

Rules and Regulations

Part - I Administrative Matters

2011



सिद्धिमूलं प्रवन्धनम्
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IIM INDORE

Indian Institute of Management Indore

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Contents

Chapter No.	Particulars	Page
1.	Introduction	2
2.	Empowered Committees of BoG	3
3.	Powers, Functions of Director and CAO	6
4.	Appointment, Terms and Conditions	8
5.	Staff Recruitment and Evaluation	12
6.	Contract Appointment Rules	14
7.	Leave, Holidays and Vacation Rules	16
8.	Children Education Allowance Scheme	22
9.	Leave Travel Concession Rules	23
10.	Medical Scheme	24
11.	Housing Rules	25
12.	TA/DA Rules	30
13.	Travel Advance and Settlement Rules	32
14.	Disciplinary Rules	33
15.	Rules of Resignations and Retirement	33
16.	Employees' Provident Fund, Gratuity and GSLIS	33
17.	Grievance Redressal	34
18.	Purchase Procedure	35
19.	Asset Disposal procedure	43
20.	Staff Development Allowance (SDA)	52

Note

These Rules and Regulations have been prepared for Indian Institute of Management Indore appointed by a committee by the Board of Governors.

Any modifications, corrections on these Rules and Regulations will have to go through a process of approval by the Board of Governors, IIM Indore.

1. Introduction

1. These Rules will be applicable to all employees of the Institute. They may be supplemented or amended by the Board of Governors (BoG) from time to time.
2. For any other matter relevant to the service conditions of the employees, not specifically covered in this Manual, the Institute shall be guided by the rules, norms and procedures as prescribed by the Government of India from time to time.
3. Definitions:
 - 3.1 "Institute" means the Indian Institute of Management, Indore
 - 3.2 "Board" means the Board of Governors of the Institute
 - 3.3 "Director" means the Director of the Institute
 - 3.4 "Faculty" means the Faculty of the Institute
 - 3.5 "*CFO*" means *Chief Financial Officer of the Institute*
"*FAO*" means *Finance and Accounts officer of the Institute*
"*CAO*" means Chief Administrative Officer of the Institute
 - 3.6 "Research Staff" means persons employed in the Institute under the category of "Research Staff".
 - 3.7 "Administrative Staff" means persons serving in the Institute in any capacity other than "Faculty" and "Research Staff". "Administrative Staff" would be referred to as "Staff" for the purpose of this Manual. *Administrative staff includes Staff members on Probation appointed on regular scale and staff members appointed on consolidated salary. This does not include staff members appointed from manpower agencies working with the institute.*
 - 3.8 "Employee" means anybody who has been employed by the Institute. Trainee Academic Associates and any other trainee appointees are not treated as employees of the Institute.
 - 3.9 "Headquarters" means Institute's offices at the Institute campus at Indore
 - 3.10 "Government" means the Central Government unless the context otherwise requires.
 - 3.11 "Area" means the various Academic Areas of the Institute
4. Committees at IIM Indore
IIM Indore is administered / managed by several faculty committees. Such faculty committees are appointed by the Director on a need basis.
5. Nomination to the Board
Chairman BoG nominates 2 faculty members to the BoG. These members will have a term of two years.

2. Empowered Committees of the BoG

1. Finance Committee:

1.1 The primary responsibilities of this committee includes

- 1.1.1 To ensure the appropriateness of the systems and procedures related to accounts, finance and administration
- 1.1.2 To decide the long term and short term funds management of the Institute
- 1.1.3 To oversee a detailed audit of the finance function
- 1.1.4 To decide and facilitate the investment proposals
- 1.1.5 *To define financial authorities for revenue and capital expenditure*
- 1.1.6 *To propose the fee of various courses*
- 1.1.7 *To finalize the revenue and capital budget of the institute*
- 1.1.8 *This committee would be Chaired by a member of the Board. This committee would have five members. FAO / CFO and Director would be ex-officio members. In addition, the committee will draw three more members from the Board.*

The current composition of Finance Committee is given below:

- 1. *Shri Jagdish Capoor, Chairman*
- 2. *Shri V. Sridar, Member - BoG*
- 3. *Financial Advisor, MHRD, Member - BoG - Ex-officio*
- 4. *Shri Salil Bhandari, Member - BoG*
- 5. *Director - Ex-officio*
- 6. *Advisor (Accounts) - Ex-officio - Invitee*

2. Construction Committee:

2.1 The Construction Committee would be Chaired by a Board Member or a person of eminence. The primary responsibilities of this committee is

- 2.1.1 To oversee the implementation of the projects and approve new projects.
- 2.1.2 *Tender, approvals beyond a particular amount*
- 2.1.3 *All over runs in cost and time*
- 2.1.4 *Construction audit of the projects*

2.1.5 *This committee may meet say once in six weeks or on a need basis.*

2.1.6 The committee may consist of seven members including Director (Ex-Officio).

The current composition of Construction Committee is as follows:

1. *Mr. M.N. Buch, IAS (Retd.) - Chair - Chairman, National Centre for Human Settlements & Environment (NCHSE), Bhopal*
2. *Mr. A.L. Sancheti, Retired Chief Engineer, PWD*
3. *Mr. Govind Parchani, Engineer-in-Charge, Raja Ramanna Centre for Advanced Technology, Rajendra Nagar, Indore*
4. *Dr. S.G. Deshmukh, Director, Indian Institute of Information Technology and Management, Gwalior*
5. *Director, IIM Indore - Ex-Officio*
6. *Chief Administrative Officer, IIM Indore - Ex-Officio*

3. Personnel Committee:

3.1 The primary responsibilities of the committee is

3.1.1 To set policy parameters for recruitment, promotions, and compensation for staff and faculty.

3.1.2 This will committee shall have up to seven members.

- 3.1.3 The composition of this committee would be three Board Members, a Faculty Member who is on the Board, a HRD Personnel from a reputed organization (*not less than General Manager rank*), Director and Chair, SDEC. *This committee will be chaired by the Member of the Board.*

The current composition of Personnel Committee is as follows:

1. *Shri Jagdish Capoor (Chair), Member, BoG*
2. *Shri Salil Bhandari, Member, BoG*
3. *Shri V. Sridar, Member, BoG*
4. *Faculty Member, BoG, Ex-officio*
5. *Shri K. Ramkumar, Executive Director, ICICI Bank Ltd.*
6. *Director, Ex-officio*
7. *Chair, SDEC, Ex-Officio*

- 3.1.4 All appeals by the staff members would be heard by the Director.

- 3.1.5 Appeals by any faculty member would be heard by the Personnel Committee and a second appeal by Chairman, BoG.

4. Minutes of *all* these Committees *have* to be placed before the Board

5. Internal Complaints Committee (ICC)

Chairperson:

- 1 Justice Indrani Datta, Former High Court Judge, MP, Indore

Members:

- 2 Ms. Yashoda Dharkar, Permanent Trustee, Indore Cancer Foundation Charitable Trust, Indore
- 3 Dr. Punita Nehru, Principal, Satya Sai Vidyalaya, Indore
- 4 Brig. Dr. B.B. Patil, Principal, Indore Institute of Management and Research, Indore
- 5 Prof. Patturaja Selvaraj, Assistant Professor, IIM Indore
- 6 Dr. Madhusri Shrivastava, Associate Professor, IIM Indore
- 7 Dr. Baldev Dembani, Medical Officer, IIM Indore
- 8 Ms. Bishakha Majumdar, FPM Student, IIM Indore

3. Powers, Functions of the Director and CAO

1. Powers and functions of Director

- 1.1 The Director shall be the principal executive officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and ensure implementation decisions of all authorities of the Institute.
- 1.2 It shall be the duty of the Director to ensure that the provisions of the Memorandum of Association, the Rules and Byelaws of the Institute are faithfully observed and implemented.
- 1.3 If it is in the opinion of Director that an immediate action is called for, where he is required to exercise the powers conferred upon on any other authority of the Institute, then he can proceed to take such action, he deems fit in those circumstances by recording reasons and later on at the earliest, he shall be required to report / ratify the action to such authority whose powers had been exercised.
- 1.4 The Director shall have the power to send employees (staff / faculty) for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time.
- 1.5 The Director being principal executive officer of the institute shall act as Head of Department for any Rules/Notifications/OMs of the Central Govt.
- 1.6 All powers relating to the proper maintenance of discipline of the Institute shall vest with the Director.
- 1.7 The Director shall exercise all other powers as may be delegated to him by the Board of Governors.
- 1.8 The Director shall have the power to convene meetings of various bodies of the Institute.
- 1.9 Subject to the budget provisions made for specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- 1.10 In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of Chairman, for not more than two years on approved pay and shall thereof report to the Board.
- 1.11 The Director shall have the power to employ technical staff on contract basis (upto 2 years) within the overall budgetary allocation of the Institute.

