000-275-13,500)	VII
11	Librarian/Documentation Officer	(8,000-275-13,500)	
12	Technical Officer	(8,000-275-13,500)	
13	Protocol Officer	(8,000-275-13,500)	
14	Media Designer	(6,500-200-9,000)	VI
15	Building Caretaker/Supervisor	(6,500-200-9,000)	
16	Accounts Officer	(6,500-200-9,000)	
17	P.S. to Director	(6,500-200-9,000)	
18	Programmer (Junior Scale)	(6,500-200-9,000)	
19	Research Associates	(5,500-175-9,000)	V
20	Asstt. Librarian	(5,500-175-9,000)	
21	Personal Assistant	(5,500-175-9,000)	
22	Admn. Assistant	(5,500-175-9,000)	
23	Office Assistant	(5,500-175-9,000)	
24	Accounts Assistant	(5,500-175-9,000)	
25	Sr. Library/Doc. Assistant	(5,000-150-8,000)	IV
26	AV Specialist	(5,000-150-8,000)	
27	Editing & Composing Asstt.	(5,000-150-8,000)	
28	Cameraperson	(5,000-150-8,000)	
29	Electrical Supervisor	(5,000-150-8,000)	
30	Service Supervisor	(5,000-150-8,000)	
31	Fire Fighting System Operator	(5,000-150-8,000)	
32	Library/Documentation Assistant	(4,000-100-6,000)	III
33	Data Processing Assistant	(4,000-100-6,000)	
34	Publication & Editorial Asstt.	(4,000-100-6,000)	
35	Electrician	(4,000-100-6,000)	
36	Receptionist	(4,000-100-6,000)	
37	Staff Car Driver (senior)	(4,000-100-6,000)	
38	Staff Car Driver	(3,050-75-4,590)	
39	Plumber	(2,550-55-3,200)	I
40	Mason	(2,550-55-3,200)	
41	Maintenance Library Assistants	(2,550-55-3,200)	
42	Machine Operators	(2,550-55-3,200)	
43	Maintenance Assistants	(2,550-55-3,200)	