IIMA
विद्याविनियोगाद्विकासः
भारतीय प्रबंध संस्थान अहमदाबाद
INDIAN INSTITUTE of MANAGEMENT AHMEDABAD

HUMAN RESOURCES POLICY MANUAL 2026

STAFF

www.iima.ac.in

DECLARATION

The objective of this Manual is to compile the HR policies and procedures followed in IIMA. It also presents the general rules and regulations that govern the employees of the Institute.

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

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

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

HR Department

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CHAPTER 1

GENERAL

IIMA- BRIEF NOTE

Indian Institute of Management, Ahmedabad [IIMA], was set up by the Government of India in collaboration with the Government of Gujarat and local industrialists as an autonomous Institute in 1961. IIMA has been conceived not only as a business school but also as a management institute. IIMA builds on over five decades of excellence and leadership in management education.

IIMA has been rated as India's best and Asia's foremost Business School. IIMA continues to be ranked as one of the finest institutions in the world in management education, with an academic rigour that matches the top league. With a distinguished faculty, an exceptional student-faculty ratio, and a 100-acre world-class campus conducive to continuous learning, IIMA is an Institute that sets international standards in the field of management education.

IIMA, is a pioneer of the case study approach to management education in India, the result of its early collaboration with Harvard Business School. A student-centred methodology entails working in groups and encourages intense participation, as students learn to present their perspectives, defend their stand, and think through management problems.

The Institute stands for excellence in management education. Since its inception, IIMA has contributed to the development of management thought in India through its research and teaching. In 2008, IIMA became the first management school in the country to be awarded EQUIS (European Quality Improvement System) accreditation by the EFMD (European Foundation for Management Development).

The Institute conducts the following major programmes:

1. Two-year Post Graduate Programme in Management (MBA).
2. Two-year Post Graduate Programme in Food and Agri-business Management (MBA - FABM).
3. Doctoral Programme in Management.
4. One-year Post Graduate Programme in Management for Executives (MBA - PGPX).
5. Faculty Development Programme for Teachers in Universities and Colleges (FDP).
6. Armed Forces Programme for Officers for Indian Armed Forces (AFP).
7. Two year Blended Post Graduate Programme.
8. Sixteen months ePost Graduate Diploma in Advanced Business Analytics (ePGD - ABA)

9. One year MBA in Dubai
10. Executive Education Programme - India
11. Executive Education Programme - Dubai

At IIMA, it is a tradition to continually update the course content, revise the course design, and experiment with innovative pedagogy. The faculty at IIMA continuously attempt to integrate research, teaching and applied work. Pedagogical tools create a participative learning environment. While the case method is the major tool, it is supplemented by group exercises, computer-based simulation games, lecture-cum-discussions, role plays, project works and presentations by participants.

THE YEARS OF TRANSFORMATION

1960s - THE DECADE OF BIRTH

IIMA rises beyond the acquisition of knowledge, techniques, tools, and concepts that are not ends in themselves.

- Focus on social purpose while pursuing excellence in management
- Integration of key activities like teaching, research, and consultancy
- Introduction of the 3-Tier Management Development Programme

1970s- THE DECADE OF GROWTH

The Institute gains broader recognition.

- Overall growth in all activities
- Increase in the faculty strength to 65
- Increase in the number of participants in the Post-Graduate Programme
- Launch of the Fellowship (Doctoral) Programme in Management
- Introduction of new Management Development Programmes

1980s - THE DECADE OF DIVERSIFICATION

Recognised as the premier management school throughout the country, the Institute expands its range and reach.

- Greater focus on under-managed sectors
- Formation of three new groups: The Industrial Policy Management Group, The International Management Group, and The Entrepreneurship Group
- Introduction of Faculty Development Programme

1990s - THE DECADE OF CONSOLIDATION

Taking into account the substantial growth of the previous decades, the Institute focuses on consolidating its activities and position.

- Substantial growth in the IT infrastructure of the Institute with a campus-wide intranet and leased line access to the Internet
- Recognition as one of the top five business schools in the Asia Pacific region
- Exchange of students with reputable business schools abroad

2000 - THE DECADE OF INTERNATIONALISATION

Internationalisation and growth are the keywords of the Institute during this decade.

- Exchange of faculty with international business schools
- Further, an increase in student intake with an emphasis on admitting full-time international students
- Expansion of the campus to accommodate the Institute's international executive development programmes

2010 - THE DECADE OF DIGITIZATION

From the world of brick and mortar, the Institute has moved to the digital platform.

- Starting a new era of e-learning through ePGP course
- Giving more flexibility to students to attend classes from any of the major cities of India.
- It's a new-age learning experience where knowledge empowered by technology.
- Phase wise implementation of SAP in various departments of the Institute.

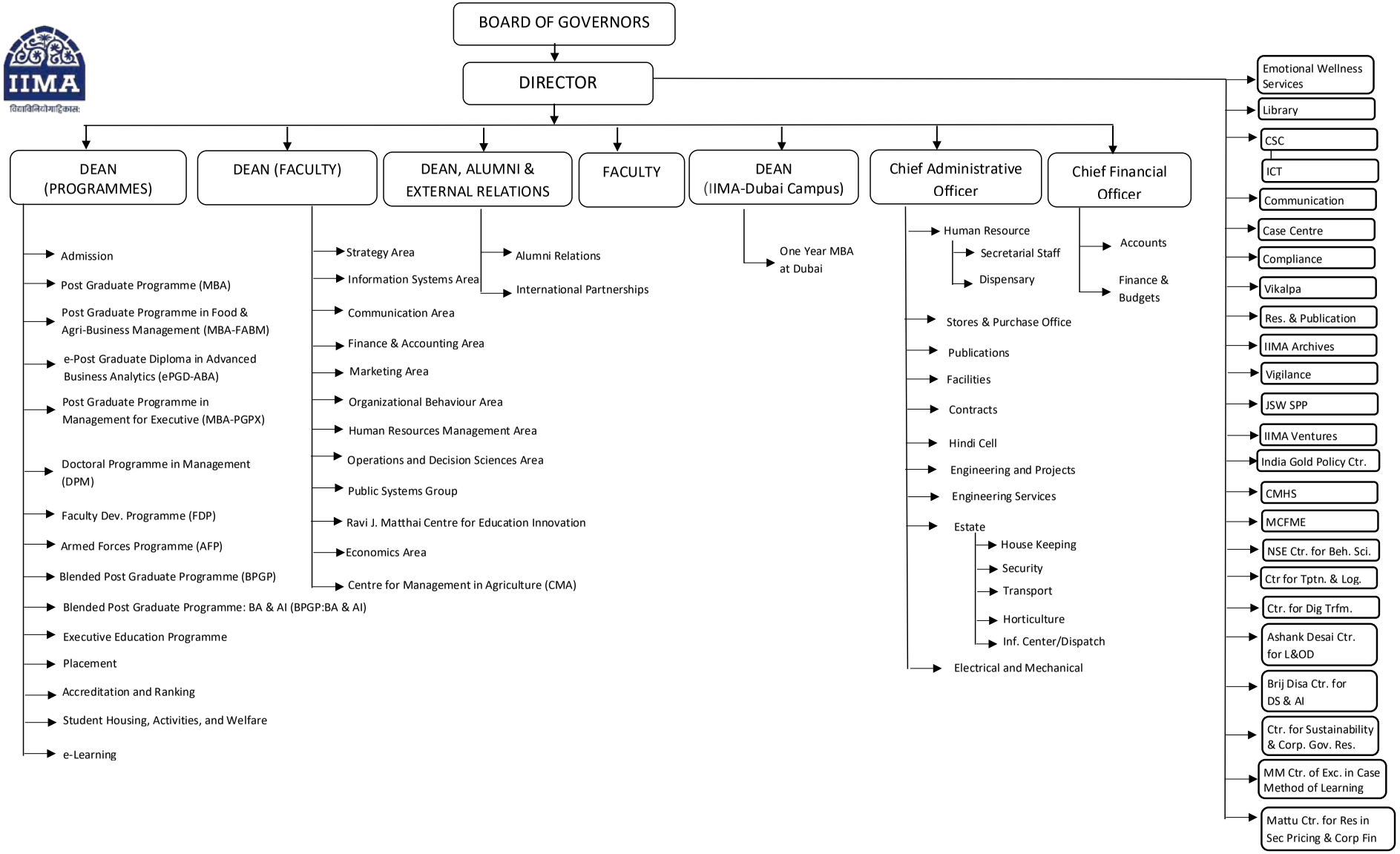
THE IIM ACT, 2017, IIM RULES, 2018, IIM (AMENDMENT) RULES, 2022, IIM (AMENDMENT) ACT, 2023 AND IIMA REGULATIONS

The IIM Act, 2017 has declared all the IIMs to be institutions of national importance and empowered them to attain standards of global excellence in management, management research and allied areas of knowledge. The Act has specifically descried the various authorities of the Institute, their powers, its constitution, tenure of the members etc.

The IIM Act, 2017, IIM Rules, 2018, IIM Rules (Amendment), 2022 and IIM (Amendment) Act 2023 describes the appointment process, terms and conditions of the Chairperson, the members of the board and the Director.

The IIM Act, 2017, IIM Rules, 2018, IIM Rules (Amendment), 2022, IIM (Amendment) Act 2023 and IIMA Regulations can be accessed on the IIMA Website.

The governing structure of IIMA is presented in a tabular format below.



LIST OF ABBREVIATED NAMES USED :

No.	Abbreviation used	Name of Centre/Committee/Department
1	Blended Post Graduate Programme: BA & AI	Blended Post Graduate Programme: Business Analytics and AI
2	CSC	Computer Services Committee
3	ICT	Information and Communication Technology
4	JSW-SPP	JSW-School of Public Policy
5	IGPC	India Gold Policy Centre
6	CMHS	Centre for Management in Health Services
7	MCFME	Misra Centre for Financial Markets and Economy
8	NSE Ctr. for Beh. Sci.	NSE Centre for Behavioral Science in Finance, Economics, and Marketing
9	Ctr for Tptn. & Log.	Centre for Transportation and Logistics
10	Ctr. for Dig Trfm.	Centre for Digital Transformation
11	Ashank Desai Ctr. for L&OD	Ashank Desai Centre for Leadership and Organisational Development
12	Brij Disa Ctr. For DS & AI	Brij Disa Centre for Data Science and Artificial Intelligence
13	Ctr. for Sustainability & Corp. Gov. Res	Centre for Sustainability and Corporate Governance Research
14	MM Ctr. of Exc. in Case Method of Learning	Madan Mohanka Centre of Excellence in Case Method of Learning
15	Mattu Ctr. for Res in Sec Pricing & Corp Fin	Mattu Centre for Research in Security Pricing and Corporate Finance

Board of Governors of IIMA

Sr. No.	Name & Address	Constituency
1	Shri Pankaj R. Patel Chairman Zydus Lifesciences Limited Zydus Corporate Park, Nr. Vaishnodevi Circle, S.G. Highway, Ahmedabad 382 481.	Chairperson
2	Shri P.K. Banerjee, ISS (1993), Joint Secretary (Mgt. & MC & Scholarship) Ministry of Education Department of Higher Education Room No. 230 C, 2nd Floor, C Wing, Shastri Bhawan, New Delhi 110 001	Nominee of Central Government
3	Shri Mukesh Kumar, IAS Principal Secretary (Higher & Technical Education) Education Department Government of Gujarat Block No.5, 8th Floor Sardar Bhavan New Sachivalaya Complex Gandhinagar 382 010	Nominee of State Government
4	Shri Sunil Kant Munjal Chairman The Hero Enterprise 264, Okhla Industrial Estate Phase 3 New Delhi 110 020	Eminent Persons
5	Ms. Alka Bharucha Partner Bharucha & Partners Hague Building 9, S.S. Ram Gulam Marg, Ballard Estate, Mumbai 400 001	Eminent Persons
6	Ms. Kaku Nakhate Chair, India Bank of America Securities India Limited A Subsidiary of Bank of America Corporation 18th Floor, A Wing, One BKC Bandra Kurla Complex, Bandra (East), Mumbai 400051	Eminent Persons
7	Shri Sanjiv Dangi North India President Dalit Indian Chamber of Commerce & Industry (DICCI) A-178, Pandara Road New Delhi 110003	Eminent Persons
8	Prof. Satish Deodhar IIM Ahmedabad	Chairman's Nominee
9	Prof. Amit Karna IIM Ahmedabad	Chairman's Nominee

Sr. No.	Name & Address	Constituency
10	Shri Ramesh Mangaleswaran Senior Partner Emeritus, McKinsey & Company 11/1 Valliammai Achi Road, Kotturpuram, Chennai 600085	Co-opted by the Board from the Alumni
11	Dr. Hasit Joshipura Advisor to Chairman & MD, Data Centre, Cloud Services & Innovation Fund Larsen & Toubro Limited Landmark A Wing, 5th Floor, Suren Road Off. Andheri-Kurla Road Andheri (East), Mumbai- 400093	Co-opted by the Board from the Alumni
12	Ms. Rama Bijapurkar 206 Nirman Kendra, Dr. E.Moses Road Mahalakshmi, Mumbai 400011	Co-opted by the Board from the Alumni
13	Prof. Pradeep K. Chintagunta Joseph T. and Bernice S. Lewis Distinguished Service Professor of Marketing University of Chicago Booth School of Business Chicago, IL 60637, USA	Co-opted by the Board from the Alumni
14	Shri Samir U. Mehta Chairman, Torrent Group, “Samanway” 600, Tapovan, Ambawadi, Ahmedabad 380015	Co-opted by the Board from the members of Society
15	Prof. Bharat Bhasker Director IIM Ahmedabad	Ex-Officio
Secretary:		Secretary:
	Col. (Dr.) Jagdish C Joshi (Retd.) Chief Administrative Officer Indian Institute of Management Ahmedabad	079-71524842 (O) 079-26308345 (Fax) cao@iima.ac.in

CHAPTER 2

INTRODUCTION

1. The preparation, release, and maintenance of this Manual is the responsibility of the Human Resources(HR) Department or any official designated by the Director. The Manual is subject to modifications to reflect changes that the Institute may decide to undertake in its HR policies from time to time.
2. This Manual is confidential and is for restricted circulation only.
3. The policies laid down in the Manual and the subsequent amendments, if any, will supersede the relevant existing policies.
4. Clarification on the Manual can be sought from the Human Resources Department.
5. On matter concerning the human resource policies and procedures that are not covered in this Manual, the Institute will be guided by the rules, norms, and procedures prescribed by the Government of India from time to time.
6. Definitions

    a) "Institute" means the Indian Institute of Management Ahmedabad.

    b) "Board" means the Board of Governors of the Institute.

    c) "Director" means the Director of the Institute.

    d) "Faculty" means the Faculty of the Institute.

    e) "CAO" means Chief Administrative Officer of the Institute

    f) "CFO" means Chief Financial Officer of the Institute

    g) "Administrative Staff" means a person serving in the Institute in any capacity other than "Faculty". "Administrative Staff" will be referred to as "Staff" for the purpose of this Manual. Administrative staff includes staff members on probation, as well as on regular scale and staff members appointed on Tenure Based Scaled Contract. It does not include staff members appointed from manpower agencies or academic associates working with the Institute.

    h) "Employee" means any person employed in the Institute to do any professional, skilled or unskilled, manual or supervisory, technical or clerical work for hire or reward whether terms of contracts are express or implied, including part-time workmen, and trainees other than apprentice appointed under the Apprentice Act, 1961. Academic Associates and other Trainee appointees are included as employees of the Institute.

i) "Government" means the Central Government of India unless the context is clarfied.

j) 'Day' means calendar day beginning and ending at midnight but extends up to end of a shift where the shift starts before midnight

k) 'Month' means a calendar month, but for the purpose of calculation of salary and for its payment, if the management prescribes another period in respect of any employee or class or classes of workmen, it shall be such other period.

l) 'Premises' means premises belonging to the Institute

m) 'Notice' means a notice in writing required to be given or to be displayed on the notice board of the Institute.

n) 'Notice Board' means display board or board maintained to display notices in the Institute premises and includes any other board or boards maintained in the department/departments of the Institute.

o) "Area" means the various Academic Areas of the Institute.

p) "Centre" means the sector or mission-oriented thrust groups which are not from the business management but the other sectors of the economy.

q) Committees at IIM Ahmedabad

IIM Ahmedabad is administered / managed by several faculty committees. Such faculty committees are appointed by the Director on a need basis.

r) "SAP" means the enterprise application software implemented in various departments of the Institute to automate routine tasks.

s) The masculine includes the feminine.

CHAPTER 3

RECRUITMENT POLICY

MANPOWER REQUISITION

1. Planning for manpower requirement is initiated by the concerned department by filling the MRF (Manpower Requisition Form). A proposal duly approved by the concerned Chairperson, wherever applicable has to be sent to HR. The MRF should capture all the details such as pay level, tenure of employment etc. A separate MRF should be filled for each position.
2. According to the position required, the appropriate MRF for Permanent / Tenure Based Scaled Contract / Outsourced employee should be filled
3. The proposal would have a brief description of the job to be assigned to the position. It should also include a justification for the creation of the position.
4. The Assistant General Manger-HR and Vice President - HR will discuss the proposal with the concerned department head and obtain the approval of the Director for filling up the position.
5. Once the approval is granted, the HR department will initiate the recruitment process.

ADVERTISEMENT

Advertisement inviting applications will be released in newspapers identified for the purpose. Wherever necessary, the advertisement copy will be shared with the concerned HoD for comments/inputs before the release of the advertisement.

PROCESSING OF APPLICATIONS

1. The HR Department will be responsible for segregating the resumes received against the advertisement.
2. The compiled statement showing the details of the applicants will be sent to the concerned department for shortlisting.
3. The concerned department does the shortlisting as per eligibility criteria.

INTERVIEW PANEL

Interview Panel for selection of candidates will be constituted by the competent authority. Government norms on the inclusion of members belonging to the minority community and SC/ ST on interview panels will be kept in mind while constituting the panel. Following will be the constitution of the interview panel:

POST - MANAGER & ABOVE:

1. OEDC Member
2. Dean
3. Chief Administrative Officer
4. Head of Department
5. Vice President – HR
6. Any other expert or person if nominated by Director

POST - BELOW MANAGER LEVEL:

1. SEDC member
2. Head of Department
3. Vice President -HR
4. Nominated Person

INTERVIEW & SELECTION PROCESS

1. Personal/Online Interviews will be fixed as per the convenience of the interview panel members.
2. Candidates shortlisted for test/interview will be notified about it by an email.
3. The interview structure may involve skill test, Personal/Online interview, and/or group discussion/debate/quiz.
4. HR will play an active role in salary negotiation & fixation.
5. The HR will collect feedback from references as needed.

CONVEYANCE REIMBURSEMENT

1. For Manager and above position, economy air travel fare will be reimbursed. The air travel fare should be the shortest distance.
2. Candidates called for the position at Level 6 to Level 9 will be reimbursed train fare for AC 3-Tier and for all below levels, it will be train fare for Sleeper Class. The train travel fare reimbursement will be for shortest route.
3. Request for reimbursement should be submitted in the prescribed form by the Candidate.

FINAL SELECTION

Final selection is made upon acceptance of the selection committee's recommendations. The selected candidate is offered the position subject to clearance of medical examination.

MEDICAL EXAMINATION:

For all the positions, the medical checkup can be performed by the doctor available at the Institute or the candidate can produce a fitness certificate from any Civil Hospital. The doctor available at the Institute may ask the candidate to undergo further tests if required.

JOINING PROCEDURE

Joining process involves the following:

1. Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration'.
2. Document of the following certificates and testimonial submitted by the candidate will be verified with the originals.
    a. Mark sheets from 10th to last qualified exam (educational & professional)
    b. Passing certificates of exams
    c. Birth certificate
    d. Present and Permanent address proof
    e. Relieving letter and latest salary slip of the last organization served
    f. Medical certificate for fitness
    g. Copy of Aadhar card / PAN card / passport / driving license / election identity card / any other photo identity proof issued by State/Central Government.
    h. Two photographs
3. Collection of joining report.
4. Issuing of 'Joining Memorandum'.
5. Formal introduction to Vice President - HR and announcement to other concerned departments about the candidate's appointment.
6. Issuing I-card.

PAYMENT OF SALARY

Salary of employees will become due and payable on the last working day of each month.

DEDUCTION FROM SALARY

Deductions in salary may be made for coming late to work, unauthorised absence, against fines imposed etc. Such recovery shall be in conformity with the provisions of the Payment of Salary Act, 1936.

IDENTITY CARD

1. Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details.
2. Identity cards are not transferable and should be carried by the employee whenever he/she is on Institute's duty either inside or outside the premises of the Institute

3. Employee shall present the identity card for inspection to any person so authorised to inspect by the Institute.
4. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued. Loss of I-card on more than 2 occasions shall be viewed as a misconduct on the part of the employee. Rs. 200/- (Rupees Two Hundred only) would be charged (from salary or full and final settlement) if Faculty, Staff, resigned employees and Academic Associates loses/misplaces his Institute's RFID card.
5. Employees are required to surrender their identity cards, badge, etc. on leaving the service of the Institute. Surrender of I-card is a requirement for final settlement of dues.
6. The Institute shall keep a record of all identity card, badges issued and returned and shall carry out a surprise check of the same at least once every quarter.
7. For campus resident identity cards are issued to their family member and domestics servants for security purpose.

SCALES OF PAY

1. The Pay Level for various administrative positions at the Institute are as follows:

Designation	Pay Level
Vice President	13A
Associate Vice President	13
General Manager/Dy. Librarian	12/12 AGP
Assistant General Manager	11
Manager/Asst Librarian	10
Assistant Manager/Sr. Library Professional	6/7/8/9
Executive/Library Professional Assistant	2/4/5
Group D Staff	1/2/3/4/5

7TH CPC PAY MATRIX

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									

CHAPTER 4

APPOINTMENTS

1. The three groups of administrative staff at the Institute based on their pay levels and the respective appointing authorities for them are as follows:

Sr. No	Pay level of posts	Appointing Authority
1	Administrative Staff in Pay Level 11 and above	Director
2	Administrative Staff in Pay Level 6 to Pay Level 10	Chief Administrative Officer (Authority delegated by the Director)
3	Administrative Staff in Pay Level 5 and below.	Vice President – HR (Authority sub-delegated by the Director)

2. The initial appointment for all the position will be on Tenure Based Scaled Contract. Institute will offer salary and other allowances as per scale fixed for the Tenure Based Scaled Contract appointment.
3. The employee appointed on Tenure Based Scaled Contract will be given leave as given to a permanent employee. He/she will be eligible for other benefits like LTC and dispensary facility.
4. Notwithstanding anything contained above, the Institute shall, if it is in the interest of the Institute to do so, have absolute right to end the tenure of an employee by giving him/her not less than the notice as mentioned in his/her appointment letter in writing or Basic pay and DA in lieu of such notice.
5. Any internal candidate if selected for a position higher than his/her current position, will be paid appropriate honorarium/additional post allowance beside the salary to compensate for the higher responsibility. In case the position is temporary, the honorarium/ additional post allowance will be paid till the period Institute has a requirement. Once the requirement is over, the person will be placed at the same position or appropriate position as per his/her current level.
6. The permanent and Tenure Based Scaled Contract employees of the Institute will be eligible to House Rent and Dearness Allowances as sanctioned by the Board of Governors from time to time. These are at present at par with those for the Central Government employees stationed at Ahmedabad.
7. Selection and compensation of employees shall be made without distinction as to race, sex, or religion.

8. Without prejudice to the recruitment of fresh talent at all levels, full regard will be given, at the time of recruitment, to the qualifications and experience of persons already in the service of the Institute for the position.

9. The recruitment & selection will comply with the Government guidelines on Reservations.

10. Every employee at the time of his/her appointment will be examined by a Medical Officer approved by the Institute, and his/her appointment will be subject to a satisfactory medical report, unless it is decided by the appointing authority to waive defects, if any, pointed out by the medical officer. The cost of the medical examination will be borne by the Institute.

11. An employee, should not, without the written permission of Director be engaged directly or indirectly in any trade, business or occupation or any other remunerative commitment. However, serving as a member on the Board of Directors of any company and receiving a sitting fee for the Board meeting is permitted subject to the approval of the Board/Director.

12. Address of the Employee: The employee must inform the Institute of his local residential address, permanent address and address for correspondence in writing. In case of any change in residential address or address for correspondence, the Institute should be notified in writing failing which the last address shall be considered as correspondence address.

13. The age of retirement from the service of the Institute will be 60 years for Staff.

14. IIMA will record the age of every employee at the time of his/her employment and the entry of age in the personnel file is to be attested by the employee. Employees are required for this purpose, to produce any of the following documents in proof of their age:

    a. Birth Certificate

    b. School Leaving Certificate

    c. Passport

15. Every non-faculty employee is liable to be transferred from one position to another equivalent position; from one department/section to another department/section either temporarily or permanently at the discretion of the Institute, without any additional remuneration or by way of increase in pay or allowances. In such a transfer, terms and conditions prevailing in the new placement will be applicable; however, his/her seniority will not be affected.

16. No employee can during his/her service with the Institute:

    a. Voluntarily or otherwise engage in giving information or advice on matters relating to the activities of the Institute

    b. Take office files and documents, books and other property belonging to IIMA or relating to IIMA's affairs outside the Institute premises unless he/she is authorised by the Institute to do so.

    c. Except in the ordinary course of his/her duties, disclose any secrets, secret information or any other information or matter concerning the operations of the Institute which is in the nature of a trade or business secret

    d. Communicate to public papers, journals, pamphlets or leaflets or cause to be disclosed at any time any information or documents official or otherwise, relating to the Institute except with prior approval of the Director.

IIMA

विद्याविनियोगाद्विकासः

INDIAN INSTITUTE of MANAGEMENT AHMEDABAD

Instructions:

(Please read the following instructions carefully before filling in the form)

a) The form is to be filled in his/her own handwriting

b) Please attach photocopies of relevant certificates to the extent conveniently possible.

I. PERSONAL DATA

Name in full (IN BLOCK LETTERS)
First name _____ Middle _____ Surname _____
Parent's Name (Specify Whether Mother/Father) :
Spouse's name :
Change in name if any and reason thereof :

Present Address :	Permanent Address:
Landline :	Landline :
Mobile :	Mobile :
Emergency Contact No:	Email:
Please attach Rent Agreement if not staying in own house:	

Date of Birth :	Age :	Height :	Weight :
Identification marks: 1) 2)	Place of Birth :	State	Gender :
Religion*:	Caste* :	Sub Caste* :	Blood Group* :
Whether Minority* :			
Physically Challenged (Orthopedically/ Visually/Hearing Impaired), " if yes then %thereof" :			
*This data is requested as per Government of India norms.			
Do you belong to Scheduled Caste/Tribe/OBC/PH/Gen/EWS ? Yes/No (If yes, please attach certificate to that effect.)			

Nationality:	Nationality of Spouse:
Do you hold Dual Citizenship ? If so, mention : (attach proof)	
Passport No (if any) :	
Aadhar Card No :	PAN Card :
Mother tongue : Knowledge of Indian and foreign languages (fluently, reasonably, with difficulty)	

Language	Speak	Read	Write

Did you suffer from any major illness/accident/surgery? If so, mention the nature of illness(es) and the dates of your disability.
Mention whether you suffer from any physical defect, disability of a permanent nature, or chronic illness/accident.

II. EDUCATION (Matriculation onwards) [Attach Certificates/marksheets]

From (Year)	To (Year)	Board/ University/ Institution	Degree/ Qualification	Class/ Grade	Major Subject/ Specialization	Remarks

III. TECHNICAL QUALIFICATIONS/ COMPUTER PROFICIENCY, IF ANY

[Attach Certificates/marksheets]

From (Year)	To (Year)	University/ Institution	Degree/ Qualification	Class/ Grade	Major Subject/ Specialization	Remarks*

IV. EXPERIENCE: [attach certificate for each one] (Descending Order)

From (dd-mm-yy)	To (dd-mm-yy)	Organization	Position	Nature of job	Reasons for leaving

V. Awards/ Honours if any:

VI. PROFESSIONAL MEMBERSHIP

Please give details of membership of academic/professional/other organization.

Organization	Nature of Membership

VII. REFERENCES : ***(Give names and particulars of Two prominent persons who may be approached for opinion about your candidature. The referees should not be related to you, and should have known to you personally (eg teacher, employer, immediate supervisor)***

1) Name :	2) Name :
Designation :	Designation :
Address:	Address:
Contact No: Email id :	Contact No: Email id :

VII. FAMILY DETAILS :

MARITAL STATUS : ☐ Single ☐ Married ☐ Widow ☐ Widower ☐ Divorcee

	Name	Date of Birth/Age	Occupation	Income
(1) Spouse				
(2) Children (If any)	1)			
	2)			
(3) Father				
(4) Mother				
(5) Brother / Sister				
(6) Other Family Member				

IX . DETAILS OF HOME TOWN

Home Town Declared	City	State	Nearest Railway Station

X. Declaration by employee for claiming reimbursement of Medical Expenses for dependent parent/minor brother/sister

Name of Dependent	Date of Birth	Relationship with the Employee	Marital Status	Whether earning? If yes, state monthly income*	Name and address of Employer #

* Salary/Wages/Pension/Dividend/Interest/Property.

\# Whether Private / Public Sector / Autonomous Body / Govt. Service.

I hereby certify that,

1. I am unmarried / a widower / a widow.
2. I am married and have one living spouse.
3 my father/mother is/are dependent / not dependent on me and their monthly income from all sources is not more than Rs.9000/-. They are residing / not residing with me.
4. My spouse is working in _____ and his/her gross monthly salary is Rs._____ (if he/she is employed with any Private / Public Sector / Autonomous Body / Govt. Service, please produce the certificate from his / her employer that he / she is not availing Medical/LTC facility there.)
5. I solemnly affirm that the above declaration is true and correct.

Note: Strike out, whichever is not applicable, from above.

X. Declaration by employee for claiming reimbursement of LTC for dependent parent/minor brother/sister

Name of Dependent	Date of Birth	Relationship with the Employee	Marital Status	Whether earning? If yes, state monthly income*	Name and address of Employer #

* Salary/Wages/Pension/Dividend/Interest/Property.

Whether Private / Public Sector / Autonomous Body / Govt. Service.

I hereby certify that,

1. I am unmarried / a widower / a widow.
2. I am married and have one living spouse.
3. my father/mother is/are dependent / not dependent on me and their monthly income from all sources is not more than Rs.9000/-. They are residing / not residing with me.
4. My spouse is working in _____ and his/her gross monthly salary is Rs._____ (if he/she is employed with any Private / Public Sector / Autonomous Body / Govt. Service, please produce the certificate from his / her employer that he / she is not availing Medical/LTC facility there.)
5. I solemnly affirm that the above declaration is true and correct.

Note: Strike out, whichever is not applicable, from above.

XI DECLARATION OF RESIDENCE:

I, the undersigned,…… herewith declare that I am residing at the following address since…….

Address ……

……

I further declare that :

1) The above accomodation is my /our own ☐

2) The above accomodation is on rental basis ☐

3) I am staying in the Institute's Campus Quarters ☐

4) I am sharing acommodation provided by the Central/State Govt/PSU/ Stautory Body/RBI/or any Nationalized Bank with my spouse/other close relative/s. ☐

(Tick whichever is applicable)

I certify that the particulars given in the application form are true to the best of my knowledge and belief. I agree to abide by the decision of the Institute's authorities on all matters regarding the same.

Place : Sign :

Date : Name :

FOR OFFICE USE ONLY

Name of the employee :	
Employee Code :	Appointed as :
Group : ☐ A ☐ B ☐ C ☐ D	Department :
Date of Joining :	Appointment upto :
Pay Level:	

Assistant General Manager- Accounts

This is for your kind information and necessary action/record.

_____ _____

Assistant General Manager - HR Vice President-HR

Following Documents to be attached

1) Name change certificate if any
2) Rent Agreement if any
3) Caste Certificate if any
4) Certificate of Physical Defect, if any
5) Proof of Dual Citizenship, if any
6) Copy of Passport
7) Copy of PAN Card
8) Copy of Aadhar Card
9) Copies of Educational & Technical / Computer Qualifications

DECLARATION

I, hereby declare that the information provided by me to the institute in my job application and thereafter is correct to the best of my knowledge and belief. If anything found incorrect or has any discrepancies, the institute has the right to terminate my appointment at any given time without assigning any reason. I also know that providing wrong/fake information or certificate to the institute is punishable under court of law.

(Name & Signature)

Place: Ahmedabad

Date:

JOINING REPORT

To
Vice President-HR
IIM Ahmedabad

Through:

Dear Sir

Thank you very much for your letter appointing me to the post of _____

in this Institute. I accept the terms and conditions mentioned therein.

I am joining my duties at the Institute today, i.e. _____ (forenoon)

Thank you,

Yours faithfully,

Signature: _____

Name : _____

Date : _____

Indian Institute of Management Ahmedabad

Common Nomination Form for Leave Encashment, General/Contributory Provident Fund, GSLIS, Group Accident Policy and Group Term Insurance Policy

I, ..., having Emp. No……....., hereby nominate the person/persons mentioned below and confer on him/her/them right to receive, in the event of my death, to the extent specified below, amount on account of the following:

i. leave encashment amount due, if any

ii. amount that may stand to credit in the General/Contributory Provident Fund, as applicable

iii. amount due under Group Savings and Life Insurance Scheme, if any

iv. amount due under the Group Accident Policy, if any

v. amount due under the Group Term Insurance Policy, if any

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee	Type of Benefit	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/ pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (6) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8	9

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee	Type of Benefit	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/ pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (6) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8	9

These nominations supersede any nominations made by me earlier.

Place: Signature of Employee

Date: Email ID:

Telephone No.:

Note 1: The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

Note 2: Employee need to sign on each page. In case of change in nominations, the form has to be filled again and submitted to HR office.

----------To be filled by HR Office----------

Received the nomination form on ……..……..

Signature of Authorised Personnel from HR Office…….....

The authorized personnel in HR Office should give a copy of this form to the employee who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death. Original copy will be maintained in employees' personal file.

Payment of Gratuity

FORM 'F'

See sub-rule (1) of Rule 6

Nomination

To,

Indian Institute of Management Ahmedabad

Vastrapur,

Ahmedabad-380015

I, Shri/Shrimati/Kumari_____

(Name in full here)

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.
4 (a) My father/mother/parents is/are not dependent on me.

   (b) My husband's/wife's father/mother/parents is/are not dependent on my husband/wife.
5. I have excluded my husband/wife from my family by a notice dated the_____to the controlling authority in terms of the proviso to clause (h) of Section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

Nominee(s)

	Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
	(1)	(2)	(3)	(4)
1.				
2.				
3.				
4.				
5.				

Statement

1. Name of employee in full_____
2. Sex_____
3. Religion_____
4. Whether unmarried/married/widow/widower_____
5. Department/Branch/Section where employed_____
6. Post held with Ticket No. or Serial No., if any_____
7. Date of appointment_____
8. Permanent address:

   Village_____ Thana_____ Sub-division_____

   Post Office_____ District_____ State_____

Place:_____

Signature/Thumb-impression of the Employee

Date:_____

Declaration by Witnesses

Nomination signed/thumb-impressed before me

Name in full and full address of witnesses.

1. _____

2. _____

Signature of Witnesses.

1. _____

2. _____

Place:_____ Date:_____

Certificate by the Employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.
Employer's Reference No., if any_____

Signature of the employer/Officer authorised
Designation

Date:_____

Name and address of the establishment or rubber stamp thereof.

_____

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date:_____ Signature of the Employee

Note.—Strike out the words/paragraphs not applicable.

Please provide the following information, **IN CAPITAL LETTERS ONLY** for I-card purpose.

Emp. Name	
Emp. Code	
Designation	
Date of Joining	
Valid Upto (for office use)	
Blood Group	
Residential Address	
Contact No. (Office)	
E-mail id (official)	
Contact No (Home)	
Contact No (Mobile)	
Emergency Contact No (other than above contact nos)	
Attach Your Recent Passport Size Photo	
Signature of Employee (Please sign in the centre of the space provided)	

CHAPTER 5

GENERAL CONDUCT, ETHICS & DISCIPLINARY ACTION

All employees of the IIMA are expected to follow the rules and regulations of the Institute as promulgated and modified from time to time.

SPEECHES/ PRESENTATIONS IN PUBLIC SEMINARS/ CONFERENCES

1. Non-faculty employees are required to seek prior approval from Institute for making speeches and presentations in public seminars and conferences mentioning following details:
   - i. Date and venue of the Seminars/Conferences
   - ii. Purpose and theme of the Seminars/Conferences
   - iii. Brief outline of the proposed presentation/speech
   - iv. Likely audience
   - v. Reason for participation
2. After participation in the seminar, the employee will be required to submit a report on the same.

COMMUNICATIONS TO THE MEDIA

1. The Communication Department of the IIMA will manage all communications with the press, in coordination with Director. Direct interaction with the Press will be handled by the Director. All queries from the media either through their representatives or otherwise should be referred to the Head of the Communication Department.
2. An employee will deal directly with media on IIMA related matters, only after proper authorization to do so.
3. The use of internet or any other social media to reveal sensitive information is not allowed.

PROTECTION & PROPER USE OF IIMA ASSETS

1. All employees are expected to be responsible and efficient in their use of IIMA's assets. All assets of the Institute shall be used only for legitimate business purposes.
2. Theft, carelessness, and waste of resources will be viewed seriously.

DRUGS/SMOKING/ALCOHOL/WEAPONS

1. An employee taking drugs/consuming alcohol/smoking in office or found to possess weapons in office will be committing a disciplinary offence, which will be dealt with in accordance with the Institute's Disciplinary Action Procedure.
2. An employee may be, on reasonable suspicion, asked to undergo drug/alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the Institute.

CONDUCT RULES

[DO'S] – EVERY EMPLOYEE SHALL

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence and impartiality in the discharge of duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum on and off the workplace.
7. Promptly report to superiors civil/criminal procedures against him/her, if any, in a Court of Law and the circumstances connected therewith.
8. Keep away from demonstrations organised by political parties.
9. Maintain political neutrality in their official dealings involving the Institute.
10. Avoid habitual indebtedness or insolvency.
11. Act in accordance with Institute policies
12. Mainting courtesy while dealing with the general public

[DON'TS] NO EMPLOYEE SHALL

1. Indulge in acts detrimental to the interest of IIMA.
2. Adopt dilatory tactics in his/her dealings with the public.
3. Practice untouchability.
4. Associate himself/herself with any banned organizations.
5. Join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
6. Accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with him/her.
7. Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom he/she is likely to have official dealings.
8. Approach subordinates for standing surety for loans taken from private sources either by him/her, relations, or friends.
9. Appear in public place in a state of intoxication.

