CHAPTER 9
MI SCELLANEOUS MATTERS

9.1 ADVANCES

The Institute grants the following advances to its employees, on the same terms and conditions as in the Central Government.

(i) Interest free advances

(1) **Advance of TA on transfer/retirement**: The amount of the advance depends on the status/salary of the employee as per Govt. of India rules on the subject.

(2) **Festival Advance**: The advance is admissible to the employees whose basic pay does not exceed Rs.8300/- per month. Amount of the advance is Rs.1500/- and is recoverable in not more than 10 monthly instalments. The advance is admissible only once in a financial year.

(3) **LTC Advance**: The amount of the advance depends upon the status/salary of the employee concerned as per Govt. of India Rules. The advance is adjusted on submission of LTC bills.

(4) **Advance in connection with the medical treatment**: The advance is admissible to the employees themselves or their spouse/dependents who are required to undergo indoor treatment. The amount depends upon the estimated expenditure worked out by the Hospital. The advance is recoverable from medical reimbursement bill in lump-sum.

(ii) Interest bearing advances

(1) **Advance for purchase of Conveyance**: The amount depends upon the nature of the vehicle to be purchased and whether the vehicle is new or old. The amount of advance and eligibility are given as under:
<table>
<thead>
<tr>
<th></th>
<th>Interest</th>
<th>Max. number of Instalments in which the advance is to be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(a) Car Advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility for Motor Car</td>
<td>Basic pay Rs.10,500/- per month or more</td>
<td>13%</td>
</tr>
<tr>
<td><strong>Amount of advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For first occasion</td>
<td>* Rs.1,80,000/-</td>
<td>*Rs.1,00,000/-</td>
</tr>
<tr>
<td>For second or subsequent occasion</td>
<td>* Rs.1,60,000/-</td>
<td>*Rs.50,000/-</td>
</tr>
<tr>
<td><strong>(b) Motor Cycle/ Scooter Advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility for Motor Cycle/Scooter/Moped</td>
<td>Basic pay Rs.4,600/- per month or more</td>
<td>9.5%</td>
</tr>
<tr>
<td><strong>Amount of advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For first occasion</td>
<td>*Rs.30,000/-</td>
<td>*Rs.12,000/-</td>
</tr>
<tr>
<td>For second or subsequent occasion</td>
<td>*Rs.24,000/-</td>
<td>*Rs.10,000/-</td>
</tr>
<tr>
<td><strong>(c) Bicycle Advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility for Bicycle Advance</td>
<td>Basic pay not exceeding Rs.5,000 per month</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Amount of advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Rs.1500/-</td>
<td></td>
</tr>
<tr>
<td><strong>(2) House Building Advance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The amount of advance depends upon the salary of the employee concerned subject to conditions prescribed for it. The maximum amount is Rs.7.50 lacs. The advance is subject to various rates of simple interest from the first instalment and is calculated on the balance outstanding on the last day of each month. The entire amount of</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
advance with interest is repayable in the maximum period of 20 years, i.e. 180 monthly instalments for principal amount and 60 monthly instalments for principal for interest. The Govt. of India rules are followed for this purpose.

9.2 BENEFIT SCHEMES

9.2.1 Benevolent Fund Scheme

The Institute has formulated ‘Benevolent Fund Scheme’ which is in force w.e.f. 1st January, 1991. The Scheme aims at providing outright grant to the legal heir of members of faculty, supporting staff and students who unfortunately die due to an accident while on duty or while pursuing studies at the institute.

The details of the scheme are given in Annexure 9.1.

9.2.2 Group Savings Linked Insurance Scheme

A Group Insurance Linked Savings Fund Scheme is in operation at the Institute since 1.1.1992. The salient features of this Scheme are given in Annexure 9.2.

9.2.3 Employees Co-operative Thrift & Credit Society

Thrift and Credit Society has been registered with the Registrar of Workcharged/Cooperative Societies. Its membership is open to all regular employees of the Institute. The main functions of the Society is to grant loans to the needy persons subject to limits prescribed in the bye-laws of the Society and attract savings from the members on payment of interest.

The intending member is to fill in an application form available with the Society office located on the mezzanine floor in the Administrative block. The cost of the share is Rs.10/- and the minimum number of shares to be purchased by a member is 10. The intending member is to deposit Rs. 215/- (Share money Rs. 100/- Compulsory deposit Rs. 100/-, Welfare deposit Rs.10/- Admission fee Rs.2/- and Pass Book charges Rs.3/-).

9.2.4 IITD Staff Welfare Scheme

The scheme has been operational since May 1975. All permanent members of the Institute are eligible for membership. Those who apply for membership and subscribe to the funds of the Scheme are considered as members. The scope of Scheme is to provide financial assistance to staff enrolled as members of the scheme to meet their immediate needs and to provide for other facilities as may be approved by the executive committee from time to time.
The funds of the scheme are built-up from the following sources:

i) Contribution from members.

ii) Contribution from examiners.

iii) Contribution by the staff of the Institute out of consultation fees and royalties from patents and books etc.

iv) Any grant from the Institute.

v) Proceeds from charity shows etc.

vi) Donations and benefactions from any other sources.

9.2.5 Welfare Scheme to aid the Family of a deceased member

This scheme functions as a part of the IIT Staff Welfare Scheme. Any permanent employees of the Institute can become member of the Scheme. But it is compulsory for him/her to become member of both the scheme as viz. IIT Staff Welfare Scheme and Welfare Scheme to aid the family of a deceased member. There is no membership for this scheme but every member gives an undertaking that as and when death of a member takes place, the DR(Accounts) may deduct Rs.20/- from his/her salary for the financial help to the family of a deceased member.

9.3 HOSPITAL SERVICES

The Institute has a 14 bed hospital which provides indoor and out-patient medical facilities for the students, members of the staff and their families round the clock. A well equipped Dental Clinic, an X-ray Unit, a Physiotherapy Unit and a Pathological laboratory are maintained by the Hospital.

The Hospital has a team of Medical Officers including lady doctors, homeopathic doctor and is under the charge of a Chief Medical Officer. It has a team of paramedical staff. The Hospital is also visited on a part-time basis by medical specialists from the All India Institute of Medical Sciences (AIIMS), Safdarjang Hospital and others.

A team from the Family Planning Association of India, R.K. Puram Branch, visits the Institute hospital thrice a month as a part of a child and maternity-welfare programme wherein immunization (such as DPT Vaccination, Oral polio vaccination and Vit. A concentrated oral drops, etc.) is carried out.
Medical Attendance, Treatment and Reimbursement

The Board of Governors at its 135th meeting held on 2.3.2001 vide BG Resolution No.BG/15/2001 approved the Medical Attendance, Treatment and Reimbursement rules given at Annexure 9.3 for implementation at the institutes w.e.f. 30.5.2001.

Scheme for Medical Benefits after Retirement

1. This Scheme will be a part of the service conditions of employees. All employees will thus join the scheme on joining the institute and will continue in it till retirement.

2. A compulsory monthly contribution is to be paid by all entitled classes of serving IIT employees, including hostel staff and work charged employees, during their entire service, as indicated below:

   a) Faculty, equivalent academic staff and Group ‘A’ officers Rs.150/-
   b) Group ‘B’ Rs.100/-
   c) Group ‘C’ Rs.70/-
   d) Group ‘D’ Rs.40/-

   “The subscription will be reviewed every three years by a committee constituted by the Director and representing all sections of the IIT community. The committee should take into consideration any substantial changes in the pay structure/cost of treatment“.

3. If both husband and wife are employed in IIT Delhi, the contribution will be recovered from only one of them whose pay is higher. The recovery of contribution will be effected through monthly salary bill. It is recoverable during the period of duty, suspension and leave.

4. In order to be eligible for availing medical facilities after retirement, an employee must have paid the monthly contribution for a minimum period of 20 years.

5. All medical facilities as approved by BOG from time to time for serving employees will also be available to the retired employees and their eligible dependents.

6. The beneficiaries staying far away from the IIT Campus may get tests and OPD treatment at Institute Hospital, Govt. Hospitals and AIIMS and when necessary at other recognized hospitals. Cases which need specialized diagnosis or sophisticated treatment may be referred by the Chief Medical to outside hospitals for special consultation/investigations/surgery and indoor treatment.
7. The retired employees residing in cities other than Delhi can get the treatment in a Government/State Hospital and they will be reimbursed as per the prevailing norms approved by the Board of Governors from time to time. The term ‘Government Hospital’ would include any Hospital of a State Government/Government Departments such as Railways, Atomic Energy Commission etc., as also Hospitals of the Public Sector Undertakings.

