

**IMI
SERVICE RULES**

Table of Contents

	Page No.
Chapter 1: Preliminary	1
1.1 Short Title and Commencement.....	1
1.2 Application	1
1.3 Interpretation	1
Chapter 2: Creation and Gradation of Posts	2
2.1 Grades and Categories of Posts.....	2
Chapter 3: Recruitment	2
3.1 Appointing Authority	2
3.2 Methods of Recruitment.....	3
3.3 Sources of Recruitment	3
3.4 Qualifications	3
3.5 Fitness.....	3
3.6 Internal Transfers	4
Chapter 4: Tenure.....	4
4.1 Probation	4
4.2 Termination of Service.....	4
4.3 Retirement	5
4.4 Resignation.....	5
Chapter 5: Pay and Allowances.....	6
5.1 Scale of Pay - Faculty.....	6
5.2 Initial Pay	6
5.3 Remuneration - Staff	6
5.4 Increment.....	6
5.5 Allowances and Benefits	6
(1) Dearness Allowance - Faculty	6
(2) House Rent Allowance - Faculty	7
(3) Leased Accommodation - Staff	7
(4) Customized Allowance Pool (CAP) - Staff	7
(5) Positional Allowance	8
(6) Transport /Conveyance Allowance - Faculty	8
(7) Retirement Benefits	8
(8) Medical Expenses / Medical Allowance - Faculty	9
(9) Incentive Scheme for Faculty Members	10
(10) Leave Travel Reimbursement / Allowance - Faculty	17
(11) Reimbursement of Expenses on Telephones and Books and Journals - Faculty.....	17

Table of Contents (Contd.)

Page No.

5.6	Policy on Additional Educational Qualification by Staff Members	18
5.7	Annual Performance Appraisal System for Staff Members	18
Chapter 6: Conduct		19
6.1	Conduct	19
6.2	Misconduct	19
6.3	Disciplinary Action	19
6.4	Punishments	19
6.5	Disciplinary Authority.....	20
Chapter 7: TA/DA.....		20
7.1	Entitlement for Travel on tour:.....	20
7.2	Daily Allowance.....	21
7.3	Conditions	21
Chapter 8: General		21
8.1	Working Hours	21
8.2	Holidays	21
8.3	Attendance and Late Comings	21
8.4	Leave	21
8.5	Service Record Book.....	22
8.6	Record of Age	22
8.7	Special Provision for Existing Employees	22
8.8	Residuary Conditions of Service.....	22
8.9	Power to Relax	22
8.10	Removal of Doubts.....	22
<i>First Schedule : Grades and Categories – Faculty & Staff.....</i>		<i>23</i>
<i>Second Schedule: Reimbursement of Expenses on Transport / Conveyance – Faculty ..</i>		<i>24</i>
<i>Third Schedule : Reimbursement of Expenses on Telephones, Books And Journals - Faculty</i>		<i>25</i>
<i>Fourth Schedule : Entitlement For Daily Allowance And Accommodation</i>		<i>26</i>
<i>Fifth Schedule : Foreign Travel Policy</i>		<i>28</i>
<i>Sixth Schedule : Customized Allowance Pool (CAP) – Staff</i>		<i>31</i>
<i>Seventh Schedule : Leave Rules</i>		<i>35</i>

Chapter 1: Preliminary

1.1 Short Title and Commencement

- (1) These service rules may be called Service Rules for International Management Institute.
- (2) *They shall be deemed to have come into force on 1st May, 2001. Any subsequent amendments made to these Rules will come into force with effect from the date of their approval.*

1.2 Application

- (1) These Service Rules shall apply to every employee of the Institute.
- (2) The personal pronoun 'he' used in these Rules will be deemed to imply 'she' as well, and *vice versa, as appropriate in the specific provision.*
- (3) Notwithstanding anything contained in clause (1), the Management Committee /Director/ Director General may, in consultation, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these Service Rules shall not apply to such employee to the extent to which the special provisions are inconsistent therewith.

1.3 Interpretation

- (1) In these Service Rules, unless the context otherwise requires:
 - a) "Registrar" means the Registrar of the Institute at the Headquarters; or Chief Administrative Officer (CAO) as the case may be.
 - b) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments;
 - c) "Board" means the Board of Governors of the Institute;
 - d) "Employee" means a person serving the Institute in any post specified in the First Schedule including faculty & staff members.
 - e) "Institute" means the International Management Institute.
 - f) "Pay" means the basic pay admissible on the relevant date and includes DA, special pay and personal pay, but shall not include any allowances, reimbursements or fee or honorarium;

- g) “Sanctioning Authority” means:
Director / Director General /*Management* Committee for all faculty members,
Director/Director General to be appointed by a Committee recommendation approved by Board.
- h) “Selection Committee” means
In relation to staff members, a Committee consisting of the Registrar & CAO and one other Professor nominated by Director/Director General.
- i) “Management Committee” means the Management Committee as described in the Rules and Regulations of IMI.
- (2) On all personnel matters, the Director/Director General may take action and inform the Board, as necessary.

Chapter 2: Creation and Gradation of Posts

2.1 *Grades and Categories of Posts*

- (1) The *posts* under the Institute shall be of the grades and categories specified in the First Schedule.
- (2) The Management Committee may direct:
- (i) The creation of any new grade or category of posts;
 - (ii) The abolition of any grade or category of posts; or
 - (iii) The transfer of any category of posts from one grade to another.

And thereupon the First Schedule shall stand amended in accordance with such direction.

Chapter 3: Recruitment

3.1 *Appointing Authority*

- (1) Appointment to a post in the Institute shall be made:
- (i) For staff members, by the Registrar & CAO;
 - (ii) For faculty members by the Director/Director General;
 - (iii) For any other Grades, by the Director/Director General with the approval of *Chairman*.
- (2) All faculty appointments will be reported to the Board at its next meeting.

3.2 *Methods of Recruitment*

- (1) Recruitment to a post in the Institute may be made:
 - (i) By recruitment from outside.
 - (ii) By recruitment from within.
 - (iii) By considering candidates from outside as well as from within.
- (2) The Sanctioning Authority shall in each case determine/review and if necessary, modify from time to time the method by which a vacancy shall be filled.
- (3) All appointments shall be made solely on the basis of merit.

3.3 *Sources of Recruitment*

Appointment to any post shall be made on the recommendation of a Selection Committee:

- (1) As a normal practice appointment of blood relation should be discouraged, this is also to avoid conflict of interests in IMI.
- (2) From amongst applicants registered for a period not exceeding one year with the Registrar & CAO.
- (3) From amongst candidates applying in response to any advertisement.
- (4) In certain cases, the Director/Director General on his own or on the advice of faculty may consider candidates who may not have applied for a vacancy.
- (5) From amongst employees who are willing to be considered.

3.4 *Qualifications*

- (1) The qualifications for appointment to any post shall be such as may be determined by the Sanctioning Authority.
- (2) For faculty positions, guidelines specified by AICTE shall normally apply.

3.5 *Fitness*

Appointment to any post by recruitment *from outside* is subject to medical fitness, *selected* candidates shall be required to produce at their own cost a certificate of health from a medical practitioner approved by *the* Institute in this behalf.

3.6 Internal Transfers

All the staff members can be transferred between IMI Delhi and Bhubaneswar depending on the requirement as ascertain by the appropriate authority.

Chapter 4: Tenure

4.1 Probation

- (1) Every person appointed to a post *in* the Institute after the commencement of these Service Rules shall be on probation in such post for a period of 6 months to one year as decided by the appropriate authority. Provided that the Appointing Authority may, in any individual case, extend the period of probation. People with experience from industry/educational institution can be appointed without probation.
- (2) Where a person appointed to a post *in* the Institute on probation is, during his period of probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may :
 - (i) In the case of a person appointed by recruitment *from outside*, terminate services forthwith.
 - (ii) In the case of a person appointed *from within*, revert *him* back to the post held by him immediately before such appointment.