10. Indulge in any act of sexual harassment of any kind at workplace.
11. Enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
12. Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a supervisor.
13. Theft, or dishonesty in connection with the Institute' activities or property.
14. Willful damage to or loss of the Institute's goods or property.
15. Taking or giving bribes or any illegal gratification.
16. Habitual late attendance.
17. Habitual breach of any law applicable at the Institute.
18. Habitual negligence or neglect of work.
19. Frequent repetition of any misconduct or omission.
20. Striking work or inciting others to strike work.
21. Contravention of the provisions of any law, or rule having the force of law.
22. Acting in a manner prejudicial to the interests of the Institute.
23. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or outside such premises where such behavior is related to or connected with the employment.
24. Gambling within the premises of the office or other place of work, where it is prohibited.
25. Smoking within the premises of the Office or other place of work, where it is prohibited.
26. Collection, without the permission of the competent authority, of any money (within the premises of the Institute) except as sanctioned by any law of the land for the time being in force or rules of the Institute.
27. Sleeping while on duty.
28. Commission of any act which amounts to a criminal offence involving moral turpitude.
29. Absence from the employee's appointed place of work without permission or sufficient cause.
30. Commission of any act subversive of discipline or good behavior.
31. Willful and prolonged absence from duty without reasonable cause.
32. Neglect of his/her spouse and family in a manner unbecoming of an employee of the Institute.
33. Failure to maintain a responsible and decent standard of conduct in private life, thereby bringing discredit to the Institute.
34. Having obtained an advance from the Institute for a specific purpose such as building a house, purchase of conveyance, leave travel or for any other declared purpose, but not utilizing the advance for the intended purpose within the period specified and diverting the money for any other use.
35. Any act unbecoming of an employee of the Institute.
36. Assaulting or abusing or insulting any of the officers or employees of the Institute within the premises of office or other place of work or outside.

37. Interference in the work of other employees.
38. Approaching higher authorities direct or through other persons for promotion or any other personal favor or gain except through proper channel.
39. Writing of anonymous or pseudonymous letter criticizing the Management or any other Manager/ employee of the Institute.
40. Spreading false rumors or giving false information or making defamatory statements (written or oral) which tend to bring the Management or its Managers into disrepute.
41. Carrying on money-lending, or any other private business.
42. Willful failure to appear before Medical Board, when called upon to do so.
43. Abetment of or attempt at abetment of any act which amounts to misconduct.

EMPLOYEE ARRESTED FOR CRIMINAL OFFENCE

1. An employee who is arrested on a criminal charge or is detained in pursuance of any process of law, may, if so directed by the competent authority, be considered as being or having been under suspension from the date of his detention, up to such date or during such other period, as the competent authority may direct.
2. Any payment made to such employee shall be subject to adjustment of his/her pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as the period of duty or leave.
3. Full pay and allowances will be admissible only if the employee:
   a) is treated as on duty during such period; and
   b) is acquitted of all blame or satisfies the competent authority in the case of his release from detention or his detention being set aside by the Competent Judiciary Authority, that he/she had not been guilty of improper conduct resulting in his detention.
4. An employee shall be liable to dismissal for any of the other charges if he/she is committed to prison for a criminal offence or is convicted for an offence which in the opinion of the competent authority, either involves gross moral turpitude or has a bearing on any of the affairs of IIMA or on the discharge by the employee of his duties in the IIMA; the decision of the Director in this respect shall be conclusive and binding on the employee.
5. Where the absence of an employee from duty without leave or his overstay is due to his having been arrested on criminal charges or due to his having been detained in pursuance of any process of law, the employee shall be treated as having absented himself/herself without leave or, as the case may be, overstayed, otherwise than under circumstances beyond his control

RULES ON DISCIPLINARY ACTION

CLASSIFICATION OF EMPLOYEES

Employee shall be classified as Permanent, Probationers, Tenure Based Scaled Contract, Temporary, Part-time, Casual and Associate (such as AA, RA) etc.

1. **Permanent Employee:** means employee who has been confirmed in his post and has received

a letter of confirmation from the Chief Administrative Officer or by the person authorised in this behalf by the Director after satisfactory completion of probation period of service with the Institute and whose name has been entered in the muster and who has been given an identity card.

2. **Probationer Employee:** means an employee who is provisionally employed on a trial basis to be considered for permanent vacancy or post and has not completed probationary period fixed for him in that behalf and who has not received a letter of confirmation in service from the Chief Administrative Officer or a person authorised in this behalf by the Director. The probationary period will be such as may be determined, and on expiry of the stipulated period of probation, the employee shall be deemed to continue on probation as a probationer. The Probationer shall be governed by the terms of his employment and by rules or orders expressly governing probationers. It is hereby expressly provided that benefit conferred under these regulations or any other rules framed by the Institute shall not apply to the probationer unless otherwise expressly specified. Rules as regards hours of work and other regulations applicable for the discharge of his/her duty, shall, however, apply to the probationer.

3. **Tenure Based Scaled Contract Employee:** means an employee employed for a fixed tenure on the pay scale applicable in the Institute. Tenure period will be such as may be determined by the Institute. The Tenure Based Scaled Contract employee shall be governed by the terms of his employment and by rules or orders expressly governing them. It is hereby expressly provided that all benefits conferred under these regulations or any other rules framed by the Institute shall apply to the Tenure Based Scaled Contract employee unless explicitly specified.

4. **Temporary employee:** means an employee who is appointed for a limited period for work which is essentially temporary or seasonal or a person who is employed temporarily as an additional employee to assist in a temporary increase in work Period of temporary employment of temporary workmen may be extended from time to time at the discretion of the Director depending upon exigencies of work. However, the total duration will not be more than two years, and at a time, the duration will not be more than one year. It is hereby expressly provided that benefit of leave or provident fund or any other benefits conferred under these regulations or any other Rules framed by the Institute shall not apply to temporary workmen, unless otherwise expressly specified. Regulations as regards hours of work and other Regulations applicable for the discharge of his duties shall however, apply to him.

5. **Part-time employee:** means an employee who has been employed to work for only part of the day or during the hours other than those fixed for employees in general.

6. **Trainee** means an employee other than a person who is appointed under the Apprentice Act, 1961 and Apprentice (Amendment) Act, 1985, at the Institute with or without any allowances to learn a job and who is not a probationary or contract or temporary employee.

7. **Apprentice:** means a person who is appointed as an Apprentice under the Apprentice Act, 1961 and Apprentice (Amendment) Act, *1985,* and it also includes one who is employed with or without any allowance to learn a job and who is not a probationer or temporary staff.

8. **Outsourced Employee:** means an employee hired through an outsourcing agency / contractor providing manpower services to the Institute. The employees of the contractor, who has agreement with the Institute for providing services e.g. Security, House Keeping etc., will not be considered as outsourced employee.

8. **Academic Associate:** means a person appointed to support the faculty in their varied academic activities. The appointment is maximum for five years on a contract with fixed pay. The Academic Associate is not entitled to any of the benefits and privileges of a permanent employee. They are governed by the terms of his employment and by rules or orders expressly governing them. It is hereby expressly provided that benefits conferred under these regulations or any other rules framed by the Institute shall not apply to them unless explicitly specified. Rules as regards hours of work and other regulations applicable for discharge of his/her duty, shall, however, apply to them.

9. **Research Assistant/Associate:** means a person appointed to assist the faculty in individual and group research, case writing, etc. They are not entitled to any of the benefits and privileges of a permanent employee. They are governed by the terms of his employment and by rules or orders expressly governing them. It is hereby expressly provided that benefit conferred under these regulations or any other rules framed by the Institute shall not apply to them unless explicitly specified. Rules as regards hours of work and other regulations applicable for discharge of his/her duty, shall, however, apply to them.

If a permanent employee is employed as a probationer to new or higher post, he/she may, at any time, during the probationary period, be reverted to his original permanent post by an order in writing signed by the Director/Chief Administrative Officer or by any person authorised in this behalf.

The authority which appoints a member of the faculty and staff of the Institute, hereinafter referred to as 'employee' or person, may suspend, discharge, dismiss, or award any for the misconduct or for breach of the terms and conditions of his/her appointment.

PENALTIES:

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

MINOR PENALTIES:

1. censure;
2. withholding of his promotion;
3. recovery from; his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders;
    a) Reduction to a lower stage in the time scale of pay for a period not exceeding 3years without cumulative effect and not adversely affecting his pension.
    b) Withholding of increments of pay.

MAJOR PENALTIES:

1. As provided for in Regulation 3(a) above, 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 of the Institute will earn increments of pay during the period of such Reduction and whether on the expiry of

such period, the reduction will or will not have the effect of postponing the future increments of his pay;

2. reduction to a lower time-scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee of the Institute was reduced and his seniority and pay on such Restoration to that post;
3. (compulsory) retirement;
4. removal from service which shall not be disqualification for future employment under the Institute;
5. dismissal from service which shall ordinarily be a disqualification for future employment under the Institute

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

1. Discharge of an employee for failure to pass any examination or test or a medical test prescribed for fresh appointment to any category of post; compulsory retirement of an employee in accordance with the provision relating to superannuation or retirement;
2. Compulsory retirement of an employee by following the provision relating to superannuation or retirement;
3. Termination of service or reversion to a lower category or post of an employee appointed or promoted on probation either during or at the end of the period of probation;
4. Discharge of an employee under regulation 19 or as a measure of retrenchment for want of vacancy;
5. Termination of service of an employee employed under a contract or agreement as per the terms of such contract or agreement or in the case of an employee appointed for a specific period, at the end of such period;
6. Reversion of an employee promoted from a lower post to a higher post to such lower post for want of vacancy;
7. On-promotion of an employee after consideration of his case for promotion; whether on a regular or Tenure Based Scaled Contract or on ad-hoc basis to a post to which he is eligible for being considered;
8. Replacement of the services of an employee whose services had been borrowed at the disposal of his parent organization.

SUSPENSION:

The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board, by general or special order, may place an employee under suspension:

1. where a disciplinary proceeding against him is contemplated or is pending or
2. where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or

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

   Provided that, where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith Report to the appointing authority the circumstances in which the order was made.

4. An employee shall be deemed to have been placed under suspension by order of appointing authority:

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

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

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

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

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

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

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

ENQUIRY PROCEEDINGS:

1. In the enquiry, the employee shall be entitled to appear in person or to be represented by an employee of the Institute.

2. The proceedings of the enquiry shall be recorded in English. However, the Institute shall arrange for a Hindi or Gujarati translation of the proceedings at the request of the employee.

3. The proceedings of the enquiry shall generally be completed within three months:

   Provided that the period of three months may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer.

4. If on the conclusion of the enquiry or, as the case may be, of the criminal proceeding, the employee has been found guilty of the charges framed against him/her and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the competent authority shall pass an order accordingly.

   Provided that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same emoluments as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

5. If on the conclusion of the enquiry, or as the case may be, of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

6. The payment of subsistence allowance under these rules shall be subject to the employee concerned not taking up any employment during the period of suspension.

7. In awarding punishment under this rule, the competent authority shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the competent authority shall be supplied to the employee concerned.

8. No order of discharge or dismissal shall be passed under the preceding rule unless the specific charges on which such order is to be passed, are framed against the person in writing, and given to the said person, so that he/she shall have reasonable opportunity to show cause why the proposed action should not be taken against him/her, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements may be waived if the facts on the basis of which action is to be taken, have been established in a court of law or where the person absconded remains absent without intimation for a period of not less than one month or where it is for any other reason impracticable to communicate with him/her. In every case where all or any of the requirements of this rule are waived, the reasons for so doing shall be recorded in writing.

APPEALS:

An employee who has been discharged or dismissed shall have a right to appeal against any order passed against him/her to an authority referred to as 'Appellate Authority' in Annexure I. Every appeal shall comply with the following requirements.

a) It shall be written in English, or, if not written in English, it shall be accompanied by a translation in English and shall be signed.

b) It shall be presented, in concise, polite language and be free from irrelevant matter.

c) It shall contain all material statements and arguments relied on and shall be complete in itself.

d) It shall specify the relief desired.

e) It shall be submitted to the authority which made the order appealed against within three months from the date on which the Appellant receives a copy of the order appealed against provided further that a copy of the appeal may be submitted directly to the appellate authority.

f) It shall not be addressed to the authorities listed in Annexure I or to any member of the Board of Governors by name, and any such action shall be deemed a breach of discipline.

CONSIDERATION OF APPEALS

In the case of an appeal against an order of discharge or dismissal, the appellate authority shall consider:

a) Whether the procedure prescribed in the preceding paras has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice,

b) whether the findings are justified, and

c) whether the penalty imposed is excessive, adequate or inadequate and pass orders

   i) setting aside, reducing, confirming, enhancing the penalty, or

   ii) remitting the case to the appointing authority with such direction as it may deem fit in the circumstances of the case.

   Provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he/she may wish to make against such an enhanced penalty.

IMPLEMENTATION OF ORDERS IN APPEAL

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

REVIEW OF ORDERS IN DISCIPLINARY CASES

The authority specified in Annexure I before which an appeal against an order imposing any of the penalties, may of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit as if the employee had preferred an appeal against such an order. No such review will be undertaken three months after the date of the order to be reviewed.

BOARD'S POWER TO REVIEW

1. Notwithstanding anything contained above, the Board of Governors may, on its own motion, after calling for the records of the case, review any order which is made or is appealable under these rules.

2. An employee who has been discharged or dismissed or imposed any of the punishments by an order passed by the Board of Governors, can make a request to the Board for reconsideration of its decision, within one month from the date of receipt of the decision of the Board of Governors. The Board after reconsideration may arrange to communicate its decision to the employee concerned. Once such reconsideration is communicated the decision of the Board will be final. No further appeal will lie against such a decision of the Board.

PAY AND ALLOWANCES ON ACQUITTAL

If an employee of the Institute has been discharged or dismissed and charges are not proved against him/her, the appellate authority may grant him/her for the period of absence from duty

a) if he/she is fully exonerated, the full pay to which he/she would have been entitled if he/she had not been discharged or dismissed, and by an order to be separately recorded, any allowance of which he/she was in receipt prior to his/her discharge or dismissal,

or

b) if not fully exonerated, such proportion of such pay and allowances as the appellate authority may prescribe.

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

PROCEDURE FOR DISCIPLINARY PROCEEDINGS AFTER RETIREMENT:

Any disciplinary proceeding, if instituted by issue of charge sheet while the employee was in service, whether before his retirement or during his re-employment, shall, after the retirement of the employee, be continued and concluded by the authority by which it was commenced, in the same manner, as if the employee had continued in service. Such proceeding after retirement should be completed expeditiously and within twelve months from the date of delivery of charge sheet to the charged official, subject to Court Orders, if any. During the pendency of the disciplinary proceedings, the disciplinary authority may withhold payment of gratuity for ordering the recovery from gratuity of the whole or part of any pecuniary loss caused to the Institute. If the employee is found in a disciplinary proceedings or judicial proceedings to have been guilty of offence or misconduct as mentioned in the relevant Sections of the Payment of the Gratuity Act, 1972 (39 of 1972) or to have caused pecuniary loss to the Institute by misconduct or negligence during his service, including service rendered on deputation or on re-employment after retirement, provided that the provisions of relevant Sections of the Payment of Gratuity Act, 1972 shall be kept in view in the event of delayed payment, in case, the employee is fully exonerated

ANNEXURE - I

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

Sr. No.	Pay Band of posts	Appointing Authority	Authority competent to impose penalty	Appellate Authority
1	Faculty	Director	Director	Board of Governors
2	Research Staff	Dean (authority delegated by the Director)	Dean (authority delegated by the Director)	Director
3	Administrative Staff in Pay Level 11 and above	Director	Director	Board of Governors
4a	Administrative Staff in Pay Level 6 to Pay Level 10	Chief Administrative Officer (authority delegated by the Director	Chief Administrative Officer (authority delegated by the Director)	Director
4b	Administrative Staff in Pay Level 1 to Pay Level 5	Vice President – HR (authority sub delegated by the Director)	Vice President – HR (authority sub delegated by the Director)	Chief Administrative Officer

CHAPTER 6

COMMITTEE FOR MANAGING GENDER ISSUES (CMGI)

The Institute has set up an Internal Committee known as the Committee for Managing Gender Issues (CMGI) in accordance with the Act and related rules and regulations applicable to higher educational and technical Committee for Managing Gender Issues (CMGI) institutions. The objective of CMGI goes beyond what is mandated by the Act and rules: CMGI is not only confined to dealing with complaints of Sexual Harassment towards women but also towards members of other genders and to work for creating awareness, sensitization, counselling, and educating about gender issues.

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

A) OBJECTIVES OF CMGI

1. Creating a campus free from discrimination, harassment, retaliation or sexual assault at all levels;
2. Proactively move to curb all forms of sexual harassment of employees and students;
3. Create awareness about what constitutes sexual harassment, including hostile environment harassment and quid pro quo harassment;
4. Organize gender sensitization programmes and workshops for the faculty, Managers, functionaries associated with IIMA, and students, to ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act, Rules, Regulations, and under this Policy;
5. Act decisively against all gender-based harassment perpetrated against employees and students, primarily women employees and students and with the recognition that some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation and thus extend services to them as well;
6. Be responsible for initiating all proceedings as required by law to punish those guilty of sexual harassment within IIMA Campus.

B) DEFINITIONS (FOR THE PURPOSE OF CMGI)

In these regulations, unless the context otherwise requires:

“Complainant” means in relation to the campus, a woman of any age whether employed or not who alleges to have been subjected to any act of sexual harassment by the respondent. For avoidance of any doubt, Complainant also includes genders other than women. All Sexual Harassment

complaints of genders other than women will be dealt with in accordance with clause 6 of the Policy.

'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013).

"Campus" means the physical location of the Indian Institute of Management Ahmedabad (IIMA) and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, Post Office, milk booth etc., visited by the students, workers and employees. The campus also includes extended campus and covers within its scope places visited by the students and employees of the IIMA, including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets, participating in meetings and conferences, and such other activities.

"Covered Individuals" are persons who have engaged in protected activity (defined in clause f) such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity, and such person can be an employee or a fellow student or guardian of the offended person;

"Employee" means a person employed at a workplace for any work on a regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name; employee also includes, for the purpose of this Policy trainee, apprentice (or called by any other name), interns, volunteers, teaching assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;

"Protected Activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others, such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

"Sexual Harassment" means "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

any unwelcome physical, verbal or non-verbal conduct of sexual nature; demand or request for sexual favours;

- making sexually coloured remarks physical contact and advances: or showing pornography.
- anyone (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:
- implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- implied or explicit threat of detrimental treatment in the conduct of work;

- implied or explicit threat about the present or future status of the person concerned;
- creating an intimidating offensive or hostile learning environment;
- humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

"Student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes at IIMA; provided that a student of other institute/ university/college who comes to IIMA as a participant of any programme, academic or cultural event or on a personal visit, shall be treated as a student of IIMA for the purposes of this Policy.

"Third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of IIMA, but a visitor to IIMA in some other capacity or for some other purpose or reason;

"Victimization" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;

"Workplace" means the campus of IIMA including:

Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by IIMA;

Any sports facility, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in IIMA;

Any place visited by the employee or student arising out of or during the course of employment or study, cultural or any field trips organized by IIMA community, including transportation provided for undertaking such journey.

C) CONSTITUTION OF CMGI

The CMGI functions as the Internal Complaints Committee or Internal Committee (ICC or IC) of the IIMA. The composition of CMGI shall be as follows:

A Chairperson who shall be a tenured woman faculty member at the IIMA, nominated by the Director;

Provided that in case a tenured woman faculty is not available, the Chairperson shall be nominated from other offices, or administrative units of the workplace;

Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have the legal knowledge, nominated by the Director;

Four students (at least one of whom is female), enrolled in long-duration programmes, selected through a transparent procedure.

One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Director, IIMA

At least one-half of the total members of the ICC shall be women.

Persons in senior administrative positions at IIMA, such as Director, Deans, Programme Directors, etc., shall not be members of the CMGI to ensure the autonomy of their functioning.

The member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the CMGI by the Director, IIMA as may be prescribed.

The term of office of the members of the CMGI shall be for three years.

To the extent feasible, the outgoing Chairperson of the CMGI continues as a member for up to a year with the new Chairperson to ensure the proper functioning of the committee.

Where the Chairperson or any member of the CMGI:

Contravenes the provisions of the Act or goes against any of the substantive obligations under the CMGI Policy; or has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against them; or has so abused their position as to render their continuance in office prejudicial to the public interest, such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

D) RESPONSIBILITY OF CMGI

The Committee for Managing Gender Issues shall:

1. provide assistance if an employee or a student chooses to file a complaint with the police; provide mechanisms of dispute redressal and dialogue to anticipate and address sexual Harassment issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely positive approaches that lead to further resentment, alienation or violence; protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
2. strive to ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and strive to ensure the prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

E) THE PROCESS FOR MAKING A COMPLAINT

The CMGI shall comply with the procedure prescribed in CMGI Policy and the Act for making a complaint and inquiring into the complaint in a time-bound manner. An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within three months from the date of the last incident.

Provided that where such a complaint cannot be made in writing, the Chairperson or any Member of the CMGI shall render all reasonable assistance to the person for making the complaint in writing.

Provided further that the CMGI may, for the reasons to be accorded in writing, extend the time limit not exceeding three months if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

Friends, Relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

F) SEXUAL HARASSMENT FACED BY MEN AND GENDERS OTHER THAN WOMEN

In case of Sexual Harassment faced by a person of any gender other than woman, the complaint may be filed with CMGI. The CMGI, after prima facie examining the issue, will take up cases filed by genders other than women relating to Sexual Harassment, if it observes a clear pattern of Sexual Harassment in the case.

G) CONCILIATION

Prior to initiating an inquiry, the CMGI may, at the written request of the Complainant take steps to settle the matter between the Complainant and the Respondent through conciliation.

Conciliation is only a choice of the Complainant.

Conciliation shall not be forced or done by fraud, coercion or undue influence on either the Complainant or Respondent.

Any settlement brought about must be mutually acceptable to both, the Complainant and the Respondent.

Monetary settlement cannot be made the basis of such conciliation.

In case a settlement has been arrived at, the CMGI shall record it and forward it to the management of IIMA to take action as specified in the recommendation of the CMGI.

The CMGI will also provide copies of the settlement as recorded to the Complainant and the Respondent.

If settlement has been reached, the CMGI will not be required to conduct any further inquiry.

If Complainant feels that the terms of settlement are not being complied with by the Respondent or action has not been taken by IIMA, Complainant can make a written request to the CMGI to conduct an inquiry into the complaint.

H) THE PROCESS FOR CONDUCTING INQUIRY

On receipt of the complaint, the Chairperson/Presiding Manager of CMGI shall form a sub-committee that will conduct inquiries, hearing and take action on the complaint received.

The CMGI sub-committee shall, upon receipt of the complaint, send one copy of the complaint to the respondent within seven days of such receipt.

Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents and names and addresses of witnesses within ten days.

The inquiry has to be completed within ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of

the inquiry to the Director of IIMA. Copy of the findings or recommendations shall also be served on both parties to the complaint.

The Director of IIMA shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report unless an appeal against the findings is filed within that time by either party.

An appeal against the findings or / recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within thirty days from the date of the recommendations.

If the Director of IIMA decides not to act as per the recommendations of the CMGI, then it shall record written reasons for the same and convey to the CMGI and both the parties to the proceedings. If the Director decides to act as per the recommendations of the CMGI, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Director of IIMA shall proceed only after considering the reply or hearing the aggrieved person.

The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain.

I) INTERIM REDRESSAL

When the CMGI prima facie believe, depending of severity of particular case, there is a requirement to act upon to protect the complainant, the CMGI may recommend, and the IIMA may: transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the CMGI; grant leave to the aggrieved with full protection of status and benefits for a period up to three months; restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant; ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus; take strict measures to provide a conductive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

J) PUNISHMENT AND COMPENSATION

Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of IIMA, if the offender is an employee. The CMGI may recommend:

1. a written apology
2. a letter of warning
3. removal and/or disbarment from holding an administrative position withholding the promotion
4. compulsory retirement
5. withholding of pay rise or increments
6. immediate transfer or suspension without pay
7. suspension from service for a limited period
8. termination from service

9. undergoing a counselling session
10. carrying out community service
11. deduction from the salary or wages of the employee, such sum as CMGI may consider appropriate to be paid to the Complainant or to his / her legal heirs as compensation. In case IIMA is unable to make deductions from the salary of the employee due to his / her being absent from duty or cessation of employment, it may direct them to pay such sum to the Complainant. In case they fail to pay the sum, CMGI may forward the order for recovery of the sum as an arrear of land revenue to the concerned district officer.

Where the respondent is a student, depending upon the severity of the offence, the CMGI may recommend:

1. a written apology
2. a letter of warning
3. removal and/or disbarment from holding an administrative position
4. withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances and identity card; suspend or restrict entry into the campus for a specific period; award reformative punishments like mandatory counseling and, or, performance of community services.
5. expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

Where the respondent is a third party, depending on the severity of the offence, the CMGI may recommend:

1. warning, reprimand or censure
2. a letter of warning to the respondent
3. a letter communicating their misconduct to his / her place of education, employment or residence
4. withhold privileges of the third party such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances and identity card;
5. suspend or restrict entry into the campus for a specific period; and / or a bar on appearing for the entrance examination / interview to any programme of study offered by IIMA
6. cancellation of contract with IIMA;

In case that the CMGI determines that the aggrieved person is entitled to the payment of compensation, the IIMA shall issue direction for payment of the compensation recommended by the CMGI and accepted by the Director of IIMA, which shall be recovered from the offender. The compensation payable shall be determined on the **basis of mental** trauma, pain, suffering and distress caused to the aggrieved person; the loss of career opportunity due to the incident of sexual harassment; the medical expenses incurred by the victim for physical, psychiatric treatment; the income and status of the alleged perpetrator and victim; and the feasibility of such payment in a lump sum or in instalments.

K) ACTION AGAINST FRIVOLOUS COMPLAINT

To ensure that the provisions for the protection of employees and students, and others from sexual harassment do not get misused, CMGI takes false, mischievous or malicious complaints seriously. If the CMGI concludes that the allegations made were false, mischievous or malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished if the complainant happens to be an employee or a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

L) CONFIDENTIALITY

All concerns and reporting can be expressed or made without any fear of retaliation. It shall be the duty of all persons and authorities designated to ensure that the complaints lodged with CMGI remain confidential. After the initiation of an enquiry, confidentiality of proceedings shall be maintained so far as is possible.

The name and identity of the Complainant or the Respondent or Witnesses shall not be revealed to the press / media or any other persons whilst reporting of any proceedings, case, order or Judgment.

The contents of the complaint, the identity and contact details of the Complainant, respondent and witnesses and any information related to conciliation, inquiry proceedings, recommendations of the CMGI and the action taken by IIMA shall not be published, communicated or made known to the public, press and media in any manner and will be revealed strictly on a need-to-know basis. All discussions / decisions must be documented and retained by the CMGI and must be kept confidential. The above may also include suspension pending inquiry. Appropriate information will be shared with Government authorities as per the Act.

However, information may be disseminated regarding the justice secured to any victim without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Complainant and witnesses.

If any person (including witnesses) breaches confidentiality, the CMGI reserves the right to initiate proceedings against them and suggest punishments.

M) PROTECTION AGAINST VICTIMIZATION

IIMA will not accept, support or tolerate retaliation in any form against any employee / student who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action. While dealing with any complaint of Sexual Harassment, CMGI shall ensure that the Complainant or the witness are not victimized or discriminated against by the Respondent.

In case of any victimization, the CMGI reserves the right to initiate proceedings for the same and suggest punishments. Additionally, the CMGI may do the following:

Issue a restraint order to warn the Respondent(s) that any attempt on his / her part or by person(s) acting on his / her behalf, to contact, or influence, or intimidate, or exert pressure on

the Complainant/witness or any person in the Complainant's/ witness's confidence may prove prejudicial to his / her case. CMGI may issue a verbal and written warning that such behaviour may lead to an adverse inference (i.e. a contrary / negative view) being drawn against him/her. The Complainant or any other person should intimate in writing to CMGI of any violation of the order of restraint by the Respondent(s), or any persons acting on his / her behalf. CMGI shall consider all violations of the restraint order when determining the nature of the offence of a Respondent found guilty of Sexual Harassment.

If the Complainant / witness is a student and the Respondent(s) is a teacher, during the inquiry and post-inquiry (if teacher is found guilty), the Respondent(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.

If Complainant / witnesses and the Respondent(s) are members of the academic and / or non-teaching staff of IIMA, during inquiry and post inquiry (if Respondent is found guilty), the Respondent shall not write the Annual Performance Reports of the Complainant, if he / she is otherwise so authorized.

If the Respondent(s) is a resident / service provider, during the duration of the inquiry and even after such inquiry if the Respondent is found guilty, the order of restraint issued in accordance with the procedures shall be in force at all times.

WHERE SEXUAL HARRASMENT AMOUNTS TO CRIMINAL OFFENCE

Where Sexual Harassment amounts to a specific offence under the Indian Penal Code, 1860 or under any other law, it shall be the duty of CMGI to immediately inform the Complainant of his / her right to initiate action in accordance with the law with the appropriate authority and to give necessary assistance regarding the same.
The provisions of this Policy shall not restrict the powers of IIMA or Complainant to proceed against the Respondent for any other misconduct, or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of this Policy.

The proceedings under this Policy shall not, in any way, be affected by any other proceedings against the Respondent preferred by the Complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law. Any such action or proceedings initiated shall be in addition to proceedings initiated and / or any action taken under this Policy.

N) RESPONSIBILITIES OF IIMA

IIMA shall provide legal, medical and counselling assistance to those complainants who have to take legal recourse to the best of their abilities, and any recommendations for the same must have the approval of the Director.

Place a copy of this Policy on the internal website of IIMA or such prominent places as a continual reminder to the employees (including teaching and non-teaching staff) and students of the IIMA's Policy on Sexual Harassment.

Sensitizing the employees (including teaching and non-teaching staff) and students and provide training related to Sexual Harassment issues.

Encouraging women employees of IIMA (including teaching and non- teaching staff) and students to raise their concerns and issues on Sexual Harassment in the workplace at appropriate forum for affirmative discussion from time to time.

In case the management of IIMA receives a complaint, it shall forward such complaint to CMGI for redressal.

IIMA shall maintain full confidentiality with respect to the complaints.

IIMA shall extend all necessary assistance for ensuring full, effective and speedy implementation of this Policy.

IIMA shall strive to create a safe workplace and provide support to CMGI for its effective and unbiased functioning.

IIMA shall forward to the District Officer, the Annual Report of CMGI.

O) WHAT IIMA EXPECT FROM YOU

Help IIMA provide a safe and respectful environment for all and have shared responsibility of creating the same.

Speak up if you come across Sexual Harassment. Be aware that IIMA will take allegations seriously and will ask for co-operation in an inquiry if you bring a complaint forward.

Provide support during any inquiry of a complaint, including testifying as witness and giving full and truthful disclosure of all factual information when asked by CMGI, while ensuring that complete confidentiality is maintained, throughout, about any case of Sexual Harassment within the organization.

Set an example of dignified workplace behaviour and ethical standards in line with IIMA's values.

Handle information related to known or suspected violations of this Policy in a discreet and confidential manner and not attempt to investigate / inquire into the information or suspected violations of this Policy on your own i.e. without involving CMGI.

P) HOW TO RESPOND

Sexual Harassment is unlikely to stop until confronted.

IIMA supports and encourages all members of the community who believe they are being sexually harassed to take steps to end the Sexual Harassment.

Keep records of any verbal or written communication you have with the harasser.

Talk to or email any member of CMGI.

Filing of a complaint will not adversely affect career / grades / academic status.

Q) AMENDMENT TO THE POLICY

IIMA reserves the right to amend the Policy from time to time in order to comply with any laws/rules / regulations that come into effect from time to time related to Sexual Harassment at the workplace.

CHAPTER 7

LEAVE AND ATTENDANCE

Institute's rules for maintaining attendance and leave policy.

(1) OFFICE HOURS

1.1 The Institute timings are from 9:00 am to 5:45 pm (Monday to Friday) Fifteen minutes of grace period is given to each employee in case of delay due to unforeseen circumstances in the morning. This period of grace timemay be condoned unless it becomes a matter of frequent habit.

1.2 The Head of the Department has to ensure that:

1.2.1 The staff take a lunch break during specified hours (i.e. between 1:00 pm to 1:45 pm).

1.2.2 The staff follow office time while coming to the office and leaving the office.

1.2.3 The staff punch their presence via the biometric system in the terminal nearest to their department.

1.3 For the staff working on shift-basis, the timings will be decided by the HoD, according to the nature of work in the department. The shift timings, if different from the regular timings, should be shared with the HR Office by every 1st day of the month.

1.4 Late attendance up to an hour for not more than two occasions in a month may be condoned by the Supervisor. Half-a-day Casual Leave will be debited for reporting late on the third occurrence. If the CL balance of the particular employee is nil, it will lead to deduction of EL.

1.5 If an employee does not improve on his punctuality; the Institute may initiate disciplinary actions against the concerned employee in addition to the debiting of half-a-day's Casual Leave to his account.

1.6 It will be the responsibility of the HoD to inform the HR office regarding subordinates who remain absent from duty without informing or prior permission of the concerned authority. Such unauthorised absence, if not condoned, can mean break-in-service.

1.7 It is the responsibility of every employee to ensure timely clock-in and clock-out on each working day. No excuses for missed punches will be accepted, except in cases of verified technical issues affecting multiple employees on the same day due to an error in the attendance system.

Employees must stand in front of the biometric machine and visually confirm that their clock-in and clock-out have been successfully recorded.

Late attendance (clock-in and/or clock-out) of up to one hour will be permitted for a maximum of two instances per month. Any missed punches will be counted within these two permissible instances. No additional relaxation will be granted under any circumstances.

If a missed punch occurs beyond the permissible limit, a half-day Casual Leave (CL) will be deducted. In the event that the employee does not have a sufficient CL balance, the leave will be deducted from their Earned Leave (EL) balance.

1.8 The HoD should inform the HR Office, if an employee has obtained permission to attend late or to leave the office early but it will be limited to maximum two instances only.

(2) PROCEDURE FOR GRANTING LEAVE

2.1 The grant of leave to the Institute employee is governed by the Institute Leave Rules. These rules are framed in line with the leave rules applicable to the Central Government employees.

2.2 Leave cannot be claimed as a matter of right. Based on the Institute's requirement or public exigencies, leave can be denied.

2.3 The leave sanctioning authority may refuse or revoke leaves of any kind but cannot alter the kind of leave due and applied for.

2.4 The reasons for leave should invariably be indicated in the leave application.

2.5 Any planned leave for more than two days should be applied at least 10 days before the start of the leave.

2.6 On return from a leave of more than ten days, the employee should report for duty to the HoD and inform to the HR Office.

2.7 Leave should be applied through ESS in the same month in which it is availed.

2.8 Absence without leave not in the continuation of any authorised leave will constitute an interruption of service unless it is regularized.

(3) EXTENSION OF LEAVE

3.1 Requests for extension of leave should be avoided as far as possible. Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already sanctioned through the Supervisor concerned. It should not be assumed that an extension will always be granted.

3.2 If an employee is unable to resume duty on the due date on account of any unforeseen circumstances, he must send an immediate intimation to the Concerned HoD stating the reason of his inability to attend Office on the due date.

3.3 Extension of leave without proper sanction will lead to the deduction of half pay leave (HPL) against the HPL account of the employee to the extent HPL is due, and the excess will be treated as Extra Ordinary Leave (EOL). No leave salary is admissible for the entire period of extension of leave without sanction and such period will not be counted under the qualifying service.

3.4 If employee is absent without proper sanction of leave, it will be treated as EOLWP.

(4) CANCELLATION OF LEAVE

4.1 Cancellation of leave by the employee should be applied and approved by the supervisor.

(5) KINDS OF LEAVE

5.1 LEAVE TYPE 1: CASUAL LEAVE

5.1.1 Casual leave admissible to an employee is eight days for a calendar year, subject to the condition that not more than five days' casual leave may be allowed at a time.

5.1.2 Casual leave can be combined with Special Casual leave but not with any other kind of leave.

5.1.3 Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.

5.1.4 Sundays/public holidays/restricted holidays/weekly offs can be prefixed/ suffixed to Casual Leave.

5.1.5 Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.

5.1.6 Casual Leave can be taken for half day also. For general timings, if an employee avails half day leave for the second half, they will have to attend office from 9.00 am (with a grace period of 15 minutes) to 13.00 pm. In such cases, no late coming or mis punch will be considered within this permissible limit.

Also, if an employee avails half day leave for the forenoon, they must attend the office by 13:45 p.m. (with a grace period of 15 minutes) to 17:45 pm. In such cases, no late coming or mis punch will be considered.

Any late coming or mis punch beyond the allowed grace period will result in the deduction of half-day CL. If the CL balance of the particular employee is nil, it will lead to deduction of EL.

5.1.7 Casual leave cannot be accumulated. Leave not availed in a particular calendar year will lapse at the end of that year.

5.1.8 Employees appointed on term basis would be entitled for Casual leave, but it will be granted to him proportionately.

5.1.9 If a person joins in the middle of a year, casual leave will be granted to him proportionately.

5.1.10 As far as possible Casual Leave should not be kept unutilised till December. Availing the accumulated casual leave in the last month results in disruption of work.

5.1.11 LTC/Leave Encashment can be availed during Casual Leave.

5.2 LEAVE TYPE 2: EARNED LEAVE

5.2.1 The administrative staff is entitled to 30 days of Earned Leave. Fifteen days will be credited to the employee's account on 1st of January and 15 days on 1st of July.

5.2.2 The existing ceiling on the accumulation of EL is 300 days.

5.2.3 The credit rate is 2 ½ days per completed calendar month.

5.2.4 Earned Leave can be availed up to 180 days at a time.

5.2.5 The credit for the half-year in which an employee joins the service in the middle of the

year will be afforded only at the rate of 2½ days per completed calendar month up to the date of his term.

5.2.6 If such employees are absorbed in the Institute services at the end of tenure/term, the leave like EL, CL & HPL would be carried forward to his/her account.

5.2.7 Earned Leave will be reduced by 1/10th of EOL availed and/or the period of **dies non* during the previous half year, subject to a maximum of 15 days and to the extent of such credit only.