8. In non-emergency cases, when advised hospitalization by the Government/recognized Hospitals, the retired employees staying outside Delhi will send zerox copies of the case to CMO IIT Delhi for his information and record.

9. A check list of documents required to be submitted to IIT, will be prepared and circulated to all the retired employees to facilitate reimbursement.

10. Any change in the reimbursement rules, announced by the Government of India from time to time, will be incorporated in the scheme with due approval of the Board of Governors.

11. If an employee dies during service, his/her eligible dependents will have the option to continue in the scheme after paying the monthly contribution as was being paid by the deceased employee for the remaining period of his service.

12. The retired employees not opting for availing the OPD facilities in Hospitals referred in Para 6 above, will be entitled to a monthly medical allowance of Rs.200/-.

13. No refund of the subscribed amount will be permissible under any circumstances.

14. In case of medical emergency, the rules as applicable to the serving employees should apply.

15. All reimbursement claims should be sent to Registrar, IIT Delhi who will acknowledge the same. An Acknowledgement Card with the following information may be used for the purpose.

   - Name of Employee.
   - Employee’s Code.
   - Total amount of bills.
   - Date of receipt of bills.

Registrar will ensure that the claims are processed within a fortnight. Any objections should be communicated to the claimant within two weeks.

16. When the spouse of a staff member is employed in a State/Central Govt./another autonomous/Corporate body, he/she can choose to claim the medical facilities
either from the Institute from the spouse's employer by declaring the same through a joint communique.

17. Since the employees who have retired/are going to retire in next few years would not have paid the monthly contribution as will be paid by the serving employees, they will pay a lumpsum amount equal to 20 years contribution. The period for which an employee has paid the monthly contribution before retirement would be reduced from this 20 year period. Director, IIT Delhi may, in special circumstances, allow payment of the lumpsum contribution in two or three Installments.

9.4 GUEST HOUSES

In order to provide accommodation to the faculty members of other IITs, Educational Institutions, Student's guardians etc. the Institute runs two guest houses - Main Guest House and Faculty Guest House. The request for accommodation is made to the Professor-in-Charge (Guest Houses), who, subject to availability, notifies the reservation of accommodation.

Accommodation in the Main Guest House is provided to VIPs like Directors of other IITs, Vice-Chancellors and Heads of Educational institutions. Accommodation in Faculty Guest House is for faculty and officers visiting Delhi for official work in the IIT or outside the IIT.

NALANDA GUEST HOUSE

The guests coming to stay at the Nalanda Guest houses fall into four categories:


Category B : Official visitor for sponsored/consultancy project, Official participant for departmental activity (Workshop/Seminar etc.), for any other purpose with the prior approval of competent authority.

Category C : Guest of Institute faculty/staff, Visitors from other IITs for official non-IITD work, Visitor on official request by MHRD/Govt. and Public Sector Organisations, Visitor from sister Organisations (education or research), Alumni (ex-student) (through Alumni Association), Parent of student (maximum two days) (exceptional, through Dean of Students), Any other with prior approval of Competent Authority.

Category D : Visitor from Industry (Public and Private) for discussion/visit to IIT Delhi, Visitor for non-official work but connected to IIT system; for any other purpose with the prior approval of the competent authority.
ROOM CHARGES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AC DOUBLE BED ROOM</th>
<th>AC SINGLE BED ROOM</th>
<th>NON - AC DOUBLE BED ROOM</th>
<th>NON - AC TWIN SHARING</th>
<th>NON - AC SINGLE BED ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>260</td>
<td>230</td>
<td>200</td>
<td>-</td>
<td>170</td>
</tr>
<tr>
<td>B</td>
<td>260</td>
<td>230</td>
<td>200</td>
<td>170 + 170</td>
<td>170</td>
</tr>
<tr>
<td>C</td>
<td>330</td>
<td>300</td>
<td>260</td>
<td>-</td>
<td>230</td>
</tr>
<tr>
<td>D</td>
<td>700</td>
<td>600</td>
<td>600</td>
<td>-</td>
<td>500</td>
</tr>
</tbody>
</table>

MAIN GUEST HOUSE

The guests coming to stay at the Main Guest houses fall into two categories:

**Category A:**

**Official Institute Visitor**

(a) Directors/Deputy Director/Deans/BOG Members.

(b) Foreign/Collaboration Visitors (Professors & Scientists) (attach approval by Director).

(c) Former Directors/Former BOG Members.

(d) Important Guest of Director/Chairman BOG.

(e) Selection Committee Members.

(f) Any other with the prior approval of competent authority.

**Category D:**

(a) Senior Participants for Departmental Activity (meeting/workshop/seminar etc.

(b) Senior Visitor for ongoing Sponsored /Consultancy project.

(c) Senior Visitor from Industry (Public/Private) for interaction/discussion/visit to IITD.

(d) Senior Officer from organization connected to IITD system on non official work.

(e) Any other with prior approval of competent authority.
### ROOM CHARGES

<table>
<thead>
<tr>
<th>Category</th>
<th>OLD WING</th>
<th></th>
<th>NEW WING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Double Bed Room</td>
<td>Single Bed Room</td>
<td>Double Bed Room</td>
<td>Single Bed Room</td>
</tr>
<tr>
<td>A</td>
<td>260</td>
<td>230</td>
<td>260</td>
<td>230</td>
</tr>
<tr>
<td>D</td>
<td>1000</td>
<td>900</td>
<td>700</td>
<td>600</td>
</tr>
</tbody>
</table>

### 9.5 Policy for Hiring of Halls

1. The Halls will normally not be booked during the following periods for any activity.
   
   (a) During minor tests and major tests and one day before and after these tests.
   
   (b) One week before Convocation Day.

2. The Halls can be booked during working days/holidays for the following:
   
   (a) Institute activities
   
   (b) Academic related events (registration, lectures, workshops, seminars, conferences etc of Departments/Centres of IITD.
   
   (c) Student activities approved by various Boards of student activities.

3. The Halls can be booked after office hours or on holidays for the following:
   
   (a) Non-academic events of Departments/Centres/Units of IITD and other recognised bodies of IITD.
   
   (b) Academic related events (workshop, seminar, conference etc.) of non-HTD organizations associated with IIT Delhi (including MoU organizations).
   
   (c) Professional activity of non-IITD organisation associated with IITD (recommended by Head of Deptt./Centre).
   
   (d) Lectures of general interest (approved by DD(F)/Director).

4. The Halls will not be booked for:
   
   (a) Commercial and business activities (including general body meetings).
   
   (b) Cultural activities of non-IITD organizations.
   
   (c) School functions of non-IITD organizations.
5. For all events organized by non-IITD organizations Ground (Opposite Library & Adjacent to Elect. Engg.) would be compulsorily booked for parking/meals, irrespective of such a request being made by the organizer.

6. Foyer can be booked only for display, registration and serving tea with light snacks. For heavy tea and meals, ground earmarked by Estate will be used. No cooking is allowed in academic area.

7. The hiring charges of the Ground, earmarked by Estate for events organized in Dogra Hall, be retained at the present level of Rs. 10,000/-. However, for events organized in Seminar Hall these charges be reduced to Rs.5,000/- (for events of IITD or non-IITD organizations).

9.6 OVER TIME ALLOWANCE (OTA) AND HONORARIUM

9.6.1 OVER TIME ALLOWANCE (OTA) AND HONORARIUM FROM INSTITUTE FUNDS

The rules for payment of OTA/Honorarium have been notified vide IITD/CDN/OTA/40/2002/276 dated 9.5.2002. These are as under:-

The following will be the authorities to sanction Overtime Allowance (OTA):-

<table>
<thead>
<tr>
<th>Sanctioning Authority</th>
<th>Budget Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Group <code>B', </code>C' &amp; `D' staff working in Departments/Centres</td>
<td>- Respective HoD/ HoC</td>
</tr>
<tr>
<td>b) All staff working in Central Administration including Hospital, Security, Transport.</td>
<td>- Registrar</td>
</tr>
<tr>
<td>c) All staff of Estate and Works</td>
<td>- Chairman, E&amp;W</td>
</tr>
<tr>
<td>d) All staff working in Hostel Organisation.</td>
<td>- Dean of Students</td>
</tr>
</tbody>
</table>

The following guidlines will be observed for putting up cases for payment of OTA/Honorarium:-

1. Whenever possible, Compensatory Leave be granted in lieu of the OTA. Prior approval of the Competent Authority should, however, be taken to sanction the Compensatory Leave.
2. An OTA/Honorarium Register will be kept in each Department/Centre/Section/Unit and any OTA/Honorarium bill sent to the Accounts Section shall be entered in that Register.