4.2 Termination of Service

- (1) The services of a temporary employee may be terminated by the Appointing Authority without assigning *any* reasons during the period of probation following the first appointment at any time without notice.
- (2) The services of a confirmed employee may be terminated by *the Appointing Authority on giving* a notice of three months or on payment of Gross Salary for such period as the notice falls short of three months, or without notice on payment of three months dues.
- (3) An employee who is given notice of termination of service under clause (2) *of this section* may be granted, during the period of notice, such earned leave as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

4.3 Retirement

- (1) An employee shall retire from the service of the Institute:
 - (i) On attaining the age of sixty-five years for faculty members and sixty years for others.
 - (ii) On being declared medically unfit for service by a Medical board to be designated by the Institute in this behalf.
 - (iii) On the imposition of penalty of compulsory retirement.

Provided, however, that it will be open to the Institute to re-employ, *with the approval of the Sanctioning Authority*, an employee, subject to physical fitness, on his superannuating for a period of one to three years at a time if his services are needed by the Institute. *The total period of re-employment shall not exceed five years. If the services of an employee are required by the Institute even beyond that period, then he may be permitted to continue on contract basis on a consolidated payment.*

- (2) "The retirement shall take effect from the afternoon of the date on which the employee attains the age of superannuation."

(Amended vide inter office note forwarded by Registrar on 17th December 2019)

4.4 Resignation

- (1) An employee may, by notice of three months in writing addressed to the Appointing Authority, resign from the service of the Institute. During probation period on first appointment, the required notice period will be one month.
- (2) In case an employee resigns by giving a notice of shorter period than what is prescribed in clause (1) of this section, he will have to deposit Gross Salary for the period by which the notice falls short of the requirement or to be adjusted from terminal dues with the letter from employee. Gross salary may be considered for recovering shortfall in notice period post adjustment of PL if any.
- (3) The Appointing Authority may, if it deems proper in any special circumstances, relax the requirement relating to notice period and permit an employee to resign from the services of the Institute by notice of less than three months or one month, as the case may be, without having to deposit the salary as prescribed in clause (2) above.

Chapter 5: Pay and Allowances

5.1 Scale of Pay - Faculty

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

5.2 Initial Pay

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

An employee can also be appointed on a consolidated/retainship basis depending on the nature of work and requirement.

5.3 Remuneration - Staff

Staff remuneration consists of three components, Basic Pay, Customized Allowance Pool (CAP) and Special Allowance. Entitlement of CAP details are specified in the Sixth Schedule.

5.4 Increment

- (1) An increment shall not be drawn unless it is sanctioned in writing by the *Registrar & CAO for staff members and by Director/Director General for faculty*.
- (2) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory as *recorded in the appraisal report*.
- (3) The Director/Director General / Registrar & CAO *in case of posts of staff members the Managing Committee in case of other posts*, may in recognition of the exceptional merit of an employee sanction such additional increment(s) to *him* as may be *deemed* fit.

5.5 Allowances and Benefits

(1) Dearness Allowance - Faculty

Faculty members are entitled to the payment of Dearness Allowance at rates decided by the Managing Committee from time to time or DA as announced by the Government.

(2) House Rent Allowance - Faculty

Faculty members will be paid House Rent Allowance at the rate of 35 per cent of basic pay. However, faculty may opt for self-leased accommodation in the name of the Institute up to a maximum of 45 per cent of basic pay, in which case the employee will pay 10 per cent of basic pay and the Institute will pay the rest subject to a maximum of 35 per cent of basic pay. Faculty may take a Flat to be provided by the Institute in the Campus, subject to availability, in which case the employee will not receive any House Rent Allowance but will pay rent to the Institute at the rate of 10 per cent of basic pay.

(3) Leased Accommodation - Staff

Staff may opt for self-leased accommodation in the name of the Institute up to a maximum of 45 per cent of basic pay, in which case the employee will pay 10 per cent of basic pay and the Institute will pay the rest subject to a maximum of 35 per cent of basic pay. Staff may take a Flat to be provided by the Institute in the Campus, subject to availability, in which case the employee will pay rent to the Institute at the rate of 20 per cent of basic pay.

(4) Customized Allowance Pool (CAP) - Staff

CAP is basically a pool of allowances which is designed to facilitate employees to design their perquisites according to their individual requirements.

CAP declaration needs to be submitted to the Finance Department preferably before the start of the Financial Year – and under no circumstances after the 15th of April.

CAP declaration can be changed after the declaration of salary increment for the year – however retrospective reduction of CAP selection will not be permitted.

All tax liabilities that may arise in providing the items as per this scheme will be to the account of the Staff.

CAP includes the following components:

- House Rent Allowance (HRA) – Upto 35% of the Basic
- Medical
- LTA (Leave Travel Allowance)
- Car Lease Allowance
- Car Fuel Reimbursements
- Car Insurance / Repairs / Maintenance

Transport
Residential Telephone Connection / Mobile
Books and Journal
Balance, if any, as Taxable Allowance

Details of CAP entitlements for each grade are included in the Sixth Schedule

(5) Positional Allowance

For certain responsibilities the Competent Authority may agree on a “Positional Allowance” that seeks to compensate the employee from any costs specific to the post. Accordingly no additional reimbursements can be claimed.

(6) Transport /Conveyance Allowance - Faculty

Faculty members will be reimbursed expenses on transport / conveyance for official purpose subject to limits as specified in the Second Schedule. These limits may be revised by the Management Committee from time to time and the Second Schedule will stand amended accordingly.

(7) Retirement Benefits

(i) Contributory Provident Fund

The benefit of Contributory Provident Fund will be extended to the employees as per statutory provisions. As the institute does not have a trust all PF settlements are with PF Commissioner. However, IMI will sign required forms and issue required letters to authorities to facilitate the process.

(ii) Gratuity

A. Gratuity will be granted for good, efficient and faithful service in the following circumstances:

- (a) Discharge on abolition of post
- (b) Permanent incapacity due to bodily or mental infirmity
- (c) Superannuation
- (d) Resignation/retirement after 5 years qualifying service, provided that

Gratuity will not be payable to employees who resign from service before completing five years of service; Gratuity of an employee whose services have been terminated for any act of willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the *Institute*, shall

be forfeited to the *extent* of damage or loss so caused;
Gratuity payable to an employee may be wholly or partially forfeited;

- a) If the services of such employee have been terminated for riotous or disorderly conduct or any other act of violence on part, or
- b) If the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, *provided* that such offence is committed by him in the course of his employment.

Except in the case of death, gratuity will be admissible only after five years qualifying service.

- B. The amount of gratuity will be equal to 0.6 month's emoluments for each completed year of service, or part thereof in excess of six months, subject to a maximum of *the limit specified in the Gratuity Act, 1972*, (Rs. 10 lakh w.e.f. 1/1/2006).

(8) Medical Expenses / Medical Allowance - Faculty

Encashment of Medical Eligibility

Faculty members can claim the unclaimed amount of their medical entitlement by year-end i.e. March every year **without production of any medical bills**. This amount will be part of taxable income of the employee and will be paid as one time Special Allowance after deduction of tax at applicable rates.

Effective from April 2012, the medical eligibility will be paid every month through pay-slip as medical allowance by dividing yearly eligibility by 12 based on last salary drawn. For getting tax benefit, the employee is required to submit medical bills upto Rs. 15,000/- (Rs. 20,000/- in the case of Senior. Citizens) by 10th March every year.

Medical Allowance/Reimbursement Policy from April 2012

Faculty is entitled for medical Allowance/Reimbursement of one month Basic+GP+DA based on salary drawn on the last day of preceding year. The faculty can claim reimbursement against bills upto Rs. 15,000/- (Sr. Citizen Rs. 20,000/-) and balance if any will be paid as Special Allowance through monthly pay-slip by dividing by 12. No separate reimbursement claim need to be made beyond Rs. 15,000/- or Rs. 20,000/- as the case may be. The reimbursement can be claimed by employee latest by 10th March and after that any unclaimed amount will be paid to faculty members after tax deduction along with March Salary.