5.2.8 The EL application has to be submitted through ESS to the head of the department for approval 15 days prior to the start of the leave.

5.2.9 The credit for the half-year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of two & half days per completed calendar month up to the date of retirement or resignation.

5.2.10 When an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of two & half days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service.

5.2.11 When an employee dies while in service, credit of earned leave shall be allowed at the rate of two & half days per completed month of service up to the date of death of the employee.

5.2.12 Weekly offs and holidays falling in between Earned Leaves are treated as Earned Leave only.

5.2.13 Public Holiday and Restricted Holiday can be prefixed or suffixed to the Earned Leave.

5.3 LEAVE TYPE 3: HALF PAY LEAVE

5.3.1 Half pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half-year in which an employee of the Institute is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year.

5.3.2 The half pay leave to be credited every half-year will be reduced at the rate of one-eighteenth of the period of * *dies non*/suspension treated as *dies non*, during the previous half- year, subject to a maximum of ten days.

5.3.3 The credit for the half-year in which an employee of the Institute is due to retire/ resigns will be afforded at the rate of 5/3 days for each completed calendar month in that half-year up to the date of retirement/resignation.

5.3.4 The credit for the half-year in which an employee is removed/ dismissed from service or dies in service will be afforded at the rate of 5/3 day per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed/dies.

5.3.5 While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

**In service terms, "dies non" means a day, which cannot be treated as duty for any*

purpose. It does not constitute break in service. But the period treated as 'dies non' does not qualify as service for pensionary benefits or increment.

5.4 LEAVE TYPE 4: COMMUTED LEAVE

5.4.1 Commuted leave not exceeding half the amount of half-pay leave due can be taken on medical ground.

5.4.2 Commuted leave up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilised for an approved course of study certified to be in the public interest.

5.4.3 Commuted leave up to a maximum of 60 days can be granted to a female employee of the Institute in continuation of maternity leave without a medical certificate.

5.4.4 Commuted leave up to a maximum of 60 days can be granted without a medical certificate to a female employee with less than two living children, on the adoption of a child less than one-year-old.

5.4.5 If commuted leave is taken, twice the number of days availed should be debited in the half pay leave account.

5.4.6 When an employee, granted commuted leave, quits service voluntarily without returning to duty, the commuted leave will be treated as half pay leave, and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him/her for further service or in the event of death, recovery should not be made.

5.4.7 On joining back after completion of commuted leave due to medical reason, the employee has to submit medical and fitness certificate to the HR office on the day of joining along with leave application in ESS.

5.4.8 In absence of timely submission of leave application with medical and fitness certificate, HPL will be debited.

5.4.9 The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, to have the applicant medically examined on the earliest possible date.

5.4.10 Weekly offs and holidays falling in between Commuted Leaves are treated as commuted Leave only.

5.5 LEAVE TYPE 5: EXTRAORDINARY LEAVE

5.5.1 Extraordinary leave is granted to an employee when no other leave is admissible or when other leave is admissible, but the employee applies in writing for extraordinary leave.

5.5.2 Extraordinary leave cannot be availed concurrently during the notice period when going on voluntary retirement.

5.5.3 The Extraordinary leave without pay can be applied on personal ground only. The sanction of this leave will be at the sole discretion of the Director.

5.5.4 If sanctioned, the Extraordinary Leave without pay will be for the duration of maximum one year only.

5.5.5 Sanction of this leave is not automatic, but is subject to the exigencies of work at the Institute.

5.5.6 The leave will be available only to those administrative staff who are confirmed in the service, and who have put in a minimum of eight years' service in the Institute.

5.5.7 This leave cannot be combined with any other type of leave.

5.5.8 The leave can be availed at most on two occasions, but the total duration of leave availed on both the occasions put together should not exceed one year.

5.5.9 Three months' advance notice is to be given to the Institute to avail of this leave.

5.5.10 For administrative purposes, the absence from duty will be treated as extraordinary leave without pay as understood in the leave rule in vogue for Government of India employees.

5.5.11 Grant of Extraordinary Leave is on the specific understanding that if the employee does not re-join duty on the expiry of his leave, his appointment at the Institute will be treated as terminated.

5.5.12 Limit: No leave of any kind can be granted to a permanent employee for a continuous period exceeding five years. Subject to this limitation, any amount of EOL may be sanctioned to a permanent employee.

5.6 LEAVE TYPE 6: MATERNITY LEAVE

5.6.1 Admissible to married/unmarried female employees during—

5.6.1.1 *Pregnancy:* 180 days. - Admissible only to employees with less than two surviving children.

5.6.1.2 *Miscarriage/abortion (induced or otherwise):* Total of 45 days in the entire service. Admissible irrespective of number of surviving children. The application in ESS should be supported by a certificate from a Registered Medical Practitioner.

5.6.2 The leave is not debited to the leave account.

5.6.3 It is granted on full pay.

5.6.4 It may be combined with leave of any other kind.

5.6.5 Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to two years in continuation.

5.6.6 It is counted as service for increments.

5.6.7 It is counted as service for pension.

5.6.8 It is not admissible for 'threatened abortion'.

5.6.9 The employee has to submit the hospital discharge certificate and a copy of birth certificate of the child after availing the maternity leave.

5.7 LEAVE TYPE 7: PATERNITY LEAVE

5.7.1 A male Government servant with less than two surviving children, may be granted Paternity Leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.

5.7.2 The Leave application in ESS should be submitted well in advance.

5.7.3 The salary would be equal to last pay drawn.

5.7.4 Paternity leave will not be debited to the leave account. This leave may be combined with any other kind of leave except casual leave as in the case of maternity leave.

5.7.5 The leave is not to be refused under normal circumstances

5.7.6 The employee has to submit the discharge certificate of wife's hospitalization and a copy of birth certificate of the baby at the time of applying for paternity leave.

5.8 LEAVE TYPE 8: LEAVE TO FEMALE EMPLOYEES ON ADOPTION OF CHILD

5.8.1 A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, by an authority competent to grant leave, for 180 days immediately after the date of adoption. Child includes a child taken as a ward under the Guardians and Ward Act, 1890 subject to conditions.

5.8.2 During the period of child adoption leave, the female employee will be paid leave salary equal to the pay drawn immediately before proceeding on leave.

5.8.3 Child adoption leave may be combined with leave of any other kind.

5.8.4 Other conditions will remain as declared by the Government of India under the category of Child Adoption Leave.

(6) ENCASHMENT OF EARNED LEAVE

6.1 Encashment of EL is limited to 10 days on one occasion while availing LTC without linkage to the number of days and nature of leave availed and 60 days in the entire career.

6.2 At the time of EL encashment, the balance at credit should be not less than 30 days after deducting the total number of leaves, if any availed plus leave for which encashment was availed.

6.3 In case within the same block, one has availed both 'home town' as well as 'anywhere in India' separately, encashment of leave is restricted to one occasion only.

6.4 To process the LTC intimation/claim form or leave encashment, the request has to be submitted to the HR office.

6.5 After processing, the same it will be sent to the Accounts department for further process.

6.6 Rules mentioned herewith are for leave encashment. Rules and process for application of LTC will apply as it is.

(7) PUBLIC HOLIDAYS AND RESTRICTED HOLIDAYS

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

CHAPTER 8

PERFORMANCE REVIEW

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

1. The process of performance appraisal will start with the exercise of distribution of Performance appraisal forms of the employee to the concerned HOD every year during June or as and when an employee completes his/her term either as a probationer or otherwise.
2. Employees who have completed a minimum six months of service are identified for performance review.
3. Performance evaluation forms are filled Online annually for the period from 1st July to 30th June for permanent employees. HR Department will send the appraisal forms to TBSC employees every year as per their schedule.
4. The Performance evaluation forms shall comprise of self-appraisal form (to be filled in by the appraisee). The appraiser evaluation should be written by the reporting Manager immediately superior to the employee concerned and reviewed by the next higher authority. In both cases, they should have supervised the work for not less than three months. For computing of three months, any leave for more than 15 days should be deducted. If the employee is under suspension, he should write or review the reports within two months of date of suspension or one month of the due date of completion of performance review forms, whichever is later. If the employee concerned happens to be a relative, reporting or reviewing should be done by the next higher authority.
5. The appraisee may be called by his/her supervisor for a performance review meeting where the performance of the appraisee is discussed at length. The appraisee is required to make an honest self-appraisal before discussing with the supervisor.
6. The assessment must be made on performance and behaviour on the job, which requires specific facts to be recorded before arriving at a quantitative appraisal of the employee.
7. The Reviewing Manager/HOD may make recommendations regarding priorities based on the performance of the person. While rating, there must be an attempt to differentiate the various members of the team based on their performance.

8. The performance evaluation forms compiled by HR Department are submitted to SEDC (Staff Evaluation and Development Committee) or OEDC (Officer's Evaluations and Development Committee) for its review and recommendations
9. In case of TBSC employee, if the appraisal score is below 66, SEDC/OEDC may decide to end their contract.
10. The SEDC/OEDC recommendations will be implemented, subject to the Director's approval.

PERFORMANCE APPRAISAL FOR MANAGERS - GUIDELINES

1. The performance of every Manager is appraised annually.
2. The appraisal aims at documenting
   (i) the nature of work done,
   (ii) quality of work done,
   (iii) outstanding contribution made,
   (iv) conditions under which various tasks have been performed,
   (v) suggestions for improvements (appraisee's as well as appraiser's), and
   (vi) developmental needs.
3. The appraisal aims at an assessment of the extent to which certain qualities (managerial and behavioral) considered as desirable for effective functioning as an Manager at IIMA, are exhibited by the candidate. Such an assessment, along with a performance review discussion by each appraiser with the appraisee officer is expected to help the appraisee officer to strengthen his competencies as an officer.
4. The annual performance appraisal of officers requires a high degree of involvement of the officers in the form of listing his/her tasks, accomplishments, difficulties, developmental needs, etc. and discussing with the appraiser support requirements, etc. during the review period.
5. Based on the assessments made in the appraisal form, rewards (as and when applicable/ possible) and development decisions (training, field visits, job-rotation, etc.) may be taken from time to time. Besides this, the appraisal process itself is intended to provide an opportunity for improving one's own effectiveness on the job through better planning, communication, and insights about job-performance.

ONLINE APPRAISAL SYSTEM

Institute has launched an online appraisal system for employee performance evaluation. As part of our ongoing commitment to enhance efficiency and transparency within our institute, this innovative system aims to streamline the appraisal process, making it more accessible and user-friendly for both appraisee and appraisers.

The system is now live and accessible through the following link: https://staffappraisal.iima.ac.in/

विद्याविनियोगाद्विकास:
INDIAN INSTITUTE of MANAGEMENT AHMEDABAD

ग्रुप बी/सी/डी के कर्मचारियों के लिए मूल्यांकन प्रपत्र
STAFF EVALUATION FORM FOR GROUP B/C/D

अवधि:_____से _____तक
Period: From _____ To _____

अनुभाग 1क: व्यक्तिगत विवरण एवं स्व-मूल्यांकन (यदि दी गई जगह पर्याप्त नहीं है तो कृपया अतिरिक्त पृष्ठ जोडें)
Section 1A: PERSONAL PARTICULARS & SELF APPRAISAL (Please use additional sheet if space provided is not enough)

कर्मचारी का नाम **Employee Name**						कर्मचारी कूट **Employee Code**	
पदनाम/**Designation**				विभाग/**Department**			
जन्म दिनांक DOB		**जुड़ने की दिनांक DOJ**		**सेवानिवृत्ति दिनांक DOR**		**अंतिम पदोन्नति की दिनांक Date of last promotion**	

रिपोर्टिंग संरचना **REPORTING STRUCTURE**:
रिपोर्टिंग प्राधिकारी **Reporting to**: _____

समीक्षा अधिकारी **Reviewing Authority**: _____

रिपोर्ट करने वालों की संख्या **Number of reportees**: _____

अनुभाग 1ख : स्व-मूल्यांकन
Section 1B: SELF APPRAISAL

1. शैक्षणिक योग्यता का विवरण
Details of Educational Qualifications acquired during the year:

_____

2. समीक्षा अवधि के दौरान जिन प्रशिक्षण/सम्मेलनों में भाग लिया और विदेशी यात्राएँ (संस्थान द्वारा प्रायोजित) की गई, उनका दिनांक एवं अवधि सहित विवरण **Training/ Conferences attended and foreign visits (sponsored by Institute) during the review period with dates and duration:**

_____

_____

3. सेवाकार्य की रूपरेखा **JOB PROFILE:**

(1) **प्राथमिक** जिम्मेदारियां **(आपके कार्य-प्रदर्शन का मूल्यांकन)** Primary responsibilities (your assessment of performance)

क्रमांक S.No	**पाँच विशिष्ट कार्यों का विवरण / Details of up to five specific tasks**	**अवधि Duration**	**स्थिति (जारी/पूर्ण) Status (Ongoing/ Completed)**	**पर्यवेक्षक द्वारा कार्य-प्रदर्शन का मूल्यांकन (1 से 5 के बीच निर्धारित करें)* Assessment of performance by Supervisor (Rate between 1 to 5)***

* **मूल्यांकन के पैमाने/** *Rating Scales: **1. अपेक्षा से बहुत कम/**Way below expectation **2. अपेक्षा से कम/**Below expectation **3. अपेक्षा अनुसार/**Met expectation **4. अपेक्षा से अधिक/**Exceeded expectation **5. उत्कृष्ट/**Outstanding

(2) **अतिरिक्त** जिम्मेदारियां, **यदि कोई है तो (कम से कम 3 महीने के लिए)** Additional responsibilities if any (minimum for 3 months)

क्रमांक S.No.	**तीन विशिष्ट कार्यों का विवरण / Details of up to three specific tasks**	**अवधि Duration**	**स्थिति (जारी/पूर्ण) Status (Ongoing/ Completed)**	**पर्यवेक्षक द्वारा कार्य-प्रदर्शन का मूल्यांकन (1 से 5 के बीच निर्धारित करें)* Assessment of performance by Supervisor (Rate between 1 to 5)***

* **मूल्यांकन के पैमाने/***Rating Scales: **1. अपेक्षा से बहुत कम /** Way below expectation **2. अपेक्षा से कम /** Below expectation **3. अपेक्षा अनुसार /** Met expectation **4. अपेक्षा से अधिक /** Exceeded expectation **5. उत्कृष्ट /** Outstanding

4. समीक्षा अवधि के दौरान के तीन महत्वपूर्ण योगदानों / उपलब्धियों का उल्लेख करें, यदि कोई हैं तो? Mention three outstanding contribution/achievements during the review period, if any.

_____

_____

5. स्व-मूल्यांकन / आकलन (वर्तमान काम की चुनौतियों सहित) Self-Appraisal / Assessment (including challenges in current assignment)

6. बाहर से प्राप्त किसी भी पुरस्कार/सम्मान का विवरण Details of any award/recognition received during the appraisal period.

अनुभाग 1ग : लक्ष्य निर्धारण और समीक्षा (स्तर: 6 और उससे ऊपर के लिए)
Section 1C: Goal Setting and Review (For Pay Level: 6 and above)

पिछले मूल्यांकन वर्ष के दौरान सौंपे गए लक्ष्य/गतिविधि/कार्य पर मूल्यांकक की टिप्पणियाँ / Appraiser remarks on the goal/activity/task assigned during the previous appraisal year.

क्रमांक **S.No.**	अगले 01 वर्ष के लक्ष्य/प्रवृत्ति/नियत कार्य **Goal/ Activity/ Task for next 1 year**	लक्षित दिनांक **Target Date**	टिप्पणी **Remarks**

प्रशिक्षण की आवश्यकता: स्वयं Training requirement: Self	पर्यवेक्षक द्वारा सुझाव Suggested by Supervisor:
मूल्यांकित होने वाले के हस्ताक्षर Signature of Appraisee नाम/Name: दिनांक/Date:	मूल्यांकक के हस्ताक्षर Signature of Appraiser नाम/Name: दिनांक/Date:

अनुभाग 2क: मापदंड - पर्यवेक्षक द्वारा भरना है
SECTION 2A: PARAMETERS – TO BE FILLED BY SUPERVISOR

Outcome : संस्थान के लक्ष्यों की समझ और कार्य लक्ष्यों को व्यापक तरीके से समझने की क्षमता / Understanding of the Institute goals and ability to understand work goals in a comprehensive manner

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Outcome : कार्य को सफलतापूर्वक पूरा करने की क्षमता (समस्या समाधान, अतिरिक्त जिम्मेदारी) / Ability to complete task successfully (problem solving, additional responsibility)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Outcome : मूल्यांकन कार्यों में प्रदर्शन/Performance on appraisal tasks

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process : जिम्मेदारी एवं स्वतंत्रता से कार्य/Responsibility & Independent working

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process : अन्य विभागों के साथ-साथ अंतर-वैयक्तिक संबंध और समन्वय/सहयोग / Interpersonal relationship and coordination/cooperation within as well as with other departments

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: पहल और संसाधन-संपन्नता/Initiative & resourcefulness

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: नियमितता/समय की पाबंदी /Regularity/punctuality

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: ईमानदारी एवं नैतिकता /Integrity & ethics

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: विश्वसनीयता/सुनम्यता/आधारितता/Reliability / Flexibility / Dependability

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: नवीनतावादी/Innovativeness

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input : ज्ञान का प्रयोगऔर आत्म विकास /Knowledge Application and Self Development

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input : संचार (मौखिक और लिखित)/Communications (oral and written)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input : कड़ी मेहनत/गंभीरता/Hard work/Sincerity

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input : सकारात्मक दृष्टिकोण, कार्य की प्रेरणा, अभियान और दृढ़ संकल्प Positive attitude, work motivation, drive and determination

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input: अनुशासन/Discipline

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

अनुभाग 2ख: समग्र मूल्यांकन एवं क्षमता संवर्धन
SECTION 2B: OVERALL ASSESSMENT & PROMOTION POTENTIAL

बहुत खराब Very Poor 1	खराब Poor 2	औसत से नीचे Below Average 3	औसत से कम Low Average 4	औसत Average 5	उच्च औसत High Average 10	औसत से अधिक Above Average 15	उत्कृष्ट Outstanding 20	विशिष्ट Exceptional 25

अनुभाग 2ग: शब्दचित्र - पर्यवेक्षक द्वारा भरा जायेगा (यदि दी गई जगह पर्याप्त नहीं है तो कृपया अतिरिक्त पृष्ठ जोडें)
SECTION 2C: PEN PICTURE – TO BE FILLED BY SUPERVISOR (Please use additional sheet if space provided is not enough)

आप कर्मचारी की शक्तियों और किसी भी कमी के बारे में टिप्पणी कर सकते हैं जिससे मूल्यांकन समिति इनका उपयोग मूल्यांकन एवं विकास के लिए कर सके।
You may comment on the strengths and any shortcomings of the employee so that the evaluation committee can use these for evaluation and development.

प्रदर्शन की विशेषताएँ, शक्तियाँ एवं संभावनाएँ / Performance Highlights, Strengths & Potential:

प्रदर्शन एवं व्यवहार में कमियाँ और सुधार की आवश्यकता / सलाह :
Weaknesses in performance and behavior and improvement required/ advised:

पर्यवेक्षकों से अनुरोध है कि वे मूल्यांकित होने वाले को उसके मूल्यांकन एवं कार्य-निष्पादन के मूल्यांकन के बारे में सूचित करें
Supervisors are requested to inform the appraisee about assessment and appraisal of his/her performance
मूल्यांकित होने वाले के साथ चर्चा की तारीख
Date of discussion with appraisee _____

_____	_____
विभागाध्यक्ष/पर्यवेक्षक के हस्ताक्षर/Signature of HoD/Supervisor	मूल्यांकित होने वाले के हस्ताक्षर Signature of Appraisee
नाम/Name:	नाम/Name:
दिनांक/Date:	दिनांक/Date:

अनुभाग 3: समीक्षाकर्ता अधिकारी की टिप्पणियाँ (यदि दी गई जगह पर्याप्त नहीं है तो कृपया अतिरिक्त पृष्ठ जोडें)
SECTION 3: REMARKS OF REVIEWING OFFICER (Please use additional sheet if space provided is not enough)

क्या आप पर्यवेक्षक द्वारा किए गए समग्र मूल्यांकन से सहमत हैं? (कृपया टिक √ करें) Do you agree with the overall assessment made by the supervisor? (Please tick✓): **हाँ/**Yes ☐ **नहीं/**No ☐

समीक्षाकर्ता अधिकारी की टिप्पणियाँ / Remarks of Reviewing Officer

_____
समीक्षाकर्ता अधिकारी के हस्ताक्षर/Signature of Reviewing Officer
नाम/Name:
दिनांक/Date:

अनुभाग 4: मानव संसाधन विभाग में प्राप्ति का अभिलेख
SECTION 4: RECORD OF RECEIPT IN HR DEPARTMENT

प्राप्ति की दिनांक /Date of Receipt:	हस्ताक्षर / Signature
टिप्पणी/Remarks:	

विद्याविनियोगाद्विकासः
INDIAN INSTITUTE of MANAGEMENT AHMEDABAD

अधिकारियों का कार्य-प्रदर्शन मूल्यांकन प्रपत्र

OFFICERS PERFORMANCE EVALUATION FORM

अवधि: _____ से _____ तक

Period: From _____ To _____

अनुभाग 1क : व्यक्तिगत विवरण

Section 1A: PERSONAL PARTICULARS

कर्मचारी का नाम **Employee Name**				कर्मचारी कूट **Employee Code**	
पदनाम/**Designation**			विभाग/**Department**		
जन्म दिनांक **DOB**		**जुड़ने की दिनांक DOJ**		सेवानिवृत्ति दिनांक **DOR**	

रिपोर्टिंग संरचना **REPORTING STRUCTURE**:

रिपोर्टिंग प्राधिकारी **Reporting to**: _____

समीक्षा अधिकारी **Reviewing Authority**: _____

रिपोर्ट करने वालों की संख्या **Number of reportees**: _____

अनुभाग 1ख : स्व-मूल्यांकन

Section 1B: SELF APPRAISAL

1 शैक्षणिक योग्यता का विवरण / **Details of Educational Qualifications acquired during the year.**

_____

2. समीक्षा अवधि के दौरान जिन प्रशिक्षण/सम्मेलनों में भाग लिया और विदेशी यात्राएँ (संस्थान द्वारा प्रायोजित) की गई, उनका दिनांक एवं अवधि सहित विवरण

Training/ Conferences attended and foreign visits (sponsored by Institute) during the review period with dates and duration:

_____

_____

_____

3. सेवाकार्य की रूपरेखा **JOB PROFILE:**

(1) **प्राथमिक** जिम्मेदारियां **(आपके कार्य-प्रदर्शन का मूल्यांकन)** Primary Responsibilities (your assessment of performance)

क्रमांक S.No.	**पाँच विशिष्ट कार्यों का विवरण / Details of upto five specific tasks**	**अवधि Duration**	**स्थिति (जारी/पूर्ण) Status (Ongoing/ Completed)**	**पर्यवेक्षक द्वारा कार्य-प्रदर्शन का मूल्यांकन (1 से 5 के बीच निर्धारित करें)* Assessment of performance by Supervisor (Rate between 1 to 5)***

* **मूल्यांकन के पैमाने/** *Rating Scales: **1.** खराब /Poor **2.** औसत / Average **3.** अच्छा / Good **4.** बहुत अच्छा / Very Good **5. उत्कृष्ट**/Outstanding

(2) **अतिरिक्त** जिम्मेदारियां **यदि कोई है तो** Additional Responsibilities

क्रमांक S.No.	**तीन विशिष्ट कार्यों का विवरण / Details of up to three specific tasks**	**अवधि Duration**	**स्थिति (जारी/पूर्ण) Status (Ongoing/ Completed)**	**पर्यवेक्षक द्वारा कार्य-प्रदर्शन का मूल्यांकन (1 से 5 के बीच निर्धारित करें)* Assessment of performance by Supervisor (Rate between 1 to 5)***

* **मूल्यांकन के पैमाने/***Rating Scales: **1.** खराब/Poor **2.** औसत/Average **3.** अच्छा/Good **4.** बहुत अच्छा/Very Good **5.** उत्कृष्ट / Outstanding

4. समीक्षा अवधि के दौरान के तीन महत्वपूर्ण योगदानों / उपलब्धियों का उल्लेख करें, यदि कोई हैं तो? / Mention the outstanding contribution/achievements during the review period, if any.

_____

_____

5. स्व-मूल्यांकन / आकलन (वर्तमान काम की चुनौतियों सहित) Self-Appraisal / Assessment (including challenges in current assignment)

_____

_____

_____

6. समीक्षा अवधि के दौरान प्राप्त पुरस्कार / सम्मान का विवरण / Details of award/recognition received during appraisal period.

_____

_____

अनुभाग 1ग : लक्ष्य निर्धारण और समीक्षा
Section 1C: Goal Setting and Review

पिछले मूल्यांकन वर्ष के दौरान सौंपे गए लक्ष्य/गतिविधि/कार्य पर मूल्यांकक की टिप्पणियाँ / Appraiser's remarks on the goal/activity/task assigned during the previous appraisal year.

_____

_____

क्रमांक **S.No.**	अगले 01 वर्ष के लक्ष्य/प्रवृत्ति/नियत कार्य **Goal/ Activity/ Task for next 1 year**	लक्षित दिनांक **Target Date**	टिप्पणी **Remarks**

प्रशिक्षण की आवश्यकता: स्वयं Training requirement: Self	पर्यवेक्षक द्वारा सुझाव Suggested by Supervisor:

मूल्यांकित होने वाले के हस्ताक्षर
Signature of Appraisee
नाम/Name:
दिनांक/Date:

मूल्यांकक के हस्ताक्षर
Signature of Appraiser
नाम/Name:
दिनांक/Date:

अनुभाग 2क: मापदंड - विभागाध्यक्ष द्वारा भरना है
SECTION 2A: PARAMETERS – TO BE FILLED BY HOD

Outcome: कार्य को सफलतापूर्वक पूरा करने की क्षमता (समस्या समाधान, अतिरिक्त जिम्मेदारी) / Ability to complete task successfully (problem solving, additional responsibility)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Outcome: संस्थान के लक्ष्यों की समझ और कार्य लक्ष्यों को व्यापक तरीके से समझने की क्षमता / Understanding of the Institute goals and ability to understand work goals in a comprehensive manner

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Outcome: मुख्य कर्तव्यों का निष्पादन (धारा 1बी में उल्लिखित प्राथमिक कर्तव्यों के आधार पर दर) /Performance of primary responsibilities (rate based upon the primary responsibilities mentioned in section 1B)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Outcome: गौण कर्तव्यों का निष्पादन (धारा 1बी में उल्लिखित माध्यमिक कर्तव्यों के आधार पर दर)/ /Performance of Secondary responsibilities (rate based upon the secondary responsibilities mentioned in section 1B)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: चेतना / समझ और रचनात्मकता की प्रक्रिया Process consciousness / understanding and creativity

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: उत्कृष्टता के लिए प्रतिबद्धता /Commitment to excellence

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: नेतृत्व (प्रेरणा एवं नेतृत्व की क्षमता, दृढ़ विश्वास की साहसिक दूरदृष्टि)/ Leadership (ability to inspire & lead, vision courage of conviction)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: प्रशासनिक क्षमता एवं समन्वय (व्यवस्थित, निष्पादित, निगरानी, संसाधन उपयोग, लागत चेतना) Administrative and Coordination ability (organize, execute, monitor, resource utilization, cost consciousness)

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: ईमानदारी एवं नैतिकता /Integrity & ethics

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: अधीनस्थ विकास, कार्मिक प्रबंधन, अधिकारों का विकेंद्रीकरण/Subordinate development, people management, delegation of authority

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: अन्य विभागों के साथ-साथ अंतर-वैयक्तिक संबंध और समन्वय/सहयोग / Interpersonal relationship and coordination/cooperation within as well as with other departments

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Process: परिणाम अभिविन्यास और लक्ष्य की समय सीमा प्राप्त करना /Outcome orientation and achieving goal deadlines

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input: प्रोफ़ेशनल ज्ञान, योजना एवं आयोजन की क्षमता, स्वयं का विकास /Professional knowledge, Planning & organizing ability, self-development

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input: संचार (मौखिक और लिखित) कौशल /Communications (oral and written) skills

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

Input: सकारात्मक दृष्टिकोण और कार्य की प्रेरणा/Positive attitude and work motivation

1 खराब Poor	2 औसत Average	3 अच्छा Good	4 बहुत अच्छा Very Good	5 उत्कृष्ट Excellent

अनुभाग 2ख: समग्र मूल्यांकन एवं क्षमता संवर्धन
SECTION 2B: OVERALL ASSESSMENT & POTENTIAL TO TAKE HIGHER RESPONSIBILITIES

बहुत खराब Very Poor 1	खराब Poor 2	औसत से कम Below Average 3	औसतन Low Average 4	औसत Average 5	उच्च औसत High Average 10	औसत से अधिक Above Average 15	उत्कृष्ट Outstanding 20	विशिष्ट Exceptional 25

अनुभाग 2ग: शब्दचित्र - विभागाध्यक्ष द्वारा भरा जायेगा
SECTION 2C: PEN PICTURE – TO BE FILLED BY HOD

आप अधिकारी की शक्तियों और किसी भी कमी के बारे में टिप्पणी कर सकते हैं जिससे मूल्यांकन समिति इनका उपयोग मूल्यांकन एवं विकास के लिए कर सके।
You may comment on the strengths and any shortcomings of the officer so that the evaluation committee can use these for evaluation and development.

प्रदर्शन की विशेषताएँ, शक्तियाँ एवं संभावनाएँ/Performance Highlights, Strengths & Potential:

प्रदर्शन एवं व्यवहार में कमियाँ और सुधार की आवश्यकता / सलाह:Weaknesses in performance and behavior and improvement required/ advised :

विभागाध्यक्षों से अनुरोध किया जाता है कि वे अपने अधिकारी को उसके मूल्यांकन एवं कार्य-निष्पादन के मूल्यांकन के बारे में सूचित करें HoDs are requested to inform the officer about assessment and appraisal of his/her performance	
अधिकारी के साथ चर्चा की तारीख/Date of discussion with officer _____	
_____	_____
मूल्यांकक के हस्ताक्षर/Signature of Appraiser	मूल्यांकित होने वाले के हस्ताक्षर/Signature of Appraisee
नाम/Name:	नाम/Name:
दिनांक/Date:	दिनांक/Date:

अनुभाग 3 : समीक्षाकर्ता अधिकारी की टिप्पणियाँ
SECTION 3: REMARKS OF REVIEWING OFFICER

क्या आप पर्यवेक्षक द्वारा किए गए समग्र मूल्यांकन से सहमत हैं? (कृपया टिक √ करें) Do you agree with the overall assessment made by the supervisor? (Please tick✓): **हाँ/**Yes ☐ **नहीं/**No ☐

समीक्षाकर्ता अधिकारी की टिप्पणियाँ / Remarks of Reviewing Officer

समीक्षाकर्ता अधिकारी के हस्ताक्षर/Signature of Reviewing Officer:
नाम/Name:
दिनांक/Date:

अनुभाग 4 : मुख्य प्रशासनिक अधिकारी/ मानव संसाधन विभाग को प्राप्त होने का अभिलेख
SECTION 4: RECORD OF RECEIPT WITH CAO/HR DEPARTMENT

प्राप्ति की दिनांक /Date of Receipt:	हस्ताक्षर / Signature
टिप्पणियाँ/Remarks:	

CHAPTER 9

PROMOTION POLICY

1. PREAMBLE

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

2. THE POLICY IN BRIEF (FOR GROUP B/C/D)

1. The policy covers the following Levels:

Sr. No.	Levels under 7th CPC	Old GP under 6th CPC	Group
1	Level 1	1300/1650/1800	D
2	Level 2	1900	D/C
3	Level 3	2000	D
4	Level 4	2400	D/C
5	Level 5	2800	D/C
6	Level 6	4200	B
7	Level 7	4600	B
8	Level 8	4800	B
9	Level 9	5400 (non Manager)	B

2. The policy is based on the principle of Seniority-cum-performance.

3. At the lowest level, the promotion is entirely based on seniority and merit, with seniority getting reasonable weightage. At higher levels, merit and background gain weightage.

4. The policy is applicable up to the Level 9 for employees (other than academic associates and research staff).

5. The cut-off date for consideration is June 30th of every year, the date on which the appraisal is done. So the period for consideration is July 1 to June 30.

6. The Promotion Exercise for staff will be conducted once in a year after receiving all Performance Appraisal forms, normally between September - October.

7. In the case of professional and technical positions or other post present or to be created in the future, which requires specific professional qualification and/or technical skills the same will be filled up with employees who possess such professional qualification or skill or technical competence. For recruitment and promotions to such posts preference weightages, as and when permissible, for an internal candidate shall be evolved, and the SEDC will finalize the criteria.

3. SOME IMPORTANT COMMON PROMOTION PARAMETERS FOR STAFF PROMOTIONS:

1. **Length of Service/ Seniority:** Seniority means the number of years spent by staff in a particular substantive level/scale/position from the last promotion or DOJ (in case of fresher). Two points are given for every year's service. Every time a promotion is granted, the seniority gained so far is nullified, and it starts afresh in the new level/ position.

   In a case where the internal examination is to be conducted for the promotion exercise and one of the eligibility criteria to appear for such exercise is service in any level (e.g. for promotion to Level 10 from Level 7 or Level 8 or Level 9 with minimum 5 years' of service in the Institute) then in such cases one point for every year's service will be considered from the date of joining the minimum Level of eligibility and not from last promotion date.

2. **Annual Appraisal/ Merit:** Merit is one of the important components in the proposed scheme of promotion. A staff member undergoes an annual performance appraisal. This annual performance appraisal has a rating submitted by the supervisor. Merit score is derived from the ratings received by individual staff members after each year's performance appraisal. The maximum points under merit will be 50 points. Following is the conversion of the ratings of each year into points:

   Merit Score for the year= Performance Appraisal Score/10

   SEDC may normalize the score at the time of review, in case members feel that there is too much variation in the score awarded by various supervisors.

   In case, the employees' promotion is delayed due to non-performance or any other reason, the performance appraisal score of last five years should be considered.

3. **Educational Qualification:** Institute has specified required qualifications for all jobs. Apart from the qualification acquired at the time of joining, a staff member may acquire an additional qualification during the period of consideration. For such additional qualification, a maximum of ten points are earmarked for the purpose of promotion. Depending on a candidate's achievement in terms of qualifications, the SEDC will grant him/her points from 0 to 10, as per the following:

Sr.	Qualification	Points
1	Successful completion of any Master's Degree.	10
2	Successful completion of any Graduation or any Post Graduate Diploma of minimum duration of one year.	08
3	Successful completion of any Diploma course or any ITI or professional course of minimum period of one year.	06
4	Successful completion of any Diploma / Certificate course or any ITI course of minimum period of six months.	04
5	Training (1 point each for completing 5 days of training)	02

4. Others:

1. Category wise Eligibility Score, termed as **"Very Good"**, for promotion is as follows:

Sr.	Category	Promotion with Group change	Promotion without Group Change, but Level change
1	General / OBC / PC	75 out of 100	70 out of 100
2	SC / ST	65 out of 100	60 out of 100

2. HR Department will maintain the scorecard for all employees coming under the purview of this policy. HR Department will put up to SEDC all those cases where an employee has completed required years of service on the date of review (1st July) after DOJ or date of last promotion (DOLP).
3. Based on the availability of vacancies, the selected candidate(s) shall be considered for promotion by the Institute.
4. This exercise of promotion may be undertaken once in a year, most probably during September – October. The effect of the promotion would be given from the date as decided by the SEDC and based on vacancy available for promotion.
5. Any administrative delay in decision making may not have any bearing on the effective dates as decided by SEDC.
6. An employee who is unable to get promotion in a particular year after he has been considered by the Committee will have to wait until the next year when a similar exercise is undertaken. In such cases, there will be loss of seniority of one year. SEDC may decide to waive this off if the reason for holding back promotion was other than merit.
7. Those employees who intend to know their score will be informed of the score earned every year after the process of awarding the promotion has been completed.
8. Any employee whose rating on merit parameter in a particular year is appraised as poor, shall be informed about it and allowed to represent his/her case to the SEDC for review.

9. In case of awarding financial upgradation/ promotion to the employees near to their retirement, employees retiring within 12 months' period from the date of completion of promotion cycle (i.e. 30th June) can be considered for such purpose with relaxation in promotion criteria, provided they have performed very well and obtained appropriate score in last five years.

4. PROMOTION POLICY (FINANCIAL UPGRADATION) FOR EXISTING GROUP D EMPLOYEES:

For existing Group D employees, the promotion is either through Personal Promotion (PP), Special Promotion (SP), Special Review One (SR-1) or Special Review Two (SR-2). As per the existing policy, the type of promotion depends on the number of years an individual has completed at the Institute from the date of joining. PP, SP, SR-1, and SR-2 is given to the employee, if the employee has completed 8, 16, 27 and 33/35 years respectively from the date of joining (DOJ) or as revised from time to time. Now, as all existing Group D employees who were in 6th CPC GP 1300 and GP 1650 have been moved to Level 1 (GP 1800) irrespective of their service, the personal promotion which was available at GP 1650 on completion of 8 years of service in GP 1300 has been removed from the new policy. In the given circumstances, SEDC has introduced GP 2000 in Group D, special promotion-2 at GP 2000 with 20 years of service from the date of joining. So, now for existing Group D employees SP-1, SP-2, SR-1, and SR-2 are available to the employee if the employee has completed 10, 20, 27 and 33/35 years respectively from the date of joining (DOJ).

SEDC will consider following promotion criteria for financial upgradation of Group D employees:

Sr.	Particulars	Max. points
1	Length of Service/Seniority	20
2	Annual Appraisal	50
3	SEDC review / interactions	30
	Total	100

Every year HR Department needs to submit the list of Group D employees, to review the cases for such promotions. SEDC may review the individual cases and decide on the promotion. Following conditions needs to be taken into consideration for Special Promotion of Group D employees:

1. The staff member under consideration should have obtained a **"very good"** cumulative score during the last five assessment years and should have a track record of excellent service in the Institute. Category wise eligibility score for promotion is as follows:

Sr.	Category	Promotion without Group change
1	General / OBC / PC	70 out of 100
2	SC / ST	60 out of 100

2. He should not have indulged in any serious indiscipline at the Institute.
3. The staff member may be moved from one section to another, depending on the need of the Institute. Such staff members may also be required to undergo relevant training as per present or future requirements of the Institute.

4. Financial upgradation under the scheme shall be allowed in the immediate next higher level pay in the hierarchy of revised levels as per the policy of the Institute.