3. Honorarium out of the Institute funds will be paid under exceptional circumstances only. The Competent Authority to pay Honorarium from Institute funds, if absolutely essential, is the Deputy Director (Admn.) who will discuss all cases of payment of Honorarium in the Four-members Committee.

4. Honorarium/OTA for IRD work will be regulated in terms of BG/21/93. The authority to pay the Honorarium/OTA from IRD funds will rest with Dean/Associate Dean, IRD, who will approve the same on the recommendations of PIs and respective Heads of Departments/Centres.

9.6.2 Payment of OTA etc. for work of Sponsored Projects, Consultancy and other Projects in the Institute

1. The institute receives funds under Non-Plan, Plan, Thrust Areas, Modernization and other schemes of MHRD; research projects sponsored by outside agencies; consultancy; testing; charges for services and facilities provided by the Institute; and collaborative projects etc.

2. All work (administrative, secretarial, store, technical etc.) connected with the functioning of the Institute, irrespective of the source of funding, is normal Institute work, which may be assigned to an Institute employee by a supervisor authorized to do so.

3. To cope with the quantum of work, Institute may appoint, from time to time, temporary staff on projects against approved posts or by pooling together the funds of more than one project on the recommendation of the concerned PIs and HOD/HOC. All such staff will supplement the Institute staff in carrying out the work with the understanding that such staff will take up the project work to which they are appointed on a priority basis. Staff appointed on the projects will be governed by the terms and conditions of their appointment.

4. If the work load in a Department/Centre/Unit increases to a level where extra hours are considered necessary, the Institute staff entitled for OTA may be asked to carry out work outside the normal working hours. For such work, he/she will be paid OTA as per approved rates, or as per unit rates specified in approved schemes, from the project or Institute funds, as appropriate in each case.
It may further be noted that —

(a) All OTA be charged to department/projects as applicable and no payment will be made by IRD either for store work or to supporting staff.

(b) The OTA records will be maintained as per Institute rule and PI/Consultant/HOD/HOC would certify that the work was done after office hours and prior information was provided to the office.

NOTE: Group A officers at the Institute - Administrative, Academic and Technical are not entitled for OTA or honorarium in lieu of OTA for work pertaining to research projects and consultancy work. They are however, allowed honorarium from the element of `Fee' provision in the consultancy.

2. The staff specifically appointed to work whole-time in research and consultancy projects shall not be allowed any OTA/honorarium for work pertaining to their project.

9.7 INCENTIVES TO THE EMPLOYEES OF THE INSTITUTE (OTHER THAN FACULTY AND SCIENTIFIC/DESIGN STAFF - GROUP A) FOR ACQUIRING HIGHER QUALIFICATIONS AFTER JOINING THE INSTITUTE SERVICE (effective from 15.4.1989)

Institute gives lump sum incentives to its employees (other than Faculty and Scientific/Design Staff - Group A) for acquiring higher qualifications after joining the Institute, as per details given in Annexure-9.4.

(i) The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.

(ii) The incentive will not be admissible if the employee is sponsored or he/she availed of study leave for acquiring the qualifications.

(iii) The incentive will not be available if the appointment is made in relaxation of educational qualifications and the employee acquires such qualifications at a later date.

(iv) The qualifications meriting grant of Incentive should be recognized by a University, Deemed University, All India Council of Technical of Electronic, Board etc. recognized by the Government.

(v) The acquisition of the qualifications should be directly related to the functions of the post held by him/her or to the functions to be performed in the next higher post.

(vi) No stepping up of pay shall be allowed in the case of juniors by virtue of drawing more pay under the scheme of advance increments.
9.8 SCHEME TO PROVIDE INCENTIVES TO THOSE GROUP `B’, `C’ & `D’ EMPLOYEES WHO ARE PERFORMING EXCEEDINGLY WELL

Preamble
1. IIT Delhi has declared the year 1997 as the year of Human Resources Development. As a part of this initiative, a Scheme to provide incentives and recognition to such Group ‘B’, ‘C’ & ‘D’ employees who perform their duty and service to the Institute beyond the normal call of duty with exemplary, exceptional sustained devotion and commitment has been formulated.

Applicability
2. The Scheme shall be applicable to regular staff members belonging to Group ‘B’ ‘C’ & ‘D’ (as defined under R&CD) Scheme of the Institute.

Award/Reward (Option)
3. a) A certificate alongwith citation for the Award, and a Cash award of Rupees One thousand only each.
   b) This will be an added factor, for consideration of contractual employment after superannuation.

Method of Giving Award/Reward
4. Once in a calendar year, on 26th January of the subsequent year or on any other suitable day.

Nominations
5. a) A maximum of only one nomination from each Group ‘B’, ‘C’ & ‘D’ may be made based on internal evaluation by Department/Centre/Section, on a prescribed performa, after due consideration within the Department/Centre/Section through appropriate forums.
   b) A person once awarded may be nominated again only after a gap of 3 years.

Institute Level Committee for Processing Nominations
6. An Institute Level Committee (ILC) consisting of five members (with one of them designated as Chairman by the Director) shall be constituted on or around October every year. Out of these atleast two shall be faculty members not holding any
administrative position (e.g. Deans, HODs), one Administrative Officer and President, IITEU (Ex-officio). The maximum tenure of any Member shall be two years. At the end of every year, two members shall retire.

**Processing of Nominations**

7. a) All nominations on the prescribed proforma may be sent by the Head of Deptt./Centres/Sections to the Chairman, ILC by 10th January every year.

   b) The Committee shall meet during the third week of January in a year to consider all nominations.

   c) The Committee shall send its recommendations to the Director by 20th January every year.

**Broad guidelines for ILC for processing of Nominations**

8. a) The nominee should belong to the eligible category and his nomination on the prescribed proforma should have been received through proper channel only.

   b) The entire performance of a nominee during the service at the Institute and in particular over the past five years immediately preceding the date of nomination of the award, may be considered.

   c) Besides the CRs for five years, special consideration be given to Attendance, Punctuality, Sincerity, Devotion to Duty and Overall behaviour with staff/students/colleagues/supervisors.

   d) Detailed citation of any or some or all of the following may be considered as to how and in what way the contribution of the nominee has:

      a) Improved the functioning of the Institute.

      b) Helped others in the same Deptt./Section.

      c) Helped Institute in achieving economy.

      d) Helped (i) Students (ii) Staff (iii) Faculty (iv) Community.

      e) Any other.

   e) The Committee may seek any information/details/clarifications regarding any nominee from any one in the Institute.
f) For guiding the performance, the comparison be made among the nominees within a particular group.

g) The Committee may make up to a maximum of seven nominations (two each from group ‘B’ & ‘C’ and three from Group ‘D’) in a year.

Review

The Scheme may be reviewed after a period of five years (is currently under review).
PROFORMA FOR NOMINATION OF GROUP ‘B’, ‘C’ & ‘D’ EMPLOYEES WHO ARE PERFORMING EXCEEDINGLY WELL.

1. (a) Employee Code No. .................................................................
    (b) Name .................................................................
    (c) Designation.................................................................
    (d) Department/Centre/Section............................................

2. Details of present nature of job assigned to the Nominee in the Deptt./Centre/Section.

3. Nature of meritorious work (Give specific information with evidence of this work) as not being part of his normal duties/responsibilities. Is it beyond the call of duty?

   Also please elaborate:

   How the work has -

   a. Enhanced the prestige of the Institute.
   b. Improved the functioning of the Institute.
   c. Helped others in the same Deptt./Section.
   d. Helped Institute economically.
   e. Helped, (i) Students, (ii) Staff, (iii) Faculty, (iv) Community
   f. Any other.

4. Details of service at the institute:

<table>
<thead>
<tr>
<th>Deptt./Centre/Section</th>
<th>From</th>
<th>To</th>
<th>Designation</th>
<th>Nature of work assigned</th>
</tr>
</thead>
</table>

Has any Statutory Penalty/Adverse Remarks/recordable Warning been communicated during the entire service at the Institute/If yes, details thereof.

Overall recommendation of Deptt./Centre/Section based on internal evaluation.