Illustration:-

- 1) Faculty X Eligible for Medical Benefit of Rs.55000
- 2) Less: Maximum reimbursement against bills Rs.15000
- 3) Balance (1-2) Rs.40000/-
- 4) Monthly allowance in pay slip (40000/12)Rs.3333/- (PM)

In the month of March every year:

Total Bills that can be submitted Rs.15000
Bills submitted till Feb of the year Rs.10000
In the month of March you will get Rs. 5000 as taxable
(Rs.3333+5000) = 8333/- taxable

(9) Incentive Scheme for Faculty Members

Introduction

The performance appraisal of faculty members is carried out every year with the basic objective of helping them grow as professionals and to improve the quality of their academic output. This is intended to enhance Institute's academic quality and contribute to the intellectual capital of IMI, New Delhi. It is expected that the process will bring greater accountability and measurability in terms of output and performance of the faculty. The system of performance monitoring will be reviewed periodically for further improvement in the measurement of faculty output. In keeping with the integrated approach to management education, faculty members are expected to contribute to various academic activities like Teaching, Training, Research, and Academic Administration at IMI, New Delhi.

Mandatory Requirement

The performance of the faculty is measured in terms of work units earned by them. The work units are assigned for each of the academic activities performed by the faculty, which contribute to the overall output and performance of IMI, New Delhi. A faculty member is expected to carry out a minimum workload of 300 work units. A faculty member may choose to pursue an activity mix depending on his / her background, aptitude and institutional priority.

The norm for minimum work units from direct teaching in the long term post-graduate programmes for a faculty member is 150 units with a class size of 40 and above. Remaining 150 work units should be distributed amongst training, research/publication and academic administration. The upper limit for teaching in the long term post-graduate program will be 6 full courses of 3 credits each, i.e., equivalent to 300 work units.

Work units earned by the faculty member over and above the minimum level of 300 units will be rewarded by the Institute at the rate of Rs. 3,000 per additional work unit. However, no points will be awarded for teaching in long duration programmes beyond 300 points.

Linking Activities to Work Units

The institutional activities that any faculty member (from all academic activities taken together) is expected to perform, are converted into the work units to facilitate measurement. Both quantitative and qualitative criteria are taken into account wherever applicable, in calculating the work units for various activities. For this purpose, the following system of measurement of activity-specific work units will be applied:

Table: Activities, sub-activities and their equivalence

Activity	Sub Activity	Class Size (as per PGDM norms)	Equivalent Work Units	Remarks
Long Duration Post Graduate Programs [PGDM / PGDM(HRM) / Executive PGDM / PGDM (B&FS) / PGDM(WM)]	Compulsory and Elective courses 3 credit course	40 and above	50	30 hours direct teaching at 1 work unit per hour plus 20 work units for course coordination and evaluation, Maximum of 6 hours of the total 30 hours can be conducted by other faculty for earning the full amount of 50 work units. If more than 6 hours of the total 30 hours are conducted by other faculty then 1 work unit per hour plus 20 work units for course coordination and evaluation for a 3 credit will be earned. For courses with class sizes of below 40 or with a credit load other than 3 credits, proportionate work units will be earned.
		21-39	45	
		20 and below	40	
Guidance of Company Project / Field Project of Executive -PGDM and PGDM(WM)			3	
Course of Independent Study (CIS)			5 for each student	
Additional sessions such as guest lectures in a course, orientation program sessions, etc. - per session (upto			1	

90 minutes) conducted.		
Evaluation of final project reports for Executive PGDM 6 credit project	1	
Evaluation of summer internship reports for PGDM, PGDM(HRM), PGDM(B&FS)	1	
Admissions Interviews for one Full Panel Day	1	To be shared equally among the interview panel members

Activity	Sub Activity	Equivalent Work Units	Remarks
MDP			
Conducting MDP sessions	Per 90 minutes of session conducted in Delhi or Outstation	1	If more than one faculty member jointly coordinates a programme then work units will be earned proportionately.
Coordination of MDPs	Upto one week programme	7	If more than one faculty member jointly coordinates a programme then work units will be earned proportionately.
	Two weeks programme	10	
	Three weeks programme	15	
	Four weeks programme & above	20	
Research & Publications			
	Paper in – Classified journals		Affiliation: should mention IMI for the credit. Credit available only on publication. In case of joint authorship by more than one author, proportionate work units to be earned. <i>(List of Journals belonging various categories will be provided)</i>
	Category A+	150	
	Category A	100	
	Category B+	50	
	Category B	30	
	Case Writing along with teaching note	25	Affiliation: should mention IMI for the credit. Should be cleared by International case clearing house such as ACRC. In case of joint authorship by more than one author, proportionate work units to be earned.

	<p>Book</p> <p>Research (published by Category 'A' publishers) 100</p> <p>Research (published by Category 'B' publishers) 50</p> <p>Edited by the IMI faculty member (inclusive of all volumes).</p> <p>- Published by Category 'A' publishers 50</p> <p>- Published by Category 'B' publishers 25</p> <p>Edited by the IMI faculty member - Published by publisher other than those mentioned in Category 'A' and 'B' 10</p>	<p>Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned. <i>(List of publishers belonging to 'A' and 'B' Category will be provided)</i></p> <p>Credentials of publishers not belonging to 'A' or 'B' category to be submitted to Faculty Development & Evaluation Committee for approval.</p>
	<p>Edited Volume (editor not from IMI) but paper contributed by IMI faculty</p> <p>- Published by Category 'A' publishers 15</p> <p>- Published by Category 'B' publishers 10</p>	<p>Affiliation: should mention IMI for the credit. In case of joint authors, proportionate credits only. In case of joint authorship by more than one proportionate work units to be earned.</p> <p>Maximum two chapters in any edited book</p>
	<p>Book chapters</p> <p>- Published by Category 'A' publishers 15</p> <p>- Published by Category 'B' publishers 10</p>	<p>Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author proportionate work units to be earned.</p>
	<p>Full feature Articles in National / International Business News Paper/ Business Magazine</p> <p>'A' Category 10</p> <p>'B' Category 5</p>	<p>Affiliation: should mention IMI for the credit. In case of joint authorship by more than one author, proportionate work units to be earned. <i>(List of News Paper and Business Magazine to be provided)</i></p>

	Working Paper Monograph, Conference Paper	10 15	In case working paper is converted into conference paper and / or published in refereed journal, the work units already earned for working paper will be deducted from the points for which a faculty member is eligible e.g.: if a working paper is converted into conference paper than only 5 additional points will be given
	IMI Journals : (i) Global Business Review (Six issues per year) - Editor - Assistant Editor (ii) Emerging Economy Studies (Two issues per year) - Editor - Assistant Editor	50 25 30 15	
Organising Conferences	International Conference: Should be at least two-day event with minimum 25 research papers from paid delegates out of which at least 15 papers from foreign paid delegates	60	In case of joint organization by more than one IMI organiser, proportionate work units to be earned.
	National Conference: It should be a two-day event of total 75 paid delegates	30	In case of joint organization by more than one IMI organizer, proportionate work units to be earned.
	Round Table Conference: There should be one-day event of at least 25 registered delegates	10	In case of joint organization by more than one IMI organizer, proportionate work units to be earned.
Fellow Programme / Ph.D at IMI	Supervision of completed and successfully defended FPM/PhD Thesis– per thesis Members of the thesis Committee	25 10 points each	In case of joint supervision by more than one IMI faculty supervisor, proportionate work units to be earned.
Administration	Dean Academic Programmes & Alumni Relations Dean Executive Educations & International Relations	150 125	

	Dean Placements & Corporate Relations	100	
	Dean Research & FPM	75	
	Hostel Warden	50	
	Programme Chairs-		
	PGDM HR	15	
	PGDM B&FS	15	
	EXPGDM	15	
	PGDM-WM	10	
	Chair-		
	Admissions	40	
	Branding & Media Relations	30	
	FRC & FDEC	25	
	Accreditation	25	
	Ranking	25	
	Website Management & Ancillaries (including Samsung Magic)	25	
	Area Chair	5	

Consultancy

Consulting assignments undertaken by faculty will not be counted in work units. Net surplus from consulting will be shared equally between the concerned faculty (50%) and IMI (50%).