5. Financial upgradation would be on non-functional basis (i.e. Group D employee is categorised as Group D only) subject to eligibility and within the Group.

6. As such there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the level has got higher pay under the Scheme. If the senior employee remains on LWP or/and does not enhance the education qualification, then possible that a junior employee may get an advantage compared to a senior employee.

7. Following are the existing Level change in the Institute for Group D employees:

Sr.	Level	Type of Promotion	Minimum service in the Institute (from DOJ)
1	1	--	Entry
2	2	SP #1	**10 years**
3	3	SP #2	20 years
4	4	SR #1	27 years
5	5	SR #2	33/35 years (33 years to be considered, in case employee is retiring in the year immediate after review period/year).

5. PROMOTION POLICY FOR EXISTING GROUP D EMPLOYEES TO GROUP C (PROMOTION WITH GROUP CHANGE) AT ONE LEVEL HIGHER IN GROUP C TO THE CURRENT LEVEL IN GROUP D:

1. **Methodology:** Written Test and Interview.

2. **Eligibility:** Group D employee of IIMA,,

i. with minimum graduation from a recognised university at the time of review,

ii. minimum service of 5 years,

iii. with **"very good"** remarks in the Performance Evaluation Reports during last five years.

iv. fulfilling all other financial upgradation/ promotion criteria.

3. **Syllabus:** The syllabus of the written test may be as follows:

Sr.	Topic	Marks
1	General English (Written and Spoken – equivalent to SCOPE syllabus defined by Government of Gujarat) – Lower English	30
3	Computer awareness (MS-Office-Word, Excel, Power Point, Internet, E-Mail) equivalent to CCC of Govt.of Gujarat	25
4	Numerical ability (similar to Bank's clerk examination)	15
5	Reasoning ability (similar to Bank's clerk examination)	15
6	General awareness (similar to Bank's clerk examination)	15
	Total	100

Note: The syllabus may be changed from time to time, depending on the Institutional requirement.

4. **Agency for Training:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such training.

5. **Agency for Test:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such training.

6. The criteria for promotion recommendation are as follows:

Sr.	Grade	Max. points
1	Length of Service/Seniority	10
2	Annual Appraisal	50
3	Qualification	10
4	Written Test (weightage)	10
5	SEDC review / interactions	20
	Total	100

7. Category wise Eligibility Score, named as **"Very Good"**, for promotion is as follows:

Sr.	Category	Promotion with Group change
1	General / OBC / PC	75 out of 100
2	SC / ST	65 out of 100

8. **ScoreCard:** The scorecard for each eligible candidate, will be prepared based on criteria and eligibility score.

9. **Select list / Merit list:** The Select list / Merit list shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the clerical cadre, it will be announced to the shortlisted candidates and they can appear for an interview before the selection committee.

10. **Selection Committee:** The selection committee will consist following:

- Chairperson, SEDC or a member of SEDC nominated by him/ her
- Chairperson of related Area/ Group / Centre (where vacancy exists) or his/her representative not below the level of supervisor.
- CAO/CFO or his/her nominee not below an Manager.
- Vice President-HR

The selection committee may suggest promotion based on the fitment of the candidate on the vacant position. While giving suggestions for promotion, the selection committee may also see the category wise promotion criteria.

11. **Validity of Score:** The score will be valid for two years.

12. **Others:** If vacancy could not be filled up with promotion process, the Institute can fill up the same by inviting open applications through advertisement.

6. PROMOTION POLICY FOR GROUP C EMPLOYEES TO GROUP C (ONLY LEVEL CHANGE):

GENERAL POINTS:

a. An employee obtaining a certain level of the score as enumerated hereafter in this policy becomes eligible for regular promotion.

b. This promotion policy shall be reviewed every three years.

c. Regular promotion under this policy covers all the staff cadre.

d. All the important promotion parameters for promotions mentioned at point 3 is applicable.

e. The criteria for promotion recommendation are as follows:

Sr.	Particulars	Max. points
1	Length of Service/Seniority	10
2	Annual Appraisal	50
3	Education Qualification	10
3	SEDC review / interactions	30
	Total	100

f. Following are the levels for Group C employees with minimum years of service for promotion to next level:

Sr.	Promotion Group	Level	Min. years of service (as on 30th June of the year) required in previous Level for promotion
1	C	Level 2 (GP 1900)	Entry in Group C.
2	C	Level 4 (GP 2400)	5 years in Level 2
3	C	Level 5 (GP 2800)	5 years in Level 4

7. PROMOTION POLICY FOR GROUP C EMPLOYEES TO GROUP B – LEVEL 6 (PROMOTION WITH LEVEL CHANGE AND GROUP CHANGE):

1. **Methodology:** Written Test and Interview.

2. **Eligibility:** Group C employee of IIMA,

   i. with minimum graduation from a recognised university,

   ii. with minimum service period of five (5) years,

iii. working in Level 4 or Level 5,

iv. with **"very good"** remarks in the Performance Evaluation Reports during last five years.

v. fulfilling all other financial upgradation/ promotion criteria.

3. **Syllabus:** The syllabus of the written test may be as follows:

Sr.	Topic	Marks
1	IIMA Systems & procedures (subject Knowledge of systems and procedures adopted by various departments of IIMA and general knowledge about IIMA)	Pass with min. 50% marks
2	General English (Written and Spoken – equivalent to SCOPE syllabus defined by Government of Gujarat) – Higher English – Level B	30
3	Computer awareness (MS-Office-Word, Excel, Power Point, Internet, E-Mail) equivalent to CCC+ of Govt.of Gujarat	25
4	Numerical ability (similar to Bank's clerk examination)	15
5	Reasoning ability (similar to Bank's clerk examination)	15
6	General awareness (similar to Bank's clerk examination)	15
	Total	**100**

Note: The syllabus may be changed from time to time, depending on the Institutional requirement.

4. **Agency for Training:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such training.

5. **Agency for Test:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such a test.

6. The criteria for promotion recommendation may be as follows:

Sr.	Grade	Max. points
1	Length of Service/Seniority	10
2	Annual Appraisal	50
3	Written Test (weightage)	20
4	SEDC review / interactions	20
	Total	**100**

7. Category wise Eligibility Score, termed as **"Very Good"**, for promotion is as follows:

Sr.	Category	Promotion with Group change
1	General / OBC / PC	75 out of 100
2	SC / ST	65 out of 100

8. **Score Card:** The scorecard for each eligible candidate, who has cleared IIMA systems and procedure section, will be prepared as per serial no. 6.

9. **Merit list:** The Merit list shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the supervisor cadre, it will be announced to the eligible candidates and they can appear for an interview before the selection committee.

10. **Selection Committee:** The selection committee will consist following:

- Chairperson, SEDC or member of SEDC nominated by him/her
- Chairperson of related Area/ Group / Centre (where vacancy exists) or his/her representative not below Manager level.
- CAO/CFO
- Vice President-HR
- Department Head/Assistant Manager where vacancy exist

The selection committee shall suggest promotion based on the fitment of the candidate on the vacant position. While giving suggestions for promotion, selection committee may also see the category wise promotion criteria.

11. **Validity of Score:** The score will be valid for two years.

12. **Others:** Employees taking the test may be allowed to take two days of leave for preparation of the test with the prior approval of the respective supervisor. If the vacancy could not be filled up with the promotion process, the Institute can fill up the same by inviting open applications through advertisement.

8. PROMOTION POLICY FOR GROUP B EMPLOYEES TO GROUP B (ONLY LEVEL CHANGE):

1. All-important promotion parameters for promotions mentioned at point 3 and all the general points mentioned at point 6 are applicable.

2. Following are the levels for Group B employees with minimum years of service for promotion to the next level:

Sr.	Promotion Group	Level	Min. years of service (as on 30th June of the year) required in previous Level for promotion
1	B	Level 7	5 years in Level 6
2	B	Level 8	5 years in Level 7
3	B	Level 9 (Non Manager Level)	5 years in Level 8

3. One increment may be given to the eligible employees who have completed five years in the same GP and fit for the promotion but retiring before the completion of next review cycle, following the due process as hitherto.

4. Those employees who were in GP: 4400 and placed in Level 7 at the time of implementation of 7th CPC, will be eligible for promotion to Level 8 on completion of 5 years from the date of promotion in GP: 4400.

9. PROMOTION POLICY FOR GROUP B EMPLOYEES TO GROUP A – LEVEL 10 (PROMOTION WITH LEVEL CHANGE AND GROUP CHANGE):

1. **Methodology:** Written Test and Interview.
2. **Eligibility:** Group B employee of IIMA,
   - i. with minimum graduation from a recognised university,
   - ii. with minimum service period of five (5) years,
   - iii. working in Level 7, 8 or 9,
   - iv. with **"very good"** remarks in the Performance Evaluation Reports during last five years.
   - v. fulfilling all other financial upgradation/ promotion criteria.
3. **Syllabus:** The syllabus of the written test may be as follows:

Sr.	Topic	Marks
1	Communication	35
2	Case Analysis and its Power Point Presentation	30
3	Excel Proficiency	25
4	Mathematics	10
	Total	**100**

Note: The syllabus may be changed from time to time, depending on the Institutional requirement.

4. **Agency for Training:** HR Department may select as per the standard procedure in consultation with SEDC/OEDC. It may be a third party agency having sufficient experience of conducting such training OR a training programme designed and administered by the Institute, as decided by SEDC/OEDC.
5. **Agency for Tests:** HR Department may select as per the standard procedure in consultation with SEDC/OEDC. It may be a third party agency having sufficient experience of conducting such tests OR a team of faculty members or Managers as decided by SEDC/OEDC.
6. SEDC will prepare a merit list of candidates who score minimum (75/65) marks based upon the below-mentioned criteria, which will be valid for three years:

Sr.	Grade	Max. points
1	Length of Service/Seniority	10
2	Annual Appraisal	50
3	Written Test (weightage)	20
4	SEDC review / interactions	20
	Total	**100**

OEDC may select any suitable candidate from the merit list to fill up a vacancy. OEDC will co-opt Chairperson/HoD of the department where vacancy exists for such selection.

7. Category wise Eligibility Score, termed as **"Very Good"**, for promotion is as follows:

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

8. **Score Card:** The scorecard for each eligible candidate, will be prepared by the CAO Office/ HR Department.

9. **Merit list:** The Merit List shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the Manager cadre, it will be announced to the eligible candidates and they can appear for an interview before the selection committee.

10. SEDC will recommend a select list to OEDC.

11. **Tentative Selection Committee:** The selection committee will consist following:

- Chairperson, OEDC
- Dean (Programmes)
- Dean (Faculty)
- CAO/CFO
- Chairperson of the related area/group/centre where a vacancy exists, or his/her representative not below Assistant General Manager

The selection committee may suggest promotion based on the fitment of the candidate on the vacant position. While giving suggestions for promotion, the selection committee may also see the category wise promotion criteria.

12. The employees who have cleared both the written test and the SEDC interaction will not be required to appear again for these assessments. They will be directly considered for the fitment process as and when suitable Group A vacancies arise. There will be no end date for the validity of their eligibility.

13. **Others:** If the vacancy could not be filled up with the promotion process, the Institute can fill up the same by inviting open applications through advertisement.

10. PROMOTION POLICY FOR GROUP A

Below is the approved promotion policy for Group A positions.

Sl. No.	Promotion to	Minimum Experience (as on 30th June of the year)	Minimum Educational Qualification	Minimum Performance Criteria	Expected Criteria for Direct Recruitment
1	Pay Level 10 (Manager)	At least five years of service at the Institute and currently in Pay level 7 or above.	Graduate from a recognized university	On recommendation by SEDC based on the approved promotion policy. OEDC will recommend based on fitment and vacancy	30-50 years of age and qualification as per promotion requirement

Sl. No.	Promotion to	Minimum Experience (as on 30th June of the year)	Minimum Educational Qualification	Minimum Performance Criteria	Expected Criteria for Direct Recruitment
2	Pay Level 11 (Assistant General Manager)	Five years in Pay Level 10	Post-Graduation degree in relevant field/ Professional qualification (BE/B.Tech. for Engineer, CA/ICWA/ CS/M.Com for Accounts, Finance and Compliance role)	▪ Average Score of 75 over last five appraisals ▪ Not less than 60 in any of the last three appraisals ▪ No negative remarks on conduct/behaviour in last five appraisals ▪ Fitment in the position	35-50 years of age and qualification as per promotion requirement
		Seven years in Pay Level 10	Graduate from a recognized university		
3	Pay Level 12 (General Manager)	Six years in Pay Level 11	MBA/Professional Qualification (ME/ M.Tech. for Engineers, CA/ICWA/ CS for Accounts, Finance and Compliance role)		40-55 years of age and qualification as per promotion requirement
4	Pay Level 13 (Associate Vice President / Head of a Department / Division)	Eight years in Pay Level 12	MBA/Professional Qualification (ME/ M.Tech. for Engineers, CA/ICWA/ CS for Accounts, Finance and Compliance role).		45-55 years of age and qualification as per promotion requirement
5	Pay Level 13A (Vice President / Head of a Department / Division)	Five years in Pay Level 13	MBA/Professional Qualification (ME/ M.Tech. for Engineers, CA/ICWA/ CS for Accounts, Finance and Compliance role).		50-57 years of age and qualification as per promotion requirement

Note:

1. All promotions in group A are vacancy-based.
2. Financial upgradation may be considered in the last two years of service if rest of the criteria is fulfilled but promotion could not be done due to lack of vacancy.
3. If any officer does not have the required qualifications for subsequent promotion and it was not the requirement when the person joined, the officer will be eligible for promotion if he/she is superannuating within ten years subject to fulfilment of other eligibility conditions. In other cases, the officer needs to acquire the required qualifications and fulfil other eligibility criteria.
4. Early Promotion by up to 12 months will be granted based on the criteria outlined below:
   a. A vacancy for the higher pay level exists.
   b. The individual is fulfilling the other eligibility criteria as per the promotion policy including the educational qualifications and performance benchmarks.
   c. The officer has been handling additional/higher responsibilities of a higher post or vacant post for more than six months.
   d. The performance record is satisfactory or higher during the six months. Also in the past three years, the average performance score is 90 or above.
5. Prior relevant experience may be considered.
6. In case if any vacancy is published by the Institute for external hiring on contract basis for a pay level above the current pay of a permanent Group A employee, and in case of selection, the employee will be promoted to the next level.
7. The above promotion policy will be applicable to permanent and TBSC employees, excluding the library staff.

CHAPTER 10

INSURANCE

GROUP SAVINGS LINKED INSURANCE SCHEME

All permanent employees of the Institute who joined on or before July 31, 2014 are required to join the Group Savings Linked Insurance Scheme (GSLIS).

1. DEFINITIONS:

In these Rules, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meanings: -

i) "The Employer" shall mean Indian Institute of Management Ahmedabad.

ii) "The corporation" shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.

iii) "The Scheme" shall mean The Group Savings Linked Insurance Scheme.

iv) "The Rules" shall mean the Rules of the Scheme as set out below and as amended from time to time.

v) "The Member" shall mean the particular employee of the Institute who has been admitted to the benefits under the Scheme.

vi) "Entry Date" shall mean (a) in relation to the members admitted to the Scheme on the date of commencement, the said date of commencement and (b) in relation to new members to be admitted to the Scheme after commencement date, the Annual Renewal Date which is coincident with or immediately follows the date on which they become eligible.

vii) "Annual Renewal Date" shall mean in relation to the Scheme the 20th day of September and the 20th day of September in each subsequent year.

viii) "Terminal date" shall mean in respect of a member the date on which he/she retires/ quits from the services of the Institute.

ix) "The assurance" shall mean, in relation to a member, the person or persons who has/ have been appointed by him/her in terms of these Rules to receive the benefits under the Scheme in the event of his death whilst being insured.

x) "The Beneficiary" shall mean, in relation to a Member, the person or persons who has/ have been appointed by him/her in terms of these Rules to receive the benefits under the Scheme in the event of his death whilst being insured.

xi) "The Running Account" shall mean the Account to be maintained by the Corporation in favor of the Employer to which will be credited the premiums remaining in respect of the members after utilizing such part as is required to provide life assurance benefit.

xii) "Register" shall mean the record of Members kept by the corporation.

2. THE EMPLOYER WILL ACT FOR AND ON BEHALF OF THE MEMBERS IN ALL MATTERS RELATING TO THE SCHEME. EVERY ACT DONE BY THE AGREEMENT MADE WITH AND NOTICE GIVEN TO THE CORPORATION SHALL BE BINDING ON THE MEMBERS.

3. ELIGIBILITY:

a) Regular employees who are aged not less than 18 years and not more than 60 years for administrative staff and not more than 65 for Faculty shall be eligible to join the Scheme.

b) No member shall withdraw from the Scheme while he/she is still an eligible employee satisfying the conditions of eligibility described above.

4. EVIDENCE OF AGE:

The Employer shall arrange to obtain satisfactory evidence of age in respect of each Member at the time of his entry into the Scheme.

5. EVIDENCE OF HEALTH:

Employees who are not absent on medical grounds on the date of joining the Scheme will be admitted to the Scheme. Those who do not satisfy this condition will be admitted on the next Annual Renewal date.

6. CONTRIBUTIONS:

i) Every Member shall pay a monthly contribution as per Category to which he/she belongs as per the following Table:

Category	Monthly contributions			Who pays	
	Total	Savings Portion	Risk Premium	Institute	Member
A	280.00	182.00	98.00	49.00	231.00
B	225.00	146.25	78.75	60.00	165.00
C	140.00	91.00	49.00	49.00	91.00
D	70.00	45.50	24.50	65.00	5.00

ii) The Employer shall recover the contribution in respect of all the members from their salaries and remit the same in full to the Corporation for providing benefits as per the rules. The remittances should include the contributions pertaining to those employees from whom recoveries could not be made for one reason or other.

iii) A part of the contribution as may be fixed by the corporation from year to year expressed as a uniform average amount per member for each category, shall be

utilised to provide for each member life assurance benefit which will become payable upon the death of the Member/Employee whilst being insured under the scheme. For this purpose, the Employer shall effect assurances under the One Year Renewal Term Assurance Plan with the Corporation. The balance of the contribution will be credited to a Running Account to be maintained by the Corporation in favour of the Employer for providing the benefits described in Rule 8 to the Members. The Corporation shall allow interest on the balance in the Running Account at the agreed rate.

iv) The Corporation reserves the right to review the monthly proportion of premium rate to be appropriated towards insurance cover and towards savings portion on the basis of death claim experience at the interval of two years.

v) In the event of a change of category of Member from one category to another, his/her contribution shall be refixed from the next Annual Renewal Date of the Scheme to the level appropriate to the category to which he/she belongs. Until the next Annual Renewal Date, the Member shall continue to be covered for insurance for the same amount for which he/she was eligible before such change.

vi) The Employer shall maintain a regular account of the monthly premium amount credited to the savings account of each employee admitted to the scheme with interest accrued thereon. However, consolidated account of amount credited to savings account of all employees admitted to the scheme will be furnished by the Corporation every year after close of the year.

7. BENEFITS:

i) On death of the member before the Terminal Date:

The Life Assurance benefit as per the following table together with the amount to the credit of the members in the running account as on the date of his death as determined in the manner referred to 7(ii) shall become payable to the beneficiary:

CATEGORIES FOR GSLI		Sum Assured
Category “A”	Faculty, Staff in Pay Level 9 and above	2,80,000/-
Category “B”	Staff in Pay Level 5 to Pay Level 8	2,25,000/-
Category “C”	Staff in Pay Level 2 to Pay Level 4	1,40,000/-
Category “D”	Staff in Pay Level 1	70,000/-

ii) On reaching Terminal Date or on earlier cessation of service other than death:

The total to the credit of the member in the running account as shall be determined by the corporation having regard to the entry date, the accounts credited to the running account from time to time, the rate of interest and the date of credit shall become payable to the member.

8. TERMINATION OF MEMBERSHIP:

The membership of the scheme in respect of a member shall terminate upon the happening of any of the following events:

a) Member ceasing to be in the service of the employer

b) Member reaching the terminal date Upon termination of membership, the Life assurance benefit of the member shall cease forthwith, and the amount to his credit in the running account as determined in rule 8(ii) shall become payable.

9. RESTRAINT ON ANTICIPATION OR ENCUMBRANCE:

The benefits under the scheme are strictly personal and cannot be assigned, charged or alienated in any way.

10. MASTER POLICY:

The corporation will issue a master policy to the employer incorporating the terms and conditions under which the benefits are assured.

11. APPOINTMENT OF BENEFICIARY:

Every member shall at the time of entry into the scheme will appoint one or more beneficiary from among his wife or child/children or dependents in the form given at annex and file it with the employer. If a member does not have wife or child/children, then he/she shall appoint his legal representative to be the beneficiary. In the event of death of the member, the benefits in respect of him/her will be paid to the beneficiary or beneficiaries appointed by him/her.

12. AMENDMENT OR DISCONTINUANCE OF SCHEME:

The employer may discontinue the scheme at any time subject to 3 months' previous notice being given to the member and the corporation and the discontinuance shall be effective from the 20th of the month coincident with or following the expiry of the notice period.

DEPOSIT-LINKED INSURANCE SCHEME

The Scheme is for the subscribers of General Provident Fund (GPF/CPF).

Under the Scheme, on the death of a subscriber, the person entitled to receive the amount standing to the credit of the subscriber shall be paid by the Institute an additional amount equal to the average balance amount of subscription and interest thereon at the credit in the account during the 3 years immediately preceding the death of such subscriber, subject to the condition that –

a. The balance at the credit of such subscriber shall not at any time during the three years preceding the month of death has fallen below the limits of -

   i. Rs. 25,000 for a subscriber in GP of Rs. 4800 or more, in case of GPF and in case of CPF Rs. 12,000 if the subscriber has held for greater part of the aforesaid three years a post, the maximum of the pay scale of which is Rs. 4,000 or more;

   ii. Rs. 15,000 for a subscriber in GP of Rs. 4200 or more but less than Rs. 4800, in case of GPF and in case of CPF Rs. 7,500 if the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is Rs. 2,900 to Rs. 3,999;

   iii. Rs. 10,000 for a subscriber in GP of Rs. 1400 or more but less than Rs. 4200, in case of GPF and in case of CPF Rs. 4,500 if the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is Rs. 1,151 to Rs. 2,899;

iv. Rs. 6,000 for a subscriber in GP of less than Rs. 1400 in case of GPF and in case of CPF Rs. 3,000 if the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is below Rs. 1,151;

b. The additional amount will be equal to the average balance in the account during 36 months preceding the month of death, subject to a maximum of Rs. 60000, in the case of GPF subscribers and Rs. 30000 for CPF. The maximum limit is to be applied after arriving at an average of 36 months and not at every stage.

c. The balance for March every year and for the last month of the three-year period will be inclusive of interest.

d. In the case of CPF, 'balance' and 'average balance' would mean only the employee's subscription and interest thereon.

e. Payment will be made by Accounts Manager (Head of Office in the case of Group 'D') without formal sanction and in whole rupees, with the fraction being rounded to the nearest rupee.

f. In the case of persons appointed on tenure basis/re-employed pensioners, service rendered from the date of appointment/re-employment, as the case may be, only will count.

g. Admissible on death after the working hours of the last working day but before 12 midnight as this will be treated as "death while in service".

h. In the case of missing employees, payment can be made to the nominee/legal heirs after expiry of a period of seven years following the month of disappearance of the subscriber on the production of proper proof of death or a Decree of the Court that the employee shall be presumed to be dead.

i. The subscriber has put in at least five years of service as on the date of his death.

GROUP PERSONAL ACCIDENT INSURANCE SCHEME:

All faculty members, and Staff are covered under this scheme. The premium is borne by the Institute. Below is the sum insured.

Sr. No.	Category	Sum Insured
01	Faculty members	30 Lacs
02	Group A	30 Lacs
03	Group B	25 Lacs
04	Group C	20 Lacs
05	Group D	15 Lacs

Besides the above sum insured, the policy will have coverage of weekly benefits, OPD/IPD expense in case of accident and children education benefit in case of death. These benefits will depend upon the benefits provided by the Insurance Company.

GROUP MEDICLAIM INSURANCE SCHEME (EMPLOYEES POLICY)

The Institute has a tie up with the General Insurance Company for providing group medical insurance benefits for its employees under its Group Mediclaim Insurance Scheme. The scheme would cover all permanent and Tenure Based Scaled employees of the Institute and their spouses and up to two children. The rules governing the scheme are as follows:

1. Employees who are covered by this scheme have an option to continue in the scheme beyond retirement and till the age of 80 subject to the payment of annual premium as per the rate finalized by the Institute. After the demise of the retired employee, the spouse can continue in the scheme till he/she attains the age of 80.
2. The maximum annual ceiling per family for hospitalization and related expenses would be:

   Faculty & Managers Rs.5 lakh

   Group B, C & D Staff Rs.4 lakh
3. The benefit of the scheme can be availed on payment basis when the employee is on leave without pay for a year or more.
4. With this scheme, the Institute would discontinue reimbursement of hospitalization expenses of employees and dependents who come under the ambit of this scheme.

   The scheme is 'cashless' and expenses would be settled directly by the insurance company's third-party administrator, (TPA).
5. The TPA will provide cards to all employees and their dependents who are covered under this scheme.
6. Dependent children will cease to be members of the scheme as and when they attain the age of 30 or get married or get employed, whichever is earlier.
7. The TPA has many recognized hospitals in all major cities across the country. The Institute's medical officers will provide guidance on hospitals covered under the scheme.
8. Minimum 24 hours' hospitalization is a requirement for coverage under this scheme. 60 days' pre-hospitalization, as well as 90 days' post-hospitalization expenses, are covered under the scheme. The consulting fee/cost of medicine/laboratory charges etc. for the initial 60 days will be reimbursed by the TPA if the disease for which the expenses were incurred requires hospitalization of the patient.
9. However,

   A. This 24-hour hospitalization requirement will not apply for the following treatments taken in the TPA recognised hospitals where the Insured is discharged on the same day.

      - Hemodialysis
      - Parenteral Chemotherapy
      - Radiotherapy
      - Eye Surgery
      - Lithotripsy (kidney stone removal)
      - Tonsillectomy
      - D & C
      - Dental surgery following an accident
      - Hysterectomy

- Coronary Angioplasty
- Coronary Angiography
- Surgery of Gall bladder, Pancreas and bile duct
- Surgery of Hernia
- Surgery of Hydrocele
- Surgery of Prostate
- Gastrointestinal Surgery
- Genital Surgery
- Surgery of Nose
- Surgery of Throat
- Surgery of Appendix
- Surgery of Urinary System
- Treatment of fractures / dislocation excluding hair line fracture, Contracture releases and minor reconstructive procedures of limbs which otherwise require hospitalization.
- Arthroscopic Knee surgery
- Laparoscopic therapeutic surgeries
- Any surgery under General Anesthesia
- Or any such disease/procedure agreed by TPA/Company before treatment

(A) Further if the treatment/procedure/surgeries of above diseases are carried out in Networked specialised Day Care Centre which is fully equipped with advanced technology and specialised infrastructure where the Insured is discharged on the same day, the requirement of minimum beds will be overlooked provided the following conditions are met:

i. The operation theatre is fully equipped for the surgical operation requiredin respect of sickness/ailment/ injury covered under the policy. Day care nursing staff is fully qualified.

ii. The doctors performing the surgery or procedure as well as post-operative attending doctors are also fully qualified for the specific surgery/procedure.

(B) This condition of minimum 24 hours hospitalization is not applied provided:

i. The treatment is such that it necessitates hospitalization and the procedure involves specialised infrastructural facilities available only in hospitals,

BUT

Due to technological advances hospitalization is required for less than 24 hours.

AND/OR

Surgical procedure involved has to be done under General Anesthesia.

10. One can also go to a hospital of one's choice provided the hospital is at least a 10-bedded hospital and is registered with the local authorities. The bills for expenses incurred may be sent to the TPA for reimbursement of the expenses through the Institute. The bills are normally settled within 30 days. The claim intimation should be sent to Dispensary within 07 days.

11. The GMIS policy will not cover the expenses related to Maternity.

12. Some Hospitals are not covered under Medi-claim (Health) Policies being serviced by the public sector Non-Life Insurance Co. Ltd. (TPA & Non TPA Policies), the list is available with HR department

13. TPA has fixed up a capping for different diseases in consultation with hospitals, which is reproduced below:

Sr. No	Surgery	Maximum Limit Allow (Per Illness in INR)
1	Cataract (Per Eye)	40000 per Eye
2	Hysterectomy	70,000
3	Cholecystectomy	70,000
4	Angiography (CAG)	20,000
5	Angioplasty (PTCA) Excluding Cost of “Stent”, Cost of “Stent” on Actuals	1,20,000
6	Coronary Artery Bypass (CABG)	1,80,000
7	THR	2,30,000
8	TKR	2,50,000
9	Appendicectomy	60,000
10	Piles/Haemorrhoidectomy	50,000
11	Hernia – Any type	70,000
12	Fistulectomy	50,000
13	Prostate removal (TURP / Laser)	80,000
14	Lithotripsy (ESWL)	30,000
15	PCNL (Unilateral)	70,000
16	URS	60,000

14. The below list of advanced treatments are covered in GMIS policy with 50% co-payment
    1. Uterine Artery Embolization and HIFU (High density focused ultrasound)
    2. Balloon Sinuplasty
    3. Deep Brain stimulation
    4. Oral chemotherapy
    5. Immunotherapy- Monoclonal Antibody to be given as injection
    6. Intravitreal injections
    7. Robotic surgeries
    8. Stereotactic radio surgeries
    9. Bronchial Thermoplasty
    10. Vaporization of the prostrate (Green laser treatment or holmium laser treatment)IONM – (Intra Operative Neuro Monitoring)
    11. Stem cell therapy: Hematopoietic stem cells for bone marrow transplant for hematological conditions to be covered.

GROUP MEDICLAIM INSURANCE SCHEME (PARENTS POLICY)

The Institute has a tie up with the General Insurance Company for providing group medical insurance benefits for parents of employees under its Group Mediclaim Insurance Scheme. The scheme would cover dependent parents of all permanent and Tenure Based Scaled employees of the Institute. The rules governing the scheme are as follows:

1. Employees will have option to cover their non-dependant parents in the policy on payment basis. The premium will be deducted from the salary of the employee in equal installments.
2. The maximum annual ceiling per family for hospitalization and related expenses would be:
   Faculty, Group A, B, C & D Staff Rs.2 lakh
3. The benefit of the scheme can be availed on payment basis when the employee is on leave without pay for a year or more.
4. All other terms and conditions will remain the same as per GMIS policy for employees.

ADDITIONAL TOP-UP GROUP MEDICLAIM INSURANCE SCHEME (EMPLOYEE'S POLICY)

Institute has introduced the additional top-up group mediclaim insurance scheme, which any faculty or staff member can opt. The individual can opt for following coverage:

Group	Existing Coverage under GMIS (In Rs.)	Additional Top-up coverage (In Rs.)
Group A	500000	300000
		500000
		1000000
Group B, C, and D	400000	300000
		500000
		1000000

Following are the features of additional top-up coverage:

1. The entire additional premium has to be paid by the employee. It will be deducted in three equal instalments.
2. The additional top-up coverage will be triggered once the existing coverage is exhausted.
3. It will have the same terms and conditions as per the existing policy.
4. The additional top-up coverage will be extended only to family members covered under the existing mediclaim policy.
5. Wherever there is a cap in existing policy for any illness, it will continue.
6. Wherever the coverage amount depends on the sum insured, it will be on existing coverage (For e.g. cap on room rent (including nursing charge) limit is 2% of sum insured for normal room and 3% of sum insured for ICU/ICCU. Here sum insured will be the existing sum insured).
7. The TPA for claim settlement for additional top-up coverage will be as agreed between the Insurance company and the Institute.

ADDITIONAL TOP-UP GROUP MEDICLAIM INSURANCE SCHEME (PARENT'S POLICY)

Institute has introduced the additional top-up on the base policy for parents, which any faculty or staff member can opt for their parents. The individual can opt for following coverage:

Group	Existing Coverage under GMIS (In Rs.)	Additional Top-up coverage (In Rs.)
Faculty, Group A, B, C & D	200000	300000
		500000
		1000000

Following are the features of additional top-up coverage:

1. The entire additional premium has to be paid by the employee. It will be deducted in three equal instalments.
2. The additional top-up coverage will be triggered once the existing coverage is exhausted.
3. It will have the same terms and condition as per the existing policy.
4. The additional top-up coverage will be extended only to family members covered under the existing mediclaim policy.
5. Wherever there is a cap in existing policy for any illness, it will continue.
6. Wherever the coverage amount depends on the sum insured, it will be on existing coverage (For e.g. cap on room rent (including nursing charge) limit is 2% of sum insured for normal room and 3% of sum insured for ICU/ICCU. Here sum insured will be the existing sum insured).
7. The TPA for claim settlement for additional top-up coverage will be as agreed between the Insurance company and the Institute.

GROUP TERM INSURANCE POLICY

To support dependent family members in case of untimely death of the employee, the Institute has introduced a Term Policy for all the permanent employees as per below coverage:

Sr. No.	Category	Sum Insured
1	Faculty Members	1 Cr.
2	Group A	75 Lacs
3	Group B	50 Lacs
4	Group C	35 Lacs
5	Group D	25 Lacs

The term policy will be through one of the leading Life Insurance Company with a validity of 1 year. It will be renewed from time to time. The Institute will pay the premium.

The policy will be valid until the employee is working in the Institute. Therefore, in the case of retirement or resignation the term policy will end.

The coverage of the term policy will be in addition to the GSLIS policy under which those employees who joined on or before July 31, 2014 are covered.

GSLIS CLAIM FORM "B"

01 Name of the Master Holder: **Indian Institute of Management**
Vastrapur, Ahmedabad 380 015

02 Master Policy No.**GSLI 600668** Date of commencement: **20 Sept 1992**

03 Name of the employee: _____

04 Employee code: LIC ID No.: _____ Emp.No.:_____ Category _____

05 Date of birth: _____ Date of joining service: _____

06 Dateofjoining Scheme:**20.09.92** Category_____ Dateofdeath:_____

07 Amt of life insurance cover on the date of death: _____

08 Amt of monthly contribution: _____ (inclusive of addl premium for the double accident benefit)

09 Was the member actively at work on the entry date _____ in to the scheme ?

If there has been any change in the monthly contribution during his membership indicate the date of change and the revised contribution	Insurance cover and monthly contributions revised with effect from 20.09.2003

11 Amount of last monthly contribution: _____

12 Due date of payment of the last monthly contribution: _____

13 Date on which the last contribution was paid: _____

14 Are there any gaps in premium? _____

15 Cause of death: _____

16 Nature of proof of death: _____

17 Was the member in the service of the employer on the date of death ? _____

18 Addl. information in case death has taken place within three years of joining the scheme _____

We hereby declare that the answers to the above questions are true in every respect and the member was eligible for the above benefits as per the rules of our GSLI Scheme and contributions were paid in respect of him/her strictly as per the rules of the Scheme.

Dated at Ahmedabad this _____

Witness:

Vice President – HR
Indian Institute of Management Ahmedabad - 380 015.

CHAPTER 11

MEDICAL FACILITY

1. MEDICAL FACILITIES ON THE CAMPUS

1.1 The Institute has its dispensary on campus which provides medical facilities to its employees. In all situations needing medical attention, the initiative for appropriate medical treatment shall be with the employee or his/her dependent family members. The institute's involvement is mainly to facilitate medical treatment.

1.2 The Institute's dispensary timings are as follows:

Monday to Friday	09:00 AM to 05:30 PM Main Campus (D-11) 05:30 PM to 10:00 PM New Campus (D-39)	
Saturday and Sundays	09:00 AM to 11:00 AM (D-11)	
Public Holidays	Closed	
Gynaecologists	Tuesday	5.00 PM - 6.00 PM (D-39)
	Thursday	5:00 PM to 6:00 PM (D-39)
	Friday	4.00 PM - 5.00 PM (D-11)
	Saturday	9:30 AM to 10:30 AM (D-11)

1.3 If the nature of the illness is such that an employee or his dependent family member is unable to visit the dispensary, the doctors can be called at home.

1.4 Doctors may also refer a patient to a hospital or to an expert if the situation so warrants.

1.5 The medical expense which are not covered under Institute's Group Medical Insurance Scheme will be reimbursed by the Institute, subject to the Institute's norms.

1.6 The employee or his dependent family member can also take treatment in any of the empaneled hospital.

1.7 Reimbursement of medical expenses will be as per the norms laid down by the Institute and limited to charges at the hospitals.