Signature of HOD(C/S)
9.9 RULES FOR PART-TIME REGISTRATION IN THE INSTITUTE/ PERMISSION TO REGISTER FOR A DEGREE/ DIPLOMA BY CORRESPONDENCE COURSES/ ATTENDING COURSES AFTER OFFICE HOURS FOR TECHNICAL, MINISTERIAL SUPPORTING STAFF AND ADMINISTRATIVE OFFICERS

1. Part-Time Registration for various Courses within the Institute.
   1. The staff member must have spent a minimum of five years in the Institute and should be a permanent employee before his/her request for part-time registration for M.Tech./MBA/Ph.D. is considered.
   2. He/She must satisfy the minimum eligibility criteria laid down by the Department/Centre for part-time registration.
   3. Part-time registration can only be allowed if the Head of the concerned Department Centre/Section/Unit/Cell certifies that this will not adversely affect the day-to-day discharge of his/her responsibilities.
   4. The courses for which part-time registration is desired must be related to his/her duties and responsibilities.
   5. A staff member can avail of facility of part-time registration in the Institute only twice during his/her entire service and there should be a gap of minimum five years between the end of first registration period and the beginning of second registration period.
   6. The staff member must serve the Institute for a period of minimum three years after availing of the facility of part-time registration in the Institute.

II. Permission to Register for a Degree/ Diploma by Correspondence Courses.
   1. Permission can be granted to any staff member of the Institute for this purpose provided Head of Department/Centre/Section/Unit/Cell certifies that this will not in any way affect the discharge of his/her duties.
   2. He/She will have to apply for leave of the kind due if he/she is to go out of station in connection with his/her correspondence studies.

III. Permission to register for a Degree/ Diploma in Institutions located in and around Delhi.
   1. If this requires attending classes during office hours or leaving the office one to two hours before the close of the office hours, rules as applicable to part-time registration for various courses within the Institute will apply.
2. In case it does not involve leaving the office early, permission can be granted to any staff member for this purpose provided Head of Department/Centre/Section/Unit certifies that this will not in any way affect the discharge of his/her duties.

Granting of permission for any one of the above purposes does not automatically entitle a staff member to avail of leave of the kind due.

The Heads of Deptts./Centres/Sections/Units/Cells are requested to kindly bring the contents of these rules to the notice of their respective Staff members.

The above Rules supersede all the earlier notifications on this subject.

9.10 SECURITY

The Security Unit of the Institute is headed by the Security Officer who is assisted by a team consisting of Assistant Security Officers, Sr.Security Inspectors, One Fire Inspector, Security Inspectors and Security Guards. Apart from this, Security Guards are hired from the private Security Agencies. The Unit works round the clock, on Sundays and Holidays.

The security personnel are engaged in manning the different security posts in the Institute and their job is to provide effective security cover for men and material of the Institute and ensure that security measures are strictly adhered to. The Unit also has a Fire Section which takes care of the Fire Prevention and maintenance of Fire Fighting equipments. It also conducts Fire Fighting Training. Apart from the Security, the unit maintains a close liaison with police and fire departments of Delhi Administration.

9.10.1 Use of Loudspeakers in the Campus

As per the directions of Hon’ble High Court of Delhi and the provisions of the Delhi Police Act, the following procedure is adopted for use of loudspeaker by the residents of the campus of the Institute:

1. No Cone-Speakers and Public Address system shall be used in the campus from 10.00 p.m. to 6.00 a.m.

2. Prior written permission for use of loudspeaker for any function, including religious functions, between 6.00 a.m. to 10.00 p.m. should be obtained from the Registrar.

3. The level of sound should be kept low.

The violation of this procedure may lead to suitable action on the part of Institute/Prosecution by the Police Authority.
9.11 CENTRAL VIGILANCE COMMISSION

The jurisdiction of the Central Vigilance Commission in the matters of IIT Delhi has been accepted by the Board of Governors. The Chairman, Board of Governors is authorized to appoint either the Registrar or any one of the Professors of the Institute, as may be recommended by the Director, as Chief Vigilance Officer at the Institute in accordance with the procedure prescribed for the purpose by the Central Vigilance Commission.

9.11.1 Legal Defence

Whenever an Officer of the Institute is sued by the employees/students/others in a Court of Law for his actions taken in the discharge of his official duties, his legal defence is arranged by the Institute at Institute expenses.

9.11.2 Legal Matters

The Registrar is authorized to exercise such powers and perform such duties in regard to any litigation to which the Board of Governors/or the Chairman, Board of Governors, may be a party and to sign all documents and power of attorney on their behalf, in his capacity as Secretary of the Board.

The Deputy/Assistant Registrar (Legal) has been delegated the powers and responsibilities for representing the institute and the Director in all the litigations to which the Institute and/or the Director may be a party and to sign all documents and power of attorney on their behalf.

Further (i) the Deputy/Assistant Registrar (Legal) is generally authorized to execute all legal documents, contracts and agreements, for and on behalf of the institute after due approval of the same by the competent authority, and (ii) the Deputy/Assistant Registrar shall not be personally liable in respect of any thing under such legal documents, contracts/agreements.

Note 1: Head of IRD Unit has been delegated powers to sign agreements on behalf of IIT for Research Projects, consultancy jobs and collaborative deals with Indian & International organizations.

Detailed Guidelines for handling legal cases and obtaining legal advice are at Annexure 9.5.
9.12 FACILITIES

9.12.1 Schools

JNU, NCERT and IIT Delhi have built the primary schools in their own campus. These primary schools are treated as branch schools and feeder school to Higher Secondary School built in JNU Campus (Kendriya Vidyalaya).

The Kendriya Vidyalaya has been built on a 20 acre plot allotted free of cost by JNU. The actual cost of furniture, equipment and maintenance of the school building is shared equally by JNU, IIT and NCERT.

First preference in the matter of admission in the primary schools is given to the children of the employees of the respective Institutes. First preference in the matter of admission to Higher Secondary school is given to the children of the employees of the three Institutions.

9.12.2 Children’s Educational Allowance

The Board of Governors have accepted the recommendations of the Finance Committee to make applicable the Central Government rules for providing (i) Educational Allowance for the children of the employees studying at outstations, and (ii) reimbursement of tuition fees to the employees in respect of their children, in accordance with the Government of India rules issued from time to time.

9.13 PUNCTUALITY

Need for maintaining discipline and punctuality in attending office and being available at the place of duty during scheduled working hours on the part of all employees of the institute has been stressed from time to time.

(i) The attendance register, except for the personal office of the officers, may be maintained by the supervisory officers, at the level of the Superintendent or equivalent. They should mark the daily attendance, as per latest punctuality circular and submit it daily to the next higher officer (Branch Officer or equivalent).

(ii) The next officer (Branch Officer or equivalent) should monitor the implementation in respect of the latest punctuality circular atleast once in a week.

(iii) The officer next in the line (controlling officer of the level of Registrar/HOD, Dean etc.) should monitor the punctuality/attendance at random.
(iv) A report about the monitoring should be presented to ECS by the controlling officers at 3 monthly intervals i.e. its regular meetings.

The timing of the Institute are from 8.45 a.m. to 5.30 p.m. with 45 minutes lunch break from 1.00 p.m. to 1.45 p.m.

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Office timings and Lunch Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (a) Academic, Scientific, Technical &amp; Supporting Staff in the Deptt./Centres and Institute’s Laboratories and Workshops</td>
<td>8.0 a.m. to 5 p.m. with lunch break from 1200 noon to 1.00 p.m.</td>
</tr>
<tr>
<td>(b) Administrative &amp; other staff</td>
<td>8.45 a.m. to 5.30 p.m. with 45 minutes lunch break from 1.00 p.m. to 1.45 p.m.</td>
</tr>
</tbody>
</table>

However, where some staff members are required to come at 8.00 a.m. or 1.00 p.m. because of the classes starting at these timings on a particular day, the timings for such staff are notified separately under the arrangements of the concerned Department/Center and a copy of the same is sent to Assistant Registrar (CDN) for record.

All staff members should report for duty in the Institute at 8.00 a.m./8.45 a.m. sharp, as the case may be and mark their attendance in the Attendance register. Likewise they should sign the attendance register at 5.00 p.m./5.30 p.m. while leaving the Institute at the end of the day.

They shall remain present at their seats throughout the working hours. If and when it becomes necessary for any staff member to leave place of his/her duty for more than a few minutes he/she must inform about his/her whereabouts to the Section incharge.

Late comers should indicate the time of their arrival in the attendance register.

Staff employed on essential services/shift duties will continue to follow the existing timings/duty roster/ as decided by their Heads of Departments/Centres/Sections/Units/Programmes concerned.

9.14 CIRCULATION OF DECISIONS TO OTHER IITs

Decisions taken at the meetings of the Board of Governors and the Senate of each IIT be circulated to the other IITs for up-to-date information.
9.14.1 Decisions of IIT Directors

1. **Staff benefits**

   Directors have reiterated that “the matters relating to extension of any benefit to staff should first be discussed in the Directors’ meeting for a common decision before implementation.”