Sponsored research will be treated as consulting.

International teaching/training billed in foreign currency will be treated as consulting.

Domestic teaching/training awarded by an external agency to an individual faculty, not exceeding one day in duration, will be treated as consulting. Any training/teaching assignment exceeding one day will be treated as MDP and work units will be calculated accordingly.

All Consulting Assignments to be undertaken by IMI faculty will require prior approval of the Director General.

Faculty Evaluation Process

The faculty members are expected to generate a minimum output of 300 work units in a year. Teaching in long term academic programmes should contribute to a minimum of 150 work units and a maximum of 300 work units. After 150 work units from teaching in long term academic programmes, faculty members are free to choose activities of their preferences. Individual faculty would have the flexibility to design their own work plan depending on their choices, subject to institutional requirements/ priorities as per the Director General's instructions/decisions.

Each additional work unit beyond 300 will earn an incentive as per the existing norm.

Maximum work units eligible to receive payments under this incentive scheme are 500 units. If any faculty member exceeds 500 work units in a particular academic year, the faculty concerned may be allowed to carry forward work units earned over and above 500 to the next academic year. At no point in time, however, will a faculty member be allowed to earn monetary incentive for work units beyond 500, including at the time of retirement or leaving the organization.

A Faculty member will not be eligible for any awards /incentive if he/she fails to meet the minimum requirement of 300 work units and/or fails to meet the minimum requirement of 150 units from teaching in long term academic programmes. The Faculty Development & evaluation committee and the Director General may counsel the faculty member concerned and in case there is no improvement appropriate action will be taken.

Annual Work Plan and Activity Report

As a part of this system, a faculty member is required to prepare a plan of his/her activities in a given academic year in the prescribed format. The Director General, keeping in mind the needs of the individual and the institution, will modify/approve this plan. The final plan approved by the Director General will then be kept on the personal record of the faculty concerned. At the end of the academic year, each faculty member will submit an activity report comparing actual output vis-a-vis the corresponding activity plan submitted at the beginning of the year, providing adequate reasons for major deviations from the activity-wise plan. This achievement versus the plan will be then evaluated by the Faculty Development & Evaluation Committee and the Director General.

The annual work plan that the faculty submits may henceforth indicate their activity mix and the break-up of their workload. The following may apply:

1. Annual work plan to indicate how many work units under each activity head.
2. Annual work review to compute the actual number of work units accomplished.
3. Excess of work units completed may be
 - Encashed at the rates prescribed from time to time
 - Carried forward to next year and adjusted against the workload of that year
4. Shortfall in work units will be carried forward to the next year and adjusted against the workload of that year.
5. Research output is an important requirement for career progression of the faculty.
6. Consistent and continued shortfall in work units will result in termination of service.

(10) Leave Travel Reimbursement / Allowance - Faculty

Up to one month's basic pay plus DA in a block of two years or two months basic pay in a block of four years, may be claimed by a faculty as reimbursement of travel expenses for himself and dependent family members, put together, subject to the following conditions:

- (a) The faculty will avail at least one week's PL from office for availing the leave travel benefit for himself. (7 days may include week-end holidays)
- (b) The faculty will furnish the proof of journey or certificate to the effect that the amount has actually been spent. (Claims to be made in the prescribed form of leave travel benefit).
- (c) For self or for a member of the family, reimbursement of travel expenses for a particular trip will be sought by the employee from only one source.
- (d) Overseas travel is not allowed for LTA purpose. IT Act amendments from time to time is fully applicable.

(11) Reimbursement of Expenses on Telephones and Books and Journals - Faculty

Faculty Members will also be entitled to re-imburement of expenses on telephones, and books and journals which may change from time to time. The present maximum amounts of reimbursement on these items are given in the Third Schedule.

All income tax rules from time to time are applicable.

5.6 Policy on Additional Educational Qualification by Staff Members

IMI strongly believes in career development of individual staff members and encourages staff members to acquire additional qualification which will be beneficial to the institute and in their respective work areas. This policy is made to formalize criteria for such consideration. The Director and the Registrar will make final decision within the frame work defined as under.

- a) IMI will reimburse the only the tuition fee for agreed course for additional educational qualification that is 50% during the course and balance 50% only on submitting mark sheet and final certificate. If the course is spread over 2 to 3 years then disbursement will be after completing every such term (maximum of 50%) and only upon producing original and copy of final exam mark sheet and certificate entire tuition fee will be disbursed.
- b) Staff members must make a written application before commencement or enrolment to a course to Registrar and only those courses which are beneficial to IMI from work perspective will be considered. (Example finance staff opting for HR course will not be considered).
- c) Not all Distance education or correspondence courses will be considered under this policy. However, part-time courses will be considered, provided it is approved by the management that it will add value to IMI. Short term and certificate courses will not be considered both for the tuition fee reimbursement and recognition award.
- d) Extra increment concept for such successful candidates is replaced by a onetime reward of Rs. 5000/- along with IMI Certificate

5.7 Annual Performance Appraisal System for Staff Members

There are two forms PMS-I and PMS-II for the assessment of staff performance.

Staff members should agree within the administration and functional authority their Key Results Area for the year. This should be in plan prior to the commencement of the year.

PMS-I will be filled by all staff members and hard copy submitted to their respective reporting officials. These will be based on the KRA parameters.

PMS-II will be sent to the appraisers, i.e the respective reporting officials, who will utilize the information provided and processed in PMS-I and complete the PMS-II.

After the two phases of process is over, the committee appointed by the Director General for Staff Development and Evaluation will complete the process and submit the same for DG's Approval.

Increments for staff members will be effective from 1st July of the year.

Chapter 6: Conduct

6.1 Conduct

The Institute is committed to treating its employees fairly and the employees are expected to conduct themselves accordingly. Every employee, at all times shall:

- (1) Maintain absolute integrity,
- (2) Maintain devotion to duty, and
- (3) Do nothing which is unbecoming of a good employee.

6.2 Misconduct

Given below is a list of acts or omissions, which constitute misconduct:

Theft, fraud or dishonesty, taking/giving bribe, furnishing false information on any matter in connection with employment, willful insubordination or disobedience, unauthorized absence, habitual late or irregular attendance, negligence in duties, damage to IMI's property, drunkenness, riotous or indecent behaviour, gambling within the IMI's premises, sleeping while on duty, commission of any act which amounts to a criminal offence or involving moral turpitude, absence from appointed place of duty without sufficient cause, acting in a manner prejudicial to the interest of IMI, unauthorized communication of any official document, habitual indebtedness, insolvency, lending or borrowing money from *any* person/firm having official dealing with IMI, conviction by court of law, sexual harassment, etc.

The above list is only illustrative and not exhaustive.

6.3 Disciplinary Action

Disciplinary action can be initiated against any employee for misconduct, following the prescribed procedures of enquiry. However, punishment will be awarded after taking into account the gravity of misconduct and the previous record of the employee.

6.4 Punishments

Punishments can be in the form of *one or more of the following*:

- Warning
- Suspension
- Stoppage of Increments
- Dismissal from service

6.5 *Disciplinary Authority*

Registrar & CAO shall be the disciplinary authority for all employees other than faculty members and Director/ *Director General* shall be the appellate Authority. For Faculty Members, Director/*Director General* shall be the disciplinary authority and Board of Governors shall be the Appellate Authority.

Chapter 7: TA/DA

7.1 *Entitlement for Travel on tour:*

a. Travel within India

Category of employees	Travel by Air/Rail	Travel by Road
Faculty	Air (Economy)	AC Taxi/AC Bus
Staff		
E1 – E5	Air (Economy)	AC Taxi/AC Bus
E6 – E7 / RA's	II AC by train	-do-
M1- M2	III Tier AC by train	Scooter/Bus
S1 – S2	Sleeper Class by train	Scooter/Bus
Students nominated for any Program/Seminar/Conference etc.	AC III Tier or Apex Air fare closer to AC III Tier	AC Taxi/AC Bus

Notes:

1. Professors may travel by hired car for two or more people for short distance.
2. Travel should be undertaken by the shortest route only.
3. If traveled by a lower class than the entitled, actual fare paid will only be reimbursed.
4. Those entitled to travel by Taxi may use their own conveyance and the reimbursement will be as per extant rules.
5. Prior approval is a must for all travel.