1.12 Director shall have powers to engage outsourcing agencies, in the interest of the institute, in areas such as technical, financial and other specialized areas under intimation to the Board.

1.13 The Director may during his absence from headquarter, authorize in writing, one of the Deans if any, or the faculty member on the Board, to sanction advances for traveling allowance, contingencies and medical treatment of the employees or any other matter as he/she deems fit.

2. Powers and Functions of the CAO

2.1 The CAO shall be directly responsible to the Director of the Institute.

2.2 The CAO is head of general administration. He shall be the custodian of records and such other property of the Institute.

2.3 The CAO shall perform other duties as may be specified in the Rules and Bye-laws from time to time or as per the directions given by the Director time to time.

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4. Appointment, Terms and Conditions

1. General terms

- 1.1 The employees of the Institute will be eligible for house rent, Compensatory and Dearness Allowances as per Government of India norms sanctioned by the Board of Governors from time to time.
- 1.2 The paramount consideration for appointment, transfer, or promotion of an employee shall be the necessity for securing the highest standards of competence, efficiency and integrity.
- 1.3 Selection and compensation of employees shall be made without distinction as to race, sex or religion.

2. Terms and conditions of appointment

- 2.1 The following will be appointing authority for various categories of employees.

Sl. No.	Pay scale of posts	Appointing Authority
1.	Faculty	Director
2.	Academic Associates/ Research Staff	Dean (Administration) or Authority delegated by the Director
3.	Administrative Staff in pay band 15600-39100, grade pay 6600	Director
4.	Administrative Staff in pay scale lower than the 15600-39100, grade pay 6600	Chief Administrative Officer* (or Authority delegated by the Director)
5.	Administrative Staff with equal to or lower than pay band 9300-34800 & grade pay 4200	Chief Administrative Officer (or Authority delegated by the Director)

** If CAO post is not filled, this authority will be delegated to a suitable person in the Institute by the Director. This matter will be placed before the Board for ratification.*

2.2 The appointment (*Faculty, Staff and Contractual Staff*) is made subject to the following terms:

2.2.1 Faculty members of the Institute are expected to participate significantly in the activities of the Area/Group in which they are recruited as well as other academic activities of the Institute. They are required to undertake a blend of activities like teaching in PGP/FPM/EPGP and other academic programmes of the Institute as well as help the Director in the academic administration as and when necessary. The workload norms would be decided (subject to revision) by the Institute.

2.2.2 The terms of appointment provide for termination by a notice on either side of three months for regular faculty and staff and one month while on probation. If any employee desires to be relieved, prior to the completion of the notice period, he/she will be required to pay to the Institute an amount equal to his/her salary and allowances for the full notice period. However, in case of faculty and other academic personnel if the notice period expires in the middle of an academic term, they will be relieved only at the end of the academic term and in case he/she leaves in the middle of the academic term, he/she will be required to pay to the Institute an amount equivalent to his/her salary and allowances for the full academic term. Notwithstanding the above, the institute may terminate services of any employee in the interest of the institute.

2.2.3 Unless waived in part or in full by the appointing authority, there will be probation period for one year. The probation period may be extended after evaluation prior to completion of one year for a period deemed fit by the competent authority. During the probation period, the services of the employee may be terminated without assigning any reason.

2.2.4 The age of retirement from the service of the Institute will be 65 for faculty and 60 for staff members.

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

2.2.6 Posting & Transfer: Employees are liable to be posted / transferred to any of the sections or departments or offices or any other office which may be opened in future at any other place or any associate institution. Employees are also be liable for transfer to any place in India as the Institute may decide from time to time. Employees are required to work on shifts depending on Institutional requirements.

2.2.7 Other service conditions will be subject to such bye-laws, rules, norms and executive instructions of the Institute as may be in force from time to time.

3. Besides appointments in regular scale, faculty and staff appointments may be made on fixed term contract basis. These appointments will carry a lump sum salary. Fixed term appointees for more than one year duration are eligible for proportionate annual vacation/earned leave, casual leave and medical facility only to faculty on contract basis. Fixed term appointees in faculty are also eligible for campus housing facility subject to its availability. In case a fixed term appointment gets converted into a regular appointment for various terminal purposes the continuity of service will be reckoned from the date of commencement of term appointment. Detailed terms and conditions of contract appointment are available in chapter VI.
4. Visiting faculty appointment would also attract the notice period in case they want to leave during the currency of the appointment.
5. Serving as a member of Board of Directors of any company and receiving sitting fee for Board meeting is permitted subject to the approval of the Director/ Board as the case may be.
6. An employee shall be eligible to various benefits such as LTC, Medical benefits, Children education allowance etc., as explained in subsequent chapters.
7. **Designation, Scale of Pay and Qualification**

Designations and pay scales for various regular positions in the institute are as follows:

Sl. No.	Designation	Pay Scale (6 th pay commission)
1	Director	80000 fixed
2	Professor	37400-67000, AGP 10500
3	Associate Professor	37400-67000, AGP 9500
4	Assistant Professor	15600-39100, AGP 8000
5	Head/CAO	15600-39100, GP 7600
6	Manager/Senior Officers	15600-39100, GP 6600
7	Officer	15600-39100, GP 5400
8	Computer Professionals	9300-34800, GP 4600
9	Supervisory Staff	9300-34800, GP 4200
10	Secretarial & Clerical Staff	9300-34800, GP 4200
		5200-20200, GP 2800
		5200-20200, GP 2400
		5200-20200, GP 1900
11	Group D Staff	4440-7440, GP 1300

8. Minimum Qualifications (for all faculty positions)

Ph.D or equivalent in appropriate branch with first class or equivalent (in terms of grades, etc.) at the preceding degree, with a very good academic record throughout. Exception may be made by the Director giving reasons subject to the approval of the Board.

In addition, for:

8.1 Assistant Professor

Minimum 3 years teaching/research/industrial experience (excluding the experience gained while pursuing Ph.D) A fresh Ph.D may be considered for the position but will be on contract basis. In deserving cases institute may relax minimum experience requirement but such relaxation should have the approval of BoG.

8.2 Associate Professor

Minimum 6 years teaching/research/industrial experience of which at least 3 years should be at the level of Assistant Professor or equivalent.

8.3 Professor

Minimum 10 years teaching/research/industrial experience of which at least 4 years should be at the level of Associate Professor in IITs, IIMs, NITIE, IISc Bangalore, NITIE Mumbai and IISERs or at an equivalent level in any such other Indian or foreign institution/institutions of comparable standards.

8.4 Qualifications for administrative positions

Qualifications will be decided by Director depending on the nature of the job. Such qualifications would be made known when announcements are made of the positions.

5. Staff Recruitment and Evaluation

1. Staff Development and Evaluation Committee (SDEC)

Staff Development and Evaluation Committee looks after the following activities

- i. Recruitment
- ii. Confirmation of staff on probation
- iii. Incentivization of staff and
- iv. Building harmonious work environment in the Institute

2. Recruitment Process for Regular/ Contract Staff Positions

The process of recruitment for regular position involves the following steps:

- 2.1 Positions are advertised in leading newspapers and on IIM Indore website inviting applications.
- 2.2 Applications are received in hard copy/ softcopy.
- 2.3 Applications are screened and shortlisted by a committee constituted by the Director specifically for the positions advertised. This committee will check if the candidates meet the minimum requirements as per the announcement and consider the suitability of the candidates for the announced positions. The decision of the committee is minuted and sent to Director for his approval.
- 2.4 Interviews for the shortlisted candidates are scheduled by the Personnel Department.
- 2.5 Director appoints a committee to conduct interviews.
- 2.6 After the candidates are interviewed the committee prepares minutes of the meeting and sends the same to Director for approval.
- 2.7 After approval from Director, appointment letters are issued by appropriate authority to the selected candidates.
- 2.8 Acceptance letters are received and filed by the Personnel Department.
- 2.9 Joining formalities are completed for the candidates who join the institute.
- 2.10 Recruitments are reported to the BoG.

3. Recruitment Process for Academic Associates Positions

- 3.1 Positions are advertised in leading newspapers and on IIM Indore website inviting applications.
- 3.2 Applications are received in hard copy/softcopy.
- 3.3 Applications are sent to the respective areas for shortlisting. The area shortlists the applications and sends the same to Personnel Department.
- 3.4 Interviews are scheduled by the Personnel Department.
- 3.5 The constitution of the selection committee will be a combination of area faculty members and AA Committee members to conduct interviews.
- 3.6 After the candidates are interviewed the committee prepares minutes of the meeting and sends the same to Director for approval.