2. **Procedure for conduct of Directors’ meetings**

   (i) Only those items may be included in the agenda of the Directors’ meeting which have been communicated under the signature of the Director/Deputy Director of an Institute. In case of an item being forwarded by the Registrar of an Institute, he should specifically mention that the inclusion of the item has the approval of the Director/Deputy Director of the Institute.”

   (ii) Whenever an item is desired to be placed before the Directors, the sponsoring IIT will send a complete note on the subject to the Directors’ Sectt., well in time. Simultaneously copies thereof, will be sent to all the Directors with a request that relevant information on the subject for respective IIT may be sent to the Director’s Sectt. , so that the same is incorporated in the agenda note to be placed before the meeting.

   (iii) Where an amendment to the Statutes, Rules or Scheme is proposed by an IIT, the note should invariably be accompanied by a comparative statement in three column format stating the existing provision, the proposed amendment and the justification for the amendment.

   (iv) Each IIT will send a copy of the Minutes of the meetings of its Board of Governors and Finance Committee to other IITs. Each Institute will arrange scanning of the minutes so that decisions of common interest are brought to the notice of the authorities.”

3. **Supply of Minutes of the Committees appointed by the Directors to the Coordination Committee of IIT Unions/Associations**

   “Directors have observed that it would not be desirable to supply the unions/Coordination Committee of the IITs, the recommendations of the Committees appointed by the Directors, which are meant only for the consideration of the Directors. However, to enable the employees to give their reaction in the matters pertaining to them, relevant extracts of the decisions of the Directors may be made available to the local Unions for comments before they are submitted to the Board of Governors of the respective Institute for decision.”
4. **TA/DA to the participant members of the Coordination Committee for attending the meeting**

The members of the Coordination Committee, limited to three members from each IIT, and Convener may be allowed to attend up to one meeting in a calendar year to discuss the issues of common interest. For this meeting, the members concerned may be treated on duty for which they may be paid TA/DA as per rules. In addition, special leave may be granted to the members of the Coordination Committee and Convener to attend up to one meeting of Coordination Committee in a calendar year. The Convener would, however, inform well in advance the Director of his Institute about the agenda, date of meeting, etc. and take his approval.

5. **Boarding & Lodging Charges for staff visiting other IITs**

“In general, the staff members of the IITs visiting other IITs on inter-IIT work may be provided free lodging facilities and they may be required to bear the boarding charges themselves. This will also be applicable to the members of the Coordination Committee when they are invited to meet the Directors at a particular IIT in connection with the matters relating to the employees of the IITs.”

6. **Forwarding of Applications of staff members under bond**

The application may be forwarded when a staff member agrees to pay the Bond amount.

7. **Mechanism for expeditious implementation of the Directors’ recommendations, involving financial implications, after the meeting**

“In order to cut delays in the implementation of the recommendations/decisions of the Directors’ meetings which require the approval of Finance Committee and the Board of each Institute, Directors feel that there was a need for a mechanism to be evolved whereby such decisions can be formally approved and implemented expeditiously. It was, therefore, proposed that after the minutes of Directors’ meeting are finalized, the first IIT to have its Finance Committee and Board meeting may obtain the approval of Finance Committee/Board and circulate the agenda note and minutes placed before its Board to other IITs, who may obtain the approval of the Chairman of the Board on behalf of respective Finance Committee/Board of Governors.

8. **Action on the communications received from other Ministries and Govt. Departments**

Directors have suggested that IITs would initiate action only on those communications from other ministries and Govt. Departments which have been
duly endorsed by the Ministry of HRD to the IITs with specific endorsement as to the action to be taken thereon.

9. **Financial Assistance to other IITs for organizing conferences**

IITs should contribute only towards workshops/seminars which are jointly sponsored by IITs.

9.15 **BROAD POLICY FOR CONSIDERATION OF REQUESTS FOR EMPLOYMENT OF SUPERANNUATED GROUP B&C STAFF MEMBERS ON A CONSOLIDATED AMOUNT**

Before consideration of any such requests, all efforts should be made for reallocation/adjustment of work within the Section/Deptt/Centre and if the same is not feasible then the possibility of transfer of a person from some other Section/Deptt/Centre should be explored and only if all these possibilities are not feasible, a request for re-employment of a superannuated staff member on contractual basis giving full justification with criticality of the need/requirement could be made by the concerned Section/Deptt/Centre. The person proposed to be employed should have at least 6 Very Good and 2 Outstanding CRS during the preceding 8 years of his superannuation and without any warning/penalty.
## ANNEXURES

### CHAPTER 9

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</tr>
</thead>
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</tr>
</tbody>
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ANNEXURE 9.1
(Refers 9.2.1)

BENEVOLENT FUND SCHEME
(As approved by the Board of Governors).

1. **TITLE:**
   These Rules will be known as “IITD Benevolent Fund Scheme Rules”.

2. **EFFECTIVE DATE:**
   This will come into force with effect from 1st January, 1991 at IIT Delhi.

3. **PERIOD:**
   The Scheme shall become operational w.e.f. 1st January, 1991.

4. **ELIGIBILITY:**
   All the employees of the Institute who hold appointment on a post carrying a regular pay scale, on a regular basis or on contract basis including employees of Research/consultancy projects, and all students of the Institute registered for pursuing studies for various Degrees/Diploma Courses, including, part-time sponsored P.G. students on the date of promulgation of the Scheme shall become its original members on 1.1.1991.

5. **DEFINITION:**
   a) **Director:** Director of the institute or the Official acting as such.
   b) **Members:** Employee and students who are covered by the Benevolent Fund Scheme.
   c) **Accounts Officer:** The official incharge of Accounts Section or the official acting as such.
   d) **Audit Officer:** The official incharge of Audit Section or the official acting as such.
   e) **Fund:** Benevolent Fund.
   f) **Scheme:** Benevolent Fund Scheme.
6. **SUBSEQUENT ADMISSION TO THE SCHEME:**

All employees and students as defined in Rule 3 above but who are appointed/registered for studies after 1.1.1991 shall automatically stand admitted to the Scheme from the date of their appointment/registration and they shall be covered under these rules.

7. **DONATION/ LOAN TO THE SCHEME:**

All employees and students mentioned in Rule 3 and 5 above shall on ‘One time Basic’ donate (only once during their employment/studies) an amount as stated below. This arrangement will continue for six years, wherever the Committee may review position in this regard in the light of size of Corpus, amount of interest accrued vis-a-vis liability of death benefits payable:

<table>
<thead>
<tr>
<th>Category of Employes/ Students</th>
<th>Amount payable ‘One time Donation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>Pay Scale carrying minimum of pay scale</td>
</tr>
<tr>
<td>Group A</td>
<td>Rs. 8000/- or above in new pay scales</td>
</tr>
<tr>
<td>Group B</td>
<td>Rs. 5500/- or above but below Rs.8000/-</td>
</tr>
<tr>
<td>Group C</td>
<td>Rs.3050-4590 or above but below Rs. 5500/-</td>
</tr>
<tr>
<td>Group D</td>
<td>Rs.2550-3200 or above but below Rs.3050-4590.</td>
</tr>
</tbody>
</table>

All students (UD/PG/Ph.D./Part-time/Sponsored) shall be paid an amount of Rs. 100/- (Rupees one hundred only).

The Donation given by employees shall be deducted in lump-sum through salary/pay bill of December and that of students shall be recovered from them at the time of their Registration for the Second Semester.
8. **SUBVENTION OF INSTITUTE TO THE SCHEME:**

The Institute shall make a ‘Matching Contribution’ Interest free equal to the total amount of Donation collected from the members of the scheme in the manner stated in Rule 6 above. (The Board of Governors is being requested to make it non-refundable one).

9. **BENEFITS:**

In the case of ‘Death only’ of a member employee or member student due to an accident while on duty or while undergoing studies at the institute, an outright grant as per the following entitlement may be made from the interest receivable on investment of the Corpus of the Benevolent Fund:

<table>
<thead>
<tr>
<th>Category of employee</th>
<th>Amount of Grant (Rs. in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1.75</td>
</tr>
<tr>
<td>B</td>
<td>1.00</td>
</tr>
<tr>
<td>C</td>
<td>0.75</td>
</tr>
<tr>
<td>D</td>
<td>0.50</td>
</tr>
</tbody>
</table>

In the case of death only to a bonafied student irrespective of nature of death and place of occurrence an outright grant of Rs. 1 lakh (Rupees One lakh only) may be paid to the nominee of the student.