(b) Travel Abroad

Economy class air fare by an IATA approved airline will be paid by the Institute for international travel.

Concessional fares should be availed of wherever available.

Taxi fare between place of stay and airport and vice-versa or between airports in transit, visa charges, airport tax, etc, will be reimbursed as per actual

For travel by train or taxi/bus, actual fare will be reimbursed.

7.2 Daily Allowance

Entitlement for daily allowance and accommodation *during tours on official duty will be as given in the Fourth Schedule.*

7.3 Conditions

- (1) All tours should be sanctioned by Registrar & CAO for staff members and by Director/ Director General for faculty.
- (2) Director/Director General will have the powers to relax any of the limits to above entitlements for reasons to be recorded in writing.

Chapter 8: General

8.1 Working Hours

Working hours for the office staff will be 8.5 hours inclusive of half-an-hour lunch break. Depending on *the* nature of duty and exigencies of services, different timings may be specified *for any employee* from time to time. Staff have the flexibility to choose their working hours but must be within the campus between 10 am and 5 pm.

8.2 Holidays

Holidays to be observed by *the* Institute in a calendar year will be notified before *the* start of the *concerned* calendar year. Similarly 02 RH are entitled to each employee out of the list circulated by Registrar Office.

8.3 Attendance and Late Comings

- (1) All staff members must report for duty *by* and leave IMI *after* the time fixed as notified for them. Shortage of working hours / days will be adjusted against CL/PL.

8.4 Leave

A staff member and faculty who desires to obtain leave of absence shall apply online. *The leave should be applied* in advance, except in special circumstances. Leave will be regularized as per the IMI leave rules *described in the Seventh Schedule.*

8.5 Service Record Book

Matters relating to service such as employees No., Age, Date of Birth, Qualifications, etc. shall be entered into *the* Service Book of *every* employee. Entries *made in the Service Book* will be signed by the employee and attested by the authorized officer of the Institute.

8.6 Record of Age

Every employee will indicate *his* date of birth and produce a *certified* copy of Matriculation/School leaving certificate, *or* record of Municipality or Local Authority. If *an* employee is not able to produce such *a* certificate then he may produce a certificate from *a* Govt. Medical Officers, not below the rank of an Asstt. Surgeon and an affidavit attested by Ist Class Magistrate or Oath Commissioner. The date of *birth* once entered in *the* service record will not generally be changed. However, if details given by an employee is not matching with verification details, it is subject to change and disciplinary action will be taken in such cases.

8.7 Special Provision for Existing Employees

Every person holding a post *in* the Institute at the commencement of these Service Rules shall, on such commencement, be deemed to have been appointed under the provisions of these Service Rules to the corresponding post in the First Schedule and shall draw the pay drawn by him immediately before such commencement.

8.8 Residuary Conditions of Service

Any matter relating to such conditions of service of an employee for which no provision *has been* made in these Service Rules shall be determined by the *Management Committee*.

8.9 Power to Relax

Notwithstanding anything contained in these Service Rules, the *Management Committee* may, in the case of any employee, relax any of the provisions of these Service Rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Institute.

8.10 Removal of Doubts

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these Service Rules, the decision of the *Management Committee* thereon shall be final.

First Schedule

GRADES AND CATEGORIES – FACULTY

S.NO.	CATEGORY	PAY BAND Rs.	GRADE PAY Rs.
1	PROFESSOR	37400 – 67000	10,500
2	ASSOCIATE PROFESSOR	37400 – 67000	9,500
3	ASSISTANT PROFESSOR	15600 – 39100	8,000
4	SR. LECTURER / LECTURER	15600 – 39100	6,000

GRADES AND CATEGORIES – STAFF

S.NO.	CATEGORY	GRADE
1	AVP	E2
2	GENERAL MANAGER	E3
3	CHIEF MANAGER	E4
4	SR. MANAGER	E5
5	MANAGER	E6
6	DY. MANAGER	E7
7	OFFICER	M1
8	OFFICE EXECUTIVE	M2
9	ASSISTANT	S1
10	HOUSEKEEPING	S2

SecondSchedule

**REIMBURSEMENT OF EXPENSES ON TRANSPORT / CONVEYANCE -
FACULTY**

S.NO.	CATEGORY	TRANSPORT / CONVEYANCE
1	PROFESSOR	Rs. 5,000 per month
2	ASSOCIATE PROFESSOR	Rs. 5,000 per month
3	ASSISTANT PROFESSOR	Rs. 5,000 per month
4	SR. LECTURER / LECTURER	Rs. 5,000 per month

ThirdSchedule

REIMBURSEMENT OF EXPENSES ON TELEPHONES AND BOOKS AND JOURNALS

Faculty Members will be entitled to reimbursement of expenses on telephones and books and journals subject to the following limits:

Telephone Reimbursement : Rs.1,000 per month

Books, Journals and Periodicals : Rs.1,000 per month

Fourth Schedule

ENTITLEMENT FOR DAILY ALLOWANCE AND ACCOMMODATION

S.No.	Category of Employee	Hotel Boarding & Lodging (Max/Limit) (Rs. per day)	DA (Rs. per day)	Own stay (Rs. per day)
1	<u>FACULTY MEMBERS & Staff</u> <u>from E1 to E5</u>			
	▪ Capital Cities	4000	500	1200
	▪ Others	3000	400	1000
2	<u>Staff E6 – E7 /RA's</u>			
	▪ Capital Cities	3800	400	1100
	▪ Others	2800	300	900
3	<u>Staff M1 – M2 /STUDENTS</u>			
	▪ Capital Cities	900	300	400
	▪ Others	600	200	300
4	<u>Staff S1 – S2</u>			
	▪ Capital Cities	700	250	300
	▪ Others	400	200	300

- As boarding & lodging has combined limit, lodging can be in a hotel, food bill can be of any other Restaurant. However, combined expenses with supporting should not exceed Boarding and Lodging limits stated above.
- Conveyance both Airport to destination and local conveyance at actual with supporting wherever possible to be submitted along with tour/travel claims
- DA Calculation will be from time the tour started to the time tour ended. Minimum 12 hrs is a must for DA eligibility.

$$< 12 \text{ hrs} = \text{DA} = 0 \qquad > 12 \text{ hrs} = \text{DA} = 100\% \text{ for the day.}$$
- When own arrangement is made for stay, no DA is payable. However, flat amount for own stay arrangement is payable as per above chart. In such cases NO SUPPORTING IS REQUIRED.
- In case of sponsored program in which lunch and accommodation is taken care by clients, 50% of DA is payable to cover Dinner and Miscellaneous expenses. DA covers all food and miscellaneous expenses in

normal cases. Hotel Bill / Invoice are mandatory supporting documents in all cases.

- All Travel bills have to be submitted and settled with 15 days of completion of travel.

DOMESTIC TRAVEL

Category of employees	Travel by Air/Rail	Travel by Road
Faculty	Air (Economy)	AC Taxi/AC Bus
Staff		
E1 – E5	Air (Economy)	AC Taxi/AC Bus
E6 – E7 / RA's	II AC by train	-do-
M1- M2	III Tier AC by train	Scooter/Bus
S1 – S2	Sleeper Class by train	Scooter/Bus
Students nominated for any Program/Seminar/Conference etc.	AC III Tier or Apex Air fare closer to AC III Tier	AC Taxi/AC Bus

Note:

1. TRAVEL BY SHORTEST ROUTE.
2. As far as possible, all individuals should use APEX/ lowest fare basis for Air tickets.
3. Only actual fare paid will be reimbursed in case of travel lower class than the entitlement.
4. Those entitled to travel by Taxi may use their own conveyance and the reimbursement will be as per extant rules.
5. Prior approval is a must for all travel.