- 3.7 After approval from Director, appointment letters are signed by the Chair, AA Committee and dispatched to the selected candidates.
- 3.8 Acceptance letters are received and filed by the Personnel Department.
- 3.9 Joining formalities are completed for the candidates who join the institute.
- 3.10 Recruitments are reported to the BoG.

4. Annual Performance Appraisal

Performance appraisal is an objective annual assessment of the work and conduct of an employee. The appraisal information serves as an important criterion/input for the confirmation, promotion, and other decisions linked to incentivization and increments provided to employees. To be timely and effective, the appraisal should be conducted every year for the period covered by the financial year from 1st April to 31st March. The appraisal process may begin at the end of the financial year.

All categories of staff in Group A, B and C shall be covered under the annual performance appraisal. The appraisal process will start with the employee's self evaluation, followed by the reporting officer/supervisor evaluation and finally the reviewing officer (an officer next superior to the reporting officer) will review the form and provide his/her remarks on the evaluation. The appraisal process may also include a peer/co-worker evaluation for a multi-faceted feedback.

5. Confirmation of Staff on Probation

An employee on probation shall be confirmed based on the recommendation of SDEC, which shall look into the annual performance appraisal of such probationer. In case the probation period is to be extended, such extension shall be done by the appointing authority based on the recommendation of the SDEC and communicated to the employee.

6. Contract Appointment Rules

1. These Rules shall apply to teaching and non-teaching contract appointments. Such appointments shall be reported to the Board of Governors (BoG).
2. The *Appointing Authority* for the purpose of contract appointment shall be the Director in case of faculty positions and CAO / Authorized Person by Director in case of non-teaching staff.
3. The person selected for a post under these Rules shall be governed, in all respects, throughout his/her tenure, by these Rules, conduct rules and the rules/orders issued by IIMI from time to time.
4. The period of contract shall be as specified in the order of appointment.
5. The appointee shall work as per the directives of the Faculty/ Officers/Authorities under whom he/she may be placed from time to time.
6. The appointee under these Rules shall devote his/her whole time to the duties assigned to him/her and shall not be allowed to take up assignment elsewhere unless appointed specifically as part-time contract employee.
7. The services of the appointee under these Rules may be terminated:
 - 7.1 by either party without notice at the end of the first year or on the completion of the contract period; OR
 - 7.2 by the Institute without prior notice if the Institute is satisfied on medical report of the institute's doctor that the appointee is unfit and is likely to be so for a considerable period. The decision of the Institute in this respect shall be final; OR
 - 7.3 by the appointing authority, without any prior notice and without any enquiry as in the case of regular employees, if in the opinion of the Appointing Authority, the appointee is found guilty
 - 7.3.1 Of any insubordination, intemperance or other misconduct, or
 - 7.3.2 of any breach or nonperformance of any of the provisions of these rules,
 - 7.3.3 or is found unsuitable for the efficient performance of his duties
 - 7.4 by giving thirty days' notice in writing at any time during service by either party without assigning any reason; OR
In lieu of any notice period by giving one month's salary by either party.
8. If the appointee under these Rules is required to travel for Institute work, he/she shall be entitled to allowances as per the rules in force in the Institute as applicable to his/her equivalent /comparable grade.
9. In respect of any matter for which no specific provision has been made under these Rules, the relevant central govt. rules shall apply, and the decision of the Institute as to their applicability shall be final.

10. Appointments made under these rules except for the following category of appointees (10.1 to 10.4) shall not be extended for a further period on completion of the contract period. Their contract should be terminated on expiry of two years as provided in their appointment letter.
 - 10.1 All Teaching / Visiting Faculty appointees
 - 10.2 Consultants, Retainers
 - 11.3 Superannuated personnel engaged on term appointment
 - 10.4 Project Staff for a fixed term appointment
11. A whole-time appointee under these Rules, will be eligible to the following facilities/benefits:
 - 11.1 Earned Leave, at the rate of two and half days for each completed month's service,
 - 11.2 Eight days casual leave per year
 - 11.3 Two days special casual leave in lieu of restricted holidays,
 - 11.4 Medical facilities from the Institute's dispensary for self,
 - 11.5 Canteen and Institute transport facilities on payment basis
 - 11.6 LTC as applicable to regular staff.

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7. Leave, Holidays and Vacation Rules

1. Leave

The employees of the Institute may be sanctioned leave as prescribed below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. Ordinarily leave will not be granted to the academic staff in the middle of the academic term except on medical grounds.

2. Casual Leave

Casual leave admissible to an employee is eight days for a calendar year subject to the following conditions:

- 2.1 Not more than five days casual leave may be allowed at any one time.
- 2.2 Casual leave cannot be combined with leave of any other description.
- 2.3 Casual leave cannot be accumulated and leave not availed of during any particular calendar year shall lapse at the end of that year.

3. Restricted Holiday

Employees are eligible to avail two days Restricted Holiday in a year.

4. Earned Leave and Vacation Leave

Faculty members and research staff will normally be entitled to vacation of 60 days instead of earned leave. If a member of the faculty and/or research staff is prevented from availing himself/herself of the vacation partially or wholly in any year he/she shall be entitled to leave on full pay and allowances in such proportion of 30 days as the number of days of vacation not taken bears to the full vacation. Such leave should not as far as possible be accumulated. For new entrants to the faculty the quantum of vacation will be proportionate to the period of service preceding the vacation. Faculty/research staff who avail leave without pay in the middle of the year will be entitled for proportionate vacation. For non-teaching staff earned leave of 30 days per year is admissible.

The existing ceiling on accumulation of EL is 300 days.

An employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service to the extent of half of such leave at his credit subject to a maximum of 150 days.

Employees rejoining after availing of earned leave/medical leave etc. should inform the Director/CAO/Personnel Officer as the case may be of their rejoining the Institute from leave.

5. Maternity Leave

5.1 Admissible to married/unmarried female employees during:

- 5.1.1 Pregnancy - 180 days - Admissible only to employees with less than two surviving children
- 5.1.2 Miscarriage/abortion (induced or otherwise): Total of 45 days in the entire service. Application should be supported by a certificate from a Registered Medical Practitioner.

5.2 The leave is not debited to the leave account

5.3 It is granted on full pay

5.4 It may be combined with leave of any other kind

5.5 Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation

5.6 Counts as service for increments

5.7 Counts as service for pension

5.8 Not admissible for *threatened abortion*

6. Paternity Leave

6.1 Male employees of the Institute with less than two surviving children.

6.2 Duration - Fifteen days during the confinement of his wife.

6.3 Leave Salary - Equal to last pay drawn.

6.4 Not to be debited to the leave account. May be combined with any other kind of leave except casual leave as in the case of maternity leave.

6.5 Not to be refused normally.

7. Half Pay Leave

7.1 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 in which he/she is appointed.

7.2 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.

7.3 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.

7.4 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.

- 7.5 Half pay leave can be availed either with or without medical certificate.
- 7.6 Half pay leave can be converted into full pay leave by taking it as *commuted leave*, if the leave applied for was on medical certificate.
- 7.7 While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

8. Commuted Leave

- 8.1 Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate.
- 8.2 Commuted leave up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilized for an approved course of study certified to be in public interest.
- 8.3 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 medical certificate.
- 8.4 Commuted leave up to a maximum of 60 days can be granted without medical certificate to a female employee with less than two living children, on adoption of a child less than one year old.
- 8.5 Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.
- 8.6 If commuted leave is taken twice the number of days availed should be debited in the half pay leave account.
- 8.7 When an employee granted commuted leave quits service voluntarily without returning on the day of the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him for further service or in the event of death, recovery should not be made.
- 8.8 Commuted leave may be granted at the request of the employee even when earned leave is due to him.

9. Guidelines for leave Without Pay for employees, Sabbatical Leave

9.1 Leave Without Pay - The following norms for leave-on-duty-without-pay for the faculty will apply.

9.1.1 The leave will be granted by the Director if he is satisfied that there will not be any major dislocation in the Institute's activities and that the Institute is also likely to benefit from the assignment being offered to the faculty.

9.1.2 Such leave can be granted up to a period of one year to the faculty who has completed three years of continuous service at the Institute. Those who have completed continuous service for a period of six years, may be granted leave up to two years. The Director will have the discretion to relax the period of service or of leave by a few months in deserving cases. All such requests for leave will be placed before the Faculty Development and Evaluation Committee for a decision.

9.1.3 A faculty member who has availed leave without pay has to be on the continuous on pay service of the Institute for three years to become eligible for one year leave without pay and six years continuous service to become eligible for two years leave without pay again. Such requests for leave will also be placed before the Faculty Development and Evaluation Committee for a decision on the request.