In the case of an employee, the amount of grant will be payable to the person entitled to receive the Family Pension/Provident Fund Accumulations. On the other hand, in the case of a student, the amount of grant be payable to a person nominated by the student on a nomination form filled in by the student at the time of initial registration as a student of the Institute and kept on record by the Academic Section in the personal file of the student concerned.
10. BUILDING UP OF CORPUS, ITS INVESTMENT AND UTILIZATION OF INTEREST ON CORPUS

The Corpus of Fund shall consist of amounts donated by members of Scheme to the Fund. This amount shall further be augmented by the Matching Contribution (equal to the total amount of Donation aforesaid) contributed by the Institute to the Fund immediately afterwards.

The total estimated collection including Matching Contribution may be invested with the Steel Authority of India (SAIL) in the form of a fixed deposit on a cumulated basis for a period of three years at the maximum rate of interest. The Principal plus cumulative interest may be reinvested with SAIL immediately for a further period of three years. At the end of sixth year the above amount maybe reinvested from time to time with SAIL or some other public sector organization at the maximum rate of interest.

11. PAYMENT OF GRANT TO NOMINEES/LEGAL HEIRS OF DECEASED MEMBERS:

During the initial six years of the Corpus of Benevolent Fund being built-up the grant to nominee/legal heir of a deceased member of the Scheme, shall initially be paid by the Institute, in the form of a temporary interest free ‘Loan’ to the Benevolent Fund, which will be reimbursed to the Institute as soon as money from interest on the Corpus becomes available.

12. MANAGEMENT OF FUND:

The Management of the Fund may vest with the Institute through a Management Committee consisting of the following members:-

1. A Senior Professor Chairman
2. A Senior Professor Member
3. Two nominees of Faculty Forum Members
4. Two nominees of IIT Employees Union Members
5. General Secretary, Student Affairs Council Member
6. One nominee of SAC Member
7. Deputy Registrar (A/Cs.) Member(Ex-officio)
8. Asstt.Registrar (CDN) Member (Ex-officio) and Convenor.

The Committee shall hold at least two meetings in each Calendar Year. The tenure of members of the Committee shall for 2 years.
13.  INTERPRETATION OF RULES:

The decision of the Director on any point of doubt raised by a member of the Scheme/Officer concerned and/or by Management Committee of the Fund regarding interpretation of the rules of the Scheme aforesaid shall be final.
Eligibility:

All regular employees who are on the rolls of the Institute on the effective date of the scheme are eligible to join the scheme. It would be the condition of the employment that all new employees shall have to join the scheme. New employees will be admitted into the scheme only on the annual renewal dates. No member who has once joined the scheme will be allowed to withdraw from the scheme at any stage.

The employees are admitted to the scheme on a simple test of insurability i.e. no absent from duty on ground of sickness on the date of commencement of the scheme.

Insurance Coverage and Accidental Benefit:

The new GSLI scheme provides the following insurance coverage to the members of the scheme. The total monthly premium payable, the quantum of insurance coverage, insurance premium and savings for various group of staff are given as under:

<table>
<thead>
<tr>
<th>Group</th>
<th>Maximum sum insured Rs.</th>
<th>Monthly savings premium Rs.</th>
<th>Maximum accidental benefits premium Rs.</th>
<th>Monthly premium Rs.</th>
<th>Total monthly premium Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3,50,000</td>
<td>350</td>
<td>1,50,000</td>
<td>10</td>
<td>360</td>
</tr>
<tr>
<td>B</td>
<td>2,50,000</td>
<td>250</td>
<td>1,50,000</td>
<td>10</td>
<td>260</td>
</tr>
<tr>
<td>C</td>
<td>1,75,000</td>
<td>175</td>
<td>1,50,000</td>
<td>10</td>
<td>185</td>
</tr>
<tr>
<td>D</td>
<td>80,000</td>
<td>80</td>
<td>80,000</td>
<td>5</td>
<td>85</td>
</tr>
</tbody>
</table>

Salary Range:

<table>
<thead>
<tr>
<th>Post carrying a pay or a scale of pay</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>With a maximum of not less than Rs. 13,500/-</td>
<td>A</td>
</tr>
<tr>
<td>With a maximum of not less than Rs. 9,000/- but less than Rs. 13,500/-</td>
<td>B</td>
</tr>
<tr>
<td>With a maximum of over Rs. 4,000/- but less than Rs. 9,000/-</td>
<td>C</td>
</tr>
<tr>
<td>The maximum of which is Rs. 4,000 or less</td>
<td>D</td>
</tr>
</tbody>
</table>
Benefits

(A) On unfortunate death of an employees, the insurance amount will become due for payment. The accumulated saving amount with interest standing to the credit of the deceased will also be paid to the person nominated by the employee. The rate of interest at present is 11% compounded annually.

(B) On cessation of service and on retirement, the entire amount accumulated with interest standing to the credit of the employee in his saving account will be refunded.

(C) In case of accidental death, the nominee of the decease employee will be paid the sum insured, saving amount with the interest, the accumulated saving amount with the interest standing to the credit of the deceased and accidental benefit will be paid to the person nominated by the employee.

Tax Benefit:

Entire monthly contribution paid into the Scheme by the employees, will be treated as payment of insurance premium and allowed deductions under Section 88-C of the Income Tax Act, 1961. The benefits paid under the policy both at retirement or death will be treated as policy proceeds and exempted from income tax.

The Institute shall maintain the records of members in respect of the balance which accumulates from year to year to their credit and may issue the annual statements to the employees. LIC will, however, maintain the group accounts. The statement of consolidated amount standing to the credit of the Group will be issued every year by LIC.

The new scheme is optional for the existing employees and compulsory for all the future appointees. An existing employee not joining this scheme now will not be allowed to join the scheme later unless specific concurrence of the LIC is obtained and the person concerned is medically examined and other formalities are observed.
ANNEXURE 9.3
(Refers 9.3)

MEDICAL ATTENDANCE, TREATMENT AND REIMBURSEMENT

INTRODUCTION

The multifarious medical needs of the Campus population consisting of Students, Staff members and members of their families are met by the Institute Hospital. The Hospital is headed by the Chief Medical Officer (CMO) with a team of full time Medical Officers, Visiting Specialists and Para Medical staff. The Director has also constituted a Hospital Advisory Committee with a Chairman nominated by him and members drawn from hospital and other recognized bodies of the Institute including student representatives, with the CMO as the Member Secretary of the Committee. This Committee formulates various policies for providing medical facilities to the Campus population. The Institute Hospital has facilities for OPD treatment in almost all branches of medicine with facilities for pathological/radiological investigations and in addition has a dental and physiotherapy wing. It also has adequate facilities, both infrastructure and expertise wise for all types of minor operations. Facilities for both surgical and medical cases exist with 12 beds. At present, IIT Hospital has one CMO, nine senior medical officers, most of them with post-graduate degrees, and eight senior specialists in various branches of medicine to conduct OPD consultation on regular part-time basis at the IIT Hospital.

Eligibility

Staff members of the Institute and members of their family are entitled to Medical Attendance and Treatment including reimbursement, as laid down in Schedule ‘AA’ appended to the IIT Act & Statutes and approvals accorded by the Board of Governors from time to time. Summarised information in this regard is given in subsequent paragraphs.

Family

The term ‘family’ shall mean wife or husband of a member of staff, as the case may be, and parents, children and step children wholly dependent on the member of staff. For the purposes of determining dependency, the following will be the criteria:

(a) **Son**: Till he starts earning or attains the age of 25 years, whichever is earlier.

(b) **Daughter**: Till she starts earning or gets married whichever is earlier irrespective of the age limit.
(c) **Parents**: Who are residing with the staff member and whose income from all sources including pension does not exceed Rs. 1500/- p.m.

When a dependent son/daughter reaches the age of 18 years and in respect of dependent parents, the concerned staff member must fill up the form for updating the records with the concerned Establishment Section and get the medical booklets revalidated every year.

**When husband and wife employed:**

a) When both husband & wife are employed in the Institute, either of them can choose to prefer the claim of medical facilities on behalf of self and family, by declaring the fact, through a joint declaration.

b) When the spouse of a staff member is employed in a State/Central Govt./another Autonomous/Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer by declaring the same through a joint communiqué.

c) When the spouse is employed in a private organization where the medical facility is not available or when it is available for self only, a letter to this effect should be produced from the employer of the spouse.

**Medical Booklets:**

Medical Booklets showing the particulars of the staff member & his/her family members with photograph are issued to each eligible person of the family of the staff member. The eligible persons are required to produce the Medical Booklet for availing of treatment from the Institute hospital.