1.8 Please visit the dedicated website maintained by the Dispensary for updated details. The website address is https://sites.google.com/iima.ac.in/iimamedical

1.9 The contact details of IIMA dispensary doctors and IIMA panel doctors are as follows:

Regular Doctors at IIMA Dispensary (Extn.4777)

Sr. No	Doctor Name	Degree	Doctor Timing in Dispensary (Mon to Fri)	Mobile No.
1	Dr. Raivat M. Bagadia (MBBS)	Physician (M.B.B.S)	9am-1pm (Old Campus D-11) 2pm-4pm (New Campus D-39) 4pm-5.30pm (Old Campus D-11)	6357979577
2	Dr. Zankhana Modi	Physician (M.B.B.S)	5.30pm-10pm (New Campus D-39)	9033201248
Nurse on campus (for Emergencies) Mobile – 9636324375 (Mr. Vinay Sharma) and 8959878879 (Mr. Deepesh Agarwal)				

Visiting Doctors at Dispensary

Sr.No	Doctor Name	Degree	Visiting Timing	Mobile no
1	Dr. Usha Patel	Gynecologist	Thursday - 5.00pm-6.00pm (D-39) Saturday - 9.30am-10.30am (D-11)	9898141715
2	Dr. Chaitasi Shah	Gynecologist	Tuesday - 5.00pm-6.00pm (D-39) Friday - 4.00pm-5.00pm (D-11)	9662022070

Laboratory/Diagnosis/Pharmacy

Sr. No.	Name & Link	Services	Address	Landmark	Contact Number
1	Kadamb Diagnostics	• All Radiology • Diagnostic Services	L 13, 132 Feet Ring Rd, Swatantra Senani -2,Near Akhbarnagar Circle, Nava Vadaj, Ahmedabad- 380013	Akhbarnagar	9016906003
2	Sadbhav Imaging Centre	• Radiology Services	Government Ladies Hostel, Ground Shaival Plaza, Sheth Mangaldas Rd, behind Gujarat College, Ellisbridge, Ahmedabad, Gujarat 380006	Ellisbridge	9227450457 9979355209
3	Neuberg Supratech Laboratories	• All Pathology Services	Neuberg Supratech, Ground Floor, Kedar Building, Opp. Krupa petrol Pump Parimal garden, Ahmedabad	Parimal garden	9662473545 (Mr. Bhavesh)
4	Paras Medical Store	• Pharmacy	I/5,Janvishram Society,B/H Sahajanand College, Panjra Pole, Ambawadi, Ahmedabad.	Ambawadi	7096789666
5	Planet Health Pharmacy	• Pharmacy	Opp. S-Mart, Near Underpass, (Old Campus) side	IIMA	079-26300770 9510970471
On Panel Doctors					
1	Zydus Hospital	OPD Consultation Radiology Pathology Pharmacy	Zydus Hospital Road, Nr. Sola Bridge, S G Highway, Ahmedabad	S G Highway	079- 66190204, 7874412345
2	Zydus Cancer Centre	OPD Consultation Radiology Pathology Pharmacy	Zydus Hospital Road, Thaletj, Ahmedabad	Satellite	079- 66190204, 7874412345
3	Aditya Orthopaedic Hospital	Orthopaedics Physiotherapy X-ray OPD Facility	201/202, Aditya Plaza, Jodhpur Road, Satellite, Ahmedabad - 380015,	Satellite	079-29297979 079-26926565 9909024605

4	Shivam Orthopaedic Hospital	Orthopaedics Physiotherapy X-ray OPD Facility	Shivam Orthopaedic Hospital 2, Chaitanya Society, Opp. IIM New Gate Vastrapur	Vastrapur	9825020120 9428595302 26301986

Sr. No.	Specialist	Doctor's Name & Link	Address	Landmark	Contact No.
1	ENT	Dr. Mihir Mehta	Aashwi ENT Hospital 25 Sumangalam Society Drive in road Ahmedabad	Drive in road	9825647693 9979891672
2	ENT	Dr. Rajeev Jha	Babul ENT hospital,204-205 Shyamak complex, B/H Kamdhenu Complex, Opp Sahajanand College Polytechnic	Opp Sahajanand College	9825067727 26301421
1	PHYSICIAN	Dr. Vishal Mehta	Chirayu Medical Nursing Home Shop no.2, Neeldeep Complex, Lad Society Road, Vastrapur	Vastrapur	9824035522 26754886
2	PHYSICIAN	Dr. Devang H. Shah	13, Shalimar Complex Mahalaxmi Five Road, Paldi Ahmedabad 380007	Paldi	9825457857 26608179
1	PEDIATRICIAN	Dr. Parthiv Shah	2nd Floor, Himalaya Complex, Lad Society Road, Nehru Park Cross Road, Vastrapur	Vastrapur	9825154746 26741049
2	PEDIATRICIAN	Dr. Kirit S. Mod	Shivam Children Hospital 28/1, Shivam, Opp. Polytechnic Opp. Polytechnic, Amawadi	Ambawadi	9824041708 26301854
1	OPHTHALMOLOGIST	Dr. Tejas Shah	Ahmedavad Eye Laser Hospital G-B,Devang Park Nr. Polytechnic Ambavadi, Landmark Nr.Panjarapole Cross Road	Ambawadi	9824028464 9624896248
2	OPHTHALMOLOGIST	Dr. Sanjay Gandhi	C-1, Shivani Apartment B/H Sahajanand College Panjarapol, Ambavadi and A/5, Shivalik Business Centre, Rajpath Rangoli Road, Bodakdev, Ahmedabad - 380058	Ambawadi	26305000 9978543706 9408500060
3	OPHTHALMOLOGIST	Dr.Shaileen Parikh	3rd Eye Clinic 2,Jatin Bungalow,Behind Pride Hotel,Opp.Patel park,Fire Station Lane, Judges Bangalow Road, Bodakdev Ahmedabad 380054	Bodakdev	40008281 26842333
4	OPHTHALMOLOGIST	Dr. Sheril Thakkar	Dev Eye Hospital 101-102, Dev Atelier, Opp. Dev Aurum, Prahaladnagar, Ahmedabad	Prahaladnagar	8488827118 / 079-40083137
1	SKIN SPECIALISTS	Dr.Rupa Shah	G-B,Devang Park Nr.Polytechnic Ambavadi,Landmark, Nr.Panjarapole Cross Road	Amawadi	9824253202 9624896248
2	SKIN SPECIALISTS	Dr. Aniruddh Vyas	2/C, Gold Coin Complex Jodhpur Cross Road, Satellite Ahmedabad 15	Satellite	9825258538 26749590
1	PSYCHIATRIST	Dr. Rajesh Maniyar	GIPS Hospital 1st Floor, DEV Complex, On Parimal Garden Cross Road, Ambawadi, Ellisbridge, Ahmedabad	Amawadi	9824011933 8448108108
1	GYNECOLOGIST	Dr.Usha Patel	Avtaran Nursing Home,In Front of Page One Hotel, Lad Society, Sandesh Press Road, Bodakdev.	Bodakdev	9898141715 7567358822

Sr. No.	Specialist	Doctor's Name & Link	Address	Landmark	Contact No.
2	GYNECOLOGIST	Dr.Chaitasi Shah	707, 7th floor, Sun Avenue One, Between Manekbaug cross roads to Shyamal crossroads, Gujarat 380015	Vastrapur	9662022070 / 26747064
1	UROLOGIST	Dr.Kartik J.Shah	Rinon Urosurgical Hospital 203,Sigma icon-1 Opp.Medilink Hospital Nr.Shyamal Cross road 132ft Ring road,Satallite Ahmedabad-15	Satellite	6355493429 48990203
1	HOMOEOPATHY	Dr. Keyur U Majmundar	D-101, Shiromani, Opp Ocean Park, Satellite Road, Ahmedabad - 380015	Satellite	079-26761938
1	DENTIST	Dr. Manish Shah	Aashu Dental & Multispeciality Clinic Dr. K K Shah's Bunglow, Bh Navrangpura Post Office. Navrangpura, and B/304, Sky City Arcade,)7 Club Road, Shela	Navrangpura & Shela	26441412 / 9825158578 7874483483
2	DENTIST		Dentistium Multispeciality Dental Clinic 216, Sheetal Westpark Imperia, Beside Hyatt Hotel & Ahmedabad One Mall, Vastrapur - 380015	Vastrapur	9978032007 / 9726755207

2. MEDICAL EMERGENCIES

2.1 In a medical emergency where Institute doctors could not be contacted, an employee can consult any of the doctors identified for the purpose or doctor of his/her choice. The employee should report such cases to the Institute doctor the very next day and be guided by his/her advice.

2.2 The Institute vehicle, if available, can be utilized for taking a patient to a hospital in medical emergencies.

2.3 Medicines prescribed by Institute doctors or against prescriptions by other doctors duly countersigned by an Institute doctor can be bought without cash payment from the chemist identified by the Institute.

3. REIMBURSEMENT OF MEDICINES

3.1 Only medicines which are not included in the government of India's list of inadmissible medicines will be reimbursed. Ayurvedic medicines will be reimbursed, provided they are prescribed by the RMO of the Akhandanand Ayurvedic hospital and purchased preferably from Ayurvedic Bhavan, Opp. Income Tax Office, Ahmedabad or from the shops suggested by the RMO. For reimbursement of medical expenses, the employees are required to submit their claims in the prescribed form through ESS portal (Medical Reimbursement section), with all the details including cash memos, prescriptions etc. and duly certified by the Institute doctor or by RMO of Civil/s/ Akhandanand Ayurvedic Hospital, as the case may be. The link to ESS Portal:

https://iimasappwp.iima.ac.in:44300/irj/portal

3.2 Payments are made on a monthly basis.

4. REIMBURSEMENT OF CONSULTANCY FEES:

4.1 The revised consultancy fees and rates are as follows:

Sr. No	Name	Rate
1	Consultation	600
2	Follow up	400
3	ECG	300
4	TMT	2000
5	Echo	2000
6	Super Specialist	1000
7	Super Specialist Follow Up	600
8	Sonography	1200

Sr. No	Investigation/Procedure	Reimbursement Rate
1	X-Ray (Chest)	400
2	USG – (Any part)	1200
3	Mammography	
	X-Ray	400
	USG	1200
	MRI	3500
4	CT Scan	
	Without Contrast	2000
	With Contrast	4000
5	MRI	
	Without Contrast	3500
	With Contrast	5000
6	Physiotherapy	
	Basic (Per day)	100
	Advance (Per day)	200

4.2 The Institute has arranged a cashless facility for pathology services on-campus with Neuberg Supratech Diagnostics Centre. The services will be cashless for faculty, staff and their dependent family members whereas for others it will be on a direct payment basis.

For services outside the campus, in addition to above the phlebotomist visiting charges will be applicable.

The phlebotomist is available at the dispensary from 8:00 a.m. to 8:00 p.m. during weekdays for sample collection and providing the report/s.

5. MEDICAL FACILITIES WHEN EMPLOYEES OPT FOR INDIAN SYSTEM OF MEDICINES AND HOMEOPATHY

The Institute will follow the guidelines given below:

5.1 The employees of the Institute may opt for treatment under the Indian system of medicines but only through Government/Municipal hospitals and dispensaries.

5.2 When an employee or his/her dependent is suffering from a disease for a prolonged period and has been advised treatment under Ayurveda/ Siddha/Unani he should write to the Chief Administrative Officer, who may in turn request the Institute Medical Officer for a proper evaluation of the case and advice. The Medical Officer may allow the request and also advise the Chief Administrative Officer accordingly.

5.3 Employees will be allowed to pursue one system of medicine at any point in time.

5.4 Employees who are allowed to opt for the Indian system of medicine have to consult doctors located in Ahmedabad who are preferably attached to the Civil Hospital/ VS Hospital/ Akhandanand/any Trust hospital. In case doctors attached to these hospitals are not available, employees can consult registered medical practitioners of such a system. In case such doctors are not available in Ahmedabad, employees may opt to consult doctors of their own choice with the permission of the CAO.

5.5 Reimbursement of consulting fee of such doctors will not exceed the reimbursement fixed for allopathic doctors.

5.6 Medicines prescribed by doctors should be purchased from Ahmedabad only. Cash memos should be supported by a Certificate from the shop giving the name of the manufacturer and the price list of the manufacturer. The cost of non-reimbursable medicines will be borne by the employee.

5.7 Doctors in attendance of the Indian system of medicine should issue a certificate specifying the medical problem of the employee and the medication prescribed for the disease.

5.8 If the consultation and purchase of medicine are made outside Ahmedabad, the Institute doctor, subject to provision contained in para (7) will certify for reimbursement. In case it is done in Ahmedabad, the Medical Officer in Attendance will certify the reimbursement claim, along with his own certificate.

NOTES

1. The bill should be certified by the civil surgeon of Civil Hospital, Ahmedabad; R.M.O. of V.S. Hospital, Ahmedabad; or any other authorized by these hospitals for the purpose, who is not an honorary doctor; or the Institute doctor.

   Only the cost of medicines not included in the list of inadmissible medicines as prescribed by the Government of India from time to time would be reimbursed by the Institute.

2. Medical expenses incurred by the members or their families in Govt. hospital outside Ahmedabad are also reimbursable provided the request for reimbursement is accompanied with a certificate from the hospital that the treatment was taken there. Such certificate should not have been issued by an honorary doctor.

3. Medical expenses incurred under the Ayurvedic / Homeopathic systems are reimbursable, only if the treatment is taken in a recognised hospital and the expenses are certified by the authorised doctor of such hospital. Only the cost of medicines allowed under the Central Govt. Medical Attendance Rules, will be reimbursed.

   - Diet charges are not reimbursable.
   - Cash memos should be countersigned by the doctor signing the certificate.
   - Prescription should be shown to the Institute Doctor on demand and should as far as possible be attached to the bill.
   - Medical expenses must be claimed within six months of incurring them.

CHAPTER 12

ALLOWANCE & BENEFITS

DOMESTIC TRAVEL

SANCTION

Prior sanction is required for any travel (crossing the city limits while on duty). The sanctioning authorities are as follows:

	Travel By		**Sanctioning Authority**
1.	Faculty	:	Dean (Faculty) / Director
2.	RA/ AA	:	1) Project Coordinator/Faculty/ Area Chair with whom the staff works & 2) Dean (F) for RA/ Dean (P) for AA
3.	Administrative Staff	:	1) Head of the Department & 2) Chief Administrative Officer

- For obtaining travel sanction, a travel request form is prescribed (in pink colour for Faculty & Administrative Staff and in yellow colour for Research Staff).
- Any deviation in proposed travel plan with respect to Dates / Mode / Class of Travel / Stay / Head of Account etc. requires a revised travel sanction by the same sanctioning authority.
- If a person travels by a higher class (without prior approval in the travel request form) than the one for which he is eligible, he will be reimbursed only fare for the entitled class.
- In absence of travel request form duly approved by sanctioning authority, no travel claim including air booking / train booking by agencies will be allowed.
- If the travel is sponsored by other agencies, the Institute will not reimburse any expenditure. For any expenditure not covered by the agency, the reimbursement can be processed only on approval from the Director and Dean (F), in case of faculty member / CAO, in case of staff member.

MODE AND CLASS OF TRAVEL

Designation	Air	Rail	Road
Faculty	Economy Class	AC 1-class	AC Taxi / Autorickshaw /Public Bus including AC Bus
Staff Pay Level 10 and above	Economy Class	AC 1-class	AC Taxi / Autorickshaw /Public Bus including AC Bus
Staff Pay Level 6 to 9	Economy Class	AC 2-tier class	AC Taxi / Autorickshaw /Public Bus including AC Bus
Academic Staff and Research Staff (AAs & RAs)	Economy Class	AC 2-tier class	AC Taxi / Autorickshaw /Public Bus including AC Bus
Staff Pay Level 2 to 5	NA	First class/ AC 3-tier/ AC Chair Car	Autorickshaw /Any public bus except AC Bus

- In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- In case travel by own car/2-wheeler, prior approval by the sanctioning authority of travel by road using own car/2-wheeler is required and the rate of reimbursement per kilometer travel would be as follow:

For journeys performed in *own car/taxi	Rs. 24 per km
For journeys performed by autorickshaw, own *2-wheeler, etc.	Rs. 12 per km

* The own car/2-wheeler should be in the name of employee/spouse.

- If a person travels by own car without prior approval in the travel request form then the entitled class rail fare for the said travel will be reimbursed.

DAILY ALLOWANCE (D.A.)

Designation	Entitlement for Actual claims supported by Bills/ Receipts			Rates of D.A. without actual bills / receipts**
	Hotel Accommodation* per day (Rs.)	Food# Bill per day (Rs.)	Total Actuals (Hotel+Food) (Rs.)	
Faculty	12,500	3,000	15,500	3,000
Staff Pay Level 10 and above	10,000	2,250	12,250	2,250
Staff Pay Level 6 to 9	6,500	1,500	8,000	1,500
Academic Staff and Research Staff (AAs & RAs)	6,500	1,500	8,000	1,500
Staff Pay Level 2 to 5	4,000	900	4,900	900

* Hotel accommodation includes incidentals like laundry, telephone, internet, wifi or any other facilities used at hotel.
# Payment for tips and hard drinks are not reimbursable.
** This is upper limit. Amount actually spent to be certified and claimed. No bills required.

In case the actual expenditure exceeds the approved limits as above, special sanction is required as follows:

	Upto 50% of excess exp.	More than 50% of excess exp.
Faculty	Dean (Faculty)	Director
Administrative Staff	CAO	Director
RA / AA	Dean (Faculty/ Programmes)	Director

DAILY ALLOWANCE WITHOUT BILLS / RECEIPTS

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

Departure	Eligible D.A.
Forenoon	Full
Afternoon	Half
Arrival	Eligible D.A.
Forenoon	Half
Afternoon	Full

LOCAL CONVEYANCE WITHIN CITY LIMIT

For local travel within the city limit for official duty, conveyance will be reimbursed at following rates:

For journeys performed in *own car/taxi	Rs. 24 per km
For journeys performed by autorickshaw, own *2-wheeler, etc.	Rs. 12 per km

* The own car/2-wheeler should be in the name of employee/spouse.

For Local travel for official purpose by own vehicle,

- Staff at Pay Level 5 and below will be eligible to claim reimbursement for two wheeler only
- Staff at Pay Level above 5 will be eligible to claim reimbursement for either two or four wheeler, as per their actual mode of travel.

SUBMISSION OF CLAIM

The claim for reimbursement of travel expenses incurred has to be submitted within 3 months from the last date of return journey failing which the amount of advance shall be recovered from the salary. If the claim is not submitted within 3 months, then the same will require approval from the travel request sanctioning authority.

PROOF OF TRAVEL TO BE SUBMITTED

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

In case of air / rail booking through Institute's travel agents, the bills must be forwarded through the Transport Section only. No bills should be forwarded by the faculty or employees directly.

The following charges in respect of travel are reimbursable:

- Reservation charges for seat/sleeper berth.
- Tatkal Seva charges.
- Internet / e-ticketing charges for the tickets booked through the website of Indian Railways.
- Agency charges by the Traveller's service agents recognized by the Zonal Railways are reimbursable.
- Cancellation charges are reimbursable for official journeys, if done for official reasons.

- Expenses other than hotel, food and conveyance, would require approval from the travel sanctioning authority.
- If hotel bill shows no. of pax to be more than 1 or a twin sharing or a double bed room (with double occupancy):
  - The person has to certify that there was an official guest accompanying OR
  - Single occupancy (single bed room) tariff certified by the hotel will be reimbursed

  OR

  - 50 % of the actual amount will be allowed
- If food bills mentions sharing or no. of pax to be more than 1, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.
- No separate bill for room service will be entertained. All services at hotel need to be included in the hotel bill. The bill for room service or restaurant, even if included in the hotel bill needs to have detailed bill attached, else the same will not be paid.
- If booking of hotel is done through online booking sites or travel agents, proof of payment made by the claimant is required.
- The bills having ink which fades away must be submitted along with their photocopies.

OFFICIAL TRAVEL BY EMPLOYEES AT PAY LEVEL 17 AND BOG MEMBERS.

Employees at Pay Level 17 and BoG members are eligible to travel by Air in Business Class.

PAYMENT BY CLIENT OF TA / DA CLAIMS IN EXCESS OF APPROVED RATES:

- In case of Projects / Programmes where client agrees to pay actual expenditure by business class for air travel (for faculty) and on TA / DA in excess of the limit prescribed under these rules, the same can be charged to the project / programme budget that has been approved by the Director. This deviation from Institute practices/ rules need to have specific mention in the budget approval by the Director, and also in the travel request form approved by the Director.

INTERNATIONAL TRAVEL

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

Mode of Travel	Class of Travel
Air (less than 6 hours of travel)	Economy Class
Air (6 hours or more)	Business Class for faculty* Economy Class for others

* Ticket needs to be booked at least one month in advance and routes through Dean (Faculty)

- **Per diem**

  Per diem as per UNDP rates approved by the Director from time to time will be paid for the days of actual stay.

  In case of stay in two cities on the same day, per diem of the later city will be allowed for the full day.

Particulars	Eligible % of per diem
Incidental (without any bills / receipts / claims)	20%
If bills are submitted for actual expenses on boarding[1] & lodging[2]	80% or actual, whichever is lower and 20% (incidental)
If no claim for boarding & lodging submitted	20% with bills and 20% (incidental)
If only lodging is provided / sponsored	50% with bills and 20% (incidental)
If only boarding is provided / sponsored	30% with bills and 20% (incidental)
If boarding & lodging, both are sponsored	20% incidental only

Boarding here means accommodation, laundry, etc. [2] Lodging here means meals

- **Journey Allowance**

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

- **Other Expenses (on actual basis)**
  - Visa charges
  - Medical Insurance
  - Local Conveyance
- Accounts Office will admit only those expenses which are specifically claimed in the Travel Claim Form.
- Expenses other than lodging, boarding and conveyance are included in the incidentals.
- If hotel bill shows no. of pax to be more than 1 or a twin sharing or a double bed room:
  - The person has to certify that there was an official guest accompanying OR
  - Single occupancy (single bed room) tariff certified by the hotel will be reimbursed

OR

- 50 % of the actual amount will be allowed

- If food bills mentions sharing or no. of pax to be more than 1, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest
- If booking of hotel is done through online booking sites or travel agents, proof of payment made by the claimant is required.
- The claims must be submitted with classification of expenditure under the heads – lodging, boarding, travel along with dates.

LEAVE TRAVEL CONCESSION

a) Leave Travel Concession is admissible to any employee of the Institute with one year of continuous service on the date of journey and his/her family for journey performed by self or by the family as the case may be. The concession is admissible once in a period of two calendar years for visiting home town or once in a period of four years for visiting a place anywhere in India to be specified before availing of the concession on each occasion. The block years for the purpose of this calculation shall be calendar years 2022-2025 and so on.

b) The employees and their families, who are unable to avail themselves of the concession in a block of two or four years, maybe permitted to avail of the concession before the end of the first year of the next block of two or four years. In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.

c) Home town means the permanent home town as given in the applications of the employees or such other place as declared by them supported by reasons such as ownership of immovable property, permanent residence of near relatives. The declaration of home town once made shall be treated final but in exceptional case the Institute may allow one change during the career of an employee on the individual merits of the case.

d) "Family" for the purpose of leave travel concession means an employee's wife or husband, as the case may be, two surviving unmarried children or stepchildren wholly dependent on the employee, irrespective of whether they are residing with the employee or not. In addition, it also includes parents and/or, stepparents (stepfather and stepmother), unmarried sisters, unmarried minor brothers and married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters who are residing with and wholly dependent on the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their father is either not alive or is himself dependent on the employee).

e) The restriction of the concession to only two surviving children as indicated above shall not be applicable in respect of (i) those employees who already have more than two children prior to 20-10-1998 (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.-

f) Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".

g) A member of the family whose income from all sources, does not exceed the amount of

minimum family pension prescribed (i.e. Rs. 9000 p.m.) and Dearness Relief thereon is deemed to be dependent on the employee

h) Condition of dependency not applicable on the husband and wife. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

i) Not more than one wife is included in the term "family" for the purpose of leave travel concession.

j) In respect of places which are not connected by rail, the employees may travel by steamer/ air where an alternative means of travel is either not available or is more expensive. In such cases, the Institute bears the same proportion of cost as in the case of rail journeys.

k) The liability of the Institute for the cost of railway fare between Ahmedabad and the home town or a specified place other than the home town is limited to the share of the fare by the shortest route calculated on a through ticket basis.

l) The concession is restricted to journeys within India.

m) The concession is admissible only in the case of journeys performed by the employee during regular leave or casual leave as the case may be, irrespective of their duration. In the case of the faculty, vacation is treated as leave for the purpose of this concession. The condition of leave shall not apply to the journeys performed by the members of the families of the employees. The concession is not admissible to an employee who proceeds on regular leave and then resigns the job without returning to duty.

n) **Entitlements of a fresh recruit :** Fresh recruits are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. The facility is available for the first two blocks of four years after joining the service for the first time.

(i) The first two blocks of four years will apply with reference to the initial date of joining. The first two blocks of four years will be personal to them. On completion of eight years, they will be treated at par with other regular employees.

(ii) No carry over of LTC is allowed for a fresh recruit. A fresh recruit whose hometown and headquarters are same cannot avail LTC.

o) **Instructions on booking of tickets in respect of Leave Travel Concession (LTC):**

(i) In all cases of air travel in respect of LTC, air tickets shall be booked only from the following three authorized agencies:

1. Balmer Lawrie & Company Ltd.
2. Ashok Travels and Tours
3. Indian Railways Catering and Tourism Corporation Ltd.

To support the convenience of the employees, the Travel Center will facilitate booking the flight tickets through IRCTC for employees travelling on LTC.

The employees not entitled for air travel but wish to travel by air, are no longer required to mandatorily book their air tickets through these travel agencies.

(ii) Employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register

their official email-id with these three agencies to book their air tickets digitally through above modes for travel by any airlines. While booking the air-tickets through ATAs, employees must ensure that ticket(s) is/are booked under the category of "LTC" only and not "Corporate".

(iii) Employees will have to choose a flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking.

(a) On the day of travel in the desired 3 hours' slot of following time band - 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.

(b) With provision of optimizing within a 10 % price band, for convenience and comfort.

(iv) In case of self-booking, the employees will have to retain the print-out of the concerned webpage of the ATA having flight and fare details for the purpose of the settlement of the LTC claims; and if the flight tickets are booked by the Travel Centre, the employee should instruct the Travel centre to send the webpage having flight and fare details along with the air tickets for the purpose of settlement of the LTC claims.

If an employee books a flight of their convenience through self-booking or through the Travel Centre other than the clauses mentioned above, the difference of airfare would be borne by the employee.

p) The employee should inform the designated personnel in the accounts department before undertaking journey for which the concession under this scheme is claimed. They should produce evidence of their having actually performed the journey as claimed by them.

q) To enable the employees to avail of the concession, LTC intimation Form has to be sent to HR and they may be granted an advance limited to 90% of the estimated amount which the Institute would have to reimburse in respect of the cost of journey both ways to the home town or any specified place and back. Where the employees and members of the family avail themselves of the concession separately, the advance also may be drawn separately. The advance shall have to be refunded if the outwardjourney is not commenced within 60 days of the grant of advance.

r) The time-limit for drawal of LTC advance is 125 days (i.e. 4 months and 5 days) in case of journey by train.

s) When advance is taken, the claim should be settled within one month from the date of return journey.

t) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

u) In the case of the tickets for air travel booked by the Institute's travel agent, there is no need to submit boarding passes for any travel undertaken for which the travel expenses are settled by the Institute. In all other cases, boarding pass need to be submitted for settling the account.

v) Employees and family as independent units : The family members need not accompany the employees or even travel in the same calendar year in which the employee travels. The members of the family of an employee may either travel together or separately in different

groups as may be convenient to them. Where they travel in different groups, at different times, reimbursement of expenditure may be allowed in respect of each group, provided the journey is performed during the currency of the block in respect of which the first group performed its journey. The return journey of each group must be completed within six months from the date of commencement of the outward journey by that group.

w) Entitlements for travel in LTC effective from July 01,2017

Pay Level in Pay Matrix	Travel Entitlements
12 and above	Economy class by air or AC I Class by train
9 to 11	Economy class by air or AC 2nd Class / Chair Car by train
6 to 8	AC 2nd Class /Chair Car by train
5 and below	AC 3rd Class/Chair car by train

RELOCATION CHARGES

A newly joined staff member whether Permanent or TBSC joining the Institute from outside Ahmedabad will be reimbursed relocation expenses as per the below table or the actual cost whichever is less, as relocation charges on the production of vouchers, provided no other agency in India bears the cost. In addition to this, they can also reimburse travel expense of spouse and children as per norms.

Sr.	Group	Relocation Expense	Mode of travel for self, spouse and children
01	Group A	Up to Rs. 80,000 for relocating to Institute from within India Up to Rs. 1,60,000 for relocating to Institute from abroad	As per Institute policy for domestic and international travel
02	Group B	Up to Rs. 60,000	As per Institute policy for domestic travel
03	Group C	Up to Rs. 40,000	

Also, the staff who leaves the institute within one year, the entire amount paid for relocation will be recovered.

ANNUAL DEVELOPMENT ALLOWANCE

The rates of Annual Development Allowance are as follows:

Officers (Level 12 & Above)	Rs. 50,000
Officers (Level 10 & 11)	Rs. 36,000
Supervisors (Level 8 & 9)	Rs. 24,000
Supervisors (Level 6 & 7)	Rs. 18,000
Executives (Level 4 & 5)	Rs. 15,000
Executives (Level 2)	Rs. 12,000

The staff can use this allowance to purchase books, subscribe to professional journals, purchase periodicals including newspapers, payment of required fees for professional courses/fee for higher education, Library subscription, purchase of computers and software, purchase of laptop and

backpack for the purchased laptop, high end mobiles which provide data and email connectivity, purchase of netbooks and devices equivalent to iPad which would enhance their effectiveness at work, purchase of Mobile Accessories (Headphones, Charger, Power back, Toughened cover, Cover etc.) / Repairs and internet charges (staying off campus) will also be covered. Warranty/ Insurance purchased at the time of acquiring laptops, desktops, mobile handsets, and other approved accessories will also be reimbursed under this allowance.

The balance amount from current year can be carried forward to the next year. To be able to purchase costly items, which exceeds the current balance, advance up to one year's entitlement can be used. Such an advance would be adjusted in the following year.

An employee who joins, retires, or resigns during the year will be entitled for pro- rata allowance.

For reimbursement of development allowance, the employees are required to select the Staff Development Allowance tab under Employee Self Service complete the claim submission process and send the hard copy of the generated claim form along with the required supporting documents to the Accounts Office.

INCENTIVE FOR ACQUIRING HIGHER QUALIFICATION FOR EMPLOYEES

Institute grants one- time opportunity cost of investing in acquiring higher qualification by the employees. The following one-time lump-sum rates as incentive for acquiring fresh higher qualification shall be permissible for courses in fields that are directly related to the employee's job :

Sl.No.	Qualification	Amount (Rs.)
1.	Ph.D. or equivalent	30,000
2.	PG Degree/Diploma of duration more than one year, or equivalent	25,000
3.	PG Degree/Diploma of duration one year or less, or equivalent	20,000
4.	Degree/Diploma of duration more than three years, or equivalent.	15,000
5.	Degree/Diploma of duration three years or less or equivalent.	10,000

The grant of incentive in respect of above qualifications will be subject to fulfilment of the criteria laid down below.

The criteria/guidelines for granting incentive for acquiring fresh higher qualifications are as under :

1. 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.
2. No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification 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. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the employee.
3. The quantum of incentive will be uniform for all groups from A to D, irrespective of their Classification or grade or the department.
4. The incentive shall not be admissible where the employee is sponsored by the institute, or he/she avails study leave for acquiring the qualification.

5. The incentive would be given only for higher qualification acquired after induction into service.
6. No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.
7. The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government.
8. The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
9. The incentive will be admissible for above qualifications acquired on or after 01.07.2017.
10. The employee should prefer the claim within six months from the date of acquisition of the higher qualification from henceforth.
11. Employees, who have acquired the fresh higher qualification on or after 01.07.2017 till the date of issuance of this announcement, may also claim these incentives within six months from the date of issuance of this OM.
12. Employees will have to duly fill the claim form along with copy of the certificates to HR Office for claiming the incentive for achieving higher qualification.
13. Department heads/ Supervisors are requested to inform about these recommendations to Group D employees.

The grant of incentive for the qualifications listed above shall be considered by HR Office after ensuring that criteria given above are fulfilled.

PURCHASE OF MOBILE PHONES AND MONTHLY USAGE LIMIT FOR VARIOUS CADRES

Cadre	Eligible Amount	Monthly Usage (Excluding Tax)
Managers	up to Rs. 30000	up to Rs. 500
Assistant Manager	up to Rs. 18000	up to Rs. 300
Executive	up to Rs. 10000	up to Rs. 250
Other Staff	up to Rs. 5000	up to Rs. 200

1. Employees are allowed to buy mobile phones above the eligible limit. Institute will reimburse up to the eligible limit only.
2. Group C employees are authorized to purchase mobile phones without requiring prior approval from their supervisor. Group D employees have to take prior approval through their supervisor from CAO through VP-HR for mobile phone facility.
3. If the employee leaves the Institute within one, two or three years, then 100%, 50% and 25% respectively cost of the reimbursement made will be recovered.
4. The purchase of a new mobile phone will be allowed only after three years. In the case, if the mobile phone is broken/lost within three years' limit, then the expense of a repair or buying a new handset will be made by the employee.
5. On completion of three years of purchasing the mobile phone, the employee can apply for reimbursement of a new handset without submitting the old handset.

6. On retirement, the employee can keep the mobile phone even if 3 years are not completed. The amount, either 100% or 50% or 25% will be recovered from them.
7. Employee has to take SM card provided by the Institute. Further clarified that Institute shall not reimburse any amount toward the mobile usage. One must mandatorily obtain CUG connection as approved by competent authority subject to their sanctioned limit. Any amount more than the sanctioned amount shall be recovered from salary without fail. No relaxation will be granted unless prior approval obtained specifying the reason for excess usages from the competent authority.
8. Institute will bear up to the monthly mobile usage limit. Any amount above the limit has to be paid by the employee.
9. For Group A employees, the revised rates for the reimbursement of Fixed Line Phone (landline & Internet Service) will be Rs.750/- plus GST. There will not be any separate limit for Land line and Internet. One must mandatorily have a fixed line internet connection to get reimbursement. The Institute will not reimburse for dongle, or any other Wi-Fi solutions as the same will be covered under mobile uses only.

CHILDREN EDUCATION ALLOWANCE

1. The scheme will be known as 'Children Education Allowance Scheme'.
2. The Children Education Allowance is admissible only if the children study in the recognised school.
3. The monthly fixed amount for reimbursement of Children Education Allowance is Rs. 2,813 per child.
4. The amount of ceiling of hostel subsidy is Rs. 8438/- per month. To claim reimbursement of the Hostel Subsidy for an academic year, a certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirements that the certificate should mention the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipts (including e-receipts) which should indicate the amount of expenditure incurred by the employe towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs. 8438/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy.
5. The reimbursement of Children Education Allowance for Divyaang children of employees shall be payable at the double the normal rates of CEA prescribed above in clause (b) i.e. Rs. 5625/- per month (fixed).
6. The above rates/ceiling would be automatically raised by 25 % every time the Dearness Allowance on the revised pay structure goes by 50%.
7. Under this Scheme, one can avail the benefit up to a maximum of 2 children.
8. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the employee.
9. The upper age limit for Divyaang children has been set at 22 years. In the case of other children, the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.

10. CEA is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions laid down herein.
11. The CEA and Hostel Subsidy is admissible in respect of children studying from three classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard, and the employee has not been granted CEA/ Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
12. The Children Education Allowance or hostel subsidy shall be applicable to the employee while he is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the employee will not be eligible for the CEA/Hostel subsidy for that period.
13. Reimbursement, as indicated above, will be applicable for expenditure on the education of school-going children only i.e., for children from nursery to twelfth class, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
14. The reimbursement of Children Education Allowance shall have no connection with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall be granted.
15. Under this scheme, reimbursement will be done once a year, after completion of the financial year.
16. In case the spouse of the Institute employee is a Government servant, only one of them can avail the reimbursement under the scheme subject to production of the certificate from the employer of the spouse that he is not claiming reimbursement under the scheme or in any other form.
17. Reimbursement can be made on the submission of the certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt (s) [including e-receipts] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.

UNIFORM & LIVERIES

The staff in Group-D/Drivers/Employees working in specific roles are provided liveries as per their eligibility criteria, as mentioned herein under:

Sr. No.	Item	No of Set/pair	Duration
1	Uniform	3 Sets	12 Months
2	Shoes	1 Pair	12 Months
3	Shock Proof Shoes (for technician)	1 Pair	12 Months
3	Rainy Sandal	1 Pair	12 Months
4	Summer Cap	1 Cap	12 Months
5	Socks Nylon	3 Pairs	12 Months
6	Woollen Uniform	1 Pair	24 Months
7	Rain Coat	1 Pair	24 Months

HR Department will submit a category and designation wise list of employee to Stores to enable them to procure the items and get them issued.

WASHING ALLOWANCE

Washing allowance at the rate of Rs 90 per month is paid to Group D employees and to employees performing technical duties.

EXTRA DUTY ALLOWANCE

Employees belonging to categories below the supervisory level can be paid Extra Duty Allowance as per the following criteria:

1. Weekly off, Public Holidays and leave taken by the concerned employee, are taken into account while arriving at the eligible hours.
2. Eligible hours = Working days x 8/3
3. If an employee who is eligible for Extra Duty Allowance submits an overtime statement for payment or requests compensatory off for any day in a given month, and is found to have reported late or left the office early beyond the permissible limit during that month, the extra duty hours claimed will be proportionately reduced , along with the standard 30 minutes as per norms. . In addition, applicable Casual Leave (CL) or Earned Leave (EL) deductions will be made.
4. If an employee has worked for Extra Duty continuously for 5 or more hours, 45 minutes will be deducted for lunch break.
5. If the claimed hours are exceeding the eligible hours then CAO's sanction is required for the additional hours. In the absence of the same, only eligible hours will be considered.
6. Extra Duty Allowance can be sought to be paid for in cash or can be claimed as compensatory off. If the employee is willing to avail C/Off then it has to be availed within three months. The employee has to submit the C/Off report along with the Extra Duty statement. It is recommended to take compensatory off instead of cash.
7. Employees may claim a maximum of three consecutive days of compensatory off (C-Off) at a time.
8. Extra Duty statement for a particular month should reach the HR Department in the first week of the following month.
9. The rates for payment of Extra Duty Allowance are as below:

Pay Level	Rate per Hour
Level 1	Rs. 25/-
Level 2 and Level 3	Rs. 30/-
Level 4, 5 and Level 6	Rs. 35/-

MESS FACILITY

1. Institute has mess facility available within the premises.
2. The lunch provided to the employee is at subsidised rates.
3. While a new staff member joins the Institute, the lunch on the first day is provided by the Institute as a complimentary lunch.
4. There is specially approved rate for casual diners (new joinee, trainees etc.) as announced by the Institute.
5. The Mess facility is maintained by the Mess Committee of the Institute.