9.2 Sabbatical Leave - The following norms will be followed for the grant of Sabbatical leave to the faculty.

9.2.1 A minimum of six years continuous service as faculty is essential.

9.2.2 Maximum period of Sabbatical Leave will be one year inclusive of vacation.

9.2.3 The Sabbatical leave may be granted for any one of the following purposes:

9.2.3.1 to conduct research

9.2.3.2 to write text books or other related works.

9.2.3.3 Any other purposes as approved by the Institute.

9.2.4 The grant of Sabbatical leave would not be automatic but the Institute will have to consider various other aspects before approval of the grant of Sabbatical Leave.

9.2.5 A faculty member while on Sabbatical leave should not accept any other employment outside. However, if he/she wants to spend his/her sabbatical leave in Indore will be allowed to use the office, provide reasonable secretarial help (normally half of one's regular entitlement) and reimburse medical expenses. Further, if the concerned faculty member desires to participate on a limited basis in teaching programmes while he/she is on leave he/she may be allowed to do so without giving him/her any additional honorarium. Such teaching involvement would however be minimal.

9.2.6 No member of the faculty is permitted to do consultancy while on sabbatical leave.

9.3 Study Leave/Fellowship/Exchange, Programme/Training - When an employee applies for study leave pursue further study/ Fellowship/ Exchange Programme/ Training, and it is considered that this has a direct bearing on subjects with which the Institute is concerned and the study or training will, as a consequence, serve the interest of the Institute, although not to the extent of placing him on deputation, the employee may be granted this leave under the following terms and conditions:

9.3.1 The Institute will not ordinarily pay for the travel of the employee.

9.3.2 Study leave will not be debited to the leave account of the employee.

9.3.3 The leave salary during study leave will be as decided by the Director.

9.3.4 The total period of the leave so sanctioned should not normally exceed twelve months may be granted only if the employee has rendered more than three years' continuous service. This condition may be relaxed in special circumstances and a shorter period, in no case less than two years, may be accepted as minimum qualifying service.

Study Leave may be taken in combination with earned leave.

10. Leave Sanctioning Authority

The sanctioning authority for various categories of employees is as under:

Category	Sanctioning Authority
Group A, Academic Fellow/ Associates	Director
Group B & Below	Chief Administrative Officer/ Authorized person

Permission to Leave Station of Posting - No employee shall leave the station of posting without obtaining prior permission from the Director.

11. A faculty member who avails LWOP, study leave or sabbatical or any other long leave other than CL, EL, ML is required to produce documents / certificates related to his relieving from the host organizations, subject to the satisfaction of the Director.

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8. Children Education Allowance Scheme

(Effective from September 1, 2008)

1. Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
2. Under the Scheme of Children Education Allowance reimbursement can be availed by employees up to a maximum of 2 children.
3. Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
4. Henceforth, the reimbursement of Children Education Allowance shall have not nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.
5. Reimbursement for the following items can be claimed under this Scheme:

Tuition Fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities.) This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year.
6. The annual ceiling fixed for reimbursement of Children Education allowance is Rs.12000/-.
7. Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs.3,000, and in another quarter less than Rs.3000, subject to the annual ceiling of rs.12000 per child being maintained.
8. In case both the spouses are employees, only one of them can avail reimbursement under Children Education Allowance.
9. Hostel subsidy will be reimbursed up to the maximum limit of Rs.3000 per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.
10. The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
11. Reimbursement would be made on the submission of original receipts on the basis of self-certification by the employee.

9. Leave Travel Concession Rules

On yearly basis employees who are either on contractual or on regular positions would be eligible for amount equivalent to one month gross salary as applicable on 1st April of every year. Taxes as applicable.

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10. Medical Scheme

The Institute has introduced Group Mediclaim Policy for its employees (Regular and Contract on Institute's roll) w.e.f.28.11.2013 with M/s.United India Insurance Company Ltd. with a coverage of Rs.5,00,000/- per employee and his/her dependent family members. The employees can approach for cash-less treatment in the listed hospitals under this policy or they may undergo treatment any of the non-listed hospitals and they can claim for reimbursement with all the original documents to the Insurance Company. The policy number is 190300/48/13/41/00002839. Complete terms and conditions related to the mediclaim policy are available in the Institute's Intranet (<http://192.168.1.252/office/personnel/Mediclaim.htm>).

The Institute has earmarked a lump sum amount of Rs.20,000/- per employee per annum for Out-patient expenses. This amount will be disbursed on pro-rata basis every month along with the salary.

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11. Housing Rules

1. Type of Houses

Type II -Type II houses are allotted to eligible employees in Group C & D subject to availability.

Type III - Type III houses are allotted to eligible employees in Group B subject to availability.

Type IV - Type IV houses are allotted to eligible employees in Group A subject to availability.

Type V - Type V houses are allotted to Faculty members, subject to availability.

2. All types of campus houses are allotted to employees as per the seniority lists and allotment will be in order of seniority determined by the date of joining of the employee.

3. Out of turn allotment may be made in exceptional situations if, in the opinion of the Director, institutional requirements so demand.

4. If a person does not accept the offer of a house made to him, his name will be shifted to the bottom of the waiting list in the respective categories.

i) When an institutional commitment has been made; for such a situation, institutional commitment will have the priority over seniority in the waiting list.

5. If a person goes on 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 from leave.

6. 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.

If a house becomes available and a faculty is due to return in a month's time, the same will be retained for allotment to the person provided he informs well in advance writing he wants campus accommodation. The allotment letter will be issued only when the faculty actually returns and rejoins the Institute.

7. A faculty member who has exercised the right to reoccupy the house on return from leave (see point 4) must spend at least three more years at the Institute after his/her return from long leave before he/she is again entitled to the option specified in point 4.

8. A house may be allotted for a short stipulated period on the basis of seniority (that is, time spent in the service of IIMI as a faculty) that exists on the date it becomes available.
9. The office concerned which is allotting the campus houses shall monitor the availability of houses periodically and inform the employees concerned accordingly.

General Conditions:

10. After allotment of house employees will have to sign an agreement with the institute in the prescribed format.
11. In every case, the allottee shall be deemed to be a licensee and not a tenant.
12. 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.100/-. (Annexure 1)
13. An allottee, whether temporary or permanent 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 and an appropriate licence fee will be payable by the allottee to the Institute as stipulated by the Central Government from time to time. The licence fee payable to the Institute will commence from the date of occupation of the house.
14. If an allottee dies, the allotment shall be cancelled from the date of death, provided that the Director will have the discretion to extend the period of retention of the campus house by the family of the deceased in appropriate cases for up to 4 months after the death of the allottee. During such occupation the rent last paid by the deceased allottee will be payable to the Institute.

If an allottee retires or resigns or is dismissed or removed from service, the allotment shall be cancelled from the date of retirement, resignation, dismissal or removal, provided that the Director will have the discretion to extend the period of retention in appropriate cases for up to 4 months after the date of retirement, resignation, dismissal, or removal, and on such terms and conditions Director deems fit.

15. An allottee who wants to vacate the residence shall give at least thirty days' notice in writing to the Chief Administrative Officer/ Appropriate administrative authority. If he/she does not do so, he/she will be responsible for payment of rent for that period or the number of days by which the notice given by him/her falls short of 30 days.
16. The employee (allottee) shall not sublet or transfer the residence allotted to him or her, or any portion thereof of the out-houses, apartments thereto, if any. In contravention of this rule, allotment of house to such employee shall be cancelled immediately without any notice and disciplinary action may be initiated.
17. In deserving cases, permission may be given by the Director to a bachelor employee to share the house allotted to him with other bachelors employed at the Institute. None of such employees shall be entitled for HRA.
18. The allottee may entertain guests in his/her house for a period not exceeding three months. If, however, the period exceeds three months, specific approval of the Director needs to be obtained. This restriction will not apply in the case of domestic servants.
19. The liability for rent shall commence from the date of occupation of the residence.
20. The employee to whom the house is allotted shall be personally responsible for the license fee 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 possession.
21. The employee to whom the house has been allotted shall take the possession of the house from the concerned department of the Institute. Likewise, at the time of vacating the house he/she shall hand over the house to the concerned department from where the allotment is made.
22. 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.
23. There shall be no improper use of any allotted house. For the purpose of this rule, 'improper use' shall include the following:
 - 23.1 Unauthorized addition to/or alteration of any part of the house or premises;
 - 23.2 Using the house/premises or a portion thereof for purposes other than for strictly residential purposes;
 - 23.3 Unauthorized extension from electricity and water supply and other service connections or tampering therewith; and

- 23.4 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.
- 23.5 No cattle and poultry shall be kept in the house or in the compound of the house.
- 23.6 No inflammable materials except cooking gas should be stored in the houses

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 and disciplinary action may be initiated.