- The medical booklets should present the medical history of the holder and suitable entries in respect of outside treatment should be made therein by IIT doctors. Separate booklets in different colours would continue to be issued for students, staff and their families.

- The booklets must be surrendered when a student/staff leaves the Institute.

- Treatment facilities for dependents will be allowed only on the basis of valid booklets which have been renewed/revalidated.

- The system of affixing photograph of the beneficiary on the medical booklet must be strictly followed.

- The Medical Booklets will be renewed/replaced as per rules prescribed from time to time by the Institute.
**Recognised Hospitals:**

All staff members and their families should generally avail of the medical facilities at the Institute Hospital, Government Hospitals in Delhi/New Delhi and AIIMS.

The Staff members and their families staying far away from the IIT Campus may get tests and OPD treatment at Institute Hospital, Govt. Hospitals and AIIMS and when necessary at other recognised hospitals.

For facilities not available or not adequately available in the Institute Hospital or cases which need specialised diagnosis or sophisticated treatment may be referred by the Chief Medical Officer to outside hospitals for special consultation/investigations/surgery and indoor treatment. For these purposes the following hospitals have been recognised by the Institute.

**Government Hospital:**

All Government Hospitals/Dispensaries in Delhi/New Delhi. All Hospitals run by the local bodies (i.e. NDMC and MCD) in Delhi State. A list of major Government hospitals in Delhi/New Delhi is as under:

1. All India Institute of Medical Sciences (AIIMS), New Delhi.(S)
2. Safdarjung Hospital, New Delhi.(S)
3. Lok Nayak Jai Prakash Narain (LNJP) Hospital, Delhi.(N)
4. G.B. Pant Hospital, Delhi.(N)
5. Guru Tegh Bahadur (GTB) Hospital & University College of Medical Sciences (UCMS), Delhi.(E)
6. Red Cross Society Hospital, New Seemapuri, Delhi.(E)
7. Deen Dayal Upadhyaya Hospital (DDU), Hari Nagar, New Delhi.(W)
8. Dr.Ram Manohar Lohia (RML) Hospital, New Delhi.(C)
9. Lady Harding Medical College & Smt. Sucheta Kriplani Hospital, New Delhi.©
10. Lala Ram Swarup T.B. Hospital, Mehrauli, New Delhi.(S)
11. Rajan Babu T.B. Hospital, Kingsway Camp, Delhi.(S)

**Private Recognised Hospitals for General Treatment**

12. Batra Hospital, Institutional Area, Tughlakabad, New Delhi.(S)
13. Holy Family Hospital, New Delhi.(S)
14. G.M. Modi Hospital, Saket, New Delhi.(S)
15. Sunder Lal Jain Charitable Hospital, Ashok Vihar, New Delhi.(N)
16. Deepak Memorial Hospital & Medical Research Centre, 5, Institutional Area, Vikas Marg, Delhi.((E)
17. Kailash Hospital, NOIDA.(E)
18. Mata Chanan Devi Hospital, Janak Puri, New Delhi.(W)
19. Jaipur Golden Hospital, Rohini, New Delhi.(W)
20. Sir Ganga Ram Hospital, New Rajinder Nagar, New Delhi.(W)

Private Recognised Hospitals for Specialised Treatment only
21. Escort Heart Institute & Research Centre, Okhla, New Delhi. (for cardiac treatment)(S)
22. Venu Eye Institute and Research Centre, 1/31, Sheikh Sarai Institutional Area, Phase-2, Near Pushpawati Singhania Research Institute (PSRI), New Delhi.(S) (for eye treatment)
23. Vidya Sagar Institute of Mental Health & Neuro-Science (VIMHANS), No.1, Institutional Area, Nehru Nagar, New Delhi. (for neurological treatment)(S)
24. St. Stephen's Hospital, Tis Hazari, Delhi. (for Obst. & Gyane treatment)(W)
25. Rajiv Gandhi Cancer Institute & Research Centre, Rohini, New Delhi (for Cancer treatment)(W)
26. Hamdard Wakf Lab., Asaf Ali Road, Delhi.(C) (for Unani treatment)
27. Dharamshila Cancer Hospital & Research Centre, Vasundhara Enclave, Delhi. (for Cancer treatment) (E).

Private Hospitals/ Labs for Tests only
28. Phoolwati Jain Hospital, S.D.A, New Delhi.(S)
29. M.R. Centre, A-23, Green Park, New Delhi.(for MRI, CT Scan & Ultrasound etc.)(S)
30. M/s Pathnet India Pvt. Ltd., Udyog Vihar, Gurgaon (with collection Centres all over Delhi) (For Pathological Tests).
31. M/s GMR Scan Centre, Yusuf Sarai, New Delhi (For Radiological Tests)
32. M/s Jaideep Diagnostic Centre, Green Park, New Delhi (For Radiological Tests).
Entitlement of IIT Beneficiaries for Indoor Admission at AIIMS/Recognised hospitals

<table>
<thead>
<tr>
<th>Basic Pay</th>
<th>Room Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto Rs. 10,500/-</td>
<td>Actuals for General Ward or upto a maximum of Rs.600 per day.</td>
</tr>
<tr>
<td>Rs. 10501/- to Rs. 13500/-</td>
<td>Actuals or upto a maximum of, as per AIIMS rates for ‘B’ Class Private Ward</td>
</tr>
<tr>
<td>Rs.13501/- and above</td>
<td>Actuals or upto a maximum of, as per AIIMS rates for ‘A’ class Private Ward.</td>
</tr>
</tbody>
</table>

The rates of reimbursement for the entitled categories will be as notified by the AIIMS from time to time.

**Medicines**

- IIT Hospital will keep in stock medicines of various brand names as decided by the Committee of IIT Medical Officers. The Medical Officers of IIT Hospital shall normally prescribe medicines which are in the stock of IIT Hospital.

- The staff and their families taking regular OPD treatment at recognised hospitals may draw their medicines from the IIT Hospital pharmacy or obtain a supply order duly countersigned by the Chief Medical Officer in case of those medicines not available in IIT Hospital.

- No supply order/reimbursement will be made for medicines for which similar/equivalent medicines are available at IIT Hospital, only for the sake of a particular brand name.

**Tests**

- The tests prescribed by the IIT Hospital should be carried out at IIT hospital and only if such a facility is NOT available at IIT Hospital, these may be carried out from AIIMS/Recognised hospitals/Labs. The tests prescribed by other hospitals for which facility exists at IIT Hospital may be preferably carried out at IIT Hospital. Any test not available at IIT Hospital and costing over Rs. 500/- per test, can be carried out at a Private Recognised hospital/Laboratory, only with the prior approval/concurrence of the Chief Medical Officer.

**Indoor Medical Treatment**

Except in emergency cases which are covered in subsequent text, for all indoor medical treatment prior approval/referral letter is to be taken from the Chief Medical
Officer. In such cases, medical advances may be granted to the Institute staff to cover surgery, related hospital charges and medicines on the following basis:-

(a) In cases where the advance pertains to AIIMS, Government Hospitals 100% advance payment may be made and the cheque will be issued in the name of the Hospital.

(b) In cases of advances from the IIT recognised private hospitals, an advance upto 70% of the estimates through a cheque in favour of the hospital but limited to a maximum of Rs.1,00,000/-.

**Special Category and Ceilings**

For prolonged and complicated nature of treatment such as kidney transplant, bypass surgery, open heart surgery, complicated injuries/diseases like Leprosy, Cancer & TB etc., if the treatment is taken in an Institute recognised hospital, actual expenditure to the eligible extent subject to a maximum ceiling of Rs. 1.5 lakh for the entire treatment of any specific illness during the entire service of the staff member, will be reimbursed.

**Emergency Treatment**

- In case of a life threatening emergency the staff members may consult a private medical practitioner for immediate treatment in the absence of Govt./Municipal/Recognised hospital within a reasonable distance. The emergency treatment may be availed only for a very short spell of time and the Chief Medical Officer should be consulted as soon as possible.

- The claims for emergency treatment should be submitted to the CMO with an application detailing the circumstances under which the treatment was availed from the private medical practitioner along with a certificate from the treating doctor showing the nature of illness and the line of treatment followed. Such claims may be considered on the recommendations of the Medical Board constituted in terms BG/29/91.