FOREIGN TRAVEL POLICY

Following foreign travel policy comes into immediate effect, which supersedes all earlier practices and verbal policies.

A. Eligibility Criteria

1. Only permanent employees of IMI are eligible to travel once in 2 years on IMI account. In case of joint paper by 2 or more authors, it is not transferable/substitutable in nature even if one author is not able to make it for any reason and informed the institute in writing to that effect.
2. Travel is permissible only when the paper is accepted in any institution/university of repute or a conference which will add value to faculty/staff and IMI and confirmed in writing.
3. In case of **IMI sponsored** cases eligibility criteria of **once in 2 years** is applicable. In case of **Third party sponsored** (expenses borne by third party/client/customer) the condition of **2 years is not applicable**.
4. In case of foreign travel which are on sharing basis, **Institute will contribute 1/3rd of total expenses if faculty funds the remaining from the share of their consulting and training revenue**.
5. The condition of 2 years does not apply for travels at the instance of clients where such expenses are fully borne by the third party.
6. In case of foreign travel for the paper presentation approved by the Director as a special case within two years, then the faculty needs to give an undertaking that He/She will repay such amounts in case of leaving the services within two years of such travel.
7. In case of faculty development related sponsorship to Harvard or any other overseas sponsorship the faculty concerned has to forfeit four years foreign travel for any other purpose as sponsored by the Institute. In case of resignation within two years of such sponsorship for faculty development, the concerned faculty needs to fully compensate the institute of the amount spent.

B. Approval Process & Documents required

1. Prior approval of the Director is a must in all such cases.
2. Person who is undertaking such travel shall, provide necessary justifications for such travel.
3. Prior approval of budgeted expenses is mandatory and not more than 15% of variation in actual is permissible in any case.
4. Re-scheduling to emergencies shall be at the discretion of the Director in rare cases.

C. Travel/ Boarding/Lodging/Miscellaneous Expenses

1. Travel arrangement and stay shall normally be arranged through IMI approved vendors and No Direct Air-ticket both for individual and bulk booking shall be allowed. If there are many participants for a program, Travel agent should suggest group booking rates by the shortest possible route for the destination. Travel agent to inform free tickets/group booking rates/point earned clauses in advance.
2. Air tickets for all international travel should be through shortest possible route with lowest economy fare. No individuals can direct travel agents to book their preferred air- lines or route.
3. Any boarding and lodging related shall be clearly backed up by invoices/bills for such overseas stay and incase it is a negotiated deal with a vendor, it has to be in the form of an invoice of vendor who are in that line of business backed up by supporting for stay in hotel
4. Daily Allowance of 100\$ per day is basically paid to cover food & all miscellaneous expenses an individual has to incur during the travel and no other miscellaneous expenses for food/snacks can be claimed for the same.
5. However, if there is a porter expense at an airport (once during the travel) can be considered on declaration. Incase of group programs where dinner is hosted and which is part of program budget (tips can be a budget head of expenses and can be claimed from IMI).This is not applicable for individuals for their presentation of papers & conferences.
6. Normally, all claims for B&L must have proper supporting like invoice/bill of the same hotel. For lodging, IMI will bear the stay and at most break-fast cost. Lunch & Dinner to be covered by DA of 100\$ paid to individuals.
7. If the payment for Travel, B&L and out of pocket expenses are borne by third party, bills/invoices have to be submitted to such third parties by the service provider. In such cases these bills need not be submitted to IMI. In case of sponsored program in which lunch and accommodation is taken care by clients, 50% of DA is payable to cover Dinner and Miscellaneous expenses. DA covers all food and miscellaneous expenses in normal cases. Hotel Bill/ Invoices are mandatory supporting documents in all cases.
8. All local conveyance claimed shall have Taxi cards/taxi slips filled in with rate with signature where ever possible to be submitted along with the claim. Travel expenses claim vouchers need to reflect.
9. The maximum limit for any foreign travel is Rs.1,75,000/- which cover all expenses of Travel, Boarding, lodging, DA, Conveyance, Registration/Delegate fee.

10. All travel expenses must be settled within 15 days of completion of such travel in a format which covers the following points (formats will be available with Accounts Office till such time they are kept in intranet in a downloadable format)
- a) Travel cost, even if it is directly paid by IMI to the vendor. (Mention paid by IMI Directly)
 - b) Boarding & Lodging cost even if it is directly paid by IMI to the vendor (Mention paid by IMI directly)
 - c) DA & expenses claimed
 - d) Total Expenses for the trip
 - e) Advance taken for the trip
 - f) Amount payable or Receivable
 - g) All conversions to INR to be done and INR value to be arrived before submission

Sixth Schedule

CUSTOMIZED ALLOWANCE POOL (CAP) – STAFF

Annual (Rs.)										
Grade		HRA	Medical	LTA	Car Lease	Fuel	Ins / Maint	Transport	Telephone	Journals
E2	A V P	Upto 35 % of Basic	15000	60000	96000	120000	24000		18000	12000
E3	General Manager		15000	60000	84000	96000	18000		18000	12000
E4	Chief manager		15000	60000	72000	84000	12000		18000	12000
E5	Sr Manager		15000	48000				54000	18000	12000
E6	Manager		15000	48000				54000	18000	12000
E7	Dy Manager		15000	24000				42000	18000	12000
M1	Officer		15000	24000				19200	18000	12000
M2	Office Executive		15000	24000				19200	18000	12000
S1	Assistant		15000	10000				19200		
S2	Housekeeping		15000	10000				19200		

Details of the applicability and method of claim are provided below:

A. House Rent Allowance :

All employees will be entitled to House Rent Allowance to the extent of 35% of their Basic Salary.

To be applicable for any related Income Tax benefit, the decision of the Finance Department will be final.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

B. Medical Benefits – Medical Allowance :

All Management Staff are eligible to receive this benefit up to the maximum of Individual Entitlement limit up to a maximum of Rs.15,000/-.

The amount would be disbursed, as a non taxable payment, on a monthly equivalent basis through salary.

Employees would be expected to submit their bills for the year within Oct/Feb of the financial year to ensure that the amount remains as a non taxable entitlement.

Claims will cover Doctor's fees, cost of medicine, pathological tests, dressing materials etc. including cost of Spectacles/contact lenses but will not cover any Food article or any other material purchased from medicine shop.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

C. Leave Travel Allowance :

LTA request must be accompanied by an accepted Privilege Leave application in case the employee wants to avail IT exemption.

To be applicable for any related Income Tax benefit, proper travel bills should be submitted. The decision of the Finance Department, in this respect, will be the final.

1st April to 31 March shall be considered a year for claiming LTA. LTA may be availed for each financial year from the year of joining.

First LTA may be availed immediately after the date of confirmation.

LTA shall be paid on request, in advance, along with the salary of that month.

However, in case the same remains unclaimed till March, the same shall be paid along with the March salary. No carry forward will, henceforth, be allowed.

D. Car Lease Allowance :

Employee in the grades as advised in the table will be entitled to this allowance.

The Institute will take on lease a car (not more than 7 years old) to be used by the employee for his official use.

The lease rental will be paid to the registered owner of the Car and on production of a valid lease agreement – which will be in a format acceptable to the finance department.

The maximum monthly amount payable will be equivalent monthly amount of the employees' annual entitlement.

All tax liabilities that may arise in providing the items as per this scheme will be to the account of the Employee

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

E. Car Fuel Allowance :

Employees in the grades as advised will be entitled to this allowance.

This amount will be reimbursed on the production of valid bills for fuel consumption – and only for the car as registered with the Institute as being used by the employee.

This amount is an annual allowance. It can be carried forwarded from one month to the next.

Subject to reasonableness, the monthly equivalent amount can be exceeded. However, the entitlement remains on a pro rata basis.

Decision of the finance department on the acceptability of the bills will be final.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

F. Car Insurance / Maintenance :

Employees in the grades as advised will be entitled to this allowance.