24. The allottee shall allow the Estate Staff of the Institute or the workers of authorized 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 Officer may consider necessary for the proper maintenance of the house.
25. 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 Estate Staff any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
26. Any incidence of infectious disease in the house must immediately be reported to the Medical Officer/Chief Administrative Officer/ Appropriate administrative authority of the Institute, and all precautions must be taken to prevent the spread of the infection.
27. The allottee will be responsible for all residents of the house including servants abiding by these rules.
28. The license fee payable by an employee for any type of campus house occupied by him/her is decided by the Institute from time to time. There will be additional charges for actual electricity consumption and services like conservancy, water supply, road and street lighting and government education cess, municipal tax etc. These charges will be deducted from the salaries of the occupants each month.
29. On any question of interpretation of these rules, the Director's decision will be final.
30. The Institute shall have the authority to modify these rules at any time.

31. Occupation of Campus House Beyond the Date of Retirement:

31.1 One year prior to the actual superannuation of an employee, he/she should be informed, in writing, by the Chief Administrative Officer/Appropriate administrative authority, as the case may be, the impending retirement and the necessary formalities to be completed before the retirement. One should plan for timely vacation of the campus houses. In case one wants to stay in the Institute house beyond the permissible period of two months, and is granted permission by the Competent Authority the following charges will be levied.

Sl.No.	Type of House	Monthly Charges Payable for overstay (in Rs.)	
		Up to 4	More than 4
1.	Type II	1500	6000
2.	Type III	2000	8000
3.	Type IV	3000	12000
4.	Type V	3750	15000

31.2 No retention beyond six months will be allowed.

31.3 An employee otherwise entitled to use the Institute telephone facility in his/her residence may be allowed to use the telephone facility only up to two months after retirement.

31.4 In the case of an allottee on resignation, dismissal or removal, the Institute telephone facility would be withdrawn on his last working day in the Institute without prior intimation.

31.5 The Institute would write to the superannuating employees one year in advance about their impending retirement and the formalities they are supposed to complete for getting the retirement benefits like EPF/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 Chief Administrative Officer/Appropriate administrative authority quite well in advance.

31.6 The retirement benefits such as gratuity, leave salary etc. should be paid to a superannuated employee only on vacation of the Institute house. The charges for overstay will be recovered from the retirement dues.

12. TA/DA Rules

1. Travel:

Government of India specified classes / mode would apply.

2. Boarding, lodging and local conveyance:

Pay	Overall combined limit against production of bills for both lodging and boarding. Up to Rs. /day	Eligible mode of travel for local conveyance
Grade pay 7600 and above (Faculty, CAO & Librarian etc.).	5500/-	Taxi including A/C taxi
Grade pay 5400 & 6600 (Managers and Officers)	1800/-	Taxi
Grade pay 4800 & below (all those who are covered above)	650/-	Auto

Local conveyance:

1. The actual to and fro expense from the airport /railway station /bus terminus to the place of stay by the eligible mode of travel will be reimbursed based on bills. If the travel is undertaken by a city taxi (blue/yellow cab/ black and yellow taxi), auto or bus, then a declaration/ self-certification by the claimant would be sufficient provided the per km rate does not exceed Rs.15/ -.
2. The local conveyance inside the city /town per day would be in addition to (1) above and reimbursed against bills. If the travel is undertaken by an city taxi (blue /yellow cab/ black and yellow taxi), auto or bus, then a declaration by the claimant would be sufficient provided the per km rate does not exceed Rs.15/- . The per day limit for local conveyance is Rs.1500/- . In case it exceeds the limit, special permission from Director is required.

Special Cases:

- i. The above rules would not apply if the travel, local conveyance, boarding and lodging expenses are borne / reimbursed by the client. It is recommended that while finalizing the terms of the contract /agreement, care is taken to ensure that it is not lower than what is provided by the institute.

- ii. Where the project /consultancy has specific budgets for TA/DA, the class of travel and allowances can be higher than those mentioned above, provided that the same is within the budget and approved by the Director / Competent Authority.

3. T.A. on Transfer, TA Entitlement of Retiring Employees

As per the Government of India Rules - *Mutatis Mutandis*

4. International (Conference) Travel for faculty:

Norms for the International Conference Travel

- i) Expenses related to the lowest registration fee
 - ii) Lowest Economy round trip travel
 - iii) Visa expenses
 - iv) Local conveyance at the conference location to be paid on actuals by the cheaper mode of transport
 - v) Per-diem as per the UN norms for the number of days of the Conference attended plus maximum of two days travel.
5. *Mileage Points: Mileage Points accruing as a part of the official travel would be the property of the individual employees.*

13. Travel Advance and Settlement Rules

1. Amount

An amount sufficient to cover the official's personal traveling expenses, viz., daily allowance, road/rail/air fares, for journeys both ways.

2. Conditions

The advance should be adjusted within 5 working days of completion of the tour/rejoining duty if gone on leave immediately on completion of tour. As second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. Bill in respect of the first advance.

3. Recovery

By adjustment from the T.A. Bill submitted after completion of the journey. Unspent balance to be refunded within 5 days after return to the Institute.

4. Travel settlement

- 4.1 Faculty/Staff who are traveling on office work would send appropriate pink form before the travel date for approval. The travel form should clearly mention the head of account to which the expenditure to be debited.
- 4.2 After the travel is completed, the concerned employee would send the travel allowance form with appropriate supporting documents to Finance & Accounts Department.
- 4.3 This would be vetted by the Finance & Accounts Department as per the existing norms and certify the expenses.
- 4.4 The final settlement of the travel would be approved by the Director based on the certification from Accounts.

14. Disciplinary Rules

	Appointing Authority	Disciplinary Authority	Appellate Authority
Faculty	Director	Director	Chairman, Personnel Committee of the Board Second Appeal to the Chairman, BoG
Non-Teaching Staff			
CAO 15600-39100 GP 7600 - PB3	Director	Director	Chairman, Personnel Committee of BoG
Less than 15600- 39100 GP 6600 - PB3	CAO / Dean (Administration) / Authorized Person	CAO / Dean (Administration)	Director Second Appeal to Chairman, Personnel Committee

15. Rules of Resignations and Retirement

As per the Government of India (CCS) Rules - *Mutatis Mutandis*

16. Employees' Provident Fund, Gratuity and GSLIS

As per the Government of India (CCS) Rules - *Mutatis Mutandis*

16.1. New Pension Scheme

The Institute has also introduced New Pension Scheme w.e.f. 1.11.2013. Also the Institute has taken up a case with Regional Provident Fund Office for migration of 149 employees who joined the Institute on or after 01.01.2004 are EPFO subscribers to NPS.

17. Grievance Redressal

1. Faculty Grievance Redressal

1.1 Faculty Grievance Redressal Cell (FGRC) shall consist of five members with the Director as Chairman. Out of five members, one member shall be from the faculty on Board, Dean (Administration), two members must be from outside the Institute, preferably one member with judicial background and one member from corporate with HR background.

1.2 Faculty members are advised to approach this committee for grievance (with regard to service matters) redressal if any. After receiving a representation, the cell may hear the faculty in person or decide his/her representation in accordance with the rules applicable and attempt to address the redressal within 30 working days.

Should there be a need, faculty member may appeal to the Personnel Committee of the Board and a second and final appeal to the Board.

Grievances related to any of the members of the FGRC will be referred to the Personnel Committee of the Board directly.

Depending on the matter under discussion on a case to case basis, if need be, the Director will recuse himself from the meeting to ensure a fair redressal of the grievances.

2. Non-teaching staff Grievance Redressal

2.1 Staff having grievance with regard to the service matters or regarding any other allied matter, may make representation in writing to the CAO / Dean (Administration), for appropriate redressal.

2.2 Staff Grievance Redressal Cell (SGRC) shall be addressed by Chair, SDEC and the other members will be the same as the SDEC.

2.3 The staff member, who is dissatisfied with the decision of the aforesaid Cell, may make an appeal to the Chair, SDEC and the final appeal to the Director whose decision will be final.

18. Purchase Procedure

1. General

The important considerations in purchases of items or services are : (1) quality, (b) reliability (c) timeliness, and (d) cost including purchase price and transaction costs. Cheapest is not necessarily the best. However, given the specified quality and reliability of the supplier, the lowest cost option should be chosen.

2. Sanctioned Budget Heads

All purchases should be made subject to sanctioned budget. All Departments should specify the budgeted purchases (both revenue and capital heads), which should become the basis for the purchase. The purchase procedures given in these rules shall be applicable to all purchases except in case of construction, library and unlisted heads.