भारतीय प्रबंध संस्थान अहमदाबाद
INDIAN INSTITUTE of MANAGEMENT AHMEDABAD

वस्त्रापुर, अहमदाबाद - 380 015
Vastrapur, Ahmedabad - 380 015

एल.टी.सी. सूचना प्रपत्र / LTC Intimation Form

छुट्टी यात्रा रियायत (एलटीसी) अग्रिम मंजूरी के लिए आवेदन (लेखा विभाग के जरिये भेजा जाएगा। यात्रा शुरू करने के 120 दिन पहले भुगतान किया जाएगा)
(To be routed through Accounts Department. To be paid 120 days before the commencement of journey)

क्या एल.टी.सी. अग्रिम की जरूरत है Whether LTC Advance required:	हाँ/नहीं Yes/No		
कर्मचारी का नाम Name of Employee		कर्मचारी कूट Employee Code	
पदनाम Designation		वेतन स्तर Pay Level		टेलीफोन/एक्सटेंशन Telephone/Ext.	
ईमेल E-mail		नियुक्ति दिनांक Date of joining		सेवानिवृत्ति दिनांक Date of Retirement	
छुट्टी का प्रकार_____से_____तक Nature of leave : From _____ to_____		क्या आप स्थायी या अस्थायी है ? (अस्थायी की स्थिति में क्या एलटीसी सुविधा मिलती है? मा.सं. विभाग द्वारा सत्यापित In case of temporary whether LTC Facility available) verified by HR Department _____	
सेवा पुस्तिका में दर्ज किए अनुसार गृह नगर Home Town as Recorded in the Service Book		निकटतम रेलवे स्टेशन/एयरपोर्ट Nearest Railway Station/Airport	
क्या पत्नी/पति सेवारत हैं ? Whether wife/husband is employed?	हाँ/नहीं Yes/No	यदि हाँ, तो संगठन का नाम बताएँ If yes, state organisation	
और यदि ऐसा है तो एलटीसी के हकदार हैं/ & if so whether entitled to LTC	हाँ/नहीं Yes/No	यदि हाँ, तो एनओसी लिया है ? If yes, NOC obtained	हाँ/नहीं Yes/No	यदि हाँ, तो कब If yes, when	
क्या गृह नगर जाने के लिए एलटीसी का लाभ लेना है ? Whether the LTC is to be availed for visiting Home Town	हाँ/नहीं Yes/No	और यदि लेना है तो जिसमें एलटीसी ले रहे हैं उस ब्लॉक का वर्ष बताएँ and if so Block Year for which LTC is to be availed	ब्लॉक वर्ष Block Year	
क्या यह एलटीसी "भारत में किसी भी स्थान" के लिए है Whether the LTC is to be availed for visiting "Any Where in India"	हाँ/नहीं Yes/No	जहाँ जाना है उस स्थान का नाम बताएँ Indicates the name of the place where to go		ब्लॉक वर्ष Block Year	
क्या एल.टी.सी. अवकाश नकदीकरण का लाभ लेना चाहते हैं Whether availing LTC leave encashment	हाँ/नहीं Yes/No	यदि हाँ, तो अर्जित अवकाश के नकदीकरण के दिनों की संख्या If yes, number of days of Earned Leave encashment		(अधिकतम 10 दिन) (maximum 10 days)

जिसके लिए एलटीसी का लाभ लेना है उनका ब्यौरा / Persons in respect of whom LTC is proposed to be availed :

क्र. सं. Sr. No.	नाम Name	आयु Age	सम्बंध Relationship	पूरा/आधा टिकट Full / Half ticket	श्रेणी जिसमें रेल/हवाई यात्रा की जाएगी Class in which the rail/air journey will be performed	मुख्यालय से गृह नगर/सबसे छोटे मार्ग से जाने के स्थान का किराया Fare from the Headquarter to Home Town/place of visit by shortest route
1						
2						
3						
4						
5						
6						

यदि संस्थान द्वारा टिकट बुकिंग की गई है, तो इसे अग्रिम के रूप में माना जायेगा । यात्रा पूर्ण होने के एक महीने के भीतर, मैं लेखा विभाग/मानव संसाधन विभाग में बोर्डिंग पास सहित एलटीसी दावा प्रस्तुत करूँगा/करूँगी ।
If the tickets booking done through Institute, it would be treated as advance. Within one month from the completion of trip, I will submit the LTC claim form along with the boarding passes to Accounts Department through HR Department.

जाने की यात्रा के लिए प्रस्तावित दिनांक Proposed date for onward journey		वापसी यात्रा के लिए प्रस्तावित दिनांक Proposed date for return journey	

(a) मैं छुट्टी यात्रा रियायत अग्रिम लेने के 10 दिनों के अंतर्गत लेखा विभाग को हवाई/रेल/बस टिकट प्रस्तुत करने का वचन देता हूँ।
I undertake to produce to Accounts Office, air/rail/bus tickets within ten days of drawal of LTC advance.

(b) मैं यात्रा पूरी करने के एक माह के अंतर्गत पूरे विवरण सहित अंतिम बिल प्रस्तुत करने के लिए भी सहमत हूँ ।
I also agree to submit the final bill with complete details within one month of completion of the journey.

(c) मैं एतद् द्वारा सहमत हूँ कि मेरे द्वारा टिकट कम से कम मार्ग की दूरी एवं कम से कम किराये/कीमत पर बुकिंग की गई है।
I hereby agree to book the tickets on a shortest route with low fare/cost available.

(d) यदि मैं दस दिनों के अंतर्गत सत्यापन के लिए टिकट प्रस्तुत करने में असमर्थ रहता हूँ या वापसी यात्रा करने में असमर्थ रहता हूँ जैसा कि ऊपर बताया गया है, या वापसी यात्रा पूरी करने के एक माह के अंतर्गत पूर्ण विवरण सहित अंतिम बिल प्रस्तुत करने में असमर्थ रहता हूँ तो, मैं इससे सहमत हूँ कि अग्रिम या शेष राशि यदि कोई हो, मेरे द्वारा वापस की जाएगी/मेरे अगले माह के वेतन से दंड स्वरूप ब्याज सहित वसूल की जाय।

(कृ.प.प./P.T.O.)

If I fail to produce the tickets for verification within ten days or fail to undertake onward journey as stated above, or fail to submit the final bill with the full details within one month from the completion of return journey, I agree that the amount of advance or balance, if any, will be refunded by me/may be recovered from my salary for the following month together with penal interest.

(e) मैं इस यात्रा के लिए संस्थान के माध्यम से उधार पर हवाई यात्रा का टिकट नहीं ले रहा हूँ ।
I am not availing of air ticket on credit through the Institute for this trip.

(f) मैं यह भी घोषित करता हूँ कि उपरोक्त पारिवारिक सदस्य पूर्णतया मेरे ऊपर आश्रित हैं ।
I also declare that family member/s as mentioned above, are fully dependent on me.

(g) नवनियुक्तों के लिए: एतद् द्वारा मैं यह घोषणा करता/ती हूँ कि इस यात्रा व्ययों को करमुक्त/करयोग्य के लिए ध्यान में लिया जाए। (जो लागू हो वहाँ वृत्त बनाएँ)।
For Fresh recruits: I hereby declare that this travel expenses can be considered for exemption /taxable. (Circle whichever is applicable.)

दिनांक/Date : _____ कर्मचारी के हस्ताक्षर/Signature of employee_____

दिनांक/Date : _____ _____
(मा.सं.विभाग द्वारा छुट्टी, आश्रित तथा रेल/हवाई किराये का सत्यापन)
(Leave, Dependent and Railway/Air fare verified by HR Department)

केवल लेखा विभाग के प्रयोग के लिए / FOR ACCOUNT'S USE ONLY

(श्री/सुश्री _____

एल.टी.सी. ब्लॉक _____ के लिए पात्र हैं / नहीं हैं)

(Mr./Ms._____ is eligible/not eligible for LTC for the block _____)
यदि अग्रिम पारिवारिक सदस्यों के लिए चाहिए तो ही लागू होगा।
Applicable in case of advance required for family members only.

CHECK LIST (Accounts Section)/जांचसूची (लेखा अनुभाग)

1. राशि के लिए हकदार/Amount entitled for : : किराया _____ रु. (टिकट की संख्या)
   Fare Rs. _____X 2 X (No. of tickets _____)

   प्रतिपूर्ति /Reimbursement _____
2. अग्रिम स्वीकार्य (राशि के 90 प्रतिशत अर्थात _____ रुपए) / (_____)
   Advance admissible (90% of the amount i.e. Rs. _____)
   अग्रिम राशि _____ रुपए मंजूर की जा सकता है।
   Advance of Rs. _____ may be sanctioned.

3. छुट्टी यात्रा रियायत रजिस्टर पृष्ठ संख्या : _____
   LTC Register Page No.
4. ब्लॉक वर्ष : _____
   Block Years
5. बकाया अग्रिम : _____
   Advance due

क्या पिछली छुट्टी यात्रा रियायत का कोई भी अग्रिम बकाया नहीं है _____
Is any previous LTC advance is outstanding

भुगतान किए गए रु. Paid Rs.	चेक संख्या Cheque No.	दिनांक Date
_____	_____	_____

_____ _____ _____

सहायक महाप्रबंधक-लेखा कार्यालय AGM - Accounts office | मुख्य वित्तीय अधिकारी CFO | मु.प्र.अ./डीन/निदेशक CAO/Dean/Director

भारतीय प्रबंध संस्थान
Indian Institute of Management

IIMA
विद्याविनियोगाद्विकास:

वस्त्रापुर, अहमदाबाद - 380 015
Vastrapur, Ahmedabad - 380 015

छुट्टी यात्रा रियायत दावा / LTC CLAIM

छुट्टी के प्रयोजन के लिए मानव संसाधन विभाग के माध्यम से भेजा जाय / To be routed through HR Department for leave purpose
(जिन्होंने छुट्टी यात्रा रियायत अग्रिम नहीं लिया है) / (Those who have not drawn LTC Advance)

कर्मचारी कूट Empl. Code		कर्मचारी का नाम Name of Employee		पदक्रम वेतन Grade Pay	

स्थान जहाँ की यात्रा की / Place visited :
गृह नगर/कहीं भी / Home Town / Anywhere :

छुट्टी की अवधि : _____ से _____ तक
Period of leave: From _____ To _____

कर्मचारी के हस्ताक्षर/ Signature of employee

मा.स. विभाग/ HR Dept.

व्यक्ति जिन्होंने यात्रा की / Persons travelled

नाम Name	सम्बंध Relationship	उम्र Age

आगे की यात्रा : टिकटों की संख्या : Onward Journey : No. of Tickets
पूरे Full _____ आधा Half _____

यात्रा की तारीख Date of Travel	स्थान / Place		रेलगाड़ी का नंबर/ यात्रा की अन्य विधि Train No. / Other mode of Travel	"टिकट संख्या Ticket No.	श्रेणी Class	हकदार Entitled Class	किराया रु. Fare Rs.
	से / From	तक / To					
					कुल Total		

वापसी यात्रा : टिकटों की संख्या : Return Journey : No. of Tickets :
पूरे Full _____ आधा Half _____

यात्रा की तारीख Date of Travel	स्थान / Place		रेलगाड़ी का नंबर/ यात्रा की अन्य विधि Train No. / Other mode of Travel	"टिकट संख्या Ticket No.	श्रेणी Class	हकदार Entitled Class	किराया रु. Fare Rs.
	से / From	तक / To					
					कुल Total		

मैं एतद् द्वारा घोषणा करता हूं कि / I hereby declare that :

(i) उपरोक्त पारिवारिक सदस्य पूर्णतया मेरे ऊपर आश्रित हैं ।
Family member/s as mentioned above, are fully dependent on me.

(ii) मेरे द्वारा टिकिट कम से कम मार्ग की दूरी पर एवं कम से कम फेर/किमत पर बुकिंग की गई है ।
The travel booking done by me on a shortest route with low fare/cost available.

टिप्पणी: 1. छुट्टी यात्रा रियायत दावे का भुगतान के लिए मूल टिकट(टें) लगाना आवश्यक है । हवाई यात्रा के मामले में बोर्डिंग पास दावे का साथ लगाना आवश्यक है।
2. यदि आपने उच्चतम स्तर ट्रावेल किया है तो उस मामले में आपको पात्रता एवं मानदंडों के अनुसार भुगतान किया जाएगा ।

Note: 1. Original used ticket(s) should be submitted for claim. In case of Air Travel, boarding pass should be accompanied.
2. In case of travel by a higher class than the entitle class, you will be reimbursed as per your eligibility/norms.

मैं यह घोषित करता हूं कि उपरोक्त पारिवारिक सदस्य पूर्णतया मेरे ऊपर आश्रित हैं ।
I hereby certify the above points 1 & 2, are true to my knowledge.

यह प्रमाणित किया जाता है कि / CERTIFIED THAT -

1. उपरोक्त जानकारी मेरे ज्ञान व विस्वास के अनुसार सही है;
The information as given above is true to the best of my knowledge and belief;

2. वह कि मेरा जीवनसाथी सरकारी सेवा में नियुक्त नहीं है/वह कि मेरा जीवनसाथी सरकारी सेवा में नियुक्त है तथा संबंधित ब्लॉक वर्ष _____ से _____ वर्ष तक इस रियायत का लाभ उसके द्वारा अलग से स्वयं के लिए नहीं उठाया गया है अथवा परिवार के किसी भी सदस्य के लिए नहीं लिया गया है।
That my spouse is not employed in Government service/that my spouse is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years _____ to _____.

3. यह भी कि मेरे जीवनसाथी जिसके लिए मैंने एलटीसी दावा किया है, वह _____ में नियुक्त है (कृपया सार्वजनिक क्षेत्र उपक्रम/निगम/स्वायत्त निकाय आदि का नाम दें) जो अवकाश यात्रा रियायत सुविधा तो प्रदान करता है लेकिन मेरे जीवनसाथी ने इसके लिए अपने नियोक्ता के समक्ष इस सुविधा को लेने का कभी प्रस्ताव नहीं किया है और ना ही करेंगे; और
That my spouse for whom LTC is claimed by me is employed in _____ (name of the Public Sector Undertaking /Corporation/ Autonomous Body etc) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and

4. यह कि मेरे जीवनसाथी जिसके लिए मैंने एलटीसी दावा किया है, वह किसी भी सार्वजनिक क्षेत्र के उपक्रम/निगम/स्वायत्त निकाय में नियुक्त नहीं है। पूर्णतया अथवा आंशिक रूप से केन्द्र सरकार अथवा स्थानीय निकाय से वित्तपोषित जो अपने कर्मचारियों तथा उनके परिवारों को छुट्टी यात्रा रियायत सुविधाएँ प्रदान करता है।
That my spouse for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body. Financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

कर्मचारी के हस्ताक्षर/Signature of employee_____

दिनांक/Date : मानव संसाधन विभाग द्वारा आश्रितों को सत्यापित / Dependents verified by HR Dept._____

केवल कार्यालय के प्रयोग के लिए / For Office use only

क. दावा मंजूर किया गया Claim sanctioned	एल.एफ. संख्या L. F. No.	
a) आगे की यात्रा Onward	ब्लॉक Block	
b) वापसी यात्रा Return	दूरी Distance	
c) कुल Total		
ख. घटाएं : लिया गया अग्रिम Less : Advance Taken		
ग. भुगतान/वसूल की जानेवाली निबल राशि Net amount to be paid/recovered		लेखाकार Acctt. / ले.अ./मु.प्र. (लेखा) A/c.O/Chief Manager (Accounts)

दिनांक _____ का _____ रु. का चेक सं. _____ जारी किया ।
Issued cheque No. _____ Dated _____ for Rs. _____

लेखा Accounts | प्रबंधक लेखा Manager Accounts | मु.प्र.अ./डीन/निदेशक C.A.O./Dean/Director

चेक/नकद द्वारा _____ रु. _____ मात्र
(रुपये _____ मात्र) प्राप्त किए ।
Received Rs. _____ (Rupees _____ Only)
By Cheuqe/Cash

दिनांक / Date : कर्मचारी के हस्ताक्षर / Signature of employee

भारतीय प्रबंध संस्थान
Indian Institute of Management

वस्त्रापुर, अहमदाबाद - 380 015
Vastrapur, Ahmedabad - 380 015

गृह नगर की घोषणा / Declaration of Home Town

कर्मचारी का नाम Name of Employee		कर्मचारी कूट Empl. Code	

मैं एतद् द्वारा घोषणा करता हूं कि / I hereby declare that :

(i) क. मेरा गृह नगर _____ है जो कि _____ जिले में _____ राज्य के अंतर्गत स्थित है।

a. My home town is _____in the _____Dist. State of _____.

ख. निकटतम रेल्वे स्टेशन _____ है।

b. Nearest Railway Station is _____.

(ii) निम्नलिखित व्यक्ति पूरी तरह से मेरे ऊपर निर्भर हैं :
The following person(s) is/are wholly dependent on me :

क्रम संख्या Sr. No.	नाम Name	जन्म तारीख Date of Birth	कर्मचारी के साथ संबंध Relationship with employee	क्या कर्मचारी के साथ रहते हैं Whether staying with employee

दिनांक/Date :

हस्ताक्षर / Signature _____

नाम / Name _____

अहमदाबाद/Ahmedabad

पदनाम / Designation _____

भारतीय प्रबंध संस्थान
वस्त्रापुर, अहमदाबाद - 380 015.

Indian Institute of Management
Vastrapur, Ahmedabad - 380 015.

बाल शिक्षा भत्ता की प्रतिपूर्ति / Reimbursement of Children Educational Allowance

1. प्रमाणित किया जाता है कि निम्नलिखित बच्चा/बच्चों जिसके/जिनके संबंध में बाल शिक्षा भत्ता की प्रतिपूर्ति का दावा किया गया है, वह/वे पूरी तरह से मुझ पर निर्भर है/हैं:
Certified that the child/children mentioned below in respect of whom reimbursement of Children Educational Allowance is claimed is/are wholly dependant upon me:

बच्चे का नाम और जन्मतारीख Name of Child & Date of Birth	जिस स्कूल में अध्ययन कर रहा है उसका नाम School in which studying	कक्षा Class	शैक्षिक वर्ष (शै/व) Academic Year (A/Y)	प्रतिपूर्ति के लिए दावा की गई कुल रकम Total Amount of reimbursement claimed
01	02	03	04	05
(1)				
(2)				
			कुल / Total	

क्रम Sr	# अवधि के लिए भुगतान किये गये शुल्क का वास्तविक ब्यौरा # Particulars of fees actually paid for the period संतान/Child 1: From_____ To_____ संतान/Child 2: From_____ To_____	कुल महीनें Total Months	मासिक शुल्क Monthly Fees	कुल राशि (कॉलम 3 X 4) Total Amount (Column 3 x 4)	
				संतान 1/Child 1	संतान 2 /Child 2
01	02	03	04	05	06
1					
	कुल-1/Total-1				

	अन्य मदों का विवरण /Particulars of other items	मात्रा Qty.	राशि Amount	कुल राशि (कॉलम 3 X 4) Total Amount (Column 3 x 4)	
2	यूनिफार्म/Uniforms (दो जोड़े प्रति संतान प्रति शै/व-Two sets per child per A/Y)				
3	स्कूल के जूते/School shoes (एक जोड़ा प्रति संतान प्रति शै/व-One set per child per A/Y)				
4	पाठ्य पुस्तकें/Text Books (एक सेट प्रति संतान प्रति शै/व-One set per child per A/Y)				
5	नोट बुक्स/Note Books				
			कुल-2/Total-2		
			कुल योग 1+2 (उपरोक्त कोष्टक में कॉलम (5) में भरना हैं। Grand Total 1+2 [To be filled in column (5) in above table]		

इस शुल्क में ट्युशन, प्रवेश, प्रयोगशाला, विशेष कृषि, इलेक्ट्रॉनिक्स, संगीत या कोई भी अन्य विषय शुल्क, कार्य अनुभव कार्यक्रम के अंतर्गत, संतान के द्वारा किसी भी सहायता या उपकरण के लिए उपयोग के लिए भुगतान, पुस्तकालय, खेल और अतिरिक्त पाठ्यक्रम गतिविधियों के लिए किए गए शुल्क शामिल हैं । Fees includes Tuition fees, Admission, Lab, Special fee charged for Agriculture, Electronics, Music or any other subject, Fees charged for practical work under the programme of work experience, fee paid for the use of any aid for appliance by the child, Library fee, Games/Sports fee and fees for Extracurricular activities.

(कृ.पृ.प./P.T.O.)

2. प्रमाणित किया जाता है कि बच्चा/प्रत्येक बच्चे के सामने दिखाये गये शैक्षिक भत्ता वास्तव में मेरे (स्वयं प्रमाणित मूल रसीदें संलग्न हैं) द्वारा भुगतान किया गया है ।
Certified that the Educational Allowance indicated against the child/children had actually been paid by me. (Original self attested receipts enclosed)

3. प्रमाणित किया जाता है कि / Certified that (Put ✓ mark):

(i) मेरी पत्नी/मेरा पति इस संस्थान/केन्द्रीय सरकार के कर्मचारी नहीं है ।
my wife/husband is not an employee of the Institute/a Central Government servant;

(ii) मेरी पत्नी/मेरा पति केन्द्रीय सरकार का कर्मचारी है परन्तु वह हमारे बच्चे/बच्चों के संबंध में शिक्षण शुल्क को प्रतिपूर्ति का दावा नहीं करेगा/करेगी । (इस विषय में नियोक्ता से प्रतिपूर्ति योजना के तहत या किसी अन्य रूप में दावा नहीं करने का प्रमाणपत्र प्रस्तुत करें)
my wife/husband is a Central Government servant, but she/he will not claim reimbursement of tuition fee in respect of our child/children. (A certificate from the employer indicating that he/she has not claimed reimbursement/financial assistance for Children's Education for the mentioned academic year)

(iii) मेरी पत्नी/मेरा पति *_____ के साथ कार्यरत हैं और वे हमारे बच्चे/बच्चों के संबंध में शैक्षिक भत्ते के लिए किसी भी वित्तीय सहायता के लिए हकदार नहीं है।
** केन्द्र सरकार को छोड़कर अन्य नियोक्ता है तो कृपया उसका उल्लेख करें।*
my wife/husband is employed with *_____. She/he is not entitled to any financial assistance for education in respect of our child/children.
** Employer other than Central Government to be mentioned.*

4. प्रमाणित करता हूँ कि इस दावा में शामिल अवधि के दौरान बच्चा/बच्चे स्कूल (स्कूलों) में नियमित रूप से उपस्थित रहा/रहे हैं और एक महीने से अधिक अवधि के लिए उचित छुट्टी के बिना स्कूल (स्कूलों) में अनुपस्थित नहीं रहा/रहे हैं।
Certified that during the period covered by this claim, the child/children attended the school(s) regularly and did not absent from the school(s) without proper leave for a period exceeding one month.

5. उपर दी गई विवरण में, मैं बच्चा/बच्चे के शिक्षा भत्ते की अपनी पात्रता को प्रभावित करने वाली घटना या परिवर्तन की तुरंत ही सूचना करुँगा तथा यदि कोई भी अतिरिक्त भुगतान होता है तो भुगतान की वापसी करुँगा ।
In the event of any change in the particulars given above which affect my eligibility for Children's Educational Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any, made.

दिनांक/Date: _____

_____
कर्मचारी के हस्ताक्षर / Signature of the employee

नाम स्पष्ट अक्षरों में/Name in block letters _____

पदनाम/Designation _____ कर्मचारी कूट सं./Employee Code No. _____

विभाग/Department _____ दूरभाष एक्सटेंशन/Telephone Extn. _____

संलग्न/Encl.:
- स्वयं प्रमाणित मूल रसीदें, बिल/कैश मेमो / Duly self certified original Receipts, Bills/Cash Memo.
- स्कूल से अध्ययन के लिए प्रयुक्त आवश्यक लेखन सामग्री का प्रमाणपत्र ।
  Certificate from school indicating list of stationery necessary for study purpose.

(जो लागू न हो उसे काट दें - Strike out which is not applicable)

(कार्यालय प्रयोग के लिए - FOR OFFICE USE ONLY)

सत्यापित किया और लेखा विभाग को ₹ _____रुपये _____के भुगतान के लिए भेजा गया ।

Verified and passed on to Accounts Department for payment of ₹ _____

(Rupees _____)

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Travel Request Form

To : Date:

Through :

From :

(A) Travel Plan

Departure		*From*	*To*	*Arrival*		*Mode of Travel*	*Address in the touring stations*
Date	*Time*			*Date*	*Time*		

(B) Please state briefly, the purpose of travel.

(C) If the journey is required to be performed by a class higher than admissible, for instance, by air instead of rail, please state reasons in brief :

(D) Advance requested for conveyance -

(E) The head of account along with the code no. to which the expenditure is to be debited:

Date :

Signature of employee

Tour plan as requested approved / not approved / to be discussed.

Date: _____ Signature of supervisor

In respect of PDFs/Research Associates/Assistants, to be sent through the faculty members.

(P.T.O.)

Checked by Manager-Accounts

Paid by cheque No. dated for Rs. _____

(Rupees

Manager-Accounts Manager-Accounts / CFO / CAO

-

Dean / Director

Received the above Cheque

Date : Signature

भारतीय प्रबंध संस्थान, अहमदाबाद **Indian Institute of Management, Ahmedabad**

बाह्य स्टेशनों के दौरे के लिए यात्रा भत्ते का बिल / Travelling Allowance bill for outstation tours

नाम और पदनाम Name & Designation		लेखा शीर्ष और कूट संख्या Head of Account & Code No.	
यात्रा का प्रयोजन Purpose of journey			

यात्रा के विवरण / Particulars of Journey

क्र.सं. Sr.No.	प्रस्थान / Departure			आगमन / Arrival			यात्रा की विधि और श्रेणी Mode & class of travel*	प्रदत्त किराया रु. Fare paid Rs.
	दिनांक / Date	समय / Time	स्थान / Place	दिनांक / Date	समय / Time	स्थान / Place		
1								
2								
3								
4								
5								
6								

*रेलगाड़ी से की गई यात्रा के लिए कृपया रेलगाड़ी नं. और टिकट नं. दीजिए । / In case of train please indicate train No. & ticket No.

सरकारी ड्यूटी पर स्थानीय यात्रा के विवरण जिसके लिए वास्तविक खर्चों का दावा किया गया है । / Particulars of local travel on official duty for which actual expenses are claimed.

क्र.सं. Sr.No.	दिनांक / Date	से / From	तक / To	यात्रा की विधि Mode of Travel	धनराशि Amount रु./Rs.
1					
2					
3					
4					
5					
6					
7					

सरकारी ड्यूटी के लिए दैनिक भत्ता : दिन _____ @ रु._____	.....	रु. _____
Daily Allowance for official duty : Days @ Rs.	.....	Rs.
वास्तविक (बिल और रसीदें संलग्न करें) _____ दिनों के लिए	.....	रु. _____
Actual (Bills & Receipts to be attached) for days.	.....	Rs.
दावे की कुल राशि	.....	रु. _____
Total amount claimed	.....	Rs.
घटाएँ : चेक/नकद द्वारा लिया गया अग्रिम दिनांक	.....	रु. _____
Less : Advance drawn by cheque/cash on.....	.....	Rs.
दावे/धनवापसी की निबल राशि	.....	रु. _____
Net amount claimed / refunded	.....	Rs.

दिनांक / Date : हस्ताक्षर / Signature

दिनांक / Date : प्रति हस्ताक्षर / Counter Signature

(कृ.प.प./P.T.O.)

केवल कार्यालय के प्रयोग के लिए / For Office use only

क. दावा मंजूर किया गया Claim sanctioned	एल.एफ. संख्या L. F. No.	
a) आगे की मात्रा Onward	ब्लॉक Block	
b) वापसी मात्रा Return	दूरी Distance	
c) कुल Total		
ख. घटाएं : लिया गया अग्रिम Less : Advance Taken		
ग. भुगतान/वसूल की जानेवाली निबल राशि Net amount to be paid/recovered		लेखाकार Acctt. लेखा, प्रबंधक /मुख्य वित्तीय अधिकारी A/c. Manager/ C.F.O.

दिनांक _____ का _____ रु. का चेक सं. _____ जारी किया ।
Issued cheque No. _____ Dated _____ for Rs. _____

लेखा Accounts — लेखा, प्रबंधक /मुख्य वित्तीय अधिकारी A/c. Manager/ C.F.O. — मु.प्र.अ./डीन/निदेशक C.A.O./Dean/Director

चेक/नकद द्वारा _____ रु. _____ मात्र
(रुपये _____ मात्र) प्राप्त किए ।
Received Rs. _____ (Rupees _____ Only)
By Cheuqe/Cash

दिनांक / Date : कर्मचारी के हस्ताक्षर / Signature of employee

भारतीय प्रबंध संस्थान
Indian Institute of Management

वस्त्रापुर, अहमदाबाद - 380 015
Vastrapur, Ahmedabad - 380 015

अतिरिक्त कार्य के घंटों का विवरण / Statement of Extra Duty Hours

नाम/Name _____ माह/Month _____ 200

पदनाम/Designation _____ कूट संख्या/Code No. _____

माह के दौरान ली गई छुट्टियाँ _____ साप्ताहिक छुट्टी/Weekly Off. _____
Leave taken during the month

_____ कार्यालय समय/Duty Hours _____

दिनांक Date	समय Time		घंटे Hours	अतिरिक्त काल के लिये रोकने का कारण Reasons for Detaining Staff on extra duty	हस्ताक्षर Signature	
	से From	तक To			कर्मचारी Staff	पर्यवेक्षक Supervisor

(अ) नकद भुगतान के लिये सिफारिश
(A) Recommended for cash payment

अन्यथा
OR

(ब) विकल्प में दी गई प्रतिपूरक छुट्टी का ब्योरा
(B) Details of compensatory offs given

APPLICATION FOR CLAIMING INCENTIVE ON ACQUIRING FRESH HIGHER QUALIFICATIONS

Sr. No.	Particulars	**Submission of the applicant**
01	Employee Code	
02	Name of the employee	
03	Designation	
04	Group	
05	Department	
06	Name of Qualification	
07	Duration of the course	
08	Name of the Institute	
09	Year of joining the qualification	
10	Year of completion the qualification	
11	Percentage/Grade Achieved	
12	Number of occasions for claiming incentive	First/ Second

Date : _____ Signature _____

3
A Geometry
For IIMA
2
An
Architect's
Vision

CHAPTER 13

PURCHASE OF LAPTOPS TO GROUP A EMPLOYEES

This policy is effective from April 1, 2024 to all Group A employees including Permanent, Tenure Based Scaled Contract and Outsourced, each department and center within the Institute to purchase the laptop for official purposes.

GUIDELINES FOR THE PURCHASE OF LAPTOP:

(A) ELIGIBILITY:

(i) Group A employees including Permanent and Tenure Based Scaled Contract and Outsourced.

(ii) The Group A employees will be issued either a laptop or a desktop and not both. The exception will be the cases where the Group A employee is heading the department. In such cases they will be eligible for both.

(iii) Each department and Centre (Centre subject availability of budget in their respective Centre otherwise desktop would be provided) within the institute.

(B) COST OF DEVICE:

The cost of the device shall be Rs. 1,00,000/- + taxes. However, for devices with Make-in-India (MII) component of more than 40 %, the price ceiling shall be Rs. 1,30,000/- + taxes. The above prices ceiling is inclusive of the cost of standard software*.

*Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

(C) DEVICE LIFE: THE DEVICE'S LIFE WOULD BE FOUR YEARS FROM THE DATE OF PROCUREMENT.

(D) PURCHASE PROCEDURES:

As per procurement guidelines of the Institute, Stores and Purchase Office will initiate the procurement process of laptop of such technical specification, as approved by IIMA's computer center for those eligible employees as approved by head of HR department.

(E) SAFETY, SECURITY AND MAINTENANCE OF DEVICE:

The device shall be property of the Institute up to 4 years from date of purchase. The expenditure to be incurred for the maintenance and upkeep of the device post warranty period will be borne by the Computer Centre.

However, the officer /department/Centre who has been given the device shall be solely responsible for safety and security of data/information.

The officer concerned will be at liberty to get the device insured at his/her personal cost. For any mishandling of the device, or if the device is stolen, the concerned employee, departments and Centres will have to report the same to the HR Office and Stores and Purchase Office.

The employee responsible for the mishandling or with whom the device was stolen will be held financially liable for any loss/theft and damage to the machine due to inappropriate usage / carelessness. The employee will have to bear the expenses for the damage to the device issued to them.

In all such cases the deduction shall be made as per Annexure -A.

(F) BOOK VALUE OF THE DEVICE:

For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at Annexure-A.

(G) RETENTION OF DEVICE:

A. DURING THE JOB:

Post completion of four years of usage of the device, the officer has an option either to retain or to handover the device to the computer center. In case officer opts to retain the device, he/she need to send intimation to Computer Center who shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention. The officer and the department will continue to use that device for office purposes until the new device is not handed over by the computer center. Nevertheless, it is imperative for the computer center to arrange the new device within three months from the date of expiry of usage life of the device as specified in clause c. Departments and centres are permitted to use the device until it ceases to function properly if they don't have budget to procure new devices.

B. AT THE TIME OF TRANSFER, SUPERANNUATION, RESIGNATION AFTER 20 YEARS, AND TERM OVER ETC.:

In case where, at the time of purchase of device if the officer is due for superannuation within 4 years or the officer leaves the Institute within 4 years of purchase of such device due to resignation on completion of 20 years of service, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on opening book value of that financial year.

If the Officer is transferred to another department, the officer shall carry the device to his new department.

(H) TAX IMPLICATION ON RETENTION OF THE DEVICE BY EMPLOYEE:

a) **GST:** On expiry of the four years, employees will be eligible to retain the device as gift from the institution for their services at the institute. Since gifts to employees up to Rs.50000/- per annum is exempt under GST, therefore it is proposed to give the same as a gift to the employee.

b) **Income Tax:** The device's value (to be determined as per rule 3(viii) of income tax act 1961) on the date of expiry of four years will be treated as perquisites value.

"As per rule 3 (viii) *actual cost of such assets to the employer as reduced by the cost of normal wear and tear calculated at the rate of 50 per cent of such cost* ***for each completed year".***

Particulars	Amount
Actual Cost to the Employer - **A**	XXXX
Normal wear and tear for each completed year @ 50% by reducing balance method **B**	XXXX
Amount Recovered from the employee if any - **C**	XXXX
Taxable Value of Perquisites **(A-B-C)**	XXXX

Any amendment in the above-mentioned provision in respective act will be addressed at the time of the handing over the device to the employee.

(I) HANDOVER PROCESS TO EMPLOYEE

The Computer Centre will prepare a goods outward note in three copies:

a) for employee,

b) for self

c) for accounts department for necessary books entry.

(J) TRANSITION PERIOD

With the implementation of the said policy, any employee holding any device would be eligible to retain on the expiry of the device's life subject to paying perquisites or any taxes applicable from time to time.

(k) No new device may be sanctioned to an officer who has already been allotted a device, in the Institute, for up to four years except in case of repair which is declared as 'beyond economical repairs. In such a case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A Beyond Economical Repair certificate to this effect shall be obtained from the Computer Centre duly approved by CSC Chair.

(L) BEYOND ECONOMICAL REPAIR (BER):

When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt with on case-to-case basis and should have concurrence of CSC Chair through the head of the Computer Centre.

ANNEXURE-A

EXAMPLE :

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

FORMULA:

Percentage of depreciation = (100/48) X No. of months elapsed or completed from the date of purchase of the device.

ILLUSTRATION:

Date of purchase of device	Date of retirement/ leaving the service	Completed months	Depreciation	Book value of the device/ amount to be recovered from the employee
20.04.2024	30.04.2025	12 months	25%	75% of the original amount*
20.04.2024	20.10.2025	18 months	(100/48) X 18 = 37.5%	62.5 % of the original amount
20.04.2024	30.04.2026	24 months	50 %	50 % of the original amount
20.04.2024	19.03.2027	34 months	(100/48) x 34= 70.83%	29.17% of the original amount

*Original amount in this case is Rs. 1,00,00/- plus applicable taxes and levies.

CHAPTER 14

EMPLOYEES HOUSING – RULES & REGULATIONS

HOUSES FOR STAFF

The following types of houses are available for staff housing:

Type III	Available for the employees in the Pay Level 11 and above. Total nine houses are available
Type II	Available for the employees in the Pay Level 10. Total eight houses are available.
Type II A	Available for the employees in the Pay Level 6 to 9. Total 20 houses are available.
Staff Apartments B	Available for the employees in the Pay Level 6 to 9. Total 40 houses are available
Staff Apartments A	Available for the employees in Group C in Pay Level 2 to 5. Total 60 houses are available
Type S	Available for the employees in Group D. Total 55 houses are available.

Consideration for allotment in all the cases is seniority in the respective pay ranges.

GENERAL CONDITIONS

01 Out of turn allotment may be made in exceptional situations if, in the judgement of the Director, institutional requirements so demand.

02 If a person does not accept the offer of a house, his/her name will be shifted to the bottom of the waiting list. Exceptions to this will be made with respect to the following cases.

i) When an institutional commitment has been made; for such a situation, institutional commitment will have priority over seniority in the waiting list.

ii) When the Institute decides to change over from one system to another and such a change involves marginal adjustments.

03 If a person goes on a leave of absence or on deputation for a period not exceeding one year, he/she can either retain the house for the period of his/her leave or can let the Institute use the house (full or part) during his/her absence. In the latter case, the person concerned will have the right to reoccupy the house when he/she returns.

04 If a person goes on leave for a period exceeding one year he/she will have to surrender the house to the Institute from the date the leave commences, but his/her seniority will be kept intact.

05 In every case, the allottee shall be deemed to be a licensee and not a tenant.

06 The allottee will have to enter into an agreement with the Institute for the permissive use of the house allotted to him/her on a non-judicial stamp paper worth Rs. 300/-.

07 An employee, who becomes entitled to a higher category of house, will not be displaced from the house under occupation until alternative accommodation in the next category is made available.

08 An allottee, whether temporary or permanent or on Tenure Based Scaled Contract, shall cease to draw House Rent Allowance from the date of moving into the allotted house, or in case he/she does not accept the offer, and there is no other claimant for the house.

09 In addition to HRA, following license fees will be recovered from the employee:

Type of Houses	House Nos.	Living Area @ IIMA (SQMT)	Category as per GoI	License Fees INR
Faculty Apartments A and B	A-101 to A-102… upto A-1302, B-101 to B-102… upto B-1302	227.95	VII	3040
V	501 to 505	158.88	VI A	2170
IV (Old)	401 to 419 421 to 425	129.28	V B	1750
IV (New)	426 to 434	125.65		
III (Old)	301 to 320	129.28		
III (New)	III-1 to III-9	108.74		
Transit House (New)	T-21 to T-35	108.74		
Transit House (Old)	T-2 to T-20	86.38	IV (Sp.)	930
II	II-1 to II-8	86.38	IV (Sp.)	
II-A	201 to 220	65.24	IV	880
Staff Apartments B	101 to 104.. upto 1004	85.24	IV (Sp.)	930
Staff Apartments A	101 to 106 up to 1006	77.15	IV	880
I	111 to 130 141 to 160	44.10	II	440
S*	S-1 to S-55	21.75	I	210
Garages	Allotted parking to Type 500, 300, 400, T, III, II-A, II, I	--	--	60
Servant Quarters	Faculty Apartments A and B	---	---	90
MSH				1070

* The license fee applicable for clubbed S type houses has been revised from Rs. 360 to Rs. 420.

10 If an allottee dies, the allotment shall be cancelled from the date of death. The Director will have the discretion to extend the period of retention of the house by the family of the deceased in appropriate cases for up to 4 months. During such occupation, the rent last paid by the deceased allottee will be payable to the Institute.