This amount will be reimbursed on the production of valid bills for maintenance/repairs and insurance – and only for the car as registered with the institute as being used by the employee.

This amount is an annual allowance. It can be carried forwarded from one month to the next.

Subject to reasonableness, the monthly equivalent amount can be exceeded. However, the entitlement remains on a pro rata basis.

Decision of the finance department on the acceptability of the bills will be the final.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

G. Transport Allowance :

Employees in the grades as advised will be entitled to this allowance.

For claiming this allowance the employees must advise details of the vehicle that is in their name and being used by them for official use.

The amount relates to expenses incurred on the vehicle towards:

- a) Fuel
- b) Insurance
- c) Maintenance

The amount would be disbursed, as a non taxable payment on a monthly equivalent basis through salary.

Within Oct/feb of the Financial year, the employee is to provide a statement of expenses incurred along with valid bills for the reimbursable categories.

Amounts in excess of Income Tax limits will be subject to taxes.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

H. Residential-phone / Internet connections :

Employees in the grades as advised will be reimbursed the costs of one residential landline phone/mobile on actual basis. In addition the cost of an internet connection will also be reimbursed.

The eligible employees can get one residential phone connection / mobile and an internet connection and claim reimbursement for the same.

They can claim reimbursement on actual basis – on paid bills - subject to maximum month pro rata entitlement. Bills, in original, are required to be submitted to claim reimbursement.

However, as policy, the institute will not provide phone / internet connection to any employees.

Employees being provided with an Institute internet connection may not avail of a further connection

The reimbursement amount cannot be carried forwarded from one month to the next.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

I. Books / Journals :

Employees in the grades as advised will be reimbursed the costs of relevant technical books / journals / newspapers on production of actual bills.

They can claim reimbursement on actual basis – on paid bills. Bills, in original, are required to be submitted to claim reimbursement.

This amount is an annual allowance. It can be carried forwarded from one month to the next.

Subject to reasonableness, the monthly equivalent amount can be exceeded. However, the entitlement remains on a pro rata basis.

Decision of the finance department on the acceptability of the bills will be the final.

In case any amount remains unclaimed till March, the same shall be paid along with the March salary.

Seventh Schedule

LEAVE RULES

1. Short Title and Commencement

These rules may be called the International Management Institute- Leave Rules. They shall come into force from 1st October 2015. *Any subsequent amendments made to these Rules will come into force with effect from the date of their approval.*

2. Scope of Application

These Rules shall apply to all full-time employees of the Institute. Those engaged on part-time/casual basis will not be eligible for any leave.

3. Definitions

In these Rules, unless there is anything repugnant in the subject of context:

- a) “Competent Authority” with reference to exercise of any power under these Rules means the Officer or Authority to whom such powers are delegated either in general or in particular.
- b) “Registered Medical Practitioner” means any person registered as such under any law for the time being in force and includes any practitioner in the fields of *Allopathy*, *Homeopathy*, *Ayurveda* or *Unani System of Medicine*.
- c) “Government Hospital” means any hospital *established* by any authority under the control of Centre or State Government, Municipal Authorities, autonomous body, public sector undertaking or a hospital recognized by the *Institute* as such.

4. General Conditions

- 4.1 Leave, under other categories, will accrue to the employees, in advance, on 1st April of each financial year.
- 4.2 *Leave cannot be claimed as a matter of right. When the exigencies of service so requires, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for, except at the request of the employee.*
- 4.3 An employee’s claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

- 4.4 An employee on leave shall not take up any other service or accept any employment.
- 4.5 An employee who is dismissed or removed from service and is reinstated on appeal or revision shall be entitled to count for leave his service prior to dismissal or removal as the case may be.
- 4.6 Periods of unauthorized absence will not count for earning leave.
- 4.7 In the case of a person re-employed after retirement, the provisions of these Rules shall apply as if he had entered service for the first time on the date of his re-employment.

5. Grant of and Return from Leave

- 5.1 Any application for leave or for extension of leave must be made through the leave module and is only applicable subsequent to approval.
- 5.2 Should the application for CL/ML not have prior approval nevertheless on return the employee must get this leave ratified as per policy as per 5.1 above, within 15 days, in the absence of which the leave will be treated as PL or, in the absence of PL any other leave that is available to the credit of the employee.
- 5.3 An application for leave on medical grounds for more than 3 days must be accompanied by a medical certificate given by a Registered Medical Practitioner defining as clearly as possible the nature and duration of the illness.
- 5.4 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 *or a reputed medical expert* to have the applicant medically examined on the earliest possible date.
- 5.5 The authority competent to grant leave may, at its discretion, waive the *requirement of* production of a medical certificate in case of an application for leave for a period exceeding three days at a time. Such leave shall not, however, be treated as leave on Medical Certificate and shall be debited against leave other than leave on medical grounds.
- 5.6 All employees who intend to leave the station on being granted leave will notify their leave address to the officer under whom they are *working*. They will also communicate immediately any change in address, which may occur while on leave.
- 5.7 An employee who absents himself from duty without proper leave or he does not resume duty immediately after the expiry of leave sanctioned to him will be viewed as absent without leave and hence not entitled to any remuneration, besides rendering himself liable to disciplinary action.

6. Kinds of Leave Due and Admissible

6.1 Casual Leave

- (1) Casual leave is intended to cover casual absence of the employee for personal reasons. Casual leave will be allowed for 7 days in a financial year. This will be non-cumulative in nature and, if not availed of during the year, shall lapse.
- (2) On entering service, credit will be given of 7/12 days per month for each completed calendar month from the date of joining to the immediately following 01 April rounded up to the nearest full day.
- (3) Thereafter, credit of 7 days on each 1st April of every year.
- (4) Casual leave will be granted in units of half day. The lunch interval will be taken as the dividing line.
- (5) Casual leave cannot be combined with other leave, and maximum permissible limit at one point is 3 days excluding prefix and suffix holidays.
- (6) Holidays falling within the spell of casual leave will be debited to the casual leave account. Casual leave, however, can be combined with Saturdays and Sundays.

6.2 Special Casual Leave

Special casual leave falls outside the normal leave and may be granted to meet special situations but not for domestic or personal reasons as in the case of casual leave. Special casual leave may be granted at the discretion of *the* Director/Director General, in the cases mentioned below:

- (1) Employees who undergo sterilization operation under the family welfare scheme may be granted Special Casual Leave not exceeding six days.
- (2) To regularize absence on account of natural calamities and civil/political disturbances and infectious diseases. Each case will be considered on merits by the competent authority.

6.3 Privilege Leave

- (1) All employees governed by these Rules, will be eligible for privilege leave of 30 days in a financial year.
- (2) Advance credit of PL of 15 days on 1st April and 1st October will be made in the account of each employee.

Every employee's privilege leave account shall be credited monthly with 2.5 days privilege leave (in arrears) provided that in the month in which an employee joins service of the Institute or quits service due to retirement or resignation etc., credit shall be accrued to his leave account on a pro rata basis, rounded up to the nearest full day.

- (3) When an employee has availed of extra-ordinary leave and/or some portion of absence has been treated as dies-non, his privilege leave will be reduced by 1/6th of the period of such leave and dies-non.
- (4) Unavailed Leave for a financial year can be carried forward to the next year. However, the leave so carried forward plus the credit for the year must not exceed the maximum limit of 300 days.

This rule is not applicable for the first two financial years of employment or in the year of cessation of employment.
- (5) The minimum amount of PL that can be availed will be 1 day at a time.
- (6) The maximum amount of privilege leave, which may be availed at a time, will be 30 days.
- (7) Intervening Saturdays, Sundays and holidays falling within the period of privilege leave will be counted as privilege leave.
- (8) PL can be combined with ML. However, a medical certificate would be required.
- (9) PL once commenced cannot be cancelled without approval.
- (10) In case of overseas travel for paper presentation one cannot club any type of leave for more than 5 days.

6.4 Medical Leave

All *employees* will be eligible for medical leave of 10 days in a financial year.