3. Classification of Purchase Items

All items to be procured shall be classified into two categories viz., Non-Consumable Stores and Consumable Stores.

The list of proprietary items should be prepared and approved by the purchase committee. Those proprietary items, which could be acquired on single bid basis, must also be specified.

For both regular and non-regular items and standard and non-standard items, specifications may be indicated in consultation with users/ technical experts. For general use items such as stationery, cleaning material, computer consumables, etc., a cross-section of users may be consulted for the purpose of quality specifications.

4. Powers for Purchase Approval (Capital)

- 4.1 The CAO/ Authorized person* shall approve purchases up to Rs. 50,000.
- 4.2 Purchases in excess of Rs.50,000/- to up to Rs. 10 lakhs shall be approved by the Director
- 4.3 Capital purchases involving an expenditure of Rs.10 to Rs.25 lakhs shall also have the approval of one of the members of the Finance Committee.
- 4.4 Capital purchases involving an expenditure of more than Rs.25 lakhs to Rs.1 crore will have the approval of the Finance Committee.
- 4.5 Beyond Rs. 1 crore to the BoG with the recommendation of F&PC.

* Authorized person hereinafter means any employee authorized by the Director for this purpose.

5. Indenting:

Two separate forms shall be used for indenting capital and other items. All indents for capital purchase shall be first sent to the Finance & Accounts Officer who will confirm funds availability and forward the same to CAO/Authorized person for amount up to Rs.50,000 and to the Director for amount exceeding Rs.50,000.

6. Preparation of Approved Vendor List

The purchase committee shall be responsible for preparation of vendor list for different items and get it approved from Director. Where necessary, experts may be called for preparation of vendor list. It is desirable to work with reputed Original Equipment Manufacturer (OEM) suppliers or authorized distributors of OEMs.

7. Bidding / Tendering:

- 7.1 The purchase department shall use a standard format for bidding / tendering. For award of contracts / purchases of items, bids could be invited on an open or restricted basis. For purchases upto Rs.5 lakhs restricted tender may be followed and for value more than Rs.5 lakhs, open tendering should be followed.
- 7.2 When the contract / purchase value exceeds Rs.5 lakhs and Purchase committee feels that open bid is not preferred, for reasons to be recorded, specific approval should be obtained from the Director for inviting restricted bids and a list of suppliers from whom the bids are sought to be invited should be supplied to him.
- 7.3 Bids should be invited for the total quantity from the vendors in the approved list. Subject to the cost and delivery considerations, manufacturers or their authorized dealers should be preferred for contract / purchase of items.
- 7.4 Bids should generally be sought at least from three bidders. It should be ensured that inquiries are sent to genuine bidders who deal with that particular item. The award of contract / purchase of items should normally be on multi-bid basis. The single bid basis may be followed in the exceptional situations as explained below. For large value of purchases/ large contract wide publicity should be given.

8. Single-bid Purchases

In the case of certain proprietary items, it may be necessary to procure the items from one source only. Also keeping in view technical reasons, at times, it may be necessary to procure a particular item from one selected supplier even though the same item is manufactured by other suppliers. Sometimes urgency of the requirement may necessitate the purchase on single bid. In all such cases a bid can be invited from the single selected bidder and the purchase can be finalized as per the delegation on powers.

Generally, purchase on a single bid basis should be restricted to the following cases only:

- 8.1 Purchase of spare parts from the original manufacturer of the equipment.
- 8.2 Purchase of light fixtures and fans to maintain uniformity
- 8.3 Purchase of equipment where it is essential to have similarity in design with the existing equipment.
- 8.4 Purchase of computers, where servicing plays important role, single vendor may be preferred and should be developed.
- 8.5 Any approved item of proprietary nature such as proprietary software/ proprietary product.
- 8.6 Urgency of the requirement, such as material / items needed for breakdown, urgent repairs etc.

In the case of all purchases against single bid, the justification for purchase on a single bid should be stated clearly in the purchase proposal.

9. Web-Based Purchasing

The Institute may also do web-based purchasing as it affords faster procurement of products, reduction in procurement cost, authenticity and transparency of prices, and on-line order tracking.

10. Urgent Cash Purchases

Urgent cash purchase can be made, for reasons to be recorded, as per the delegated financial powers within the budgetary provisions, where urgency of the requirement does not allow the normal purchase procedures to be followed.

11. Maintenance and Servicing Contracts

Maintenance and service contracts for various items such as air conditioners, water coolers, electrical items, audio visual equipment, computers etc. should be finalized with the manufacturers / their authorized representatives / well reputed contractors in the field, either by inviting offers on an open bid basis or on a restricted bid basis, depending on the quantum of work involved and the type of services required. Generally, the maintenance / service charges may have to be paid in advance on acceptance of the contract. Efforts should, however, be made to make the payment after getting satisfactory service on a quarterly basis. However, if the bidder does not agree to this, the Institute may make advance payment either on a quarterly basis or in full at a time. Such contracts should normally be valid for a period of 12 calendar months at a time, unless justified for low cost considerations.

12. Purchase Committee

12.1 The Purchase Committee shall comprise:

- 12.1.1 Two faculty members one of whom shall be designated as the chairman.
- 12.1.2 CAO / Authorized person
- 12.1.3 Finance & Accounts Officer
- 12.1.4 Executive Engineer
- 12.1.5 Stores & Purchase Officer (SPO)
- 12.1.6 Technical person (From concerned area, for example, Information Services Committee Chairman for computer and peripheral purchases).

12.2 The following shall be the role of the purchase committee :-

- 12.2.1 formulation and review of general purchase policy, procedures, norms, systems, etc.
- 12.2.2 advising SPO in the implementation of purchase decisions and policy, whenever required
- 12.2.3 taking purchase decisions involving expenditure in excess of Rs.5000/- (other than those which come within the purview of Buildings, Library and unlisted items).
- 12.2.4 Preparing vendor list

13. Procedure for Purchase of Capital Items

13.1 The following procedure shall be followed for purchase of capital items at the Institute:

- 13.1.1 Requests for capital items shall be raised on a Capital Indent Form and the person making the indent shall provide details regarding the name and specifications of the item to be bought and its cost and source of supply. He shall also give justification for indenting the item, and indicate whether it was provided for in the Budget.
- 13.1.2 The indent shall be first sent to the Finance and Accounts Officer who, after confirming availability of funds, shall send it to the Director for administrative sanction.
- 13.1.3 The indent is then sent to the SPO with Director's approval for further processing.
- 13.1.4 After processing, the SPO shall present a purchase proposal to the Purchase Committee for its consideration.

- 13.1.5 The Purchase Committee shall examine the procedure followed in making the proposal from the point of view of its conformity with the purchase procedure as laid down in these rules, if satisfied, recommends purchase of the item to the Director.
- 13.1.6 The Director then accords financial sanction and the SPO places orders for procuring the item.
- 13.1.7 The bills for settlement shall have the SPO's certification that the goods have been received in good condition as per specifications and entered in the stock register.
- 13.1.8 Before payment, the F&AO shall ensure that the bills are in order and relate to the purchase order duly approved by the competent authority.
- 13.1.9 In case the value of an accepted bid exceeds the estimated value mentioned in the indent by 20 per cent or more, the indenting officer will be required to give adequate justification for the increase and get Director's approval for the revised rate.
- 13.1.10 The Institute shall obtain the approval of the Finance Committee for incurring capital expenditure in excess of Rs.25 lakhs.

14. **Approval of Bills and Payments**

All bills should be signed by the Store Keeper, SPO and F & AO, before making payments. The store keeper and SPO should certify that the goods have been received and are of the specified quality. In case of technical items technical expert committee shall certify that the items are as per specifications. F & AO, before approving the bills and authorizing payment, should ensure that bills are in order and relate to the purchase order duly approved by a competent authority. In case of maintenance purchases, the bills will be signed by the Store Keeper, Estate Officer, and F& AO while bills relating to maintenance and service contracts will be signed by the concerned supervisor, Estate Officer, and F & AO. Payment terms must be specified to the suppliers and should be followed.

15. **Budgetary Control**

In case the value of an accepted bid exceeds the estimated value mentioned in the indent, by 20% or more, the indenting officer will be required to give adequate justification for the increase and take suitable action for preparation/ approval of the revised budget. In such event, the indent should again be signed by the indenting officer and the F& AO. The justification note should form a part of the purchase proposal.

Flow diagram for authorization levels and schematic diagram for the purchase process are attached.