11 If an allottee retires or resigns or is dismissed or removed from service, the allotment shall be cancelled from the date of such retirement, resignation, dismissal or removal. The Director will have the discretion to extend the period of retention of the house in appropriate cases for up to 4 months, and on such terms and conditions, he deems fit.

12 An allottee who wants to vacate the residence shall give at least thirty days' notice in writing to the Institute. In the case of shorter notice, he will be charged rent for the number of days by which the notice falls short of 30 days.

13 An employee shall not sublet or transfer the residence allotted to him or her, or any portion thereof.

14 The allottee may accommodate guests in his/her house for a period not exceeding three months. For the period exceeding three months, specific approval of the Director needs to be obtained.

15 The liability for rent shall commence from the date of occupation of the residence.

16 The employee to whom the house is allotted shall be personally responsible for the rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the house is under his/her occupation.

17 The employee to whom the house has been allotted shall take the possession of the house from the Housekeeping office. Likewise, at the time of vacating the house, he/she shall hand over the house key to the Housekeeping office.

18 An allottee shall not use the house for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a clean and hygienic condition.

19 There shall be no improper use of any allotted house. For the purpose of this rule, `improper use' shall include:

(a) Unauthorised addition to/or alteration of any part of the house or premises;

(b) using the house/premises or a portion thereof for purposes other than for strictly residential purposes;

(c) unauthorised extension from electricity and water supply and other service connections or tampering therewith; and

(d) using the house or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the house in such a way as to detract from the appearance of the campus.

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

20 The allottee shall personally be responsible for the loss of or any damage to, beyond fair wear & tear, the building-fixtures, furniture, sanitary fittings, electrical installations, fencing, etc. provided therein, during the period of his or her occupation of the house.

21 No cattle shall be kept in the house or in the compound of the house.

22 The allottee shall allow the estate staff of the Institute or the workers of authorised contractors to have access to the house at all reasonable hours to inspect the building, the water supply, sanitary or electricity installation, fixtures, and furniture and to carry out such normal repairs thereto as the Estate Supervisor may consider necessary for the proper maintenance of the house.

23 The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants, and shall forthwith report to the maintenance staff any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.

24 Any incidence of infectious disease in the house must immediately be reported to the Medical Officer/Chief Administrative Officer of the Institute, and all precautions must be taken to prevent the spread of the infection.

25 No inflammable material should be stored in the houses.

26 The allottee will be responsible for all residents of the house, including servants abiding by these rules.

27 The rent payable by an employee for any type of quarter occupied by him/her is decided by the Institute from time to time.

28 There will be additional charges for actual electricity consumption and services like Conservancy, Water Supply, Road & Street Lighting and Government Educational Cess, Municipal Tax etc. These charges will be deducted from the salaries of the occupants each month.

29 For the employees staying in the Faculty and Staff Apartments, the employees can directly generate bill of Electricity and Gas as per the instructions. Employees are thus requested to ensure timely payments of the bills as per the instructions mentioned on the respective bills.

30 On any question of interpretation of these rules, the Director's decision will be final.

31 The Director will have the authority to modify these rules at any time.

Other conditions for allotment and use of the house shall be as laid down in the Housing Agreement (see Annex) to be executed with the Institute.

OCCUPATION OF CAMPUS HOUSE BEYOND DATE OF RETIREMENT/RESIGNATION/ TERM OVER

The charges for overstay of employees is as follows:

Type of Houses	House Nos	Rate for Overstay INR
V	501 to 505	50000
Faculty Tower A and B	A-101 to 102… upto 1302 B-101 to 102… upto 1302	50000
IV (Old)	401 to 419, 421 to 425	40000
IV (New)	426 to 434	
III (Old)	301 to 320	
III (New)	III-1 to III-9	32000
Transit House (New)	T-21 to T-35	
Transit House (Old)	T-2 to T-20	26000
II	II-1 to II-8	20000
II – A	201 to 220	16000
Staff Apartment Tower A	101 to 106… upto 1006	16000
Staff Apartment Tower B	101 to 104… upto 1004	20000
I	111 to 130, 141 to 160	10000
S	S-1 to S-55	5000

01 The telephone facility, if any provided in a house shall be withdrawn after two months of the occupant's retirement even if permission to retain the accommodation for a longer period is granted.

02 As per the type of house alloted, certain amount of the retirement benefits to the superannuated employee will be retained. This amount will be released on vacating the Institute house.

03 Looking into the overall interest of the Institute, the Director may use his discretion in these matters.

04 For Permanent employees who retire, retention of up to two months will be at normal license fee and at 50% rate for Overstay for the next two months. And on resignation (less than 20 years of service) and term over, the license fee will be deducted for the first month and thereafter the rate for overstay will be applicable.

05 The above charges will be reviewed as and when desired by the Institute.

06 No retention beyond four months will be allowed. If an employee continues to occupy an accommodation without official permission, measures like withdrawal of common facilities will be considered.

07 The Institute will write to the superannuating employees one month before their retirement, and the formalities they are supposed to complete for getting the retirement benefits like CPF/Pension/Gratuity etc. They may also be informed about the norms for keeping the campus accommodation beyond superannuation period in case they are occupying such houses. Employees who wish to stay in the Institute houses beyond the superannuation date should write to the CAO.

08 In case of resignation/completion of the tenure for employees appointed on Tenure Based Scaled Contract, retention of the house upto one month will be at normal license fee. Beyond one month, the charges for overstay will be as per the table. This is subject to approval of the over stay by the competent authority.

USE OF CAMPUS HOUSES FOR SOCIAL/RELIGIOUS PURPOSES

The Institute may allow the employees to use campus houses for social /religious purposes. The charges applicable for the use of the facility will be as follows

No	Type of houses	Charges per day (in Rs.)
01	Type V	4000
02	Faculty Apartments A and B	4000
03	T-Type Guest House (T-1 to T-4)	4000
04	Faculty - Type III and IV	2000
05	New Transit & New Type III	2000
06	Old Transit	1500
06	Type II	1500
07	Type II A	1000
08	Staff Apartments A and B	1000
09	Type I	600
10	Type S	400

The use of a campus house under this provision is limited to a maximum of seven (7) days. In cases where the house is required for a period exceeding seven (7) days, prior approval from the CAO has to be obtained.

HOUSING AGREEMENT

Agreement for Permissive User

This agreement made this _____**day of**_____ **Two Thousand and** in favour of Indian Institute of Management, Ahmedabad (hereinafter called the "Employer") by _____ **(Emp.ID: _____)** of Indian Institute of Management, Ahmedabad (hereinafter called the "Employee").

Whereas the employer has employed the employee in the services on the post _____ from _____ whereas the employee has to discharge the duties of the employer in conformity with the rules of the Institute and whereas the nature of duties require that the employee should be in the vicinity of the employer's Institute and whereas to facilitate such discharge of duties by the employee of the employer, the employee has requested for the permissive use of the premises belonging to the employer and more particularly described in the schedule hereunder written or any premises taken in exchange (hereinafter called the said premises) and the employer has agreed to do so.

It is hereby agreed by and between the parties as under:

1. That the employer has permitted use of the said premises to the employee to enable the employee to properly discharge his duties of his services with the employer while the said premises shall at all-time be deemed to be in possession and ownership of the employer.
2. That the employee is permitted only to make use of premises for the residence purposes and for such use he shall pay license fee as per rules framed by the Institute from time to time for being such permissive user of the said premises.
3. That this permission of permissive use is purely temporary and the employer reserves the right to revoke it at any time by giving one month's notice to the employee of its intention to do so.
4. That this agreement of permissive user does not create any right or interest in the property in favour of the employee as the property of the said premises remains in ownership and control of the employer. The permissive user is permitted by the employer solely with a view to facilitate the employee to properly discharge his duties in the services.
5. That the employee shall not sublet or transfer the residence allotted to him or her, or any portion thereof of the out-houses.
6. That only the family members of the employee are allowed to stay in the campus house (parents, unmarried/dependent children). Any other guest can be accommodated for a maximum duration of one week and beyond that approval of the CAO/Director and issue of Security Pass is necessary.
7. That the employee to whom the house is allotted shall be personally responsible for the rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the house is under his/her occupation, also to keep the interior of the Licensed Premises in good condition.
8. That the employee shall not use the house for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a clean and hygienic condition.

9. That the employee shall not be indulged in any improper use of any allotted house. For the purpose of this rule, 'improper use' shall include:

   (a) unauthorised addition to/or alteration of any part of the house or premises;

   (b) using the house/premises or a portion thereof for purposes other than for strictly residential purposes;

   (c) unauthorised extension from electricity and water supply and other service connections or tampering therewith;

   (d) using the house or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the house in such a way as to detract from the appearance of the campus;

   (e) Occupation of unauthorised person and subletting shall be strictly prohibited;

   (f) Conducts himself in a manner which is prejudicial to the maintenance of the harmonious relations with his neighbors.

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

10. That the employee shall not do in the Licensed Premises, any act, deed, matter or thing which may cause or likely to cause nuisance or annoyance to the occupiers of the building or the occupiers of the neighbors;

11. That the employee shall personally be responsible for loss of or any damage to, beyond fair wear & tear, the building-fixtures, furniture, sanitary fittings, electrical installations, fencing, etc. provided therein, during the period of his or her occupation of the house.

12. That the employee shall not keep cattle in the house or in the compound of the said house.

13. That the employee, must immediately report to the Medical Officer/Chief Administrative Officer of the Institute, about any incident of infectious disease in the family and all precautions must be taken to prevent the spread of the infection.

14. That the employee, shall not to store any hazardous or inflammable materials except authorised cooking gas cylinders in the Licensed Premises nor to carry on in the Licensed Premises any illegal activity.

15. That the employee, not to do or omit or suffer to be done anything whereby its right of use of the Licensed Premises or any part thereof is forfeited or extinguished.

16. That the employee shall not to use the Licensed Premises or any part thereof nor permit or suffer the same to be used for illegal, immoral antisocial, obnoxious or improper purposes nor cause or permit or suffer to be done upon the Licensed Premises or any part thereof anything which may offend any law, notification, rules or regulations of the Licensor in the Licensed Premises.

17. That the employee without previous consent in writing of the Licensors, not to make or erect or permit or suffer to be made or erected on the Licensed Premises or any part thereof, any structural alterations or additions or any other alterations which could affect or injure the structure of the walls of the Licensed Premises.

18. That the, no employee or his/her spouse or dependent(s) is permitted under any circumstances to carry out any commercial activity from the said premises and keep animals like Cow, Buffalo, Goat, Horse etc. Violating this clause will be treated as misconduct on the part of the employee and the allotment of residence will be liable to be cancelled. In addition to this it will be treated as breach of these rules for which the same penalty or damages will be applicable.
19. The employee shall pay, in a timely manner, the actual charges for electricity, gas, water consumption, service charges, and any other admissible charges at such rates as may be determined by the Institute from time to time, either directly to the Institute or as otherwise decided by the Institute.
20. That the employee shall not carry out any additions or alterations in the said premises or electrical or sanitary installations therein and shall not do any damage to the property.
21. That the employee shall make good any damage caused to the said premises and shall be liable for the same to the employer.
22. That the employee shall use the said premises for his personal use and for no other purposes. The employee shall not permit such premises or any part thereof being used by any other person or family members those who are not dependent, they may entertain as guests for any purpose whatsoever. The moment the employee is discharged from the services of the employer, this arrangement of permissive user shall stand terminated and the employer can instantaneously stop the employee from such permissive user.
23. That this arrangement for permissive user in no way would be construed as creating any right whatsoever in favour of the employee in the said premises or any part thereof.
24. That the Institute shall not be responsible or liable for any loss, damage, shortage, theft or destruction of any articles, property or things of any kind or nature whatsoever belonging to the employee and kept in the said Premises.
25. That the employee shall abide by the rules, regulations, bye-laws and executive instructions of the Institute governing occupation of residential accommodation for the staff of the Institute and also comply with all directions given from time to time by Institute with regard to the use of the Licensed Premises or any part thereof.

Schedule of the premises above referred to:

Staff Apartments/House Type No. - _____ with _____ Sq ft at IIMA Main Campus, Vastrapur, Ahmedabad – 380015

(Name of Employee)

Signed and delivered by th employee in the presence of

1. _____

2. _____

Chief Administrative Officer
Indian Institute of Management Ahmedabad

1. _____

2. _____

CHAPTER 15

STAFF CO-OPERATIVE CREDIT & SUPPLY SOCIETY LTD.

IIM Staff Co-operative Credit & Supply Society Ltd Ahmedabad (Registration Number A-1028, Dated 01-12-1964) is a registered Co-operative Society under the Gujarat Co-operative Societies Act, 1961. The society was formed in the year 1964. The Society is established by and for the employees of the Institute. The principal purpose of the society is to provide prompt credit facilities to its members as per the provisions mentioned in the bye laws of the Society. The business of the society is managed by its Managing Committee. Members of the Managing Committee are duly elected by the members of the Society every year. The society has been running successfully for several years.

The important provisions of the Society are highlighted below:

- Permanent and Tenure Based Scaled Contract (TBSC) employees who meet the society's eligibility criteria can become members of the society.
- Members contribute towards Share Capital and have savings through Compulsory Savings Scheme. Members can also avail benefit of Recurring Deposit as per the provisions of the Society.
- Members who are permanent employee are eligible for Emergency loan (up to Rs. 5000) three times during the year and full loan (exceeding Rs. 5000 but not more than Rs. 4,00,000) once in a year as per their eligibility. TBSC employees are eligible for loans as per the eligibility criteria laid down by the society.
- Members are given gift out of the profit of the society. Sometimes the Co-operative Society tie-up with companies/agencies and give the goods at special rates/credit facilities to the members of the society.
- Members are paid dividend on their share capital from the profits and given interest towards their compulsory savings.
- On Superannuation/death of any member from the services of the Institute, a lump sum amount Rs. 15,000/- is paid to such member/nominee of the member, as the case may be, from the "Retirement-cum-Death Benefit fund" of the society.
- The business transactions of the Society are liable for yearly audit by the (i) duly approved Chartered Accountant; (ii) Funding bank and (iii) Auditor nominated by the Registrar of the Co-operative Societies.

CHAPTER 16

TRAINING & DEVELOPMENT

1. The training programme shall be categorized as:

   1. INDUCTION TRAINING:

      Induction for a newly recruited employee shall cover all departments, as appropriate.

   2. INTERNAL TRAINING:

      Internal training shall cover topics relevant to current job requirements and other related training.

   3. SPECIALISED TRAINING

      It includes training through external faculty based on the specific need identified by the concerned HoDs.

   1) Induction Training

      1. HR shall impart induction training to a new employee on their joining the Institute.
      2. New employees shall be briefed, among other things, on relevant areas during the induction training.

   2) Internal Training

      1. The HR Department shall, in consultation with CAO, identify the training needs of staff and bring out a training calendar for the year.
      2. In addition to the programmes listed in the training calendar, a special training programme may be conducted as per the instruction of Director/Dean/CAO.
      3. The HR Department shall, in consultation with CAO, identify faculty for the internal training programme and maintain a list of such faculty.
      4. The HR Department will arrange for all the necessary logistic support for the training programme.

   3) SPECIALISED Training:

      1. Concerned departments may identify special training needs for the staff and send a proposal for organizing such a programme to the CAO.
      2. Employee participating in the training shall provide a feedback on the programme to the HR Department.
      3. HR shall maintain records of all specialised training programme.

GENERAL

1) HR Department will ensure the full details of the training programme for the employee are sent to the concerned HODs well before the commencement of the programme.

2) Re-training may be organised, in consultation with the concerned HOD, for employees whose performance in the training programme is found to be below average.

3) **Training report/summary:**

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

Training Feedback Form

Personal/Programme Details

Employee Name		Training Topic	
Designation		Faculty Name	
Department		Date	
Employee Code		Duration	

1. Please mention below three usefulness of the training programme

   a) _____

   _____

   _____

   b) _____

   _____

   _____

   c) _____

   _____

   _____

2. What is your assessment of the overall effectiveness of the programme?

5 Excellent	4 V. Good	3 Good	2 Average	1 Poor

3. Please rate various aspects of the programme in general: -

	5 Excellent	4 V. Good	3 Good	2 Average	1 Poor
Usefulness of Training in my work					
Information on course contents					
Relevance to					
Quality of Course Material					
Preparation by HODs					
Level of Interaction					
Overall Learning from training					

4. How will it be useful in your work? (give specific examples)

5. Any Suggestions/Comments/Areas of improvement*:

* In case of more comments use back side of this sheet

Date : _____ Signature of participant : _____

CHAPTER 17

WELFARE ACTIVITIES

The Institute has constituted a Welfare Committee chaired by designated Professor. A Welfare Manager drives the entire activities. Below are the details of the activities carried out by the Welfare Committee:

1. **Institute Day Celebrations on December 11**

   To Commemorate the Institute's foundation day, the "*Institute Day*" is celebrated on December 11th of every year. During the celebrations, awards are presented by the Director to meritorious children and staff members to promote their talents. A cultural programme is also organised every year where children from the community, staff and students perform.

2. **Gujarati New Year celebrations**

   Every year, after the Diwali holidays, the Welfare Committee organizes a get-together to celebrate the Gujarati New Year. The employees and their families are greeted by lamps lit across the campus and flower decoration. Community fireworks are organised and sweet packets are distributed to all who participate in this get-together.

3. **International Women's Day Celebrations on March 8**

   The Staff Welfare committee celebrates the International Women's Day on March 8 every year. The Welfare Committee distributes sweet packets and flowers to all the women engaged with the Institute. They also host a special lunch for all women employees along with the Director, Deans and CAO.

4. **Summer Class for IIMA Community Children**

   The Staff Welfare Committee organises summer classes for children from the IIMA community during summer vacation. Activities such as dance workshops, art & craft workshops, and origami & painting workshops etc. are conducted. The committee also arranges for summer classes at AMA and VASCSC for community children.

5. **Employees Annual Health Check-Up**

   General health check-up for the employees of the Institute and their spouse who are above 35 years is organised by the Staff Welfare Committee at a designated hospital in Ahmedabad.

6. **Professor B.H. Jajoo Welfare Committee Medical Scheme**

   Prof. B.H. Jajoo, voluntarily donated an amount of Rs.25,00,000/- to set up a fund for the medical needs of the retired employees of the Institute. The sub-committee constituted by Prof. Jajoo check the genuine requirement of medical needs and distribute the amount to the retired employees from Group C & D with the help of the Welfare Committee.

Under this, an Annual general health check-up is also sponsored for the retired group C & D employees who have opted for CPF, post-retirement.

7. Higher Education Loan for IIMA Community Children

The Welfare Committee in its mandate to encourage community children to access higher education has been providing interest-free education loans to the children of Group B, C and D employees. This interest-free loan is recovered in 12 monthly instalments.

8. "Sri Ramakrishna – Sarada Medical Fund"

The Staff Welfare Committee created a medical fund in the name of Shri. Ramakrishna Sarada Medical Fund, with a corpus of Rs.5,00,000/- contributed by Prof. Shekar Choudhury, and Ms. Saroja from PGP 1990 Batch. The interest earned from the fund caters to the medical expenses for retired group C & D CPF employees and their spouse.

9. Employees Birthday Celebrations

The Staff Welfare Committee celebrates the birthday of the faculty and staff by wishing them with a greeting card and a packet of sweets.

10. Child Care Centre

Institute has child care centre for the children of the employees of the Institute. It is well maintained with children playing area and a separate facility for children to take nap.

11. Ladies Room

Institute has a dedicated ladies room with basic facilities available in it. The women employees of the Institute can utilize it as a rest room or for any other purpose which deemed fit to the women employees of the Institute.

12. Other Activities

The Staff welfare committee organises various health and wellness related talks on various topics. Besides this, meditation and inspirational talks are also organised.

CHAPTER 18

SARA COMMITTEE

The Institute has constituted the Sports and Recreation Activity Committee chaired by a designated Professor. Following are the main activities of the committee:

1. The SARA committee maintains the fitness centres at the New Campus and the Old Campus. A nominal membership fee is charged for the usage of fitness centres.

Category	Fees per month
MBA, MBA-FABM, PGPX, PhD students	Family: Rs. 200/month
PhD students (6th year and onwards)	Individual: Rs. 200/- Family: Rs. 400/-
FDP/AFP participants	Participant: Rs. 400/month Family: Rs. 500/month
Groups A	Individual: Rs. 600/month Family: Rs. 750/month
Groups B	Individual: Rs. 450/month Family: Rs. 600/month
Groups C/D	Individual: Rs. 300/month Family: Rs.400/month
AAs / RAs	Individual: Rs. 300/month Family: Rs.400/month
Alumni	Alumnus: Rs.1500/month for any one sport individual basis Rs.2500/month for all sports individual basis

2. Sports activities are also organised by SARA. Coaching sessions are arranged by SARA for below activities and the charges are as listed below. SARA Membership is compulsory for all activities except Yoga.

Activity	Days	Timing	Rate
Yoga	Six days a week	One Hour	NIL
Tennis Coaching	Three days a week	One Hour	Rs.1000/ x 3 months = Rs.3000/-+GST
	Six days a week	One Hour	Rs.2000/ x 3 months = Rs.6000/-+GST
Football Coaching	Five days a week	One Hour	Rs.1000/ x 3 months = Rs.3000/-+GST
Swimming Coaching	Five days a week	One Hour	Nil

3. The SARA committee maintains the fitness centre at the Old Campus and the SAB Gym in New Campus. The new Sports Complex in New Campus of the Institute has facilities like Gym, badminton courts, table tennis courts, an eight lane swimming pool, a squash room, a snooker room, Yoga studio, Sauna and Steam rooms and a number of board game options. SARA conducts internal and external sports competitions for IIMA students in this sports complex. The operation of these facilities shall be managed by SARA Committee.
4. Annual Sports Day: SARA committee organises Annual Sports Day in the month of January for all IIMA community members. During the Annual Sports Day various games are organized for IIMA community members.
5. International Yoga Day: SARA committee celebrates June 21 as Yoga divas. It is open for all the community members.

CHAPTER 19

STAFF EVALUATION AND DEVELOPMENT COMMITTEE

The Institute has formed a seven-member staff evaluation and development committee (SEDC), headed by a Chairperson to take decisions with respect to the employees below the level of Managers. Following are the main activities of the committee:

POLICY

- Form or review the procedures applicable to staff.

MANPOWER REQUISITION AND RECRUITMENT

- Review the workforce requirement in various department
- Sanction additional workforce
- Be involved in the selection process

PROMOTION

- Finalization of number of vacancies
- Announcement of the promotion exercise
- Preparation of written paper and conducting the promotion examination
- Conducting interviews of staff
- Finalisation of marks for the promotion exercise
- Announcement of results

ANNUAL INCENTIVE/DIRECTOR SPECIAL INCENTIVES

- Finalization of the amount of annual incentive / director's special incentive
- Seek nominations from the department heads for director special incentive
- Finalisation of awardees

EXTENSION OF TENURE FOR EMPLOYEES APPOINTED ON TENURE BASED SCALED CONTRACT

- Extension of tenure based on performance evaluation of staff appointed on Tenure Based Scaled Contract.

MONTHLY HONORARIUM

- Based on the additional responsibilities handled by the staff, SEDC decides the amount of honorarium to be paid.

CHAPTER 20

OFFICERS' EVALUATION AND DEVELOPMENT COMMITTEE

The Institute has formed a three-member officers' evaluation and development committee (OEDC), headed by a Chairperson to take decisions concerning the Managers. Following are the main activities of the committee:

POLICY

- Form or review the policies applicable to Managers.

OFFICER REQUISITION AND RECRUITMENT

- Review requirement of Managers in various department
- Be involved in the selection process of the Manager

PROMOTION

- Finalisation of number of vacancies
- Announcement of the promotion exercise
- Preparation of the written paper and conducting the promotion examination
- Conducting interviews of Managers
- Finalisation of marks for the promotion exercise
- Announcement of results

ANNUAL INCENTIVE/DIRECTOR SPECIAL INCENTIVES

- Finalisation of the amount of annual incentive / director's special incentive
- Seeking nominations from department heads for director special incentive
- Finalisation of the awardees

EXTENSION OF TENURE FOR EMPLOYEES APPOINTED ON TENURE BASED SCALED CONTRACT

- Extension of tenure based on performance evaluation of officers' appointed on Tenure Based Scaled Contract

MONTHLY HONORARIUM

- Based on the additional responsibilities handled by the officer, OEDC decides the amount of honorarium to be paid.

CHAPTER 21

ENTERPRISE RESOURCE PLANNING (ERP)

The Institute has implemented SAP in various departments with the help of Yash Technologies as the SAP partner.

The HR activities have also undergone changes on the implementation of SAP. The Employees through the Employee Self Service (ESS) portal now have access to various details earlier available only with or through the HR. Employees can raise requests through the portal. The following HR activities are digitised through ESS:

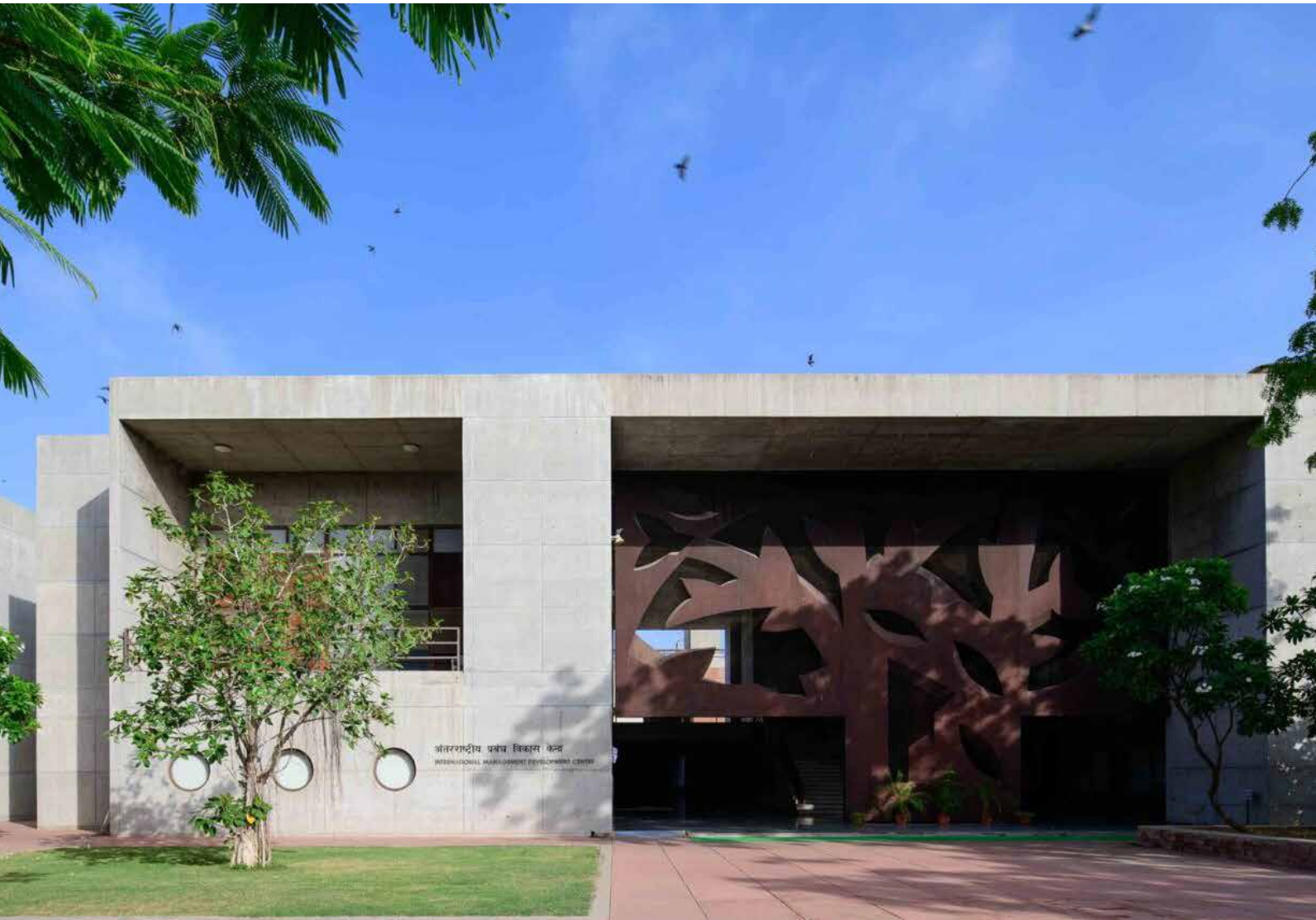
i. Personal Information – The personal information such as addresses, family dependent details, PAN number, official email id, contact number, date of birth, marital status, bank account details will be maintained under ESS.

ii. Leave Management – Employees can apply leave, view leave history, cancel the applied leave, check the leave balance through ESS. Any action on leave will go to the supervisor for approval.

iii. Time Management – Employees can view their in-time/out-time. In case the employees come late to the office, for every third instance in a month, half CL will be deducted. In case the CL balance is zero, Earned Leave will be deducted. This can be regularised by the HR Department based upon the approval from the Head of the Department.

iv. Payment – Through ESS, employees can view their monthly salary slip. The Medical Reimbursement claim and Annual Development Allowance claim are also to be submitted using the ESS portal

The employees with reportees under them, will be given access to the Manager Self Service (MSS). Through MSS, the employees can approve/reject the leave request of their reportees.


अंतरराष्ट्रीय प्रबंध विकास केन्द्र

CHAPTER 22

GRIEVANCE POLICY

STATEMENT

The Institute is committed to providing a productive and conducive work environment where grievances are dealt fairly and promptly. It aims to facilitate a work culture where no grievances exist as it will help in improving the performance and productivity of the staff and Managers.

THE SYSTEM

1) A senior Manager of the Institute will be designated as Grievance Manager who will coordinate and administer the grievance handling process in addition to documenting the same.
2) The Staff Grievances Redressal Committee will be responsible for addressing all the grievances submitted to the Grievance Manager.
3) The committee may, if required, refer cases to the Dean for dealing with the same.
4) In cases where the Director's intervention is required, the Dean may forward the grievance case to the Director. The Director will be the final authority on all staff and Managers' grievance matters.

PROCESS & PROCEDURE:

1. At the first instance, the affected staff/Manager should submit the grievance (in writing) to his/her supervisor/head of department. The supervisor/head of the department should acknowledge the receipt of the grievance, if possible, immediately. The supervisor/head of department could seek CAO's intervention to get the grievance redressed. In case of policy-level matters, the CAO would forward the grievance to the Director or Dean or committees dealing with such issues. Employee specific grievances will be addressed and responded to by the CAO. The process should, desirably, not exceed more than two weeks.
2. The staff/Manager if not satisfied with the response from the CAO can submit the grievance along with the CAO's response to the Grievance Manager. The Manager will provide a written acknowledgement of the receipt of the grievance.
3. The Grievance Manager takes the grievance to the Grievance Redressal Committee.
4. The Grievance Redressal Committee will seek relevant feedback from the system.
5. Based on a careful analysis of the grievance in light of feedback and views of the members of the committee, the Grievance Committee will make its recommendation and send it to the CAO/Dean/Director for appropriate action. The Grievance Manager will write to the employee

concerned that the committee has perused the grievance and appropriate recommendation has been made to the Institute.

6. The process should be, as far as possible, over by three weeks.
7. Initially, the Grievance Redressal Committee could meet as frequently as possible and take up cases that were submitted to the committee so that grievances start getting addressed faster at the Institute. As far as possible, the grievance would be dealt with within three months.

THE OFFICE

One Senior Manager will be designated by the Institute as the Grievance Manager. He will hear out the grievances of individuals and counsel them. If the grievance still persists, he may advise them on the further course of action within the Institute. A formal grievance would be lodged as explained above and forwarded to the Staff Grievances Redressal Committee.

REPORTING

The Grievance Committee will report to the Dean/Director. A quarterly written report of grievances handled will be submitted to the Director. At the end of the year, an annual report shall be compiled and submitted to the Director.

It is also envisaged that the annual report will include a section on recommendations to facilitate the Director on formulating policies to reduce grievances at the Institute.

SUMMARY

The Institute is committed to provide a fair and grievance- free work environment for the staff and Managers of the Institute. In the formulation of the Grievance Policy, the Institute intends not only to handle grievances of the staff and Managers but also look at ways and means of reducing the grievances at the Institute.

CHAPTER 23

RETIREMENT, RESIGNATION ETC.

1. RETIREMENT

a) The age prescribed for retirement on superannuation is 65 years for faculty members and 60 years for other employees of the Institute.

b) Retirement is effective from the afternoon of the last day of the month in which the age of superannuation is attained.

c) *Exception:* An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.

d) The day of retirement on superannuation and premature/voluntary retirement will be deemed as a working day.

e) *Relinquishment of charge on a Holiday:* An employee retiring on superannuation should formally relinquish charge of the office on the afternoon of that day itself even if it happens to be a holiday. The cash, stores, etc., may be handed over by the retiring Manager on the previous working day. The actual relinquishment of charge of office in the prescribed form can be done on the last day of service for which the physical presence of the Manager in the office need not be insisted.

f) *Regulation of claims to pension or family pension:* Any claim for CPF/Pension/Gratuity/ Family Pension benefits will be regulated based on the rules in force on the date on which the employee ceases to be in service due to retirement or death.

g) When an employee retires from the services of the institute, cash equivalent of leave salary will be admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last day of his service subject to an overall limit of 300 days. The half pay leave component will not be commuted to make up for the shortfall in earned leave.

h) *Pension subject to future good conduct:* Future good conduct of an employee is an implied condition for every grant of pension and its continuance. If the pensioner is convicted of a serious crime or is found guilty of grave misconduct, the whole or part of the pension may be withheld or withdrawn by a written order of the appointing authority, whether permanently or for a specified period.

i) *Right of the Institute to withhold or withdraw pension:* The Director has the right to withhold a pension or gratuity or both or withdraw a pension or part thereof. He can also order recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Institute, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his service.

j) *Employment after retirement under a Foreign Government:* A pensioner, who immediately before his retirement was a Group A employee should not accept any employment under any Government outside India without the prior sanction of the Institute. No pension is payable during the period of such appointment taken without prior permission or for a longer period as may be ordered by the Institute.

Retirement general provisions

- *Limitation on the number of pensions:-* The employee is not eligible for two pensions in the same service or post at the same time or by the same continuous service. A pensioner receiving superannuation or retiring pension and re-employed subsequently is not eligible foe separate pension and gratuity for the period of his re-employment.

Period counted as a qualifying service

- Qualifying service of an employee commences from the date he takes charge of the post to which he is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.
- Duty and periods treated as 'duty'.
- All kinds of leave with leave salary.
- Extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to the inability of the employee to join/re-join duty on account of civil commotion or for pursuing higher technical and scientific studies. This period automatically counts as qualifying service without and express sanction for this purpose
- Service on probation followed by a confirmation
- The suspension followed by a minor penalty

Period counted as a non-qualifying service

i) Service rendered before attaining the age of 18 years.

ii) Service as Apprentice *except* SAS Apprentice.

iii) Unauthorised absence treated as '*dies non*'.

iv) Overstay on leave/joining time not regularised as leave with leave salary.

v) Extraordinary Leave without medical certificate

vi) Suspension followed by a major penalty, if the reinstating authority does not order that it shall count as qualifying service.

2. RESIGNATIONS

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

When an employee resigns or quits service on his own accord, or his term gets over, the lumpsum cash payment will be only to the extent of half of the earned leave at his credit subject to a maximum of 150 days, on the date of cessation from service. HPL will lapse.

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

CLEARANCE FORM FOR STAFF

PART A

Name of the employee:	Department :
Designation:	Official Mail ID:
Extension number:	

Certified that he/she has returned all the materials.

He/She may be relieved of his/her duties w.e.f _____after office hours.

_____

Head of the Department

P.N: The Concerned HODs are requested to fill in details and certify.

Department	Amount to be Recovered	Remarks, if any	Sign of HOD with Date
Central Stores and Purchase -All Stationery and other Items received. **Yes** ☐ **No** ☐			
Computer Centre			
1) **P.C. and its accessories received** **Yes** ☐ **No** ☐ *2*) **Email ID** **Yes** ☐ **No** ☐			
3) **IP Telephony** **Yes** ☐ **No** ☐			
4) **Mobile SIM Card** *Instrument Returned* **Yes** ☐ **No** ☐			
Library			
Catering Service			
IIM Staff Co-operative Credit & Supply Society Ltd			
Electrical Department			
Communications Department **(For Website Updation)**			

Housing Facility at Campus			
House Type No : _____ **Vacated on_____** ☐ **Not Vacated** ☐ **Not Applicable** ☐			
House Keeping Office 1) Office vacated ***YES*** ☐ ***NO*** ☐ 2) Keys surrendered ***YES*** ☐ ***NO*** ☐			
Security Office			
Dispensary			
SARA Co-coordinator			

FOR OFFICE USE

HR OFFICE

- Effective date of his/her term over/resignation/retirement is _____
- Identity Card No._____ issued to him / her has been / not been returned.
- He / she has _____ days Earned Leave to his / her credit.
- ____ days salary may be recovered from him/her as he/she has availed of days advance leave.

Date : _____ Assistant General Manager-HR _____ Vice President-HR

FINANCE & ACCOUNTS OFFICE

- Certified that no amount is outstanding against him / her.
- An amount of Rs. _____/- may be recovered from him / her.

Date: _____ Assistant General Manager-Accounts

----------PLEASE FILL THE FOLLOWING INFORMATION FOR RECORDS---------

Current Address with Phone No	**Permanent Address** with Phone No, E-mail ID after term over/ resignation/ retirement from the Institute

*****

Name of Employee _____

PART – B

<table>
<tr><th>No</th><th>Details</th><th>Action taken</th></tr>
<tr><td>01</td><td>Personal Email id</td><td>Closed ☐ Not closed ☐
Group Access to be provided on superannuation/ VRS/ Resignation/Term over
<table>
<tr><th>Details</th><th>YES</th><th>NO</th><th>NA</th></tr>
<tr><td>Officers NB</td><td></td><td></td><td></td></tr>
<tr><td>Staff NB</td><td></td><td></td><td></td></tr>
<tr><td>General NB</td><td></td><td></td><td></td></tr>
<tr><td>Seminar NB</td><td></td><td></td><td></td></tr>
<tr><td>Female NB</td><td></td><td></td><td></td></tr>
<tr><td>Retired Employees Group</td><td></td><td></td><td></td></tr>
<tr><td>Pensioners Group</td><td></td><td></td><td></td></tr>
<tr><td>Any other Group, if any
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<tr><td>02</td><td>Official Email id</td><td>Closed ☐ Not closed ☐
Access given to _____
Email forwarded to _____</td></tr>
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CHAPTER 24

SUPERANNUATION BENEFITS

Employees who joined the Institute on or before 31st December 2003 and have opted explicitly for pension would be covered by the General Provident Fund-cum-Pension-cum-Gratuity Scheme of IIMA. All other employees will be covered under the Contributory Provident Fund-cum-Gratuity Scheme.

CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY RULES

Short Title

01 These rules may be called the Indian Institute of Management, Ahmedabad, Contributory Provident Fund-cum-Gratuity Rules.

Definitions

02 In these rules, unless the context otherwise requires -

i) "Board" means the Board of Governors of the Institute;

ii) "Chairman" means the Chairman of the Board of Governors;

iii) "Director" means the Director of the Institute;

iv) "Family" means:

(a) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Secretary that she shall continue to be so regarded.

(b) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber by notification in writing to the Secretary expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note I: Children means legitimate children.

Note II: An adopted child shall be considered to be a legitimate child when the Secretary is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

v) "The Board of Trustees" means, a Board created for the purpose of administration and control of the provident fund.

vi) "Foreign Service" means service in which the Institute employee receives his pay and allowances with the sanction of the Institute from a source other than from the Institute's funds.

vii) "Fund" means the Contributory Provident Fund-cum-Gratuity of the Institute.

viii) "Institute" means the Indian Institute of Management, Ahmedabad.

ix) "Leave" means any variety of leave provided for in the Institute Rules as may be applicable to the subscriber;

x) "Salary" means the amount drawn monthly by an employee of the Institute whether on duty or during leave, as pay including Dearness Pay, special and personal pay but excluding all other remuneration by way of allowances or otherwise.

xi) "Secretary" means the Member Secretary of the Board of Trustees.

xii) "Subscription" means the amount paid by the subscriber and "Contribution" means the amount contributed by the Institute.

xiii) "Year" means a financial year.

xiv) All words and expressions used but not defined in these regulations and defined in the Provident Fund Act 1925 (19 of 1925) shall have the meaning assigned to them in the said Act.

CONSTITUTION AND MANAGEMENT OF THE FUND

03 i) The Fund shall be constituted with subscription paid by the subscribers and contributions made by the Institute and shall include accrued interest or profit realised on investment or any part thereof.

ii) Management of the Fund is vested with a Board of Trustees so created for this purpose. The Board of Trustees will administer and control the Fund. The composition of the Board of Trustees will be as follows:

1. Director of the Institute or ex-Officio Chairman
2. A member of the Faculty nominated by the PPC of the Institute
3. Chief Administrative Officer
4. Finance and Accounts Officer - Member-Secretary
5. A representative of the staff nominated by the Officers and Supervisors forum.

Terms of functionaries in Sr.No.2 & 5 will be for 3 years.

iii) The Fund shall be deposited, in the name of the Fund, with the State Bank of India or with any other Bank as may be directed by the Board of Trustees. The deposits shall be made as soon as possible after the monthly accounts are closed.

iv) The Institute may, from time to time, invest such part of the Fund, as may be considered expedient, in the National Defence Certificate and/or other investments covered by Section 20 of the Indian Trusts Act 1882 (2 of 1882) as the Board of Trustees may determine.

All investments and securities shall be held in the name of the Institute.

v) If an employee admitted to the benefit of the Fund was previously a subscriber to any Contributory/Non-Contributory Provident Fund of the Central Government/ State Government or of a body corporate owned or controlled by Government or an autonomous organisation registered under the Societies Registration Act, 1860, the amount of his accumulations in such Contributory or the Non-Contributory Provident Fund, shall be transferred to his credit in the fund.

04 These rules shall apply to every employee of the Institute who is permanently appointed and is covered under contributory provident fund.

NOMINATION

05 i) A subscriber shall, as soon as, maybe after joining the Fund, send to the Secretary a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid.

Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund, shall, if the amount to his credit in such other fund has been transferred to his credit in this fund, be deemed to be a nomination only made under this rule until he makes a nomination in accordance with this rule.

ii) If a subscriber nominates more than one person under sub rule (i), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount, that may stand to his credit in the fund at any time.

iii) Every nomination shall be in such one of the Forms set forth in the Second Schedule as is appropriate in the circumstances.

iv) A subscriber may, at any time cancel his nomination by sending a notice in writing to the Secretary.

Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of this rule.

v) A subscriber may provide in a nomination:

(a) in respect of any specified nominee that in the event of his nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination.

Provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members, where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if at the time of making the nomination, the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (v) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (v) or the proviso thereto, the subscriber shall send to the Secretary a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of this rule.

vii) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect, on the date on which it is received by the Institute.

viii) An up-to-date Register shall be maintained by the Institute to record all nominations.

SUBSCRIBER'S ACCOUNTS

06 An account shall be opened in the name of each subscriber in which shall be credited:

i) the subscriber's subscription;
ii) contributions made under Rule 10 by the Institute to his account;
iii) interest as provided by Rule 11;
iv) advance and withdrawals from his account.

CONDITIONS AND RATES OF SUBSCRIPTIONS

07 i) Every subscriber shall subscribe monthly to the Fund when on duty or foreign service but not during the period of suspension.

Provided that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum or in instalments, any sum not exceeding the maximum amount of arrears of subscriptions permissible for that period.

ADDITIONAL / MISCELLANEOUS SUBSCRIPTION

A subscriber may at his option, make additional / miscellaneous subscription by way of cheque/ cash not exceeding five times during the course of a year, provided that total subscription including additional / miscellaneous subscription shall not exceed gross annual emoluments. For Additional / Miscellaneous subscription, emoluments shall include all such components of allowances like, DA, HRA, CCA, Transport Allowance, etc. which are not defined in the term salary [Refer Clause 2(x)].

Formula for calculating additional subscription for Provident Fund

GROSS ANNUAL SALARY* (after adjustment of LWP)		
LESS: 1. Income Tax 2. Professional Tax 3. LIC 4. GSLIS 5. HRA/License Fee (including Municipal Tax) 6. Any other statutory deduction		
NET ANNUAL SALARY		
LESS: Regular Provident Fund Subscription through Salary		
MAXIMUM ADDITIONAL SUBSCRIPTION		

*Excluding Income from Consultancy

In the Formula for calculating the additional subscription for P.F. for any employee who is on Leave Without Pay (LWP) during the year, the words Gross Annual Salary be replaced with Gross Notional Annual Salary and the words Net Annual Salary be replaced with Net Notional Annual Salary.

ii) A subscriber may at his option, not subscribe during any period of leave other than earned leave of less than 30 days duration as the case may be, by sending a notice in writing to the Secretary before or soon after proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under the sub para shall be final.

iii) A subscriber who has withdrawn the amount of subscription and interest thereon, shall not subscribe to the fund after such withdrawal, unless he returns to duty.

08 i) The amount of subscription shall be fixed subject to the conditions:

(a) It shall be expressed in whole rupees (50 paise and above counting as the next higher rupee).

(b) It shall be a sum representing ten per cent in the case of CPF subscribers and six per cent in the case of GPF subscribers.

ii) For the purpose of sub-rules (i) (b) the salary of a subscriber shall be:

(a) In the case of subscriber who was in service of the Institute on the 31st March of the preceding year, the salary to which he was entitled on that date;

(b) In the case of a subscriber who was not in service of the Institute on the 31st March of the preceding year, the salary to which he was entitled on the first day of his service.

iii) The amount of subscription so fixed may be enhanced or reduced not more than three times during the course of a year.

Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of the month and if he has elected not to subscribe during the leave, the amount of subscription payable shall be proportionate to the number of days spent on duty in the month.

iv) As per the amended provisions of the GPF Rules, 1960, as mentioned in the office memorandum F.No.3/6/2021-P&PW(F) dated 11th October 2022, the limit of subscription under GPF in a financial year by a subscriber shall not exceed the threshold limit (Rupees Five Lakh).

REALISATION OF SUBSCRIPTION

09 The recovery of subscription and of the principal and interest on advances shall be made from the monthly salary.

The additional / miscellaneous subscription and the recovery of principal and interest on advance may be received by way of cheque/cash.

CONTRIBUTION BY THE INSTITUTE

10 i) The Institute shall, with effect from the 31st March of each year, make a contribution to the account of each subscriber.

Provided that, if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

ii) The contribution shall be a sum representing such per cent of the salary of the subscriber as may be declared by the Government of India from time to time; drawn on duty during the year or for a period in the year as the case may be. (Resolution dated 1.12.2004)

iii) Should a subscriber elect to subscribe during leave, the salary drawn by him during leave for the purpose of this rule, be deemed to be salary drawn on duty.

iv) The amount of contribution payable shall be rounded to the nearest whole rupee (50 paise and above counting as the next higher rupee).

INTEREST

11 i) The Institute shall pay to the credit of the account of a subscriber interest at such a rate as the Board of Trustees may, from time to time, prescribe.

ii) Interest shall be credited with effect from 31st March of each year in the following manner:

(a) on the amount at the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year - interest for twelve months.

(b) on sums withdrawn during the current year - interest from the 1st April of the current year upto the last day of the month preceding the month of withdrawals;

(c) on all sums credited to the subscriber's account after the 31st March of the preceding year - interest from the date of deposit upto the 31st March of the current year;

(d) the total amount of interest shall be rounded to the nearest rupee in the manner provided in sub-rule (iv) of rule 10;

Provided that when the amount standing at the credit of subscriber has become payable, interest shall thereupon be credited under this sub-rule in respect of only the period from the beginning of the current year or from the date of credit as the case may be upto the date on which the amount standing at the credit of the subscriber becomes payable.

iii) For the purpose of this rule the date of credit shall be deemed to be the first day of the month in which it is credited.

iv) In all cases interest will be paid in respect of balance at the credit of a subscriber upto the close of the month preceding that in which payment is made or upto the end of the six months in which such amount becomes payable whichever of these periods be less.
*

v) Subject to the provisions of sub-rule (iv) no interest shall be paid in respect of any period after the date which the Secretary has intimated to that person or his agent as date on which he is prepared to make payment.

*Following deleted from 11-06-2018
In the case of ceased members retiring from the Institute on Superannuation/ voluntary retirement/special VRS, interest will be credited for three years.

ADVANCE FROM THE FUND

12 A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the authority specified in rule 13 subject to the following conditions:

The appropriate sanctioning authority may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding an amount of three months pay or half the amount of subscriptions and interest thereon standing to the credit of the subscriber in the fund, whichever is less, for one or more of the following purposes:

i) to pay expenses in connection with the illness or disability including where necessary, the travelling expenses of the subscriber or any person actually dependent on him;

ii) to meet the cost of higher education, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him in the following cases; namely:

(a) for education outside India for an academic, technical professional or vocational course beyond the High School stage; and

(b) for any medical, engineering or other technical or specialised course in India beyond the High School stage; provided that the course of study is for not less than three years.

iii) to pay obligatory expenses, on scale appropriate to the status which by customary use, the subscriber has to incur in connection with marriages or other ceremonies of himself or of his children or of any other person actually dependent on him;

iv) to pay expenses in connection with the prolonged illness or confinement of the applicant or any person actually dependent on him;

v) to meet the cost of his defence where the subscriber is prosecuted by the Government or Institute in any court of law or where the subscriber engages any legal practitioner to defend him in any enquiry in respect of any alleged official misconduct on his part;

vi) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to have been done by him in the discharge of his official duty;

vii) to meet the cost of plot or construction of a house or a ready built flat for his residence or to make any payment towards the allotment of a plot or a ready built flat by a State Housing Board or House Building Cooperative Society;

viii) to meet the cost of consumer durables such as TV, VCR/VCP, washing machines, cooking range, geysers, computers etc.

Provided that the condition of actual dependence shall not apply in the case of a son or daughter of the subscriber.

Provided further that the condition of actual dependence shall not apply in the case of an advance required to meet the funeral expenses of the parent of a subscriber.

ix) An advance shall not, except for special reasons, exceed three months' salary and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.

x) An advance shall not, except for special reasons be granted until at least twelve months after the final repayment of all previous advances together with interest thereon.

13 i) A temporary advance from the Fund to the subscribers other than the Director will be sanctioned by Director. In the case of administrative staff the advance may be sanctioned by the Chief Administrative Officer.

ii) A temporary advance from the Fund to the Director shall require the sanction of the Board of Trustees.

14 i) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty four. In special cases where the amount of advance exceeds three months' pay of the subscriber under sub-rule (viii) of Rule 12, the sanctioning authority may fix such number of instalments to be more than twenty four but in no case more than thirty six.

A subscriber may, at his option make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

ii) Recovery shall be made in the manner provided in Rule 9 for the realisation of subscription and shall commence on the first occasion after the advance is made on which the subscriber draws salary for a full month.

iii) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

iv) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifty per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.

v) Interest shall ordinarily be recovered in one instalment in the month after complete payment of the principal; but if the period referred to in sub-rule (iv) exceeds twenty months interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that provided in sub-rule (ii). Payment shall be rounded to the nearest rupee in the manner provided in sub-rule (iv) of Rule 10.

vi) Recoveries made under this rule shall be credited as they are made, to the account of the subscriber in the Fund.

WITHDRAWALS FROM THE FUND

15 i) Subject to the conditions specified hereunder, withdrawals may be sanctioned by the Board of Trustees, in the case of a withdrawal by the Director, and by the Director in the case of Faculty, and by the Chief Administrative Officer in any other case, at any time;

(A) after the completion of fifteen years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever is earlier from the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund for one or more of the following purposes, namely;

i) for meeting the cost of higher education, including where necessary, the travelling expenses of the subscriber or any child of the subscriber in the following cases namely:

(a) for education outside India for academic, technical, professional or vocational course beyond the High School stage, and

(b) for any medical, engineering or technical or specialised course in India beyond the High School stage;

ii) for meeting the expenditure in connection with the betrothal/marriage of the subscriber or his sons or daughters, and any other female relation actually dependent on him;

iii) for meeting the expenses in connection with illness including where necessary, the travelling expenses, of the subscriber and members of his family or any person actually dependent on him;

iv) to meet the cost of Consumer durables such as TV, VCR/VCP, Washing Machines, Cooking Range, Geysers, Computers, etc.

(B) during the service of a subscriber from the amount of subscription and interest thereon standing to his credit in the Fund for one or more of the following purposes, namely:

i) for constructing or acquiring a suitable house or a ready built flat for his residence including the cost of the land;

ii) for repaying an outstanding amount on account of loan expressly taken for constructing or acquiring a suitable house or a ready built flat for his residence;

iii) for purchasing a plot of land for constructing a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;

iv) for reconstructing or making additions or alterations to a house or a ready built flat already owned or acquired by the subscriber;

v) for renovating, making additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty;

vi) for constructing a house on a plot of land purchased under clause (iii)

(C) within six months before the date of the subscriber's retirement, from the amount standing to his credit in the Fund for the purpose of acquiring a farm land or business premises or both.

Note 1: A subscriber who has availed himself of an advance for house building purpose or has been allowed any assistance in this regard from any other Government source, shall be eligible for the grant of final withdrawal under sub clauses (i), (iii), (iv) and (vi) of clause B for the purpose specified therein and also for the purposes for the payment of any loan taken under aforesaid scheme subject to the limits specified in sub-para 1 of para 17.

The actual withdrawal from the fund shall be made only on receipt of an authorisation from the Accounts Officer who shall arrange this as soon as the formal sanction of the sanctioning authority has been issued.

16 A subscriber who has already drawn or may draw in future an advance under para 12 for any of the purposes specified in para 15 may convert at his discretion, by written request addressed to the Chief Administrative Officer through the sanctioning authority the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in para 15.

17 i) Any sum withdrawn by a subscriber at any one time for one or more of the purpose specified in paragraph (15) from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of the amount of the subscriptions and interest thereon standing to the credit of the subscriber in the Fund or 6 months' pay whichever is less.

The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit up to three-fourths in the case of withdrawal under sub-clause (A) and 90% in the case of withdrawal under sub-clause (B) of clause (i) of Rule 15 of the amount of subscriptions and interest thereon standing to the credit of the subscriber having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

ii) A subscriber who has been permitted to withdraw money from the Fund under paragraph (15) shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum as withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum together with interest thereon by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such manner of monthly instalments, as may be determined by the Institute.

CIRCUMSTANCES IN WHICH ACCUMULATIONS ARE PAYABLE

18 When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deduction under Rule 21 become payable to him.

19 When a subscriber -

i) has proceeded on leave preparatory to retirement, or

ii) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service,

the amount of subscriptions and interest thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Director, become payable to the subscriber.

20 Subject to any deduction under Rule 21, on the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable, before payment has been made.

i) When the subscriber leaves a family -

(a) If a nomination made by the subscriber in accordance with the provisions of rule 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his

family in equal shares:

Provided that no share shall be payable to -

(1) sons who have attained legal majority;

(2) sons of a deceased son who have attained legal majority;

(3) married daughters whose husbands are alive;

(4) married daughters of a deceased son whose husbands are alive if there is any member of the family other than those specified in clauses (1), (2), (3), and (4):

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso:

Note: Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Fund Act, 1925.

ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 5, in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

Note: When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Fund Act, 1925, the amount vests in such nominees under subsection (2) of section 3 of that Act.

iii) when the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 5 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and sub-clause (ii) of clause (c) of sub-section (1) or section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

21 Subject to the conditions that no deduction may be made which reduces the credit by more than the amount of any contribution by the Institute with interest thereon credited under rules 10 and 11 before the amount standing to the credit of subscriber in the Fund is paid out of the Fund, the Board of Trustees may direct the deduction there from the payment to the Institute of -

i) any amount, if a subscriber has been dismissed from the service for grave misconduct;

ii) any amount, if a subscriber resigns his employment with the Institute within five years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service, except in the case of those who take employment in Indian Institute of Management at Ahmedabad, Bangalore, Calcutta, Lucknow, Indore and Kozhikode or in any of IITs

established by Government of India in which case the entire amount at the credit of employee including the share of the Institute, shall be transferred to the employee's new Provident Fund account in the IIMs and IITs concerned.

iii) any amount due under a liability incurred by the subscriber to the Institute.

22 i) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deduction under rule 21 becomes payable, it shall be the duty of the Secretary after satisfying himself, when no such deduction has been directed under that rule, that no deduction is to be made, to make the payments as provided in section 4 of the Provident Fund Act, 1925.

ii) If the persons to whom, under these rules, any amounts to be paid is a lunatic for whose estate a manager has been appointed in this behalf, the payment will be made to such manager, and not to the lunatic.

iii) Any person who desires to claim payable under this rule shall send a written application in that behalf to the Director. Payment of amounts withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

Note: When the amount standing to the credit of a subscriber has become payable under rules 18, 19 or 20, the Institute shall make arrangement for prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

PROCEDURE

23 Accumulation in the Fund of which payment has not been taken after they become payable under these rules shall be transferred to "Deposits" after the 31st March of the year and treated under the ordinary rules relating to deposits.

24 i) As soon as possible after the 31st March of each year and after the Fund accounts have been audited, the Institute shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount of deposits during the year, the total amount of interest credited as on the 31st March of the year, total amount of withdrawals during the year and the closing balance on that date.

ii) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Institute within one month from the date of receipt of the statement. If no intimation is received from the subscriber within this period it shall be assumed that he has accepted the statement.

iii) Where errors in the annual statement are brought to notice, it shall be the responsibility of the Institute to reconcile the same for settlement to the satisfaction of the subscriber.

25 Indemnity Clause

"Any loss or diminution in the value of the investment of the fund from whatever cause or source shall be borne by the fund alone and the members of the Board of Trustees, jointly or severally, shall incur no responsibility by reason or on account thereof."

"No member of the Board of Trustees shall be responsible or chargeable save and except for monies actually received by him notwithstanding his having signed any receipts for the sake of conformity or otherwise nor shall he be responsible or chargeable for the acts, defaults or neglects of his co-Trustees nor of any bankers, brokers, auctioneers or other persons with whom or into whose hands any trust monies or securities may be deposited or come, nor for the insufficiency or deficiency of any securities nor for any other loss unless the same shall happen through his own wilful default or gross negligence."

GRATUITY

Gratuity shall be payable to an employee on the termination of the employment after the employee has rendered continuous service for not less than five years, --

(a) on employee's superannuation, or

(b) on employee's retirement or resignation, or

(c) on employee's death or disablement due to accident or disease:

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement

For every completed year of service or part thereof more than six months, the institute shall pay gratuity to an employee at the rate of fifteen days' wages based on the rate of wages last drawn by the employee concerned. The fifteen days' wages shall be calculated by dividing the monthly rate of wages last drawn by employee by twenty-six and multiplying the quotient by fifteen.

The amount of gratuity payable to an employee shall not exceed Rs. 20 lacs or [such amount as may be notified by the Central Government from time to time].

All other regulations and provisions would be applicable as per the Payment of Gratuity Act, 1972.

B NATIONAL PENSION SYSTEM

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

National Pension System (NPS) is a contributory pension system whereby contributions from subscribers along with contributions from the Institute, are collected and accumulated in an individual pension account of the employee. NPS is mandatory to all employees joining the services of the Institute on or after 1st January 2004.

भारतीय प्रबंध संस्थान
वस्त्रापुर, अहमदाबाद - 380 015

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Indian Institute of Management
Vastrapur, Ahmedabad - 380 015.

भविष्य निधि से ऋण / अंतिम आहरण के लिए आवेदन फार्म
Application form for Loan/Final withdrawal from Provident Fund for Consumer durables

पूरा नाम : _____
Name in Full

पदनाम : _____
Designation

भविष्य निधि लेखा संख्या : _____
P.F. A/c. No.

कर्मचारी कूट संख्या : _____
Emp. Code No.

ग्रेड पे : _____
Grade Pay

आवेदन पर कार्यवाही करने वाले व्यक्ति नोट करें हस्ताक्षर करें
Person processing the application to note & sign

स्थापना अनुभाग नोट करें और हस्ताक्षर करें
Establishment Section to note & sign

कैशियर वसूली के लिए नोट करें और हस्ताक्षर करें
Cashier to note for recovery & sign

ऋण के प्रकार / Loan type

@ 1. गृह निर्माण के लिए ऋण ( )
Loan for housing purpose

2. अन्य प्रयोजनों के लिए ऋण ( )
Loan for other purposes

@ 3. अंतिम आहरण ( )
Final withdrawal

सही बॉक्स पर निशान लगाएं
Tick in appropriate box

प्रयोजन / Purpose :

*माँगी गई धनराशि रु./Amount Required Rs. _____ किश्तों की संख्या/ No. of installments _____

ग्रेड पे / Grade Pay

1. 5400 और इससे अधिक / and above ( )
2. 4200 ( )
3. 2800 ( )
   2400
4. 2400 से नीचे / below 2400 ( )

सही बॉक्स पर निशान लगाएं
Tick in appropriate box

*केवल मकान बनाने के लिए भविष्य निधि ऋण पर लागू / Applicable to PF loan for housing purpose only.

मैने "जमा से जुड़े हुए बीमा योजना" के सम्बंध में स्थापना अनुभाग का दिनांक 21.7.92 का परिपत्र संख्या का परिपत्र इस्ट-II/053/92/1023 पढ़ लिया है ।
I have read in circular No.EST-II/053/1023 dated 21.7.92 regarding the "Deposit Linked Insurance Scheme."

मुझे ज्ञात है कि यदि में न्यूनतम शेष नहीं रखूँगा तो मैं जमा से जुड़ी हुई बीमा योजना के अंतरग्त उपलब्ध लाभों का पात्र नहीं हूँगा ।
I am aware that I will not be eligible for the benefits available under the Deposit Linked Insurance Scheme, if I do not keep the minimum balance.

मैं अपने अंशदायी भविष्य निधि खाते में न्यूनतम शेष रखूँगा हाँ ( )
I want to keep minimum balance in my CPF account. No ( )

सही बॉक्स पर निशान लगाएं
Tick in appropriate box

@ नोट : यदि आवेदन ऋण / मकान बनाने के प्रयोजन के आहरण के लिए है तो कृपया पीछे दी गई सूचना शीट भरें ।
Note : If the application is for Loan/Withdrawal for housing purpose, please fill up information sheet on the reverse.

दिनांक :/Date : हस्ताक्षर / Signature

(कृ.पृ.प./P.T.O.)

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भविष्य निधि से मकान बनाने के लिए ऋण / अंतिम आहरण के आवेदन के साथ वांछित सूचना

Information required with application for Loan/Final withdrawal from P.F. for housing

1. कर्मचारी का नाम : _____ कर्मचारी कूट संख्या / Employee Code No.
   Name of Employee
2. पदनाम : _____
   Designation
3. मकान/फ्लैट का पूरा पता : _____ भविष्यनिधि लेखा संख्या P.F. A/c No.
   Full address of the house/flat
   _____
   _____
4. मकान/फ्लैट के अभिग्रहण की लागत : _____
   Cost of acquisition of the house/flat
5. तारीख जिस दिन निर्माण आरम्भ किया गया / आरम्भ किया जाना है : _____
   Date on which construction commenced/to be commenced
6. तारीख जिस दिन निर्माण पूरा हुआ / पूरा होने वाला है : _____
   Date on which construction completed/to be completed
7. संस्थान से उपलब्ध भवन निर्माण अग्रिम — दिनांक / Date : — राशि रु. / Amount Rs.
   HBA availed from Institute
   1. संस्थान से लिया गया कुल अग्रिम _____ _____
      From HBA Fund of IIMA
   2. अपने भविष्यनिधि खाते से _____ _____
      From own P.F.
8. अब तक लिया गया कुल अग्रिम : _____
   Total advance drawn so far
9. अग्रिम की पात्रता राशि (4-8) : _____
   Eligible amount of advance (4-8)
10. यदि आवेदित आहरण वर्तमान मकान/फ्लैट को बढ़ाने/परिवर्तित करने के लिए है तो इस प्रकार के बढ़ाने/परिवर्तन की अनुमानित लागत । _____
    In case withdrawal requested is for addition/ alternation of existing house/flat estimated, cost of such addition/alteration.
    (कृपया म्यूनिसिपैलिटी/पंचायत की मंजूरी के साथ बढ़ाने/परिवर्तन को दर्शानेवाले इंजीनियर के प्रमाणपत्र की प्रमाणित प्रतिलिपि संलग्न करें)
    (Please attach certified copy of Engineer's certificate showing details of addition/alteration along with approval from Municipality/Panchayat.)
11. मकान बनाने के लिए पहले ही प्राप्त अंतिम आहरण : — दिनांक / Date : — राशि रु. / Amount Rs.
    Final withdrawal already availed for housing
12. कृपया भवननिर्माण का लिखित प्रमाण संलग्न करें : _____
    Please attach documentary proof of house building

हस्ताक्षर / Signature

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PENSION FORMS

Attach recent passport size photograph

Name of the Retiring Employee : _____

Date of Joining : _____

Date of Retirement : _____

Employee code : _____

INDIAN INSTITUTE OF MANAGEMENT, AHMEDABAD

Form 5 – DETAILS OF THE RETIRING EMPLOYEE

1. Full name of the Employee	
2. Date of Birth	
3. Date of Joining	
4. Date of Retirement	
5. Present Designation	
6. Department /Area	
7. Present Address	_____ _____ _____ _____ Contact No: _____ Email ID :_____
8. Address after Retirement	_____ _____ _____ Contact No: _____ Email ID :_____
9. Name and address of the Public Sector Bank through which the Employee wants to draw his pension	
10. Savings Account	

Place : _____

Signature of Retiring Employee: _____

Date : _____

Form 3 – DETAILS OF FAMILY OF RETIRING EMPLOYEE

DETAILS OF THE MEMBERS OF THE FAMILY* As on : _____

No.	Name of the Members of the Family *	Date of Birth	Relationship with the Employee	Remarks

I hereby undertake to keep the above particulars up to date by notifying to AGM-HR about any addition or alteration.

Place : _____ **Signature of the retiring employee _____**

Date :_____

Name of the Retiring employee _____

***Family means the person's -**

(i) Spouse.

(ii) Unmarried son(s), unmarried daughter(s), widowed/divorced daughter(s) (including legally adopted son/daughter), all below the age of 25 years.

(iii) Parents who were wholly dependent on the employee when he/she was alive provided the deceased employee had left behind neither a widow nor a child. The earnings of the parents should not exceed Rs. 9000/- p.m.

OPTION OF COMMUTATION

I _____, am retiring on superannuation on _____.
I have opted for the pension scheme at the Institute. I would like to commute 40 % of the Pension eligible with effect from 01 _____, 20_____ for lump sum payment.

Place : _____ **Signature of the retiring employee _____**

Date : _____

Name of the Retiring employee _____

DECLARATION

I declare that –

1. (a) I have been re-employed from _____ (date) and * receiving /* not receiving medical facilities.

(b) I am not re-employed anywhere after my retirement from the Institute. However, I undertake to inform IIMA as and when I am re-employed with medical facilities.

2. (a) I am not availing IIMA Dispensary consultancy facilities for self, hence would like to draw the Medical Allowance

(b) I would like to avail of IIMA Dispensary consultancy facilities for self and would not draw the Medical Allowance.

_____

*** Tick whichever is applicable.**

Place : _____ **Signature of the retiring employee _____**

Dated the _____

Name of the Retiring employee _____

Place : _____ **Signature of Assistant General Manager-HR _____**

Date : _____

NOMINATION FORM

FORM 5

Central Civil Services (Commutation of Pension) Rules 1981
(Rule 7)

Indian Institute of Management
Vastrapur
AHMEDABAD 380 015

I, _____hereby nominate the person named below, (name of the pensioner in capital letters) under Rule 7 of the Central Civil Services (Commutation of Pension) Rules 1981.

Name and address of the Nominee	Relationship with Pensioner	If the nominee is minor	
		Date of Birth	Name and address of person who may receive the said commuted value during the nominee's minority
Name : _____ Address : _____ _____ _____ _____			

Name and address of other nominee in case the nominee under column (1) above pre-deceased the pensioner	Relationship with Pensioner	If the nominee is minor	
		Date of Birth, if the nominee is minor Birth	Contingency on happening of which nomination shall become invalid
Name : _____ Address : _____ _____ _____			

Signature of the Witness: _____ **Name and Address of the Witness :** _____ _____ _____	**Signature of the Pensioner : _____** **Name and Address of the Pensioner :** _____ _____ _____

Place : _____ Signature of Assistant General Manager-HR _____

Date : _____

FORM A

Payment of Arrears of Pension (Nomination) Rules 1983
(Rule 5)

Indian Institute of Management
Vastrapur
AHMEDABAD 380 015

I, _____hereby nominate the person named below, (name of the pensioner in capital letters) under Rule 5 of the payment of Arrears of Pension (Nomination) Rules 1983.

Name and address of the Nominee	Relationship with Pensioner	If the nominee is minor	
		Date of Birth	Name and address of person who may receive the said commuted value during the nominee's minority
Name : _____ Address : _____ _____ _____ _____			
Name and address of other nominee in case the nominee under column (1) above pre-deceased the pensioner	**Relationship with Pensioner**	**If the nominee is minor**	
		Date of Birth, if the nominee is minor Birth	**Contingency on happening of which nomination shall become invalid**
Name : _____ Address : _____ _____ _____			

Signature of the Witness : _____	**Signature of the Pensioner :**_____
Name and Address of the Witness : _____ _____ _____	**Name and Address of the Pensioner :** _____ _____ _____

Place : _____ **Signature of Assistant General Manager-HR** _____

Date : _____

Enclosures to Pension Application

Name of the Retiring Employee	
Designation	
Department/Area/Group/Centre	
Specimen Signature	**1: _____** **2: _____** **3: _____**
Copy of Passport size photograph with his /her spouse duly attested	**Photograph of the Retiring Employee**
Left hand thumb and other fingers impressions attested **----------** **Attested by Assistant General Manager-HR**	***Physical Identification details*** **Height : _____(_____cms)** **Weight : _____ kgs** **Identification marks :** **1.** **2.** **----------** **Attested by the Doctor:**

Enclosures to Pension Application (2)

Name of the Retiring Employee	
Designation	
Department/Area/Group/Centre	
Name of Spouse	
Date of Birth of spouse **(Please attach an attested copy of proof of date of birth of spouse.)**	
Paste a recent Passport size Photo of Spouse	

Attested by: Assistant General Manager-HR _____

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Institute either by adjustment against future payments due to me or otherwise.

Signature : _____

Name : _____

Designation : _____

Emp. Code : _____

Date :
Place :

Attachments to be attached with the Forms:

1) **Copy of Date of Birth of Spouse/Nominee (Any one as per below)**
   (Birth Certificate, School Leaving Certificate, PAN Card, Driving License, Voters Id card)
2) ***Copy of Savings Bank Account of the Pensioner through which he or she wishes to draw the pension.***
3) ***Two Passport size photographs***
4) ***Institute ID Card has to be submitted back to HR Department.***

CHAPTER 24

RETENTION OF DOCUMENTS

Files and records in the HR Department have been classified into three categories based on an assessment of how long they are needed to be retained. These are as follows:

I. A Category: (To be kept permanently)

1 Files & service records (personal, CR/evaluation, G Series) of all employees including those who have retired/expired but excluding those mentioned in B Category

2 Files of policy decisions

3 Files of House Building Advance

4 Files of Minutes of all the Committees including Recruitment/Selection/ Evaluation/ Promotion/ Policy Decisions

5 Files of Government Orders

6 Government correspondence

7 Advertisement files

8 Legal files

9 Files of various returns/questionnaires filed with government departments

10 Files of correspondence with Labour Commissioner/any other Judicial Authority

11 Documents about RTI related matters

12 Files related to orders of pay commissions and pay revision

13 Files of house allotment

14 Agreements

15 Files on various labour contracts

16 Files on various labour registration

17 Chief Vigilance Officer files

18 Budgeting & related files

19 Minutes of Faculty Recruitment Committee

20 All Policy related files

21 Minority Community file

22 SC/ST file

23 Pension file

24 Group Insurance Scheme

25 Mediclaim file

26 Standing Guard files

II. B Category: (To be kept for 5 years)

1 Files (Personal, CR/ Evaluation, G Series) of all the Temporary employees including TAA/ AAs who have left/ resigned from the Institute services

2 Documents relating to Project Staff Appointment

III. C Category: (To be kept for 02 years)

1 Leave applications

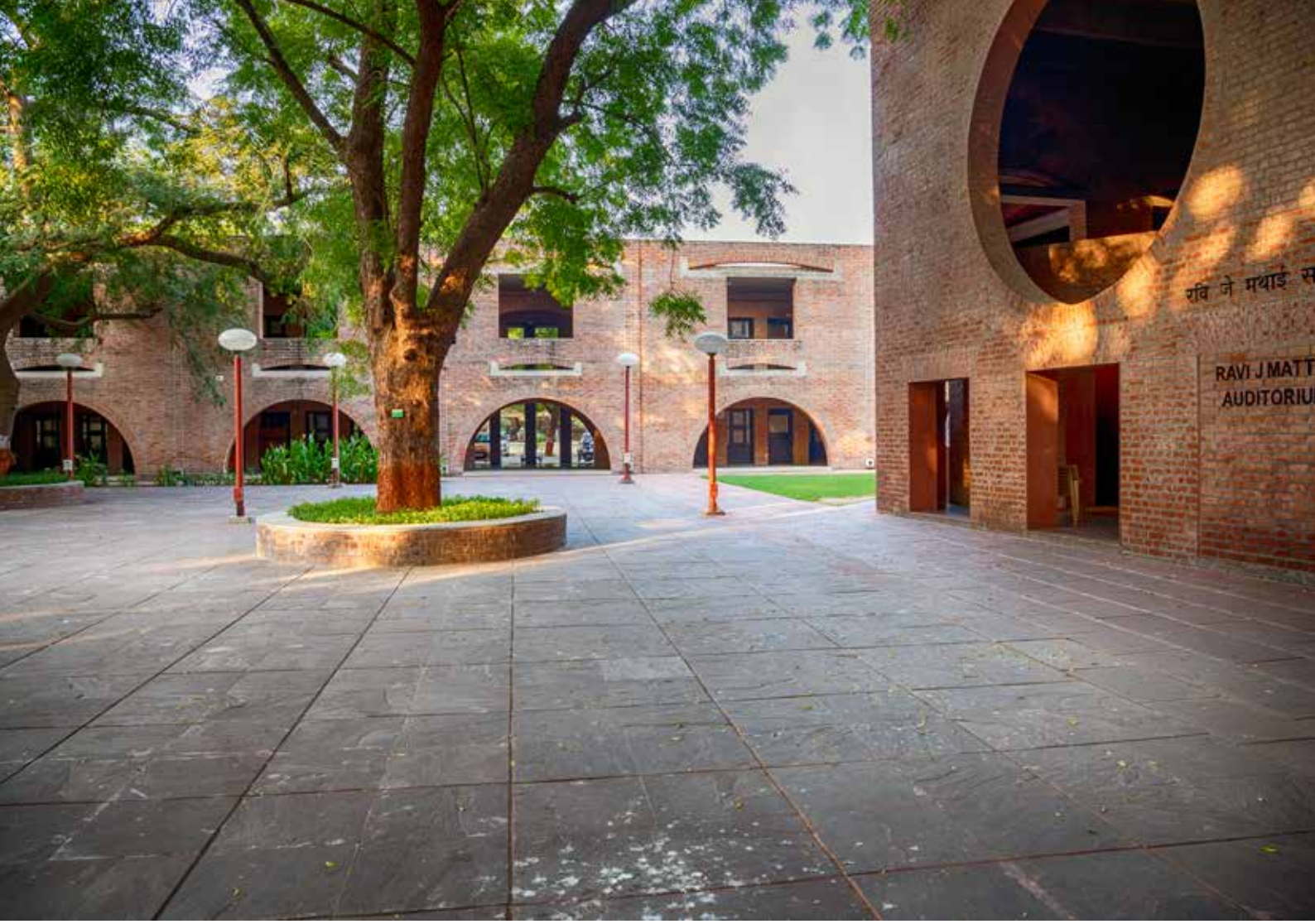
2 Overtime documents

3 Applications for job (either permanent or Tenure Based Scaled Contract or Temporary and Academic or Administrative Positions).

2. Depending upon the situation and future requirement, subject to the change in the law and subsequent approval of the Competent Authority, the existing category of the files could be changed as follows:

- New category could be created/deleted
- Change of category

3. The documents/files identified for permanent storage need to be binded in a special way to ensure that they are preserved forever.



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भारतीय प्रबंध संस्थान अहमदाबाद

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