Credit to medical leave account *will be* made in advance as under:

- (1) On entering service, 5/6 days per month for each completed calendar month from the date of joining to the immediately following 01 April rounded up to the nearest full day;
- (2) Thereafter, 10 days on each 1st April of every year; and
- (3) On *the* date of retirement/resignation/removal from service/ dismissal (but not death) whilst in service, at the rate of 5/6 days per month for each completed calendar month in the relevant half year, rounding up to the nearest full day.
- (4) ML can be combined with PL.

Medical leave may be granted on medical certificate subject to the conditions that *the* authority competent to grant leave is satisfied that there is a reasonable prospect of *the* employees returning to duty on its expiry. ML upto 3 days can be availed without medical certificate.

6.5 Maternity Leave

(1) An employee may be granted maternity leave by an authority competent to grant leave, for a period of 180 days from the date of its commencement subject to production of medical certificate. During such period she shall be paid leave salary equal to the Gross Salary drawn immediately before proceeding on leave. Maternity leave is permitted for upto 2 children (Maximum).

(2) Maternity leave may also be granted in case of miscarriage including abortion, subject to the conditions that:

- (i) The leave does not exceed 45 days in the entire service; and
- (ii) The application for leave is supported by a medical certificate.

(3) Maternity leave shall not be debited against the leave account.

6.6 Extraordinary Leave

(1) Extraordinary leave upto the limits given below may be granted to an employee in special circumstances:

- (i) When no other leave is admissible; or
- (ii) When other leave is admissible but the employee applies in writing for the grant of extraordinary leave.

(2) Extraordinary leave may be granted upto the following limits:

- (i) Upto three months on any one occasion on grounds other than illness.
- (ii) Upto six months on any one occasion on medical certificate for diseases other than TB, Leprosy and Cancer.
- (iii) Upto eighteen months on any occasion in case of treatment for TB, Leprosy and Cancer.
- (iv) Upto twenty four months on any one occasion for a study in *Institute's* interest.

(3) Extraordinary leave will be without any remuneration, allowances or reimbursements.

(4) When an employee has availed of extra-ordinary leave and/or some portion of absence has been treated as dies-non in a half year, his privilege leave will be reduced by 1/6th of the period of such leave and dies-non.

6.7 Sabbatical

(1) At the discretion of the management as approved by the Director / Director General applicable only to faculty members.

(2) Eligibility criteria includes minimum two years of service and only for exceptional cases as deemed fit by the Director.

- (3) During sabbatical, the name of the faculty will appear in the records/web-sites as “Sabbatical”.
- (4) Sabbatical is normally given for maximum of two years.
- (5) If the faculty does not rejoin within the stipulated approved sabbatical period then the continuity of the service shall automatically cease to exist.
- (6) No salary in any form shall be payable during sabbatical period but for agreed work load commitment for teaching as required by the Institute as per the understanding reached for sabbatical process.

6.8 Terminal Leave

- (1) An employee, who is retired by the Institute by giving him pay and allowances in lieu of notice, may apply for leave within the period for which such pay and allowances were given, and where he is granted leave, the leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.
- (2) Where the service of an employee is terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted privilege leave to his credit subject to a maximum of three hundred days even though such leave extends beyond the date on which he ceases to be in service.

Provided that the leave so granted to such *an* employee, other than an employee *who was* re-employed after the date of retirement, does not extend beyond the date of retirement.

6.9 Compensatory Leave

- (1) CH is applicable only to House Keeping Staff.
- (2) Eligibility: Eligible staff members should have put in minimum 2 hours for a half a day CH and above 4 hours for a full day CH.
- (3) Maximum CH: compensatory off to an employee is 5 days a month to be availed in maximum 3 months.
- (4) Discretion: Management at it’s discretion, depending on the work load factor and essential service requirements, may ask staff members to take compensatory off on certain dates for minimum staff requirement to run the institution.

7. Encashment of Privilege Leave

7.1 Encashment during course of employment

- (1) An employee who has completed one year of service in the Institute will have the option to encash his privilege leave.

- (2) Minimum period of leave to be encashed at a time will be 10 days, and maximum *period will be* 90 days or the earned leave standing to the credit of the employee as on the date of encashment as per ledger, whichever is less.
- (3) Only privilege leave will be encashable and not any other kind of leave.
- (4) Encashment of leave will be permissible only once in a financial year.
- (5) For the period of leave encashment, an amount equal to the total of the following elements of emoluments to which the person was entitled on the date of application would be admissible:
 - (i) Basic Pay
 - (ii) Dearness pay/Dearness allowance (if applicable)
- (6) The amount payable towards encashment of leave will not be reckoned as wages/salary for *the* purpose of provident fund, bonus, house rent *allowance*, reimbursement of *medical/leave travel expenses*, etc.
- (7) The *benefit* will not be admissible to a person under suspension.

7.2 Encashment of un-utilised privilege leave on the date of retirement

Cash equivalent of privilege leave standing to the credit of an employee at the time of retirement not exceeding 300 days shall be paid to him as *a* onetime payment. The cash payment will be equal to the leave salary as admissible for privilege leave and dearness allowance if applicable on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance or any other allowances shall be payable. This *benefit* will also be applicable in case of persons whose services are terminated on account of retrenchment/abolition of posts or who resign from service and are not granted terminal leave.

7.3 Encashment of leave in case of death of an employee

In case an employee died while in service, the cash equivalent of leave salary that the deceased employee would have got had he proceeded on *privilege* leave, that would have been due and admissible to him but for death, on the date immediately following the death, and in any case not exceeding leave salary for 300 days, shall be paid to his family. Dearness pay/dearness allowance if applicable on the leave salary shall also be paid to the family of the deceased but no city compensatory allowance or house rent allowance or any other allowances would be paid.

- 7.4 The competent authority in case of sub rule 7.1 above will be the leave sanctioning authority while that in case of sub-rules 7.2 and 7.3 above, Director/Director General.

8. Leave Sanctioning Authority

Notwithstanding anything contained in these Rules, the Director General / Vertical Deans shall be the competent authority for sanctioning leave to the faculty members. Leave for others will be sanctioned, except where specifically provided otherwise, by their respective verticals *or* Registrar & CAO, except that casual leave not exceeding 3 days in the case of employees

in *Grades I and II* will be sanctioned by *the* Officer under whom the employee is working.

9. Advance of Leave Salary

An employee proceeding on leave for a period *of* not less than thirty days may be allowed by an authority competent to grant leave, an advance *against* leave salary, upto a month's pay and allowances, admissible on that leave, subject to deductions on account of income tax, provident fund, house rent, recovery of advances, etc. The advance should be adjusted in full in the leave salary bill in respect of *the* leave availed of. In case where the advance cannot be so adjusted in full, the balance will be recovered from the *salary* or/and leave salary.

10. Setting of Leave towards Notice Period

Where an employee resigns *from* his post of his own *volition*, and is required to give notice under the terms and conditions of his appointment or deposit pay and allowances for a specified period in lieu thereof, the employee may be permitted, at *the* discretion of the Director/Director General, to set off the *privilege* leave admissible to him on the date of leaving service towards the notice period to the extent possible. But no other type of leave shall be set off for shortfall of Notice Period.

11. Recall to duty before expiry of leave

In case an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The employee shall be entitled to be treated as on duty from the date on which he starts from the station where he is spending leave and to draw (i) traveling allowance as admissible under the T.A. rules for the journey and (ii) leave salary until he joins *duty*, at the same rate at which he would have drawn it but for recall to duty.

12. Repeal and Savings

- (1) On the commencement of these Rules, every rule, regulation or order (hereafter referred to as *the* old rule) in force immediately before such commencement shall cease to operate.
- (2) Notwithstanding such cessation of operation, anything *done* or any action taken or any leave earned by or granted to or accrued to the credit of an employee under the old rule shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these Rules.

13. Interpretation

In regard to doubts, if any, in the interpretation or application of these Rules, the decision of the Director/Director General / *Management Committee* in the matter shall be final.