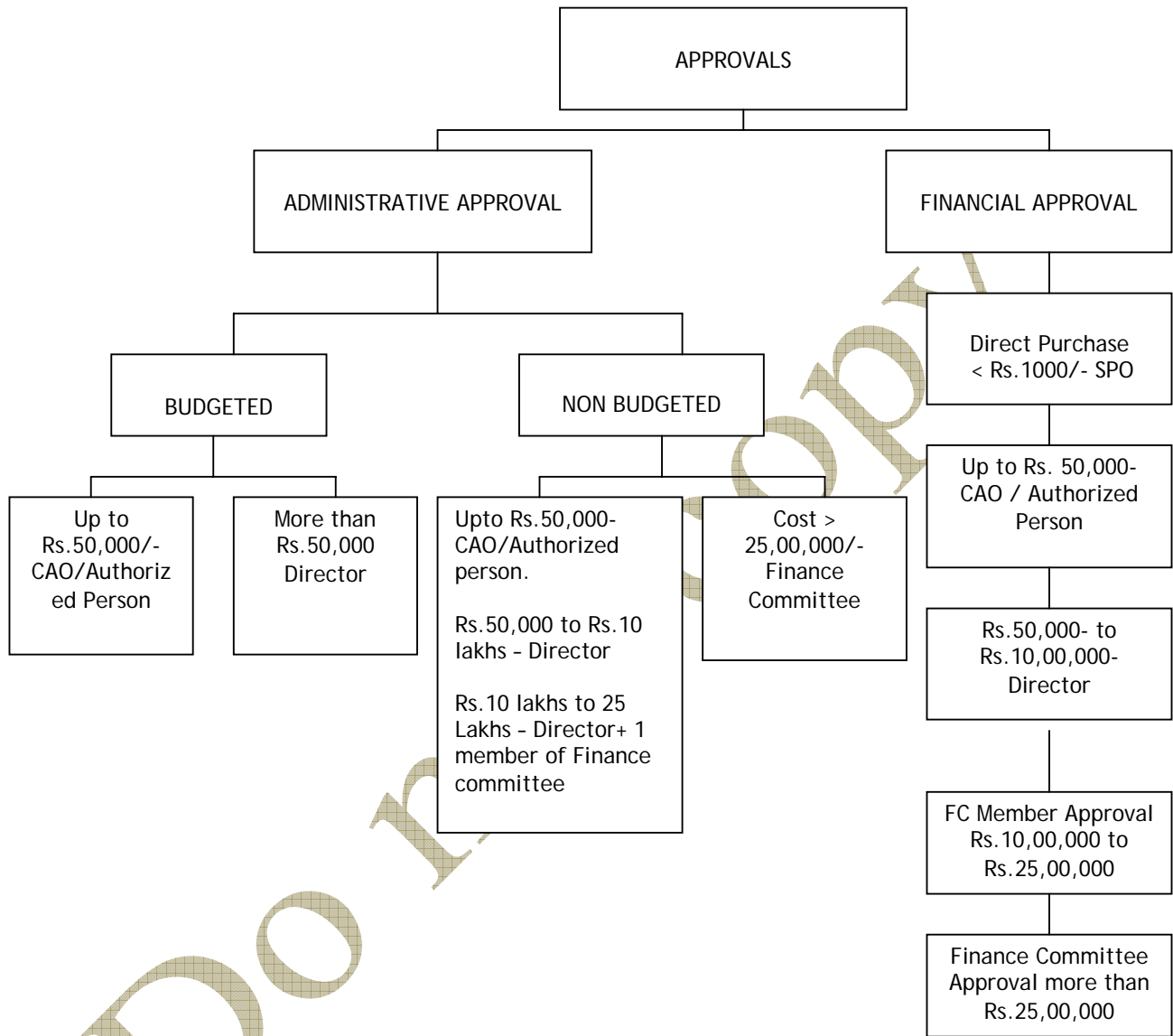
16. Non-Budgeted Expenditure

Any expenditure which does not have budgetary approval should be approved by the competent authority as follows:

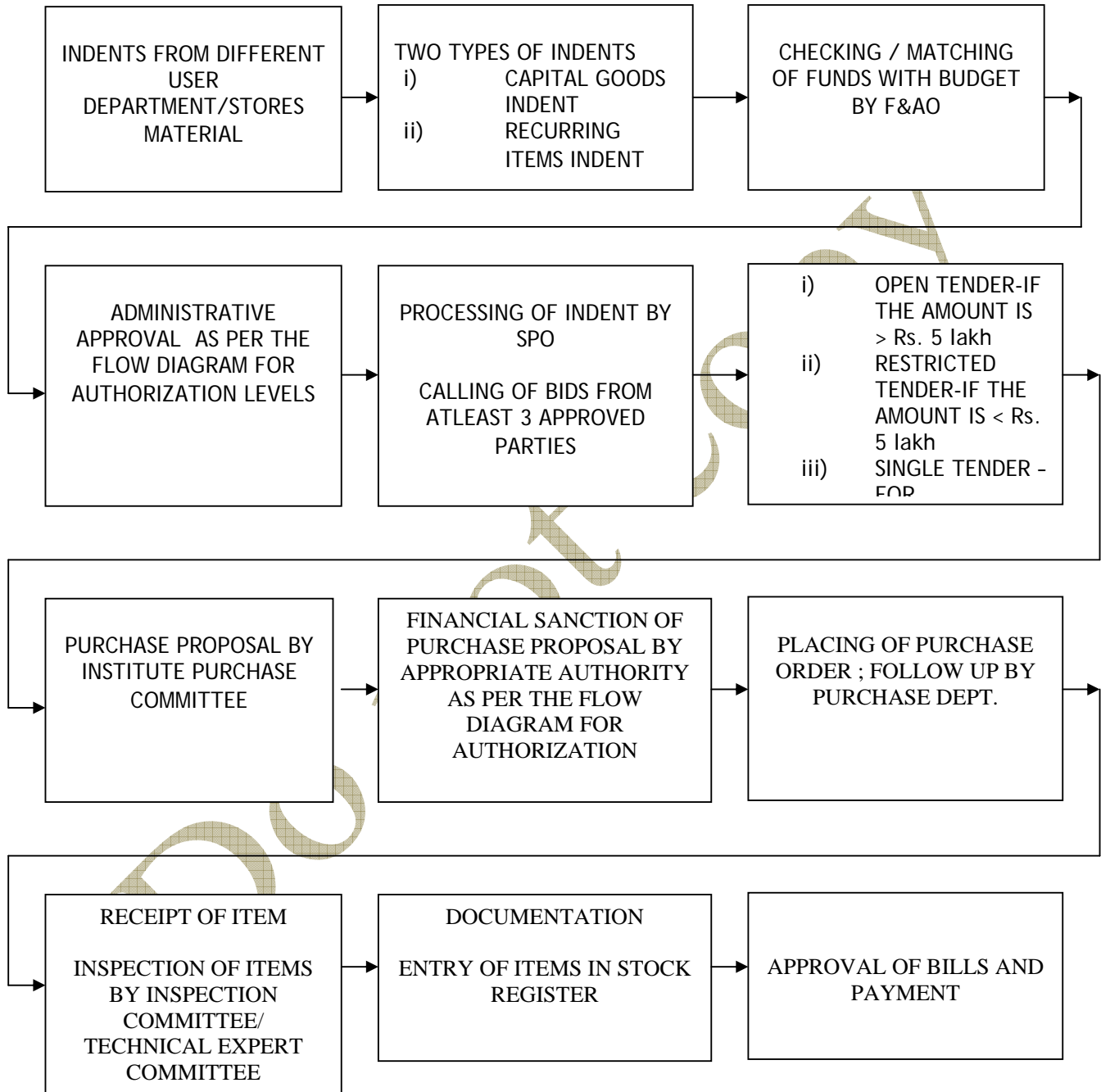
- 16.1 Up to Rs.10 lakhs: Director
- 16.2 Rs.10 - 25 lakhs: Director + one member of Finance committee
- 16.3 More than Rs.25 lakhs: Board through Finance committee

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FLOW DIAGRAM FOR AUTHORISATION LEVELS



SCHEMATIC DIAGRAM OF PURCHASING



19. Asset Disposal Procedure

1. Procedure for write off

- 1.1 An item may be declared as obsolete or surplus or unserviceable, if the same is of no use to the Institute. The reasons for declaring the item as aforesaid should be recorded by the authority competent to purchase such item.
- 1.2 The book value, guiding price and reserved price, which will be required while disposing off the surplus items should also be worked out. In case where it is not possible to work out the booked value, the original purchase price of the item in question may be utilized. A report of stores shall be prepared in the Form GFR-17 (Annexure 1)
- 1.3 In case an item becomes unserviceable due to negligence, fraud or mischief on the part of an employee, responsibility for the same should be fixed on such employee.
- 1.4 Items declared as surplus or obsolete or unserviceable shall be returned to Central stores along with Form GFR-17.