**Medical Attendance/ Treatment for Students**

a) All bonafide students (full time only) of the Institute are entitled to free medical attendance & treatment available in the Institute Hospital/AIIMS/Safdarjung Hospital.

b) Treatment of chronic cases or prolonged illness requiring special medical treatment for a long period will be the responsibility of the parents/guardians of the student.
Medical Reimbursement

OPD Treatment

- For OPD treatment, the cost of radiological, pathological investigations, medicines purchased from the market may be preferred in the form meant for OPD treatment only. The reimbursement claim as well as the cash memos should be necessarily countersigned by the CMO affixing the IIT Hospital stamp.
- Proper break up of charges for various investigations, minor procedures etc. must be provided along with the claim.
- The claim form duly completed by the staff member and counter-signed by the CMO may be forwarded to Accounts Section.

Indoor Treatment

- For indoor treatment including the hospital bills, stay charges, operation & allied charges, investigation charges, cost of medicines supplied by the hospital/purchased from market etc. may be preferred in the medical claim form meant for indoor treatment. The form duly filled in by the staff member and signed by the CMO with the IIT Hospital stamp may be forwarded to Accounts Section. All medical claims should be preferred as early as possible but not later than 3 months after the date of admission to the hospital.
- The reimbursement of admissible items in respect of indoor treatment in recognised hospitals will be made after the charges are certified by the Consultant and/or Medical Superintendent of the treating recognised hospital and the Chief Medical Officer, IIT Hospital as per AIIMS rates/entitlement.

Tests

- The reimbursement for tests shall be made on the basis of AIIMS rates or 75% of the actual charges of the treating recognised hospital. In case the AIIMS rates for a particular test are more than 75% of the treating recognised hospital for the same test, the staff member may be reimbursed at the AIIMS rates.

No Reimbursement

- The Institute will not reimburse expenditure on medical attendance availed in an unrecognised hospitals except in emergency based on the recommendations of the Medical Board.
Cost of spectacles is not reimbursable.

Cost of dentures as well as treatment for Orthodontia is inadmissible

Medicines and other items which are declared by the Govt. of India as inadmissible and published in the CSMA Rules will not be reimbursed.

The facility of Medical Attendance/Treatment does not extend to the sponsored students as well as to the dependents of students

No reimbursement/supply order is permitted in respect of students or their spouse/dependents.

**General**

The Chief Medical Officer of the Institute should obtain and update on medical charges at AIIMS and other recognised hospitals. A schedule of such charges may be made available to the staff whenever needed by them at IIT Hospital and in the Accounts Section of the Institute.

Separate claims should be preferred for each patient.

**Misuse of Medical Reimbursement Facility**

In case of misuse of medical reimbursement facility, concerned employees of the Institute will be denied all medical privileges for the next three years. If the misuse is repeated for the second time, concerned employee will lose the benefits of the Medical facilities for the rest of his service at IIT Delhi not withstanding any other action that may be initiated under the Conduct Rules of the Institute.

**Interpretation of Rules**

Any doubt or dispute arising about the interpretation of these rules shall be referred to the Board of Governors, whose decision shall be final and binding on all.
ANNEXURE 9.4
(Refers 9.7)

LUMPSUM INCENTIVES FOR ACQUIRING HIGHER QUALIFICATION
(Applicable to all staff other than faculty and scientific/design staff-group-A)
(AS APPROVED BY THE BOARD)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Qualifications at the entry point</th>
<th>Higher qualifications acquired after joining IIT Delhi</th>
<th>One time lump-sum incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>8th Standard</td>
<td>S.S.C (10th Standard)</td>
<td>Rs.2,000/-</td>
</tr>
<tr>
<td>2.</td>
<td>10th Standard</td>
<td>H.S.C. (12th Standard)</td>
<td>Rs.2,000/-</td>
</tr>
<tr>
<td>3.</td>
<td>ITI Course in appropriate area</td>
<td>(a) Degree in Science</td>
<td>Rs.4,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Diploma in Engg. Or a qualification mentioned in 4(b)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Higher Secondary (10+2)</td>
<td>(a) Degree in Arts, Science, Commerce Library Science or in any Appropriate branch.</td>
<td>Rs.4,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Diploma or equivalent in Computer Science/Computer applications/ Information Technology/Multi Skill diploma or equivalent.</td>
<td>Rs.4,000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Diploma in Engineering</td>
<td>(a) Degree in Engg. or equivalent</td>
<td>Rs.8,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) 6(b) is also applicable</td>
<td>Rs.6,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Degree in Science</td>
<td>Rs.4,000/-</td>
</tr>
<tr>
<td>6.</td>
<td>Graduate (Bachelors Degree)</td>
<td>(a) Masters degree in Arts/Science/ Commerce/ Management/Library Information Science or in any Other appropriate branch.</td>
<td>Rs.6,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) P.G. Diploma in Computer</td>
<td>Rs.6,000/-</td>
</tr>
</tbody>
</table>
Science/Computer Applications/Information Technology/Materials Management or equivalent in Appropriate branch.

(c) Intermediate Part/Final Examination of the Institute of Chartered Accountants of India/Cost & Works Accountants of India/Institute of Chartered Financial Analysis of India.

7. Deg. in Engineering
   (a) Master Degree in Engineering Rs.10,000/-
   (b) 6(b) is also applicable Rs.6,000/-

8. Master’s Degree
   (a) Ph-D. in appropriate area Rs.10,000/-
   (b) 6(b) is also applicable Rs.6,000/-
The Board of Governors had resolved that whenever an Officer of the Institute is sued by employees/students/others in a Court of Law of his actions taken in the discharge of his official duties, his legal defence will be arranged by the Institute at Institute expense.

Procedure for Handling Court cases filed against officers by employees/students

1. The notice alongwith a copy of the plaint/writ sent by the Court will be received directly in the Legal Cell. (Not through R&I unit)

2. The Legal Cell will send a copy of the plaint/writ to the Section against whom the plaint/writ has been filed, for supply of parawise comments to the Legal Cell and if possible also to advise the name of Advocate (from the approved panel) for engagement as Institute Counsel.

3. In case the Department/Section on whose action, the case has been filed and to whom a copy of the plaint is forwarded by the Legal Cell needs some feedback/records, from other sections/departments, getting such feedbacks/records will be responsibility of that Section itself and not of the Legal Cell. However, wherever required the assistance of the Registrar/AR (Legal) may be sought.

4. The parawise comments duly signed by the concerned HOD/Branch Officer alongwith necessary supportive document will be forwarded to the Legal Cell who will process the case for engaging an Advocate and with the assistance of that Advocate file the legal reply to the plaint/writ in the Court of Law.

5. Further processing of the case in the Court will also be the responsibility of the Legal Cell. However if, certain additional information/documents are urgently needed by the Institute Counsel or the evidence of a particular official concerned of that Department/Section is required, the same will be arranged by that Department/Section under the guidance of the Institute Counsel with intimation to the Legal Cell. The coordination between the Institute and the Institute Counsel will be the responsibility of the Legal Cell.

Procedure for obtaining Legal Advice from the Institute Legal Advisers
1. As per the present arrangement, Institute has appointed two advocates viz. Shri Maninder Singh, Sr. Advocate and Sh. Nishakant Pandey, Advocate; as the Institute Legal Advisers. Sh. Pandey visits the Institute once every week in the afternoons of Thursdays. In case Sh. Pandey is unable to visit the Institute being busy in the Court or if it happens to be an off day at the Institute, he will visit the Institute on the next day i.e. Friday.

2. The files/papers on which the advice from the Legal Adviser is required to be obtained, will be sent by the concerned HOD(C)/Branch Officer alongwith the following:-

(a) A note giving the genesis of the case and the specific points on which the advice from the Legal Adviser is needed.

(b) Complete case file with all documents/papers should be duly numbered and flagged with the note.

3. Institute Legal Adviser, if required, will discuss the case with the concerned HOD(C)/Branch Officer before recording his advice on the file. After recording the advice, the files will be returned to the concerned HOD(C)/Branch Officer. Wherever Shri N.K. Pandey feels the need, he will get his advice vetted from Shri Maninder Singh, Sr. Advocate.

4. In urgent cases where it is not possible to keep the files pending till the next Visit of Shri Pandey to the Institute, the concerned HOD(C)/Branch Officer will record on the file the detailed reason for which he feels urgency and then the file could be sent to Asstt. Registrar (Legal) for obtaining the written advice urgently. Such files will be sent to the Legal Adviser at his office by the Legal Cell and returned to the HOD (C)/Branch Officer after obtaining the legal advice recorded thereon.

If any Branch Officer wishes to discuss some legal aspects of a case (official only) with Shri N.K. Pandey, he can do so on the scheduled day of visit, by sending a prior note to Asstt. Registrar (Legal) with details of the case on which the advice/discussion is sought.