2. Condemnation and Disposal

The IT equipment can be condemned on the following grounds:

- 2.1 Technically obsolete:
 - i. Hardware: Equipments having completed a period of 5 years and currently not in working conditions.
 - ii. Third party Software/books/manual: Software/books/manual having completed a period of 10 years will be treated as obsolete in case service/technical support is no longer available.
- 2.2 Beyond Economical Repair: When repair cost is considered too high in comparison to the current value (taking depreciation into account), and the age of the equipment. Such cases will be put before Department concerned for concurrence/approval prior to condemnation and disposal.
- 2.3 Equipment that has been damaged due to fire or any other reason. Such cases will be put up before Department concerned for concurrence/ approval prior to condemnation and disposal.
- 2.4 Once the equipment has been condemned, it should be removed from office use and kept it in the area allocated for scrapped equipment.

3. Responsibility of Dept. where condemnation of obsolete equipment is to be carried out

Each unit of the Department will prepare Equipment Condemnation Note with equipment description individually numbered, including the make, model, serial number, asset register number, purchase date, purchase price, reason for condemnation and additional information, if any.

The dept. will constitute a Condemnation Committee which will review all Condemnation Notes and take decision about condemnation of equipment.

4. Limited Life Term Assets

Items satisfying anyone of the following conditions may be classified as Limited Life Term Assets:

- 4.1 Stores having useful life of less than five years, which rapidly lose their value/relevance with the lapse of time or have very little or negligible disposal value.
- 4.2 Stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.
- 4.3 Stores which can be used over any period of time but costing less than Rs.10000/-, excluding furniture.

Example of such stores: Personal Computers including laptop, Pocket PC, Computer accessories, Software, Fax machine, Mobile phones, Cameras, Projectors, etc.

- 4.4 The write off of such items of stores will be recommended by the Incharge of the Department and approved by Director/CAO in the case of administrative units irrespective of value. The items will be disposed off through the regular procedures of the Institute.

5. Procedure for identification of unserviceable stores items

The stores incharge before close of the year initiate following steps:

- 5.1 In consultation with the user department and the inspection department, determine stores items which are obsolete.

- 5.2 Prepare a list of obsolete items giving particulars of date of receipt, value, user (if specific) etc. and get the value of obsolete items fixed and have it approved by appropriate authority. Mention the obsolete value also in the list.
- 5.3 Prepare return indent (RI) for approved list of obsolete items. Mark the RI 'obsolete' and forward it to stores custody and issue section.
- 5.4 Value the RI at the approved rate of obsolete items. Take entry in GRN. Send list as in 2 above along with GRN and RI to the concerned Incharge.
- 5.5 Based on the RI, remove quantities of the items from the bins and stock the items in a separate place in store marked 'obsolete' stores items.
- 5.6 Store scraps in the place allotted and enter RI details of the scrap in the Scrap Register (SR).
- 5.7 Prepare a gate pass for quantity delivered and hand over to the collecting individual against acknowledgement.

6. Modes of Disposal

- 6.1 Surplus or obsolete or unserviceable items of assessed residual value above Rs.2.00 lakhs should be disposed off by: (a) obtaining bids through advertised tender or (b) public auction. Detailed procedure is mentioned in Annexure 2.
- 6.2 For surplus or obsolete or unserviceable items with residual value less than Rs.2.00 lakhs, the mode of disposal may be determined by the Stores & Purchase Officer with the approval of the Director, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and also deterioration in the value of goods to be disposed of.
- 6.3 Items such as expired medicines, food articles, etc. which are hazardous or unfit for human consumption should be disposed off or destroyed immediately by adopting suitable mode to avoid any health hazard or environmental pollution or misuse of goods.
- 6.4 Items involving security concerns should be destroyed or disposed off in appropriate manner to ensure compliance with rules of relating to official secrets and financial prudence.

6.5 After disposal of obsolete or surplus or unserviceable items a sale account (ref. Annexure 3) shall be prepared by the Stores and Purchase Officer.

7. Inadequate number of bidders

In case of scrap items worth less than Rs.5 lakhs, if the required number of bidders have not applied to the advertisement, after the expiry of the tender period, the Director may give permission to negotiate with the bidder(s) who have applied and dispose of the asset.

For items worth more than Rs.5 lakh Institute shall issue fresh tender.

8. Delegation of Financial Powers

The approving authority may at his discretion, constitute a committee at appropriate level to declare item/s as surplus or obsolete or unserviceable for value up to Rs. 5.0 lakhs. However, a High Powered Committee would be necessary for values above Rs. 5.0 lakhs. The constitution of such committee shall be as follows:

1. Director
2. Department incharge
3. One Expert to be identified by Director
4. F&AO
5. Stores & Purchase Officer

Recommendation of the committee shall be put up with the appropriate authority as per the approval powers given below.

Up to Rs.10 lakhs: Director.

Above Rs.10 lakhs and up to 25 lakhs: Finance Committee

Above Rs.25 lakhs: Board

9. Buy Back Offer

When it is decided with the approval of competent authority to replace existing old items with a new and better version, the department may trade the existing old item with new and better version. For this purpose a suitable clause is to be incorporated in the purchase note/ bidding documents so that the prospective and interested seller/ bidders formulate their term/ bid accordingly.

Annexure 1

Form GFR 17

Report of Surplus, Obsolete or Unserviceable Stores for Disposal

Item No.	Particulars of Stores	Quantity/Weight	Book Value/Original Purchase Price	Condition and year of Purchase	Mode of Disposal (Sale, Public Auction or Otherwise)	Remarks
1	2	3	4	5	6	7

ANNEXURE 2[#]

IIM Indore follows General Financial Rules for tendering/ auctioning of scrap items.

Disposal through Advertised Tender

- (i) The broad steps to be adopted for this purpose are as follows:
- a) Preparation of bidding documents
 - b) Invitation of tender for the surplus goods to be sold.
 - c) Opening of bids.
 - d) Analysis and evaluation of bids received.
 - e) Selection of highest responsive bidder.
 - f) Collection of sale value from the selected bidder.
 - g) Issue of sale release order to the selected bidder.
 - h) Release of the sold surplus goods to the selected bidder.
 - i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under :-
- a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.

[#]Reference: General Financial Rules, 2005.

http://finmin.nic.in/the_ministry/dept_expenditure/GFRS/GFR2005.pdf

- d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter-offered to the next highest responsive bidder(s).
- e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
- f) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
- g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.
- h) Late bids i.e. bids received after the specified date and time of receipt should not to be considered.

Disposal through Auction:

- (i) Department may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.
- (iii) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.

- (iv) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the institute selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.
- (v) The composition of the auction team will be decided by the Director. The team should however include F&AO.

Disposal at scrap value or by other modes:

If a Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose off the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

A sale accounts should be prepared for goods disposed of in Form GFR 18 duly signed by the officer who supervised the sale or auction.

Annexure 3
Form GFR 18

Sale Account

Item No. 1	Particulars of Stores 2	Quantity/Weight 3	Name & Full Address of Purchaser 4	Highest bid accepted 5	Highest bid rejected 6	Earnest money realized on the spot 7	Date on Which the complete amount is realized and credited into treasury 8	Whether the articles were actually handed over on the spot. If not, the actual date of handing over of the articles with quantities 9	Auctioneer's Commission and acknowledgement for its Payment 10

Signature.....

Designation.....

Date.....

20. Staff Development Allowance (SDA)

Staff Development Allowance to Group A and B employees on regular as well as Institute contract and through manpower agency was introduced w.e.f. 1.4.2012. The eligibility criteria is as follows:

Employee Category	SDA (in Rs.) per year
Group A Employees on Regular scale, Institute Contract and through Manpower agency	30,000
Group B Employees on Regular scale, Institute Contract and through Manpower agency	15,000

Norms related to the utilization of SDA

1. Employees joined the Institute in the middle of the year would be entitled for SDA on a pro-rata basis.
2. The unspent SDA can be carried forward to the next academic year. In general, the unspent money of the SDA for any academic year would be carried forward only for the next academic year. If the amount is still not utilized before the end of the second year, it would elapse.
3. Any computer hardware or software purchased under SDA would be the property of individual staff.
4. Staff members on purchase of assets should show it to the stores department where they will be entered in an appropriate register along with the proof of purchase.
5. Authorization/certification from the I.T. Department would be needed.
6. SDA claim is only a reimbursement.
7. The applicable expenses related to SDA are
 - Membership fees of one or more professional bodies.
 - Purchase of books, periodicals.
 - Purchase of computing equipment (hardware and software) and peripherals.
 - Insurance, maintenance, upgradation of computing equipment.